



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 08
Date: 21 2026 APR

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: APR 15 2026

By: [Signature]

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 4. 15. 26 Time: [Signature]

2nd INDORSEMENT

February 26, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 25-61 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 25-61: “**An Ordinance authorizing the creation of 27 new Plantilla items etc. ”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76², subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL

Provincial Legal Officer

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

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

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

1ST INDORSEMENT
19 February 2026

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: Alan
Date: 20 FEB 2026 Time: _____

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-61, series of 2025**, of the **Municipality of Burauen, Leyte**, entitled: **An Ordinance authorizing the creation of Twenty-Seven (27) new Plantilla items in the different offices of the Municipal Government of Burauen, Leyte.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



MUNICIPAL ORDINANCE NO. 25-61

**“An Ordinance Authorizing the Creation of Twenty-seven (27)
New Plantilla Items in the Different Offices of the Municipal
Government of Burauen, Leyte”**

BURAEN, LEYTE



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

February 19, 2026

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

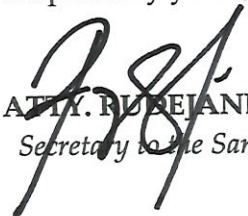
Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: FEB 19 2026
By: Jenni H.

Ladies/Gentlemen:

We transmit herewith 12 copies of Municipal Ordinance No. 25-61, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled "*An Ordinance Authorizing the Creation of Twenty-seven (27) New Plantilla Items in the Different Offices of the Municipal Government of Burauen, Leyte*", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUBELANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: FEB 19 2026
By: *[Signature]*

MUNICIPAL ORDINANCE NO. 25-61
Series of 2025

MUNICIPAL ORDINANCE AUTHORIZING THE CREATION OF TWENTY-SEVEN (27) NEW PLANTILLA ITEMS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF BURAUEN, LEYTE

Authored by: Hon. Cheeryl Y. Ducentes

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

WHEREAS, the Municipal Government of Burauen recognizes the need to strengthen the institutional capacity of its various offices to ensure the efficient and effective delivery of basic services and the proper implementation of its programs, projects, and activities;

WHEREAS, upon evaluation of current staffing levels and operational demands, the Acting Mayor has recommended the creation of twenty-seven (27) new plantilla positions across different municipal offices to address personnel deficiencies and support the growing administrative and technical needs of the local government;

WHEREAS, the proposed creation of these positions has been reviewed by the **Human Resource Management Officer (HRMO)** and the **Municipal Budget Office (MBO)**, and found to be necessary, justified, and within the financial capability of the Municipal Government;

WHEREAS, the Sangguniang Bayan of Burauen finds the proposed creation of said positions to be consistent with existing laws, rules, and regulations, and supportive of the municipality's commitment to efficient governance and improved public service delivery;

NOW, THEREFORE, upon the motion duly made and seconded, be it enacted by the Sangguniang Bayan of Burauen, Leyte, in session assembled:

Section 1. CREATION OF NEW PLANTILLA POSITIONS. There is hereby authorized the creation of twenty-seven (27) new plantilla positions in the different offices of the Municipal Government of Burauen, Leyte, as detailed below:

Salary Grade	PS Cost	Department/Office
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[Handwritten signature/initials]

No.	Position Title	Salary Grade (SG)	PS Cost	Department/Office
5	Forester I	11	524,177.76	MENRO
6	Local Treasury Operation Officer IV (Assistant Municipal Treasurer)	22	1,281,869.88	MTO
7	Administrative Officer IV (Management and Audit Analyst II)	15	684,473.92	Accounting Office
8	Agricultural Technologist	10	454,323.64	Agriculture Office
9	Market Supervisor II	14	634,357.76	Market & Slaughterhouse
10	Licensing Officer II	15	684,473.92	Mayor's Office
11	Supervising Administrative Officer (HRMO IV)	22	1,281,869.88	Mayor's Office
12	Youth Development Officer II	14	634,357.76	Mayor's Office
13	Computer Programmer II	15	684,473.92	Mayor's Office
14	Administrative Assistant II	8	389,191.52	MSWD Office
15	Social Welfare Aide I	4	316,551.42	MSWD Office
16	Assistant Professor I	15	684,473.92	BCC
17	Assistant Professor I	15	684,473.92	BCC
18	Assistant Professor I	15	684,473.92	BCC
19	Instructor I	12	559,136.30	BCC
20	Instructor I	12	559,136.30	BCC
21	Administrative Officer II	11	524,177.76	BCC
22	Administrative Assistant IV	10	454,323.64	BCC
23	Administrative Officer V	18	859,124.96	SB Secretariat
24	Administrative Assistant V	11	524,177.76	SB Secretariat
25	Administrative Assistant IV	10	454,323.64	SB Secretariat
26	Administrative Assistant II	8	389,191.52	MPDC
27	Administrative Aide II	2	286,519.50	MPDC

Section 2. FUNDING SOURCE. The salaries and other benefits of the foregoing plantilla positions shall be included and appropriated in the annual budget of the Municipal Government of Burauen, subject to the usual budgeting, accounting, and auditing rules and regulations.

Section 3. REPEALING CLAUSE. All ordinances, resolutions, rules, and regulations, or parts thereof, that are inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

Section 4. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 5. EFFECTIVITY. This Ordinance shall take effect immediately upon approval.

ENACTED, this 6th day of October 2025, at the Municipality of Burauen, Leyte, Philippines.

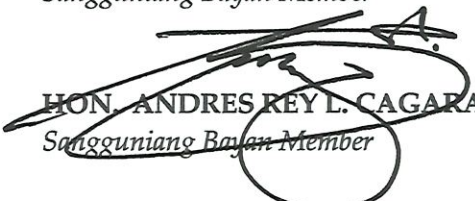

HON. GEORGE BENSEN S. TAN
Sangguniang Bayan Member


ATTY. LEO S. APOSTOL
Sangguniang Bayan Member


HON. JUANITO E. RENOMERON
Sangguniang Bayan Member


HON. CHERYL Y. DUCENTES
Sangguniang Bayan Member


HON. SEAN T. CORDERO
Sangguniang Bayan Member


HON. ANDRES REY L. CAGARA
Sangguniang Bayan Member


HON. JUSTINE MERP G. ANDRADE
PPSK President/ Ex-Officio SB Member

SECRETARY'S CERTIFICATE

I HEREBY CERTIFY that the foregoing Ordinance was duly enacted by the Sangguniang Bayan of Burauen, Leyte during its Regular Session held on October 6, 2025, at the Municipal Session Hall.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian

ATTESTED:


HON. MA. HAZEL E. BELATORRES
SB Member/ Presiding Officer

APPROVED:


HON. WARREN V. HERMANO
Acting Municipal Mayor

Oct. 13, 2025
Date



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 25-61, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled, *"An Ordinance Authorizing the Creation of Twenty-seven (27) New Plantilla Items in the Different Offices of the Municipal Government of Burauen, Leyte"*, was enacted on October 6, 2025, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *October 8, 2025 to October 28, 2025*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, November 5, 2025.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian