



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Item No.: 31
Date: 24 2026 FEB

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 2.13.26 Time: 9:24

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: FEB 19 2026
By: [Signature]

2nd INDORSEMENT

February 9, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2025-133 of the Sangguniang Bayan of Mayorga, Leyte.

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

- Ordinance No. 2025-133, entitled: "An Ordinance Creating Various Plantilla Positions in the Local Government Unit of Mayorga, Leyte of 2025"

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

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;

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

**PROVINCE OF LEYTE
LEGAL OFFICE
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1ST INDORSEMENT
12 February 2026

By: 
Date: 2-12-26 Time: 4:30

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-133 of the Municipality of Mayorga, Leyte, entitled: An Ordinance creating various Plantilla positions in the Local Government Unit of Mayorga, Leyte, defining its duties and responsibilities and appropriating funds therefor.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MAYORGA



-oOo-

MUNICIPAL ORDINANCE NO. 2025-133

**“AN ORDINANCE CREATING VARIOUS
PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT UNIT OF
MAYORGA, LEYTE, DEFINING ITS DUTIES AND
RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR.”**

SPONSOR: HON. JAIRO C. BELTRAN



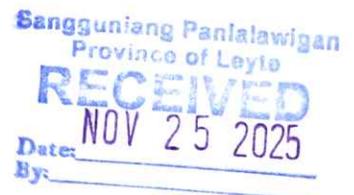
Republic of the Philippines
Province of Leyte
Municipality of Mayorga
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

19 November 2025

HON. LEONARDO M. JAVIER, JR.
Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte
Leyte Provincial Government Complex
Palo, Leyte



Sir:

Respectfully transmitting herewith to the Honorable Sangguniang Panlalawigan of the Province of Leyte is Municipal Ordinance No. 2025-133 of the Sangguniang Bayan of Mayorga, Leyte, *entitled* **“AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT UNIT OF MAYORGA, LEYTE, DEFINING ITS DUTIES AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR”**. Subject ordinance is being forwarded to Honorable Body for review in compliance with Section 56 of Republic Act 7160.

Enclosed likewise are the Certification of Posting issued by this office and by the Barangay Chairmen of the sixteen (16) barangays of Mayorga, Leyte in compliance with Section 59 (b) of RA 7160.

Please find them in order. Your favorable action hereof is pure and simple dedication to serve.

Very truly yours,


HANZEL L. CREBILLO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

HANZEL L. GREBILLO
Secretary to the Sanggunian

ATTESTED:

RECEIVED
Date: **NOV 25 2025**
By: _____

HON. SERGIO I. ZABALA
Municipal Vice-Mayor
Presiding Officer

HON. JAIRO C. BELTRAN
SB Member/Floor Leader

HON. MARCIANO Z. ALICANDO
SB Member

HON. MARK CLOYD M. TAN-PIENGCO
SB Member/Pro-Tempore

HON. RONNIE S. SABALLA
SB Member

HON. CRISANTO C. CABAObAO, JR.
SB Member

HON. JOSEPH A. AMANTE
SB Member

HON. HENRY B. LAGARTO
SB Member

HON. ISRAEL C. LUMPAS
SB Member

APPROVED:

HON. ALEXANDER S. DE PAZ
Municipal Mayor

EXCERPT FROM THE MINUTES OF THE 10th REGULAR SESSION OF THE MEMBERS OF THE SANGGUNIANG BAYAN OF MAYORGA, LEYTE HELD AT THE SESSION HALL, 2nd FLOOR LEGISLATIVE BUILDING MAYORGA, LEYTE ON SEPTEMBER 15, 2025.

PRESENT:

- | | |
|--------------------------------|---|
| HON. SERGIO I. ZABALA | - Municipal Vice Mayor
Presiding Officer |
| HON. JAIRO C. BELTRAN | - SB Member/Floor Leader |
| HON. MARCIANO Z. ALICANDO | - SB Member |
| HON. MARK CLOYD M. TAN-PIENGCO | - SB Member/Pro-Tempore |
| HON. RONNIE S. SABALLA | - SB Member |
| HON. CRISANTO C. CABAObAO, JR. | - SB Member |
| HON. JOSEPH A. AMANTE | - SB Member |
| HON. HENRY B. LAGARTO | - SB Member |
| HON. ISRAEL C. LUMPAS | - SB Member |

ABSENT:

- | | |
|-----------------------------|--|
| HON. SOTERO G. ABRAHAN, JR. | - LnBP President
Ex-Officio Member
(On Sick Leave) |
| HON. NIÑA A. CADUCIO | - PnSK President
Ex-Officio Member
(On Sick Leave) |

MUNICIPAL ORDINANCE NO. 2025-133

“AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT UNIT OF MAYORGA, LEYTE, DEFINING ITS DUTIES AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR.”

Sponsor: Hon. Jairo C. Beltran

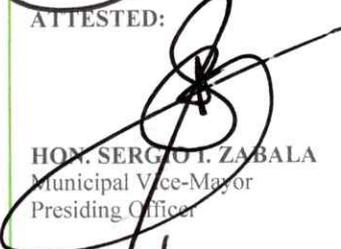
EXPLANATORY NOTE

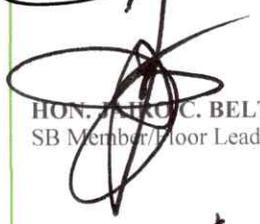
WHEREAS, in line with Republic Act No. 7160 otherwise known as the Local Government Code of 1991, Local Government Units (LGUs) are mandated to ensure the delivery of basic services and the efficient administration of their offices;

WHEREAS, this measure seeks to strengthen the operational capability of the LGU of Mayorga, Leyte, through the creation of plantilla positions in critical service areas such as nutrition, population management, market operations, general services, and disaster risk reduction and management;


HANZEL L. CREBILLO
Secretary to the Sanggunian

ATTESTED:


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Municipal Vice-Mayor
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SB Member/Floor Leader


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HON. ISRAEL C. LOMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

WHEREAS, the plantilla positions will address gaps in service delivery, ensure compliance with national and local policies, and enhance the LGU's capacity to respond to community needs. Each position's duties and responsibilities have been clearly defined herein to ensure role clarity and accountability;

WHEREAS, this measure is vital to promote efficiency, improve public service delivery, and provide structured manpower support to priority programs and projects of the municipality;

WHEREAS, section 447 (viii) of RA 7160 categorically states that one of the functions of the Sangguniang Bayan is to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditure necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREFORE, on motion of the **Honorable Jairo C. Beltran**, duly seconded **En Masse**; be it

NOW THEREFORE, BE IT ENACTED, AS IT IS HEREBY ENACTED, BY THE SANGGUNIANG BAYAN OF MAYORGA, IN SESSION ASSEMBLED, BY VIRTUE OF THE POWERS VESTED IN IT BY LAW, THAT:

SECTION 1. TITLE.

This Ordinance shall be known as *"An Ordinance Creating Various Plantilla Positions in the Local Government Unit of Mayorga, Leyte of 2025."*

SECTION 2. OBJECTIVE.

This Ordinance shall govern the creation of a plantilla position, defining duties and responsibilities and providing funds thereof in the Municipality of Mayorga, Leyte so as to meet the needs of the present demand for basic public service of a very functional and responsive government institution.

SECTION 3. CREATION OF PLANTILLA POSITIONS.

There shall be created various plantilla positions in the Local Government Unit of Mayorga, Leyte, viz:

Office Assignment	Position Title	Salary Grade	No. of Positions
Office of the Municipal Mayor	Nutrition Officer I	SG 10	1
	Population Program Officer I	SG 11	1
	Market Supervisor I	SG 10	1
General Services Office	Administrative Aide III (Driver I)	SG 03	2

HANZEL L. CREBILLO
Secretary to the Sanggunian

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HON. ALEXANDER S. DE PAZ
Municipal Mayor

Local Disaster Risk Reduction and Management Office	Local Disaster Risk Reduction and Management Officer II	SG 15	1
	Local Disaster Risk Reduction and Management Assistant	SG 8	3
	Administrative Aide III (Driver I)	SG 3	2

SECTION 4. DUTIES AND RESPONSIBILITIES.

