

Item No.: 06

Date: 07 2026 APR



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCE OF LEYTE  
LEGAL OFFICE  
RELEASED

By: [Signature]  
Date: 7, 7, 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. 10 s. 2026 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 10 s. 2026: “An Ordinance creating 1 Social Worker II Plantilla position with Salary Grade 15 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**

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

PROVINCE OF LEYTE  
LEGAL OFFICE  
RECEIVED

By:   
Date: 3.4.26 Time: 9:22

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 10, s. 2026** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating one (1) Social Worker Officer II (SWO II) Plantilla position with Salary Grade 15 in the Municipal Social Welfare and Development Office (MSWDO) of the Municipality of Alangalang, Leyte, and other purposes.**

  
**FLORINDA JILL SYUYVICO**  
Secretary to the Sanggunian

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

Sangguniang Panlalawigan  
Province of Leyte  
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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. 2026-10  
***"AN ORDINANCE CREATING ONE (1) SOCIAL WORKER OFFICER II (SWO II) PLANTILLA POSITION SALARY GRADE 15 IN THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) OF THE MUNICIPALITY OF ALANGALANG, LEYTE AND PROVIDING FUNDS THEREFOR."*** 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. 2026-10 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

RECEIVED

Date: MAR 03 2026

by: J. Tanmill



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Alangalang

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 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- 10

AN ORDINANCE CREATING ONE (1) SOCIAL WORKER OFFICER II (SWO II) PLANTILLA POSITION SALARY GRADE 15 IN THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) OF THE MUNICIPALITY OF ALANGALANG, LEYTE, AND PROVIDING FUNDS THEREFOR

SPONSOR: HON.GINA BALDERAMOS  
Chairman Committee on Women, Children & Family Welfare

Approved on 3<sup>rd</sup> and final reading on February 23, 2026.

WHEREAS, the Municipal Government of Alangalang is mandated to promote social justice and enhance the quality of life of its constituents, particularly the disadvantaged, marginalized, and vulnerable sectors of society;

WHEREAS, the Municipal Social Welfare and Development Office (MSWDO) implement various social protection programs and services for children, women, senior citizens, persons with disabilities, and indigent families;

WHEREAS, there is an increasing number of social welfare cases and program beneficiaries in the municipality, resulting in a heavier workload for existing social welfare personnel;

WHEREAS, the creation of an additional Social Worker Officer II (SWO II) position is necessary to ensure efficient, timely, and quality delivery of social welfare services in

KENNETH SPICE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

CHARLZE JERIZHO DUANE A. TAN  
PPSK President

EIMER D. MATOBATO  
SB Member

CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

ATTY. ARVIN V. ANTONI  
SB Member

SARAH T. APURILLO  
LIGA President

compliance with national standards and guidelines set by the Department of Social Welfare and Development (DSWD);

**WHEREAS**, the Local Government Code of 1991 (Republic Act No. 7160) authorizes local government units to create positions necessary for the effective delivery of basic services and facilities;

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

**SECTION 1. Creation of Position.**

There is hereby created one (1) Social Worker Officer II (SWO II) plantilla position under the Municipal Social Welfare and Development Office (MSWDO) of the Municipality of Alangalang, Leyte.

**SECTION 2. Salary Grade.**

The Social Worker Officer II (SWO II) position shall carry the corresponding Salary Grade as prescribed under the applicable Salary Standardization Law, subject to existing civil service and budgeting rules and regulations.

**SECTION 3. QUALIFICATION**

**A. CSC- Prescribed Qualification Standards**

Education	Bachelor's degree in Social Work
Training	Four (4) hours relevant trainings
Experience	One (1) year relevant experience
Eligibility	RA 1080 (RSW)

**B. Preferred Qualifications (Competency-Based)**

Education	Bachelor's degree in Social Work
Training	Four (4) hours relevant trainings
Experience	One (1) year relevant experience
Eligibility	RA 1080 (RSW)

**Job Sumarry:**

Under the general supervision of the Center Head and with some latitude for the exercise of independent judgement, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge on case management of client involving treatment plan development, implementation and evaluation and coordination with partners; and does related tasks that maybe assigned from time to time.

