



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

March 3, 2026

Item No.: 28

Date: 07 2026 AMK

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

By: [Signature]
Date: 07 20 2026 Time: 9:00
Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAR 30 2026
By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 2: “An Ordinance creating the Plantilla position of Legislative Staff Officer III with SG 18 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.

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: [Signature]
Date: 3.4.26 Time: 1:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating the Plantilla position of Legislative Staff Officer III with Salary Grade 18 at the Office of the Sangguniang Bayan of Villaba, Leyte and appropriating funds thereof.**

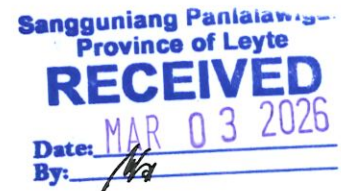


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



March 2, 2026

THE SANGGUNIANG PANLALAWIGAN MEMBERS
New Provincial Government Complex
Campetic, Palo, Leyte



Thru: **LEONARDO M. JAVIER, JR**
Vice Governor/Presiding Officer

Hon. Sangguniang Panlalawigan Members:

We respectfully transmit herewith fourteen (14) original copies of:

MUNICIPAL ORDINANCE NO. 2, 2026 – entitled: “AN ORDINANCE CREATING THE PLANTILLA POSITION OF LEGISLATIVE STAFF OFFICER III WITH SALARY GRADE 18 AT THE OFFICE OF THE SANGGUNIANG BAYAN OF VILLABA, LEYTE AND APPROPRIATING FUNDS THEREOF,”

For your review and approval.

Best regards.

Very truly yours,

ATTY. MC QUIRIE P. UMPAD
Secretary to the Sangguniang Bayan

Copy Furnished:

1. *Municipal Treasury Office*
 2. *Municipal Accounting Office*
 3. *Municipal Budget Office*
- LGU- Villaba, Leyte*



MUNICIPAL ORDINANCE NO. 2, S.2026

Sponsored by: Hon. Jamel O Gonzales

AN ORDINANCE CREATING THE PLANTILLA POSITION OF LEGISLATIVE STAFF OFFICER III WITH SALARY GRADE 18 AT THE OFFICE OF THE SANGGUNIANG BAYAN OF VILLABA, LEYTE AND APPROPRIATING FUNDS THEREOF

WHEREAS, the Local Government Code of 1991 provides that the Sangguniang Bayan, as the legislative body of the municipality, shall determine the positions, benefits and other emoluments of officials and employees whose salaries are paid wholly or mainly from municipal funds;

WHEREAS, with the advent of R.A. No. 7160, conferring vast powers and duties to the local sanggunian, the office of the Sangguniang Bayan has become one of the busiest offices in the municipal government dealing with voluminous clerical works and other legislative related functions,

WHEREAS, it is the desire of the Sangguniang Bayan of Villaba, Leyte for the effective and efficient Legislative Office, therefore the creation of the position of Legislative Staff Officer III (SG18) is deemed a necessity;





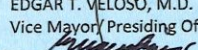
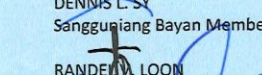
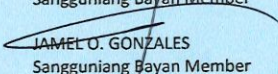
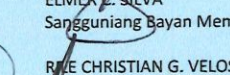
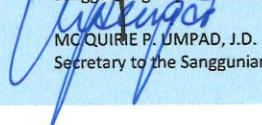

WHEREAS, the creation of new position items in the office of the Sangguniang Bayan is necessary with the end view of bringing beneficial reform in the said office and in the municipality in general;

NOW, THEREFORE, on motion by the Hon. Jamel O. Gonzales, duly seconded by the Hon. Elmer C. Silva,

Be it ordained by the Sangguniang Bayan in regular session duly assembled that:

Section 1. Title: This ordinance shall be known and cited as: "An Ordinance Creating the Plantilla Position of Legislative Staff Officer III with Salary Grade 18 At the Office of The Sangguniang Bayan of Villaba, Leyte and Appropriating Funds Therefor."

Section 2. Legal Basis: Section 447, (a),(viii) of the Local Government Code of 1991 provides that the Sangguniang Bayan shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid

 EDGAR T. VELOSO, M.D. Vice Mayor/Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member
 ROQUE M. COMPRAS Sangguniang Bayan Member	 RANDEY V. LOON Sangguniang Bayan Member	 JAMEL O. GONZALES Sangguniang Bayan Member	 RUFEL CHRISTIAN G. VELOSO Pederasyon President
MACARIO V. ESMAS LNB President	 MC QUIRRE P. UMPAD, J.D. Secretary to the Sangguniang Bayan	 ENGR. CARLOS G. VELOSO Municipal Mayor	

wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, services and activities of the municipal government.

