



PROVINCIAL BUDGET OFFICE

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

March 16, 2026

Date: MAR 16 2026  
By: June 3:07pm

**Hon. LEONARDO M. JAVIER, JR.**  
Vice-Governor and Presiding Officer, and  
**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Leyte  
Palo, Leyte

RELEASED  
DATE 3-14-26  
NO. 142  
BY: [Signature]  
PBO

**Gentlemen and Ladies:**

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Annual Budget FY 2026** of the **Municipality of Alangalang, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 02, Series of 2025** with a total appropriation in the amount of **Php332,476,061.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the appropriation for salaries to officials and employees implementing the Second Tranche Compensation Adjustment for Local Government Personnel is in accordance with the provisions of LBC 165 dated July 18, 2025 and the authorized rates thereof under Annex "A-1" or First-Class Province rate;
2. That all positions in the Plantilla are incorporated in the Organizational Structure and Staffing Pattern of the LGU as approved by the Sangguniang Bayan;
3. That the procurement of Goods, Supplies, Equipment, Civil Works and related services shall be made pursuant to RA 9184 and its Implementing Rules and Regulations and the latest procurement issuances;
4. That the grant of the following allowances/benefits shall be made pursuant to the corresponding guidelines relative thereto:
  - a. PERA – Budget Circular No. 2009-3
  - b. RATA – LBC 103
  - c. Clothing Allowance – Budget Circular No. 2024-1
  - d. Subsistence and Laundry Allowance – RA 7305 and AO No. 170
  - e. Year-end Bonus and Cash Gift – Budget Circular No. 2016-4
  - f. Mid-Year Bonus - Budget Circular No. 2017-2
  - g. Medical Allowance - Budget Circular No. 2024-6
  - h. Hazard Pay- establishment of this benefit/incentive shall be based on the conditions enumerated under the Magna Carta for Public Health Workers and payment shall likewise strictly adhere to the said requirements. Likewise, the grant of this incentive to Social Workers be made in consonance with the implementing rules and regulations on the Magna Carta for Social Workers.
  - i. Terminal Leave Benefits – CSC guidelines and Budget Circular No. 2016-2

5. That the appropriation for Performance Enhancement Incentive (PEI) in the amount of 815,000.00 shall be disallowed due to suspension of the implementation of Administrative Order (AO) No. 25 (s. 2011) and Executive Order (EO) No. 80 (s. 2012), and all relevant issuances related thereto wherein PEI is part of the Performance Based Incentive System (PBIS), as adopted in the latter issuances. As of date, no guidelines have been issued allowing the grant of PEI for FY 2026;
6. That the creation of the following additional positions shall be in accordance to minimum standards and guidelines prescribed by the Civil Service Commission (CSC), to wit:

Office	Position Title	SG
MEO	Engineer III	19
MSWDO	Social Welfare Officer II	15
Community College	Municipal Government Department Head I (College Administrator)	24
	Nurse I	15
	College Librarian I	13
	Guidance Counselor I	11
	Registrar I	11
MCDO	Cooperative Development Specialist I	11
MtourO	Tourism Operation Officer I	11
MYDO	Youth Development Officer II	14
MDRMO	Local Disaster Risk Reduction and Management Officer I	11

7. That the utilization of confidential fund of P500,000.00 shall be made in accordance with COA-DBM-DILG-GOCC-DND Joint Circular No. 2015-01 dated January 18, 2015 prescribing Guidelines on the Entitlement, Release, Use, Reporting of Confidential and/or Intelligence Fund.
8. That the allocation and utilization of the 5% Local Disaster Risk Reduction and Management Fund (LDRRMIF) shall conform with the provisions of NDRRMC-DBM and DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013;
9. The utilization of 20% Development Fund (DF) shall strictly adhere to DBM-DOF-DILG Joint Memorandum Circular No. 1 dated November 4, 2020 and that the preparation of the Annual Investment Program (AIP) shall be in accordance with Joint Memorandum Circular No. 1 of DILG-NEDA-DBM and DOF dated November 18, 2016;
10. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

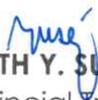
It is understood that this review action does not authorize any item of appropriation that is specifically prohibited by or inconsistent with the provisions of law.

Compliance with CSC rules, DBM issuances and accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

**LOCAL FINANCE COMMITTEE:**

  
**MARIA GINA P. HIPE**  
 Provincial Budget Officer

  
**RUTH Y. SURPIA**  
 Provincial Treasurer

  
**AGNES C. RAFON**  
 Provincial Planning & Development  
 Coordinator - Designate



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Palo, Leyte  
 -oOo-



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE 30<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE ON CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX, PALO, LEYTE FEBRUARY 24, 2026.**

**RESOLUTION NO. 2026-718**

**A RESOLUTION RETURNING TO THE SANGGUNIANG BAYAN THE GENERAL FUND ANNUAL BUDGET FY 2026 OF ALANGALANG, LEYTE FOR COMPLIANCE OF ITS DOCUMENTARY DEFICIENCIES AND BUDGETARY FORMS.**

**WHEREAS**, Section 327 of Republic Act 7160 otherwise known as The Local Government Code of 1991, mandates the Sangguniang Panlalawigan to review the ordinance authorizing annual or supplemental appropriations of component cities and municipalities, in the same manner and within the same period for the review of other ordinances;

**WHEREAS**, submitted to the Sangguniang Panlalawigan of Leyte is the **General Fund Annual Budget FY 2026 of the Municipality of Alangalang, Leyte** under **Appropriation Ordinance No. 02, Series of 2026** together with **Annual Investment Program (AIP) for 2026**;

**WHEREAS**, the subject Annual Budget was referred to the Provincial Local Finance Committee for preliminary review, pursuant to Section 316 (f) and Section 475 (7) of R.A. 7160;

**WHEREAS**, the Local Finance Committee upon evaluation of the budget documents, respectfully returned the Annual Budget of Alangalang, Leyte having no review action and without prejudice to its resubmission upon compliance of the said documents or budgetary forms and their deficiencies;

**WHEREAS**, the August Body, upon review, deemed it proper for the subject Annual Budget be returned to the SB of origin for compliance of the lacking documents as stated in the Assessment Report of the Local Finance Committee, a copy of which is hereto attached and made integral part hereof;

**NOW THEREFORE**, on motion presented by Honorable Wilson S. Uy, duly seconded by Atty. Ronnan Christian M. Reposar, be it

**RESOLVED**, as it is hereby resolved, **TO RETURN TO THE SANGGUNIANG BAYAN OF ORIGIN THE GENERAL FUND ANNUAL BUDGET FY 2026 OF ALANGALANG, LEYTE FOR COMPLIANCE OF ITS DOCUMENTARY DEFICIENCIES AND BUDGETARY FORMS.**

Approved unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

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

ATTESTED:

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

Copy furnished:

LCE and Sangguniang Bayan  
 of Alangalang, Leyte



## PROVINCIAL BUDGET OFFICE

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

February 18, 2026

**Hon. LEONARDO M. JAVIER, JR.**  
Vice-Governor and Presiding Officer, and  
**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Leyte  
Palo, Leyte

Date: FEB 19 2026  
By: \_\_\_\_\_  
**RELEASED**  
DATE: 2-18-26  
NO. 103  
BY: [Signature]  
PBO

THRU : **FLORINDA JILL S. UYVICO**  
Secretary to the Sangguniang Panlalawigan

**Gentlemen and Ladies:**

We are in receipt of **Sangguniang Bayan (SB) Appropriation Ordinance No. 02, Series of 2026** embodying the **General Fund Annual Budget FY 2026** of the **MUNICIPALITY OF ALANGALANG, LEYTE** endorsed to this level on 12 January 2026 for preliminary review.

Upon evaluation of the budget documents, we observed the following:

### 1. Appropriation Ordinance

#### 1.1 Effectivity of Ordinance

Appropriation Ordinance No. 02, Series of 2026, enacted on December 15, 2025 specifies that its effectivity shall "take effect immediately upon approval". This provision is in contrary to Section 320 of The Local Government Code of 1991, which explicitly states:

**Section 320. Effectivity of Budgets.** - *The ordinance enacting the annual budget shall take effect at the beginning of the ensuing calendar year. An ordinance enacting a supplemental budget, however, shall take effect upon its approval or on the date fixed therein.*

As an Annual Budget, the effectivity cannot be "immediate" or retroactive; it must legally commence on January 1 of the budget year.

#### 2.1 Date of Approval

Additionally, there was no fixed date of approval of the Local Chief Executive in the Appropriation Ordinance.

### 2. Completeness, Accuracy and Consistency of Data in various Local Budget Preparation (LBP) Forms

#### 2.1 LBP Form 1 and LBP Form 7

- 2.1.1 No Account Code for Medical Allowance
- 2.1.2 Incomplete Particulars for the Object of Expenditures "Semi-Expendable" with account code 5-02-03-220. This account title must be "Semi-Expendable Furniture, Fixtures and Books Expenses" as per COA Circular No. 2024-006.

## **2.2 LBP Form 2**

- 2.2.1 Overstated Total Appropriations for the Office of the Mayor by 300,000.00

## **2.3 LBP Form 2-A**

### **2.3.1 20% Development Fund**

No breakdown of PPAs under 20% Development Fund

### **2.3.2 5% LDRRMF**

No breakdown of PPAs under 5% LDRRMF and cannot determine which appropriation is for 30% Quick Response Fund and 70% Disaster Prevention, Mitigation, and Preparedness.

## **2.4 LBP Form 3**

### **2.4.1 Salary Schedule Annex Reference**

The utilized Salary Schedule lacks the "Annex A-1" reference within the column headers for both the "Current Year" and "Budget Year".

### **2.4.2 Office of the Mayor (Casual)**

The position title "Casual Clerk I" with Salary Grade 2 is not found in the index of occupational services under Local Budget Circular (LBC) No. 137.

### **2.4.3 Office of the Mayor (Information and Library Services)**

The indicated Salary Grade for the Position Title "Librarian I" is SG 11; however, under LBC 137, the prescribed salary grade for this position is SG 10.

### **2.4.4 Office of the Mun. Accountant**

Inconsistent Step Increment for Item No. 00-84 (Admin. Officer IV), where the provided salary corresponds to Step 1 but indicated as Step 2. Furthermore, the total salary requirements for the Office of the Municipal Accountant do not match with the specific appropriations reflected in LBP Form No. 2.

### **2.4.5 Office of the Mun. Treasurer**

Inconsistent Step Increment for Item No. 2016-03 (Local Revenue Collection Officer II), where the provided salary corresponds to Step 4 but indicated as Step 1.

### **2.4.6 Community College**

The indicated Salary Grade for the Position Title "College Administrator" is SG 25; however, under LBC 137, the prescribed salary grade for this position is SG 24.

## **2.5 LBP Form 5**

Non-attachment of LBP Form 5 – Statement of Indebtedness

## **2.6 LBP Form 6**

LBP Form 6 does not include Item No. 3 Budgetary Requirements by Attribution and Item No. 4 Other Budgetary Requirements as stipulated under LBM No. 92 Annex I.

## **3. Abolition of Items**

Non-attachment of SB Resolution/s for the Abolition of the following Items:

- Item No. 2017-01 (Senior Environmental Management Specialist) under MENRO
- Item No. 2016-01 (LDRRMO III) under MDRRMO

## **4. Creation of Items**

Non-attachment of SB Resolution/s for the Creation of the following Items:

- Engineer III under MEO

- Social Welfare Officer II under MSWDO
- College Administrator under MMO (Community College)
- Nurse I under MMO (Community College)
- College Librarian I under MMO (Community College)
- Guidance Councilor I under MMO (Community College)
- Registrar I under MMO (Community College)
- Cooperative Development Officer I under MCDO
- Tourism Operation Officer I under MTourO

**5. LCE Approval of Sangguniang Resolution approving the AIP**

No LCE approval of the Sanggunian Resolution for the approval of the AIP which is required under Section 54 and 55 of the Local Government Code of 1991.