The created various plantilla positions in the Local Government Unit of Mayorga shall have the following duties and responsibilities:

A. OFFICE OF THE MUNICIPAL MAYOR

1. Nutrition Officer I

Summary: Plays a vital role in improving the nutritional status of the community through planning, implementation, monitoring, and advocacy of nutrition programs.

1. Program Planning and Development:

- Conduct situation analysis to identify nutrition problems and needs.
- Develop and designing nutrition programs and projects, including those for emergency situations.
- Formulate local food nutrition policies, plans, and interventions.
- Integrate nutrition programs into the Local Development Plan and Annual Investment Programs.

2. Program Implementation:

- Provide technical and operational support for the implementation of nutrition programs.
- Conduct regular program visits and surveys to monitor progress.
- Mobilize local resources for nutrition interventions.
- Ensure the efficient and effective delivery of nutrition services.

3. Coordination and Networking:

- Build and maintain partnerships with various stakeholders, including government agencies, NGO's, and community members.
- Facilitate coordination among different sectors involved in nutrition.

HANZEL L. CREBILLO
Secretary to the Sanggunian

ATTESTED:

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SB Member

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HON. ALEXANDER S. DE PAZ
Municipal Mayor

4. Monitoring and Evaluation:

- Monitor and evaluate the effectiveness and efficiency of nutrition programs.
- Report on programs outcomes and recommend improvements.

5. Advocacy and Resource Mobilization:

- Advocate for local support for nutrition programs and policies.
- Identify and mobilize resources for nutrition interventions.
- Promote awareness about nutrition and healthy eating habits.

6. Capacity Building:

- Provide technical assistance and training to community members and other stakeholders.
- Promote knowledge sharing and best practices in nutrition.

7. Other Functions:

- Perform other duties and functions as may be prescribed by law or ordinance.
- Respond to queries and requests related to nutrition.
- Represent the unit in meeting and other relevant events.

2. Population Program Officer I

Summary: Implements and coordinates population development programs, focusing on responsible parenthood, family planning, and adolescent health.

1. Coordination and Planning:

Coordinate with various local departments and offices, mobilize community workers, and formulate strategies for population programs.

2. Service Delivery:

Involved in mapping and locating individuals and couples with unmet needs for family planning, conducting community-based demand generation and referral activities, and ensuring access to quality modern family planning services and commodities.

3. Monitoring and Evaluation:

Monitor and evaluate the implementation of population programs at the district or local level, providing reports and recommendations for improvement.

4. Information and Education:

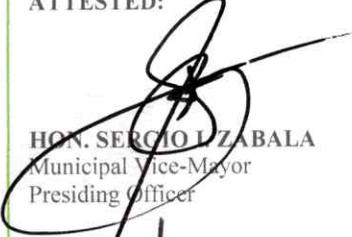
Monitor and evaluate the implementation of population programs at the district or local level, providing reports and recommendations for improvement.

5. Adolescent Health and Development:

Involved in setting up and managing teen centers and addressing adolescent health and development issues to prevent early and repeated pregnancies.


HANZEL L. CREBILLO
Secretary to the Sanggunian

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SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

3. Market Supervisor I

Summary: Oversees daily operations of the public market, ensuring efficiency, safety, sanitation, and market development.

1. Overseeing Daily Operations:

Ensure the market runs smoothly, from opening to closing, including coordinating with vendors and addressing any issues that arise.

2. Stall Management:

Assign stalls, managing rental agreements, and ensuring proper usage of market spaces.

3. Enforcing Rules and Regulations:

Implement and enforcing market ordinances, rules, and regulations related to conduct, sanitation, and business operations.

4. Monitoring Sanitation and Hygiene:

Ensure proper waste disposal, cleanliness, and adherence to health and safety standards.

5. Security and Safety:

Work with security personnel to maintain a safe environment for vendor and customers. Address any security concerns.

6. Market Development:

Identify opportunities to improve the market, enhance the vendor and customer experience, and promote the market's overall development.

