

Item No.: 13
Date: 17 2026 MAR



Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAR 03 2026
By: [Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

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

2nd INDORSEMENT
February 26, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2026-03 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 2026-03, entitled: "Establishing the Municipal Human Resource Management Office (MHRMO) of the Local Government Unit of Albuera, Leyte. 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.

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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 2x 18/26 Time: 9:21

1ST INDORSEMENT
16 February 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-03** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance establishing the Municipal Human Resource Management Office (MHRMO) of the Local Government Unit of Albuera, Leyte, creating for the purpose the Plantilla position of Municipal Government Department Head I, defining its organizational structure, duties and functions, and appropriating funds therefor.**


FLORINDA JILL S. UYVICO
Secretary to the Sangguniang



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albueria

OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

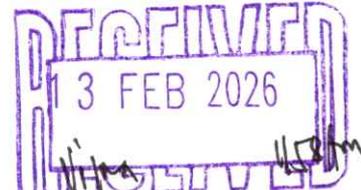
TRANSMITTAL

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

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

Dear Vice Governor Javier:

Respectfully transmitting herein **Ordinance No. 2026-03**, "An Ordinance Establishing the Municipal Human Resource Management Office (MHRMO) of the Local Government Unit of Albueria, Leyte, Creating for the Purpose the Plantilla Position of Municipal Government Department Head I, Defining its Organizational Structure, Duties and Functions, and Appropriating Funds Therefor."

Please acknowledge receipt hereof.

Very truly yours,

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



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN

C E R T I F I C A T I O N

TO THE CONCERNED:

THIS IS TO CERTIFY that **Ordinance No. 2026-03, "An Ordinance Establishing the Local Youth Development Council of the Municipality of Albuera, Leyte 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 12th 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 PANGALAYAN
RECEIVED
13 FEB 2026
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG BAYAN

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

ORDINANCE NO. 2026-03

AN ORDINANCE ESTABLISHING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) OF THE LOCAL GOVERNMENT UNIT OF ALBUERA, LEYTE, CREATING FOR THE PURPOSE THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I, DEFINING ITS ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR

INTRODUCED BY: HON. ALBERTO C. SUMALJAG
Sponsored by: **COMMITTEE ON GOOD GOVERNANCE, PUBLIC ETHICS & ACCOUNTABILITY**
• **HON. ROMEO M. JUNCO**

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to design and implement their own organizational structures and staffing patterns, taking into consideration their service requirements and financial capability;

WHEREAS, the Civil Service Commission (CSC), as the central personnel agency of the government, mandates all local government units to establish a Human Resource Management Office (HRMO) to ensure the effective implementation of Civil Service laws, rules, and regulations, and to facilitate the development of human resource systems within the local government;

WHEREAS, the present Human Resource Management Office of the Local Government Unit of Albuera functions merely as a division under the Office of the Municipal Mayor, thereby limiting its administrative authority and efficiency in carrying out personnel management and organizational development programs;

WHEREAS, there is a need to reorganize and elevate the said office into a separate department, in order to strengthen institutional capacity, promote professionalism in public service, and enhance the efficiency and effectiveness of human resource management systems within the Local Government Unit;

WHEREAS, the creation of the position of Municipal Government Department Head I shall provide appropriate leadership, accountability, and technical direction in the formulation and implementation of human resource management and development programs;

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

ALBERTO C. SUMALJAG
ROBERTO C. COLASITO
ROMEO M. JUNCO
ANDRES C. TUDIO
DELLA E. BATISTIS
BERNARD JOEY D. MESTULA
PAMELA M. BOHOLST

MARIEL E. MARINAY
GARL KEVINE E. BATISTIS
ROLANDO M. EBCAS, JR.
JOE B. YBANEZ
RODOLFO S. BITBAO, JR.