Section 3. Qualifications. For the Legislative Staff Officer III position, the applicant/candidate must:

- Completed Bachelor's Degree relevant to the job
- With one (1) year experience
- Four (4) hours of relevant training
- Career Service (Professional) Second Level Eligibility

Section 4. Duties and Functions: The Legislative Staff Officer III shall have the following duties and functions among others, to wit:



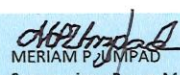

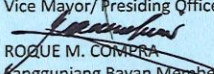

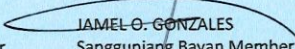
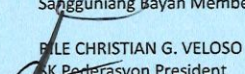
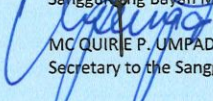
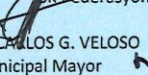
- a. Assist the Secretary to the Sanggunian in the preparation of ordinances and resolutions passed and adopted by the Sangguniang Bayan, decisions on administrative cases filed against Barangay Officials and other legislative matters;
- b. Attends the Sangguniang Bayan regular and special sessions, committee hearings and public hearings and take down notes as basis in the preparation of minutes and committee reports;
- c. Assist in the preparation of committee reports of different committees of the Sangguniang Bayan.
- d. Assist in the conduct of legislative researches relevant to the preparation of draft resolutions and ordinances and other legislative acts of the Sangguniang Bayan;
- e. Perform other functions as assigned by the supervisor.

Section 5. Salary Grade and Funding Source: The funds for the position of Legislative Staff Officer III with Salary Grade Eighteen shall be taken from the abolished position of Administrative Aide VI (Clerk III) under the office of the Secretary of the Sanggunian and the lacking funds shall be subject to the availability of funds.

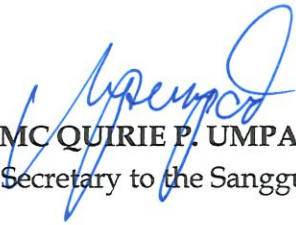
Section 6. Separability Clause: If for any reasons, any provision of this ordinance is declared unconstitutional or invalid by the court, or revoked by competent authorities, the remaining provisions not affected thereby shall continue to remain in full force and effect.

Section 7. Repealing Clause: Any previous ordinances, rules and regulations or parts thereof that are in conflict/inconsistent with any provisions of this ordinance are hereby repealed, amended or modified accordingly.


Section 8. Effectivity: This ordinance shall take effect upon its approval.

 EDGAR T. VELOSO, M.D. Vice Mayor/ Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member
 ROZUE M. COMERA Sangguniang Bayan Member	 RANDELL LOON Sangguniang Bayan Member	 JAMEL O. GONZALES Sangguniang Bayan Member	 FILE CHRISTIAN G. VELOSO SK Pederasyon President
MACARIO V. ESMAS LNB President	 MC QUIR E. P. UMPAD, J.D. Secretary to the Sangguniang Bayan		 ENGR. CARLOS G. VELOSO Municipal Mayor


This Ordinance was approved by the Sangguniang Bayan in its Regular Session on January 22, 2026.

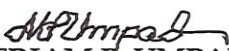

MC QUIRIE P. UMPAD, J.D.
Secretary to the Sanggunian

ATTESTED:


EDGAR T. VELOSO
Vice Mayor/Presiding Officer


DENNIS L. SY
Sangguniang Bayan Member


ROQUE M. COMPRA
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member


RANDEL M. LOON
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President


ELMER C. SILVA
Sangguniang Bayan Member

RILE CHRISTIAN
SK Pederasyon President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

02 MAR 2026



**COMMITTEE ON LAWS, RULES, PRIVILEGES &
ACCOUNTABILITY**

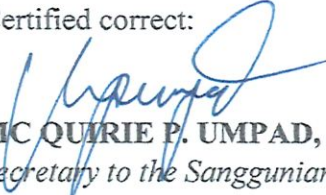
MINUTES OF THE PUBLIC HEARING

The public hearing was conducted on January 13, 2026 at exactly 9:30 o'clock in the morning at the SB Session Hall, by the Chairman of the Committee on Laws, Rules, Privileges and Accountability, yours truly Sangguniang Bayan Member Jamel O. Gonzales. Among the personalities present were the HRMO-Mr. Teddy Vapor, the Municipal Budget Officer-Mr. Manuel I. Rubillos Jr., the Secretary to the Sangguniang Bayan- Mc Quirie P. Umpad and the Municipal Vice Mayor-Dr. Edgar T. Veloso. The hearing was called to order and was then followed by a prayer and singing of the Philippine National Anthem.

Yours truly presented the rationale for creating the position, emphasizing the need for additional support in legislative functions, specifically item to be created. Mr. Rubillos agreed and affirmed the necessity of creating such plantilla position and since the budget allocation is in its availability for calendar year 2026, provided that the unfilled vacant position under the Office of the Secretary to the Sanggunian be abolished. In addition, Mr. Vapor presented the qualifications as well as the duties and responsibilities of the Legislative Staff Officer III. The Secretary to the Sangguniang Bayan, also discussed the impact of creating such position on the organizational structure; its efficiency in handling of legislative tasks, as well as bringing in-depth knowledge and support specific legislative areas.

There were no other concerns raised and discussed. The public hearing adjourned at 10:30 in the morning.

Certified correct:


MC QUIRIE P. UMPAD, J.D.
Secretary to the Sangguniang Bayan

Attested by:


HON. JAMEL O. GONZALES
Chairman, Committee on Laws, Rules, Privileges & Accountability



COMMITTEE ON LAWS, RULES, PRIVILEGES & ACCOUNTABILITY

COMMITTEE REPORT NO. 2

SUBJECT:


AN ORDINANCE CREATING THE PLANTILLA POSITION OF LEGISLATIVE STAFF OFFICER III WITH SALARY GRADE 18 AT THE OFFICE OF THE SANGGUNIANG BAYAN OF VILLABA, LEYTE AND APPROPRIATING FUNDS THEREOF

FINDINGS AND RECOMMENDATION:

- The Plantilla Position of Legislative Staff Officer III is a necessity for the effective and efficient Legislative Office.
- The Committee as well as the Municipal Budget Officer recommends the abolition of the unfilled vacant position under the Office of the Secretary to the Sangguniang Bayan, to utilize the unused funds in addition for the creation of the plantilla position of Legislative Staff Officer III with Salary Grade 18.


HON. JAMEL O. GONZALES
Committee Chairman

CONCURRING:


HON. ELMER C. SILVA
Vice Chairman


HON. ROQUE M. COMPRA
Member

APPENDICES:

e.g. Minutes of Public Hearing and Committee Meetings and Attendance Sheet, Photo/Videos



Sangguniang Bayan
Office of the Secretary to the Sanggunian

NOTICE OF PUBLIC HEARING

Notice is hereby given that another public hearing will be conducted by the Sangguniang Bayan Committee on Employment, January 13, 2026 at 9:00 o'clock in the morning at Sangguniang Bayan Session Hall, this Municipality regarding the Proposed Municipal Ordinance Nos. 35-36, authored by Sangguniang Bayan Member Jamel O. Gonzales entitled:


“AN ORDINANCE CREATING THE PLANTILLA POSITION OF LEGISLATIVE STAFF OFFICER II SALARY GRADE 18 AT THE OFFICE OF THE SANGGUNIANG BAYAN OF VILLABA, LEYTE AND APPROPRIATING FUNDS THEREFORE”; and

“AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF ADMINISTRATIVE AIDE VI (CLERK-III) UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN OF VILLABA, LEYTE”

The Human Resource Management Officer, Municipal Budget Officer, Office of the Vice Mayor, and all other interested parties are invited to attend.

Villaba, Leyte, January 9, 2026.

In public service,


MC QUIRTE P. UMPAD, J.D.
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

DATE: JANUARY 13, 2026

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	JAMEL O. GONZALEZ	SB MEMBER	
2	ROSEVE M. COMPARA	— na —	
3	ELMER C. SILVA	— to —	
4	MAURICE I. PUGUES JR	MPBO	
5	MICHELLE S. RUELAN	SB J.O	
6	ARLENE D. AGUILAR	SB J.O	
7	MEKHILA P. PACALDO	SB J.O	
8	JEAN DEE BELLE R. ALARDE	SB J.O	
9	CLAIRE P. MONSANTO	SB J.O	
10	JEDDY L. VAYOP	IRMO	
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