



Republic of the Philippines
 PROVINCE OF LEYTE
 Palo, Leyte
 -oOo-

Item No.: 34
 Date: 24 2026 FEB

PROVINCIAL BUDGET OFFICE

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: FEB 18 2026
 By: [Signature]

February 16, 2026

Hon. **LEONARDO M. JAVIER, JR.**
 Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
 Sangguniang Panlalawigan
 Province of Leyte
 Palo, Leyte

RELEASED
 DATE: 2-18-26
 NO. 156
 BY: [Signature]
PBO

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 05 FY 2025** of the **Municipality of Burauen, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 25-204** with a total appropriation in the amount of **Php6,349,473.68** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the grant of the following allowances/benefits shall be made pursuant to the corresponding guidelines relative thereto:
 - a. Service Recognition Incentive (SRI) - Budget Circular 2025-3 dated December 15, 2025;
 - b. Gratuity Pay - Budget Circular 2025-4 dated December 16, 2025;
2. That the allocation and utilization of the 5% Local Disaster Risk Reduction and Management Fund (LDRRMIF) shall conform with the provisions of NDRRMC-DBM and DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013;
3. That funds are actually available to pay these proposed expenditures and shall be disbursed for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and accounting and auditing rules and regulations and all other existing laws shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:

MARIA GINA P. HIPE
 Provincial Budget Officer

RUTH Y. SURPIA
 Provincial Treasurer

AGNES C. RAFON
 Provincial Planning & Development
 Coordinator - Designate

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
26 December 2025

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-204, series of 2025** of the **Municipality of Burauen, Leyte**, entitled: **An Appropriation Ordinance authorizing the Supplemental Fund Budget No. 05 for CY 2025 with a total amount of Six Million Three Hundred Forty-Nine Thousand Four Hundred Seventy-Three Pesos & 68/100 (P6,349,473.68).**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



MUNICIPAL ORDINANCE NO. 25-204

“An Appropriation Ordinance Authorizing the Supplemental Fund Budget No. 05 of the Municipality of Burauen, Leyte for CY 2025 with Total Amount of Six Million Three Hundred Forty-nine Thousand Four Hundred Seventy-three Pesos & 68/100 (₱ 6,349,473.68) for Purposes as Stated in the Statement of Supplemental Appropriation”

BURAUEN, LEYTE



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

December 26, 2025

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: DEC 26 2025
By: _____

Ladies/Gentlemen:

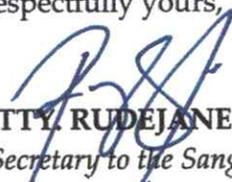
We transmit herewith 15 copies of **Municipal Ordinance No. 25-204**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled *"An Appropriation Ordinance Authorizing the Supplemental Fund Budget No. 05 of the Municipality of Burauen, Leyte, for CY 2025 with a Total Amount of Six Million Three Hundred Forty-nine Thousand Four Hundred Seventy-three Pesos & 68/100 (₱ 6,349,473.68) for Purposes as Stated in the Statement of Supplemental Appropriation"*, for review and approval of the body.

Attached are the following documents for your perusal:

1. Supplemental Fund Budget No. 05 for Fiscal Year 2025; and
2. Sangguniang Bayan Resolution No. 25-11-216, authorizing the grant of Additional Remuneration or Additional Premium Pay to Job Order and Contract of Service Personnel for Fiscal Year 2025 chargeable against savings under MOOE fund.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 25-204
Series of 2025

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: FEB 26 2025
By: _____

AN APPROPRIATION ORDINANCE AUTHORIZING THE SUPPLEMENTAL FUND BUDGET NO. 05 OF THE MUNICIPALITY OF BURAUEN, LEYTE FOR CY 2025 WITH TOTAL AMOUNT OF SIX MILLION THREE HUNDRED FORTY-NINE THOUSAND FOUR HUNDRED SEVENTY-THREE PESOS & 68/100 (₱ 6,349,473.68) FOR PURPOSES AS STATED IN THE STATEMENT OF SUPPLEMENTAL APPROPRIATION

Introduced by:

HON. CHEERYL Y. DUCENTES

Sangguniang Bayan Member

Vice-Chairman, Committee on Budget, Appropriation, Finance, Ways and Means

BE IT ORDAINED, by the Members of the Sangguniang Bayan in regular session assembled, that:

SECTION 1 - The Supplemental Fund Budget No. 05 of the Municipality of Burauen, Leyte, for *Calendar Year 2025* in the total amount of *Six Million Three Hundred Forty-nine Thousand Four Hundred Seventy-three Pesos & 68/100 (₱ 6,349,473.68)*, intended for programs, projects and activities of the municipal government, as stated in the Statement of Supplemental Appropriation, *is hereby APPROVED;*

The budget documents consisting of the following are incorporated herein and made an integral part of this ordinance:

1. Local Budget Preparation Form No. 8 (Statement of Funding Source)
2. Local Budget Preparation Form No. 9 (Statement of Supplemental Appropriation)

SECTION 2 - Use of Funds. The amount of *Six Million Three Hundred Forty-nine Thousand Four Hundred Seventy-three Pesos & 68/100 (₱ 6,349,473.68)*, intended for programs, projects and activities of the Local Government Unit of Burauen is hereby appropriated for the *Supplemental Budget No. 05* of the Municipality of Burauen, *Calendar Year 2025*, as follows:

Local Budget Preparation Form No. 8

STATEMENT OF FUNDING SOURCE

Supplemental Budget No. 05
Fiscal Year 2025

Burauen, Leyte
Province/City/Municipality/Barangay
General Fund
Fund/Special Account

Municipal Ordinance No. 25-204, Series of 2025
Enacted: December 22, 2025

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PARTICULARS	Account Classification (PGCA)	Amount
1	2	3
1.0 New Revenue Sources		
2.0 Actual Collections in Excess of Estimated Income		
3.0 Savings		
Unappropriated Balance/Surplus as of December 31, 2024		₱ 60,984,148.88
Less: Supplemental Budget No. 1		₱ 45,001,557.27
Less: Supplemental Budget No. 3		₱ 9,262,793.81
4.0 Realignment		
5.0 Reversion		
Available		₱ 6,719,797.80

Local Budget Preparation Form No. 9



**STATEMENT OF SUPPLEMENTAL APPROPRIATION
SUPPLEMENTAL BUDGET NO. 05 CY 2025
MUNICIPALITY OF BURAUEEN**

Implementing Office	Particular/Purpose	AIP REF. CODE	Object of Expenditure	Acct. Code	Amount
1	2	3	4	5	6
	PS				
Mayor's Office	Grant of Service Recognition Incentive to Municipal Employees	1000-001-01	Other Personnel Benefits	5-01-04-990	₱ 3,500,000.00
	Total PS				₱ 3,500,000.00
	MOOE				
Mayor's Office	Grant of Gratuity Pay to Contract of Service and Job Order Workers		Other General Services	5-02-12-990	₱ 2,532,000.00
	Total MOOE				₱ 2,532,000.00
	C/O				
	Total C/O				-

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5% MDRRM FUND	Budgetary Requirement				
70%	Disaster Risk Reduction and Management Fund-Disaster Prevention and Mitigation Fund-Disaster Prevention and Mitigation		Other Supplies and Materials Expenses	5-02-03-990	222,231.58
30% QRF	Quick Response Fund		Other Maintenance and Operating Expenses	5-02-99-990	95,242.10
	Total				317,473.68
Total Appropriations					₱ 6,349,473.68

SECTION 3 - Separability Clause. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected shall continue to be in full force and effect.

SECTION 4 - Effectivity. The provisions of this ordinance shall take effect upon approval.

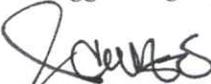
ENACTED, this 22nd day of December 2025, at the Municipality of Burauen.

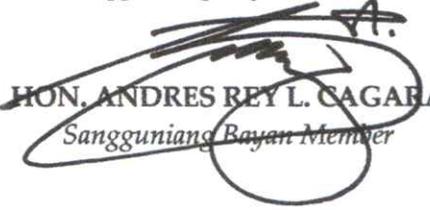

HON. GEORGE BENSEN S. TAN
 Sangguniang Bayan Member

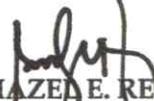

ATTY. LEO S. APOSTOL
 Sangguniang Bayan Member


HON. JUANITO E. RENOMERON
 Sangguniang Bayan Member


HON. CHEERYL Y. DUCENTES
 Sangguniang Bayan Member


HON. SEAN T. CORDERO
 Sangguniang Bayan Member


HON. ANDRES REY L. CAGARA
 Sangguniang Bayan Member


HON. MA. HAZEL E. RELATORRES
 LnB Municipal Chapter President/ Ex-Officio
 SB Member

SECRETARY'S CERTIFICATE

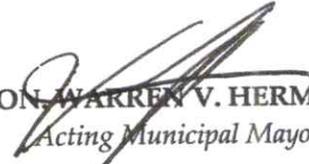
I HEREBY CERTIFY that the foregoing Ordinance was duly enacted by the Sangguniang Bayan of Burauen, Leyte during its 26th Regular Session held on December 22, 2025, at the Municipal Session Hall.


