



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

-oOo-

Item No.: 12  
Date: 17 2026 MAR

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RELEASED**

By: [Signature]  
Date: 3.3.26 Time: 9:20

Sangguniang Panlalawigan  
Province of Leyte

**PROVINCIAL LEGAL OFFICE**

**RECEIVED**

Date: MAR 03 2026  
By: [Signature]

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

February 26, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2026-02 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 2026-02, entitled: "Human Resource Information System, (HRIS) institutionalization Ordinance of the Municipality of Albuera."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 17(b)(2)(v)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160). 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.

**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer*

<sup>1</sup> Section 17. Basic Services and Facilities. -  
(b) Such basic services and facilities include, but are not limited to, the following:  
(v) Information services which include investments and job placement information systems;

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PROVINCE OF LEYTE  
Palo, Leyte  
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE  
LEGAL OFFICE

1<sup>ST</sup> INDORSEMENT  
16 February 2026

RECEIVED  
By: *[Signature]*  
Date: *2/18/26* Time: *9:20*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-02** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance institutionalizing the Human Resource Information System (HRIS) of the Municipality of Albuera, Leyte, mandating its acquisition, implementation, management, and use, and for other purposes.**



**FLORINDA JILL S. UYVICO**  
Secretary to the Sangguniang



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

## OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

### TRANSMITTAL

February 12, 2026

**Hon. Leonardo Javier, Jr.**  
Vice-Governor  
Province of Leyte  
Palo, Leyte

Thru: Florinda Jill S. Uyvico  
Secretary to the Sanggunian  
Province of Leyte

**Dear Vice Governor Javier:**

Respectfully transmitting herein **Ordinance No. 2026-02**, "An Ordinance Institutionalizing the Human Resource Information System (HRIS) of the Municipality of Albuera, Leyte, Mandating its Acquisition, Implementation, Management and Use, and for Other Purposes.

Please acknowledge receipt hereof.

Very truly yours,

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I

SANGGUNIANG PANLALAWIGAN





Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATION

#### TO THE CONCERNED:

**THIS IS TO CERTIFY** that **Ordinance No. 2026-02, "An Ordinance Institutionalizing the Human Resource Information System (HRIS) of the Municipality of Albuera, Leyte, Mandating its Acquisition, Implementation, Management and Use, and for Other Purposes,"** has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on February 11, 2026 and shall remain posted until a period of two (2) consecutive weeks thereof.

**ISSUED** this 12<sup>th</sup> day of January 2026 at Albuera, Leyte, Philippines.

**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

SANGGUNIANG PANLALAWIGAN  
**RECEIVED**  
13 FEB 2026  
PROVINCE OF LEYTE

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE 29<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN  
HELD AT THE SESSION HALL ON FEBRUARY 2, 2026

**ORDINANCE NO. 2026-02**

**AN ORDINANCE INSTITUTIONALIZING THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) OF THE MUNICIPALITY OF ALBUERA, LEYTE, MANDATING ITS ACQUISITION, IMPLEMENTATION, MANAGEMENT, AND USE, AND FOR OTHER PURPOSES**

**INTRODUCED BY: HON. ALBERTO C. SUMALJAG**

**Sponsored by: COMMITTEE ON GOOD GOVERNANCE, PUBLIC ETHICS & ACCOUNTABILITY**

- **HON. ROMEO M. JUNCO**

**WHEREAS**, the Local Government Code of 1991 mandates local government units (LGUs) to adopt systems and procedures that promote efficiency, transparency, and accountability in government operations;

**WHEREAS**, an integrated Human Resource Information System (HRIS) is recognized as a critical governance tool that enables effective management of personnel records, payroll processing, leave administration, performance management, learning and development tracking, and other human resource functions;

**WHEREAS**, the Municipality of Albuera endeavors to strengthen its Human Resource Management Office (HRMO) by institutionalizing digital systems consistent with Civil Service Commission (CSC) standards, Prime-HRM requirements, and good governance practices;

**WHEREAS**, having a standardized and institutionalized HRIS will ensure accuracy, timeliness, and security of personnel data and support evidence-based decision-making in the LGU;

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

**SECTION 1. TITLE** – This Ordinance shall be known as the **“HUMAN RESOURCE INFORMATION SYSTEM (HRIS) INSTITUTIONALIZATION ORDINANCE OF THE MUNICIPALITY OF ALBUERA, LEYTE.”**

**SECTION 2. DECLARATION OF POLICY** – It is hereby declared the policy of the Municipality of Albuera to modernize and digitalize its human resource management processes by adopting an integrated, secure, and efficient Human Resource Information System (HRIS). This aims to ensure accurate personnel data, faster transactions, improved employee services, enhanced transparency, and compliance with CSC guidelines.

ALBERTO C. SUMALJAG  
ROBERTO C. COLASITO

ROMEO M. JUNCO

ANDRES C. TUDIO  
DEAN M. BATISTIS

BERNARD JOEY MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

CARL KEVINE BATISTIS

RODOLFO M. EBCAS, JR.

JOSE B. YBANEZ

RODOLFO S. BARRAO, JR.

**SECTION 3. INSTITUTIONALIZATION OF THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS)** – The Human Resource Information System (HRIS) is hereby institutionalized as an official and permanent system of the Municipal Government of Albuera. It shall serve as the primary digital platform for processing, maintaining, and managing all human resource-related information and transactions.

**SECTION 4. MANDATE TO ACQUIRE AND IMPLEMENT THE HRIS** – The Municipal Government of Albuera, through the Municipal Mayor and upon recommendation of the Human Resource Management Office (HRMO), is hereby mandated to:

- a. **Acquire** a suitable and CSC-compliant HRIS software, whether through purchase, subscription, or development;
- b. **Install and operationalize** the system across all municipal offices;
- c. **Ensure interoperability** of the HRIS with other existing or future LGU systems (e.g., payroll, finance, or attendance systems); and,
- d. **Allocate necessary funds** for acquisition, installation, subscription, maintenance, upgrading, and staff training.

**SECTION 5. SCOPE AND COVERAGE** – This Ordinance shall cover all officials and employees—regular, casual, contractual, job order, and elected—of the Municipal Government of Albuera. All HR-related processes shall be transitioned to the HRIS, including but not limited to:

- a. Employee master records;
- b. Leave management;
- c. Attendance monitoring (with or without biometric integration);
- d. Payroll and service record generation;
- e. Performance evaluation and appraisal;
- f. Learning and development records;
- g. Recruitment, selection, and placement data;
- h. Retirement, separation, and other personnel actions; and,
- i. Other HRMO-related documentation and reports.

**SECTION 6. MANDATORY USE OF THE HRIS** – All municipal offices and employees are hereby required to utilize the HRIS for all human resource-related transactions. Manual processes shall only be allowed when:

- a. The HRIS is temporarily unavailable due to technical issues; or
- b. An emergency or exceptional circumstance requires manual documentation.

Any manual process undertaken shall be encoded into the HRIS once operations resume.

ALBERTO D. SUMALJAG

ROBERTO C. COLASITO

ROMED M. JUNCO

ANDRES C. TUDIO

DELA ROSA BATISTIS

BERNARD JOEY D. MESTULA

PAWELA M. BOHOLST

MARIEL E. MARINAY

CARL KEVIN E. BATISTIS

ROLAND M. EBCAS, JR.

JOJE B. YBANEZ

RODOLFO S. BITBAO, JR.

**SECTION 7. DUTIES OF THE HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)** – The HRMO shall be the lead implementing office for the HRIS. It shall:

- a. Manage, supervise, and update the HRIS database;
- b. Ensure data accuracy, privacy, and security in accordance with the Data Privacy Act of 2012;
- c. Conduct regular HRIS orientation and training for all departments;
- d. Coordinate with the Information and Communications Technology (ICT) section or designated personnel for technical support;
- e. Recommend system improvements, updates, and policy adjustments.
- f. Subject to the availability of funds, establish a Systems Administration Division/Section within the HRMO to manage, maintain, and secure the HRIS infrastructure, including system configuration, troubleshooting, user support, and coordination with ICT service providers, ensuring continuous and efficient HRIS operations

**SECTION 8. DATA PRIVACY AND SECURITY** – All information stored in the HRIS shall be protected under the Data Privacy Act (Republic Act No. 10173). Unauthorized access, misuse, alteration, or disclosure of personnel information shall be considered an administrative and/or criminal violation subject to penalties prescribed under applicable laws.

**SECTION 9. FUNDING** – The funds necessary for the acquisition, installation, maintenance, training, and upgrading of the HRIS shall be charged to the Municipal Government’s annual budget or any available funding sources, subject to existing budgeting, accounting and auditing rules and regulations.

