



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

Item No.: 08
 Date: 05 2026 MAY

PROVINCIAL BUDGET OFFICE

April 27, 2026

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

RELEASED
 DATE: 4-28-26
 NO. 165
 BY: [Signature]
 PBO

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: APR 28 2026
 By: [Signature]

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 Supplemental Budget No. 02 FY 2025** of the **Municipality of Merida, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 03 Series of 2025** with a total appropriation in the amount of **P8,782,945.36** 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 reversion of appropriations is duly authorized by the concerned officials and are made available to support the expenditures under Supplemental Budget No. 02. Further, that said reversion shall not render an adverse effect on the fiscal standing of the LGU upon the closing of the books accounts;
2. That the appropriation for the Collective Negotiation Agreement (CNA) Incentive shall be subject to the conditions stipulated in Budget Circular No. 2025-2 dated November 19, 2025;
3. 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.
4. That the procurement of Goods, Civil Works, Equipments and related services shall be made pursuant to RA 9184 and its Implementing Rules and Regulations;

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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

RECEIVED
Province of Leyte
Sangguniang Panlalawigan

1ST INDORSEMENT
15 January 2026

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 03, s. 2025** of the Municipality of **Merida, Leyte**, entitled: **Authorizing Supplemental Budget No. 02, series of 2025**, involving an amount of **Eight Million, Seven Hundred Eighty-Two Thousand, Nine Hundred Forty-Five Pesos and Thirty-Six Centavos (P8,782,945.36)**, together with the **Supplemental Annual Investment Program for CY 2025** in the amount of **P12,107,945.36**.

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

rec'd:
Ann P. SUE
1-19-26



Republic of the Philippines
Province of Leyte
Municipality of Merida

OFFICE OF THE SANGGUNIANG BAYAN

December 23, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JAN 15 2026
By: _____

The Honorable Members of the Sangguniang Panlalawigan
Provincial Capitol
Province of Leyte
Tacloban City

Gentlemen / Ladies :

I have the honor to submit herewith the **SUPPLEMENTAL BUDGET NO. 02** for Calendar Year 2025 of the Local Government Unit of Merida, Leyte in the amount of **EIGHT MILLION SEVEN HUNDRED EIGHTY TWO THOUSAND NINE HUNDRED FORTY FIVE PESOS AND 36/100 (P8,782,945.36)** with its supporting documents for your review and approval.

Thank you.

Truly yours,


JOSELITO T. DE LOS ANGELES
SB Secretary



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

Province of Leyte
RECEIVED
Date: JAN 15 2026

SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 19TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON DECEMBER 10, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 19-25-139 -

A RESOLUTION APPROVING APPROPRIATION ORDINANCE NO. 03, SERIES OF 2025 "AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 02, SERIES OF 2025, INVOLVING AN AMOUNT OF EIGHT MILLION, SEVEN HUNDRED EIGHTY-TWO THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP8,782,945.36) FOR THE IMPLEMENTATION OF THE VARIOUS PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE.

NOW, WHEREFORE, ON MOTION of Hon. Benjamin A. Traverro, Jr., Chairman Committee on Finance Appropriations, Ways and Means, duly seconded by MASS, BE IT RESOLVED TO ENACT;

RESOLVED, as it is hereby Resolved to Enact the hereunder Appropriation Ordinance:

**- APPROPRIATION ORDINANCE NO. 03 -
Series of 2025**

"AN APPROPRIATION ORDINANCE NO. 03, SERIES OF 2025 "AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 02, SERIES OF 2025, INVOLVING AN AMOUNT OF EIGHT MILLION, SEVEN HUNDRED EIGHTY-TWO THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP8,782,945.36) FOR THE IMPLEMENTATION OF THE VARIOUS PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE."

SECTION 1. The Supplemental Budget of the Municipality of Merida, Province of Leyte for Fiscal Year 2025 in the total amount of EIGHT MILLION, SEVEN HUNDRED EIGHTY-TWO THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP8,782,945.36) for the implementation of the various Programs, Projects and Activities (PPAs) of the Municipality is hereby approved.

The budget documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. **LPB Form 9 - Statement of Supplemental Appropriations**
2. **Certification of Availability of Funds**

SECTION 2. SOURCE OF FUNDS. The sources of funds for the Supplemental Budget in total amount of EIGHT MILLION, SEVEN HUNDRED EIGHTY-TWO THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP8,782,945.36) is from the SAVINGS of the Municipality.

SECTION 3. USE OF FUNDS. The amount of EIGHT MILLION, SEVEN HUNDRED EIGHTY-TWO THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP8,782,945.36) is hereby appropriated for the Supplemental Budget of the Municipality of Merida, as follows:

Implementing Office	Object of Expenditures	Amount
PERSONAL SERVICES		
Office of the Municipal Mayor	Collective Negotiation Agreement (CNA)	1,050,000.00
Mun. Risk Reduction and Management Office	Collective Negotiation Agreement (CNA)	30,000.00
General Services Office	Collective Negotiation Agreement (CNA)	240,000.00
Office of the Municipal Vice Mayor	Collective Negotiation Agreement (CNA)	60,000.00
Office of the Sangguniang Bayan	Collective Negotiation Agreement (CNA)	300,000.00
Office of the Sanggunian Bayan Secretary	Collective Negotiation Agreement (CNA)	150,000.00
Human Resource Management Office	Collective Negotiation Agreement (CNA)	90,000.00
Mun. Planning and Development Office	Collective Negotiation Agreement (CNA)	120,000.00

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(CONTINUATION OF APPROPRIATION ORDINANCE NO. 03, SERIES OF 2025, RESOLUTION NO. 19-25-139, DATED DECEMBER 10, 2025.PAGE 02)

Mun. Civil Registrar's Office	Collective Agreement (CNA) Negotiation	30,000.00
Municipal Budget Office	Collective Agreement (CNA) Negotiation	150,000.00
Municipal Accounting Office	Collective Agreement (CNA) Negotiation	210,000.00
Municipal Treasurer's Office	Salaries & Wages - Regular PERA Retirement & Life Insurance Premiums Pag-ibig Contribution PhilHealth Contributions ECC Collective Agreement (CNA) Negotiation	239,801.76
Municipal Assessor's Office	Collective Agreement (CNA) Negotiation	90,000.00
Rural Health Unit	Collective Agreement (CNA) Negotiation	330,000.00
Municipal Social Welfare and Development Office	Collective Agreement (CNA) Negotiation	120,000.00
Municipal Agriculture Office	Collective Agreement (CNA) Negotiation	210,000.00
Municipal Engineering Office	Collective Agreement (CNA) Negotiation	270,000.00
Market and Slaughterhouse	Collective Agreement (CNA) Negotiation	30,000.00
Municipal Tourism Office	Collective Agreement (CNA) Negotiation	30,000.00
Business Permits and Licensing Office	Collective Agreement (CNA) Negotiation	30,000.00
Merida Infirmary/Birthing Clinic	Collective Agreement (CNA) Negotiation	30,000.00
TOTAL PERSONAL SERVICES	Collective Agreement (CNA) Negotiation	3,809,801.76

MOOE		
Office of the Municipal Mayor	Travelling Expenses	4,343,143.60
	Training Expenses	
	Repairs & Maintenance Buildings & Other Structures Transportation Equipment	
	Other Supplies and Materials	
	Other General Services	
Business Permits and Licensing Office	Non-Accountable Forms Exp.	180,000.00
Merida Infirmary/Birthing Clinic	Other Professional Services	450,000.00
TOTAL MOOE		4,973,143.60
TOTAL APPROPRIATIONS		8,782,945.36

SECTION 4. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. EFFECTIVITY -This ordinance shall take effect after the lapse of ten (10) days from the date a copy hereof is posted in the bulletin board of the municipal hall and another copy each posted likewise in, at least two (2), other conspicuous places in the municipality.

ENACTED BY THE SANGGUNIANG BAYAN (19TH COUNCIL) OF MERIDA, LEYTE AT ITS REGULAR SESSION HELD ON THE 10TH DAY OF DECEMBER 2025.

APPROVED UNANIMOUSLY.

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(CONTINUATION OF APPROPRIATION ORDINANCE NO. 03, SERIES OF 2025, RESOLUTION NO. 19-25-139, DATED DECEMBER 10, 2025.....PAGE 03)

SANGGUNIANG BAYAN MEMBERS

ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Forced Leave

BENJAMIN A. TRAVERO, JR.
Municipal Councilor

CHENIL C. CALDERON
Municipal Councilor

JESUS ANTONIO R. MARTINEZ
Municipal Councilor

MELQUIADES D. GUIO-GUIO
Municipal Councilor

BRENDA T. ADOLFO
Municipal Councilor
Forced Leave

ROGEN G. WENCESLAO
Municipal Councilor

OLIVER R. LIMOSNERO
Municipal Councilor

RONILLO C. LABANG
Ex-Officio (LrB President)

ASHLEY NORBEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON _____, 2025.

APPROVED BY:

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor

CERTIFIED BY:

RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer

ATTESTED BY:

MARIA CHRISTINA Q. SOLAÑA
Admin Aide VI (Clerk III)
Acting Recording Secretary

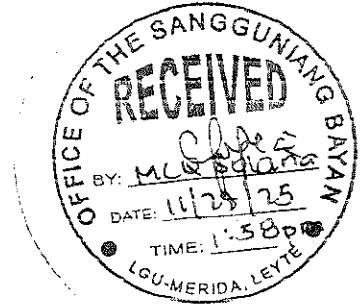


ENGR. ROLANDO M. VILLASENCIO
OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



28 NOVEMBER 2025



THE HONORABLE MEMBERS OF THE SANGGUNIANG BAYAN
17TH Council
Merida, Leyte

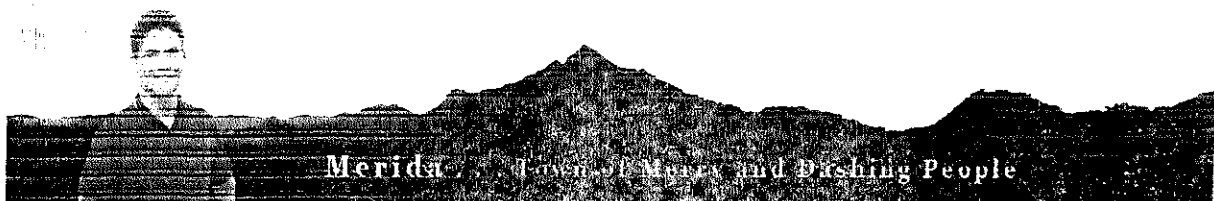
Gentlemen / Ladies:

I have the honor to submit herewith the Supplemental Budget No. 02 FY 2025 of the Local Government Unit of Merida, Leyte in the amount of **EIGHT MILLION SEVEN HUNDRED EIGHTY TWO THOUSAND NINE HUNDRED FORTY FIVE PESOS AND 36/100 (Php 8,782,945.36)** with its supporting documents for your review and approval.

Thank you.

Truly yours,

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



Merida - Town of Men and Dashing People


**STATEMENT OF FUNDING SOURCES
(SUPPLEMENTAL BUDGET)
FY 2025**

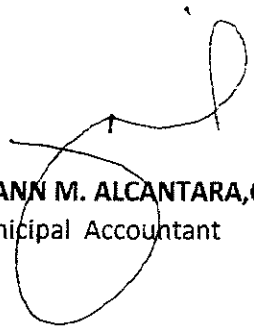
Merida
Province/City/Municipality

General Fund
Fund/Special Account

PARTICULARS (1)	Account Classification (2)	AMOUNT (3)
1.0 New Revenue Sources Tax Revenue Loan Proceeds (Borrowings) Grants		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings		
4.0 Realignment		
5.0 Reversion SB Resolution No.		12,107,945.36
TOTAL ESTIMATED INCOME		12,107,945.36

Certified Correct:


CRISTOPHER G. NODAL
Acting Municipal Treasurer


JO-ANN M. ALCANTARA, CPA
Municipal Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida

Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
PERSONAL SERVICES					
OFFICE OF THE MUN. MAYOR	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-001-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	1,050,000.00
SUB-TOTAL					1,050,000.00
MUN. RISK REDUCTION AND MGT. OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-02-008-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
GEN. SERVICES OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-02-009-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	240,000.00
SUB-TOTAL					240,000.00
OFFICE OF THE MUN. VICE MAYOR	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-002-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	60,000.00
SUB-TOTAL					60,000.00
OFFICE OF THE SANGGUNIANG BAYAN	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-003-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	300,000.00
SUB-TOTAL					300,000.00
OFFICE OF THE SB. SECRETARY	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-02-010-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	150,000.00
SUB-TOTAL					150,000.00
HUMAN RESOURCE AND MANAGEMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-02-011-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	90,000.00
SUB-TOTAL					90,000.00
MUN. PLANNING AND DEVELOPMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-009-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	120,000.00
SUB-TOTAL					120,000.00

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MUNICIPAL CIVIL REGISTRAR'S OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-012-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
MUNICIPAL BUDGET OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-008-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	150,000.00
SUB-TOTAL					150,000.00
MUNICIPAL ACCOUNTING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-007-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	210,000.00
SUB-TOTAL					210,000.00
MUNICIPAL TREASURER'S OFFICE	To provide additional appropriations for Personal Services per LBC 149 To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-005-001-001	Salaries & Wages - Regular PERA Retirement & life Insurance Premiums Pag-ibig Contribution Philhealth Contributions ECC Collective Negotiation Agreement (C N A) Incentive	5-01-01-010 5-01-02-010 5-01-03-010 5-01-03-020 5-01-03-030 5-01-03-040 5-01-02-990	24,019.00 2,000.00 2,882.28 200.00 600.48 100.00 210,000.00
SUB-TOTAL					239,801.76
MUNICIPAL ASSESSOR'S OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-01-006-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	90,000.00
SUB-TOTAL					90,000.00
RURAL HEALTH UNIT	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	3000-000-3-01-011-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	330,000.00
SUB-TOTAL					330,000.00

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida

Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	3000-000-3-02-005-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	120,000.00
SUB-TOTAL					120,000.00
MUN. AGRICULTURE OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	8000-000-3-02-003-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	210,000.00
SUB-TOTAL					210,000.00
MUN. ENGINEERING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	8000-000-3-01-010-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	270,000.00
SUB-TOTAL					270,000.00
MARKET AND SLAUGHTER-HOUSE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	8000-000-3-02-017-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
MUN. TOURISM OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	8000-000-3-02-018-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
BUSINESS PERMITS AND LICENSING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	1000-000-3-02-018-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
MERIDA INFIRMARY / BIRTHING CLINIC	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2025	3000-000-3-02-020-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
TOTAL PERSONAL SERVICES					3,809,801.76

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida

Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MOOE OFFICE OF THE MUNICIPAL MAYOR	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-01-001-001-001	Travelling Expenses	5-02-01-010	100,000.00
			Training Expenses	5-02-02-010	100,000.00
			Repairs & Maintenance	5-02-13	
			Buildings & Other Structures	2-02-13-040	100,000.00
			Transportation Equipment	2-02-13-060	100,000.00
			Other Supplies and Materials	5-02-03-990	200,000.00
Other General Services	5-02-12-990	3,743,143.60			
SUB-TOTAL					4,343,143.60
BUSINESS PERMIT & LICENSING OFFICE	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-02-018-001-001	Non-Accountable Forms Exp	5-02-03-020	180,000.00
MERIDA INFIRMARY / BIRTHING CLINIC	To provide additional appropriations for maintenance and other operating expenses	3000-000-3-02-020-001-001	Other Professional Services	5-02-11-990	450,000.00
TOTAL MOOE					4,973,143.60

TOTAL APPROPRIATIONS 8,782,945.36

PREPARED:

ERNESTO B. PENING
Municipal Budget Officer - Designate

APPROVED:

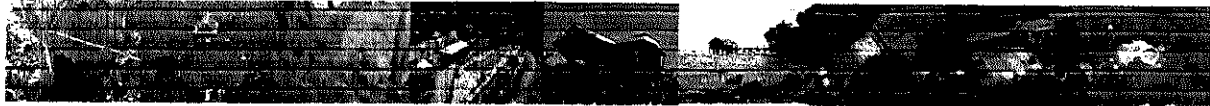
ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



ENGR. ROLANDO M. VILLASENCIO

OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



CERTIFICATION

THIS IS TO CERTIFY that funding source for the payment of Collective Negotiation Agreement (C N A) Incentive FY 2025 was generated from the savings of Maintenance and Other Operating Expenses for the current year due to accomplishing targets at a lesser cost and attaining efficient and viable operations through cost cutting measures of the municipality.

WE CERTIFY FURTHER that said funding source of C N A Incentive FY 2025 was not taken from the balances of allotments for programs/ projects/ activities which were discontinued or deferred and allotments released intended for the acquisition of goods and services to be delivered to or to be used by the agency's clients.

THIS CERTIFICATION is issued as supporting document for the payment of the Collective Negotiation Agreement (C N A) Incentive FY 2025 of the Local Government Unit of Merida, Leyte.

DONE this 27th day of November 2025.

ERNESTO B. PENING
MBO – Designate

JO-ANN M. ALCANTARA, CPA
Municipal Accountant

CRISTOPHER G. NODALO
Acting Municipal Treasurer

NOTED:

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor





Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

SANGGUNIANG BAYAN

EXCERPT FROM THE JOURNAL OF PROCEEDINGS OF THE 19TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON DECEMBER 10, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 19-25-138-

A RESOLUTION ADOPTING AND APPROVING THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2025-07, ENTITLED "A RESOLUTION APPROVING THE FY 2025 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF TWELVE MILLION, ONE HUNDRED SEVEN THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP12,107,945.36), COMPRISING THE DIFFERENT PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE.

WHEREAS, the Municipal Development Council (MDC) of LGU-Merida has convened on November 19, 2025 to identify and determine various programs, projects and activities designed to answer the needs of the constituents of Merida;

WHEREAS, the PPAs finally adopted by the council is based on the logic to further enhance the delivery of basic services to the people in consonance to the General Welfare Clause - Section 16 of Republic Act No. 7160;

WHEREAS, after careful evaluation and assessment of the PPAs, the August Body is convinced on the wisdom of the proposal from the executive department which basically aims to strengthen the thrust of bringing the government closer to the people;

NOW, WHEREFORE, ON MOTION OF Hon. Benajmin A. Traverro, Jr., Chairman Committee on Finance, Appropriations, Ways and Means, duly seconded by MASS, BE IT;


RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT AND APPROVE THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2025-07, ENTITLED "A RESOLUTION APPROVING THE FY 2025 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF TWELVE MILLION, ONE HUNDRED SEVEN THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP12,107,945.36), COMPRISING THE DIFFERENT PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE, TO WIT:

A. PERSONAL SERVICES (PS)	- PHP 6,329,801.76
B. MAINTENANCE AND OTHER OPERATING EXPENSES	- PHP 5,778,143.60
TOTAL APPROPRIATIONS	- PHP12,107,945.36

RESOLVED FURTHER, to furnish copies of this resolution Offices of the Municipal Mayor, Municipal Planning and Development Officer, Municipal Budget Officer and Municipal Accountant, all of Merida, Leyte for information and reference.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the veracity of the foregoing Resolution.


MARIA CHRISTINA Q. SOLAÑA
Admin Aide IV (Clerk III)
Acting Recording Secretary

ATTESTED:


RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF MERIDA

-oOo-

MUNICIPAL DEVELOPMENT COUNCIL
(MDC)

EXCERPT FROM THE MINUTES OF THE MEETING OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) OF LGU-MERIDA, LEYTE, HELD ON WEDNESDAY, NOVEMBER 19, 2025, 9:00 O'CLOCK IN THE MORNING, AT ABC SESSION HALL, MERIDA, LEYTE.

MDC Resolution No. 2025-07

A RESOLUTION APPROVING THE FY 2025 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF TWELVE MILLION ONE HUNDRED SEVEN THOUSAND NINE HUNDRED FORTY FIVE AND 36/100 PESOS ONLY (PHP 12,107,945.36), COMPRISING THE DIFFERENT PROGRAMS, PROJECTS AND ACTIVITIES (P/P/As) OF LGU-MERIDA, LEYTE, TO WIT:

A. PERSONAL SERVICES (PS)	-	P 6,329,801.76
B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)	-	<u>P 5,778,143.60</u>
TOTAL APPROPRIATIONS	=	P 12,107,945.36

WHEREAS, after thorough deliberation of the different P/P/As, the Municipal Development Council unanimously agreed to approve the FY 2025 Supplemental AIP of LGU-Merida;

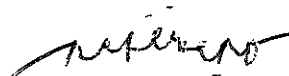
ON MOTION of **MARIALEE C. ABLEN**, Brgy. Captain, Brgy. Benabay, Merida, Leyte duly seconded by **MS. GENEVIEVE G. SABINO**, BLSCA Representative, of Brgy. Libas, Merida, Leyte, with the accord of all the MDC members present.

RESOLVE THEREFORE, as it is hereby resolved approving the FY 2025 Supplemental Annual Investment Program (AIP) of Local Government Unit of Merida, Leyte, with an Appropriations of **TWELVE MILLION ONE HUNDRED SEVEN THOUSAND NINE HUNDRED FORTY FIVE AND 36/100 PESOS ONLY (PHP 12,107,945.36)**, comprising the different Programs, Projects and Activities (P/P/As) as stated above.

Resolved **FURTHER** that original copy of this resolution be furnished to the Sangguniang Bayan of LGU-Merida for favorable action, copy furnished other concerned agencies for their information, reference and guidance.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


NIKKI I. SERENO
MDC Secretary
MPDC Designate

CONCURRED BY:

CONG. RICHARD I. GOMEZ
Representative, 4th District of Leyte

HON. HELEN C. CABRAHAN
Punong Barangay, Brgy. Libas,

Romulo S. Papellero
HON. ROMULO PAPELLERO
Punong Barangay, Brgy. Casilda,

HON. BENJAMIN A. TRAVERO JR.
SB Chair Committee on Appropriation

for: Subano
HON. VIRGILIO HITGANO
Punong Barangay, Brgy. Calunangan

HON. RAUL MIRALLES
Punong Barangay, Brgy. Macario

~~HON. MARIO A. TAJIL~~
~~Punong Barangay, Brgy. Cambalong~~

HON. ARMANDO B. GONZALES
Punong Barangay, Brgy. Mat-e

HON. GERALDINE ZOILO
Punong Barangay, Brgy. Can-unzo

HON. ULPIANO H. TAJOS
Punong Barangay, Brgy. San Jose

TS
HON. TEOTIMO L. SOLIVA
Punong Barangay, Brgy. Lamanoc

Chilante
HON. CASILDA DELANTE
Punong Barangay, Brgy. Lundag

HON. ROMEO PENING
Punong Barangay, Brgy. Canbantug

HON. GAMALIEL A. DELA GANAR
Punong Barangay, Brgy. Mahalit

HON. JONATHAN GUBALANE
Punong Barangay, Brgy. Mahayag

HON. ALEJANDRO UBAY JR.
Punong Barangay, Brgy. Masumbang

HON. RONILLO O. LABANG
Punong Barangay, Brgy. Pto. Bello

gloriel
HON. ILUMINADO ESTREMOS JR.
Punong Barangay, Brgy. Poblacion

HON. SERVANDO CASIMERO
Punong Barangay, Brgy. Cabaliwan

April V. Sumayang
HON. ALFREDO L. SUMAYANG
Punong Barangay, Brgy. San Isidro

Colango
HON. NORBERTO A. COLANGO
Punong Barangay, Brgy. Calunasan

Ricardo
HON. RICARDO AMABAO
Punong Barangay, Brgy. Tubod

RIZALINA AMODIA
MOWWA

EDDIE MAR A. PEREZ
LGBTQIA

Mary.
MARILYN PALES
KPK

~~NICHOLAS R. PALES~~
~~RGI ALAKDAN~~

ANDRELON E. LIMOSNERO
BENAPRIMCO.

M
GENEVIEVE G. SABINO
BLSCA

EDGAR T. GORGONIO
KABALIKAT

ALVAR C. NIVOLLO
MEROFWA

HERMOGINIS N. ALVAREZ JR.
CASACALIMA

ANGEL I. BARQUIO
BFARMC

MARINO MOJADO
MTODA


AMOR S. ZARCO
MPRAC

AMELITA S. MEDINA
KALIPI

Attested:

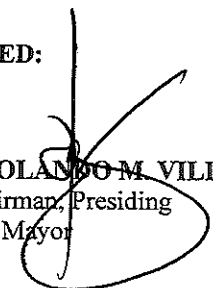


HON. MARIALEE C. ABLEN
Punong Barangay, Brgy. Benabaye



HON. DIOSDADO P. URBANO
Punong Barangay, Brgy. Libjo

APPROVED:



ENGR. ROLANDO M. VILLASENCIO
MDC Chairman, Presiding
Municipal Mayor

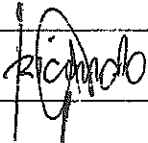
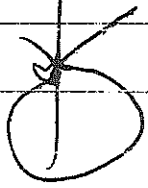
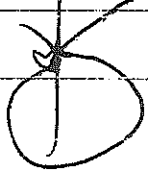
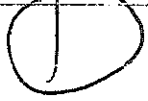
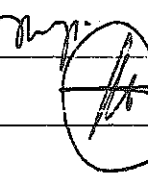
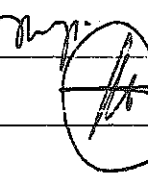

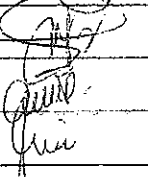
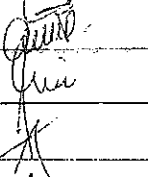
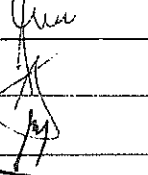

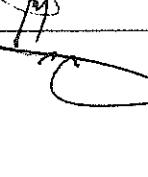


MDC Meeting ATTENDANCE SHEET

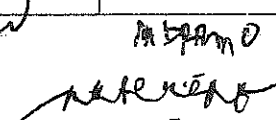
Date : November 19, 2025

Venue : ABC Session Hall, Merida, Leyte

NAMES	POSITION/ DESIGNATION	ADDRESS	SIGNATURE
1. HON. MARIALEE C. ABLEN	BRGY. CAPTAIN	BRGY. BENABAYE, MERIDA, LEYTE	
2. HON. SERVANDO CASIMERO	BRGY. CAPTAIN	BRGY. CABALIWAN. MERIDA, LEYTE	
3. HON. VIRGILIO HITGANO	BRGY. CAPTAIN	BRGY. CALUNANGAN, MERIDA, LEYTE	For:
4. HON. NORBERTO A. COLANGO	BRGY. CAPTAIN	BRGY. CALUNASAN, MERIDA, LEYTE	
5. HON. MARIO A. TAJIL	BRGY. CAPTAIN	BRGY. CAMBALONG, MERIDA, LEYTE	
6. HON. ROMEO PENING	BRGY. CAPTAIN	BRGY. CANBANTUG, MERIDA, LEYTE	
7. HON. GERALDINE ZOILO	BRGY. CAPTAIN	BRGY. CAN-UNZO, MERIDA, LEYTE	
8. HON. ROMULO PAPELLERO	BRGY. CAPTAIN	BRGY. CASILDA, MERIDA, LEYTE	
9. HON. TEOTIMO SOLIVA	BRGY. CAPTAIN	BRGY. LAMANOC, MERIDA, LEYTE	
10. HON. HELEN C. CABRAHAN	BRGY. CAPTAIN	BRGY. LIBAS, MERIDA, LEYTE	
11. HON. DIOSDADO P. URBANO	BRGY. CAPTAIN	BRGY. LIBJO, MERIDA, LEYTE	
12. HON. CASILDA DELANTE	BRGY. CAPTAIN	BRGY. LUNDAG, MERIDA, LEYTE	
13. HON. RAUL MIRALLES	BRGY. CAPTAIN	BRGY. MACARIO, MERIDA, LEYTE	
14. HON. GAMALIEL A. DELAGANAR	BRGY. CAPTAIN	BRGY. MAHALIT, MERIDA, LEYTE	
15. HON. JONATHAN GUBALANE	BRGY. CAPTAIN	BRGY. MAHAYAG, MERIDA, LEYTE	
16. HON. ALEJANDRO UBAY	BRGY. CAPTAIN	BRGY. MASUMBANG, MERIDA, LEYTE	
17. HON. ARMANDO B. GONZALES	BRGY. CAPTAIN	BRGY. MAT-E, MERIDA, LEYTE	
18. HON. ILUMINADO ESTREMOS JR.	BRGY. CAPTAIN	BRGY. POBLACION, MERIDA, LEYTE	
19. HON. RONILLO O. LABANG	BRGY. CAPTAIN	BRGY. PTO. BELLO, MERIDA, LEYTE	
20. HON. ALFREDO L. SUMAYANG	BRGY. CAPTAIN	BRGY. SAN ISIDRO, MERIDA, LEYTE	

NAMES	POSITION/ DESIGNATION	ADDRESS	SIGNATURE
21. HON. ULPIANO H. TAJOS	BRGY. CAPTAIN	BRGY. SAN JOSE, MERIDA, LEYTE	
22. HON. - RICARDO M. AMARAO	BRGY. CAPTAIN	BRGY. TUBOD, MERIDA, LEYTE	
23. HON. BENJAMIN A. TRAVERO, JR.	SB member, Chair, Committee on Appropriation	BRGY. POBLACION, MERIDA, LEYTE	
24. ENGR. ROLANDO M. VILLASENCIO	MUNICIPAL MAYOR	BRGY. POBLACION, MERIDA, LEYTE	
25. CONG. RICHARD GOMEZ	4 TH District Congressman or her representative	BRGY. POBLACION, MERIDA, LEYTE	
26. MR. HERMOGINIS ALVAREZ JR.	CASACALIMA	BRGY. CASILDA, MERIDA, LEYTE	
27. MS. RIZALINA W. AMODIA	MOWWA	BRGY. POBLACION, MERIDA, LEYTE	
28. MR. EDDIE MAR A. PEREZ	LGBTQIA	BRGY. POBLACION, MERIDA, LEYTE	
29. MS. MARILYN PALES	KPK ASSOCIATION	BRGY. POBLACION, MERIDA, LEYTE	
30. MR. NICHOLAS R. PALES	RGI ALAKDAN	BRGY. POBLACION, MERIDA, LEYTE	
31. MR. ANDRELON E. LIMOSNERO	BENAPRIMCO	BRGY. POBLACION, MERIDA, LEYTE	
32. MS. GENEVIEVE G. SABINO	BLSCA	MERIDA, LEYTE	
33. MR. EDGAR T. GORGONIO	KABALIKAT	BRGY. POBLACION, MERIDA, LEYTE	
34. MR. ALVAR C. NIVOLLO	MEROFWA	MERIDA, LEYTE	
35. MS. ANGEL I. BARQUIO	BFARMIC	MERIDA, LEYTE	
36. MR. MARINO MOJADO	MTODA	BRGY. POBLACION, MERIDA, LEYTE	
37. MS. AMOR S. ZARCO	MPRAC	MERIDA, LEYTE	
38. MS. AMELITA S. MEDINA	KALIPI	MERIDA, LEYTE	
39. MARY GRACE K. LIBO-ON	MPDC STAFF	LGU-MERIDA, LEYTE	
40. ENRICO B. DENAYA	MPDC STAFF	LGU-MERIDA, LEYTE	
41. ERICA NIENDOLA	MPDC STAFF	LGU - MERIDA	
42. IVY GORNITO	MPDC STAFF	"	
43. GENIVEVE VERIL	MPDC STAFF	"	
44. ERNESTO B. PENING	MISO	"	
45. GENEVIEVE G. SABINO	CSB SEC	"	

46. PAUL G. RECHON
Certified true and correct:


NIKKI I. SEREÑO
MBO/MPDC Designate

LGU - MERIDA

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)				TOTAL 12
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	
1000	General Public Services										
1000-000-3-01-001-001	Mayor's Office General Supervision of the Executive and Administration Affairs of the Municipal Government of Merida	MO	January	December	Overall direction supervision, mgt. & control of the executive department is rendered	General Fund	1,750,000.00	5,148,143.60			6,898,143.60
	<i>Sports/Socio-Cultural Activities</i>										
	Other Supplies and Materials Expenses	MO	January	December		Gen. Fund					
	Other General Services	MO	January	December		Gen. Fund					
	Other MOOE	MO	January	December		Gen. Fund					
	Prizes	MO	January	December		Gen. Fund					
	<i>Capacity Development for Employees</i>										
	Training Expenses	MO	January	December		Gen. Fund					
	Prizes	MO	January	December		Gen. Fund					
	<i>Special Employment for Students</i>	MO	January	December		Gen. Fund					
	<i>Peace & Order and Public Safety Activity</i>										
	Training Expenses	MO	January	December		Gen. Fund					
	Confidential Expenses	MO	January	December		Gen. Fund					
	Fuel, Oil & Lubricants Expenses	MO	January	December		Gen. Fund					
	Other MOOE	MO	January	December		Gen. Fund					
	<i>Tourism Development Activity</i>										
	Prizes	MO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MO	January	December	Gen. Fund						
	Other MOOE	MO	January	December	Gen. Fund						

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
1000-000-3-02-008-001-001	Municipal Disaster Risk Reduction and Management Office	MDRRMO	January	December	Disaster Risk Reduction and Management Supplies, Equipment and similar services	General Fund	50,000.00				50,000.00
1000-000-3-02-009-001-001	General Services Office Procurement, Supply and Property Management	GSO	January	December	are delivered/government properties are recorded maintained and in safe custody	General Fund	400,000.00				400,000.00
1000-000-3-01-002-001-001	Vice Mayor's Office Legislative Services	VMO	January	December	Presides sessions, legislative measures is effected, legislative services if rendered.	General Fund	100,000.00				100,000.00
1000-000-3-01-003-001-001	Sangguniang Bayan Office Legislative Services	SB	January	December	Resolutions and Ordinances for develop. and income generation is formulated and approved. Legislative services if rendered.	General Fund	500,000.00				500,000.00
1000-000-3-02-010-001-001	SB Secretariat Office Secretarial Services	SB SEC. OFFICE	January	December	Records are maintained, Good Safe-keeping of resolutions and ordinance is effected	General Fund	250,000.00				250,000.00

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
	Administration Office Executive and Administrative Affairs	ADMIN. OFFICE	January	December	Administration and Management of the Prog. The Municipal Government under the Supervision and control of the LCE	General Fund					
1000-000-3-02-011-001-001	Human Resource and Management Office (HRMO) Human Resource Services	HRMO	January	December	Employees benefits is attended/addressed, human resource development and measures is effected in conformity with the existing rules and regulations of the CSC	General Fund	150,000.00				150,000.00
1000-000-3-01-009-001-001	Mun. Planning and Development Office Development Planning and Project Monitoring 1. Municipal Development Council 1.1 Provision of Assistance in the Preparation of the Annual Investment Program (AIP) CY 2019	MPDO	January January	December June	AIP for CY 2023 is prepared in conformity with the prescribed format and substance	General Fund	200,000.00				200,000.00

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
1000-000-3-01-012-001-001	Municipal Civil Registrar's Office Civil Registry Services	MCR	January	December	Proper safe-keeping of certificates of live births, death and marriage licenses is effected and records are maintained & reports are submitted to NSO	General Fund	50,000.00				50,000.00
1000-000-3-01-008-001-001	Municipal Budget Office Budget Preparation, Preliminary Review of Barangay budget allotment of funds	MBO	January	December	Budget Proposals of every municipal departments are consolidated monitoring of actual expenditures against collections is conducted and recommends to the LCE of fund utilization status	General Fund	250,000.00				250,000.00
1000-000-3-01-007-001-001	Municipal Accountant's Office Accounting and Internal Audit Services	MACCO	January	December	Take Charge of accounting concerns on cash advances, remittances, payment of salaries, reimbursement and liquidations, internal audit service of the LGU and barangays of attended	General Fund	350,000.00				350,000.00

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE / CO / SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Start Date	Completion Date	Expected Outputs	Funding Source	PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
1000-000-3-01-005-001-001	Municipal Treasurer's Office Collection and Disbursement and Treasury Services	MTO	January	December	Local income is increased, disbursements is in accordance with existing laws, rules and regulations, sound financial mgt. is effected & proper custody of public funds is exercised	General Fund	379,801.76				379,801.76
1000-000-3-01-006-001-001	Municipal Assessor's Office Assessment of Real Property	MASSO	January	December	Increased revenue of Real Property Tax	General Fund	150,000.00				150,000.00
1000-000-3-02-012-001-001	DILG Local Government Administration and Services	DILG	January	December	Administration and monitoring of implementation status of existing law & mandates on local governance and the Local Code of 1991	General Fund					-
1000-000-3-02-014-001-001	MCTC Judicial Services	MCTC	January	December	Judicial Services is rendered effective at the Municipal level	General Fund					-
1000-000-3-02-015-001-001	Merida Police Station Peace and Order Security Services	MPO	January	December	Peace and Order in the municipality is maintained effeciently & effectively	General Fund					-
1000-000-3-02-013-001-001	Auditor's Office Post Audit Services	MAO	January	December		General Fund					-
	Municipal Administrator's Office	MAO	January	December	Developed management & administration related plans & strategies approved by the LCE & delivered administrative support services during & after man-made and and natural disasters and calamities	General Fund					-

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Start Date	Completion Date	Expected Outputs	Funding Source	PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
1000-000-3-02-018-001-001	Business Permits & Licensing Office	BPLO	January	December	Increased revenue from permits and licenses	General Fund	50,000.00	180,000.00			230,000.00
1000-000-3-02-019-001-001	Internal Audit Service	IAS	January	December							
SUB-TOTAL (GENERAL PUBLIC SERVICES SECTOR)							4,629,801.76	5,328,143.60			9,957,945.36
3000	Social Services Sector										
3000-000-3-01-011-001-001	Municipal Health Office Health Service	MHO	January	December	Health Concerns of the Constituents of the municipality is addressed/ attended to and medical needs of patients is effectively served	General Fund	550,000.00				550,000.00
	Prevention/Control of Infectious Disease	MHO	January	December		Gen. Fund					
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund					
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund					
	Prevention/Control of Infectious Disease	MHO	January	December		Gen. Fund					
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund					
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund					
	Other MOOE	MHO	January	December	Gen. Fund						

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
3000	Social Services Sector										
	Basic Curative Services	MHO	January	December		Gen. Fund					
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund					
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund					
	Health Education	MHO	January	December		Gen. Fund					
	Family Health Services	MHO	January	December		Gen. Fund					
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund					
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund					
	Environment Health Sanitation Services	MHO	January	December		Gen. Fund					
3000-000-3-02-020-001-001	Merida Infirmary Clinic	MO	January	December	Provided consultation / outpatient services to the constituents of Merida	General Fund	50,000.00	450,000.00			500,000.00
3000-000-3-02-016-001-001	Population Office Population Control Services	Population Office	January	December	Active Family Planning acceptors are provided assistance, Pre-Marriage counseling is conducted and Responsible Parenthood Program is effected	General Fund					

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)				TOTAL 12
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	
3000	Social Services Sector										
	Year-End Provincial Evaluation	POPCOM	January	December		Gen. Fund					
	Family Planning Day Sessions	POPCOM	January	December		Gen. Fund					
	Youth Programs/ARSE/SADE/Parent Symp	POPCOM	January	December		Gen. Fund					
	Data Banking RBIM Enumerators	POPCOM	January	December		Gen. Fund					
	HIV / AIDS Awareness										
	RPRH Summit & Conference IPCC Training	POPCOM	January	December		Gen. Fund					
	Family Development Sessions	POPCOM	January	December		Gen. Fund					
3000-000-3-02-022-001-001	Nutrition	MNAO	January	December	Nutrition Programs and Activites is effected and provided	General Fund					
	Nutrition Services										
	Supplemental Feeding	MNAO	January	December		Gen. Fund					
	Evaluation Nutrition/Nutrition Month	MNAO	January	December		Gen. Fund					
	Training Expenses	MNAO	January	December		Gen. Fund					
	Other MOOE	MNAO	January	December		Gen. Fund					
	BNS/MNC Volunteers Enhancement	MNAO	January	December		Gen. Fund					
	PABASA sa Nutrisyon IYCF	MNAO	January	December		Gen. Fund					
	PABASA sa Nutrisyon PNEA	MNAO	January	December	Gen. Fund						

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (In Thousand Pesos)				
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12
3000	Social Services Sector										
	Buntis Congress	MNAO	January	December		Gen. Fund					
	Prizes	MNAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MNAO	January	December		Gen. Fund					
	Other MOOE	MNAO	January	December		Gen. Fund					
	Nutripak Production	MNAO	January	December		Gen. Fund					
	Food Supplies Expenses	MNAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MNAO	January	December		Gen. Fund					
	Other MOOE	MNAO	January	December		Gen. Fund					
3000-000-3-02-005-001-001	Mun. Social Welfare and Development Off. social Welfare Services	MSWDO	January	December	Counseling of victims of violence, rape and any forms of abuse is provided, attended to addressed, livelihood programs for the constituents is facilitated and effected	General Fund	200,000.00				200,000.00
	Family Welfare Program	MSWDO	January	December		Gen. Fund					
	Family Month Celebration	MSWDO	January	December		Gen. Fund					
	PWD Welfare	MSWDO	January	December		Gen. Fund					
	Educational Assistance for PWD	MSWDO	January	December		Gen. Fund					
	Child / Youth Welfare Program	MSWDO	January	December		Gen. Fund					

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)				
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	TOTAL 12
3000	Social Services Sector										
	Womens Welfare Program	MSWDO	January	December	Support Services for job/ employment opportunities and extended support services to OFWs	Gen. Fund					
	Livelihood Skills Training	MSWDO	January	December		Gen. Fund					
	Elderly Welfare Program	MSWDO	January	December		Gen. Fund					
	Home Care Support	MSWDO	January	December		Gen. Fund					
	Recovery & Welfare Program	MSWDO	January	December		Gen. Fund					
	Other MOOE	MSWDO	January	December		Gen. Fund					
	Training Expenses Public Employment and Services Office	MSWDO MO	January January	December December		General Fund					
3000-500-3-02-019-001-001	Local Youth Development Office	LYDO/MO	January	December	Youth Development Projects Implemented	General Fund					
	Sports/Socio-Cultural Activities	LYDO/MO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	LYDO/MO	January	December		Gen. Fund					
	Other General Services	LYDO/MO	January	December		Gen. Fund					
	Other MOOE	LYDO/MO	January	December		Gen. Fund					
	Prizes	LYDO/MO	January	December	Gen. Fund						

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
	(PS / MOOE/CO/SPA)

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
3000	Social Services Sector										
	Capacity Development for Employees	LYDO/MO	January	December		Gen. Fund					
	Training Expenses	LYDO/MO	January	December		Gen. Fund					
	Other MOOE	LYDO/MO	January	December		Gen. Fund					
SUB-TOTAL (SOCIAL SERVICES SECTOR)							800,000.00	450,000.00			1,250,000.00
8000	Economic Services Sector										
8000-000-3-02-003-001-001	Municipal Agricultures Office	MAO	January	December	Agricultural Programs and activities on the latest farming technology is promoted, facilitated and provided to farmer's and fisherfolks	General Fund	350,000.00				350,000.00
	Maintenance of Fish and Bird Sanctuary	MAO	January	December		Gen. Fund					
	Maintenance of Bantay Dagat	MAO	January	December		Gen. Fund					
	Other General Services	MAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund					
	Vegetable Seeds Distribution	MAO	January	December		Gen. Fund					
	Marine Reserve and Fish Sanctuary	MAO	January	December		Gen. Fund					

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

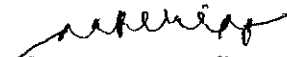
AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)				TOTAL 12
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	
8000	Economic Services Sector										
	Corn Seeds Distribution	MAO	January	December		Gen. Fund					
	Mariculture Park / Zone	MAO	January	December		Gen. Fund					
	Other General Services	MAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund					
	Maintenance of Irrigation System	MAO	January	December		Gen. Fund					
	Other General Services	MAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund					
	Techno. Demo / Nursery	MAO	January	December		Gen. Fund					
	Other General Services	MAO	January	December		Gen. Fund					
	Artificial Insemination	MAO	January	December		Gen. Fund					
	Other General Services	MAO	January	December		Gen. Fund					
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund					
8000-000-3-02-018-001-001	Municipal Tourism Office	Mun. Tourism Office	January	December	Tourism Programs & Services	General Fund	50,000.00				50,000.00
8000-000-3-02-017-001-001	Market and Slaughterhouse	MO	January	December	Market and Slaughterhouse is improved and maintained, increase local revenues	General Fund	50,000.00				50,000.00


**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

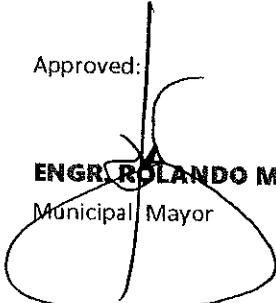
Php	12,107,945.36
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)						
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	TOTAL 12		
8000	Economic Services Sector												
8000-000-3-01-010-001-001	Municipal Engineering Office	MEO	January	December	Administration of municipal government projects, maintenance of drainage systems, maintenance of roads and bridges and maintenance of municipal equipment is provided and effected, technical assistance to barangay is provided	General Fund	450,000.00					450,000.00	
8000-000-3-02-021-001-001	Municipal Environment and Natural Resources Office											-	
SUB-TOTAL (ECONOMIC SERVICES SECTOR)							900,000.00	-	-	-	-	900,000.00	
TOTAL PS, MOOE, CO, SPA							6,329,801.76	5,778,143.60	-	-	-	-	12,107,945.36

Prepared:

NIKKI I. SEREÑO
MPDO - Designate

Reviewed:

ERNESTO B. PENING
Municipal Budget Officer - Designate

Approved:

ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor



COLLECTIVE NEGOTIATION AGREEMENT (CNA)

KNOWN ALL MEN BY THESE PRESENTS:

THIS COLLECTIVE NEGOTIATION AGREEMENT entered into and executed this 17th day of November 2023 by and between:

The **LOCAL GOVERNMENT UNIT OF MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE**, a government agency with principal address at **TOWN HALL, BARANGAY POBLACION, MERIDA, LEYTE, 6540** herein represented by its **LOCAL CHIEF EXECUTIVE, HON. ENGR. ROLANDO M. VILLASENCIO** Municipal Mayor of Merida, Leyte, hereinafter referred to as the **AGENCY**.

And

MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA), a duly registered public sector association as evidenced by the Certificate of Registration jointly issued in its favor by the **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)** on **NOVEMBER 16, 2017** and the **CIVIL SERVICE COMMISSION (CSC)** on **FEBRUARY 23, 2021**, with principal address at **TOWN HALL, BARANGAY POBLACION, MERIDA, LEYTE, 6540** herein represented by its President, **JESUS P. TAHIL**, hereinafter referred to as the association.

WITNESSETH:

WHEREAS, the Employees' rights to self-organization and collective negotiations are fully recognized and guaranteed in three (3) separate provisions of the 1987 Philippine Constitution, as follows:

- **ARTICLE III, SECTION 8.** "The right of the people, including those employed in the public and private sectors, to form associations, associations or societies for purposes not contrary to law shall not be abridged"
- **ARTICLE IX (B), SECTION 2(5).** "The right to self-organization shall not be denied to government employees."
- **ARTICLE XIII, SECTION 3.** "The state shall afford full protection to labor, local and overseas organized, and promote full employment and equality of employment opportunities for all."

"It shall guarantee the rights of all workers to self-organization, Collective Bargaining and Negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work and a living wage. They shall also participate in policy and decision-making process affecting their rights and benefits as may be provided by law."

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WHEREAS, Executive Order No. 180 issued on June 1, 1987 authorize management and the accredited association of the agency to enter into Collective Negotiations on terms and conditions of employment which are not fixed by law;

WHEREAS, the LOCAL GOVERNMENT UNIT OF MERIDA, Leyte supports the rights of employees to self-organization and collective negotiations;

WHEREAS, MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) is recognized the sole and exclusive representative of all Rank-and-file Employees of the Local Government Unit of Merida, Leyte.

WHEREAS, the agency and the association have agreed to sign and enter into a formal agreement on mutually acceptable terms as may hereinafter be agreed in order to provide and establish just, humane, equitable and harmonious working environment, ensure maximum productivity, guarantee health and safety, and the best interest of service as means of furtherance of labor-management relations and attainment of delivery of genuine, honest and quality public service.

WHEREAS, the parties agreed to promote the principle of shared responsibility on matters of decision making affecting association members' rights, benefits and interests and commit to uphold the letter and spirit of this agreement.

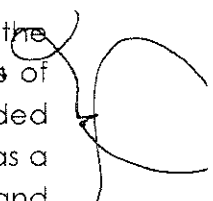
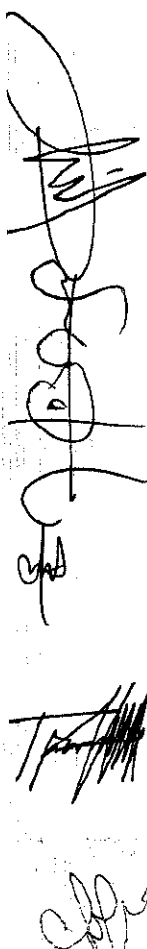
NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby stipulate and agree on the following:

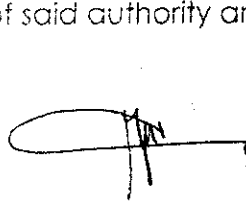
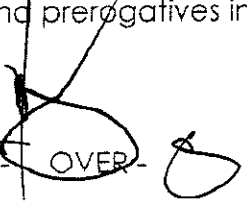

ARTICLE 1 - DECLARATION OF PRINCIPLES

SECTION 1. The Agency and the Association acknowledge that responsive management and responsible public sector association are the key partners for effective governance, and that a harmonious relationship between and among the parties is dependent upon mutual respect due to a partner for progress accorded by the association to the agency, and by the latter to the former, the officers and members thereof, in such a manner that neither the agency nor any department head thereof shall look down with disdain and scorn upon, nor discriminate, employees due to their association membership.

SECTION 2. The agency and the association recognize the basic rights of all employees to living wage, career development, just and humane conditions of work, and security of tenure for permanent employees.

SECTION 3. The association recognizes the authority and prerogative of the agency in the implementation of the existing laws governing terms and conditions of employment in the Government and the maintenance of employee benefits provided by law and such personnel actions as hiring, promotion, re-assignment, termination as a result of disciplinary action, and in establishing policies, office procedures and rules and regulations. The agency shall exercise at all times impartial, reasonable, and sound discretion in its exercise of said authority and prerogatives in accordance with law;



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SECTION 4. The agency shall consult the association in all matters affecting the rights, welfare and other concerns of the rank-and-file employees;

SECTION 5. The association shall participate in the formulation of policies, plans and programs affecting their rights, benefits and duties. In this regard, at least three duly designated officers of association shall be allowed to participate and sit as members of existing committees, where employees welfare, rights and benefits is the subject of discussion, including those that may be subsequently formed or established by the agency by regulation, prescribe or specified by CSC policies, rules and regulations:

- 5.1 Personnel Selection Board;
- 5.2 Personnel Development Committee;
- 5.3 Employee Suggestion and Incentive Awards Committee;
- 5.4 Grievance Committee;
- 5.5 Performance Evaluation Review Committee;
- 5.6 Uniform/Clothing Committee
- 5.7 Management Committee
- 5.8 Public Bidding and Awards Committee;
- 5.9 Special Committees such as reorganization/staffing/placement, Sports, Socio-cultural, Recreational, Foundation Day Anniversary, and Christmas Celebration; and
- 5.10 Other Committee that will require the participation of the Rank-and-File.

SECTION 6. The activities of the association shall be conducted in consonance with its constitution and by-laws and shall be consistent with the duty of the government to provide basic, effective and essential services to the people and shall see to it that utmost standard of ethics, morality and commitment to public service is practiced and observed.

SECTION 7. The parties shall foster and promote harmonious, progressive, and transformative labor-management relations, and uphold the intent and spirit of this agreement.

SECTION 8. The association commits itself to provide support in the implementation of the rules and regulations of the Agency with regards to its austerity measures to regulate and save materials, office supplies, and water and energy consumption involving computers, air-conditioning units service vehicles and the like.

ARTICLE II – DEFINITION OF TERMS

SECTION 1. NEGOTIATING UNIT – refers to all rank-and-file employees of the Local Government Unit of Merida, Leyte with Salary Grade 22 and below not otherwise disqualified by law.

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Whenever used in this agreement, the terms "**EMPLOYEES**" refers only to those within the scope of the Negotiating Unit herein defined.

SECTION 2. RANK-AND-FILE EMPLOYEE – refers to those employees of the LGU whose functions are not normally considered as managerial, with the power to formulate policies or to hire, transfer, assign, lay-off, recall or discipline employees and those employees who fall under the Sub Professional and Professional categories of the re-categorized position classification system, excluding those highly confidential and conterminous employees.

SECTION 3. MEMBERSHIP FEE – refers to payment to the association done only once by an LGU Employee in recognition of his/her membership to MeLeMREA in accordance with the latter's By-Laws.

SECTION 4. ASSOCIATION DUES – refers to a regular contribution of members to the association in accordance with its By-Laws.

SECTION 5. AGENCY FEE – refers to the amount assessed and collected from the other employees of the LGU who are non-members of the association but who are covered and who enjoy the benefits under this collective negotiation agreement.

SECTION 6. SPECIAL ASSESSMENT FEES – refers to those fees other than the Membership Fee, Association Dues, Labor Education Fees, and those prescribed under the Organization's Constitution and By-Laws.

ARTICLE III – RECOGNITION

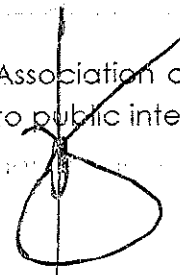
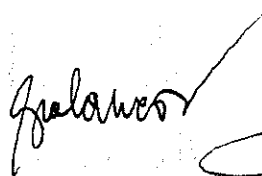
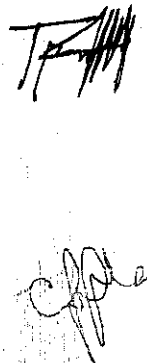
SECTION 1. The Agency recognizes the association as the sole and exclusive representatives of all Rank-and-File Employees in all Collective Negotiations concerning employees and Association Members' Rights, Benefits and Privileges.

SECTION 2. The Agency recognizes the association as an advocate of meaningful change for growth, progress. And full development of the Local Government Unit of Merida, Leyte as a whole.

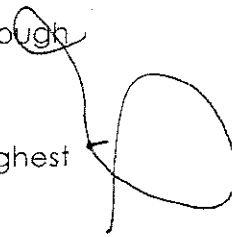
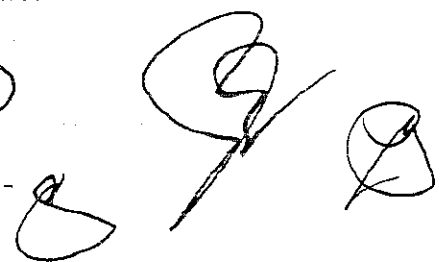
SECTION 3. The Agency shall guarantee that there shall be no discrimination in any manner or form, against any employee due to membership in, or lawful acts performed as officer or member of the Association.

SECTION 4. The Agency shall discuss, transact deal and/or negotiate only through and directly with the association.

SECTION 5. The Agency and the Association agree to see to it that the highest standards of ethics, morality, and fidelity to public interest are observed.



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ARTICLE IV – MEMBERSHIP AND SCOPE OF REPRESENTATION

SECTION 1. Association Membership shall be composed of all Rank-and-File Employees of the Agency with salary grades 1 to 22, except (a) high-level employees as defined in Section 3 of Executive Order No. 180 dated June 1, 1987; (b) highly confidential employees as defined in Section 1 (aa), Rule 1 of the Amended Rules and Regulations of E.O. No. 180; and (c) assistant Department Heads as provided under Resolution No. 1, Series of 2005 dated May 4, 2005 issued by the Public Section Labor-Management Council.

SECTION 2. Those falling under the exceptions in the preceding section who opted to be covered by this agreement, or those who cannot be members by virtue of their religion shall be entitled to the same benefits and the privileges received and enjoyed by the regular members of the Association provided the agency fee as set by the Association is deducted from their salary.

SECTION 3. The Parties agree that the proper and appropriate Collective Negotiation Committee shall be composed of Six (6) Representatives from the Agency who shall be designated in a letter, stating therein that said persons are designated as such, by the Municipal Mayor, and Six (6) Representatives from the Association as designated in a letter, stating therein that said persons are designated as such, by the Association President.

ARTICLE V – ASSOCIATION SECURITY

SECTION 1. All employees who are members of the Association on the date of signing of this Agreement, as well as Employees who become members of the Association during its effectivity shall maintain their membership of good standing.

SECTION 2. The Agency shall not discriminate against any employee due to membership in the Association or for lawful acts performed as officer or representative of the Association.

SECTION 3. The Agency shall allow the holding of Association meetings, and programs/activities, the schedule of which shall be provided the Agency for its approval.

SECTION 4. The association shall notify the Agency in writing the name of its Officers who are duly elected to its board and any substitutions or changes therein within Fifteen (15) working days from their official election or substitution, including their functions and duties as provided under the Association Constitution and By-Laws.

SECTION 5. Upon request and subject to the availability, the Agency may provide a service vehicle for use of the Association Officers in attending Official Business or Meetings called and sponsored by any Government Agency on matters concerning the welfare of the Employees.

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SECTION 6. The Agency shall furnish the Association, upon the latter's request, Financial, Report, Annual Approved Budget, COA Audit Report, and other pertinent information in the Agency's possession, and such other Financial Reports covering matters of Employees' concern. Likewise, the Association shall furnish the Agency, upon latter's request, a copy of the Association's Annual Plans and Programs.

ARTICLE VI – ASSOCIATION OFFICE

SECTION 1. The Agency authorizes the holding by the Association of regular monthly meetings or emergency meetings, during office hours whenever necessary for information or discussion of special concerns or urgent matters and a general assembly once a year, notice of which as to the date, time, venue and purpose of the assembly shall be sent to the Municipal Mayor.

SECTION 2. The Agency shall grant the Association official time subject to CSC Laws, Rules and Regulations of Association Officers and Members who will attend applicable local, national and/or International Workers' Education Programs, Seminars, meeting, Conventions, Conferences, and Leadership trainings.

SECTION 3. The agency shall allow the Association to post announcements and other documents for posting in the existing LGU Bulletin Boards.

SECTION 4. The Agency shall allow the Association to undertake programs, projects or activities that are deemed beneficial to Association Members.

SECTION 5. The Agency shall institutionalize the proper dissemination of correspondence and communications directly affecting the general welfare of the employees by including the Association in the mailing and routing list of the Agency.

ARTICLE VIII – PERSONNEL ACTIONS

SECTION 1. The Association recognizes the authority of the Agency over personnel actions/movements such as hiring, promotions, re-assignment, termination as a result of disciplinary action, and in establishing policies, officer procedures and rules and regulations. The Agency shall at all times exercise management discretion judiciously and in accordance with law.

SECTION 2. The Agency, in accordance with the Civil Service Laws, Rules and Regulations shall initiate a program on reorganization or internal restructuring involving the creation, abolition, reclassification, or upgrading of positions so as to standardize the staffing patters of the LGU in accordance with CSC directives. Once such a program is adopted, the Agency shall inform the Association of the same.

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SECTION 3. In the event when there is a need for reassignment of an Employee the Agency will consult the Department Head or Chief of Office needing additional personnel, the Association Member affected by the movement, his/her Office Head, and the Association President. Such reassignment shall be made only in the exigency of the service.

SECTION 4. The Agency shall strictly refrain from assigning non-career Employees such as Consultants, Casuals, Contractual and Job-order Employees to positions that exercise direct supervision over Regular Career Employees in accordance with CSC Memo Circular No. 40, Series of 1998.

ARTICLE IX – EMPLOYEES BENEFITS AND PRIVILEGES

SECTION 1. Employees shall continue to enjoy all existing benefits and privileges pertaining to their conditions of employment including, but not limited to economic benefits insofar as maybe authorized by Civil Service Law, Rules and Regulations and other applicable laws.

SECTION 2. Except for security of tenure, Casual Employees shall have the same benefits and privileges enjoyed by the Regular Employees. Qualified Casual Employees shall be considered as priority in case of hiring of a Regular Employee.

ARTICLE X – EMPLOYEE BENEFIT PROGRAMS

SECTION 1. LOYALTY PAY. – The Agency shall appropriate funds for the implementation of loyalty pay to its Employees as prescribed by CSC Memorandum Circular No. 06, Series of 2002.

SECTION 2. LEAVE PRIVILEGES – In accordance with the provision of CSC Memorandum No. 6, Series of 2006 and its related issuances, the Agency shall grant its Officials and Employee's the following leave privileges, to wit:

2.1 LEAVE PRIVILEGES. The Agency shall grant its Official and Employees the following non-cumulative leave privileges:

2.1 (a). Seven (7) days paternity leave, when the Employee's Legal wife gives birth or has a miscarriage;

2.1 (b). Seven (7) days parental leave for solo parents as per CSC Memorandum Circular No. 8, Series of 2004;

2.1 (c). Three (3) days leave under any of the following:

a. Burial or mourning leave, in case of death of the legitimate spouse or any of the legitimate children, parents, brothers, or sisters;

OVER -

- b. Emergency leave, in case of actual emergencies such as man-made disasters, typhoons, floods, and other calamities;
- c. Hospitalization leave, for immediate members of the family;
- d. Relocation leave, for physical transfer of abode;
- e. Graduation leave;
- f. Enrolment leave
- g. Personal Milestone;
- h. Wedding and honeymoon leave; and
- i. Anniversary leave.

2.2 REHABILITATION LEAVE. The Agency shall ensure the implementation of rehabilitation leave for work-related injuries in accordance with Section 55, Rule XVI (Leave of Absence) of the omnibus Rules Implementing Book V of Executive Order No. 292 as Amended by CSC MC Nos. 41, S. 1998; 6, 14, 24, S. 1999).

2.3 COMPENSATORY DAY-OFF. The Agency shall grant non-commutable leave credits or compensatory day-off in lieu of overtime services rendered without pay pursuant to the provision of CSC MC No. 30, S. 1994.

2.4 MATERNITY LEAVE. The Agency shall grant of up Two (2) months Maternity Leave of women employees who are expecting to give birth. Maternity Leave can be enjoyed by the expecting mother three months prior to the actual date of birth.

SECTION 3. MEDICAL AND DENTAL ASSISTANCE. The Agency shall provide free medical and dental check-up to Association Members at the Rural Health Office of Merida, Leyte.

SECTION 4. AWARDS AND INCENTIVES. The Agency shall ensure the implementation of the unified program on awards and incentives for services excellence (praise) pursuant to Department Order No. 2, Series of 2001 in accordance with the provisions of CSC Memorandum Circular No. 1, Series of 2001 and Reward provide in-kind or cash incentive (or both) to outstanding employees.

SECTION 5. HEALTH AND WELLNESS PROGRAM. In adherence to the essence of CSC Memorandum Circular No. 6, Series of 1995 requiring all Agencies to adopt the great Filipino workout, the Agency shall support and provide Employees an rea for its Health and Wellness Program.

SECTION 6. HOUSING PROGRAM. The Agency shall initiate housing program to Employees' access to housing benefits. Jointly with the association, the Agency shall work for a special housing allocation for employees, subject to the qualifications prescribed by the Agency.

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SECTION 7. LIVELIHOOD PROJECTS. The Agency shall endeavor to introduce and provide alternative sources of livelihood to all Employees. The Agency shall likewise establish or institute fund generating projects for purpose of augmenting Employees' benefits and for the full implementation of this Agreement subject to pertinent Rules and Regulations.

SECTION 8. SCHOLARSHIP PROGRAM FOR EMPLOYEES. The Agency may adopt a Scholarship program for (and/or facilitate availment of government/international scholarship grants to) qualified employees who wish to further advance their under graduate education and for those who wish to pursue post-graduate studies or undergo review for the bar or board, as the case may be.

SECTION 9. RECOGNITION PAY. Subject to availability of funds that the Agency shall grant a recognition pay of equivalent to one month salary but not less than P5,000.00 but not more than P10,000.00 to all its Rank-and-File Employees who has rendered an exemplary service in the performance of his or her duties that has elevated the Agency's prestige and employee morale. This shall be accompanied with a plaque of recognition.

ARTICLE XI – WORKING HOURS, SALARIES AND OTHER RELATED MATTERS

SECTION 1. TARDINESS AND ABSENCES. Employees who exceed the minimum number of tardiness and absences shall be given necessary action as provided under Civil Service Commission Rules and Regulations.

SECTION 2. TIME, ATTENDANCE, RECORDING, AND TRACKING. The Agency shall institutionalize the upgrading of its time attendance recording & tracking system and shall insure that the same shall be installed in an accessible and convenient location for Employees, especially the elderly and/or differently able.

SECTION 3. WORK SCHEDULE. The Agency may allow Employees to enjoy flexible time schedule as provided under Civil Service Commission Rules and Regulations.

SECTION 4. ENTITLEMENT OF NIGHT-SHIFT DIFFERENTIAL. This benefit shall be given to an employee whose regular working hours fall wholly or partially within ten o'clock in the evening to six o'clock in the morning of the following day, provided that the same be through compensatory overtime credit under CSC Law, Rules and Regulations.

SECTION 5. PAYMENT OF OVERTIME. Overtime pay shall be paid to an employee for work performed beyond the regular working hours in a day, and those performed on rest days, holidays and nonworking days subject to existing Rules and Regulations.

SECTION 6. HAZARD PAY. This benefits is given to personnel exposed to hazardous situations such as, but not limited to, assignment in strife-torn or embattled areas, distressed or isolated stations, prison camps, mental hospitals, leprosaria, radiation exposed clinics/laboratories/workshops, disease infested areas, and areas declared under State of Calamity or Emergency which pose occupational risks or perils to life, as provide for by Law.

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ARTICLE XII – HEALTH AND SAFETY WORK ENVIRONMENT CONDITIONS

SECTION 1. The Agency shall comply with applicable regulations requiring safety health and sanitary working conditions prescribed by appropriated Government Authorities and shall provide all offices, departments and satellite work stations adequately equipped and properly manned first aid units.

SECTION 2. The Agency shall inform the employees on all health and medical benefits available to them under the GSIS, PHILHEALTH and such other programs. It shall further agree to assist the employees in their claim for availment thereof in order to ensure such benefits are enjoyed by the employees.

SECTION 3. Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignments. This shall also apply to Employees who underwent major operations including stroke patients provided a Medical Certification in secured from Authorized Government Physician.

SECTION 4. The Agency and the Association agrees to conduct random drug test to all employees. Likewise the Agency shall also provide adequate safety outfits and equipment to employees exposed to health and other hazards.

SECTION 5. The Association shall initiate and the Agency shall implement & support, and financially assist in programs promoting the spirituality of Association Members and similar services, and the conduct of Association – championed self – transformation Seminars, Sports, and Socio-cultural programs participated in by the Employees.

ARTICLE XIII – PROFESSIONAL GROWTH AND DEVELOPMENT

SECTION 1. The Agency shall institutionalize the implementation of a career development program in all areas of work, subject to provisions of Legislative and Executive and Executive Issuances.

Career Development Program referred herein shall include attendance in conferences, conventions, seminars, trainings, workshops, values formation, fellowships, study grants, skills development, and other capability building programs.

SECTION 2. The Agency shall establish and implement opportunities for employee's Social Development through the conduct of social gatherings, sports activities, community outreach programs, team building exercises and other related activities that will foster and enhance camaraderie, bolster self-confidence and improve sociability of employees.

SECTION 3. Summer job for employee's dependents. The Agency shall include as beneficiaries in its SPES and other summer job programs qualified dependents of employees or as may be deemed necessary, subject to pertinent laws, rules and regulations.

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SECTION 4. Review, dissertation and thesis writing leave – the Agency, cognizant of individual initiative for personal and professional development, shall allow employees to avail of bar and board review, dissertation and thesis writing leave for a maximum of six (6) months with pay, subject to existing CSC Laws, Rules and Regulations.

ARTICLE XIV – SHARED RESPONSIBILITY FOR PROMOTION

SECTION 1. The Agency and the Association shall jointly formulate, implement and review the Agency's unified merit promotion plan as provided by the Civil Service Commission.

SECTION 2. Selection and promotion of employees shall be in accordance with CSC Laws, Rules and Regulations. The guidelines and criteria and any changes thereof adopted by the promotion and selection board shall be mutually agreed upon by the Agency and the Association.

SECTION 3. The appointing authority shall act on the recommendations submitted by the Personnel Selection Board as outlined in the succeeding paragraph within the period of six (6) months from the date of submission hereof. If the recommendation is not acted upon within the specified period, the screening process shall be invalidated.

SECTION 4. All things being equal, an applicant-insider shall be given preference by the Agency in the filling-up of any vacancy unless said position is highly technical or strictly confidential in nature and there is no qualified employee within the Agency.

ARTICLE XV – OTHER BENEFITS

SECTION 1. ASSISTANCE TO RETIREES. The Agency shall pay a retiring employee all benefits prior to the release of his/her claims from the GSIS and shall assist in the facilitation of the release of his/her retirement pay and other benefits. The Agency shall also grant a retiring employee/member regardless of rank and position any cash entitlement indicated in the praise program/budget in recognition of the retiree's loyal service to the Agency, subject to availability of funds.

ARTICLE XVI – GRIEVANCE MACHINERY

SECTION 1. The Association shall coordinate with the Agency in the implementation of the Agency Grievance Machinery as approved by the Civil Service Commission, provided that in the case an Association member has grievance against his/her fellow Association member, said issues will first be dealt with within the Association pursuant to the provision of the Association Constitution and By-Laws.

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SECTION 2. Employees not members of the Association shall have the right to directly lodge/present their complaints or grievances against co-employees (Association members or not) to Management and have them adjudicated judiciously, subject to CSC Rules, Laws and Regulations.

SECTION 3. Any complaint or grievance shall be resolved at the lowest possible level in the particular office of the Agency within five (5) days and the employee shall have the right to appeal such decision to higher authorities. A representative from the Association shall be included as member of the grievance committee.

ARTICLE XVII – PERSONNEL RIGHTS AND LEGAL REPRESENTATION / ASSISTANCE

SECTION 1. Whenever the Agency files a complaint against an employee, the following shall be observed:

1. Principle on due process and fair play shall be followed in the conduct and resolution of complaints.

2. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result of which is beneficial to the Agency in general, subject to the existing Revised Rules on Administrative Cases.

SECTION 2. The Agency shall ensure that in all Administrative Investigations, process shall be properly observed.

ARTICLE XVIII – BUDGET AND FUNDS

SECTION 1. Within six (6) months from the date of effectivity of this Agreement, the Agency and the Association shall prepare all the necessary guidelines in the implementation of the provisions herein contained within shall be presented to Municipal Mayor.

SECTION 2. All other laws, issuances, circulars that grant additional benefits to Association members in addition to aforementioned benefits shall form part of the CNA. Subject to DBM issuances.

ARTICLE XX – ENTIRETY AND AMENDMENT CLAUSE

SECTION 1. The parties hereby agree that the Terms and Conditions contained herein constitute the entire Agreement between the Agency and the Association and supersede all previous communications, representations or agreements, either verbal or written insofar as they are contrary or repulsive to the Terms and Conditions herein stipulated. Provisions on economic benefits shall be the subject of re-negotiation after a period of one (1) year.

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SECTION 2. If during the effectivity of this Agreement, certain provisions are found to be appropriate and the beneficial to officials and employees, amendments shall be done, introduced and/or instituted subject to the Agreement of both parties.

ARTICLE XXI – MISCELLANEOUS

SECTION 1. Separability clause, in the event any provision of this Agreement is declared invalid by competent court or authority or amended by Legislation, the remaining provisions to which such declaration does not pertain shall continue to be valid in full force and effect.

SECTION 2. General condition. Except as may be allowed or exempted by Law, all provisions contained in this Agreement shall be subject to the Rules and Regulations of the Civil Service Commission and the Department of Budget and Management.

ARTICLE XXII – CNA INCENTIVE BONUS

SECTION 1. The Agency agrees to grant a CNA incentive bonus in a mutually agreeable amount which is subject to availability of funds and in accordance with applicable guidelines issued by the DBM upon effectivity of the Agreement.

SECTION 2. Rank-and-file Employees not members of the Association entitled to received CNA incentive bonus are subject to an automatic deduction of 25% "AGENCY FEE" which shall be paid to the Association subject to existing Laws, Rules and Regulations.

SECTION 3. The amount of CNA Incentive Bonus be received by a Rank-and-File Employee based on his/her length of service, shall be computed using the Table provided below, provided the employees have at least a total or an aggregate of three (3) months and still active in the service as of November 30 of the current year.

Length of Service	Percentage of CNA Incentive Bonus
3 months but less than 4 months	45%
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

ARTICLE XXIII – EFFECTIVITY AND DURATION

SECTION 1. This Agreement shall take effect immediately upon signing and shall remain in full force for a period of three (3) years.

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SECTION 2. For the purpose of considering a specific proposal for amendment, the proponent shall file a written notice addressed to the President of the Association and must be served within Thirty (30) days prior to the intended meeting for the purpose of discussion, evaluation and judgment and/or decision by the executive board.

SECTION 3. Both parties agree to meet before the last sixty (60) days of this Agreement for the purpose of entering into a new CNA. It is understood that all provisions in this Agreement shall continue to remain in full force until such time a new Agreement is in effect and adapted.

ARTICLE XXIV – COST SAVING MEASURES

SECTION 1. The Association shall see to it that all electricity consuming devices and equipment computers not in use, ac units, electric fans, electric lights, tv sets, radios and sound systems shall be turned on at 9:00 am and turned off at 4:00 pm, as the case may be.

SECTION 2. Water consumption shall also be regulated; faucets, toilet bowls, sinks, and toilet flushes shall be regularly monitored to make sure that no water is left drifting to avoid water wastage.

SECTION 3. The Association shall encourage re-cycling and re-use of scratch bond papers and other office supplies; auction of condemned equipment and scrapped materials into cash to generate income or savings for the agency.

SECTION 4. Association officers shall require their members to be vigilant assist in the turning off of street lights should they see them left un-switched off. The Association shall support LGU Merida's programs and activities on cost-saving. The Association shall also encourage its members to be diligent in paying its obligations to include real property taxes, water bills and other financial obligations accrued to the LGU to improve local financial resources.

SECTION 5. Association Officers shall encourage members to be dedicated public servants and support the agency's objective if increased revenue collection by reporting to the appropriate office/department business establishments that does not have the necessary and required license or permit to operate. By doing so, the employees could help in the improved revenue collection.

SECTION 6. Association members are encouraged to devise and enforce as well as adhere to and support the agency's other cost saving measures that will generate funds and/or savings for the general good and welfare of one and all.

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IN WITNESS WHEREOF, THE PARTIES HERETO, BY THEIR AUTHORIZED REPRESENTATIVES
HAVE EXECUTED THIS COLLECTIVE NEGOTIATION AGREEMENT THIS
_____ AT MERIDA, LEYTE PHILIPPINES.

FOR AND IN BEHALF OF THE:

FOR AND IN BEHALF OF THE:

LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE

MERIDA, LEYTE MUNICIPAL RANK-AND-FILE
EMPLOYEES' ASSOCIATION (MeLeMREA)

HON. ENGR. ROLANDO VILLASENCIO
Municipal Mayor

MR. JESUS P. TAVIL
MeLeMREA President

SIGNED IN THE PRESENCE OF:

OSCAR D. CALAMBO
HRMO / MeLeMREA Founder & Trustee

DELIO G. COVERO
MeLeMREA Vice-President

JOSELITO T. DELOS ANGELES
Secretary to the Sanggunian
MeLeMREA Founder & Trustee

MARIA CHRISTINA Q. SOLANA
Secretary

ERNESTO B. PENING
MPO - Designate

HAIDEE JOYCE H. TRAVERO
Treasurer

JO-ANN M. ALCANTARA
Municipal Accountant

JOSE P. POLANCOS, JR.
Auditor

NIKKI I. SERENO
MPDC - Designate

NIDA O. IGOT
Auditor

CRISTOPHER C. NODALO
Municipal treasurer - Designate



Republic of the Philippines
MUNICIPALITY OF MERIDA
Province of Leyte

EMPLOYEES' ORGANIZATION – MANAGEMENT CONSULTATIVE COMMITTEE

EXCERPT FROM THE MINUTES OF THE MEETING OF THE MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA), OCTOBER 16, 2025 AT THE LEGISLATIVE BUILDING, SESSION HALL.

COMMITTEE RESOLUTION NO. 01-2025

A RESOLUTION RECOMMENDING TO THE LOCAL CHIEF EXECUTIVE OF MERIDA, LEYTE HON. ENGR. ROLANDO M. VILLASENCIO, THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) WITH THE AMOUNT TO BE DETERMINED BY THE CERTIFYING OFFICERS OF THE LOCAL GOVERNMENT UNIT.

WHEREAS, the officers representing the MeLeMREA have introduced to the chief executive the proposed Collective Negotiation Agreement (CNA) for review and consideration of the Committee created by the Municipal Mayor for the Negotiation process;

WHEREAS, the recommendation is anchored on the procedural guidelines as prescribed by the Department of Budget and Management (DBM) specifically on the allowable MOOE allotments which has become available as a result of cost-cutting and systems improvement measures identified in the CNA which was the result of the joint efforts of Management and Employees (Section 5.1.1);

NOW, WHEREFORE ON MOTION of Mr. Ernesto B. Pening, Municipal Budget Officer – Designate, duly seconded by Mrs. Jo-Ann M. Alcantara, Municipal Accountant, with the accord of all Committee Members present, from the Management and Association, be it:

RESOLVED, AS IT IS HEREBY RESOLVED TO RECOMMEND TO THE LOCAL CHIEF EXECUTIVE OF MERIDA, LEYTE HON. ENGR. ROLANDO M. VILLASENCIO, THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) WITH THE AMOUNT TO BE DETERMINED BY THE CERTIFYING OFFICERS OF THE LOCAL GOVERNMENT UNIT.

RESOLVED FURTHER, to furnish copies of this Resolution to all parties concerned and LGU Agencies concerned for information and reference.

ADOPTED: 16 OCTOBER 2025

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.


MARIA CHRISTINA Q. SOLANA
Secretary

  - OVER -   

CONCURRED:

LGU-MERIDA REPRESENTATIVES:

OSCAR D. CALAMBO
HRMD / MeLeMREA Founder & Trustee

JOSE LITO T. DELOS ANGELES
Secretary to the Sanggunian,
MeLeMREA Founder & Trustee

ERNESTO B. PENING
MBC - Designate

JO-ANN M. ALCANTARA
Municipal Accountant

NIKKI L. SERENO
MPDC - Designate

CRISTOPHER G. NODALO
Municipal Treasurer - Designate

APPROVED:

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor

MeLeMREA REPRESENTATIVES:

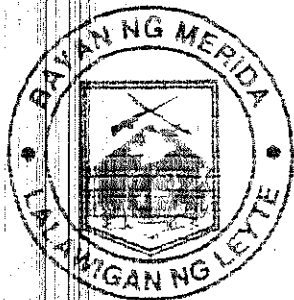
JESUS P. TAHIL
President

DELIO G. COVERO
Vice President

HAIDEE JOYCE H. TRAVERO
Treasurer

JOSÉ P. POLANCOS, JR.
Auditor

NIDA O. IGOT
Auditor



Republic of the Philippines
MUNICIPALITY OF MERIDA
Province of Leyte

EMPLOYEES' ORGANIZATION – MANAGEMENT CONSULTATIVE COMMITTEE

EXCERPT FROM THE MINUTES OF THE MEETING OF THE MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION, OCTOBER 16, 2025, AT THE LEGISLATIVE BUILDING, SESSION HALL.

COMMITTEE RESOLUTION NO. 02-2025

A RESOLUTION ESTABLISHING CRITERIA AND GUIDELINES IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA).

WHEREAS, the Employees' Organization-Management Consultative Committee have mutually agreed on the contents and provisions contained in the draft Collective Negotiation Agreement (CNA) and consequently made its recommendation to the Chief Executive for favorable action and consideration;

WHEREAS, the Consultative Committee finally crafted the following conditions in the granting of the CNA incentive as an offshoot to the Consultative Meeting being conducted for the purpose;

NOW, WHEREFORE, on motion of Mr. Delio G. Covero, Vice-President of MeLeMREA, duly seconded by Mrs. Jo-Ann M. Alcantara, Municipal Accountant, with the accord of all Consultative Committee Members present, both from the Management and Association, be it;

RESOLVED, AS IT IS HEREBY RESOLVED TO ESTABLISH CRITERIA AND GUIDELINES IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA).

GUIDELINES/CRITERIA IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE BONUS

SECTION 1. The Agency agrees to grant a CNA incentive bonus in a mutually agreeable amount which is subject to availability of funds and in accordance with applicable guidelines issued by the Department of Budget and Management (DBM) upon effectivity of the Agreement.

SECTION 2. Rank-and-file Employees not members of the Association entitled to receive CNA incentive bonus are subject to an automatic deduction of 25% "AGENCY FEE", which shall be paid to the Association, subject to existing laws, rules and regulations.

SECTION 3. The amount of CNA incentive bonus to be received by a rank-and-file employee based on his/her length of service, shall be computed using the table provided below provided the employees have at least a total or an aggregate of three (3) months and still active in the service as of November 30 of the current year.

<u>Length of Service</u>	<u>Percentage of the CNA Incentive Bonus</u>
3 months but less than 4 months	45%
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%

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7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

RESOLVED. FURTHER TO FURNISH COPIES OF THIS RESOLUTION ALL CONCERNED PARTIES AND LGU AGENCIES CONCERNED FOR INFORMATION AND REFERENCE.

ADOPTED : 16 OCTOBER 2024


APPROVED UNANIMOUSLY.

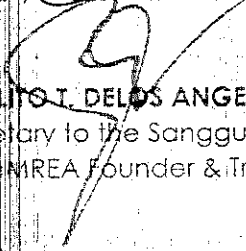
I hereby certify to the correctness of the foregoing Resolution.


MARIA CHRISTINA Q. SOLANA
Secretary

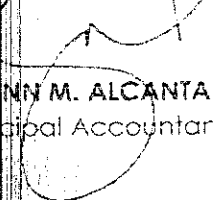
CONCURRED:

LGU-MERIDA REPRESENTATIVES:



OSCAR D. CALAMBO
HRMO / MeL MREA Founder & Trustee


JOSE LITO T. DELOS ANGELES
Secretary to the Sanggunian
MeL MREA Founder & Trustee



ERNESTO B. PENING
WBO - Designate


JO ANN M. ALCANTARA
Municipal Accountant



NIKKI I. SERENO
MPDC - Designate



CHRISTOPHER C. NODAL
Municipal Treasurer - Designate


MeL MREA REPRESENTATIVES:


JESUS P. TAHIL
President


DELIO G. COVERO
Vice President


HAIDEE JOYCE H. TRAVERO
Treasurer


JOSE P. POLANCOS, JR.
Auditor


NIDA O. IGOT
Auditor

APPROVED:


ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor



CIVIL SERVICE COMMISSION
Republic of the Philippines

CERTIFICATE OF ACCREDITATION

No. 1420

TO WHOM IT MAY CONCERN:

This is to certify that the Civil Service Commission has duly accredited the

MERIDA LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA)

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as the sole and exclusive negotiating agent of all rank-and-file employees in the

MUNICIPAL GOVERNMENT OF MERIDA

Merida, Leyte

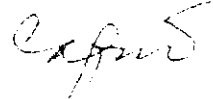
As such, it shall represent and bind them in any negotiation with management on terms and conditions of employment not fixed by law.

This Certificate may be cancelled by this Commission upon its own motion or upon petition by any adverse party for cause as provided by law and after due process.

Given this 23rd day of February, 2021 in Quezon City.


ALICIA DELA ROSA - BALA
Chairperson

Attested by:


CECILIA C. DELA FUENTE
Director IV
Human Resource Relations Office

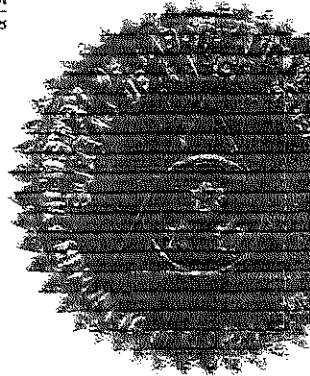
Republic of the Philippines



Department of Labor
and Employment



Civil Service
Commission



CERTIFICATE OF REGISTRATION

NO. 2253

TO WHOM IT MAY CONCERN:

This is to certify that the Department of Labor and Employment and the Civil Service Commission have registered

**MERIDA LEYTE MUNICIPAL RANK-AND-FILE
EMPLOYEES' ASSOCIATION (MeLeMREA)**

Local Government Unit of Merida, Leyte

PLACE OF OPERATION: Local Government Unit of Merida, Leyte
Merida, Leyte

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Implementing Rules and Regulations Governing the Exercise of the Right of Government Employees to Self-Organization, thereby conferring upon it the right to be certified/accredited, subject to the conditions prescribed in said Executive Order and Implementing Rules, as the sole representative of the rank-and-file employees to negotiate for them, and to undertake activities not contrary to law or public policy for the furtherance of the interest of its members.

This Certificate of Registration shall subsist unless cancelled in the manner provided for by Executive Order No. 180 and its implementing rules.


IN WITNESS WHEREOF, we have hereunto affixed our signature, with the seals of the Department of Labor and Employment and the Civil Service Commission at Manila, Philippines, this 16th of November, 2018.


SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment

Dept. of Labor & Employment


ALICIA dela ROSA-BALA

Chairperson

Civil Service Commission



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

SANGGUNIANG BAYAN

EXCERPT FROM THE JOURNAL OF PROCEEDINGS OF THE 18TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON NOVEMBER 26, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 19-25-128-

A RESOLUTION APPROVING THE REVERSION OF FUNDS UNDER THE PERSONAL SERVICES AND MAINTENANCE AND OTHER OPERATING EXPENSES FY 2025 OF THE DIFFERENT DEPARTMENTS/OFFICES OF THE MUNICIPAL LOCAL GOVERNMENT UNIT OF MERIDA, AMOUNTING TO TWELVE MILLION, ONE HUNDRED SEVEN THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP12,107,945.36).

WHEREAS, the Local Chief Executive submitted to the Sangguniang Bayan the request for the reversion of funds which are taken from the Unexpended FY 2025 Personal Services and Maintenance and Other Operating Expenses of the different offices of the Local Government Unit of Merida as of November 11, 2025;

WHEREAS, the August Body reviewed and evaluated the proposal to ascertain that the Allocations of the different offices are no longer subject for implementation thus, wirth for reversion back to the general fund in order to service another purpose depending on the identified priority needs of the Municipality;

WHEREAS, the Sanggunian has concluded, after careful evaluation that the intention of the Executive Office is meritorious and therefore, deserves the consideration and approval of the August Body in order to serve other priority purposes;

NOW, WHEREFORE, ON MOTION OF Hon. Benjamin A. Traverro, Jr., Chairman Committee on Finance, Appropriations, Ways and Means, duly seconded by MASS, BE IT;

RESOLVED, AS IT IS HEREBY RESOLVED, TO APPROVE THE REVERSION OF FUNDS UNDER THE PERSONAL SERVICES AND MAINTENANCE AND OTHER OPERATING EXPENSES FY 2025 OF THE DIFFERENT DEPARTMENTS/OFFICES OF THE MUNICIPAL LOCAL GOVERNMENT UNIT OF MERIDA, AMOUNTING TO TWELVE MILLION, ONE HUNDRED SEVEN THOUSAND, NINE HUNDRED FORTY-FIVE PESOS AND THIRTY-SIX CENTAVOS (PHP12,107,945.36).

RESOLVED FURTHER that copies of this Resolution be furnished to the Office of the Municipal Mayor of Merida, Leyte Hon. Engr. Rolando M. Villasencio, copy furnish the Municipal Budget Officer and the Municipal Accountant, all for their information and reference.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the veracity of the foregoing Resolution.

JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan

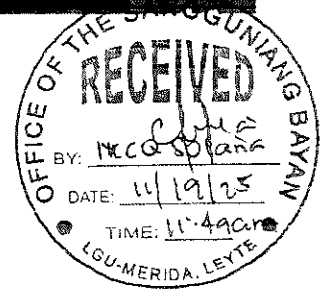
ATTESTED:

RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer



ENGR. ROLANDO M. VILLASENCIO
OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 | lgumerida.mayorsoffice@gmail.com | (053) 5579-588



ENDORSEMENT

This is to respectfully request the Office of the Sangguniang Bayan for the passage of a resolution approving the Reversion of Funds under the Personal Services and Maintenance & Other Operating Expenses FY 2025 of the different departments/offices amounting to **TWELVE MILLION ONE HUNDRED SEVEN THOUSAND NINE HUNDRED FORTY FIVE PESOS AND 36/100 (P12,107,945.36).**

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
PERSONAL SERVICES					
<i>Office of the Municipal Mayor</i>	Salaries	3,420,168.00	2,313,055.00	1,107,113.00	80,000.00
	Salaries (Casual)	3,769,776.00	1,698,438.36	2,071,337.64	744,000.00
	Clothing / Uniform Allowance	259,000.00	210,000.00	49,000.00	49,000.00
	Overtime Pay	200,000.00	25,769.15	174,230.85	100,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	585,605.60	484,868.00	100,737.60	75,700.00
	Sub-total	8,234,549.60	4,732,130.51	3,502,419.09	1,048,700.00
<i>LDRRMO</i>	Overtime & Night Pay	100,000.00		100,000.00	100,000.00
				-	
				-	
	Sub-total	100,000.00	-	100,000.00	100,000.00
<i>General Services Office</i>	Salaries	2,071,855.00	1,375,260.00	696,595.00	120,000.00
	PERA	216,000.00	134,000.00	82,000.00	15,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	169,869.00	157,134.00	12,735.00	12,000.00
	Retirement & Life Insurance Premiums	245,413.61	155,751.24	89,662.37	10,000.00
	Sub-total	2,703,137.61	1,822,145.24	880,992.37	157,000.00
<i>Office of the Municipal Vice-Mayor</i>	Other Bonuses Allowances				
	<i>Mid-Year Bonus</i>	98,631.00	88,525.00	10,106.00	10,000.00
	Sub-total	98,631.00	88,525.00	10,106.00	10,000.00
<i>Office of the Sangguniang Bayan</i>	Salaries	9,646,598.00	7,136,226.00	2,510,372.00	375,000.00
	PERA	264,000.00	178,000.00	86,000.00	24,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	791,886.00	762,884.00	29,002.00	29,000.00
	Cash Gift	55,000.00		55,000.00	5,000.00
	PEI	55,000.00		55,000.00	5,000.00
	Retirement & Life Insurance Premiums	1,143,771.02	736,714.68	407,056.34	100,000.00
	Sub-total	11,956,255.02	8,813,824.68	3,142,430.34	538,000.00
<i>Municipal Planning and Development Office</i>	Salaries	1,358,243.00	522,163.00	836,080.00	550,000.00
	PERA	108,000.00	52,000.00	56,000.00	20,000.00
	Clothing Allowances	35,000.00	21,000.00	14,000.00	14,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	98,116.00	54,091.00	44,025.00	98,000.00
	Year End Bonus	152,207.00		152,207.00	20,000.00
	Cash Gift	25,000.00		25,000.00	5,000.00
	PEI	25,000.00		25,000.00	5,000.00
	Retirement & Life Insurance Premiums	160,184.51	57,831.00	102,353.51	50,000.00
	Sub-total	1,961,750.51	707,085.00	1,254,665.51	762,000.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Municipal Civil Registrar's Office	Salaries	1,120,043.00	499,572.50	620,470.50	550,000.00
	PERA	48,000.00	26,000.00	22,000.00	10,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	91,809.00	60,096.40	31,712.60	30,000.00
	Retirement & Life Insurance Premiums	132,645.00	59,235.30	73,409.70	60,000.00
	Sub-total	1,392,497.00	644,904.20	747,592.80	650,000.00
Municipal Accounting Office	Salaries	2,462,669.00	1,679,375.00	783,294.00	300,000.00
	PERA	192,000.00	126,000.00	66,000.00	24,000.00
	Clothing Allowances	56,000.00	49,000.00	7,000.00	7,000.00
	Overtime & Night Pay	200,000.00	75,838.36	124,161.64	120,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	210,045.00	186,084.00	23,961.00	23,000.00
	Retirement & Life Insurance Premiums	281,368.06	202,822.80	78,545.26	5,000.00
	Sub-total	3,402,082.06	2,319,120.16	1,082,961.90	479,000.00
Municipal Treasurer's Office	Salaries	1,534,744.00	865,923.50	668,820.50	300,000.00
	PERA	180,000.00	112,000.00	68,000.00	12,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	175,380.00	100,074.00	75,306.00	75,000.00
	Year End Bonus	175,380.00	103,836.00	71,544.00	50,000.00
	Retirement & Life Insurance Premiums	199,167.36	96,480.66	102,686.70	50,000.00
	Sub-total	2,264,671.36	1,278,314.16	986,357.20	487,000.00
Municipal Assessor's Office	Salaries	1,386,152.00	722,871.82	663,280.18	500,000.00
	PERA	96,000.00	54,000.00	42,000.00	20,000.00
	Retirement & Life Insurance Premiums	164,134.85	77,783.28	86,351.57	70,000.00
	Sub-total	1,646,286.85	854,655.10	791,631.75	590,000.00
Rural Health Unit	Salaries	5,088,247.00	3,131,450.80	1,956,796.20	500,000.00
	PERA	336,000.00	176,000.00	160,000.00	50,000.00
	Hazard Pay	1,143,186.80	863,871.40	279,315.40	125,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	471,141.00	365,464.00	105,677.00	100,000.00
	Sub-total	7,038,574.80	4,536,786.20	2,501,788.60	775,000.00
POPCOM	Salaries	74,476.00		74,476.00	74,476.00
	PERA	24,000.00		24,000.00	24,000.00
	Clothing / Uniform Allowances	7,000.00		7,000.00	7,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	22,810.00		22,810.00	22,810.00
	Year End Bonus	24,019.20		24,019.20	24,019.20
	Cash Gift	5,000.00		5,000.00	5,000.00
	PEI	5,000.00		5,000.00	5,000.00
	Retirement & Life Insurance Premiums	8,356.70		8,356.70	8,356.70
	Pag-ibig Contribution	600.00		600.00	600.00
	Philhealth Contribution	1,740.98		1,740.98	1,740.98
	ECC	300.00		300.00	300.00
		Sub-total	173,302.88	-	173,302.88

STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
INAO	Salaries	74,476.00		74,476.00	74,476.00
	PERA	24,000.00		24,000.00	24,000.00
	Clothing / Uniform Allowances	7,000.00		7,000.00	7,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	22,810.00		22,810.00	22,810.00
	Year End Bonus	24,019.20		24,019.20	24,019.20
	Cash Gift	5,000.00		5,000.00	5,000.00
	PEI	5,000.00		5,000.00	5,000.00
	Retirement & Life Insurance Premiums	8,356.70		8,356.70	8,356.70
	Pag-ibig Contribution	600.00		600.00	600.00
	Philhealth Contribution	1,740.98		1,740.98	1,740.98
	ECC	300.00		300.00	300.00
	Sub-total	173,302.88	-	173,302.88	173,302.88
Municipal Agriculture Office	Salaries	1,903,769.00	1,155,645.50	748,123.50	150,000.00
	Clothing Allowance	56,000.00	49,000.00	7,000.00	7,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	192,747.00	117,605.00	75,142.00	75,142.00
	Sub-total	2,152,516.00	1,322,250.50	830,265.50	232,142.00
Municipal Engineer's Office	Other Bonuses Allowances				
	<i>Mid-Year Bonus</i>	201,055.00	175,063.00	25,992.00	25,000.00
	Sub-total	201,055.00	175,063.00	25,992.00	25,000.00
Market and Tugtherhouse	Salaries	389,665.00	132,576.00	257,089.00	150,000.00
	PERA	48,000.00	16,000.00	32,000.00	24,000.00
	Clothing Allowance	14,000.00	7,000.00	7,000.00	7,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	31,919.00	15,492.00	16,427.00	16,000.00
	Sub-total	483,584.00	171,068.00	312,516.00	197,000.00
Municipal Tourism Office	PERA	48,000.00	16,000.00	32,000.00	24,000.00
	Clothing Allowance	14,000.00	7,000.00	7,000.00	7,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	88,746.00	76,534.00	12,212.00	12,000.00
	Sub-total	150,746.00	99,534.00	51,212.00	43,000.00
Municipal Administrator's Office	Salaries	392,740.00		392,740.00	392,740.00
	PERA	10,000.00		10,000.00	10,000.00
	Representation Allowance	81,600.00		81,600.00	81,600.00
	Transportation Allowance	81,600.00		81,600.00	81,600.00
	Year End Bonus	75,548.00		75,548.00	75,548.00
	Cash Gift	5,000.00		5,000.00	5,000.00
	PEI	5,000.00		5,000.00	5,000.00
	Retirement & Life Insurance Premiums	9,425.76		9,425.76	9,425.00
	Pag-ibig Contribution	1,000.00		1,000.00	1,000.00
	Philhealth Contribution	1,963.70		1,963.70	1,963.00
	ECC	500.00		500.00	500.00
	Sub-total	664,377.46	-	664,377.46	664,376.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
ENRO	Salaries	110,424.00		110,424.00	110,424.00
	PERA	48,000.00		48,000.00	48,000.00
	Clothing / Uniform Allowances	14,000.00		14,000.00	14,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	32,958.00		32,958.00	32,958.00
	Year End Bonus	35,268.00		35,268.00	35,268.00
	Cash Gift	10,000.00		10,000.00	10,000.00
	PEI	10,000.00		10,000.00	10,000.00
	Retirement & Life Insurance Premiums	12,142.08		12,142.08	12,142.00
	Pag-ibig Contribution	1,200.00		1,200.00	1,200.00
	Philhealth Contribution	2,529.60		2,529.60	2,529.60
	ECC	600.00		600.00	600.00
	<i>Sub-total</i>	277,121.68	-	277,121.68	277,121.60
Merida Infirmary/ Dental Clinic	Salaries	834,409.00	329,203.08	505,205.92	300,000.00
	PERA	144,000.00	18,000.00	126,000.00	120,000.00
	Clothing / Uniform Allowances	42,000.00	7,000.00	35,000.00	35,000.00
	Subsistence Allowance	108,000.00	13,500.00	94,500.00	80,000.00
	Hazard Pay	270,000.00	87,326.75	182,673.25	150,000.00
	Other Bonuses Allowances			-	
	<i>Mid-Year Bonus</i>	150,059.00	38,413.00	111,646.00	111,000.00
	Year End Bonus	150,059.00		150,059.00	100,000.00
	Cash Gift	30,000.00		30,000.00	25,000.00
	PEI	30,000.00		30,000.00	25,000.00
	<i>Sub-total</i>	1,758,527.00	493,442.83	1,265,084.17	946,000.00
TOTAL PERSONAL SERVICES REVERTED		30,064,255.83	15,898,099.94	14,166,155.89	8,327,945.36
Office of the Municipal Mayor	Travelling Expenses	800,000.00	292,768.52	507,231.48	400,000.00
	Training Expenses	615,000.00	391,000.00	224,000.00	200,000.00
	Office Supplies Expenses	816,647.38	672,402.60	144,244.78	50,000.00
	Survey Expenses	100,000.00		100,000.00	100,000.00
	Subsidy to other LGU's	500,000.00		500,000.00	200,000.00
	Advertising Expenses	30,000.00		30,000.00	30,000.00
	Printing & Publication Expenses	30,000.00		30,000.00	30,000.00
	Rent Expenses	50,000.00		50,000.00	45,000.00
	Subscription Expenses	40,000.00		40,000.00	40,000.00
	Educational Assistance	250,000.00		250,000.00	250,000.00
	<i>Sub-total</i>	3,231,647.38	1,356,171.12	1,875,476.26	1,345,000.00
General Services Office	Travelling Expenses	70,000.00	3,200.00	66,800.00	60,000.00
	Training Expenses	50,000.00		50,000.00	50,000.00
	Fuel, Oil and Lubricants Expenses	200,000.00	10,662.55	189,337.45	180,000.00
	Repairs & Maintenance - Buildings and Other Structures	100,000.00	73,218.00	26,782.00	25,000.00
	Repairs & Maintenance - Transportation Equipment	200,000.00	73,435.00	126,565.00	80,000.00
		<i>Sub-total</i>	620,000.00	160,515.55	459,484.45

STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Office of the Municipal Office Mayor	Travelling Expenses	100,000.00	14,812.00	85,188.00	50,000.00
	Training Expenses	200,000.00	149,000.00	51,000.00	30,000.00
	Sub-total	300,000.00	163,812.00	136,188.00	80,000.00
Office of the Ingguniang Ryan	Travelling Expenses	600,000.00	231,751.00	368,249.00	250,000.00
	Training Expenses	1,200,000.00	844,600.00	355,400.00	300,000.00
	Fuel, Oil and Lubricants Expenses	15,000.00		15,000.00	15,000.00
	Sub-total	1,815,000.00	1,076,351.00	738,649.00	565,000.00
Office of the Ingguniang Ryan Secretariat	Travelling Expenses	100,000.00	33,155.00	66,845.00	50,000.00
	Training Expenses	50,000.00	38,400.00	11,600.00	11,000.00
	Sub-total	150,000.00	71,555.00	78,445.00	61,000.00
Municipal Planning & Development Office	Travelling Expenses	40,000.00	7,150.00	32,850.00	30,000.00
	Training Expenses	25,000.00		25,000.00	25,000.00
	Repairs & Maintenance - Buildings and Other Structures	15,000.00		15,000.00	15,000.00
	Printing & Publication Expenses	20,000.00		20,000.00	20,000.00
	Sub-total	100,000.00	7,150.00	92,850.00	90,000.00
LGCO	Travelling Expenses	22,000.00	7,150.00	14,850.00	14,000.00
	Training Expenses	8,000.00		8,000.00	8,000.00
	Sub-total	30,000.00	7,150.00	22,850.00	22,000.00
Municipal Civil Registrar's Office	Travelling Expenses	50,000.00	10,350.00	39,650.00	30,000.00
	Training Expenses	50,000.00	5,600.00	44,400.00	40,000.00
	Non-Accountable Forms Expenses	30,000.00	490.00	29,510.00	25,000.00
	Sub-total	130,000.00	16,440.00	113,560.00	95,000.00
Municipal Treasurer's Office	Non-Accountable Forms Expenses	40,000.00	3,130.00	36,870.00	35,000.00
	Printing & Publication Expenses	45,000.00		45,000.00	45,000.00
	Sub-total	85,000.00	3,130.00	81,870.00	80,000.00
Auditor	Travelling Expenses	80,000.00	50,450.00	29,550.00	20,000.00
	Training Expenses	60,000.00		60,000.00	60,000.00
	Sub-total	140,000.00	50,450.00	89,550.00	80,000.00
ICTC	Training Expenses	30,000.00	10,000.00	20,000.00	20,000.00
	Sub-total	30,000.00	10,000.00	20,000.00	20,000.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of November 11, 2025

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
ral Health Unit	Other Supplies and Materials Exp.	140,396.52		140,396.52	100,000.00
	Sub-total	140,396.52	-	140,396.52	100,000.00
VAO	Travelling Expenses	40,000.00		40,000.00	20,000.00
	Training Expenses	40,000.00		40,000.00	20,000.00
	Sub-total	80,000.00	-	80,000.00	40,000.00
unicipal griculture Office	Travelling Expenses	80,000.00	24,942.00	55,058.00	50,000.00
	Repairs & Maintenance - Buildings and Other Structures	52,000.00		52,000.00	50,000.00
	Repairs & Maintenance - Transportation Equipment	150,000.00		150,000.00	150,000.00
	Sub-total	282,000.00	24,942.00	257,058.00	250,000.00
irket and ughterhouse	Training Expenses	25,000.00		25,000.00	22,000.00
	Sub-total	25,000.00	-	25,000.00	22,000.00
unicipal urism Office	Training Expenses	60,000.00	8,000.00	52,000.00	20,000.00
	Advertising Expenses	50,000.00		50,000.00	20,000.00
	Sub-total	110,000.00	8,000.00	102,000.00	40,000.00
unicipal ministrator's fice	Travelling Expenses	30,000.00		30,000.00	30,000.00
	Training Expenses	20,000.00		20,000.00	20,000.00
	Sub-total	50,000.00	-	50,000.00	50,000.00
erida Infirmary birthing Clinic	Travelling Expenses	60,000.00		60,000.00	60,000.00
	Training Expenses	80,000.00		80,000.00	80,000.00
	Drugs and Medicines Expenses	200,000.00	25,604.30	174,395.70	100,000.00
	Medical, Dental & Laboratory Exp.	200,000.00	39,785.25	160,214.75	100,000.00
	Sub-total	540,000.00	65,389.55	474,610.45	340,000.00
ernal Audit ervices (IAS)	Travelling Expenses	32,000.00	15,380.00	16,620.00	16,000.00
	Training Expenses	50,000.00	11,000.00	39,000.00	39,000.00
	Other Supplies and Materials Exp.	50,000.00		50,000.00	50,000.00
	Sub-total	132,000.00	26,380.00	105,620.00	105,000.00
TOTAL MOOE REVERTED		6,219,396.52	1,683,265.10	4,536,131.42	3,780,000.00
TOTAL APPROPRIATIONS REVERTED		36,283,652.35	17,581,365.04	18,702,287.31	12,107,945.36

HEREBY CERTIFY jointly that the above statement of funds for reversion is true and correct.

Prepared:

NESTO B. PENING
Municipal Budget Officer - Designate

JO-ANN M. ALCANTARA
Municipal Accountant

Approved:

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Merida

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the LGU has savings which is backed up by cash available for the purpose in the amount of **TWELVE MILLION ONE HUNDRED SEVEN THOUSAND NINE HUNDRED FORTY FIVE PESOS AND 36/100 (P12,107,945.36)**

This certification is issued as an attachment for the proposed Supplemental Budget No. 02 FY 2025 of the LGU.

Issued this 11th day of November 2025 at Merida, Leyte.


CRISTOPHER G. NODALO
Acting Municipal Treasurer


JO-ANN M. ALCANTARA
Municipal Accountant