



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

**Sangguniang Panlalawigan
 Province of Leyte**

Item No.: 11
 Date: 02 2026 MAR

PROVINCE OF LEYTE
 LEGAL OFFICE

RELEASED

By: [Signature]
 Date: 2-17-26 Time: 9:24

RECEIVED

2nd INDORSEMENT
 February 9, 2026

Date: FEB 19 2026
 By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. ~~15~~ of the Sangguniang Bayan of Merida, Leyte.

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

- Ordinance No. 15: “An Ordinance creating the positions of Midwife I with Salary grade 9, and Nurse I with Salary Grade 15 for the Merida Infirmery, Nutrition Officer I with Salary Grade 11 for the MNAO etc..”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76², subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for 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

¹(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² 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.

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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PROVINCE OF LEYTE
LEGAL OFFICE

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By: ART JIMMAN
Date: 02-10-26 Time: 1:43 PM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT

09 February 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 15, series of 2025 of the Municipality of Merida, Leyte**, entitled: **An Ordinance creating the positions of Midwife I with Salary Grade 9, and Nurse I with Salary Grade 15 for the Merida Infirmary, Nutrition Officer I with Salary Grade 11 for the Municipal Nutrition Action Office (MNAO), Environment Specialist I with Salary Grade 11, and Administrative Aide I (U.W.I.) Salary Grade 1 for the Municipal Environment and Natural Resources Office (MENRO), and Administrative Aide III (U.W.I.) with Salary Grade 3 for the Tourism Office, all to be included in the Plantilla Positions of the Municipal Government of Merida, Province of Leyte.**


FLORINDA J. YVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

OFFICE OF THE SANGGUNIANG BAYAN

02 FEBRUARY 2025

Sangguniang Panlalawigan
Province of Leyte
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THE SANGGUNIANG PANLALAWIGAN OF LEYTE
CAPITOL BUILDING
PALO LEYTE

Date: FEB 05 2026
By: Jennif

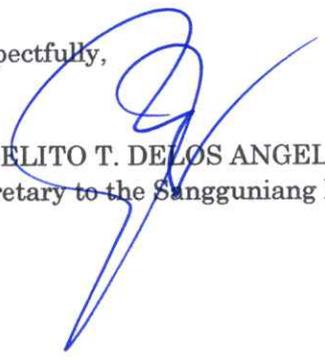
DEAR HONORABLE MEMBERS;

I have the honor to submit to the Sangguniang Panlalawigan of Leyte copies of **MUNICIPAL ORDINANCE NO. 15, SERIES OF 2025 - "AN ORDINANCE CREATING THE POSITIONS OF MIDWIFE 1 WITH SALARY GRADE 9, AND NURSE I WITH SALARY GRADE 15 FOR THE MERIDA INFIRMARY, NUTRITION OFFICER I WITH SALARY GRADE 11 FOR THE MUNICIPAL NUTRITION ACTION OFFICE (MNAO), ENVIRONMENT SPECIALIST I WITH SALARY GRADE 11, AND ADMINISTRATIVE AIDE I (U.W.I.) WITH SALARY GRADE 1 FOR THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO), AND ADMINISTRATIVE AIDE III (U.W.I) WITH SALARY GRADE 3 FOR THE TOURISM OFFICE, ALL TO BE INCLUDED IN THE PLANTILLA OF POSITIONS OF THE MUNICIPAL GOVERNMENT OF MERIDA, PROVINCE OF LEYTE"** enacted by the 19th Council of this Municipality, for review and consideration.

Hoping everything is in order.

Thank you.

