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Item No.: 04

Date: 09 2026 MAR



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RELEASED**

By: [Signature]  
Date: 3-5-26 Time: 4:21

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

**PROVINCIAL LEGAL OFFICE**

**2<sup>nd</sup> INDORSEMENT**  
March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 14, series of 2025 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 14, series of 2025 entitled: "An Ordinance creating the Plantilla Position for College Librarian I, Salary Grade 13 etc."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii) and (viii)<sup>2</sup> 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

<sup>1</sup>;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.

<sup>2</sup> (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  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>ST</sup> INDORSEMENT  
03 March 2026

PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED

By: [Signature]  
Date: 3-3-2026 Time: 4:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-14** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating a Plantilla position for College Librarian 1, Salary Grade 13, in the Local Government of Alangalang, for the Community College of Alangalang, defining its functions, prescribing CHED and CSC compliant qualification standards, providing funding therefor, and for other purposes.**



**FLORINDA JLL S. UYVICO**  
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 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. 2026-14  
***“AN ORDINANCE CREATING A PLANTILLA POSITION FOR LIBRARIAN 1,  
SALARY GRADE 13, IN THE LOCAL GOVERNMENT OF ALANGALANG,  
FOR THE COMMUNITY COLLEGE OF ALANGALANG, DEFINING ITS  
FUNCTIONS, PRESCRIBING CHED AND CSC COMPLIANT QUALIFICATION  
STANDARDS, PROVIDING FUNDING THEREFOR, AND OTHER PURPOSE.”***  
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. 2026-14 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]

**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 23, 2026.

**PRESENT:**

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

**ABSENT:**

- .SB Member Gina Balderamos -On Official Travel
- SB Member Kent Jefflord C. Guillermo -On Official Travel

**MUNICIPAL ORDINANCE NO. 2026-14**  
**AUTHOR: HON. KETCHIE REX A. BARRANTES**  
*Committee Chairman on Education*

**AN ORDINANCE CREATING A PLANTILLA POSITION FOR COLLEGE LIBRARIAN  
1, SALARY GRADE 13, IN THE LOCAL GOVERNMENT OF ALANGALANG, FOR  
THE COMMUNITY COLLEGE OF ALANGALANG, DEFINING ITS FUNCTIONS,  
PRESCRIBING CHED AND CSC COMPLIANT QUALIFICATION STANDARDS,  
PROVIDING FUNDING THEREFOR, AND FOR OTHER PURPOSES.**

**APPROVED on 3<sup>rd</sup> and Final Reading**

**BE IT ORDAINED** by the Sangguniang Bayan of Alangalang, Leyte, in  
session duly assembled:

**SECTION 1. TITLE.**

This Ordinance shall be known as the "Ordinance Creating the Plantilla  
Position of College Librarian I for the Community College of  
Balangan."

**SECTION 2. DECLARATION OF POLICY.**

It is hereby declared the policy of the Municipality of Alangalang to  
strengthen institutional academic support services of the Community  
College of Alangalang and to ensure compliance with the standards set by  
the Commission on Higher Education (CHED) and the Civil Service

**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 JERICHO DUANE A. TAN**  
SB Member  
PPSK President

Commission (CSC) in the operation of higher education institutions, particularly in establishing and maintaining a professionally managed college library.

**SECTION 3. CREATION OF POSITION.**

There is hereby created one (1) plantilla position under the Community College of Balangalan, designated as **College Librarian I**, Salary Grade 13, subject to existing budgeting, accounting, and civil service laws, rules, and regulations.

**SECTION 4. QUALIFICATION STANDARDS.**

The qualification standards for the position of College Librarian I shall be as follows, consistent with CHED policies and CSC standards:

**Education:**

- Bachelor's Degree in Library Science or Information Science; OR
- Bachelor's Degree in Education, Arts, or related field with major in Library Science

**Training:** None required

**Experience:** None required

**Eligibility:** RA 1080 (Librarian Licensure Examination)

**SECTION 5. DUTIES AND FUNCTIONS.**

The College Librarian I shall perform the following duties and responsibilities:

1. Administer and manage the college library operations in accordance with CHED standards for higher education institutions;
2. Develop, organize, classify, and maintain library collections, including print and digital resources;
3. Formulate and implement library policies, systems, and procedures;
4. Provide reference and research assistance to students, faculty, and other stakeholders;
5. Recommend acquisition of books, journals, and instructional materials aligned with the academic programs of the college;
6. Ensure proper cataloging, classification, and inventory of library resources;
7. Prepare and submit periodic reports relative to library utilization and services;
8. Supervise support personnel assigned to the library, if any; and
9. Perform such other related functions as may be assigned by the College Administrator and/or the Municipal Mayor.

KENNETH S. SORIANO  
SB Member

GINA BALDERAMOS  
SB Member

BLESIDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

EMERD. MATOBATO  
SB Member

CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
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ATTY. ARVIN V. ANTONI  
SB Member

SARAH T. APURNILLO  
SB Member  
LIGA President

CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

**SECTION 6. COMPENSATION AND BENEFITS.**

The College Librarian I shall receive compensation corresponding to Salary Grade 13 under the prevailing Salary Standardization Law, including all authorized benefits and allowances provided by law.

**SECTION 7. APPROPRIATION.**

The amount necessary for the implementation of this Ordinance shall be charged against the current appropriations of the Community College of Alangalang or from the Annual Budget of the Municipality of Alangalang, subject to existing budgeting, accounting, and auditing rules and 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 23, 2026.

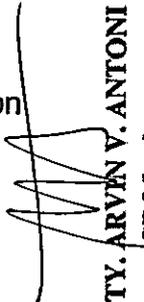
**APPROVED**, by the Mayor on \_\_\_\_\_.

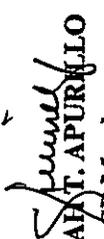
**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-14.

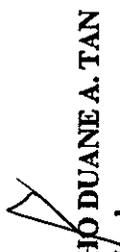
**DANI R. DE VEYRA**  
Secretary to the Sanggunian  
Municipal Gov't. Department Head I

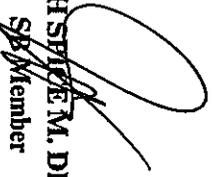
  
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KENT JEFFLORD C. GUILLERMO  
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LIGA President

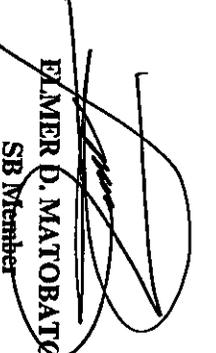
  
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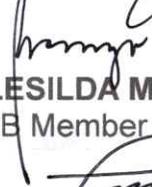
  
ELMER D. MATOBATO  
SB Member

**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

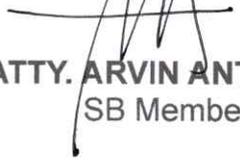
  
**BLESILDA M. YU**  
SB Member

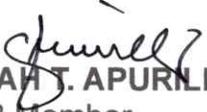
  
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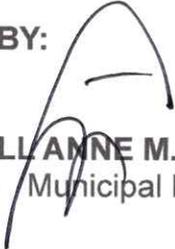
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SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**CHARLZE JERICO DUANNE A. TAN**  
SB Member  
PPSK President

**APPROVED BY:**

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

**VOTING:**

**YES - 8  
NO - 0**

