

Item No.: 72
 Date: 07 2026 APR



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: 3-30-26 Time: 9:20

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED

Date: MAR 30 2026
 By: [Signature]

2nd INDORSEMENT

March 20, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-06 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 2026-06: **“An Ordinance abolishing, creating, and renaming various positions in the Office of the Municipal Agriculturist 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)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76², 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

¹(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;

² 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.

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: ART MAMAN 
Date: 03-23-26 Time: 8:48 am

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT

19 March 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-06** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance abolishing, creating, and renaming various positions in the Office of the Municipal Agriculturist of the Local Government Unit of Albuera, Leyte, amending for that purpose the Organizational Structure and Staffing Pattern (OSSP), and appropriating funds therefor.**



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

March 19, 2026

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

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAR 19 2026
By: [Signature]

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

Dear Vice Governor Javier:

Respectfully transmitting herein **Ordinance No. 2026-06**, "An Ordinance Abolishing, Creating, and Renaming Various Positions in the Office of the Municipal Agriculturist of the Local Government Unit of Albuera, Leyte, Amending for that Purpose the Organizational Structure and Staffing Pattern (OSSP), 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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date MAR 19 2026
By [Signature]

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 34TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD AT THE SESSION HALL ON MARCH 9, 2026

ORDINANCE NO. 2026-06

AN ORDINANCE ABOLISHING, CREATING, AND RENAMING VARIOUS POSITIONS IN THE OFFICE OF THE MUNICIPAL AGRICULTURIST OF THE LOCAL GOVERNMENT UNIT OF ALBUERA, LEYTE, AMENDING FOR THAT PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP), AND APPROPRIATING FUNDS THEREFOR

INTRODUCED BY: HON. CARL KEVIN E. BATISTIS

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

- HON. ALBERTO C. SUMALJAG
- HON. ROMEO M. JUNCO

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that every local government unit shall design and implement its own organizational structure and staffing pattern, taking into account service requirements and financial capability, and subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, the Office of the Municipal Agriculturist (OMA) plays a vital role in agricultural development, food security, rural livelihood enhancement, and the delivery of extension services to farmers and fisherfolk in the Municipality of Albuera;

WHEREAS, the scope, complexity, and technical requirements of agricultural programs have expanded, necessitating a review and rationalization of the existing plantilla positions of the OMA;

WHEREAS, there is a need to abolish positions that are no longer responsive to current operational requirements, create new positions to address functional gaps, and rename certain positions to better reflect their actual duties and responsibilities, consistent with Civil Service Commission (CSC) and Department of Budget and Management (DBM) standards;

WHEREAS, the proposed reorganization is intended to align the Organizational Structure and Staffing Pattern (OSSP) of the Office of the Municipal Agriculturist with existing programs, national policy directions, and the Municipality's development priorities;

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Albuera, Leyte in session assembled:

SECTION 1: ABOLITION OF POSITION – The existing vacant Plantilla position of **Agricultural Technologist (Salary Grade 10)** under the Office of the Municipal Agriculturist, with Plantilla Item Number **OMA-06**, is hereby abolished.

SECTION 2: CREATION OF POSITIONS – There are hereby created **two (2)** Plantilla positions of **Farm Worker II (Salary Grade 4)** under the Office of the Municipal

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

ROMAN E. ESPINDOSA
MARIEL E. MARINAY
CARL KEVIN E. BATISTIS
ROLANDO M. EBCAS, JR.
JOIE B. YBAÑEZ
RODOLFO S. BILBAO, JR.

Agriculturist, subject to applicable Civil Service Commission and Department of Budget and Management rules and regulations.

SECTION 3: RENAMING OF POSITION – The existing vacant Plantilla position of **Administrative Officer I (Salary Grade 10)** under the Office of the Municipal Agriculturist, with Plantilla Item Number **OMA-08**, is hereby renamed as **Administrative Officer I (Records Officer I) (Salary Grade 10)**, without diminution of rank and compensation, to better reflect its actual duties and functions.