**6. PPAs Deficiently Programmed in the AIP**

Some appropriations in the AB are deficiently programmed in the Annual Investment Program FY 2026, to wit:

AIP Ref. Code	PPAs	Office	Expense Class	AIP Programmed	AB Appropriation	Excess over AIP
1000-000-3-1-01-000-000	Executive Services	MMO	MOOE	0.00	32,715,772.05	32,715,772.05
1000-000-3-1-01-000-000-10	Terminal Leave Benefits	MMO	PS	2,474,186.36	2,536,686.36	62,500.00
1000-000-3-1-01-000-000-28	Katarungang Pambarangay Program	MMO	MOOE	100,000.00	150,000.00	50,000.00
1000-000-3-1-01-000-000-37	Assistance to Poor but Deserving Students from Alangalang	MMO	MOOE	1,000,000.00	2,000,000.00	1,000,000.00
1000-000-3-1-01-000-000-42	License Inspection Services	MMO	PS	545,120.00	1,475,716.54	930,596.54
1000-000-3-1-01-000-000-43	Personnel Services	MMO	PS	558,489.00	688,743.74	130,254.74
1000-000-3-1-01-000-000-44	Public Employment Services Office	PESO	PS	0.00	1,229,518.64	1,229,518.64
1000-000-3-1-01-000-000-45	Information & Library Services	MMO	PS	25,000.00	1,229,479.98	1,204,479.98
1000-000-3-1-01-000-000-46	Deputy Executive Services	VMO	PS	1,342,602.00	2,275,077.28	932,475.28
			CO	0.00	300,000.00	300,000.00
1000-000-3-1-01-000-000-47	Legislative Services	SB	PS	1,331,476.82	17,629,731.42	16,298,254.60
1000-000-3-1-01-000-000-48	SB Support Services	SB Sec	PS	200,000.00	3,343,961.08	3,143,961.08
1000-000-3-1-01-000-000-49	Planning & Development Services	MPDO	PS	0.00	2,854,915.00	2,854,915.00
1000-000-3-1-01-000-000-53	Civil Registry Services	MCR	PS	250,000.00	2,449,180.74	2,199,180.74
1000-000-3-1-01-000-000-54	General Services	MGSO	PS	1,217,714.00	3,684,724.90	2,467,010.90
			MOOE	1,850,000.00	2,340,000.00	490,000.00
1000-000-3-1-01-000-000-55	Budgeting Services	MBO	PS	500,000.00	2,967,456.00	2,467,456.00
1000-000-3-1-01-000-000-56	Accounting Services	MACCO	PS	800,000.00	4,947,616.62	4,147,616.62

1000-000-3-1-01-000-000-57	Treasury Services	MTO	PS	700,000.00	7,463,327.84	6,763,327.84
1000-000-3-1-01-000-000-58	Assessment Services	MASS O	PS	500,000.00	2,590,431.50	2,090,431.50
3000-000-3-1-12-000-001	Street Lighting Services	MMO	MOOE	8,500,000.00	8,620,000.00	120,000.00
3000-000-3-1-10-001-001	Health Services	MHO	PS	10,624,179.00	12,893,905.26	2,269,726.26
3000-000-3-1-09-001-000	Social Welfare Services	MSWD O	PS	0.00	5,547,929.62	5,547,929.62
8000-000-3-1-31-000-001	Water Source Development Program	MMO	MOOE	500,000.00	7,600,000.00	7,100,000.00
8000-000-3-1-33-000-000	Agricultural Services	OMA	PS	3,946,029.00	4,837,290.68	891,261.68
8000-000-3-1-31-000-001	Operation of Market & Slaughterhouse	MARK ET	PS	2,750,029.00	3,399,747.92	649,718.92
9000-000-3-1-01-000-000	5% LDRRMF (Lumpsum)	MDRR MO	MOOE	16,259,803.05	16,623,803.05	364,000.00

#### 7. Unprogrammed PPAs in the AIP

The following appropriations are not programmed in the Annual Investment Program FY 2026, to wit:

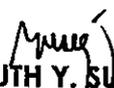
Office/Department	Particulars	Expense Class	Appropriation Amount
MMO	Community College – College Administrator	PS	1,706,637.68
MMO	Community College – College Nurse	PS	656,220.62
MMO	Community College – College Librarian	PS	568,973.80
MMO	Community College – College Guidance Councilor	PS	500,378.88
MMO	Community College – College Registrar	PS	500,378.88

In view of the above findings, we are respectfully returning to this august body the Annual Budget FY 2026 of the Municipality of Alangalang, Leyte, having no review action and without prejudice to its resubmission upon compliance of the said documents or budgetary forms and their deficiencies.

Very truly yours,

#### LOCAL FINANCE COMMITTEE:

  
**MARIA GINA P. HIPE**  
 Provincial Budget Officer

  
**RUTH Y. SURPIA**  
 Provincial Treasurer

  
**AGNES C. RAFON**  
 Provincial Planning & Development  
 Coordinator – Designate



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of *Alangalang*



## Office Of The Sangguniang Bayan

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March 13, 2026

To: **HON. LEONARDO JAVIER JR., VICE GOVERNOR and  
HON. SANGGUNIANG PANLALAWIGAN MEMBERS  
PROVINCE OF LEYTE**

**Sirs/Mesdames:**

Respectfully transmitted herewith are the corrected documents addressing the noted deficiencies in the Annual Budget and the Annual Investment Plan (AIP) of the Municipality of Alangalang, Leyte CY- 2026.

The necessary corrections were undertaken in compliance with the comments and recommendations of your office during the review of the submitted documents.

In this regard, we respectfully request your kind review and consideration for the appropriate action.

Thank You.

Very truly yours,

  
**DANI R. DE VEYRA**  
Board Secretary V

LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE



MUNICIPAL ORDINANCE NO. 14  
SERIES 2024

ENTITLED:

“AN ORDINANCE  
ABOLISHING THE REGULAR  
POSITION OF THE SENIOR  
ENVIRONMENT SPECIALIST  
SALARY GRADE 18 IN THE  
MUNICIPAL ENVIRONMENT  
AND NATURAL RESOURCES  
OFFICE OF THE  
MUNICIPALITY OF  
ALANGALANG, LEYTE.”

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

SANGGUNIANG PANLALAWIGAN  
JAN 07 2025  
PROVINCE OF LEYTE

**OFFICE OF THE SB SECRETARY**

January 7, 2025

**MS. FLORINDA JILL S. UYVICO**  
SP Secretary  
Provincial Capitol, Palo, Leyte

**Ma'am:**

Respectfully forward herewith copies of Municipal Ordinance No. 2024-14  
**"AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE SENIOR ENVIRONMENTAL MANAGEMENT SPECIALST SALARY GRADE 18 IN THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE OF THE MUNICIPALITY OF ALANGALANG, LEYTE."** for peruse and favorable action.

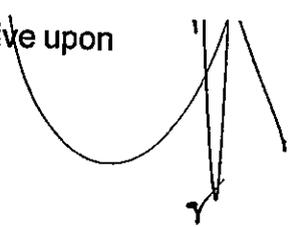
Kindly acknowledge receipt hereof.

Thank you and More Power!

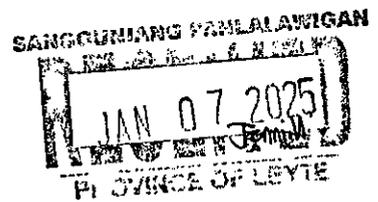
Very Truly Yours,

  
**DANI R. DE VEYRA**  
Mun. Gov't Department Head I  
(Secretary to the Sanggunian)

the Municipal Environment and Natural Resources Office is hereby abolish effective upon the approval of this Ordinance.

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



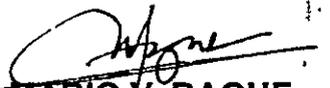
**OFFICE OF THE SANGGUNIANG BAYAN**

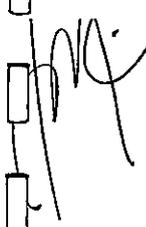
**TO WHOM THIS MAY CONCERN:**

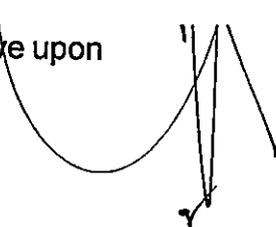
This is to certify that Municipal Ordinance No. 2024-14 has been posted for three weeks in the three public conspicuous places within the municipality and will remain posted for the information of the general public.

**DANI R. DE VEYRA**  
Mun. Gov't Department Head I  
(Secretary to the Sanggunian)

**ATTESTED:**

  
**MARIO V. BAGUE**  
Municipal Vice Mayor

 the Municipal Environment and Natural Resources Office is hereby abolish effective upon the approval of this Ordinance.



# 24<sup>th</sup> SANGGUNIANG BAYAN



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Alangalang  
-o0o-

## OFFICE OF THE SANGGUNIANG BAYAN

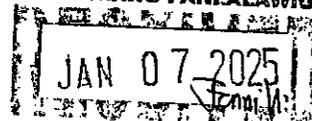
EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ALANGALANG, LEYTE HELD AT THE LEGISLATIVE BUILDING SESSION HALL ON DECEMBER 02, 2024

**PRESENT:**

- Vice Mayor Mario V. Bague
- SB Member Gina Balderamos
- SB Member Ketchie Rex A. Barrantes
- SB Member Claire G. Yu
- SB Member Kenneth Spice M. de Veyra
- SB Member Kent Jefford C. Guillermo
- SB Member Elmer D. Matobato
- SB Member Sheila Antoni-Rebato
- SB Member Ricardo Neil O. Eusores
- Punong Barangay Sarah T. Apurillo
- SK Chairman Charize Jericho Duane A. Tan

- Presiding Officer

SANGGUNIANG PANLALAWIGAN



- LIGA President  
- PPSK President

**ABSENT:** None

### MUNICIPAL ORDINANCE NO. 2024-14

SPONSORED BY: HON. CLAIRE G. YU  
COMMITTEE ON ENVIRONMENT AND NATURAL RESOURCES & DRR

"AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST SALARY GRADE 18 IN THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE OF THE MUNICIPALITY OF ALANGALANG, LEYTE".

APPROVED ON 3<sup>rd</sup> and final reading on Dec. 02, 2024

On motion of SB Member Claire G. Yu seconded by Hon. Ketchie Rex A. Barrantes and Hon. Gina Balderamos, be it.

**WHEREAS**, after a thorough review and assessment of the functions and organizational structure of the Municipal environment And Natural Resources Office, it has been determined that the position of *The Senior Environmental Specialist Salary Grade 18* is no longer necessary or practical to maintain;

**WHEREAS**, the abolition of said position will result in the reallocation of resources to areas of greater need and align with the strategic goals of the Municipality of Alangalang;

**NOW, THEREFORE**, be it ordained by the Municipality of Alangalang, in session duly assembled:

#### SECTION 1. Abolition of the Position

The regular position of of *The Senior Environmental Specialist Salary Grade 18* under the Municipal Environment and Natural Resources Office is hereby abolish effective upon the approval of this Ordinance.

*Handwritten signatures and notes on the right margin, including a large signature that appears to be 'Claire G. Yu' and another that appears to be 'Charize Jericho Duane A. Tan'.*

**SECTION 2. Separability Clause**

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

**SECTION 3. Repealing Clause**

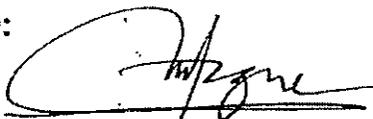
All ordinances, resolutions, and other inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 4. Effectivity**

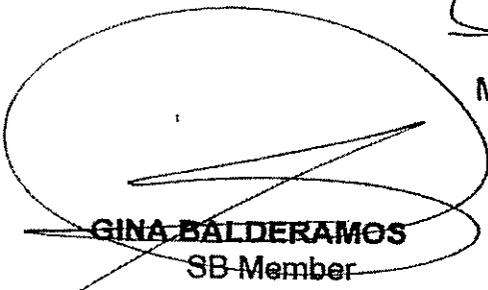
This Ordinance shall take effect immediately upon its approval and compliance with applicable publication or posting requirements.