Section 1: ESTABLISHMENT OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE (MHRMO) – The present Human Resource Management Office, which is currently a division under the Office of the Municipal Mayor of the Local Government Unit of Albueria, Leyte, is hereby reorganized and elevated into a separate Municipal Government Department to be known as the **Municipal Human Resource Management Office (MHRMO)**.

Section 2: EXISTING POSITIONS – The following existing plantilla and casual positions under the Human Resource Management Office shall continue to exist and shall be absorbed into the newly established Municipal Human Resource Management Office:

- a) **Supervising Administrative Officer** (Human Resource Management Officer IV) – SG 22;
- b) **Administrative Officer IV** (Human Resource Management Officer II) – SG 15; and,
- c) **Administrative Aide III** (Casual) – SG 3.

All incumbents occupying these positions shall continue to perform their respective duties and functions, unless sooner separated from service for cause.

Section 3: CREATION OF THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I – There is hereby created a plantilla position of **Municipal Government Department Head I – SG 24**, who shall serve as the Head of the Municipal Human Resource Management Office and shall exercise supervision and control over its operations, personnel, and programs.

Section 4: ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN – The following positions of the Municipal Human Resource Management Office shall be incorporated into the current Organizational Structure and Staffing Pattern (OSSP) of the Local Government Unit of Albueria, Leyte:

- a) **Municipal Government Department Head I** – SG 24 (Plantilla Item Number MHRMO-01);
- b) **Supervising Administrative Officer** (Human Resource Management Officer IV) – SG 22 (Plantilla Item Number MHRMO-02);
- c) **Administrative Officer IV** (Human Resource Management Officer II) – SG 15 (Plantilla Item Number MHRMO-03); and,
- d) **Administrative Aide III** (Casual) – SG 3.

Section 5: QUALIFICATION STANDARDS – Pursuant to Appendix F-2 of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), and the 1997 Civil Service Commission (CSC) Qualification Standards Manual, no person shall be appointed to any of the following positions unless he or she possesses the corresponding minimum qualification standards:

ALBERTO C. SUMALJAG

ROBERTO C. COLASITO

ROMEO M. JUNCO

ANDRES C. TUDIO

DELIA E. BATISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

CARL KEVIN E. BATISTIS

ROLANDOM. EBONGAS, JR.

JOSE B. YBANEZ

RODOLFO S. BITBAO, JR.

Position	Education	Experience	Training	
Municipal Government Department Head I	Bachelor's degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility
Supervising Administrative Officer (Human Resource Management Officer IV) – SG 22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility
Administrative Officer IV (Human Resource Management Officer II) – SG 15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility
Administrative Aide III (Casual) – SG 3	Must be able to read and write	None required	None required	None required

Section 6: CONCCURENCE OF THE SANGGUNIANG BAYAN – Consistent with the provisions of the Local Government Code of 1991 and pertinent Civil Service Commission (CSC) rules, the appointment to the position of **Municipal Government Department Head I** shall require the concurrence of the Sangguniang Bayan.

Section 7: DUTIES AND FUNCTIONS:

a) Municipal Government Department Head I:

- i. Exercise administrative and technical supervision over all personnel under the MHRMO;
- ii. Formulate, implement, and monitor the Human Resource Management (HRM) programs, policies, and systems of the LGU in accordance with Civil Service Commission (CSC) rules and regulations;
- iii. Advise the Municipal Mayor and Department Heads on HR policies, organizational development, and personnel administration matters;
- iv. Oversee recruitment, selection, and placement processes to ensure merit and fitness principles are observed;
- v. Supervise the performance management system, including performance planning, monitoring, and evaluation, as well as employee learning and development programs, career and succession planning, and capacity-building initiatives;
- vi. Administer employee welfare, benefits, awards, and incentives programs in compliance with CSC and DBM guidelines;
- vii. Lead policy development for personnel discipline, grievance handling, and labor-management relations;

ALBERTO D. SUMALJAG

ROBERTO C. COLASTO

ROMEO M. JUNCO

ANDRES C. TUDIO

DELLAIE B. BATISTIS

BERNARD JOSE D. MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

CARL KEVINE E. BATISTIS

ROLANDO M. EBCAS, JR.