7. Data Collection and Analysis:

Gather data on market activities, such as sales volume, pricing, and customer preferences, to inform decisions and strategies.

8. Cash Handling:

Manage market fees, collecting rental payments, and ensuring accurate financial transactions.

9. Reporting:

Prepare reports on market operations, including sales, revenue, and issues or incidents.

10. Communication and Coordination:

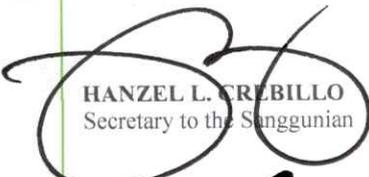
Maintain effective communication with vendors, LGU officials, and other stakeholders.

11. Problem Solving:

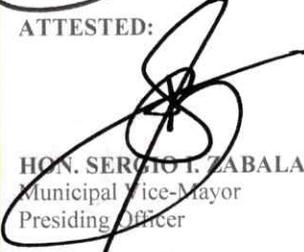
Address and resolve issues related to market operations, vendor disputes, or customer complaints.

12. Promoting the Market:

Participate in efforts to promote the market and attract customer.


HANZEL L. TRIBILLO
Secretary to the Sanggunian

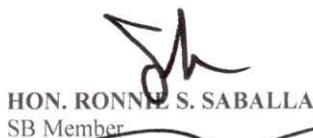
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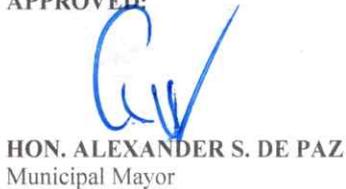

HON. CRISANTO C. CABAObAO, JR.
SB Member


HON. JOSEPHA A. YMANTE
SB Member


HON. HENRY B. LAGARTO
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HON. ISRAEL O. LUMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

B. GENERAL SERVICES OFFICE

1. Administrative Aide III (Driver I) - 2 positions

Summary: Provides transportation services and supports LGU operations through safe and efficient driving.

1. Ensure that all vehicles are properly checked and maintained by confirming that basic Periodic Maintenance Service are being followed.
2. Ensures that vehicle has adequate tools and fuel supply before and after each travel.
3. Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature.
4. Report immediately in writing any mechanical problems or damage to the vehicle.
5. Conduct routine inspection of vehicle to make sure it is in good working condition and will run smoothly.
6. Entry required data in the vehicle maintenance electronic logs.
7. Acts as Duty Driver during weekdays (when no out of town travel) and during weekends if necessary.
8. Act as administrative support staff and assist the GSO and other office personnel in the conduct of inventory to all properties, supplies and equipment of the agency.
9. Performs other functions as may be assigned by supervisor which are related to primary function.
10. Participate in training and professional development opportunities to enhance their skills and knowledge.

C. LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO)

1. Local Disaster Risk Reduction and Management Officer II

Summary: Functions as per LDRRMO mandate; handles DRRM planning, operations, and coordination.

1. Planning and Policy Formulation

- Prepare and update the Local Disaster Risk Reduction and Management Plan (LDRRMP), integrating it into the LGU's Comprehensive Development Plan and Annual Investment Plan.
- Assist in the formulation of policies, guidelines, and strategies for disaster prevention, mitigation, preparedness, response, and recovery.


HANZEL L. CREBILLO
Secretary to the Sanggunian

ATTESTED:


HON. SERGIO J. ZABALA
Municipal Vice-Mayor
Presiding Officer


HON. AIRA C. BELTRAN
SB Member/Floor Leader


HON. MARCIANO Z. ALICANDO
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HON. MARK CLOYD M. TAN-PIENCGO
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SB Member


HON. ISRAEL C. LUMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

- Conduct risk assessment, hazard mapping, and vulnerability studies for locality.

2. Coordination and Networking

- Act as secretariat to the Local Disaster Risk Reduction and Management Council (LDRRMC).
- Coordinate with national government, NGO's, private sector, and community-based organizations for DRRM activities.
- Maintain close communication with Barangay DRRM Committees (BDRRMCs) for reporting and response.