**Job Outputs:**

1. Accomplished Intake Sheet
2. Social Case Study Report
3. Treatment Plan and Minutes of Plan Intervention
4. Home Visit Report
5. Case Conferences
6. Referral Letters
7. Progress/Status Reports
8. Data Bank of clients served

KENNETH M. DE VERA  
SB Member

GINA BALDERAMOS  
SB Member

BIESIDA M. YU  
SN Member

KETCHIE REX A. BARRANTES  
SB Member

CHARLIZE JERICHO DUANE A. TAN  
SB Member

PPSK President

ELMER D. MATOBATO  
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SB Member  
LIGA President

**SECTION 4. Duties and Functions.**

The Social Worker Officer II shall perform functions in accordance with existing laws, rules, and regulations, including but not limited to case management, program implementation, community-based interventions, and provision of technical assistance to social welfare beneficiaries.

**Primary Task / Terms of Reference**

1. Assist the Center Head in the overall operation of the residential care facility in the areas of Organization and Administration, Program Implementation, facility maintenance as needed;
2. Handles case management of clients involving treatment plan development, implementation and evaluation;
3. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head;
4. Maintains files, social case study reports and databank of client served;
5. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept;
6. Attend and assist clients during court hearings when necessary;
7. Establish and update data banking of these related cases as reference for policy enhancement and other program implementation;
8. Monitor and follow-up case management of LGU's as to service provided to discharged clients/ensure after-care services are provided;
9. Perform other tasks that maybe assigned from time to time by Center Head

**COMPETENCY REQUIREMENTS**

CORE	LEVEL	FUNCTIONAL	LEVEL	MANAGERIAL/ LEADERSHIP	LEVEL
Commitment to Credible Public Service	2	Written Communication	2	N/A	
Delivering Excellent Result	2	Verbal Communication	2		
Personal Effectiveness	2	Computer Knowledge Skills	2		
		Case Networking and Linkages	3		
		Case Writing	3		
		Report Writing	3		

**SECTION 5. Funding Source.**

The funds necessary for the implementation of this Ordinance shall be charged against the current and available funds of the Municipal Government of Alangalang, and thereafter included in the annual budget of the municipality.

**SECTION 6. Implementing Agencies**

The Municipal Mayor, Municipal Budget Officer, Municipal Human Resource Management Officer, and other concerned offices are hereby directed to take the necessary steps for the implementation of this Ordinance.

KENNETH SPICER MADE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REXA BARRANTES  
SB Member

CHARIZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

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ATTY. ARVIN V. ANTONI  
SB Member

SARAH T. APURILLO  
SB Member  
LIGA President

**SECTION 7. Separability Clause.**

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

**SECTION 8. Repealing Clause.**

All ordinances, resolutions, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity.**

This Ordinance shall take effect upon approval and compliance with all applicable laws, rules, and regulations.

**ENACTED**, by the Sangguniang Bayan this 23<sup>rd</sup> day of February 2026.

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

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-10.

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

KENNETH S. DE VERA  
SB Member

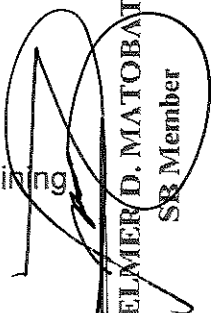
GINA BALDERAMOS  
SB Member

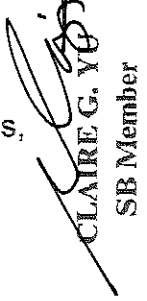
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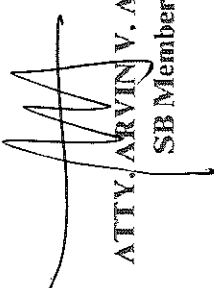
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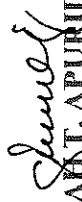
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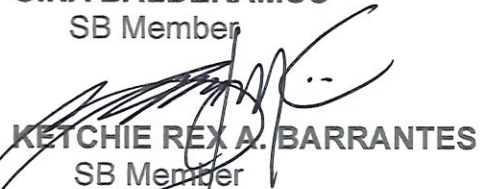
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TO BE DULY ADOPTED:**

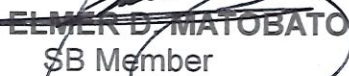
  
**MARIO V. BAGUE**  
Municipal Vice Mayor  
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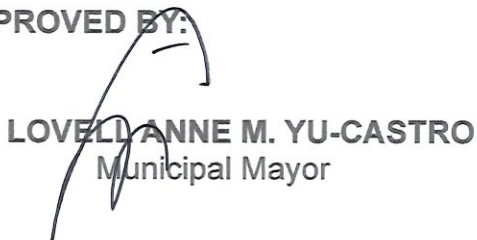
  
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SB Member

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

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

**APPROVED BY:**

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

**VOTING:**

**YES - 8  
NO - 0**