Respectfully,


JOSELITO T. DE LOS ANGELES
Secretary to the Sangguniang Bayan



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF MERIDA

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: FEB 05 2026
By: *[Signature]*

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 18TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON NOVEMBER 26, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

PRESENT:

HON. RODRIGO M. WENCESLAO	, Municipal Vice Mayor, <i>OIC-Mayor's Office</i>
HON. BRENDA T. ADOLFO	, Municipal Councilor, <i>Presiding Pro-tempore</i>
HON. ATTY. CHRISTIAN Q. SALTA, EnP	, Municipal Councilor, <i>Majority Floor Leader</i>
HON. BENJAMIN A. TRAVERO, JR.	, Municipal Councilor, <i>Assistant Floor Leader</i>
HON. JESUS ANTONIO R. MARTINEZ	, Municipal Councilor
HON. CHENIL C. CALDERON	, Municipal Councilor=
HON. MELQUIADES D. GUIO-GUIO	, Municipal Councilor
HON. ROGEN G. WENCESLAO	, Municipal Councilor (<i>OB - NMYL Manila</i>)
HON. OLIVER R. LIMOSNERO	, Municipal Councilor
HON. RONILLO O. LABANG	, Mun. LnB President (<i>Ex-Officio</i>)
HON. ASHLEY NOREEN J. DIAZ	, Mun. SK Fed. President (<i>Ex-Officio</i>)

ABSENT:

NONE

-RESOLUTION NO. 19-25-129-

A RESOLUTION APPROVING MUNICIPAL ORDINANCE NO. 15, SERIES OF 2025, "AN ORDINANCE CREATING THE POSITIONS OF MIDWIFE 1 WITH SALARY GRADE 9, AND NURSE I WITH SALARY GRADE 15 FOR THE MERIDA INFIRMARY, NUTRITION OFFICER I WITH SALARY GRADE 11 FOR THE MUNICIPAL NUTRITION ACTION OFFICE (MNAO), ENVIRONMENT SPECIALIST I WITH SALARY GRADE 11, AND ADMINISTRATIVE AIDE I (U.W.I) WITH SALARY GRADE 1 FOR THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO), AND ADMINISTRATIVE AIDE III (U.W.I) WITH SALARY GRADE 3 FOR THE TOURISM OFFICE, ALL TO BE INCLUDED IN THE PLANTILLA OF POSITIONS OF THE MUNICIPAL GOVERNMENT OF MERIDA, PROVINCE OF LEYTE."

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, positions such as Midwife I and Nurse I are essential in addressing public health needs and improving the operational capacity of the Merida Infirmary, ensuring that the municipality meets the increasing demand for quality healthcare services;

WHEREAS, the establishment of a Nutrition Office I position under the MNAO will enhance the municipality's efforts in implementing nutrition programs, monitoring malnutrition cases, and supporting community-based interventions;

WHEREAS, the creation of an Environment Specialist I and Administrative Aide I under MENRO is aligned with the municipality's commitment to environmental sustainability, waste management efficiency, and proper regulatory enforcement;

WHEREAS, the additional Administrative Aide III position in the Tourism Office is expected to support tourism operations, documentation, and frontline services essential to Merida's growing tourism initiatives;

WHEREAS, the Sangguniang Bayan, after careful review and deliberation, finds Municipal Ordinance No. 15, Series of 2025 to be consistent with existing laws and regulations, fiscally sound, and beneficial to the overall operation of the Local Government Unit;

-OVER-

[Handwritten signatures and initials are present on the left and right margins of the page, including a large signature on the left and several initials on the right.]



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 15, SERIES OF 2025 DATED NOVEMBER 26, 2025 //PAGE 02)

NOW, WHEREFORE, ON MOTION of Hon. Atty. Christian Q. Salta, EnP, Chairman Committee on Rules, Regulations and Laws, duly seconded by MASS, BE IT RESOLVED TO ENACT;

