



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City
 -oOo-

Item No.: 03
 Date: 09 2026 MAR
 LEGAL OFFICE
RELEASED
 By: [Signature]
 Date: 7.5.24 Time: 4:24

3

Province of Leyte
RECEIVED
 Date: _____
 By: _____

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
 March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 05, series of 2025 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 05, series of 2025 entitled: "An Ordinance creating the Plantilla Position for Municipal Government Department Head I (College Administrator), Salary Grade 24 etc."

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.

[Signature]
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;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
03 March 2026

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 

Date: 3.3.26

Time: 4:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-05** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating a term-based Plantilla position for Municipal Government Department Head I (College Administrator), Salary Grade 24, in the Local Government of Alangalang, for the Community College of Alangalang, defining its functions, prescribing CSC-compliant qualification standards, providing funding therefor, and other purposes.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
-oOo-

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: _____
By: Jem. V. **MAR 03 2026**

OFFICE OF THE SB SECRETARY

March 3, 2026

MS. FLORINDA JILL S. UYVICO
SP Secretary
Provincial Capitol, Palo, Leyte

Ma'am:

Respectfully forward herewith copies of Municipal Ordinance No. 2026-05
"AN ORDINANCE CREATING A TERM-BASED PLANTILLA POSITION FOR MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (COLLEGE ADMINISTRATOR), SALARY GRADE 24, IN THE LOCAL GOVERNMENT OF ALANGALANG, FOR THE COMMUNITY COLLEGE OF ALANGALANG, DEFINING ITS FUNCTIONS, PRESCRIBING CSC-COMPLIANT QUALIFICATION STANDARDS, PROVIDING FUNDING THEREFOR, AND FOR OTHER PURPOSES." for peruse and favorable action.

Kindly acknowledge receipt hereof.

Thank you and More Power!

Very Truly Yours,


DANI R. DE VEYRA
Mun. Gov't Department Head I
(Secretary to the Sanggunian)

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
-oOo-

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

OFFICE OF THE SANGGUNIANG BAYAN

Date: MAR 03 2026
By: Jemil

TO WHOM THIS MAY CONCERN:

This is to certify that Municipal Ordinance No. 2026-05 has been posted for three weeks in the three public conspicuous places within the municipality and will remain posted for the information of the general public.


DANI R. DE VEYRA
Mun. Gov't Department Head I
(Secretary to the Sanggunian)

ATTESTED:


MARIO V. BAGUE
Municipal Vice Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality Of Alangalang

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: MAR 03 2026
By: Jennith

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF
THE SANGGUNIANG BAYAN OF ALANGALANG, LEYTE HELD AT
THE LEGISLATIVE BUILDING SESSION HALL FEBRUARY 2, 2026.

PRESENT:

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member Kenneth Spice M. De Veyra
- SB Member Gina Balderamos
- SB Member Blesilda M. Yu
- SB Member Ketchie Rex A. Barrantes
- SB Member Elmer D. Matobato
- SB Member Claire G. Yu
- SB Member Kent Jefflord C. Guillermo
- SB Member Kent Jefflord C. Guillermo
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charlze Jericho Duane A. Tan- PPSK President

ABSENT: None

MUNICIPAL ORDINANCE NO. 2026-05
AUTHOR: KETCHIE REX A. BARRANTES
Committee Chairman on Education

AN ORDINANCE CREATING A TERM-BASED PLANTILLA POSITION FOR MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (COLLEGE ADMINISTRATOR), SALARY GRADE 24, IN THE LOCAL GOVERNMENT OF ALANGALANG, FOR THE COMMUNITY COLLEGE OF ALANGALANG, DEFINING ITS FUNCTIONS, PRESCRIBING CSC-COMPLIANT QUALIFICATION STANDARDS, PROVIDING FUNDING THEREFOR, AND FOR OTHER PURPOSES

WHEREAS, Republic Act No. 7160 (Local Government Code of 1991) authorizes local administrator with appropriate academic credentials, leadership capacity, and administrative competence;

