

Item No.: 48

Date: 03 2026 FEB



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

February 2, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: 2/02/2026
By: [Signature]

THE HONORABLE MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN
Province of Leyte
Tacloban City

Gentlemen and ladies:

Respectfully transmitting to the Leyte Provincial Board the herein **Ordinance No. 2026-01 re: Various plantilla positions ordinance of 2026** of this municipality for perusal and review by the august body.

It is sincerely prayed that the Provincial Board could pass a resolution stipulating your action on the matter and furnish this Sanggunian with the same.

I thank you in advance and look forward to your granting this request.

Respectfully,

PORFERIO M. PITOGO II
Secretary to the Sanggunian



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

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Ordinance No. 2026-01

CREATING THE VARIOUS PLANTILLA POSITIONS AT VARIOUS OFFICES; SPECIFYING THE QUALIFICATIONS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES; APPROPRIATING FUNDS THEREFOR; AND FOR OTHER PURPOSES

Sponsored by:

HON. ARNULFO B. Taneo
Committee Chair on Laws

HON. RYAN NILE A. Gertos
Committee Chair on Human Resources

WHEREAS, the Sanggunian is empowered to determine the positions, salaries, wages, and other emoluments and benefits of officials and employees for the proper conduct of programs, projects, activities, and services of the municipal government;

WHEREAS, LGUs are empowered to design and implement their organizational structure and staffing pattern subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREFORE, BE IT ENACTED by the Sangguniang Bayan in session assembled, on joint motion of Hon. Arnulfo B. Taneo and Hon. Ryan Nile A. Gertos with mass second, that:

Section 1. Title. – This Ordinance shall be known as the “**Various Plantilla Positions Ordinance of 2026.**”

Section 2. Purpose. – The State and the municipality recognize the importance of guaranteeing the efficient delivery of basic services throughout the municipality through personnel complementation and welfare.

Section 3. New Plantilla Positions. – The following plantilla positions are hereby created and the HR unit is directed to effect and reflect these in the Plantilla of Positions with authority and discretion to adopt an HR-aligned and CSC-compliant coding/numbering system, viz:

- a. One (1) **Senior Agriculturist, SG-18**, at the Municipal Agriculture Office;
- b. Two (2) **Nurse II, SG-16**, at Municipal Health Office; and

- c. One (1) **Municipal Government Assistant Department Head I, SG-22**, at the Municipal Civil Registrar's Office.

Section 4. Qualifications, Duties and Responsibilities, and Functions. – Appointees to the respective positions must be natural born and resident of the Philippines and of the municipality, must be of legal age, must not have been convicted by final judgment of any crime, and must not have any pending case. Additionally, the following shall be the qualifications, duties and responsibilities, and functions of the appointees respective to the positions, viz:

- a. The **Senior Agriculturist, SG-18**, must possess the following qualifications and perform the following duties and responsibilities:
- (1) *Qualifications* – A bachelor's degree in agriculture or other allied courses such as agricultural engineering, fisheries technology, and veterinary medicine; two (2) years of relevant experience; eight (8) hours of relevant training; and relevant RA 1080 eligibility.
 - (2) *Duties and Responsibilities* – The appointee shall have the following duties and responsibilities:
 - (a) *General function* – Assists the Municipal Agriculturist in the planning, coordination, implementation, monitoring, and evaluation of municipal agriculture and fisheries development programs and provides senior-level technical supervision over agricultural extension and support services in the municipality.
 - (b) *Program planning* – Assists in the preparation of the Municipal Agriculture and Fisheries Development Plan (MAFDP) and its annual investment and operational plans; Integrates agriculture programs with the Municipal Development Plan, Local Climate Change Action Plan (LCCAP), and Disaster Risk Reduction and Management Plan (DRRM); Prepares technical inputs for budget proposals, project briefs, and funding justifications.
 - (c) *Technical supervision and field oversight* – Provides technical supervision to agriculturists, agricultural technologists, and extension workers assigned to barangays; Reviews and approves farm production plans, technology recommendations, and extension methodologies prior to field implementation; Conducts field inspections and validates technical outputs and reports.
 - (d) *Program and project implementation* – Oversees the implementation of municipal agriculture and fisheries programs, including crop, livestock, fisheries, agri-enterprise, and food security projects; Serves as project-in-charge or technical focal person for DA-assisted, special-purpose, or externally funded projects; Ensures compliance with program guidelines, technical standards, and reporting requirements.
 - (e) *Monitoring, evaluation, and reporting* – Monitors project performance using approved indicators and targets; Consolidates and reviews monthly, quarterly,

and annual accomplishment reports; Prepares technical reports required by the DA, Provincial Government, COA, and other oversight agencies.