**DANI R. DE VEYRA**  
Secretary to the Sanggunian  
Municipal Government Department Head I

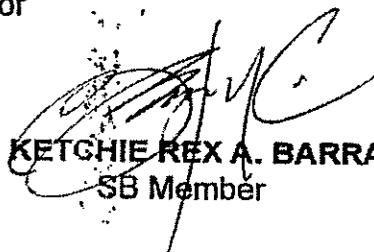
**ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:**



**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer



**GINA BALDERAMOS**  
SB Member



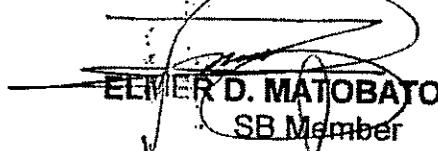
**KETCHIE REX A. BARRANTES**  
SB Member



**CLAIRE G. YU**  
SB Member

**KENNETH SPICE M. DE VEYRA**  
SB Member

**KENT JEFFLORD C. GUILLERMO**  
SB Member



**ELMER D. MATOBATO**  
SB Member

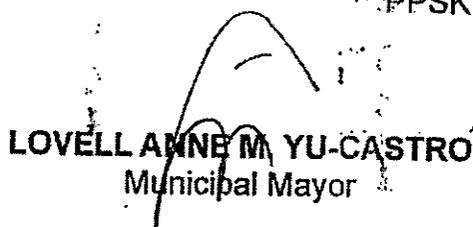
**SHEILA ANTONI-REBATO**  
SB Member

**RICARDO NEIL O. EUSORES**  
SB Member

**SARAH T. APURILLO**  
SB Member  
LIGA President

**CHARLZE JERICHO DUANE A. TAN**  
SB Member  
PPSK President

**APPROVED:**



**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor





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



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

EXCERPTS FROM THE MINUTES OF THE 121<sup>st</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, SANGGUNIANG PANLUNGSOD, BAYBAY CITY, LEYTE ON FEBRUARY 4, 2025.

**RESOLUTION NO. 2025-057**

A RESOLUTION APPROVING MUNICIPAL ORDINANCE NOS. 12, 13, AND 14, ALL SERIES OF 2024 OF ALANGALANG, LEYTE; ORDINANCE NOS. 471-A, AND 473-A, 484 OF BABATNGON, LEYTE; ORDINANCE NOS. 2024-26, AND 2024-27 OF TANAUAN, LEYTE; ORDINANCE NOS. 12, AND 13 BOTH SERIES OF 2024 OF TOLOSA, LEYTE.

**WHEREAS**, pursuant to Section 468 (a)(1)(i) of Republic Act 7160 otherwise known as The Local Government Code of 1991, among the powers and duties of the Sangguniang Panlalawigan is "to review all ordinances approved by the Sanggunian of component cities and municipalities;"

**WHEREAS**, submitted to the Sangguniang Panlalawigan are Ordinances from the First District of the Province of Leyte, for approval, to wit:

1. **Municipal Ordinance No. 2024 -12 of Alangalang, Leyte** entitled: "AN ORDINANCE ENJOINING ALL BUSINESS ESTABLISHMENTS, CONTRACTORS OF ANY PUBLIC WORKS PROJECTS, AND THE LIKE TO HIRE AT LEAST FIFTY PERCENT (50%) OF UNSKILLED AND AT LEAST THIRTY PERCENT (30%) OF THEIR SKILLED WORKFORCE FROM THE UNEMPLOYED BUT QUALIFIED RESIDENTS OF THE MUNICIPALITY OF ALANGALANG, LEYTE AND PENALIZING THE VIOLATORS THEREOF";
2. **Municipal Ordinance No. 2024 -13 of Alangalang, Leyte** entitled: "AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE DISASTER RISK REDUCTION MANAGEMENT OFFICER III SALARY GRADE 18 IN THE MUNICIPALITY OF ALANGALANG, LEYTE";
3. **Municipal Ordinance No. 2024 -14 of Alangalang, Leyte** entitled: "AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST SALARY GRADE 18 IN THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE OF THE MUNICIPALITY OF ALANGALANG, LEYTE";

-over-

**ALANGALANG, LEYTE."**

Approved unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

ATTESTED:

  
HON. LEONARDO M. JAVIER, JR.  
Vice Governor/Presiding Officer

  
FLORINDA J. UYVICO  
Secretary to the Sanggunian  
X

Copy furnished:

LCE and the Sangguniang Bayan  
of Alangalang, Leyte

LCE and the Sangguniang Bayan  
of Babatngon, Leyte

LCE and the Sangguniang Bayan  
of Tanauan, Leyte

LCE and the Sangguniang Bayan  
of Tolosa, Leyte

FJSU: ASS ..  
naom:06February2025

**ALANGALANG, LEYTE."**

80

LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 13  
SERIES 2024

ENTITLED:

“AN ORDINANCE  
ABOLISHING THE REGULAR  
POSITION OF THE DISASTER  
RISK REDUCTION  
MANAGEMENT OFFICER III  
SALARY GRADE 18 IN THE  
MUNICIPALITY OF  
ALANGALANG, LEYTE.”



# 24<sup>th</sup> SANGGUNIANG BAYAN



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Alangalang  
-o0o-

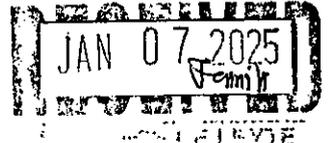
## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ALANGALANG, LEYTE HELD AT THE LEGISLATIVE BUILDING SESSION HALL ON DECEMBER 02, 2024.

**PRESENT:**

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member Gina Balderamos
- SB Member Ketchie Rex A. Barrantes
- SB Member Claire G. Yu
- SB Member Kenneth Spice M. de Veyra
- SB Member Kent Jefflord C. Guillermo
- SB Member Elmer D. Matobato
- SB Member Sheila Antoni-Rebato
- SB Member Ricardo Neil O. Eusores
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charlze Jericho Duane A. Tan - PPSK President

SANGGUNIANG PANLALAWIGAN



**ABSENT:** None

### MUNICIPAL ORDINANCE NO. 2024-13

**SPONSORED BY: HON. RICARDO NEIL O. EUSORES  
COMMITTEE ON FINANCE, BUDGET AND APPROPRIATIONS**

**“AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE DISASTER RISK REDUCTION MANAGEMENT OFFICER III SALARY GRADE 18 IN THE MUNICIPALITY OF ALANGALANG, LEYTE”.**

**APPROVED ON 3<sup>rd</sup> and final reading on Dec. 02, 2024**

On motion of SB Member Ricardo Neil O Eusores seconded by Hon. Ketchie Rex A. Barrantes and Hon. Gina Balderamos, be it.

**WHEREAS**, after a thorough review and assessment of the functions and organizational structure of the Municipal Disaster Risk Reduction Management Office, it has been determined that the position of *Disaster Risk Reduction Management Officer III Salary Grade 18* is no longer necessary or practical to maintain;

**WHEREAS**, the abolition of said position will result in the reallocation of resources to areas of greater need and align with the strategic goals of the Municipality of Alangalang;

**NOW, THEREFORE**, be it ordained by the Municipality of Alangalang, in session duly assembled:

#### SECTION 1. Abolition of the Position

The regular position of of *Disaster Risk Reduction Management Officer III Salary Grade 18* under the Municipal Disaster Risk Reduction Management Office is hereby abolished effective upon the approval of this Ordinance.

*[Handwritten signatures and initials at the bottom of the page]*

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**SECTION 2. Separability Clause**

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

**SECTION 3. Repealing Clause**

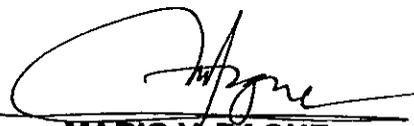
All ordinances, resolutions, and other inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 4. Effectivity**

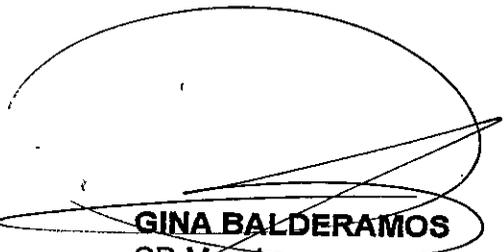
This Ordinance shall take effect immediately upon its approval and compliance with applicable publication or posting requirements.

**DANI R. DE VEYRA**  
Secretary to the Sanggunian  
Municipal Government Department Head I

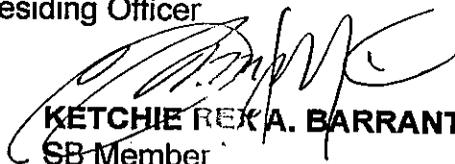
**ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:**



**MARIO V. BAGUE**  
Municipal Vice-Mayor  
Presiding Officer



**GINA BALDERAMOS**  
SB Member

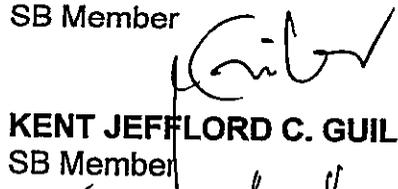


**KETCHIE REX A. BARRANTES**  
SB Member

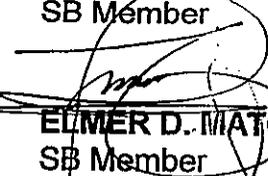


**CLAIRE G. YU**  
SB Member

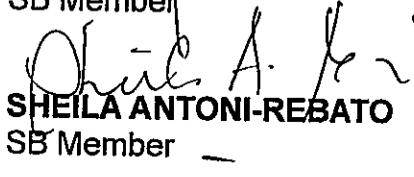
**KENNETH SPICE M. DE VEYRA**  
SB Member



**KENT JEFFLORD C. GUILLERMO**  
SB Member



**ELMER D. MATOBATO**  
SB Member

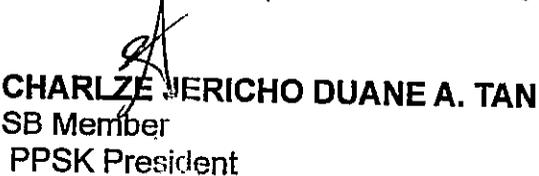


**SHEILA ANTONI-REBATO**  
SB Member

**RICARDO NEIL O. EUSORES**  
SB Member

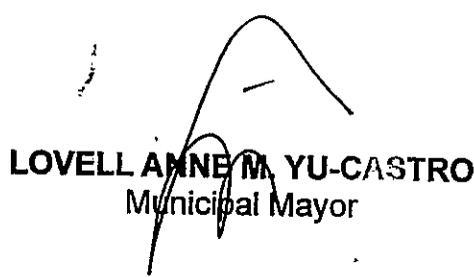


**SARAH T. APURILLO**  
SB Member  
LIGA President



**CHARLE JERICO DUANE A. TAN**  
SB Member  
PPSK President

**APPROVED:**

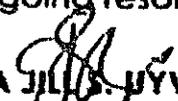


**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor



Approved unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
FLORINDA J. UYVICO  
Secretary to the Sanggunian

ATTESTED:

  
HON. LEONARDO M. JAVIER, JR.  
Vice Governor/Presiding Officer

Copy furnished:

LCE and the Sangguniang Bayan  
of Alangalang, Leyte

LCE and the Sangguniang Bayan  
of Babatngon, Leyte

LCE and the Sangguniang Bayan  
of Tanauan, Leyte

LCE and the Sangguniang Bayan  
of Tolosa, Leyte



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



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE 121<sup>st</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, SANGGUNIANG PANLUNGSOD, BAYBAY CITY, LEYTE ON FEBRUARY 4, 2025.**

**RESOLUTION NO. 2025-057**

**A RESOLUTION APPROVING MUNICIPAL ORDINANCE NOS. 12, 13, AND 14, ALL SERIES OF 2024 OF ALANGALANG, LEYTE; ORDINANCE NOS. 471-A, AND 473-A, 484 OF BABATNGON, LEYTE; ORDINANCE NOS. 2024-26, AND 2024-27 OF TANAUAN, LEYTE; ORDINANCE NOS. 12, AND 13 BOTH SERIES OF 2024 OF TOLOSA, LEYTE.**

**WHEREAS**, pursuant to Section 468 (a)(1)(i) of Republic Act 7160 otherwise known as The Local Government Code of 1991, among the powers and duties of the Sangguniang Panlalawigan is "to review all ordinances approved by the Sanggunian of component cities and municipalities;"

**WHEREAS**, submitted to the Sangguniang Panlalawigan are Ordinances from the First District of the Province of Leyte, for approval, to wit:

- 1. Municipal Ordinance No. 2024 -12 of Alangalang, Leyte entitled: "AN ORDINANCE ENJOINING ALL BUSINESS ESTABLISHMENTS, CONTRACTORS OF ANY PUBLIC WORKS PROJECTS, AND THE LIKE TO HIRE AT LEAST FIFTY PERCENT (50%) OF UNSKILLED AND AT LEAST THIRTY PERCENT (30%) OF THEIR SKILLED WORKFORCE FROM THE UNEMPLOYED BUT QUALIFIED RESIDENTS OF THE MUNICIPALITY OF ALANGALANG, LEYTE AND PENALIZING THE VIOLATORS THEREOF";**
- 2. Municipal Ordinance No. 2024 -13 of Alangalang, Leyte entitled: "AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE DISASTER RISK REDUCTION MANAGEMENT OFFICER III SALARY GRADE 18 IN THE MUNICIPALITY OF ALANGALANG, LEYTE";**
- 3. Municipal Ordinance No. 2024 -14 of Alangalang, Leyte entitled: "AN ORDINANCE ABOLISHING THE REGULAR POSITION OF THE SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST SALARY GRADE 18 IN THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE OF THE MUNICIPALITY OF ALANGALANG, LEYTE";**

-over-

LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 07  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING  
THE COOPERATIVES  
DEVELOPMENT OFFICER I  
POSITION WITH SALARY  
GRADE 11, PRESCRIBING  
ITS QUALIFICATIONS,  
POWERS AND FUNCTIONS,  
AND FOR OTHER PURPOSES,  
AND OTHER PURPOSES.”

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

Date: MAR 03 2026  
By: [Signature]



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of *Alangalang*

## 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 16, 2026.**

**PRESENT:**

- SB Member Kenneth Spice M. De Veyra - Temporary Presiding Officer
- SB Member Gina Balderamos
- SB Member Blesilda M. Yu
- SB Member Ketchie Rex A. Barrantes
- SB Member Elmer D. Matobato
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charize Jericho Duane A. Tan - PPSK President

- ABSENT:** Vice Mayor Mario V. Bague - on official travel
- SB Member Claire G. Yu - on leave
  - SB Member Kent Jefflord C. Guillermo - on leave

**MUNICIPAL ORDINANCE NO. 2026-07**

**AUTHOR: HON. BLESILDA M. YU**

*Committee Chairman on Agriculture*

**AN ORDINANCE CREATING THE COOPERATIVES DEVELOPMENT OFFICER I  
POSITION WITH SALARY GRADE 11, PRESCRIBING ITS QUALIFICATIONS,  
POWERS AND FUNCTIONS, AND FOR OTHER PURPOSES**

**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 structure and staffing pattern that will effectively address their development plans and objectives;

**WHEREAS**, Republic Act No. 9520, also known **AN ACT AMENDING THE COOPERATIVE CODE OF THE PHILIPPINES TO BE KNOWN AS THE "PHILIPPINE COOPERATIVE CODE OF 2008"** declares it the policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice;

**WHEREAS**, Republic Act No. 11535 was signed into law, amending the Local Government Code to make the appointment of a Cooperatives Development Officer mandatory for all municipalities, cities, and provinces to promote the viability and growth of cooperatives as instruments of social justices and economic development;

**WHEREAS**, there is a need to create the position of Cooperatives Development Officer I to focus on the technical aspects of organizing, training, and assisting cooperatives within the Municipality of Alangalang, Leyte.

**KENNETH SPICE M. DE VEYRA**  
SB Member

**GINA BALDERAMOS**  
SB Member

**BLESILDA M. YU**  
SB Member

**ELMER D. MATOBATO**  
SB Member

**KETCHIE REX A. BARRANTES**  
SB Member

**ATTY. ARVIN ANTONI**  
SB Member

**SARAH T. APURILLO**  
SB Member  
LIGA President

**CHARLZE JERICHO DUANE A. TAN**  
SB Member  
PPSK President

**WHEREAS**, the Cooperatives Development Authority (CDA) encourages local government units to institutionalize cooperative development support at the local level to strengthen livelihood, entrepreneurship, and inclusive economic growth:

**WHEREAS**, the Civil Service Commission (CSC), through its index of Occupational Services and Qualification Standard Manual, has mandated and recognized the position of Cooperatives Development Officer, to professionalize and strengthen cooperative development services in local government units.

**WHEREAS**, the Municipality of Alangalang recognizes the growing number and importance of cooperatives in local economic development, agriculture, micro-enterprise, transport, and community-based initiatives, which necessitates dedicated technical personnel:

**NOW THEREFORE**, be it ordained by the Sangguniang Bayan of the Municipality of Alangalang in session duly assembled:

**SECTION 1. Creation of Position**  
There is hereby created a permanent plantilla position in the Local Government Unit of Alangalang to be known as **Cooperatives Development Officer I**.

**SECTION 2. Salary Grade**  
The **Cooperatives Development Officer I** shall have a **Salary Grade 11**, in accordance with the existing **Department of Budget and Management (DBM) Index of Occupational Services, Position Classification, and Compensation Scheme**.

**SECTION 3. Office Assignment and Supervision**  
The **Cooperatives Development Officer I** shall be **under the office of the Municipal Mayor**, unless otherwise determined by the **Municipal Mayor** for purposes of supervision, coordination and operational efficiency.

**SECTION 4. Qualifications**  
The **Cooperatives Development Officer I** must possess the following minimum Qualifications:

- a. **Education:**
  - Bachelor's degree in Cooperative Management, Business Administration, Economics, Agriculture, Public Administration Development Studies, or other related courses
- b. **Experience:**
  - At least **three (3) year of relevant experience** in cooperative development, community organizing, Development, or related work livelihood programs micro-enterprise
- c. **Training:**
  - At least **four (4) hours of relevant training** in cooperative development, Entrepreneurship, livelihood management, or similar fields.
- d. **Eligibility:**
  - Career Service Professional Eligibility or its equivalent, as prescribed by the Civil Service Commission
- e. **Other Competencies:**
  - Knowledge of cooperative laws and principles, basic financial and organizational analysis, coordination and report-writing skills

**SECTION 5. Powers and Functions**  
The **Cooperatives Development Officer I** shall perform the following duties and responsibilities:

- a. Assist in the formulation and implementation of the municipal

KENNETH SPIRIT M. DE VEYRA  
SB Member

CIRA BALDERAMOS  
SB Member

BLANSLIDA M. YU  
Member

ELMER D. MAJOBATO  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

ATTY. ARVIN ANTONI  
SB Member

SARAH Y. APURILLO  
SB Member  
LIGA President

CHARLZE JERICO DUANE A. TAN  
SB Member  
PPSK President

**cooperatives development plan and programs:**

- b. Provide **technical assistance and advisory support** to existing and emerging cooperatives within the municipality;
- c. Coordinate with the **Cooperatives Development Authority (CDA)**, Barangays, and other government agencies on cooperative-related Initiatives;
- d. Assist cooperatives in **registration, compliance, capacity-building, and organizational strengthening**, in coordination with CDA;
- e. Maintain and update a **municipal registry or database of cooperatives** and submit required reports to concerned agencies;
- f. Assist in organizing trainings, seminars, and information campaigns on cooperative development and livelihood opportunities;
- g. Support monitoring and evaluation of cooperative programs and LGU-assisted cooperative projects;
- h. Perform such other functions as may be assigned by the Municipal Mayor or designated Department Head consistent with cooperatives development laws and policies.

**SECTION 6. Funding Source**

The funding requirement for the creation and operation of the Cooperatives Development Officer position shall be charged against the **General Fund of the Municipality of Alangalang**, subject to existing budgeting, accounting, and auditing rules and regulations.

**SECTION 7. Implementing Measures**

The Municipal Mayor, through the **Human Resource Management Office (HRMO)** and the **Municipal Budget Office** shall take the necessary steps for the implementation of this Ordinance, including the inclusion of the position in the LGU staffing pattern and plantilla.

**SECTION 8. Separability Clause**

If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall remain in full force and effect.

**SECTION 9. Repealing Clause**

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

**SECTION 10. Effectivity**

This Ordinance shall take effect after compliance with the required publication and posting. In accordance with existing laws and regulations.

ENACTED, this 16<sup>th</sup> day of February, 2026.

APPROVED, by her Mayor this March 2, 2026

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance No.2026-07.

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

KENNETH SPICE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

ELMER D. MATOBATO  
SB Member

KETCHIE RFX A. BARRANTES  
SB Member

ATTY. ARVEN ANTONI  
SB Member

SARAH T. APURILLO  
SB Member  
LIGA President

CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President



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

**KENNETH SPICE M. DE VEYRA**  
SB Member  
Temporary Presiding Officer

**GINA BALDERAMOS**  
SB Member

**BLESILDA M. YU**  
SB Member

**KETCHIE REX A. BARRANTES**  
SB Member

**ELMER D. MATOBATO**  
SB Member

**ATTY. ARVIN V. ANTONI**  
SB Member

**SARAH T. APURILLO**  
SB Member  
LIGA President

**CHARLZE JERICHO DUANNE A. TAN**  
SB Member  
PPSK President

**APPROVED:**

**LOVELL ANNE M. YU - CASTRO**  
Municipal Mayor

**Voting:**

**Yes- 7**  
**No- 0**



**OFFICE OF THE MUNICIPAL ENGINEER**

Municipality of Matangalang  
**OFFICE OF THE**  
MEMBER OF THE ENGINEERS



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 08  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING  
THE TOURISM OPERATIONS  
OFFICE I POSITION WITH  
SALARY GRADE 11,  
PRESCRIBING ITS  
QUALIFICATIONS, POWERS  
AND FUNCTIONS AND FOR  
OTHER PURPOSES.”



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality Of Alangalang

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: FEB 16 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 16, 2026.

**PRESENT:**

- SB Member Kenneth Spice M. De Veyra- Presiding Officer Pro Tempore
- SB Member Gina Balderamos
- SB Member Blesilda M. Yu
- SB Member Ketchie Rex A. Barrantes
- SB Member Elmer D. Matobato
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charize Jericho Duane A. Tan- PPSK President

**ABSENT:**

- Vice Mayor Mario V. Bague -On Official Travel
- SB Member Kent Jefflord C. Guillermo -On Leave
- SB Member Claire G. Yu -On Leave

**MUNICIPAL ORDINANCE NO. 2026-08**  
**AUTHOR: HON. KENT JEFFLORD C. GUILLERMO**  
*Committee Chairman on Tourism and International*

**AN ORDINANCE CREATING THE TOURISM OPERATIONS OFFICE I POSITION  
WITH SALARY GRADE 11, PRESCRIBING ITS QUALIFICATIONS, POWERS AND  
FUNCTIONS, AND FOR OTHER PURPOSES.**

**APPROVED on 3<sup>rd</sup> and Final Reading**

**WHEREAS,** Republic Act No. 9593, otherwise known as the Tourism Act of 2009, declares tourism as an indispensable element of the national economy and mandates local government units to develop, promote and manage tourism programs and destinations;

**WHEREAS,** Republic Act No. 7160, or the *Local Government Code of 1991*, empowers local government units to create positions necessary for the efficient and effective delivery of basic services, including tourism development;

**WHEREAS,** the Municipality of Alangalang has identified tourism as a priority sector for local economic development, employment generation, cultural preservation, and revenue enhancement;

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. APURULLO  
SB Member  
LIGA President

CHARLIZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

**E. OTHER COMPETENCIES**

- Good communications skills, basic report writing, coordination abilities, and knowledge of local tourism assets.

**SECTION 5. POWERS AND FUNCITONS**

The Tourism Operations Officer I shall perform the following duties and responsibilities:

- Assist in the implementation of the **Municipal Tourism Development Plan, programs and activities**;
- Provide **frontline operational support** in tourism events, festivals and tourism-related activities of the Municipality;
- Assist in the management, maintenance and monitoring of **local tourism sites, facilites and attractions**;
- Collect, consolidarte and maintain **tourism-related data**, including visitor statistics and tourism inventories, for submission to the DOT and other concerned agencies;
- Coordinate with barangays, tourism stakeholders, private sector partners and community-based tourism organizations;
- Provide **visitor assistance and informations services**, when necessary;
- Assist in tourism promotion efforts, including information materials, social media support, and coordination with media partners;
- Perform such other functions as may be assigned by the Municipal Mayor or Tourism Officer consistent with tourism laws and policies.

**SECTION 6. FUNDING SOURCE**

The funding requirement for the creation and operation of the Tourism Operations Officer I shall be charged against the **General Fund of the Municipality of Alangalang**, subject to existing budgeting, accounting and auditing rules and regulations.

**SECTION 7. IMPLEMENTING MEASURES**

The Municipal Mayor, through the **Human Resource Management Office (HRMO)** and the **Municipal Budget Office**, shall take necessary steps for the implementation of this Ordinance, including the inclusion of the position in the LGU staffing pattern or plantilla.

**SECTION 8. 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 9. REPEALING CLAUSE.**

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

**SECTION 10. EFFECTIVITY.**

This Ordinance shall take effect after compliance with the required publication and posting, in accordance with existing laws and regulations.

KENNETH SPICE M. DE VEYRA

SB Member

GINA BALDERAMOS

SB Member

BEHSIDD 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. APURULLO  
SB Member  
LIGA President

CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK/President

**WHEREAS**, increasing need for a day-to-day tourism operations, visitor assistance destination management, data gathering, and coordination with the Department of Tourism (DOT) necessitates the creation of a dedicated technical position.

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

**SECTION 1. CREATION OF POSITION**

There is hereby created a permanent plantilla position in the Local Government Unit of Alangalang to be known as **Tourism Operations Officer I**.

**SECTION 2. SALARY GRADE**

The **Tourism Operations Officer I** shall have a **Salary Grade 11**, in accordance with the existing **Department of Budget and Management (DBM) Index of Occupational Services, Position Classification, and Compensation Scheme**.

**SECTION 3. OFFICE ASSIGNMENT AND SUPERVISION**

The **Tourism Operations Officer I** shall be assigned to the **Municipal Tourism Office**, or its equivalent, and shall be under the direct supervision of the **Municipal Mayor**.

**SECTION 4. QUALIFICATIONS**

The **Tourism Operations Officer I** must possess the following minimum qualifications:

**A. EDUCATION:**

- Bachelor's degree in Tourism Management, Hospitality Management, Business Administration, Public Administration, Cultural Studies, Communications, or other related courses.

**B. EXPERIENCE:**

- At least **one (1) year of relevant experience** in tourism operations, events managements, hospitality services, community-based tourism, or related work.

**C. TRAINING**

- At least **four (4) hours of relevant training** in tourism development, tour guiding, customer service, events management, destination management, or similar fields.

**D. ELIGIBILITY**

- Career Service Professional Eligibility or its equivalent, as prescribed by the Civil Service Commission

KENNETH SPICER M. DE VEYRA  
 SB Member  
 GINA BALDERAMOS  
 SB Member  
 BIESIDA 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 J. APURILLO  
 SB Member  
 LIGA President  
 CHARLZE JERICHO DUANE A. TAN  
 SB Member  
 PPSK President

ENACTED, by the Sangguniang Bayan on February 16, 2026.  
APPROVED, by the Mayor on March 2, 2024

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance  
No. 2026-08.

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

ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:

  
ATTY. KENNETH SPICE M. DE VEYRA  
SB Member  
Presiding Officer Pro Tempore

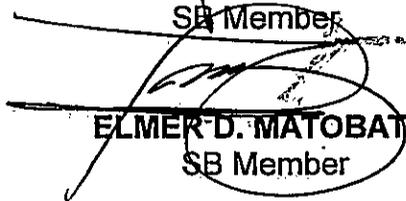
  
GINA BALDERAMOS  
SB Member

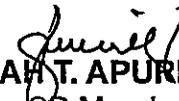
  
KETCHIE REX A. BARRANTES  
SB Member

  
ATTY. ARVIN ANTONI  
SB Member

  
CHARLZE JERICO DUANNE A. TAN  
SB Member  
PPSK President

  
BLESILDA M. YU  
SB Member

  
ELMER D. MATOBATO  
SB Member

  
SARAH T. APURILLO  
SB Member  
LIGA President

APPROVED BY:

  
LOVELL ANNE M. YU-CASTRO  
Municipal Mayor

VOTING:

YES - 7  
NO - 0



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 10  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING ONE  
(1) SOCIAL WORKER OFFICER II  
(SWO II) PLANTILLA POSITION  
WITH SALARY GRADE 15 IN  
THE MUNICIPAL SOCIAL  
WELFARE AND DEVELOPMENT  
OFFICE (MSWDO) OF THE  
MUNICIPALITY OF  
ALANGALANG, LEYTE, AND  
OTHER PURPOSES.”

**RECEIVED**

Date: MAR 03 2026  
By: [Signature]



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of **Alangalang**

**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 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- 10**

**AN ORDINANCE CREATING ONE (1) SOCIAL WORKER OFFICER II (SWO II) PLANTILLA POSITION SALARY GRADE 15 IN THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) OF THE MUNICIPALITY OF ALANGALANG, LEYTE, AND PROVIDING FUNDS THEREFOR**

**SPONSOR: HON. GINA BALDERAMOS**  
Chairman Committee on Women, Children & Family Welfare

Approved on 3<sup>rd</sup> and final reading on February 23, 2026.

**WHEREAS**, the Municipal Government of Alangalang is mandated to promote social justice and enhance the quality of life of its constituents, particularly the disadvantaged, marginalized, and vulnerable sectors of society;

**WHEREAS**, the Municipal Social Welfare and Development Office (MSWDO) implement various social protection programs and services for children, women, senior citizens, persons with disabilities, and indigent families;

**WHEREAS**, there is an increasing number of social welfare cases and program beneficiaries in the municipality, resulting in a heavier workload for existing social welfare personnel;

**WHEREAS**, the creation of an additional Social Worker Officer II (SWO II) position is necessary to ensure efficient, timely, and quality delivery of social welfare services in

[Signature]  
KENNETH SPICE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

[Signature]  
BLESILDA M. YU  
SB Member

[Signature]  
KETCHIE REX A. BARRANTES  
SB Member

CHARLZE JERICHO DUANE A. TAN  
PPSK/President  
SB Member

[Signature]  
ELMER D. MATOBATO  
SB Member

[Signature]  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

[Signature]  
ATTY. ARVIN V. ANTONI  
SB Member

[Signature]  
SARAH T. APURILLO  
SB Member  
LIGA President

compliance with national standards and guidelines set by the Department of Social Welfare and Development (DSWD);

**WHEREAS**, the Local Government Code of 1991 (Republic Act No. 7160) authorizes local government units to create positions necessary for the effective delivery of basic services and facilities;

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

**SECTION 1. Creation of Position.**

There is hereby created one (1) Social Worker Officer II (SWO II) plantilla position under the Municipal Social Welfare and Development Office (MSWDO) of the Municipality of Alangalang, Leyte.

**SECTION 2. Salary Grade.**

The Social Worker Officer II (SWO II) position shall carry the corresponding Salary Grade as prescribed under the applicable Salary Standardization Law, subject to existing civil service and budgeting rules and regulations.

**SECTION 3. QUALIFICATION**

**A. CSC- Prescribed Qualification Standards**

Education	Bachelor's degree in Social Work
Training	Four (4) hours relevant trainings
Experience	One (1) year relevant experience
Eligibility	RA 1080 (RSW)

**B. Preferred Qualifications (Competency-Based)**

Education	Bachelor's degree in Social Work
Training	Four (4) hours relevant trainings
Experience	One (1) year relevant experience
Eligibility	RA 1080 (RSW)

**Job Summary:**

Under the general supervision of the Center Head and with some latitude for the exercise of independent judgement, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge on case management of client involving treatment plan development, implementation and evaluation and coordination with partners; and does related tasks that maybe assigned from time to time.

**Job Outputs:**

1. Accomplished Intake Sheet
2. Social Case Study Report
3. Treatment Plan and Minutes of Plan Intervention
4. Home Visit Report
5. Case Conferences
6. Referral Letters
7. Progress/Status Reports
8. Data Bank of clients served

KENNETH S. ...  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

CHARLIZE JERICHO DUANE A. TAN  
SB Member

PPSK President

ELMER D. MAYORATO  
SB Member

CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

ATTY. ARVIN V. ANTONI  
SB Member

SARAH J. APURILLO  
SB Member

LIGA President

**SECTION 4. Duties and Functions.**

The Social Worker Officer II shall perform functions in accordance with existing laws, rules, and regulations, including but not limited to case management, program implementation, community-based interventions, and provision of technical assistance to social welfare beneficiaries.

**Primary Task / Terms of Reference**

1. Assist the Center Head in the overall operation of the residential care facility in the areas of Organization and Administration, Program Implementation, facility maintenance as needed;
2. Handles case management of clients involving treatment plan development, implementation and evaluation;
3. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head;
4. Maintains files, social case study reports and databank of client served;
5. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept;
6. Attend and assist clients during court hearings when necessary;
7. Establish and update data banking of these related cases as reference for policy enhancement and other program implementation;
8. Monitor and follow-up case management of LGU's as to service provided to discharged clients/ensure after-care services are provided;
9. Perform other tasks that maybe assigned from time to time by Center Head

**COMPETENCY REQUIREMENTS**

CORE	LEVEL	FUNCTIONAL	LEVEL	MANAGERIAL/ LEADERSHIP	LEVEL
Commitment to Credible Public Service	2	Written Communication	2	N/A	2
Delivering Excellent Result	2	Verbal Communication	2		
Personal Effectiveness	2	Computer Knowledge Skills	2		
		Case Networking and Linkages	3		
		Case Writing	3		
		Report Writing	3		

**SECTION 5. Funding Source.**

The funds necessary for the implementation of this Ordinance shall be charged against the current and available funds of the Municipal Government of Alangalang, and thereafter included in the annual budget of the municipality.

**SECTION 6. Implementing Agencies**

The Municipal Mayor, Municipal Budget Officer, Municipal Human Resource Management Officer, and other concerned officers are hereby directed to take the necessary steps for the implementation of this Ordinance.

*[Signature]*  
ELMER D. MATOBAYO  
SB Member

*[Signature]*  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

ATTY. ARVIN V. ANTONI  
SB Member

*[Signature]*  
SARAH T. APURILLO  
SB Member  
LIGA President

*[Signature]*  
KENNETH SPICEMAN DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

*[Signature]*  
BLESLIDA M. YU  
SB Member

*[Signature]*  
KETCHIE REX A. BARRANTES  
SB Member

CHARLIZE JERICHO DUANE A. TAI  
SB Member  
PPSK President

**SECTION 7. Separability Clause.**

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

**SECTION 8. Repealing Clause.**

All ordinances, resolutions, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity.**

This Ordinance shall take effect upon approval and compliance with all applicable laws, rules, and regulations.

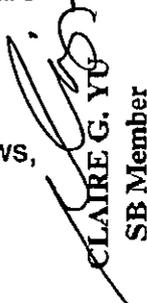
**ENACTED**, by the Sangguniang Bayan this 23<sup>rd</sup> day of February 2026.

**APPROVED**, by the Mayor on March 2, 2026.

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-10.