WHEREAS, Civil Service Commission (CSC) rules mandate that positions created in the local government plantilla must have defined duties, qualification standards, salary grade, and funding source;

WHEREAS, there is a need to institutionalize a College Administrator position to ensure academic quality, regulatory compliance, and effective management of the Municipal College; government units to establish and operate educational institutions and create necessary positions;

WHEREAS, Commission on Higher Education (CHED) policies require that higher education institutions be headed by a qualified administrator with appropriate academic credentials, leadership capacity, and administrative competence,

KENNETH SPICE M. DE VEYRA
SB Member

GINA BALDERAMOS
SB Member

BLESILDA M. YU
SB Member

KETCHIE REX A. BARRANTES
SB Member

ELMER D. MATOBATO
SB Member

CLAIRE G. YU
SB Member

KENT JEFFLORD C. GUILLERMO
SB Member

ATTY. ARVIN V. ANTONI
SB Member

SARAH T. APURILLO
SB Member
LIGA President

CHARLZE JERICO DUANE A. TAN
SB Member
PPSK President

WHEREAS, Civil Service Commission (CSC) rules mandate that positions created in the local government plantilla must have defined duties, qualification standards, salary grade, and funding source;

WHEREAS, there is a need to institutionalize a **College Administrator** position to ensure academic quality, regulatory compliance, and effective management of the Municipal College;

NOW THEREFORE, BE IT ORDAINED:

SECTION 1. Creation of Position

There is hereby created a term-based plantilla position of Municipal Government Department Head I (College Administrator) with Salary Grade 24, under the Local Government of Alangalang, for the Community College of Alangalang.

SECTION 2. Nature of Appointment and Term

The position shall be non-career, term-based, with a fixed term of Four (4) years, renewable subject to satisfactory performance evaluation, compliance with CHED standards, and CSC rules and regulations.

SECTION 3. Functions and Responsibilities

The College Administrator shall:

- a. Serve as the chief academic and administrative officer of the Municipal College;
- b. Ensure compliance with CHED Memorandum Orders, quality assurance mechanisms, and institutional accreditation requirements;
- c. Formulate and implement academic policies, development plans, and administrative systems;
- d. Supervise faculty, academic personnel, and non-teaching staff in accordance with CSC rules;
- e. Prepare and administer the annual budget, programs, and reports of the Municipal College;
- f. Establish academic linkages and partnerships subject to approval of the Local Chief Executive; and
- g. Perform other related functions inherent to the position or as may be assigned by lawful authority.

SECTION 4. QUALIFICATION STANDARDS. The qualifications for the subject position are as follows: *(CONSISTENT WITH THE PROVISION OF SECTION 10 ARTICLE IV OF CMO_SERIES OF 2022)*

SHALL HOLD AN EARNED DOCTORAL DEGREE DEFINED AS LEVEL 8 IN THE PHILIPPINE QUALIFICATIONS FRAMEWORK (L8) AS STIPULATED IN PQF-NATIONAL COORDINATING COUNCIL RESOLUTION NO. 2014-03 ADOPTED ON DEC. 11,2014 AND ITS AMENDMENTS THEREAFTER, FROM A CHED-RECOGNIZED HIGHER LEARNING INSTITUTION, WITH AT LEAST FIVE (5) YEARS OF RELEVANT ADMINISTRATIVE EXPERIENCE.

KENNETH SAIGET M. DE VEYRA
SB Member

GINA BAIDERAMOS
SB Member

BLESILDA M. YU
SB Member

KETCHIE REN A BARRANTES
SB Member

EMERIL D. MATOBATO
SB Member

CLAIRE G. GONZALES
SB Member

KENT JEFFLORD C. GUILLERMO
SB Member

ATTY. ARVIN V. ANTONI
SB Member

SARAH T. APURULLO
SB Member
LIGA President

CHARLZE JERICHO DUANE A. TAN
SB Member
PPSW President

| | |
|--------------------|--|
| Education | Doctor's degree relevant to the job |
| Experience | 5 Years of work experience in supervision or management; 5 years of teaching in the tertiary level |
| Training | 32 hours of relevant training in management and supervision |
| Eligibility | Career Service (Professional) / Second Level Eligibility |

SECTION 5. Compensation

The position shall be compensated at Salary Grade 24, with benefits and allowances as authorized by law and applicable government compensation policies.