JOSE B. YBANEZ

RODOLFO S. BIEBAO, JR.

- viii. Ensure proper maintenance and updating of personnel records and HR information systems;
- ix. Represent the LGU in HR-related meetings, conferences, and consultations with the CSC, DBM, and other agencies;
- x. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

b) Supervising Administrative Officer (Human Resource Management Officer IV)

- i. Assist the MGDH I in planning, implementing, and evaluating HR programs and projects;
- ii. Supervise and coordinate HR operations such but not limited to recruitment, records management, training coordination, and benefits administration;
- iii. Review and validate personnel actions prior to endorsement to the MGDH I;
- iv. Prepare reports, studies, and policy drafts on HR-related concerns for management decision-making;
- v. Recommend improvements in HR operations and assists in the conduct of audits and HR assessments;
- vi. Act as Officer-in-Charge of the MHRMO in the absence of the MGDH I;
- vii. Perform other related duties as may be assigned by the MGDH I.

c) Administrative Officer IV (Human Resource Management Officer II):

- i. Prepare appointment papers, service records, leave computations, and other personnel documents;
- ii. Maintain and update 201 files, HR databases, and personnel inventory systems;
- iii. Assist in the evaluation and processing of employee performance ratings;
- iv. Prepare correspondence, reports, and HR-related documentation for submission to oversight agencies;
- v. Assist in disseminating HR policies, circulars, and advisories to all employees;
- vi. Provide frontline service for HR inquiries, requests, and document processing;

ALBERTO D. SUMALJAG

ROBERTO C. COLASITO

ROMEO M. JUNCO

ANDRES C. TUDIO

DELIA E. BATISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

CARL KEVIN E. BATISTIS

ROLANDO M. EBCAS, JR.

JOSE B. YBANEZ

RODOLFO S. BILBAO, JR.

- vii. Perform other related functions as may be directed by the MGDH I or immediate supervisor.

d) **Administrative Aide III (Casual):**

- i. Perform general utility and maintenance tasks within the MHRMO and its assigned premises;
- ii. Assist in the safekeeping and movement of personnel records, files, and office supplies;
- iii. Ensure cleanliness, orderliness, and sanitation of the MHRMO office area;
- iv. Deliver official communications, documents, and materials to and from other offices as directed;
- v. Operate and maintain basic office equipment and ensures proper disposal of waste;
- vi. Provide logistical support during HR-related activities, orientations, and trainings;
- vii. Assist in photocopying, filing, and other clerical tasks when necessary;
- viii. Report any maintenance issues or office repair needs to the immediate supervisor;
- ix. Perform other related tasks as may be assigned by the MGDH I or immediate supervisor.

Section 8: APPROPRIATION – Funds necessary for the operation and maintenance of the Municipal Human Resource Management Office, including salaries and other benefits of its personnel, shall be incorporated and appropriated in the annual budget of the Municipality of Albuera, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

Section 9: SEPARABILITY CLAUSE - If any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

APPROVED.

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

ALBERTO Q. SUMALJAG

ROBERTO C. COLASITO

ROMEO M. JARCO

ANDRES C. TUDIO

DELIA E. BATISTIS

BERNARD JOE D. MESTULA

PAMELA M. BOHOLST

MARIEL E. MARINAY

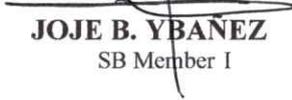
CARL KEVINE BATISTIS

ROLANDO M. EBOS, JR.

JOSE B. BARNIZ

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. YBANEZ 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 E. 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 12TH Sangguniang Bayan on its 29th 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 9 0 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. JOJÉ 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 Sanggunian Bayan