

Item No.: 31

Date: 21 2026 APR,



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED
By: [Signature]
Date: 4-14-26 Time: 9:45

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: APR 14 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
March 20, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 6, s. 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 6, s.2026: “An Ordinance Granting Gratuity pay tpo JOS and COS workers of the Municipality of Villaba, Leyte ”

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), subject to the availability of funds and to normal and regular accounting and auditing procedures. 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;

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

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 
Date: 03-18-26 Time: 10:05 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
16 March 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 6, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance amending Sections 2 & 3 of Municipal No. 85, s. 2018 otherwise known as "An Ordinance granting gratuity pay to Job Order and Contract of Workers in the Local Government of Villaba, Leyte pursuant to the provision of Administrative Order No. 02 dated January 31, 2017 issued by the Office of the President, Republic of the Philippines.**

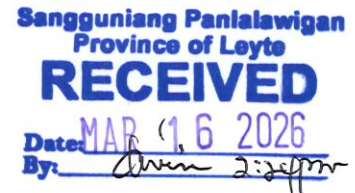


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



March 12, 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. 6, 2026 – entitled: “AN ORDINANCE AMENDING SECTION 2 AND 3 OF MUNICIPAL ORDINANCE NO. 85, S. 2018 OTHERWISE KNOWN AS “AN ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF WORKERS IN THE LOCAL GOVERNMENT OF VILLABA, LEYTE PURSUANT TO THE PROVISION OF ADMINISTRATIVE ORDER NO. 02 DATED JANUARY 31, 2017 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES,”

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. 6, S. 2026

AN ORDINANCE AMENDING SECTIONS 2 & 3 OF MUNICIPAL NO. 85, S.2018 OTHERWISE KNOWN AS AN "ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF WORKERS IN THE LOCAL GOVERNMENT OF VILLABA, LEYTE PURSUANT TO THE PROVISION OF ADMINISTRATIVE ORDER NO. 02 DATED JANUARY 31, 2017 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES"

Authored by: DENNIS LIM SY

PREFATORY STATEMENTS

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: MAR 16 2026
By: Dennis Lim Sy

The Government affirms that labor is a primary economic force and shall promote the welfare of workers.

The Local Government of Villaba has been hiring Job Order and/or Contract of workers to augment the organic personnel of the municipality in the delivery of basic service.

These workers do not enjoy benefits accorded to regular employees such as, Mid-year bonus, 13th Month Pay, Performance Based Incentives, Personal Economic Relief Allowance, among others, considering that they have no employee-employer relationship with the government.

Granting a year end Gratuity Pay to these workers is a well-deserved recognition of their hard work.

On motion by the Hon. Elmer C. Silva, duly seconded en masse,

Be it ordained, as the Sangguniang Bayan of Villaba, Leyte, in regular session assembled, that:

**ARTICLE I
GENERAL PROVISIONS**

SECTION 1. SHORT TITLE. This ordinance shall be known as "AN ORDINANCE GRANTING GRATUITY PAY TO JOB ORDER (JOS) AND CONTRACT OF WORKERS (COS) OF THE MUNICIPALITY OF VILLABA, LEYTE".

 EDGARDO T. VELOSO, M.D. Vice Mayor/ Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member	 RICHARD R. VELOSO Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRÁ Sangguniang Bayan Member	 JAMEL O. GORZALES Sangguniang Bayan Member
 MACARIO V. ESMAS LNB President	 RILE CHRISTIAN G. VELOSO SK Pederasyon President	 MC QUIRIE P. UMPAD, J.D. Secretary to the Sangguniang Bayan	 ENGR. CARLOS G. VELOSO Municipal Mayor

SECTION 2. SECTION 2, ARTICLE I OF MUNICIPAL ORDINANCE NO. 85, S.2018 is hereby amended to read as follows:

“**Section 2. LEGAL BASIS** - This ordinance is legally based upon Administrative Order No. 28, Series of 2024 otherwise known as “Authorizing the Grant of Gratuity Pay to Contract of Service and Job Order Workers in Government for Fiscal Year 2024” issued by the President of the Philippines on December 19, 2024.”

SECTION 3. SECTION 3, ARTICLE II OF MUNICIPAL ORDINANCE NO. 85, S.2018 is hereby amended to read as follows:

“**Section 3.** The legal basis mentioned in the preceding paragraph authorizes the granting of GRATUITY PAY to Job Order (JO) and Contract of Service (COS) Workers in the Local Government Units (LGUs), *to wit:*

- LGUs are encouraged to adopt their respective offices the grant of Gratuity Pay to workers whose services are engaged through COS and JO, utilizing appropriate and available funding sources from their respective local government funds.


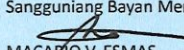
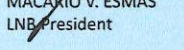
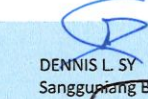
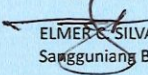
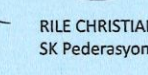
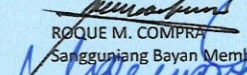
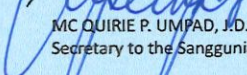
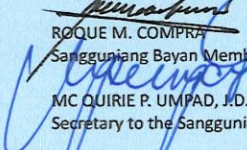
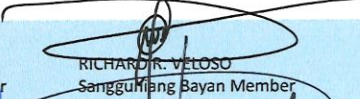
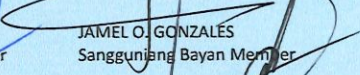
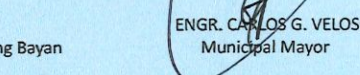
For this purpose, all JO and COS workers whose services are engaged in the local government unit of Villaba, who have rendered a total or an aggregate of at least four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of December 15 every year, and whose contracts are still effective as of the same date, may be granted a one (1)-time Gratuity Pay not exceeding Php 7,000.00 each per fiscal year.

Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2024, and whose contracts are still effective as of the same date, may also be granted the one (1) time Gratuity Pay, on a pro rata basis, as follows:

LENGTH OF SERVICE	AMOUNT OF GRATUITY PAY
3 months but less than 4 months	Not exceeding Php 6,000.00
2 months but less than 3 months	Not exceeding Php 5,000.00
Less than 2 months	Not exceeding Php 4,000.00

SECTION 4. ADDITIONAL PROVISION. This ordinance shall be without prejudice to the succeeding Administrative Orders to be issued by the Office of the President of the Philippines which may grant a higher Gratuity Pay to JO and CSO Workers.

SECTION 5. FUNDING SOURCE. The amount necessary for the implementation of this ordinance shall be charge against available funds of the Local Government Unit of

EDGAR T. VELOSO, M.D. Vice Mayor/ Presiding Officer  MERIAM P. UMPAD Sangguniang Bayan Member  MACARIO V. ESMAS LNB President 	DENNIS L. SY Sangguniang Bayan Member  ELMER C. SILVA Sangguniang Bayan Member  RILE CHRISTIAN G. VELOSO SK Pederasyon President 	JULCA KATRINA L. CON-UI Sangguniang Bayan Member  ROQUE M. COMPRAN Sangguniang Bayan Member  MC QUIRIE P. UMPAD, J.D. Secretary to the Sangguniang Bayan 	RICHARD R. VELOSO Sangguniang Bayan Member  JAMEL O. GONZALES Sangguniang Bayan Member  ENGR. CARLOS G. VELOSO Municipal Mayor 
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Villaba, subject to the provisions of Administrative Order No. 28 (December 19, 2024) and the accounting and auditing rules and regulations of the Commission on Audit (COA).

SECTION 6. NON-IMPAIRMENT CLAUSE. All provisions of Municipal Ordinance No. 85, Series of 2018 not inconsistent with this amendatory ordinance shall remain valid, effective, and enforceable.

SECTION 7. REPEALING CLAUSE. All ordinances, resolutions, rules, and regulations or parts thereof inconsistent with this Ordinance are hereby amended or repealed accordingly.

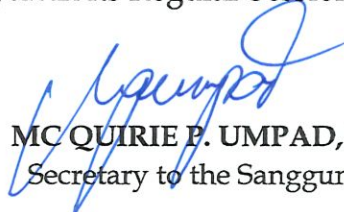
SECTION 8. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall continue to be in full force and effect.

SECTION 9. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon approval, after compliance with the posting and publication requirements under Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

This Ordinance was approved by the Sangguniang Bayan in its Regular Session on January 29, 2026.

ATTESTED:



EDGAR T. VELOSO, M.D.
Vice Mayor/Presiding Officer



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


DENNIS L. SY
Sangguniang Bayan Member



ELMER C. SILVA
Sangguniang Bayan Member

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


ROQUE M. COMPRA
Sangguniang Bayan Member


RICHARD R. VELOSO
Sangguniang Bayan Member



JAMEL O. GONZALES
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


MACARIO V. ESMAS
LNB President

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

17 5 MAR 2026
16 MAR 2026



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

Minutes of the Committee hearing on the proposed "ORDINANCE AMENDING SECTIONS 2 & 3, OF MUNICIPAL ORDINANCE NO. 85, S.2018 OTHERWISE KNOWN AS "AN ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF WORKERS IN THE LOCAL GOVERNMENT OF VILLABA, LEYTE PURSUANT TO THE PROVISIONS OF ADMINISTRATIVE ORDER NO. 28 DATED DECEMBER 19, 2024 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES."

Date: January 27, 2026

Time: 9:00 AM

Venue: Sangguniang Bayan Conference Room, Villaba, Leyte

The public hearing was called to order at exactly 9:10 A.M. by the Chairman of the Committee on Finance and Appropriations, Hon. Dennis L. Sy.

Present:

Hon. Dennis L. Sy – Chairman

Hon. Meriam P. Umpad– Vice Chairman

Hon. Elmer C. Silva – SB Member

Manuel I. Ribillos Jr – Municipal Budget Officer

Ana Marie B. Sarino – Acting Municipal Treasurer

Jenny Gee Monares – SB J.O.

Shena P. Viagedor – SB J.O.

I. Statement of Purpose

The Hon. Dennis L. Sy read the full title of the proposed ordinance, and that the purpose of the committee hearing was to deliberate on the proposed ordinance. "ORDINANCE AMENDING SECTIONS 2 & 3 OF MUNICIPAL ORDINANCE NO. 85, S. 2018 OTHERWISE KNOWN AS "AN ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF WORKERS IN THE LOCAL GOVERNMENT OF VILLABA, LEYTE PURSUANT TO THE PROVISIONS OF ADMINISTRATIVE ORDER NO. 28 DATED DECEMBER 19, 2024 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES." in recognition of their services and contributions to the delivery of basic public services.

II. Discussion Proper

The proponent of the Ordinance presented the salient features of the ordinance including:

- The legal basis for the grant of gratuity pay pursuant to existing laws, rules and regulations
- The proposed amount of gratuity pay and the covered period
- The source of funds and budgetary implications

Mr. Manuel I. Rubillos, Municipal Budget Officer and **Mrs. Ana Marie B. Sarino**, Acting Municipal Treasurer discussed the availability of funds and confirmed that the proposed gratuity pay of not less than ₱7,000.00 may be charged against the LGU's available appropriations, subject to accounting and auditing rules.

Members of the committee raised suggestions regarding the eligibility requirements, equity among workers and sustainability of the grant. Clarifications were provided by the concerned offices.

III. Coverage and Eligibility

- Those who have rendered at least (4) months of satisfactory service during the covered fiscal year.
- With a valid and existing contract at the time of grant; and
- Not entitled to benefits are those enjoyed by regular government employees such as 13th month pay, bonuses, and other incentives.

IV. Adjournment

The committee hearing was adjourned at 11:00 in the morning.

CERTIFIED CORRECT:


MC QUIRIE P. UMPAD, J.D.

Secretary to the Sangguniang Bayan

ATTESTED:


DENNIS L. SY

Committee Chairman



SB COMMITTEE ON FINANCE AND APPROPRIATION

COMMITTEE REPORT NO. 1

Date: January 27, 2016

Time: 9:00 AM

Venue: Sanggunian Bayan Conference Room, Villaba, Leyte

SUBJECT: "ORDINANCE AMENDING SECTIONS 2 & 3 OF MUNICIPAL ORDINANCE NO. 85, S. 2018 OTHERWISE KNOWN AS "AN ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF WORKERS IN THE LOCAL GOVERNMENT OF VILLABA, LEYTE PURSUANT TO THE PROVISIONS OF ADMINISTRATIVE ORDER NO. 28 DATED DECEMBER 19, 2024 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES."

FINDINGS AND RECOMMENDATIONS:

I. FINDINGS

During the committee hearing the following points were discussed and noted:

- Job Order and Contract of Service Workers rendering essential Services to the municipality but are not entitled to benefits enjoyed by the regular employees.
- The grant of gratuity pay serves as a form of financial assistance and recognition of their services.
- The proposed amendment aligns with Administrative Order No. 02 (January 31, 2017) and the Accounting and Auditing rules and regulations of the Commission on Audit (COA).
- The Municipal Budget Officer certified that the grant of gratuity pay is subject to the availability of funds and compliance with the budgetary requirements.

I. **RECOMMENDATIONS:**

After thorough deliberation. **Hon. Dennis L. Sy**, Chairman of Committee on Finance and Appropriation, unanimously with the members of the committee agreed to endorse the proposed ordinance for approval, subject to minor refinements on wording and compliance with applicable budgeting and auditing guidelines.

Submitted by:



HON. DENNIS L. SY
Committee Chairman



SANGGUNIANG BAYAN

Office of the Secretary to the Sanggunian

NOTICE OF THE PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Finance, Budget and Appropriation, January 27, 2026 at 9:00 in the morning at the Sangguniang Bayan Conference Room, this Municipality in aid of legislation by Sangguniang Bayan Member Dennis L. Sy, on the matter:

“AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 85, SERIES OF 2018, ENTITLED “AN ORDINANCE GRANTING A GRATUITY PAY TO JOB ORDER AND CONTRACT OF SERVICE WORKERS IN THE LOCAL GOVERNMENT UNIT OF VILLABA, LEYTE PURSUANT TO THE PROVISIONS OF ADMINISTRATIVE ORDER NO. 02 DATED JANUARY 31, 2017 ISSUED BY THE OFFICE OF THE PRESIDENT, REPUBLIC OF THE PHILIPPINES .”

The Members of the Local Finance Committee, Human Resource Development Officer (HRMO), Vice-Chairman and Member of the SB Committee on Finance and Appropriation are invited to attend.

Villaba, Leyte, January 22, 2026.

ANA LOU DALAG
1/26/26

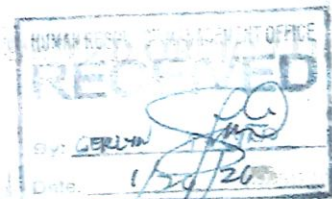
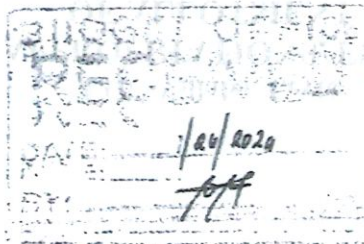
Engr. Jena Santos
1/26/2026

In public service,

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

Received by: *[Signature]*
IRIS U. MORANES
1/26/26

Municipal Accounting Office
LGU - Villaba, Leyte
Date: _____
Received By: *[Signature]*
Date: _____
Municipal Accounting Office





Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

DATE: JAN. 27, 2020

TIME: 9:00 AM

VENUE: SB CONFERENCE ROOM

NO.	NAME	DESIGNATION	SIGNATURE
1	ANA MARIE B. GARINO	ACTING - MUN. TREASURER	
2	Meriam P. Unpad	SB Member	
3	ELMER C. SILVA	SB MEMBER	
4	MARCEL S. RUBENOP JR	WBO	
5	SPENA VIAGEVOR	SB STAFF	
6	Jenny Monera	SB - JD	
7	BENJAMIN L. SY	SB MEMBER	
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