3. Disaster Preparedness

- Organize and conduct disaster drills and simulation exercises (e.g., earthquake, fire, typhoon)
- Prepare and maintain early warning systems and emergency communication networks.
- Manage and monitor prepositioned supplies, rescue equipment, and evacuation centers.

4. Response Operations

- Lead or assist in emergency operations during disasters.
- Supervise search and rescue, relief distribution, evacuation, and first aid activities
- Ensure timely damage and needs assessment reports are submitted to higher authorities.

5. Recovery and Rehabilitation

- Facilitate post-disaster needs assessment (PDNA)
- Assist in the restoration of basic services, livelihood programs, and infrastructure repair.
- Support the psychosocial recovery of affected individuals.

6. Capacity Building

- Conduct training programs for LGU personnel, barangay officials, and volunteers.
- Promote community awareness on disaster preparedness and climate change adaptation.
- Develop and distribute Information, Education, and Community (IEC) materials.

7. Monitoring and Reporting

HANZEL L. CREBILLO
Secretary to the Sanggunian

ATTESTED:

HON. SERGIO I. ZABALA
Municipal Vice Mayor
Presiding Officer

HON. JAMES L. BELTRAN
SB Member/Floor Leader

HON. MARCIANO Z. ALICANDO
SB Member

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HON. ISRAEL O. LUMPAS
SB Member

APPROVED:

HON. ALEXANDER S. DE PAZ
Municipal Mayor

- Keep updated records of disaster, damages, and responses.
 - Submit regular reports to the Local Chief Executive and the Office of Civil Defense (OCD) via the DILG.
 - Monitor fund utilization of the Local DRRM Fund.
- 8. Administrative and Support Tasks.**
- Supervise DRRM staff or volunteers as needed.
 - Manage the Local DRRM Office's budget, equipment inventory, and logistics.
 - Perform other duties assigned by the Local Chief Executive (Mayor/Governor) related to DRRM.

2. Local Disaster Risk Reduction and Management Assistant– 3 positions

Summary: Support DRRM Officer in preparedness, response, and rehabilitation activities.

Research and Planning Section

1. Assist in the Development and Updating of DRRM Plans

- Contribute to the formulation and regular updating of:
 - Local Disaster Risk Reduction and Management Plan (LDRRMP)
 - Local Climate Change Action Plan (LCCAP)
 - Contingency Plans (e.g., for typhoons, floods, earthquakes)
 - Evacuation Plans and Incident Action Plans (IAPs)

2. Integrate DRRM into Local Development Plans

- Help ensure that DRRM measures are incorporated in the Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP), and Annual Investment Plan (AIP).

3. Hazard and Risk Mapping Support

- Assist in identifying hazard-prone areas and producing/updating hazard, vulnerability, and risk maps (HVRMs)

3. Support in DRRM Policy Development


HANZEL L. CREBILLO
Secretary to the Sanggunian

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HON. ISRAEL O. LIMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

- Contribute to the drafting of ordinances, executive orders, and resolutions related to DRRM.
- Provide technical inputs for LGU policies and guidelines on preparedness and risk reduction.

5. Documentation and Plan Monitoring

- Assist in tracking the implementation of DRRM plans and programs.
- Prepare progress reports and planning documents for submission to LDRRMO heads or councils.

Operations and Warning Section

1. Data Gathering and Analysis

- Collect baseline data related to hazards, climate risks, socio-economic vulnerabilities, and historical disaster records.
- Analyze trends to support risks-informed planning and programming.

2. Conduct or Support DRRM-Related Studies

- Assist in conducting research on local hazards, climate change impacts, and community coping mechanisms.
- Coordinate with local academic institutions and national agencies for joint research activities.

3. Maintain DRRM Information Systems

- Update databases related to disaster incidents, risk profiles, training, and planning documents.
- Help maintain the General Information Sheet based (GIS-based) information, if available.

4. Knowledge Management

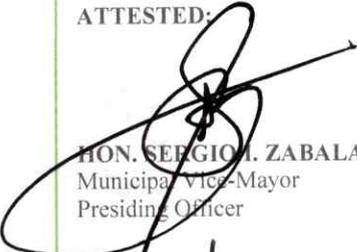
- Compile and organize technical references, case studies, and best practices for DRRM learning.
- Maintain a DRRM library (physical or digital) within the LGU.