SECTION 6. Funding Source

Funds necessary for the implementation of this Ordinance shall be charged against the General Fund of the Municipality, subject to the usual budgeting, accounting, and auditing rules.

SECTION 7. Implementing Offices

The Municipal Mayor, through the Human Resource Management Office, Budget Office, and Accounting Office, shall ensure proper implementation of this Ordinance in accordance with CSC and CHED regulations.

SECTION 8. Separability Clause

If any provision of this Ordinance is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 9. REPEALING CLAUSE.

All ordinances, resolutions, executive orders, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY.

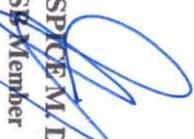
This Ordinance shall take effect after compliance with the required publication and posting, in accordance with existing laws and regulations.

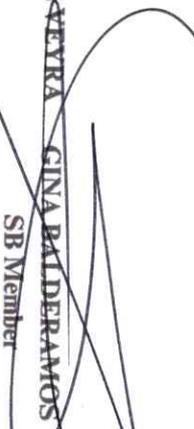
ENACTED, by the Sangguniang Bayan on February 2, 2026.

APPROVED, by the Mayor on _____.

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance No. 2026-05.

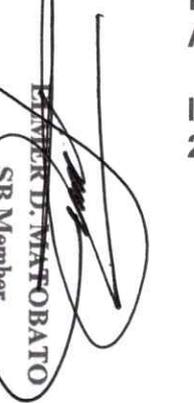
DANI R. DE VEYRA
Secretary to the Sanggunian
Municipal Gov't. Department Head I


KENNETH SPICE M. DE VEYRA
SB Member


GINA BALDERAMOS
SB Member

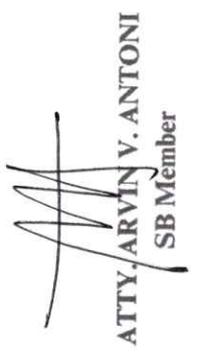

BLESSILDA M. YU
SB Member

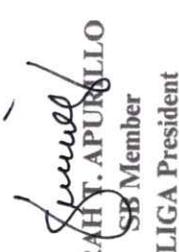

KETCHIE REY A. BARRANTES
SB Member


EMYR D. TATOBATO
SB Member


CLAIRE G. PO
SB Member


KENT JEFFLORD C. GUILLERMO
SB Member

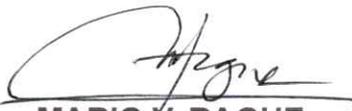

ATTY. ARVIN V. ANTONI
SB Member


SARAH Y. APURILLO
SB Member


SARAH Y. APURILLO
LIGA President


CHARLZE JERIZHO DUANE A. TAN
SB Member
PPSK President

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**

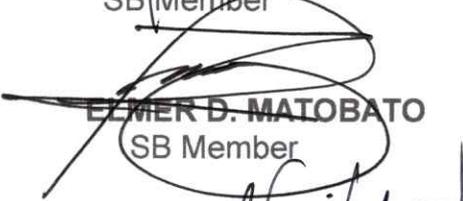

MARIO V. BAGUE
Municipal Vice Mayor
Presiding Officer


ATTY. KENNETH SPICE M. DE VEYRA
SB Member


GINA BALDERAMOS
SB Member


BLESILDA M. YU
SB Member


KETCHIE REXA A. BARRANTES
SB Member


ELMER D. MATOBATO
SB Member


CLAIRE G. YU
SB Member


KENT JEFFLORD C. GUILLERMO
SB Member


ATTY. ARVIN ANTONI
SB Member


SARAH T. APURILLO
SB Member
LIGA President


CHARLZE JERICHO DUANNE A. TAN
SB Member
PPSK President

APPROVED BY:


LOVELL ANNE M. YU-CASTRO
Municipal Mayor

VOTING:

**YES - 10
NO - 0**



LOCAL GOVERNMENT UNIT
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 06
SERIES 2026

ENTITLED:

“AN ORDINANCE ADOPTING
THE REVISED STAFFING
PATTERN AND PLANTILLA
OF PERSONNEL FOR
CALENDAR YEAR 2026 OF
THE MUNICIPALITY OF
ALANGALANG, IN SUPPORT
OF THE ESTABLISHMENT
AND OPERATION OF THE
COMMUNITY COLLEGE OF
ALANGALANG.”

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
-oOo-

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: MAR 03 2026
By: Ennil W

OFFICE OF THE SB SECRETARY

March 3, 2026

MS. FLORINDA JILL S. UYVICO
SP Secretary
Provincial Capitol, Palo, Leyte

Ma'am:

Respectfully forward herewith copies of Municipal Ordinance No. 2026-06
**"AN ORDINANCE ADOPTING THE REVISED STAFFING PATTERN AND
PLANTILLA OF PERSONNEL FOR CALENDAR YEAR 2026 OF THE
MUNICIPALITY OF ALANGALANG, IN SUPPORT OF THE ESTABLISHMENT
AND OPERATION OF THE COMMUNITY COLLEGE OF ALANGALANG."** for
peruse and favorable action.

Kindly acknowledge receipt hereof.

Thank you and More Power!

Very Truly Yours,


DANI R. DE VEYRA
Mun. Gov't Department Head I
(Secretary to the Sanggunian)

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
-oOo-

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: MAR 03 2026
By: [Signature]

OFFICE OF THE SANGGUNIANG BAYAN

TO WHOM THIS MAY CONCERN:

This is to certify that Municipal Ordinance No. 2026-06 has been posted for three weeks in the three public conspicuous places within the municipality and will remain posted for the information of the general public.


DANI R. DE VEYRA
Mun. Gov't Department Head I
(Secretary to the Sanggunian)

ATTESTED:


MARIO V. BAGUE
Municipal Vice Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality Of Alangalang

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: MAR 03 2026
By: [Signature]

CLAIRE G. YU
SB Member

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF
THE SANGGUNIANG BAYAN OF ALANGALANG, LEYTE HELD AT
THE LEGISLATIVE BUILDING SESSION HALL FEBRUARY 2, 2026.

PRESENT:

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member Kenneth Spice M. De Veyra
- SB Member Gina Balderamos
- SB Member Blesilda M. Yu
- SB Member Ketchie Rex A. Barrantes
- SB Member Elmer D. Matobato
- SB Member Claire G. Yu
- SB Member Kent Jefflord C. Guillermo
- SB Member Kent Jefflord C. Guillermo
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charlze Jericho Duane A. Tan- PPSK President

ABSENT: None

MUNICIPAL ORDINANCE NO. 2026-06
AUTHOR: KETCHIE REX A. BARRANTES
Committee Chairman on Education

**AN ORDINANCE ADOPTING THE REVISED STAFFING PATTERN AND
PLANTILLA OF PERSONNEL FOR CALENDAR YEAR 2026 OF THE
MUNICIPALITY OF ALANGALANG, IN SUPPORT OF THE
ESTABLISHMENT AND OPERATION OF THE COMMUNITY COLLEGE
OF ALANGALANG.**

WHEREAS, the Municipality of Alangalang is committed to strengthening access to quality and affordable higher education through the establishment of the Community College of Alangalang;

WHEREAS, the effective operation and administration of the Community College of Alangalang necessitate the creation and adoption of appropriate plantilla positions to ensure efficient academic, administrative, and student support services;

WHEREAS, the proposed revised staffing pattern and plantilla of personnel for Calendar Year 2026 were evaluated and deemed necessary to support the institutional requirements of the Community College;