- (f) Agricultural extension and capacity building – Supervises and coordinates the conduct of farmer training, technology demonstrations, and extension activities; Identifies training needs and recommends capacity-building interventions for farmers, fisherfolk, and extension personnel; Supports the organization and strengthening of farmers' associations, irrigators' groups, and fisherfolk organizations.
 - (g) Policy and legislative support – Provides technical inputs in the drafting of municipal ordinances, resolutions, and executive issuances related to agriculture, fisheries, and agri-enterprise; Assists in the formulation of local policies on food security, sustainable agriculture, and farm support services; Participates in technical consultations and public hearings when required.
 - (h) Data management and research support – Oversees the collection, validation, and analysis of municipal agricultural data and statistics; Conducts or supervises field assessments, surveys, and technology adaptation activities; Maintains agricultural databases to support planning, budgeting, and decision-making.
 - (i) Inter-agency coordination and representation – Coordinates with barangay LGUs, the Provincial Agriculture Office, DA field units, SUCs, and partner institutions; Represents the Office of the Municipal Agriculturist in technical meetings, TWGs, and inter-agency forums as designated; Assists in rapid damage assessment and needs analysis (RDANA) during agricultural emergencies.
 - (j) Performs other agriculture-related duties as may be assigned by the Municipal Agriculturist or the Local Chief Executive.
- b. The **Nurse II, SG-16**, must possess the following qualifications and perform the following duties and responsibilities:
- (1) *Qualifications* – A bachelor's degree in nursing or its equivalent from a government-recognized university or college; one (1) year relevant experience; four (4) hours of relevant training; and RA 1080 (nurse).
 - (2) *Duties and Responsibilities* – The appointee shall have the following duties and responsibilities:
 - (a) Program planning and implementation – Assists the Municipal Health Officer in the planning, implementation, monitoring, and evaluation of municipal health programs and services in accordance with DOH standards and municipal priorities.
 - (b) Technical supervision and clinical oversight – Provides technical supervision and clinical guidance to Nurse I, midwives, and barangay health workers to ensure quality and standard-compliant nursing care and public health services.

- (c) Health service delivery and quality assurance – Oversees the delivery of nursing and community health services, conducts clinical assessments, and ensures adherence to established protocols, infection control measures, and patient safety standards.
 - (d) Monitoring, evaluation, and reporting – Monitors health program performance, consolidates service delivery data, and prepares technical and accomplishment reports required by the Municipal Health Office, DOH, and other oversight agencies.
 - (e) Health education and inter-agency coordination – Leads health education and promotion activities, coordinates with barangays and partner agencies, and represents the Municipal Health Office in technical meetings when authorized.
 - (f) Quality assurance and standards compliance – Participates in the development and enforcement of nursing and public health standards, protocols, and clinical pathways in accordance with DOH policies.
 - (g) Health emergency and disaster response – Assists in the planning and implementation of emergency health response activities, including disease outbreaks, disasters, and public health emergencies.
 - (h) Training and capacity development – Designs and facilitates in-service trainings, coaching, and mentoring activities for nursing and allied health personnel.
 - (i) Supply, logistics, and resource management – Assists in the management and monitoring of medicines, vaccines, medical supplies, and equipment to ensure availability and proper utilization.
 - (j) Performs other related duties as may be assigned by the Municipal Health Officer or the Local Chief Executive.
- c. The **Municipal Government Assistant Department Head I, SG-22**, must possess the following qualifications and perform the following duties and responsibilities:
- (1) *CSC-prescribed Qualifications* – A bachelor's degree from a government-recognized university or college; three (3) years of relevant experience; sixteen (16) hours of relevant training; and Career Service Professional/Second-level eligibility.
 - (2) *LGU-preferred Qualifications* – A master's degree or CSC-issued Certificate in Leadership and Management; three (3) or more years of experience in supervision and management; sixteen (16) or more hours of training in supervision, management, human resource, leadership; and Career Service Professional/Second-level eligibility.
 - (3) *Duties and Responsibilities* – The appointee shall have the following duties and responsibilities:
 - (a) Program support and coordination – Assists the Department Head in planning, coordinating, and implementing departmental programs, projects, and activities in accordance with municipal policies and development plans.