5. Monitoring and Evaluation Support

- Assist in evaluating DRRM programs and projects.


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SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

- Prepare summaries and reports for policy and decision-making purposes.

Administration and Training Section

1. Community-Based Training Implementation

- Organize and facilitate DRRM training, orientations, and capacity-building activities for barangays, schools, and LGU personnel.
- Coordinate with trainers, resource persons, and partner agencies (e.g., OCD, DILG, Red Cross).

2. Training Needs Assessment

- Conduct assessment to identify the training and capacity needs of stakeholders.
- Align training programs with the Local DRRM Plan and hazard/risk profiles.

3. Training Materials Preparation

- Develop or reproduce IEC materials, manuals, presentations, and handouts for training use.
- Ensure training content is culturally appropriate and aligned with national standards.

4. Evaluation and Feedback

- Administer post-training evaluations and analyse results for reporting and improvement.
- Prepare training completion reports and maintain a database of trained individuals.

5. Conduct Simulations and Drills

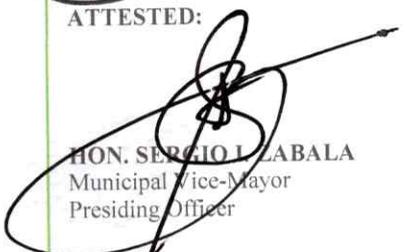
- Assist in organizing emergency drills (e.g., earthquake, fire, flood) in coordination with schools, barangays, and agencies.
- Support scenario planning and role assignments during simulation exercises.

6. Partnership and Networking

- Coordinate with NGOs, CSOs, academic institutions, and government agencies for joint training initiatives.
- Support LGU participation in regional or national DRRM training events.


HANZEL L. CREBILLO
Secretary to the Sanggunian

ATTESTED:


HON. SERGIO L. LABALA
Municipal Vice-Mayor
Presiding Officer


HON. JAIR C. BELTRAN
SB Member/Block Leader


HON. MARCIANO Z. ALICANDO
SB Member

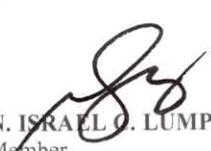

HON. MARK CLOYD M. TAN-PIENGCO
SB Member/Pro-Tempore


HON. RONNIE S. SABALLA
SB Member


HON. CRISANTO C. CABAObAO, JR.
SB Member


HON. JOSEPHA A. AMANTE
SB Member


HON. HENRY B. LAGARTO
SB Member


HON. ISRAEL O. LUMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

4. Administrative Aide III (Driver I) – 2 positions

Summary: Operates emergency vehicles for disaster and emergency response.

1. Emergency Vehicle Operation:

Primarily responsible for operating the MDRRMO's emergency vehicles, such as ambulances, for transporting patients, injured individuals, or personnel during emergencies.

2. Transportation:

Provides transportation for personnel, equipment, and supplies during disaster relief efforts, search and rescue operations, and other emergency situations.

3. Vehicle Maintenance:

Ensure the emergency vehicle are properly maintained, including regular checks of fluids, tires, and other essential components, to guarantee their operational readiness is a crucial aspect of the role.

4. Pre-Disaster Activities:

Involved in tasks related to disaster preparedness, such as transporting equipment for training exercises, awareness campaigns, or community outreach programs.

5. Support to Emergency Response Teams:

Assist medical personnel or other responders in loading/unloading or accidents involving the vehicle is another responsibility of the driver.

6. Record Keeping:

Maintain records of vehicle usage, maintenance, and any incidents or accidents involving the vehicle is another responsibility of the driver.

7. Coordination:

Coordinate with other MDRRMO personnel or relevant agencies to ensure efficient and timely responses during emergencies.

8. Compliance:

Ensure that the vehicle and its operations comply with all relevant safety regulations and protocols is an important aspect of the role.