SECTION 4: ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN – The Organizational Structure and Staffing Pattern (OSSP) of the Local Government Unit of Albueria, Leyte is hereby amended to reflect the following existing, newly created, and renamed positions under the Office of the Municipal Agriculturist:

- a) Municipal Government Department Head I (Municipal Agriculturist) – SG 24 (Plantilla Item Number OMA-01);
- b) Agriculturist II – SG 15 (Plantilla Item Number OMA-02);
- c) Agriculturist I – SG 11 (Plantilla Item Number OMA-03);
- d) Agriculturist I – SG 11 (Plantilla Item Number OMA-04);
- e) Agriculturist I – SG 11 (Plantilla Item Number OMA-05);
- f) Administrative Officer I – SG 10 (Plantilla Item Number OMA-06);
- g) **Administrative Officer I (Records Officer I) – SG 10 (Plantilla Item Number OMA-07);**
- h) Farm Supervisor – SG 8 (Plantilla Item Number OMA-08);
- i) **Farm Worker II – SG 4 (Plantilla Item Number OMA-09);**
- j) **Farm Worker II – SG 4 (Plantilla Item Number OMA-10);**
- k) Administrative Aide III (Utility Worker II) – SG 3 (Plantilla Item Number OMA-11);
- l) Administrative Aide III (Utility Worker II) – SG 3 (Plantilla Item Number OMA-12);
- m) Administrative Aide III (Utility Worker II) – SG 3 (Plantilla Item Number OMA-13).

SECTION 5: MINIMUM QUALIFICATION STANDARDS – No person shall be appointed to the foregoing positions unless he or she possesses the following minimum qualifications, consistent with the Civil Service Commission’s Qualification Standards:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1. Farm Worker II (2 Plantilla positions) (Office of the Municipal Agriculturist)	Elementary School Graduate	None required	None required	None required
2. Administrative Officer I (Records Officer I) (Office of the Municipal Agriculturist)	Bachelor’s degree	None required	None required	Career Service (Professional) Second Level Eligibility

SECTION 6: DUTIES AND FUNCTIONS OF THE AFORESAID POSITIONS – The following are the prescribed duties and functions attached to the said positions:

ALBERTO Q. SUMALJAG

ROBERTO C. COLASITO

ROMEO M. JUNCO

ANDRES C. TRIBIO

DEJAY M. BATISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

ROLANE ESPINOSA

MARIEL E. MARINAY

CARL KEVIN E. BATISTIS

ROLANDO M. EBCAS, JR.

JOSE B. YBANEZ

RODOLFO C. BILBAO, JR.

(a) Farm Worker II

- (1) Assists in land preparation, planting, cultivation, fertilization, irrigation, and harvesting of crops in municipal farms, nurseries, and demonstration areas;
- (2) Maintains farm tools, equipment, and facilities, ensuring their proper use and safekeeping;
- (3) Performs routine care and maintenance of crops, seedlings, and planting materials, including pest and disease control activities under supervision;
- (4) Assists in the establishment and maintenance of seedbeds, nurseries, and trial plots;
- (5) Helps in the distribution and handling of planting materials, farm inputs, and agricultural supplies for programs and projects;
- (6) Records basic farm activities such as planting schedules, harvest output, and field operations when required;
- (7) Supports agricultural extension activities by assisting during field demonstrations, trainings, and on-site technical activities;
- (8) Performs other related farm and field duties as may be assigned by the Municipal Agriculturist or immediate supervisor.

(b) Administrative Officer I (Records Officer I)

- (1) Maintains and updates the filing and records management system of the Office, including personnel, program, project, and correspondence records;
- (2) Receives, logs, classifies, and routes incoming communications, reports, and documents; prepares outgoing communications for dispatch;
- (3) Ensures proper storage, indexing, and retrieval of records in accordance with approved records retention and disposal schedules;
- (4) Prepares simple administrative reports, certifications, and summaries as required by the Office;
- (5) Assists in the preparation, reproduction, and safekeeping of documents related to agricultural programs, projects, and activities;
- (6) Provides clerical and administrative support during meetings, trainings, and field activities of the Office;
- (7) Coordinates with other offices regarding records, data requests, and administrative requirements;
- (8) Performs other related duties as may be assigned by the Municipal Agriculturist or authorized superior.