- (b) Technical and administrative supervision – Provides day-to-day technical and administrative supervision over assigned personnel and ensures the proper execution of tasks and service delivery.
- (c) Policy and advisory assistance – Prepares technical inputs, recommendations, and draft issuances for the Department Head's consideration and assists in responding to policy, legislative, and executive concerns.
- (d) Operational policy implementation – Assists in translating approved policies, ordinances, and executive issuances into operational plans, guidelines, and standard procedures.
- (e) Performance and personnel management support – Assists in performance planning, appraisal, and monitoring of departmental personnel and recommends capacity-building interventions.
- (f) Budget execution and resource utilization – Assists in monitoring budget utilization, procurement activities, and resource deployment to ensure efficiency and compliance with applicable rules.
- (g) Risk management and internal controls – Supports the establishment and implementation of internal control mechanisms, risk mitigation measures, and compliance systems within the department.
- (h) Monitoring, evaluation, and reporting – Monitors program implementation, consolidates accomplishment and performance reports, and ensures compliance with reporting and documentation requirements.
- (i) Inter-agency and stakeholder coordination – Coordinates with barangays, national government agencies, and partner institutions on behalf of the department, and represents the Department Head in meetings when duly authorized.
- (j) Performs other related duties as may be assigned by the Department Head or the Local Chief Executive.

Section 5. Position Abolition. – The position of **Registration Officer IV, SG-22**, at the Municipal Civil Registrar's Office is hereby abolished upon the expiration, termination, retirement, and/or resignation of the incumbent.

Section 6. Funding Support, Salary, and Other Benefits. – The newly-created positions shall be funded by available funds through annual budget or supplemental budgets duly authorized by appropriation ordinances. The salaries, benefits, and other emoluments shall be based on existing and applicable laws, regulations, orders, and issuances.

Section 7. Repealing Clause. – All ordinances, rules or regulations in conflict with the provisions of the Ordinance are hereby repealed; *Provided*, that the rights already vested under those ordinances, rules or regulations shall not be impaired.

Section 8. Separability Clause. – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, which are not affected thereby, shall continue to be in full force and effect.

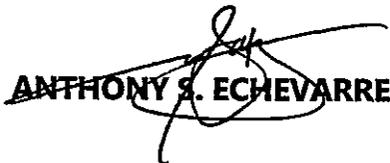
Section 9. Effectivity. – This ordinance shall take effect upon its approval and compliance with the necessary requirements set by law.

ENACTED this 27th day of January 2026 during the regular session of the Sangguniang Bayan held at the SB Session Hall, Bato, Leyte with the following voting turnout:

Voting for : RN Gertos, Echevarre, Acenas, Rojas, Aureo,
Salvatierra, Salazar, Taneo, M. Gertos, Adlawon
Voting against : None

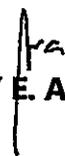
CONCURRED BY THE HONORABLE MEMBERS OF THE SANGGUNIAN:


RYAN NILE A. GERTOS


ANTHONY S. ECHEVARRE


RAUL M. ACENAS


MARISSA M. ROJAS


GERRY E. AUREO


MARK S. SALVATIERRA


HERBERT E. SALAZAR


ARNULFO B. Taneo

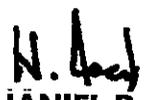

MARISSA C. GERTOS


JIA MARIE L. ADLAWON

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CERTIFIED CORRECT:


PORFERIO M. PITOGO II
Secretary to the Sanggunian

ATTESTED TO BE ADOPTED:


HON. NATHANIEL B. GERTOS
Presiding Officer/Municipal Vice Mayor

APPROVED:


HON. BRYAN NILE A. GERTOS
Municipal Mayor
Date: 2/2/2026