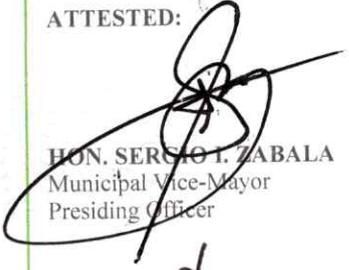
9. Other Duties:

May be assigned to other tasks related to disaster risk reduction and management as directed by their supervisor.

SECTION 5. APPROPRIATION OF FUNDS.

The necessary funds for the implementation of this Ordinance, including salaries and benefits of the newly created positions, shall be appropriated, and charged against the available funds of the Local Government Unit, subject to the usual accounting and auditing rules and regulations.

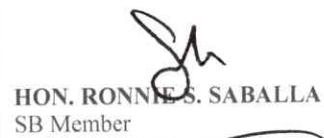
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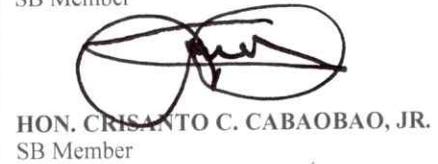

HON. SERGIO L. ZABALA
Municipal Vice-Mayor
Presiding Officer

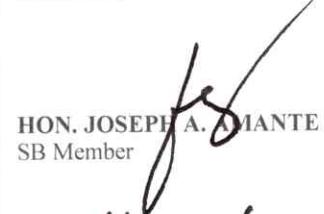

HON. JAIRO C. BELTRAN
SB Member/Floor Leader

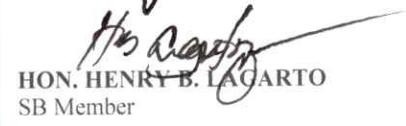

HON. MARCIANO Z. ALICANDO
SB Member


HON. MARK CLOYD M. TAN-PIENGCO
SB Member/Pro-Tempore


HON. RONNIE S. SABALLA
SB Member

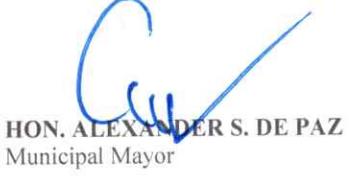

HON. CRISANTO C. CABAObAO, JR.
SB Member


HON. JOSEPH A. DIANTE
SB Member


HON. HENRY B. LAGARTO
SB Member


HON. ISRAEL C. LUMPAS
SB Member

APPROVED:


HON. ALEXANDER S. DE PAZ
Municipal Mayor

SECTION 6. IMPLEMENTATION.

The Human Resource Management Office (HRMO), in coordination with the Office of the Municipal Mayor, shall initiate the necessary steps for the recruitment, selection, and appointment of qualified personnel to the created positions, in compliance with Civil Service Commission (CSC) rules.

SECTION 7. SEPARABILITY CLAUSE.

If any provision of this Ordinance or any part thereof be declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

SECTION 8. APPLICABILITY CLAUSE.

All other matters related to the impositions of this ordinance shall be governed by the pertinent provisions of existing laws and other ordinances.

SECTION 9. REPEALING CLAUSE.

All ordinances, resolutions, executive orders or regulations and other issuances inconsistent with the provisions and/or purposes of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 10. EFFECTIVITY CLAUSE.

This Ordinance shall take effect upon the approval by the Sangguniang Panlalawigan of Leyte.

UNANIMOUSLY APPROVED. SEPTEMBER 15, 2025.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance which was duly approved by the Sangguniang Bayan during its Regular Session held on September 15, 2025.


HANZEL D. CREBILLO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Mayorga
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

THIS IS TO CERTIFY that pursuant to section 59, chapter 3, Title Two, Book I of the Local Government Code of 1991, the undersigned had caused the posting of copies of Municipal Ordinance No. 2025-133 *entitled* **“AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT UNIT OF MAYORGA, LEYTE, DEFINING ITS DUTIES AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR,”** which was approved by the Sangguniang Bayan on September 15, 2025 were actually posted on October 21, 2025 at the bulletin board of the Office of the Sangguniang Bayan, entrance of the Municipal Hall, and conspicuous place in all Barangay Halls and waiting sheds of the 16 barangays and the same was remain posted of not less than three (3) weeks therefrom.