-MUNICIPAL ORDINANCE NO. 15-
Series of 2025

SECTION 1. TITLE – This Ordinance shall be known as the “AN ORDINANCE CREATING THE POSITIONS OF MIDWIFE 1 WITH SALARY GRADE 9, AND NURSE I WITH SALARY GRADE 15 FOR THE MERIDA INFIRMARY, NUTRITION OFFICER I WITH SALARY GRADE 11 FOR THE MUNICIPAL NUTRITION ACTION OFFICE (MNAO), ENVIRONMENT SPECIALIST I WITH SALARY GRADE 11, AND ADMINISTRATIVE AIDE I (U.W.I.) WITH SALARY GRADE 1 FOR THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO), AND ADMINISTRATIVE AIDE III (U.W.I) WITH SALARY GRADE 3 FOR THE TOURISM OFFICE, ALL TO BE INCLUDED IN THE PLANTILLA OF POSITIONS OF THE MUNICIPAL GOVERNMENT OF MERIDA, PROVINCE OF LEYTE.”

SECTION 2. DUTIES AND FUNCTIONS:

MIDWIFE I

- Prepare clinic set-up and maintain cleanliness of the clinic
- Formulate health plan
- Prepare vital statistics
- Prepare and submit weekly work plan and monthly itinerary of travel
- Prepare reports and keep files of records
- Attend conferences, trainings, meetings are required
- Supervise and assist auxillary health workers (BHWs/TBAs) within the catchment
- Conduct multi-purpose clinic
- Implement all health program and projects
- Coordinate/collaborate with other agencies

NURSE I

- Participates in Planning and Evaluation of the Health Progress for the Community
- Carries out medical function specified in the operation manual for RHU Workers
- Administers and supervise nursing and midwifery services in the community
- Implement in the nursing aspect of the community health progress
- Plans and Participates in educational program for self, nursing and midwifery personnel and community groups
- Initiate research activities for nursing and participates in other studies related to health

NUTRITION OFFICER I

- Program implementation and coordination
 - Coordinate the implementation of local nutrition action plans
 - Facilitate social preparation activities and program components like dietary supplementation.
 - Organize and lead planning meetings with staff and communities
- Monitoring and evaluation
 - Conduct field visits, surveys, and assessments to monitor program progress.
 - Oversea the monthly weighing and height monitoring of children.
 - Conduct monitoring, evaluation, and reporting activities, including managing data and preparing reports
- Technical support and capacity building
 - Provide technical assistance and support to health workers and community volunteers.
 - Develop and deliver nutrition education and training for the community.
 - Support the management of acute malnutrition through programs like Outpatient Therapeutic Care.
 - Act as a resource person for planning activities.
- Partnership and Networking:
 - Build and sustain partnerships with government counterparts and other national stakeholders.
 - Collaborate with colleagues and partners on operational and implementation issues
 - Participate in inter-sectoral planning and coordination
- Other Responsibilities
 - Ensure compliance with established protocols and guidelines
 - Manage the receipt, inspection, and distribution of food commodities
 - Participate in research and reporting on development and nutrition trends

-OVER-



ENVIROMENT SPECIALIST I

- *Compliance and Reporting – Monitor and ensure compliance with federal, state, and local environmental laws, prepare reports, and manage permits.*
- *Data Analysis and Sampling – Collect and analyze data from samples of air, water, and soil. Conduct site investigations and environmental impact assessments.*
- *Program Development – Develop and implement programs for pollution control, waste management, spill prevention, and sustainability initiatives.*
- *Inspections and audits – Perform site inspections and audits to identify hazards and ensure environmental standards are met.*
- *Risk Assessment – Conduct risk assessments and recommend mitigation strategies*
- *Stakeholder coordination – Collaborate with engineers, scientists, and other specialists, and liase with governmental and regulatory agencies*
- *Training – Provide training to other staff on environmental policies and procedures*

ADMINISTRATIVE AIDE I

- *Receive records, encoding, routing of communications, documents and filing of systematic records for reference and safekeeping*
- *Maintains the cleanliness and orderliness of the Municipal Mayor’s Office and its immediate premises.*
- *Perform other functions as may be necessary required and prescribed or as the need arises and in exigency of service upon orders of the Local Chief Executive.*

ADMINISTRATIVE AIDE III

- *Receive records, encoding, routing of communications, documents and filing of systematic records for reference and safekeeping of the unit.*
- *Performs other functions as may be necessary required and prescribed or as the need arises and in the exigency of service upon orders of the Local Chief Executive.*
- *Maintains the cleanliness and orderliness of the Municipal Tourism Office and its immediate premises.*

SECTION 3. FUNDING – *The fund required for the positions 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 26TH of November 2025, on its Regular Session.