Section 7: REMUNERATION – The newly created positions shall be entitled to salaries and such other allowances and benefits corresponding to their respective salary grades, as provided by existing laws, rules, and regulations.

SECTION 8: SEPARABILITY CLAUSE – If, for any reason, any part or provision of this Ordinance is declared unconstitutional or found inconsistent with higher laws, ordinances, rules, or regulations, the remaining parts or provisions not affected thereby shall remain valid and in full force and effect.

SECTION 9: EFFECTIVITY – This Ordinance shall take effect immediately upon its approval.

APPROVED.

ENACTED BY THE 12th SANGGUNIANG BAYAN OF ALBUERA, LEYTE DURING ITS 34TH REGULAR SESSION HELD ON MARCH 9, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, ALBUERA, LEYTE.

ALBERTO D. SUMALJAG

ROBERTO C. COLASITO

ROMEO M. JUMCO

ANDRES G. TUPIO
DELLA E. BASTISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

ROLAN E. ESPINOSA

MARIEL E. MARINAY


CARL KEVIN E. BASTISTIS

ROLANDO M. EBCAS, JR.

JOEY B. YBANEZ

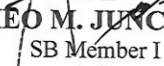
RODOLFO S. BILBAO, JR.


ATTESTED AND CERTIFIED TO BE DULY ADOPTED:


CARL KEVIN E. BATISTIS
SB Member I


ALBERTO C. SUMALJAG
SB Member I

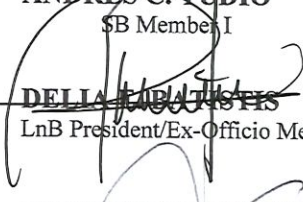
On leave
ROLANDO M. EBCAS, JR.
SB Member I


ROMEO M. JUNCO
SB Member I


JOJE B. YBAÑEZ
SB Member I


ANDRES C. TUDIO
SB Member I

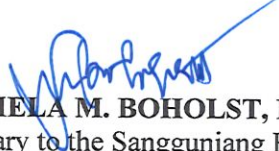

RODOLFO S. PILBAO, JR.
SB Member



DELIA E. BATISTIS
LnB President/Ex-Officio Member


ROBERTO C. COLASITO
SB 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 34th Regular Session on March 9, 2026 at the SB Session Hall.


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


MARIE E. MARINAY
Municipal Vice Mayor /Presiding Officer

APPROVED:

ROLAN E. ESPINOSA
Municipal Mayor
Date: MAR 10 2026



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN ATTENDANCE SHEET

34th REGULAR SESSION
of the 12th Sangguniang Bayan

SB Session Hall
Venue

March 09, 2026

No.	Name & Designation	Signature
1	Hon. MARIEL E. MARINAY Mun. Vice Mayor / Presiding Officer	
2	Hon. CARL KEVIN E. BATISTIS SB Member	
3	Hon. ROLANDO M. EBCAS JR. SB Member	On leave
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 34th Regular Session of the 12th Sangguniang Bayan of Albuera, Leyte, held at the SB Session Hall on March 09, 2026

PAMELA M. BOHOLST
Secretary to the Sanggunian Bayan



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. 2026-06, "An Ordinance Abolishing, Creating, and Renaming Various Positions in the Office of the Municipal Agriculturist of the Local Government Unit of Albuera, Leyte, Amending for that Purpose the Organizational Structure and Staffing Pattern (OSSP), and Appropriating Funds Therefor,"** has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on March 11, 2026 and shall remain posted until a period of two (2) consecutive weeks thereof.

ISSUED this 12th day of March 2026 at Albuera, Leyte, Philippines.

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