



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 11

Date: 16 2026 FEB

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 2.12.26 Time: 9:20

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: FEB 12 2026
By: [Signature]

2nd INDORSEMENT

February 9, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 12, series of 2025 of the Sangguniang Bayan of Merida, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 12, series of 2025 entitled: "An Ordinance creating the Position Item of Administrative Officer I (Records Officer I) under the Municipal Accounting Office for inclusion in the LGU Merida Plantilla of Positions "

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii) and (viii)² of the same, subject to CSC rules. Hence, we recommend the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL

Provincial Legal Officer X

¹;Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

² (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

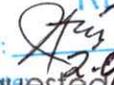
(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
06 February 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

By:  Time: 9:00
2-9-26

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 12, series of 2025 of the Municipality of Merida, Leyte**, entitled: **An Ordinance creating the position item of Administrative Officer I (Records Officer I/SG 10) under the Municipal Accounting Office for inclusion in the LGU-Merida Plantilla of Positions.**


FLORINDA JUL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: FEB 05 2026
By: *Jenny*

OFFICE OF THE SANGGUNIANG BAYAN

02 FEBRUARY 2025

THE SANGGUNIANG PANLALAWIGAN OF LEYTE
CAPITOL BUILDING
PALO LEYTE

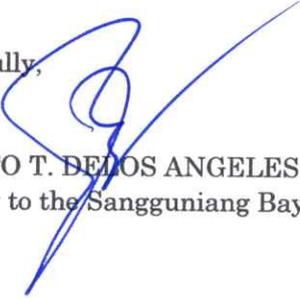
DEAR HONORABLE MEMBERS;

I have the honor to submit to the Sangguniang Panlalawigan of Leyte copies of **MUNICIPAL ORDINANCE NO. 12, SERIES OF 2025 – “AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I/SG 10) UNDER THE MUNICIPAL ACCOUNTING OFFICE FOR INCLUSION IN THE LGU MERIDA PLANTILLA OF POSITIONS”** enacted by the 19th Council of this Municipality, for review and consideration.

Hoping everything is in order.

Thank you.

Respectfully,


JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF MERIDA

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
FEB 05 2026
Date: _____
By: *Jenny*

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 15TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON NOVEMBER 05, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

PRESENT:

HON. BRENDA T. ADOLFO	, Municipal Councilor, Presiding Pro-tempore
HON. ATTY. CHRISTIAN Q. SALTA, EnP	, Municipal Councilor, Majority Floor Leader
HON. BENJAMIN A. TRAVERO, JR.	, Municipal Councilor, Assistant Floor Leader
HON. CHENIL C. CALDERON	, Municipal Councilor
HON. MELQUIADES D. GUIO-GUIO	, Municipal Councilor
HON. ROGEN G. WENCESLAO	, Municipal Councilor
HON. OLIVER R. LIMOSNERO	, Municipal Councilor
HON. RONILLO O. LABANG	, Mun. LnB President (Ex-Officio)
HON. ASHLEY NOREEN J. DIAZ	, Mun. SK Fed. President (Ex-Officio)

ABSENT:

HON. RODRIGO M. WENCESLAO	, Municipal Vice Mayor (Forced Leave)
HON. JESUS ANTONIO R. MARTINEZ	, Municipal Councilor (Forced Leave)

-RESOLUTION NO. 19-25-110-

A RESOLUTION APPROVING MUNICIPAL ORDINANCE NO. 12, SERIES OF 2025 "AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I/SG10) UNDER THE MUNICIPAL ACCOUNTING OFFICE FOR INCLUSION IN THE LGU MERIDA PLANTILLA OF POSITIONS."

WHEREAS, Section 458 of RA 7160 otherwise known as the Local Government Code of 1991, provides that the Sangguniang Bayan has the power to approve ordinances and pass resolutions necessary for an efficient and effective city government and in this connection shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds;

WHEREAS, Article 163 of the Rules and Regulations Implementing the Local Government Code of 1991, provides that, "the Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority, need service requirements and financial capabilities, consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)";

WHEREAS, the Records Officer assigned to the Accounting Office is responsible for maintaining, organizing, and safeguarding all financial records, documents, and files related to accounting transactions. The position ensures that records are properly documented, updated, and accessible for auditing, reporting, and administrative purpose in compliance with government accounting and recordkeeping policies;

-MUNICIPAL ORDINANCE NO. 12-
Series of 2025

"AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I/SG10) UNDER THE MUNICIPAL ACCOUNTING OFFICE FOR INCLUSION IN THE LGU MERIDA PLANTILLA OF POSITIONS."

SECTION 1. TITLE - This Ordinance shall be known as the "An Ordinance Creating the Position Item of Administrative Officer I (Records Officer I) under the Municipal Accounting Office for inclusion in the LGU Merida Plantilla of Positions;

SECTION 2. DUTIES AND FUNCTIONS

1. RECORDS MANAGEMENT

- Organize, classify, and maintain accounting documents such as vouchers, journal entries, disbursement reports, payrolls, and financial statements.
- Develop and maintain a systematic filing an archiving system (manual and electronic) for easy retrieval of records.
- Ensure all accounting records are updated, accurate, and consistent with prescribed retention schedules and accounting policies

-OVER-

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2. DOCUMENTATION AND FILING

- Receive, record, and route incoming and outgoing accounting documents.
- Label and index all records according to document control standards.
- Assist in the preparation and safekeeping of supporting documents for financial transactions.

3. DATA RETRIEVAL AND REPORTING

- Provide relevant documents and data upon request for audits, reports, or management review.
- Maintain a tracking system for all borrowed or released records to ensure accountability and traceability.

4. CONFIDENTIALITY AND COMPLIANCE

- Maintain confidentiality of sensitive financial information.
- Ensure compliance with the National Archives of the Philippines (NAP) guidelines, COA circulars, and other government recordkeeping standards.

5. COORDINATION AND SUPPORT

- Coordinate with accountants, auditors, and administrative staff regarding document requirements.
- Assist in the preparation of reports, summaries, and documentation for financial audits and inspections.
- Participate in records inventory, disposal, and transfer as needed.

SECTION 3. FUNDING – The fund required for the position of Administrative Officer I (Records Officer I) shall be taken from the appropriated budget duly enacted for the purpose and/or succeeding Annual Budget, subject to the limitations prescribed by the Republic Act No. 7160.

SECTION 4. SEPARABILITY CLAUSE – If, for any reason or reasons, any part or provisions of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. EFFECTIVITY CLAUSE – This ordinance shall take effect fifteen (15) days after publication

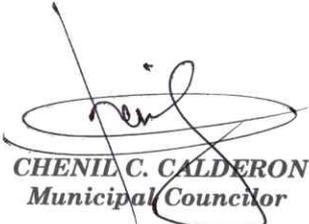
ENACTED, BY THE SANGGUNIANG BAYAN (19TH COUNCIL) OF MERIDA, LEYTE THIS 05TH DAY OF NOVEMBER 2025, ON ITS REGULAR SESSION.

APPROVED UNANIMOUSLY.

SANGGUNIANG BAYAN MEMBERS


ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Majority Floor Leader


JESUS ANTONIO R. MARTINEZ
Municipal Councilor
(Forced Leave)

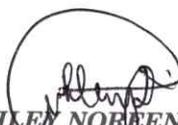

CHENIL C. CALDERON
Municipal Councilor


MELQUADES D. GUIO-GUIO
Municipal Councilor


ROGEN B. WENCESLAO
Municipal Councilor


OLIVER R. LIMOSNERO
Municipal Councilor


RONILLO C. LABANG
Ex-Officio (LnB President)


ASHLEY NOREEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 12 SERIES OF 2025 DATED NOVEMBER 05, 2025
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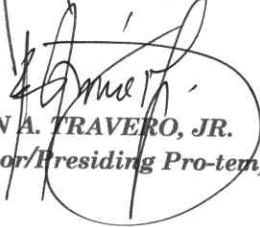
APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON December 11, 2025.

APPROVED BY:


ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor

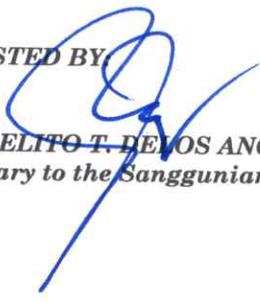
CERTIFIED BY:


BRENDA T. ADOLFO
Municipal Councilor / Presiding Pro-tempore


BENJAMIN A. TRAVERO, JR.
Municipal Councilor / Presiding Pro-tempore

RODRIGO M. WENCESLAO
Municipal Vice Mayor / (Forced Leave)

ATTESTED BY:


JOSELITO T. DE LOS ANGELES
Secretary to the Sangguniang Bayan



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

OFFICE OF THE SANGGUNIANG BAYAN

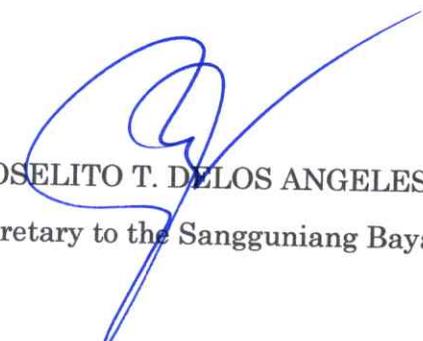
CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 12, SERIES OF 2025 - "AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I/SG 10) UNDER THE MUNICIPAL ACCOUNTING OFFICE FOR INCLUSION IN THE LGU MERIDA PLANTILLA OF POSITIONS"** had been posted in three (3) conspicuous places in the locality within three (3) consecutive weeks from **DECEMBER 12, 2025 to JANUARY 02, 2026**.

THIS CERTIFICATION has been issued in compliance to Section 511 (1), Title One, book IV of RA 7160, otherwise known as the Local Government Code of 1991.

DONE AND ISSUED this 02ND day of FEBRUARY 2026 at Merida, Leyte, Philippines.


JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan