

Item No.: 29
Date: 21 2026 APR



Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: APR 14 2026
By: [Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED
By: [Signature]
Date: 4.14.26 Time: [Signature]

2nd INDORSEMENT
March 14, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 3 s. 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 3 s. 2026: "An Ordinance abolishing the Plantilla position of Admin Aide VI (Clerk III) etc. "

REVIEW/RECOMMENDATION/LEGAL OPINION:

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

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer ✓

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

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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
03 March 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: 3.4.26 Time: 9:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 3, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance abolishing the Plantilla position of Administrative Aide VI (Clerk III) under the Office of the Secretary to the Sangguniang Bayan of Villaba, Leyte.**

[Signature]
FLORINDA JIL S. VYVICO
Secretary to the Sanggunian



March 2, 2026

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



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

Hon. Sangguniang Panlalawigan Members:

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

MUNICIPAL ORDINANCE NO. 3, 2026 – entitled: “AN ORDINANCE
ABOLISHING THE PLANTILLA POSITION OF ADMINISTRATIVE AIDE VI
(CLERK-III) UNDER THE OFFICE OF THE SECRETARY TO THE
SANGGUNIANG BAYAN OF VILLABA, LEYTE,”

For your review and approval.

Best regards.

Very truly yours,


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

Copy Furnished:

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



MUNICIPAL ORDINANCE NO. 3, S. 2026

Sponsored by: Hon. Jamel O Gonzales

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

WHEREAS, the plantilla position of Administrative Aide VI (Clerk III) created under the Office of the Secretary to the Sangguniang Bayan has long been vacant to this date, remain unfilled as no applicant was neither interested nor qualified thereto;

WHEREAS, Section 76 of R.A. 7160 explicitly empowered every Local Government Unit to design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability;

WHEREAS, the abolition of the existing plantilla position of Administrative Aide VI (Clerk III) that remain non-functional and unutilized is thus necessary, to better maximize existing appropriation made thereof, by creating other significant and relevant plantilla position pressing needed therein;

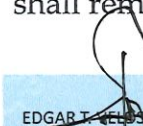
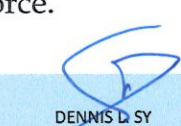

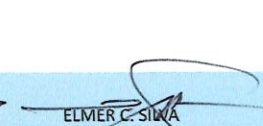
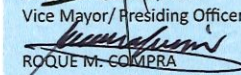

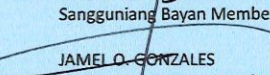
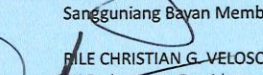
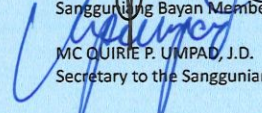
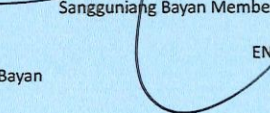
NOW, THEREFORE, on motion by the Hon. Jamel O. Gonzales, duly seconded by the Hon. Elmer C. Silva,

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

SECTION 1. Abolition - The plantilla position of Administrative Aide VI (Clerk III) under the Office of the Secretary to the Sangguniang Bayan is hereby abolished, and all funding and appropriation for the said position will be reverted to the Personal Services of the Office of the Sangguniang Bayan;

SECTION 2. Reserved Lumpsum Appropriation - The appropriation allotted for the said position in the Annual Budget as reverted by the preceding section, shall be reserved as a lumpsum appropriation under the Office of the Sangguniang Bayan for the creation of a plantilla position of Legislative Staff Officer III with salary grade 18.

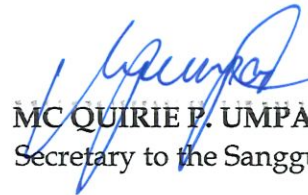
SECTION 3. Separability Clause - In case any part or provision of this Ordinance is declared invalid, the other parts or provisions not affected by the declaration of invalidity shall remain in force.

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

SECTION 4. Repealing Clause - Any ordinance or parts thereof, in conflict with the provisions of this Ordinance is hereby repealed or modified accordingly.

SECTION 5. Effectivity - This Ordinance shall take effect upon its approval.

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



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

ATTESTED:


EDGART T. VELOSO
Vice Mayor/Presiding Officer


DENNIS L. SY
Sangguniang Bayan Member


ROQUE M. COMPRA
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member


RANDEL V. LOON
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President


ELMER C. SILVA
Sangguniang Bayan Member

RILE CHRISTIAN
SK Pederasyon President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

02 MAR 2026



COMMITTEE ON LAWS, RULES, PRIVILEGES & ACCOUNTABILITY

MINUTES OF THE PUBLIC HEARING

The public hearing was conducted on January 13, 2026 at exactly 11:00 o'clock in the morning at the SB Session Hall, by the Chairman of the Committee on Laws, Rules, Privileges and Accountability, yours truly Sangguniang Bayan Member Jamel O. Gonzales. Among the personalities present were the HRMO-Mr. Teddy Vapor, the Municipal Budget Officer-Mr. Manuel I. Rubillos Jr., the Secretary to the Sangguniang Bayan-Mc Quirie P. Umpad and the Municipal Vice Mayor-Dr. Edgar T. Veloso. The hearing was called to order and was then followed by a prayer and singing of the Philippine National Anthem.

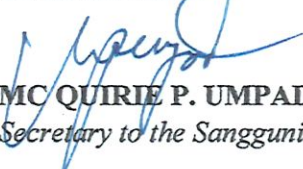
Yours truly, as the Chairman of the Committee on Laws, Rules, Privileges and Accountability presented the rationale for the proposed abolition of position, explaining that the action was being considered due the long term unfilled vacancy of the item, organizational restructuring, streamlining of operations or budgetary considerations.

Mr. Vapor discussed the personnel implications of the proposal, including compliance with civil service rules and regulations, while Mr. Rubillos explained the financial impact and potential savings resulting from abolition of item.

After the deliberations, it was then summarized that all comments and recommendations would be given considerations, particularly the abolition of the said item.

There were no other concerns raised and discussed. The public hearing adjourned at 11:50 in the morning.

Certified correct:



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

Attested by:



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



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

COMMITTEE ON LAWS, RULES, PRIVILEGES & ACCOUNTABILITY

COMMITTEE REPORT NO. 2

SUBJECT:

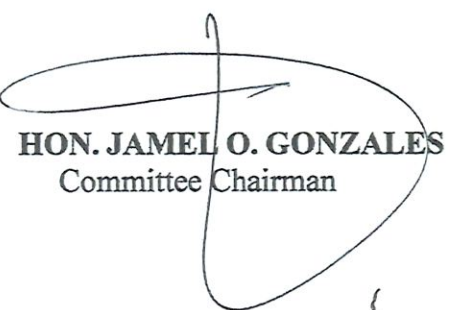
ORDINANCE ABOLISHING THE PLANTILLA POSITION OF ADMINISTRATIVE AIDE VI (CLERK-III) UNDER THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN OF VILLABA, LEYTE

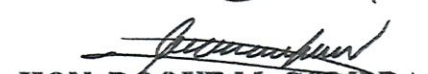
FINDINGS AND RECOMMENDATION:

- The appointing officer as well as the Secretary to the Sangguniang Bayan sought clarifications on the redistribution of functions previously assigned to the Administrative Aide VI position.
- The Committee found out that the said item has already been a long term unfilled vacant position and no qualified applicant attempted to apply.
- The Budget Officer expresses the financial impact and potential savings resulting from the abolition of the item.
- The Secretary to the Sangguniang Bayan highlighted that due to the redundancy of functions, streamlining of operations or budgetary considerations, the abolition of the said item is necessary.

CONCURRING:


HON. ELMER C. SILVA
Vice Chairman


HON. JAMEL O. GONZALES
Committee Chairman


HON. ROQUE M. COMPURA
Member

APPENDICES:

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



Sangguniang Bayan
Office of the Secretary to the Sanggunian

NOTICE OF PUBLIC HEARING

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

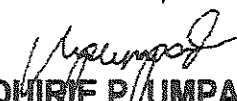
“AN ORDINANCE CREATING THE PLANTILLA POSITION OF LEGISLATIVE STAFF OFFICER II SALARY GRADE 18 AT THE OFFICE OF THE SANGGUNIANG BAYAN OF VILLABA, LEYTE AND APPROPRIATING FUNDS THEREFORE”; and

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

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

Villaba, Leyte, January 9, 2026.

In public service,


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



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

DATE: JANUARY 13, 2026

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	JAMES O. GONZALEZ	SB MEMBER	
2	ROSARIO M. COMPARA	— SA —	
3	ELMER C. SILVA	— to —	
4	MAURICE I. RUILOS JR	MBO	
5	MICHELLE S. RUELAN	SB J.O	
6	ARLENE D. AGUILAR	SB J.O	
7	NEHAHA P. PACALDO	SB J.O	
8	JEAN DEE BELLE R. ALARDE	SB J.O	
9	CLAIRE P. MONCANTO	SB J.O	
10	JERRY L. VAYOP	PRMO	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

