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Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Item No.: 06

Date: 09 2026 MAR

PROVINCE OF LEYTE

LEGAL OFFICE

RELEASED

By: [Signature]
Date: Mar 5 26 Time: 4:30

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

2nd INDORSEMENT

March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 12, series of 2025 of the Sangguniang Bayan of Alangalang, Leyte.

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

- Ordinance No. 12, series of 2025 entitled: "An Ordinance creating the Plantilla Position for Guidance Councilor 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 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: 4:44

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 12, s. 2026** of the **Municipality of Alangalang, Leyte**, entitled: **An Ordinance creating a Plantilla position for** _____ **Guidance Counselor I, 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 JULL SUYVICO
Secretary to the Sanggunian

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

Sangguniang Pambalayan
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. 2026-12
**"AN ORDINANCE CREATING A PLANTILLA POSITION FOR GUIDANCE
COUNSELOR 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
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: Jhanni V.

OFFICE OF THE SANGGUNIANG BAYAN

TO WHOM THIS MAY CONCERN:

This is to certify that Municipal Ordinance No. 2026-12 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. 2026-12
AUTHOR: KETCHIE REX A. BARRANTES
Committee Chairman on Education

AN ORDINANCE CREATING A PLANTILLA POSITION FOR GUIDANCE COUNSELOR 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 3rd 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 **"Guidance Counselor Position Creation Ordinance of 2026."**

SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the Municipality of Alangalang to promote the holistic development, mental health, academic success, and career readiness of students enrolled at the Community College of Alangalang

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

(CCA), consistent with the mandates and standards of the Commission on Higher Education (CHED) and Civil Service rules and regulations of the Civil Service Commission.

The Local Government recognizes the necessity of institutionalizing a functional Guidance and Counseling Office to ensure student welfare, retention, and development in accordance with higher education standards.

SECTION 3. CREATION OF POSITION.

There is hereby created one (1) plantilla position of **GUIDANCE COUNSELOR I, Salary Grade 11**, under the Community College of Alangalang, subject to existing budgeting, accounting, and civil service laws, rules, and regulations.

SECTION 4. FUNCTIONS AND DUTIES.

The Guidance Counselor I shall perform the following duties and responsibilities:

1. Develop, implement, and monitor a comprehensive Guidance and Counseling Program for CCA students;
2. Conduct individual and group counseling sessions addressing academic, career, social, and personal concerns;
3. Administer psychological tests and interpret results in accordance with professional standards;
4. Provide career guidance, student orientation, and life skills programs;
5. Assist in student retention and intervention programs;
6. Coordinate with faculty, parents, and relevant agencies regarding student welfare;
7. Maintain confidential student records in compliance with data privacy laws;
8. Organize seminars on mental health, career planning, and student development;
9. Prepare required reports to CHED and other regulatory bodies;
10. Perform other related functions as may be assigned by the College Administrator or Municipal Mayor.

SECTION 5. QUALIFICATION STANDARDS.

The appointee to the position of Guidance Counselor I must meet the following minimum qualification standards consistent with CHED and CSC requirements:

Education: • Master's Degree in Guidance and Counseling

Eligibility: • RA 1080 (Licensed Guidance Counselor)

Experience: • None required

KENNETH SPIGE M. DE VEYRA
SB Member

GINA BALDERAMOS
SB Member

BLESILDAM YU
SB Member

KETCHIE REX A. BARRANTES
SB Member

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CLAIRE G. YU
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KENT JEFFLORD C. GUILLERMO
SB Member

ATTY. ARVIN V. ANTONI
SB Member

SARAY T. APURILLO
SB Member
LIGA President

CHARLZE JERICHO DUANE A. TAN
SB Member
PPSK President

Training: • None required

All appointments shall be subject to Civil Service Commission rules and regulations and other applicable laws.

SECTION 6. COMPENSATION.

The position shall receive compensation corresponding to **Salary Grade 11** under the prevailing Salary Standardization Law and applicable issuances.

SECTION 7. FUNDING.

The amount necessary for the implementation of this Ordinance shall be charged against the current appropriations of the Community College of Alangalang or the General Fund of the Municipality of Alangalang, subject to budgeting, accounting, and auditing laws. Thereafter, such sums as may be necessary shall be included in the annual budget.

SECTION 6. 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 7. REPEALING CLAUSE.

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

SECTION 8. 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 _____.

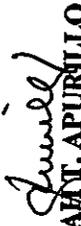
I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance No. 2026-12.

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


CLAIRE G. YU
SB Member

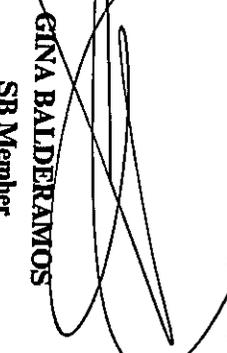

KENT JEFFLORD C. GUILLERMO
SB Member

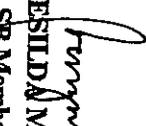

ATTY. ARVIN V. ANTONI
SB Member


SARAH T. APURILLO
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PPSK President


KENNETH SPICE M. DE VEYRA
SB Member

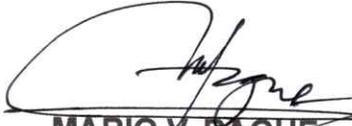

GINA BALDERAMOS
SB Member


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SB Member

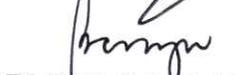

ELMER D. MATOBATO
SB Member

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

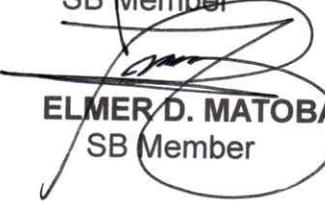

MARIO V. BAGUE
Municipal Vice Mayor
Presiding Officer


ATTY. KENNETH SPICE M. DE VEYRA
SB Member


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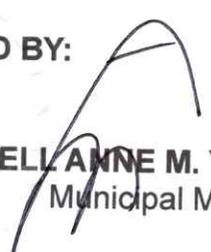
KENT JEFFLORD C. GUILLERMO
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ATTY. ARVIN ANTONI
SB Member


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**

