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Item No.: 05  
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: 3.5.24 Time: 4:37

Sangguniang Panlalawigan  
Province of Leyte

PROVINCIAL LEGAL OFFICE

RECEIVED

Date: MAR 05 2026  
By: [Signature]

2<sup>nd</sup> INDORSEMENT

March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 11, series of 2025 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 11, series of 2025 entitled: "An Ordinance creating the Plantilla Position for Registrar I, Salary Grade 11 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: 3.3.26 Time: [Signature]

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 11, s. 2026** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating a Plantilla position for Registrar 1 Salary Grade 11, 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 J. 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 2025  
By: JCM

**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. 2026-11  
***"AN ORDINANCE CREATING A PLANTILLA POSITION FOR REGISTRAR 1,  
SALARY GRADE 11, 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."*** 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**  
MAR 03 2020  
Date: \_\_\_\_\_  
By: *Jenni V*

**OFFICE OF THE SANGGUNIANG BAYAN**

**TO WHOM THIS MAY CONCERN:**

This is to certify that Municipal Ordinance No. 2026-11 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 Y. 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. 2026-11  
AUTHOR: KETCHIE REX A. BARRANTES  
*Committee Chairman on Education*

AN ORDINANCE CREATING A PLANTILLA POSITION FOR REGISTRAR 1, SALARY GRADE 11, 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 the Municipality of Alangalang, Leyte, in session duly assembled:

SECTION 1. TITLE.

This Ordinance shall be known as the "Registrar I Position Creation Ordinance of the Community College of Alangalang."

SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the Municipality of Alangalang to strengthen the administrative and academic support system of the

[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

[Signature]  
CLAIRE G. YU  
SB Member

[Signature]  
KENT JEFFLORD C. GUILLERMO  
SB Member

[Signature]  
ATTY. ARVIN V. ANTONI  
SB Member

[Signature]  
SARAH T. APURILLO  
SB Member  
LIGA President

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

Community College of Alangalang (CCA) to ensure efficient records management, academic documentation, and student services in accordance with the standards set by the Commission on Higher Education (CHED) and the Civil Service Commission (CSC).

**SECTION 3. CREATION OF POSITION.**

There is hereby created one (1) plantilla position in the Local Government Unit of Alangalang assigned to the Community College of Alangalang, designated as **Registrar I, Salary Grade 11**, subject to existing budgeting, accounting, and civil service laws, rules, and regulations.

**SECTION 4. DUTIES AND FUNCTIONS.**

The Registrar I shall perform the following duties and responsibilities:

1. Maintain and safeguard all student academic records and scholastic documents;
2. Process enrollment records, transfer credentials, transcript of records, certifications, and diplomas;
3. Prepare and submit required academic reports to CHED and other concerned agencies;
4. Implement student records management systems consistent with data privacy laws and institutional policies;
5. Assist in the preparation of graduation lists and academic evaluations;
6. Provide frontline services related to academic documentation;
7. Maintain registrar databases and ensure accuracy and integrity of student data;
8. Perform such other related functions as may be assigned by the College Administrator or Municipal Mayor.

**SECTION 5. QUALIFICATION STANDARDS.**

The qualification standards for the position shall be as follows:

- **Education:** Bachelor's Degree
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service Professional (Second Level Eligibility)

**SECTION 6. FUNDING.**

The amount necessary for the compensation and other personnel benefits of the Registrar I position shall be charged against the appropriations for Personal Services under the Annual Budget of the Municipality of Alangalang and shall thereafter be included in the succeeding annual budgets.

**SECTION 7. COMPLIANCE WITH APPLICABLE LAWS.**

The implementation of this Ordinance shall be subject to all applicable laws, rules, and regulations issued by the Department of Budget and

KENNETH SPICE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

ELMURD. 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

Management (DBM), the Civil Service Commission (CSC), and the Commission on Higher Education (CHED).

**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. 2026-11.

KENNETH SPICIA M. DE VEYRA  
SB Member

GINA BALTERAMOS  
SB Member

BLISSIDA 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

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

  
ATTY. ARVIN V. ANTONI  
SB Member

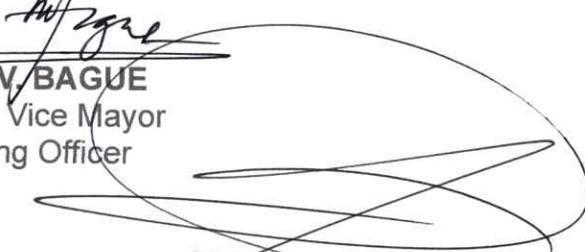
  
SARAH T. APURILLO  
SB Member  
LIGA President

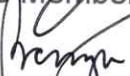
  
CHARLE JERICHO DUANE A. TAN  
SB Member  
PPSK President

**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**  
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**ELMER D. MATOBATO**  
SB Member

  
**CLAIRE G. YU**  
SB Member

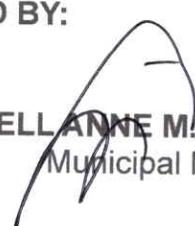
**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**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 - 8  
NO - 0**