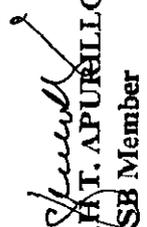
**DANI R. DE VEYRA**  
Secretary to the Sanggunian  
Municipal Gov't. Department Head I

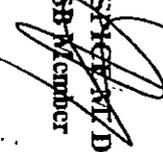
  
**ELMER D. MATOBATO**  
SB Member

  
**CLAIRE G. YU**  
SB Member

**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**ATTY. ARVIN V. ANTONI**  
SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**KENNETH S. PIMENTEL**  
SB Member

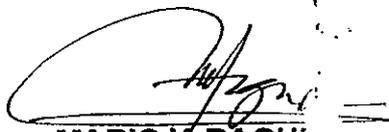
**GINA BALDERAMOS**  
SB Member

  
**BLESSIDA M. YU**  
SB Member

  
**KETCHIE REX A. BARRANTES**  
SB Member

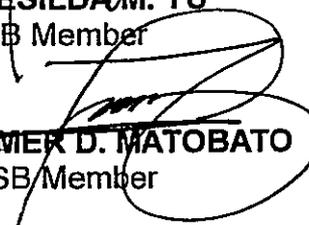
  
**CHARIZE JERICHO DUANE A. TAN**  
SB Member  
PPSK President

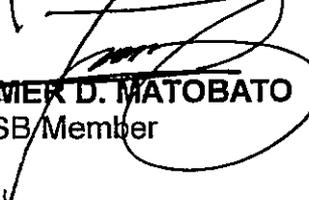
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TO BE DULY ADOPTED:

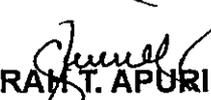
  
**MARIO V. BAGUI**  
Municipal Vice Mayor  
Presiding Officer

  
**KENNETH SPICE M. DE VEYRA**  
SB Member

  
**BLESILDA M. YU**  
SB Member

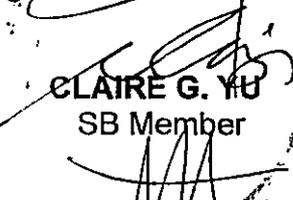
  
**ELMER D. MATOBATO**  
SB Member

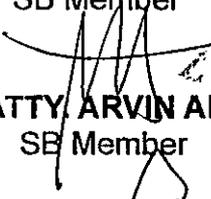
  
**KENT JEFFLORD C. GUILLERMO**  
SB Member

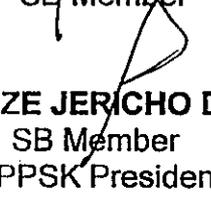
  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**GINA BALDERAMOS**  
SB Member

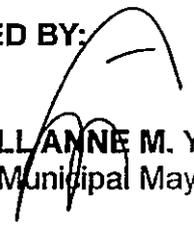
  
**KETCHIE REXA BARRANTES**  
SB Member

  
**CLAIRE G. YU**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

  
**CHARLZE JERICHO DUANE A. TAN**  
SB Member  
PPSK President

APPROVED BY:

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

VOTING:

YES - 8

NO - 0

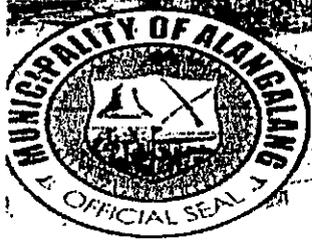


LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 04  
SERIES 2025

ENTITLED:

“AN ORDINANCE  
CREATING A  
PLANTILLA POSITION  
ENGINEER III,  
SALARY GRADE 19  
IN THE LOCAL  
GOVERNMENT UNIT  
OF ALANGALANG.”



# 24<sup>th</sup> SANGGUNIANG BAYAN



Republic of the Philippine  
PROVINCE OF LEYTE  
MUNICIPALITY OF ALANGALANG  
-o0o-  
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 ON MARCH 3, 2025.

**PRESENT:**

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member Gina Balderamos
- SB Member Ketchie Rex A. Barrantes
- SB Member Claire G. Yu
- SB Member Kenneth Spice M. de Veyra
- SB Member Kent Jefflord C. Guillermo
- SB Member Elmer D. Matobato
- SB Member Sheila Antoni-Rebato
- SB Member Ricardo Neil O. Eusores
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charlze Jericho A. Duan - PPSK President

**ABSENT:** None

**MUNICIPAL ORDINANCE NO. 2025-04**

**SPONSORED BY:  
HON. KETCHIE REX A. BARRANTES**

**"AN ORDINANCE CREATING A PLANTILLA POSITION ENGINEER III, SALARY GRADE 19 IN THE LOCAL GOVERNMENT UNIT OF ALANGALANG"**

Approved on 3<sup>rd</sup> and final reading

**Explanatory Note**

The creation of the plantilla position Engineer III, Salary Grade 19 is for the Engineering Office in the Local Government Unit of Alangalang, Leyte.

The increasing workload and technical requirements of the LGU, particularly in infrastructure development, public works, and engineering services, necessitate an additional Engineer III position.

The presence of a qualified Engineer III will enhance the technical capabilities of the LGU in project planning, implementation, and monitoring, ensuring compliance with national engineering standards.

It aligns with efforts to professionalize and strengthen the technical workforce in the municipality, ultimately improving service delivery to constituents.

**LEGAL BASIS**

1. Local Government Code of 1991 (Republic Act No. 7160)

- Section 76 – Organizational Structure and Staffing Pattern

Local government units (LGUs) shall design their own organizational structure and staffing pattern considering their service requirements and financial capability.

March 3, 2022

- This provision allows LGUs to create positions such as **Engineer III** based on their needs and budget constraints.
- **Section 318 – Preparation of the Budget**  
Appropriations must be made in accordance with the financial capacity of the LGU, ensuring that expenditures do not exceed available funds.

**2. Civil Service Commission (CSC) Qualification Standards**

- The **Plantilla Position of Engineer III** is well-defined in the CSC's Qualification Standards for Local Government Units, ensuring that the role meets both professional and regulatory requirements.

**3. Department of Budget and Management (DBM) Local Budget Circulars**

- DBM issuances guide LGUs in allocating personnel services to ensure that positions remain **fiscally sustainable**.
- The Engineer 3 position, being within the approved salary grade structure, adheres to DBM's directives on **rationalizing government personnel expenses**.

Be it ordained by the Sangguniang Bayan in session that:

**Section 1. TITLE:** This ordinance shall be known as an ordinance creating a plantilla position Engineer III, Salary Grade 19 In The Local Government Unit of Alangalang.

**Section 2. PURPOSE:** The creation of this position is aimed at strengthening the Capacity of the Local Government Unit of Alangalang to implement and oversee infrastructures projects, ensure compliance with engineering standards, and promote sustainable development in the municipality.

**Section 3. QUALIFICATIONS.** The Qualifications for the position of Engineer III shall be in accordance with the provisions of the Civil Service Commission (CSC).

POSITION	SG	LEVEL	GOV'T SECTOR	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ENGINEER III	19	2	NATIONAL/LOCAL	Bachelor Degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080

**Section 4. FUNDING.** The Funds necessary for the creation of this position, including salaries and other benefits, shall be charged to the available appropriations of the LGU. Future allocations shall be included in the annual budget of the LGU.

**Section 5. IMPLEMENTATION.** The Municipal Human Resource Management Office (HRMO) shall facilitate the necessary actions to fill the position, in coordination with the Civil Service Commission.

**Section 6. SEPARABILITY CLAUSE.** If, for any reason(s), any part or provision of this Ordinance shall be found unconstitutional or invalid, other parts of provisions hereof which are not affected thereby shall continue to be in full force and in effect.

**Section 7. REPEALING CLAUSE.** All ordinances, local issuances or rules inconsistent with the provision of this ordinance are hereby repealed or modified accordingly.

*[Handwritten signature]*

*[Handwritten mark]*

*[Handwritten signature]*

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*[Handwritten signature]*

March 3, 2025

**Section 8. EFFECTIVITY CLAUSE.** The Ordinance shall take effect immediately upon approval.

**ENACTED** by the Sangguniang Bayan this 5<sup>th</sup> day of March, 2025.

**APPROVED** by her Honor, the Mayor this 11<sup>th</sup>, 2025.

I **HEREBY CERTIFY** to the correctness of the foregoing resolution enacting Municipal Ordinance No. 2025 – 04.

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

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



**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer



**GINA BALDERAMOS**  
SB Member



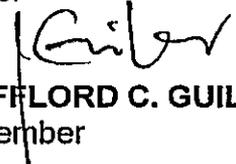
**KETCHIE REX A. BARRANTES**  
SB Member



**CLAIRE G. YU**  
SB Member



**KENNETH SPICE M. DE VEYRA**  
SB Member



**KENT JEFFLORD C. GUILLERMO**  
SB Member



**ELMER D. MATOBATO**  
SB Member

**SHEILA ANTONI-REBATO**  
SB Member

**RICARDO NEIL O. EUSORES**  
SB Member

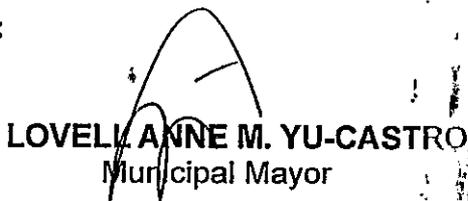


**SARAH T. APURILLO**  
SB Member  
LIGA President



**CHARLZE JERICHO DUANE A. TAN**  
SB Member  
PPSK President

**APPROVED:**



**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 13  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING A  
PLANTILLA POSITION FOR  
NURSE 1 SALARY GRADE 15, 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.”



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 Charze 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. 2026-13  
AUTHOR: HON. KETCHIE REX A. BARRANTES  
*Committee Chairman on Education*

AN ORDINANCE CREATING A PLANTILLA POSITION FOR NURSE 1,  
SALARY GRADE 15, 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 3<sup>rd</sup> and Final Reading

WHEREAS, Section 16 of the Republic Act No. 7160, otherwise known as the  
Local Government Code of 1991, provides that every local government unit  
shall exercise the powers expressly granted, those necessarily implied  
therefrom, and those essential to the promotion of general welfare;

WHEREAS, the Community College of Alangalang is committed to ensuring  
the health, safety, and well-being of its students, faculty, and personnel;

WHEREAS, in compliance with the policies and standards of the Commission  
on Higher Education (CHED) on student services and health programs, higher  
education institutions are encouraged to provide accessible health services to  
their academic community;

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

[Signature]  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

[Signature]  
ATTY. ARVIN V. ANTONI  
SB Member

[Signature]  
SARAH T. APURILLO  
SB Member  
LIGA President

CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

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

**SECTION 1. Creation of Position.**

There is hereby created one (1) regular plantilla position of **NURSE I**, Salary Grade 15, under the Local Government Unit of Alangalang, to be assigned at the Community College of Alangalang.

**SECTION 2. Functions and Duties.**

The Nurse I shall perform the following duties and responsibilities:

1. Provide basic and emergency health care services to students, faculty, and non-teaching personnel;
2. Administer first aid treatment and assist in medical emergencies within the campus;
3. Conduct health assessment, screening, and monitoring of students and personnel;
4. Maintain and update medical and health records of students and employees, ensuring confidentiality;
5. Assist in the implementation of health-related programs, including immunization drives, mental health awareness, and wellness campaigns;
6. Coordinate with local health offices, hospitals, and other medical institutions when referral is necessary;
7. Ensure that the school clinic complies with CHED standards on student affairs and services;
8. Prepare and submit periodic health reports as required by the College Administration and concerned agencies;
9. Perform such other related functions as may be assigned by the College Administrator and/or the Municipal Mayor.

**SECTION 3. Qualification Standards.**

The qualification standards for the Nurse I position shall be in accordance with the rules and regulations of the Civil Service Commission (CSC) and applicable CHED policies:

- **Education:** Bachelor of Science in Nursing
- **Training:** None required
- **Experience:** None required
- **Eligibility:** RA 1080 (Registered Nurse) pursuant to Republic Act No. 1080

The appointee must possess a valid and current Professional Regulation Commission (PRC) license as Registered Nurse.

**SECTION 4. Compensation.**

The position of Nurse I shall receive compensation corresponding to **Salary Grade 15** under the prevailing Salary Standardization Law and applicable issuances.

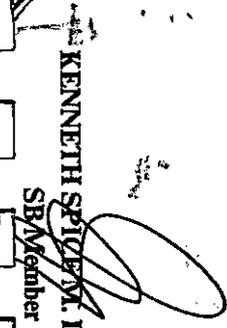
  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

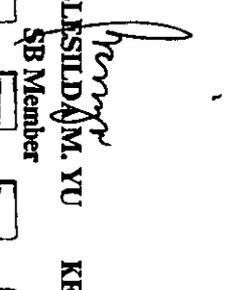
  
ATTY. ARVIN V. ANTONI  
SB Member

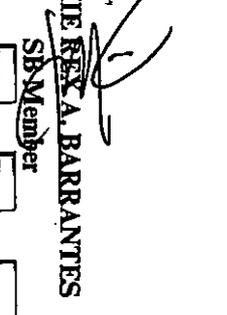
  
SARAH T. APUNILLO  
SB Member  
LIGA President

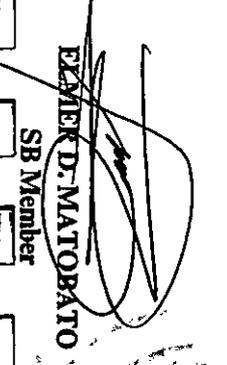
  
CHARLE JERICHO DUANE A. TAN  
SB Member  
PPSK President

  
KENNETH SPICEM  
SB Member

GINA BALDERAMOS  
SB Member

  
BLAISILDAM M. YU  
SB Member

  
KETCHIE REX A. BARRANTES  
SB Member

  
EMER D. MATOBATO  
SB Member

**SECTION 5. Funding.**

The amount necessary for the implementation of this Ordinance, including salaries and other personnel benefits, shall be charged against the available funds of the Community College of Alangalang and/or the General Fund of the Municipality of Alangalang, subject to existing budgeting, accounting, and auditing rules and regulations. Thereafter, such sums as may be necessary shall be included in the annual budget of the Municipality.