WHEREAS, the creation and adoption of these plantilla positions are consistent with existing civil service rules, budgetary laws, and the development goals of the Municipality of Alangalang;

[Signature]
KENT JEFFLORD C. GUILLERMO
SB Member

[Signature]
ATTY. ARVIN V. ANTONI
SB Member

[Signature]
SARAH T. APURILLO
SB Member
LIGA President

[Signature]
CHARLZE JERICO DUANE A. TAN
SB Member
PPSK President

[Signature]
KENNETH SPICE M. DE VEYRA
SB Member

[Signature]
GINA BALDERAMOS
SB Member

[Signature]
BLESILDA M. YU
SB Member

[Signature]
KETCHIE REX A. BARRANTES
SB Member

[Signature]
ELMER D. MATOBATO
SB Member

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Bayan of Alangalang, in session duly assembled, that:

SECTION 1. Adoption of Revised Staffing Pattern.

The revised staffing pattern and plantilla of personnel for Calendar Year 2026 of the Municipality of Alangalang, in support of the establishment and operation of the Community College of Alangalang, is hereby adopted and approved.

SECTION 2. Covered Plantilla Positions.

As proposed for inclusion in the revised staffing pattern, the following plantilla positions are hereby authorized and covered under this Ordinance:

1. College Administrator
2. Guidance Counselor I
3. Registrar I
4. School Nurse I
5. Librarian I

SECTION 3. Funding Source.

The funding requirements for the salaries, benefits, and other lawful compensation of the herein authorized positions shall be charged against the Municipal General Fund or other available and legally allowable sources, subject to applicable budgeting, accounting, and auditing rules and regulations.

SECTION 4. Implementing Authority.

The Municipal Mayor, through the Municipal Human Resource Management Office and other concerned offices, is hereby authorized to implement this Ordinance in coordination with the Civil Service Commission and other appropriate government agencies.

SECTION 8. Separability Clause

If any provision of this Ordinance is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 9. REPEALING CLAUSE.

All ordinances, resolutions, executive orders, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY.

This Ordinance shall take effect after compliance with the required publication and posting, in accordance with existing laws and regulations.

ENACTED, by the Sangguniang Bayan on February 2, 2026.

APPROVED, by the Mayor on _____.

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance No. 2026-05.

DANI R. DE VEYRA
Secretary to the Sanggunian
Municipal Gov't. Department Head I

KENNETH SPICEM. DE VEYRA
SB Member

GINA BARRERAMOS
SB Member

BLESILDAM. YU
SB Member

KETCHIE REX A. BARRANTES
SB Member

VICTOR BATO
SB Member

CLAIRE G. YU
SB Member

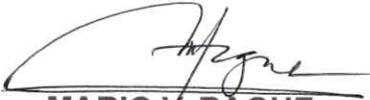
KENT JEFFLORD C. GUILLERMO
SB Member

ATTY. ARVIN V. ANTONI
SB Member

SARAH J. APUNILLO
SB Member
LIGA President

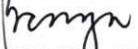
CHARLZE JERICHO DUANE A. TAN
SB Member
PPSK President

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**


MARIO V. BAGUE
Municipal Vice Mayor
Presiding Officer


ATTY. KENNETH SPICE M. DE VEYRA
SB Member

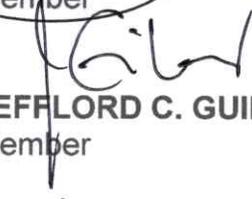

GINA BALDERAMOS
SB Member


BLESILDA M. YU
SB Member


KETCHIE REX A. BARRANTES
SB Member


ELMER D. MATOBATO
SB Member


CLAIRE G. YU
SB Member


KENT JEFFLORD C. GUILLERMO
SB Member

ATTY. ARVIN ANTONI
SB Member


SARAH T. APURILLO
SB Member
LIGA President


CHARLZE JERICHO DUANNE A. TAN
SB Member
PPSK President

APPROVED BY:


LOVELL ANNE M. YU-CASTRO
Municipal Mayor

VOTING:

**YES - 10
NO - 0**