**SECTION 10. MONITORING AND EVALUATION** – The HRMO shall conduct periodic evaluation of the HRIS implementation and submit annual reports to the Municipal Mayor and the Sangguniang Bayan on system performance, challenges, and recommendations for improvement.

**SECTION 11. SEPARABILITY CLAUSE** – If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

**SECTION 12. REPEALING CLAUSE** – All ordinances, executive issuances, or provisions inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 13. EFFECTIVITY** – This Ordinance shall take effect upon its approval.

**APPROVED.**

**ENACTED BY THE 12<sup>th</sup> SANGGUNIANG BAYAN OF ALBUERA, LEYTE DURING ITS 29<sup>TH</sup> REGULAR SESSION HELD ON FEBRUARY 2, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, ALBUERA, LEYTE.**

ALBERTO D. SUMALJAG

ROBERTO C. CODASITO

ROMEO M. JUNCO

ANDRES C. TUDO

DELIA E. BATHISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

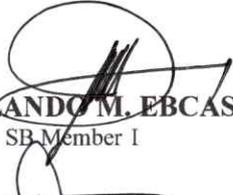
CARL KEVIN E. BATHISTIS

RODOLFO M. EBCAS, JR.

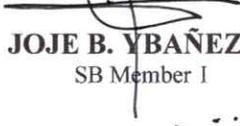
JOEL D. BERNIZ

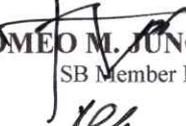
RODOLFO S. BILBAO, JR.

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:

  
**ROLANDO M. EBCAS, JR.**  
SB Member I

  
**ALBERTO C. SUMALJAG**  
SB Member I

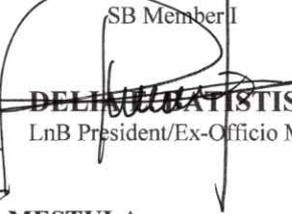
  
**JOJE B. YBAÑEZ**  
SB Member I

  
**ROMEO M. JUNCO**  
SB Member I

  
**RODOLFO S. BILBAO, JR.**  
SB Member I

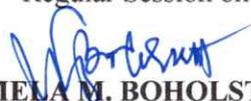
  
**ANDRES C. TUDIO**  
SB Member I

  
**ROBERTO C. COLASITO**  
SB Member

  
**DELIA M. BATISTIS**  
LnB President/Ex-Officio Member

  
**BERNARD JOEY D. MESTULA**  
PPSK President/Ex-Officio Member

**I HEREBY CERTIFY** that this is a true and accurate copy of the ordinance duly enacted by the 12<sup>TH</sup> Sangguniang Bayan on its 29<sup>th</sup> Regular Session on February 2, 2026 at the SB Session Hall.

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I

  
**CARL KEVIN E. BATISTIS**  
Acting Municipal Vice Mayor /Presiding Officer

APPROVED:

  
**MARIEL E. MARINAY**  
Acting Municipal Mayor  
Date: FEB 10 2026



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

**OFFICE OF THE SANGGUNIANG BAYAN**  
**ATTENDANCE SHEET**

29th REGULAR SESSION  
of the 12th Sangguniang Bayan

SB Session Hall  
Venue

February 02, 2026

No.	Name & Designation	Signature
1	Hon. MARIEL E. MARINAY Acting - Municipal Mayor	
2	Hon. CARL KEVIN E. BATISTIS Acting - Mun. Vice Mayor / Presiding Officer	
3	Hon. ROLANDO M. EBCAS JR. SB Member	
4	Hon. JOJE B. YBAÑEZ SB Member	
5	Hon. RODOLFO S. BILBAO JR. SB Member	
6	Hon. ALBERTO C. SUMALJAG SB Member	
7	Hon. ROBERTO C. COLASITO SB Member	
8	Hon. ROMEO M. JUNCO SB Member	
9	Hon. ANDRES C. TUDIO SB Member	
10	Hon. DELIA E. BATISTIS ABC President, Ex-Officio	
11	Hon. BERNARD JOEY D. MESTULA SK Federation President, Ex-Officio	

**CERTIFICATION**

I hereby certify that those who have affixed their signatures above, have actually attended the 29th Regular Session of the 12th Sangguniang Bayan of Albuera, Leyte, held at the SB Session Hall on February 02, 2026

**PAMELA M. BOHOLST**  
Secretary to the Sangguniang Bayan