**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 March 2, 2026

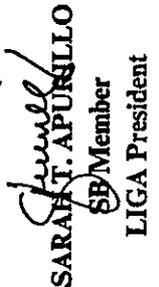
**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-13.

**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. APUNILLO  
SB Member  
LIGA President

  
CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

KENNETH SPICEM. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLISSIDAM. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

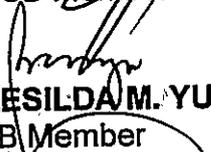
ELMER D. MATOBATO  
SB Member

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

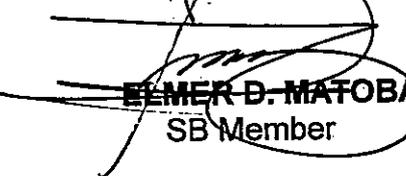
  
**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer

  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member

**GINA BALDERAMOS**  
SB Member

  
**BLESILDA M. YU**  
SB Member

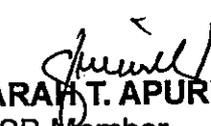
  
**KETCHIE REX A. BARRANTES**  
SB Member

  
**ELMER D. MATOBATO**  
SB Member

  
**CLAIRE G. YU**  
SB Member

**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**CHARLZE JERICO DUANNE A. TAN**  
SB Member  
PPSK President

**APPROVED BY:**

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

**VOTING:**

**YES - 8  
NO - 0**



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 12  
SERIES 2026

ENTITLED:

“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.”



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality Of Alangalang

Sangguniang Panlalawigan  
Province of Leyte

RECEIVED

Date: MAR 03 2026

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 - LIGA President
- 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 3<sup>rd</sup> 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

**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 March 7, 2024.

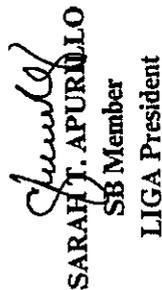
**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-12.

**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. APURULO  
SB Member  
LIGA President

CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

KENNETH SPIRIT M. DE VEYRA  
SB Member

GINA BALDERAMOS  
Member

BLESILDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

ELMER D. MATORATO  
SB Member

(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

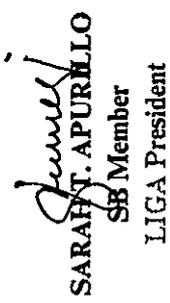
**Eligibility:** • RA 1080 (Licensed Guidance Counselor)

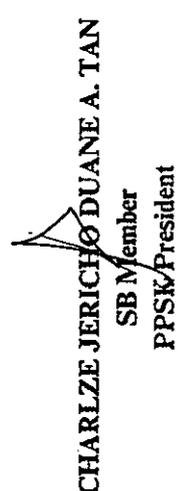
**Experience:** • None required

  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

  
ATTY. ARVIN V. ANTONI  
SB Member

  
SARAH T. APURILLO  
SB Member  
LIGA President

  
CHARLE JERICHO DUANE A. TAN  
SB Member  
PPSK/President

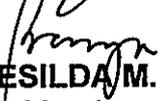
KENNETH SPIRIT M. DE VEYRA  
GINA BALDERAMOS  
BLISSIDA M. YU  
KETCHIE REX A. BARRANTES  
ELMER D. MATOBATO

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

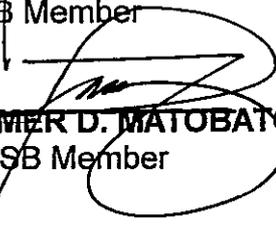
  
**MARIO W. BAGUE**  
Municipal Vice Mayor  
Presiding Officer

  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member

**GINA BALDERAMOS**  
SB Member

  
**BLESILDA M. YU**  
SB Member

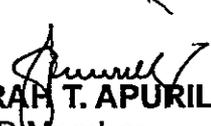
  
**KETCHIE REXA BARRANTES**  
SB Member

  
**EMER D. MATOBATO**  
SB Member

  
**CLAIRE G. YU**  
SB Member

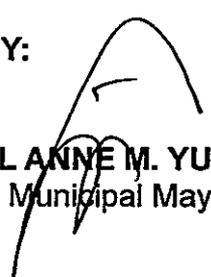
**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**CHARLZE JERICO DUANNE A. TAN**  
SB Member  
PPSK President

**APPROVED BY:**

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

**VOTING:**

**YES - 8  
NO - 0**



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 11  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING A  
PLANTILLA POSITION FOR  
REGISTRAR 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.”



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality Of Alangalang

Sangguniang Panlalawigan  
Province of Leyte

RECEIVED

Date: MAR 03 2026

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. 2026-11  
AUTHOR: KETCHIE REX A. BARRANTES

*Committee Chairman on Education*

AN ORDINANCE CREATING A PLANTILLA POSITION FOR  
REGISTRAR 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 3<sup>rd</sup> and Final Reading

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of  
Alangalang, Leyte, in session duly assembled:

SECTION 1. TITLE.

This Ordinance shall be known as the "Registrar I Position Creation  
Ordinance of the Community College of Alangalang."

SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the Municipality of Alangalang to  
strengthen the administrative and academic support system of the

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

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

Community College of Alangalang (CCA) to ensure efficient records management, academic documentation, and student services in accordance with the standards set by the Commission on Higher Education (CHED) and the Civil Service Commission (CSC).

**SECTION 3. CREATION OF POSITION.**

There is hereby created one (1) plantilla position in the Local Government Unit of Alangalang assigned to the Community College of Alangalang, designated as **Registrar I, Salary Grade 11**, subject to existing budgeting, accounting, and civil service laws, rules, and regulations.

**SECTION 4. DUTIES AND FUNCTIONS.**

The Registrar I shall perform the following duties and responsibilities:

1. Maintain and safeguard all student academic records and scholastic documents;
2. Process enrollment records, transfer credentials, transcript of records, certifications, and diplomas;
3. Prepare and submit required academic reports to CHED and other concerned agencies;
4. Implement student records management systems consistent with data privacy laws and institutional policies;
5. Assist in the preparation of graduation lists and academic evaluations;
6. Provide frontline services related to academic documentation;
7. Maintain registrar databases and ensure accuracy and integrity of student data;
8. Perform such other related functions as may be assigned by the College Administrator or Municipal Mayor.

**SECTION 5. QUALIFICATION STANDARDS.**

The qualification standards for the position shall be as follows:

- **Education:** Bachelor's Degree
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service Professional (Second Level Eligibility)

**SECTION 6. FUNDING.**

The amount necessary for the compensation and other personnel benefits of the Registrar I position shall be charged against the appropriations for Personal Services under the Annual Budget of the Municipality of Alangalang and shall thereafter be included in the succeeding annual budgets.

**SECTION 7. COMPLIANCE WITH APPLICABLE LAWS.**

The implementation of this Ordinance shall be subject to all applicable laws, rules, and regulations issued by the Department of Budget and

*[Signature]*  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

*[Signature]*  
ATTY. ARVIN V. ANTONI  
SB Member

*[Signature]*  
SARAH T. APURILLO  
SB Member  
LIGA President

*[Signature]*  
CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSW President

KENNETH SPIES M. DE VEYRA  
SB Member

CINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REN A. BARRANTES  
SB Member

ALMER D. MATOBATO  
SB Member

Management (DBM), the Civil Service Commission (CSC), and the Commission on Higher Education (CHED).

**SECTION 8. 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 9. REPEALING CLAUSE.**

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

**SECTION 10. 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 March 2, 2024.

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-11.

KENNETH SPIRIT M. DE VEYRA  
SB Member

BLESSILDA M. YU  
SB Member

KETCHELLE A. BARRANTES  
SB Member

ELMER D. MATOBATO  
SB Member

CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

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

ATTY. ARVIN V. ANTONI  
SB Member

SARAH T. APURILLO  
SB Member  
LIGA President

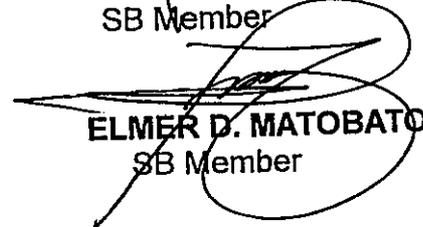
CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:

  
**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer

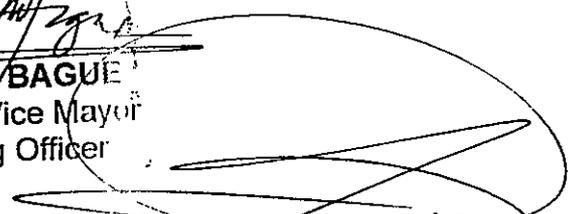
  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member

  
**BLESILDA M. YU**  
SB Member

  
**ELMER D. MATOBATO**  
SB Member

**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

  
**GINA BALDERAMOS**  
SB Member

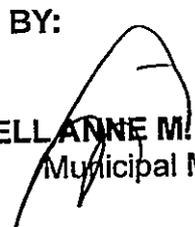
  
**KETCHIE REX A. BARRANTES**  
SB Member

  
**CLAIRE G. YU**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

  
**CHARLZE JERICO DUANNE A. TAN**  
SB Member  
PPSK President

APPROVED BY:

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

VOTING:

YES - 8  
NO - 0



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 05  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING A TERM-  
BASED PLANTILLA POSITION FOR  
MUNICIPAL GOVERNMENT  
DEPARTMENT HEAD I (COLLEGE  
ADMINISTRATOR), SALARY GRADE  
24, IN THE LOCAL GOVERNMENT OF  
ALANGALANG, FOR THE  
COMMUNITY COLLEGE OF  
ALANGALANG, DEFINING ITS  
FUNCTIONS, PRESCRIBING CSC-  
COMPLIANT QUALIFICATION  
STANDARDS. PROVIDING FUNDING  
THEREFOR, AND OTHER PURPOSES.”



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality Of Alangalang

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: MAR 03 2026

**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 2, 2026.**

**PRESENT:**

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member 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 Kent Jefflord C. Guillermo
- SB Member Atty. Arvin Antoni
- Punong Barangay Sarah T. Apurillo - LIGA President
- SK Chairman Charlze Jericho Duane A. Tan- PPSK President

**ABSENT:** None

**MUNICIPAL ORDINANCE NO. 2026-05**  
**AUTHOR: KETCHIE REX A. BARRANTES**  
*Committee Chairman on Education*

**AN ORDINANCE CREATING A TERM-BASED PLANTILLA POSITION FOR MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (COLLEGE ADMINISTRATOR), SALARY GRADE 24, IN THE LOCAL GOVERNMENT OF ALANGALANG, FOR THE COMMUNITY COLLEGE OF ALANGALANG, DEFINING ITS FUNCTIONS, PRESCRIBING CSC-COMPLIANT QUALIFICATION STANDARDS, PROVIDING FUNDING THEREFOR, AND FOR OTHER PURPOSES**

**WHEREAS**, Republic Act No. 7160 (Local Government Code of 1991) authorizes local administrator with appropriate academic credentials, leadership capacity, and administrative competence;

**WHEREAS**, Civil Service Commission (CSC) rules mandate that positions created in the local government plantilla must have defined duties, qualification standards, salary grade, and funding source;

**WHEREAS**, there is a need to institutionalize a College Administrator position to ensure academic quality, regulatory compliance, and effective management of the Municipal College; government units to establish and operate educational institutions and create necessary positions;

**WHEREAS**, Commission on Higher Education (CHED) policies require that higher education institutions be headed by a qualified administrator with appropriate academic credentials, leadership capacity, and administrative competence,

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

**WHEREAS**, Civil Service Commission (CSC) rules mandate that positions created in the local government plantilla must have defined duties, qualification standards, salary grade, and funding source;

**WHEREAS**, there is a need to institutionalize a **College Administrator** position to ensure academic quality, regulatory compliance, and effective management of the Municipal College;

**NOW THEREFORE, BE IT ORDAINED:**

**SECTION 1. Creation of Position**

There is hereby created a term-based plantilla position of Municipal Government Department Head I (College Administrator) with Salary Grade 24, under the Local Government of Alangalang, for the Community College of Alangalang.