Signed this 11th day of November 2025 at the Office of the Sangguniang Bayan of Mayorga, Leyte.


HANZEL L. CREBILLO
Secretary to the Sanggunian

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Union

-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

CERTIFICATION OF POSTING

THIS IS TO CERTIFY that copies of Municipal Ordinance No. 2025-133 *entitled* "AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT UNIT OF MAYORGA, LEYTE, DEFINING ITS DUTIES AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR," which was approved by the Sangguniang Bayan on September 15, 2025 were actually posted on October 21, 2025 in conspicuous place in the Barangay Hall and Waiting Sheds of Barangay Union and the same was remain posted of not less than three (3) weeks therefrom.

Signed this 11th day of November 2025 at Barangay Union Mayorga, Leyte.


HON. SOTERO G. ABRAHAN, JR.
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Burgos
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

CERTIFICATION OF POSTING

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Signed this 11th day of November 2025 at Barangay Burgos Mayorga, Leyte.


HON. JOLIE S. CLEMENCIO
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Poblacion Zone I

-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Poblacion Zone I Mayorga, Leyte.



HON. MANUEL L. PESTILOS
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Talisay
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Talisay Mayorga, Leyte.

 11/18/25
HON. JOY/E. BOLLENA
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Poblacion Zone II

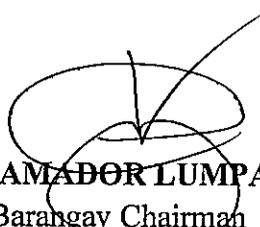
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OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Poblacion Zone II Mayorga, Leyte.


HON. AMADOR LUMPAS, JR.
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay San Roque
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay San Roque Mayorga, Leyte.


HON. CAMILO L. ALABAN
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Camansi
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Camansi Mayorga, Leyte.



HON. JOBERT D. LOPEZ
Barangay Chairman

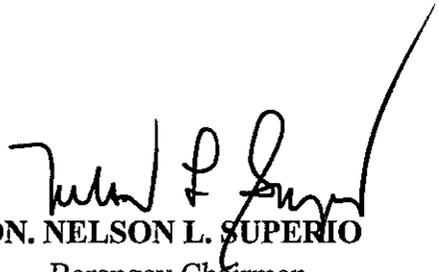
Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay A. Bonifacio
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay A. Bonifacio Mayorga, Leyte.


HON. NELSON L. SUPERIO
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Wilson
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Wilson Mayorga, Leyte.


HON. ROLAND S. SIONELO
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Ormocay
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Ormocay Mayorga, Leyte.


HON. ZOSIMO A. ALPINO III
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Gen. A. Luna
-oOo-

OFFICE OF THE BARANGAY CHAIRWOMAN

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Signed this 11th day of November 2025 at Barangay Gen. A. Luna Mayorga, Leyte.


HON. MARILYN C. DE PAZ
Barangay Chairwoman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Calipayan

-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Calipayan Mayorga, Leyte.


HON. DARIO S. ISAIAS
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Poblacion Zone III
-oOo-

OFFICE OF THE BARANGAY CHAIRWOMAN

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Signed this 11th day of November 2025 at Poblacion Zone III Mayorga, Leyte.


HON. EVELYN C. SIMBORIO
Barangay Chairwoman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Sta. Cruz
-oOo-

OFFICE OF THE BARANGAY CHAIRMAN

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Signed this 11th day of November 2025 at Barangay Sta. Cruz Mayorga, Leyte.


HON. FLORENCIO A. LUZADIO, JR.
Barangay Chairman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay Liberty
-oOo-

OFFICE OF THE BARANGAY CHAIRWOMAN

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Signed this 11th day of November 2025 at Barangay Liberty Mayorga, Leyte.


HON. MENCHU J. ESTAS
Barangay Chairwoman

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mayorga
Barangay A. Mabini
-oOo-

OFFICE OF THE BARANGAY CHAIRWOMAN

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Signed this 11th day of November 2025 at Barangay A. Mabini Mayorga, Leyte.


HON. FE A. TENEBRO
Barangay Chairwoman