ATTY. RUDEJANE S. TAN
 Secretary to the Sanggunian

ATTESTED:


HON. BRYAN R. CINCO
Acting Vice Mayor/ Presiding Officer

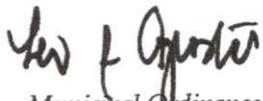
APPROVED:


HON. WARREN V. HERMANO
Acting Municipal Mayor

12/22/2025
Date





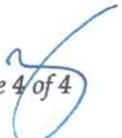


Municipal Ordinance No. 25-204, Series of 2025
Enacted: December 22, 2025



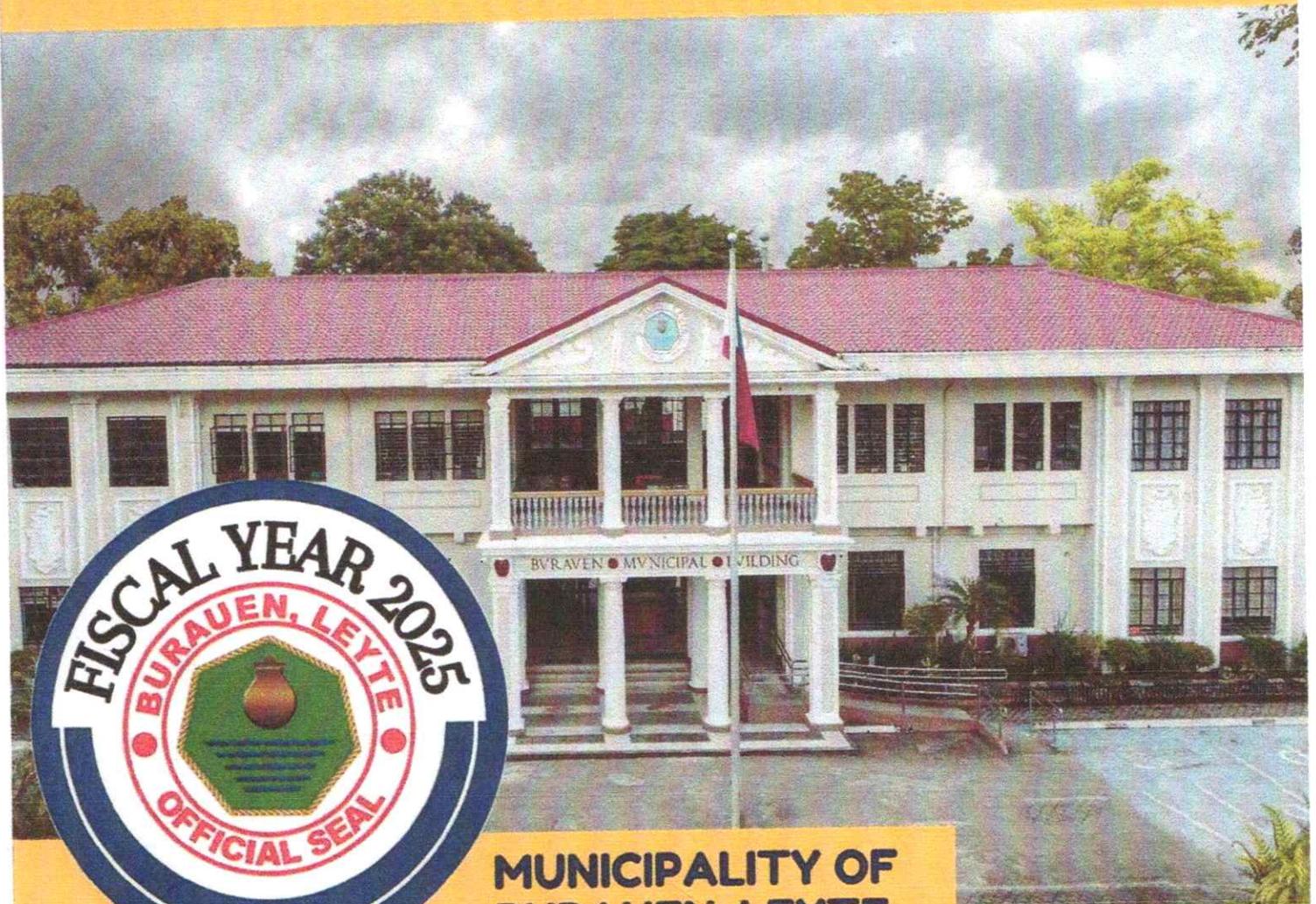






BURAUEN

NATURALLY COOL



MUNICIPALITY OF
BURAUEN, LEYTE

SUPPLEMENTAL FUND BUDGET

NO.05

OFFICE OF THE SANGGUNIANG BAYAN
BURAUEN, LEYTE

RECEIVED

DATE: 12/18/25 9:20 am

NAME: Atty. Rudolphe S. Tan
Secretary of the Sanggunian

Republic of the Philippines
PROVINCE OF LEYTE
Burauen
*
Office of the Mayor

December 15, 2025

Hon. Bryan R. Cinco
Acting Vice-Mayor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Bayan
Municipality of Burauen
Burauen, Leyte

Thru: Hon. Juanito E. Renomeron
Chairperson, Committee on Appropriations

Gentlemen and ladies:

May I have the honor to submit the Supplemental Budget No. 05 of the Municipality of Burauen, Leyte for Calendar Year 2025, in the amount of ***Six Million Three Hundred Forty-Nine Thousand Four Hundred Seventy-Three and Sixty-Eight Centavos. ** (6,349,473.68).

Kindly acknowledge receipt hereof.

Thank You.


WARREN V. HERMANO
Acting Municipal Chief Executive

STATEMENT OF FUNDING SOURCE

Supplemental Budget No. 05

Fiscal Year 2025

Burauen, Leyte

Province/City/Municipality/Barangay

General Fund

Fund/Special Account

PARTICULARS	Account Classification (PGCA)	Amount
1	2	3
1.0 New Revenue Sources		
2.0 Actual Collections in Excess of Estimated Income		
3.0 Savings		
Unappropriated Balance/Surplus as of December 31, 2024	P	60,984,148.88