**SECTION 2. Nature of Appointment and Term**

The position shall be non-career, term-based, with a fixed term of Four (4) years, renewable subject to satisfactory performance evaluation, compliance with CHED standards, and CSC rules and regulations.

**SECTION 3. Functions and Responsibilities**

The College Administrator shall:

- a. Serve as the chief academic and administrative officer of the Municipal College;
- b. Ensure compliance with CHED Memorandum Orders, quality assurance mechanisms, and institutional accreditation requirements;
- c. Formulate and implement academic policies, development plans, and administrative systems;
- d. Supervise faculty, academic personnel, and non-teaching staff in accordance with CSC rules;
- e. Prepare and administer the annual budget, programs, and reports of the Municipal College;
- f. Establish academic linkages and partnerships subject to approval of the Local Chief Executive; and
- g. Perform other related functions inherent to the position or as may be assigned by lawful authority.

**SECTION 4. QUALIFICATION STANDARDS.** The qualifications for the subject position are as follows: *(CONSISTENT WITH THE PROVISION OF SECTION 10 ARTICLE IV OF CMO\_SERIES OF 2022)*

*SHALL HOLD AN EARNED DOCTORAL DEGREE DEFINED AS LEVEL 8 IN THE PHILIPPINE QUALIFICATIONS FRAMEWORK (L8) AS STIPULATED IN PQF-NATIONAL COORDINATING COUNCIL RESOLUTION NO. 2014-03 ADOPTED ON DEC. 11,2014 AND ITS AMENDMENTS THEREAFTER, FROM A CHED-RECOGNIZED HIGHER LEARNING INSTITUTION, WITH AT LEAST FIVE (5) YEARS OF RELEVANT ADMINISTRATIVE EXPERIENCE.*

KENNETH SPINOSA  
SB Member

GINA BARRERAMOS  
SB Member

BLESIDAM YU  
SB Member

KETCHIE REXA BARRANTES  
SB Member

EMER 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

<b>Education</b>	Doctor's degree relevant to the job
<b>Experience</b>	5 Years of work experience in supervision or management; 5 years of teaching in the tertiary level
<b>Training</b>	32 hours of relevant training in management and supervision
<b>Eligibility</b>	Career Service (Professional) / Second Level Eligibility

**SECTION 5. Compensation**

The position shall be compensated at Salary Grade 24, with benefits and allowances as authorized by law and applicable government compensation policies.

**SECTION 6. Funding Source**

Funds necessary for the implementation of this Ordinance shall be charged against the General Fund of the Municipality, subject to the usual budgeting, accounting, and auditing rules.

**SECTION 7. Implementing Offices**

The Municipal Mayor, through the Human Resource Management Office, Budget Office, and Accounting Office, shall ensure proper implementation of this Ordinance in accordance with CSC and CHED regulations.

**SECTION 8. 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 9. REPEALING CLAUSE.**

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

**SECTION 10. 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 2, 2026.

**APPROVED**, by the Mayor on March 2, 2026.

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-05.

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

KENNETH SPINA M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

BLESILDA M. YU  
SB Member

KETCHIE REX A. BARRANTES  
SB Member

EDWARD D. MATOBATO  
SB Member

CLAIRE G. YU  
SB Member

KENT JEFFORD C. GUILLERMO  
SB Member

ATTY. ARVIN V. ANTONI  
SB Member

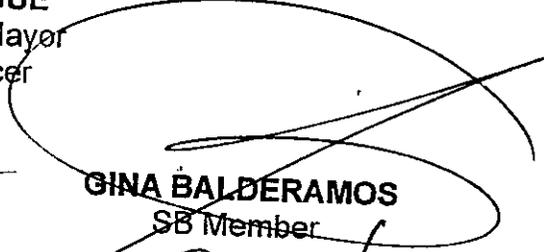
SARAH T. APURULLO  
SB Member  
LIGA President

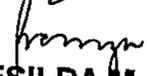
CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

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

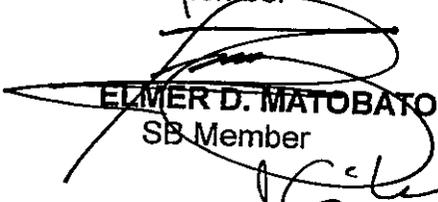
  
**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer

  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member

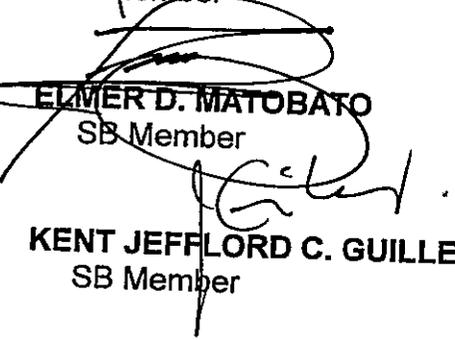
  
**GINA BALDERAMOS**  
SB Member

  
**BLESILDA M. YU**  
SB Member

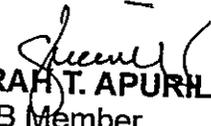
  
**KETCHIE REX A. BARRANTES**  
SB Member

  
**ELMER D. MATOBATO**  
SB Member

  
**CLAIRE G. YU**  
SB Member

  
**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**ATTY. ARVIN 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 - 10**

**NO - 0**



LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

MUNICIPAL ORDINANCE NO. 14  
SERIES 2026

ENTITLED:

“AN ORDINANCE CREATING A  
PLANTILLA POSITION FOR  
COLLEGE LIBRARIAN 1,  
SALARY GRADE 13 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.”



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. 2026-14**  
**AUTHOR: HON. KETCHIE REX A. BARRANTES**  
*Committee Chairman on Education*

**AN ORDINANCE CREATING A PLANTILLA POSITION FOR COLLEGE LIBRARIAN 1, SALARY GRADE 13, 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 3<sup>rd</sup> 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 "Ordinance Creating the Plantilla Position of College Librarian I for the Community College of Balangan."

**SECTION 2. DECLARATION OF POLICY.**

It is hereby declared the policy of the Municipality of Alangalang to strengthen institutional academic support services of the Community College of Alangalang and to ensure compliance with the standards set by the Commission on Higher Education (CHED) and the Civil Service

*[Signature]*  
 CLAIRE G. YU  
 SB Member

*[Signature]*  
 KENT JEFFLORD C. GUILLERMO  
 SB Member

*[Signature]*  
 ATTY. ARVIN V. ANTONI  
 SB Member

*[Signature]*  
 SARAH T. APURILLO  
 SB Member  
 LIGA President

*[Signature]*  
 CHARLZE JERICHO DUANE A. TAN  
 SB Member  
 PPSK President

*[Signature]*  
 KENNETH SPICE M. DE VEYRA  
 SB Member

*[Signature]*  
 GINA BALDERAMOS  
 SB Member

*[Signature]*  
 BLESILDA M. YU  
 SB Member

*[Signature]*  
 KETCHIE REX A. BARRANTES  
 SB Member

*[Signature]*  
 ELMER D. MATOBATO  
 SB Member

Commission (CSC) in the operation of higher education institutions, particularly in establishing and maintaining a professionally managed college library.

**SECTION 3. CREATION OF POSITION.**

There is hereby created one (1) plantilla position under the Community College of Balangalan, designated as **College Librarian I**, Salary Grade 13, subject to existing budgeting, accounting, and civil service laws, rules, and regulations.

**SECTION 4. QUALIFICATION STANDARDS.**

The qualification standards for the position of College Librarian I shall be as follows, consistent with CHED policies and CSC standards:

**Education:**

- Bachelor's Degree in Library Science or Information Science; OR
- Bachelor's Degree in Education, Arts, or related field with major in Library Science

**Training:** None required

**Experience:** None required

**Eligibility:** RA 1080 (Librarian Licensure Examination)

**SECTION 5. DUTIES AND FUNCTIONS.**

The College Librarian I shall perform the following duties and responsibilities:

1. Administer and manage the college library operations in accordance with CHED standards for higher education institutions;
2. Develop, organize, classify, and maintain library collections, including print and digital resources;
3. Formulate and implement library policies, systems, and procedures;
4. Provide reference and research assistance to students, faculty, and other stakeholders;
5. Recommend acquisition of books, journals, and instructional materials aligned with the academic programs of the college;
6. Ensure proper cataloging, classification, and inventory of library resources;
7. Prepare and submit periodic reports relative to library utilization and services;
8. Supervise support personnel assigned to the library, if any; and
9. Perform such other related functions as may be assigned by the College Administrator and/or the Municipal Mayor.

  
CLAIRE G. YU  
SB Member

KENT JEFFLORD C. GUILLERMO  
SB Member

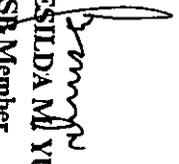
  
ATTY. ARVIN V. ANTONI  
SB Member

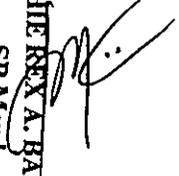
  
SARAH T. APURILLO  
SB Member  
LIGA President

  
CHARLZE JERICHO DUANE A. TAN  
SB Member  
PPSK President

  
KENNETH SPIKE M. DE VEYRA  
SB Member

GINA BALDERAMOS  
SB Member

  
BLESSIDA M. YU  
SB Member

  
KETCHIE R. A. BARRANTES  
SB Member

  
ELMER D. MATORATO  
SB Member

**SECTION 6. COMPENSATION AND BENEFITS.**

The College Librarian I shall receive compensation corresponding to Salary Grade 13 under the prevailing Salary Standardization Law, including all authorized benefits and allowances provided by law.

**SECTION 7. APPROPRIATION.**

The amount necessary for the implementation of this Ordinance shall be charged against the current appropriations of the Community College of Alangalang or from the Annual Budget of the Municipality of Alangalang, subject to existing budgeting, accounting, and auditing rules and regulations.

**SECTION 8. 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 9. REPEALING CLAUSE.**

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

**SECTION 10. 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.

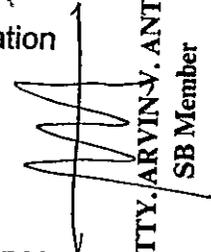
**APPROVED**, by the Mayor on March 2, 2026.

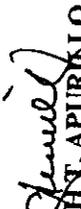
**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance No. 2026-14.

**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  
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SARAH T. APURULO  
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LIGA President

  
CHARLE JERICHO DUANE A. TAN  
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PPSK President

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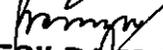
  
KETCHIE R. A. BARRANTES  
SB Member

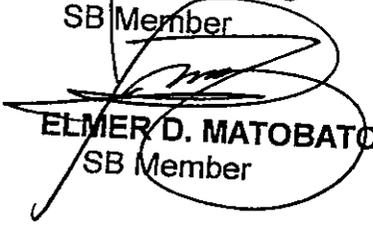
  
EMERD. MATOBATO  
SB Member

ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:

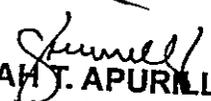
  
**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer

  
**ATTY. KENNETH SPICE M. DE VEYRA**  
SB Member

  
**BLESILDA M. YU**  
SB Member

  
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SB Member

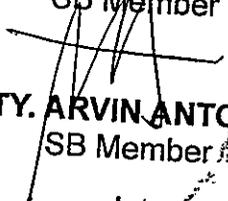
**KENT JEFFLORD C. GUILLERMO**  
SB Member

  
**SARAH T. APURILLO**  
SB Member  
LIGA President

**GINA BALDERAMOS**  
SB Member

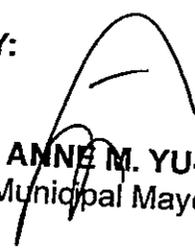
  
**KETCHIE REX A. BARRANTES**  
SB Member

  
**CLAIRE G. YU**  
SB Member

  
**ATTY. ARVIN ANTONI**  
SB Member

  
**CHARLZE JERICHO DUANNE A. TAN**  
SB Member  
PPSK President

APPROVED BY:

  
**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor

VOTING:

YES - 8  
NO - 0