APPROVED UNANIMOUSLY.

APPROVED UNANIMOUSLY.

SANGGUNIANG BAYAN MEMBERS

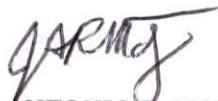
ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Majority Floor Leader

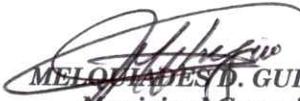
BENJAMIN A. TRAVERO, JR.
Municipal Councilor

CHENIL C. CALDERON
Municipal Councilor



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 15, SERIES OF 2025 DATED NOVEMBER 26, 2025 //PAGE 04)

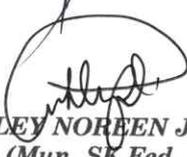

JESUS ANTONIO R. MARTINEZ
Municipal Councilor


MELQUIADES D. GUIO-GUIO
Municipal Councilor


OLIVER R. LIMOSNERO
Municipal Councilor

ROGEN G. WENCESLAO
Municipal Councilor
(OB - NMYL Manila)


RONILLO O. LABANG
Ex-Officio (LNB President)

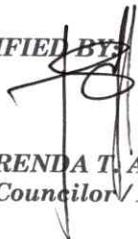

ASHLEY NORREEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON December 12, 2025.

APPROVED BY:

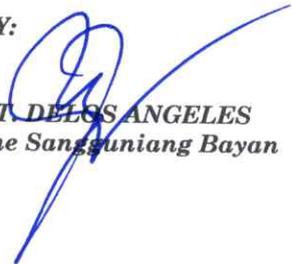

ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor

CERTIFIED BY:


BRENDA T. ADOLFO
Municipal Councilor/Presiding Officer

RODRIGO M. WENCESLAO
Municipal Vice Mayor / OIC - Mayor's Office

ATTESTED BY:


JOSELITO T. DELS ANGELES
Secretary to the Sangguniang Bayan



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

OFFICE OF THE SANGGUNIANG BAYAN

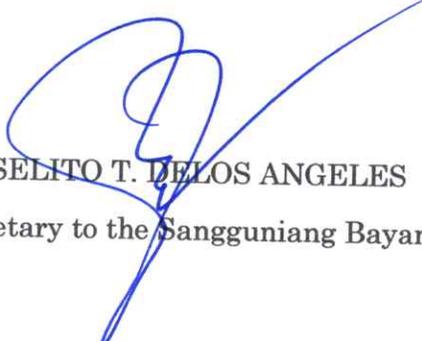
CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that MUNICIPAL ORDINANCE NO. 15, SERIES OF 2025 – “AN ORDINANCE CREATING THE POSITIONS OF MIDWIFE 1 WITH SALARY GRADE 9, AND NURSE I WITH SALARY GRADE 15 FOR THE MERIDA INFIRMARY, NUTRITION OFFICER I WITH SALARY GRADE 11 FOR THE MUNICIPAL NUTRITION ACTION OFFICE (MNAO), ENVIRONMENT SPECIALIST I WITH SALARY GRADE 11, AND ADMINISTRATIVE AIDE I (U.W.I.) WITH SALARY GRADE 1 FOR THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO), AND ADMINISTRATIVE AIDE III (U.W.I) WITH SALARY GRADE 3 FOR THE TOURISM OFFICE, ALL TO BE INCLUDED IN THE PLANTILLA OF POSITIONS OF THE MUNICIPAL GOVERNMENT OF MERIDA, PROVINCE OF LEYTE” 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