



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

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**PROVINCIAL LEGAL OFFICE**

Item No.: 30  
Date: 09 2026 MAR

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RELEASED**  
By: [Signature]  
Date: 3.6.26 Time: 9:24

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

January 9, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 10 series of 2025 of the Sangguniang Bayan of Abuyog, Leyte.

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

- Ordinance No. 10 series of 2025: “ **An Ordinance authorizing the creation of new positions/items in the Municipal Local Government etc.**”

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>2</sup> subject to Civil Service rules and regulations and to the availability of funds. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

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

<sup>1</sup>(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

<sup>2</sup> Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
27 January 2026

*Received  
for  
1-26-26*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 10, series of 2025 of the Municipality of Abuyog, Leyte**, entitled: **An Ordinance authorizing the creation of new positions/items in the Municipal Local Government and provide the corresponding funding for each created position and for other purpose.**

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



Republic of the Philippines  
**MUNICIPALITY OF ABUYOG**  
 Province of Leyte



*Office of the Sangguniang Bayan*

EXCERPT FROM THE MINUTES OF THE 26<sup>TH</sup> REGULAR SESSION OF THE 20<sup>TH</sup> HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON DECEMBER 23, 2025

**PRESENT:**

|                               |                                      |
|-------------------------------|--------------------------------------|
| Hon. Dario P. Lleve           | Municipal Vice Mayor, Prsdg. Officer |
| Hon. Lemuel Vincent D. Tan    | SB Member, Prsdg. Pro-tempore        |
| Hon. Felicito V. Topia, Jr.   | SB Member                            |
| Hon. Ofelia K. Traya          | SB Member                            |
| Hon. Rodolfo M. Cabias        | SB Member, Floor Leader              |
| Hon. Roy Percival M. Perez    | SB Member                            |
| Hon. Patrocinio A. Risos, Jr. | SB Member                            |
| Hon. Erwin V. Belleza         | SB Member                            |
| Hon. John Bill V. Traya       | SB Member, ABC President             |
| Hon. Melliza Jane C. Traya    | SB Member, SK Fed. President         |

**ABSENT:**

|                          |                      |
|--------------------------|----------------------|
| Hon. Ma. Amelia C. Gacis | SB Member - on leave |
|--------------------------|----------------------|

**ORDINANCE NO. 10, S. 2025**  
 Sponsor: Honorable Erwin V. Belleza

**AN ORDINANCE AUTHORIZING THE CREATION OF NEW POSITIONS/ITEMS IN THE MUNICIPAL LOCAL GOVERNMENT AND PROVIDE THE CORRESPONDING FUNDING FOR EACH CREATED POSITION AND FOR OTHER PURPOSE**

**BE IT ORDAINED BY THE 20<sup>TH</sup> SANGGUNIANG BAYAN OF ABUYOG, LEYTE IN A REGULAR SESSION ASSEMBLED; that:**

**SECTION 1. TITLE** - this ordinance shall be known and referred to as the **2025 ORDINANCE AUTHORIZING THE CREATION OF NEW POSITIONS/ITEMS IN THE MUNICIPAL LOCAL GOVERNMENT OFFICES/DEPARTMENT APPROVING THE CORRESPONDING FUNDS THEREOF**

**SECTION 2. SCOPE AND COVERAGE, SOURCE OF AUTHORITY/PURPOSE** – this enactment shall be for the purpose of the smooth operation of the concerned office/department and for the effective and efficient delivery of services of the offices mentioned below.

The approved creation of new positions and the provision of corresponding funding are as follows; to wit:

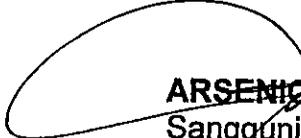
| POSITIONS   | SALARY GRADE |
|---|--------------|
| <b>A. OFFICE OF THE MAYOR</b>   |              |
| 1. Executive Assistant IV (Coterminous)                                 | SG-22        |
| <b>B. SANGGUNIANG BAYAN OFFICE (SECRETARY TO THE SANGGUNIANG BAYAN)</b> |              |
| 1. One (1) Administrative Assistant I (Bookbinder III)                  | SG-7         |
| <b>C. ABUYOG COMMUNITY COLLEGE</b>                                      |              |
| 1. One (1) Administrative Aide III (Driver I)                           | SG-3         |

**SECTION 3. SEPERABILITY CLAUSE.** If any part of this ordinance is held unconstitutional or invalid by any court or tribunal or competent authority, no other sections or provisions hereof shall be affected thereby

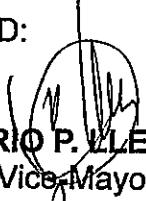
**SECTION 4. EFFECTIVITY.** This ordinance shall take effect January 2026.

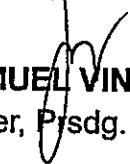
Approved: December 23, 2025

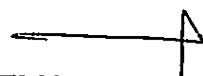
I HEREBY CERTIFY to the correctness of the foregoing Ordinance No. 10 which was duly enacted by the 20<sup>th</sup> Sangguniang Bayan during its regular session held on December 23, 2025.

  
**ARSENIO Y. VILLOTE**  
Sangguniang Bayan Secretary

ATTESTED:

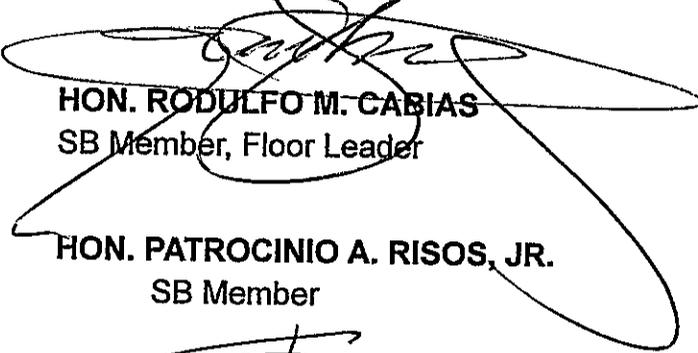
  
**HON. DARIO P. ULEVE**  
Municipal Vice-Mayor, Presiding Officer

  
**HON. LEMUEL VINCENT D. TAN**  
SB Member, Prsdg. Pro-tempore

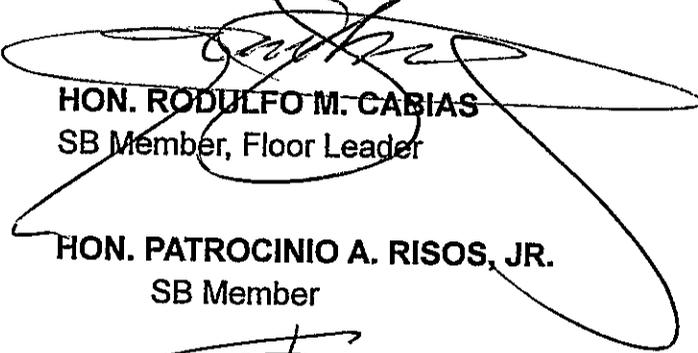
  
**HON. FELICITO V. TOPIA, JR.**  
SB Member

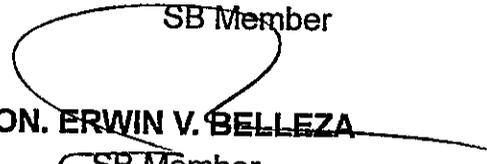
**HON. MA. AMELIA C. GACIS**  
SB Member - (on leave)

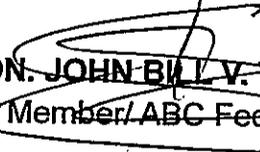
  
**HON. OFELIA K. TRAYA**  
SB Member

  
**HON. RODOLFO M. CARIAS**  
SB Member, Floor Leader

  
**HON. ROY PERCIVAL M. PEREZ**  
SB Member

  
**HON. PATROCINIO A. RISOS, JR.**  
SB Member

  
**HON. ERWIN V. BELLEZA**  
SB Member

  
**HON. JOHN BILL V. TRAYA**  
SB Member/ ABC Fed. President

  
**HON. MELLIZA JANE C. TRAYA**  
SB Member/ SK Ped. Pres.

APPROVED:



  
**HON. LEMUEL GIN K. TRAYA**  
Municipal Mayor  
Date: 1/22/26