

Item No.: 05

Date: 07 2026 APR



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

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RELEASED**

-oOo-

By: [Signature]  
Date: 7. 20. 26 Time: 9. 20

Sangguniang Panlalawigan  
Province of Leyte

**PROVINCIAL LEGAL OFFICE**

**RECEIVED**

Date: MAR 30 2026  
By: [Signature]

**2<sup>nd</sup> INDORSEMENT**

March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-08 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 2026-08: “An Ordinance creating the Tourism Operations officer 1 etc...”

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>2</sup>, subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for 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*

<sup>1</sup>(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

<sup>2</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.

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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED

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

By:   
Date: 3.4.26 Time: 9:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-08** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating the Tourism Operations Officer I position with Salary Grade 11, prescribing its qualifications, powers and functions, and for 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: 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. 2026-08  
**"AN ORDINANCE CREATING THE TOURISM OPERATIONS OFFICE /  
POSITION WITH SALARY GRADE 11, PRESCRIBING ITS QUALIFICATIONS,  
POWERS AND FUNCTIONS, 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 Pantlalawigan  
Province of Leyte  
**RECEIVED**  
Date: MAR 03 2026  
By: Jenill V.

**OFFICE OF THE SANGGUNIANG BAYAN**

**TO WHOM THIS MAY CONCERN:**

This is to certify that Municipal Ordinance No. 2026-08 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 16, 2026.

**PRESENT:**

- SB Member Kenneth Spice M. De Veyra- Presiding Officer Pro Tempore
- SB Member Gina Balderamos
- SB Member Blesilda M. Yu
- SB Member Ketchie Rex A. Barrantes
- SB Member Elmer D. Matobato
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charize Jericho Duane A. Tan- PPSK President

**ABSENT:**

- Vice Mayor Mario V. Bague -On Official Travel
- SB Member Kent Jefflord C. Guillermo -On Leave
- SB Member Claire G. Yu -On Leave

**MUNICIPAL ORDINANCE NO. 2026-08**  
**AUTHOR: HON. KENT JEFFLORD C. GUILLERMO**  
*Committee Chairman on Tourism and International*

**AN ORDINANCE CREATING THE TOURISM OPERATIONS OFFICE I POSITION WITH SALARY GRADE 11, PRESCRIBING ITS QUALIFICATIONS, POWERS AND FUNCTIONS, AND FOR OTHER PURPOSES.**

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

**WHEREAS,** Republic Act No. 9593, otherwise known as the Tourism Act of 2009, declares tourism as an indispensable element of the national economy and mandates local government units to develop, promote and manage tourism programs and destinations;

**WHEREAS,** Republic Act No. 7160, or the *Local Government Code of 1991*, empowers local government units to create positions necessary for the efficient and effective delivery of basic services, including tourism development;

**WHEREAS,** the Municipality of Alangalang has identified tourism as a priority sector for local economic development, employment generation, cultural preservation, and revenue enhancement;

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

**WHEREAS**, increasing need for a day-to-day tourism operations, visitor assistance destination management, data gathering, and coordination with the Department of Tourism (DOT) necessitates the creation of a dedicated technical position.

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

**SECTION 1. CREATION OF POSITION**

There is hereby created a permanent plantilla position in the Local Government Unit of Alangalang to be known as **Tourism Operations Officer I**.

**SECTION 2. SALARY GRADE**

The **Tourism Operations Officer I** shall have a **Salary Grade 11**, in accordance with the existing **Department of Budget and Management (DBM) Index of Occupational Services, Position Classification, and Compensation Scheme**.

**SECTION 3. OFFICE ASSIGNMENT AND SUPERVISION**

The **Tourism Operations Officer I** shall be assigned to the **Municipal Tourism Office**, or its equivalent, and shall be under the direct supervision of the **Municipal Mayor**.

**SECTION 4. QUALIFICATIONS**

The **Tourism Operations Office I** must possess the following minimum qualifications:

**A. EDUCATION:**

- Bachelor's degree in **Tourism Management, Hospitality Management, Business Administration, Public Administration, Cultural Studies, Communications, or other related courses**.

**B. EXPERIENCE:**

- At least **one (1) year of relevant experience** in tourism operations, events managements, hospitality services, community-based tourism, or related work.

**C. TRAINING**

- At least **four (4) hours of relevant training** in tourism development, tour guiding, customer service, events management, destination management, or similar fields.

**D. ELIGIBILITY**

- **Career Service Professional Eligibility** or its equivalent, as prescribed by the **Civil Service Commission**

KENNETH SPICE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESIDA 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. APURIBLO  
SB Member  
LIGA President

CHARLZE JERICO DUANE A. TAN  
SB Member  
PPSK President

**E. OTHER COMPETENCIES**

- Good communications skills, basic report writing, coordination abilities, and knowledge of local tourism assets.

**SECTION 5. POWERS AND FUNCITONS**

The Tourism Operations Officer I shall perform the following duties and responsibilities:

- Assist in the implementation of the **Municipal Tourism Development Plan, programs and activities**;
- Provide **frontline operational support** in tourism events, festivals and tourism-related activities of the Municipality;
- Assist in the management, maintenance and monitoring of **local tourism sites, facilites and attractions**;
- Collect, consolidarte and maintain **tourism-related data**, including visitor statistics and tourism inventories, for submission to the DOT and other concerned agencies;
- Coordinate with barangays, tourism stakeholders, private sector partners and community-based tourism organizations;
- Provide **visitor assistance and informations services**, when necessary;
- Assist in tourism promotion efforts, including information materials, social media support, and coordination with media partners;
- Perform such other functions as may be assigned by the Municipal Mayor or Tourism Officer consistent with tourism laws and policies.

**SECTION 6. FUNDING SOURCE**

The funding requirement for the creation and operation of the Tourism Operations Officer I shall be charged against the **General Fund of the Municipality of Alangalang**, subject to existing budgeting, accounting and auditing rules and regulations.

**SECTION 7. IMPLEMENTING MEASURES**

The Municipal Mayor, through the **Human Resource Management Office (HRMO)** and the **Municipal Budget Office**, shall take necessary steps for the implementation of this Ordinance, including the inclusion of the position in the LGU staffing pattern or plantilla.

**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.

KENNETH S. M. DE VERA  
SB Member

GINA PALDERAMOS  
SB Member

BLESILD M. YU  
SB Member

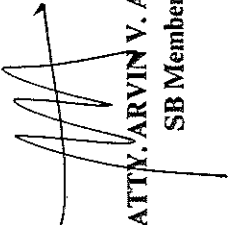
KETCHIE REX A. BARRANTES  
SB Member

EMERD. MATOBATO  
SB Member

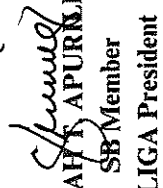
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

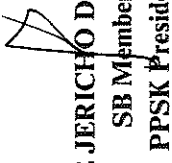
ATTY. ARVIN V. ANTONI  
SB Member



SARAH APURNILLO  
SB Member  
LIGA President




CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President



**ENACTED**, by the Sangguniang Bayan on February 16, 2026.  
**APPROVED**, by the Mayor on \_\_\_\_\_.

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance  
No. 2026-08.

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

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

  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member  
Presiding Officer Pro Tempore

  
**GINA BALDERAMOS**  
SB Member


  
**KETCHIE REX A. BARRANTES**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

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

  
**BLESILDA M. YU**  
SB Member

  
**ELMER D. MATOBATO**  
SB Member

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

**APPROVED BY:**

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

**VOTING:**

**YES - 7  
NO - 0**