Less: Supplemental Budget #1	P	45,001,557.27
Less: Supplemental Budget #3	P	9,262,793.81
4.0 Realignment		
5.0 Reversion		
Available	P	6,719,797.80

Certified Correct:


HARRIET I. FLORENCIO
 Municipal Treasurer


MAURICIO T. DUMRIGUE, JR.
 Municipal Accountant



**STATEMENT OF SUPPLEMENTAL APPROPRIATION
SUPPLEMENTAL BUDGET NO. 05 CY 2025
MUNICIPALITY OF BURAUEEN**

Implementing Office	Particular/Purpose	AIP REF. CODE	Object of Expenditure	Acct. Code	Amount
1	2	3	4	5	6
	PS				
Mayor's Office	Grant of Service Recognition Incentive to Municipal Employees	1000-001-01	Other Personnel Benefits	5-01-04-990	3,500,000.00
	Total PS				3,500,000.00
	MOOE				
Mayor's Office	Grant of Gratuity Pay to Contract of Service and Job Order Workers		Other General Services	5-02-12-990	2,532,000.00
	Total MOOE				2,532,000.00
	C/O				
	Total C/O				-
5% MDRRM FUND	Budgetary Requirement				
70%	Disaster Risk Reduction and Management Fund-Disaster Prevention and Mitigation		Other Supplies and Materials Expenses	5-02-03-990	222,231.58
30% QRF	Quick Respond Fund		Other Maintenance and Operating Expenses	5-02-99-990	95,242.10
					317,473.68
Total Appropriations					6,349,473.68

Prepared by:

Approved by:

GORGONIO S. CABANERO, JR.
Municipal Budget Officer

WARREN V. HERMANO
Acting Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Burauen
*

Certification of Funds Actually Available

THIS IS TO CERTIFY that the amount of **Php 6,349,473.68** of the Local Government Unit of Burauen, authorized for an Appropriation through Supplemental Budget #05 F.Y. 2025, is actually backed up by cash/collection available for disbursement pursuant to the pertinent provisions of RA 7160.

Issued this 15th day of December, 2025.


HARRIET I. FLORENCIO
Municipal Treasurer


MAURICIO I. DUMRIGUE, JR.
Municipal Accountant



OFFICE OF THE SANGGUNIANG BAYAN

SANGGUNIANG BAYAN RESOLUTION NO. 24-11-216
Series of 2025

A RESOLUTION AUTHORIZING THE GRANT OF ADDITIONAL REMUNERATION OR ADDITIONAL PREMIUM PAY OF FIVE THOUSAND PESOS (₱ 5,000.00) TO JOB ORDER AND CONTRACT OF SERVICE PERSONNEL OF THE MUNICIPAL GOVERNMENT OF BURAUEN, LEYTE FOR FISCAL YEAR 2025 CHARGEABLE AGAINST SAVINGS UNDER MOOE FUND

WHEREAS, the State affirms labor as a primary social economic force and promotes the welfare of workers;

WHEREAS, the Local Government Unit of Burauen, Leyte, has done an excellent job in serving their constituents and credit is due to the hardworking people behind them;

WHEREAS, part of this hardworking people are job orders and contract of service workers that equally serve with regular government employees, but however, do not enjoy benefits accorded to government employees, considering that they have no employer-employee relationship with the government;

WHEREAS, there is a need to reward these equally hardworking but disadvantageously compensated workers to inspire them to continue serving with vigor, and to show them that their service is highly appreciated;

WHEREAS, the Local Finance Committee discussed the possibility of giving additional remuneration or Additional Premium Pay to Job Order and Contract of Service workers in the Municipal Government of Burauen, Leyte for Fiscal Year 2025 subject to the following guidelines:

1. The Job Order and Contract of Service Workers are still in the service as of November 30, 2025;
2. The Job Order and Contract of Service Workers have rendered service at least a total of an aggregate of four (4) months of at least satisfactory service for the year;
3. Those who have rendered less than the total or aggregate of four (4) months of service shall be entitled to pro-rated financial assistance and subsidy as follows:

Length of Service	Percentage
3 months but less than 4 months	40%
2 months but less than 3 months	30%
1 month but less than 2 months	20%
Less than 1 month	10%

NOW, THEREFORE, on motion duly made and seconded, **BE IT:**

RESOLVED, as it is hereby **RESOLVED**, by the Sangguniang Bayan of Burauen, Leyte, in session assembled, to authorize the grant of additional remuneration or additional premium pay of Five Thousand Pesos (₱ 5,000.00) to Job Order and Contract of Service Personnel of the Municipal Government of Burauen, Leyte for Fiscal Year 2025 chargeable against savings under MOOE fund.

SB Resolution No. 25-11-216, Series of 2025; November 24, 2025

Page 1 of 2

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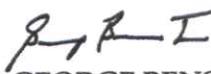
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RESOLVED FURTHER, that copies of this Resolution be furnished to the concerned offices for their information and appropriate action.

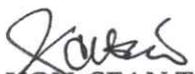
CARRIED AND APPROVED UNANIMOUSLY, this 24th day of November 2025, at the Sangguniang Bayan Session Hall, Burauen, Leyte.

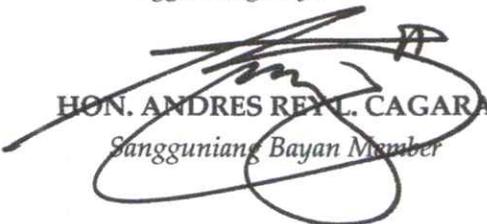

HON. GEORGE BENSEN S. TAN
Sangguniang Bayan Member


ATTY. LEO S. APOSTOL
Sangguniang Bayan Member


HON. JUANITO E. RENOMERON
Sangguniang Bayan Member


HON. HERMENIA C. CAMASIN
Sangguniang Bayan Member


HON. SEAN T. CORDERO
Sangguniang Bayan Member

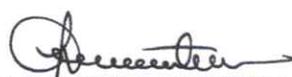

HON. ANDRES REY L. CAGARA
Sangguniang Bayan Member


HON. MA. HAZEL E. RELATORRES
*LnB Municipal Chapter President/
Ex-Officio SB Member*

I HEREBY CERTIFY that this Resolution was approved by the Sangguniang Bayan of Burauen, Leyte, during its 22nd Regular Session held on November 24, 2025.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian

ATTESTED:


HON. CHEERYL Y. DUCENTES
SB Member/Presiding Officer