



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

Item No.: 38
Date: 26 2026 MAY

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

By: [Signature]
Date: 5.15.26 Time: 9:20

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: MAY 15 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
May 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 17, s. 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 17: "An Ordinance creating the position of Municipal Tourism Consultant in the Municipality of Villaba, Leyte, 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 76 ², 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
07 May 2026

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 
Date: 5-8-26 Time: 9:10

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 17, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating the position of Municipal Tourism Consultant in the Municipality of Villaba, Leyte, defining its functions, prescribing qualifications, and providing for its compensation subject to existing budgeting, accounting and auditing laws and the availability of funds.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



May 6, 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. 17, 2026 – entitled: “AN ORDINANCE CREATING THE POSITION OF MUNICIPAL TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, DEFINING ITS FUNCTIONS, PRESCRIBING QUALIFICATIONS, AND PROVIDING FOR ITS COMPENSATION SUBJECT TO EXISTING BUDGETING, ACCOUNTING AND AUDITING LAWS AND THE AVAILABILITY OF FUNDS,”

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*

Sangguniang Pantalawigan
 Province of Leyte
RECEIVED
 MAY 06 2026
 Date: _____
 By: Elmer C. Silva

MUNICIPAL ORDINANCE NO. 17, S.2026

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, DEFINING ITS FUNCTIONS, PRESCRIBING QUALIFICATIONS, AND PROVIDING FOR ITS COMPENSATION SUBJECT TO EXISTING BUDGETING, ACCOUNTING AND AUDITING LAWS AND THE AVAILABILITY OF FUNDS

Authored by: Hon. Elmer C. Silva

PREFATORY STATEMENT

WHEREAS, Section 16 of the Republic Act No. 7160, otherwise known as the General Welfare Clause, empowers local government units to promote tourism as part of socio-economic development;


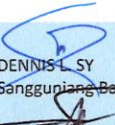
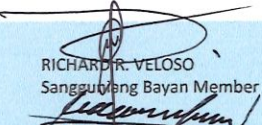
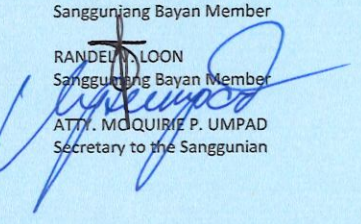
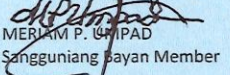
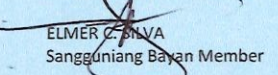
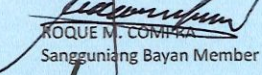
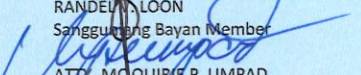
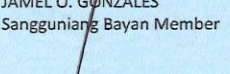
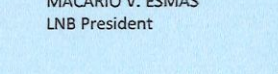
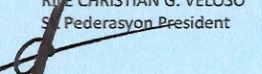
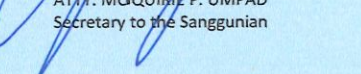
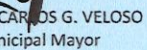
WHEREAS, Section 443 of the same Code authorizes municipalities to create positions necessary for efficient and effective governance;

WHEREAS, the Republic Act No. 9593, or the Tourism Act of 2009, mandates local government units to develop and promote tourism as an engine of investment, employment, and growth;

WHEREAS, the Municipality of Villaba possesses natural, cultural, and historical assets that require professional planning, promotion, and development to maximize tourism potential;

WHEREAS, there is a need to engage a competent Tourism Consultant to provide technical expertise, policy guidance, and strategic direction in the formulation and implementation of tourism programs, projects, and activities;

NOW, THEREFORE, on motion by the Hon. Elmer C. Silva, duly seconded en masse, Be it

 EDGAR T. VELOSO, M.D. Vice Mayor/Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 RICHARD R. VELOSO Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMARRA Sangguniang Bayan Member	 RANDELA LOON Sangguniang Bayan Member
 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. ESMAS LNB President	 RILE CHRISTIAN G. VELOSO Sangguniang Pederasyon President	 ATTY. MOQUIRRE P. UMPAD Secretary to the Sanggunian
		 ENGR. CARLOS G. VELOSO Municipal Mayor	

ORDAINED by the Sangguniang Bayan of Villaba, Leyte, in session duly assembled, that:

SECTION 1. TITLE

This Ordinance shall be known as the “Municipal Tourism Consultant Ordinance of Villaba, Leyte.”

SECTION 2. CREATION OF POSITION

There is hereby created the position of Municipal Tourism Consultant for the Municipality of Villaba, Leyte.

SECTION 3. DEFINITION OF TERMS

For purposes of this Ordinance, the following terms are defined as:




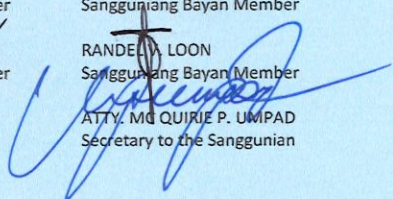
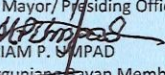
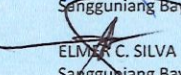
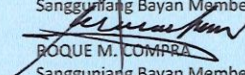
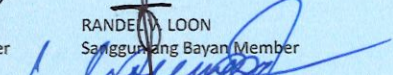
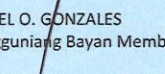
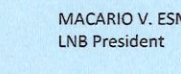
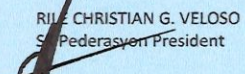
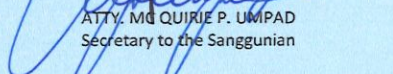

- a. **Tourism Consultant** - A professional engaged by the Municipality to provide expert advice, technical assistance, and strategic guidance in tourism development, planning, promotion, and management.
- b. **Tourism Development** - Refers to the planning, implementation, and management of programs and projects that enhance tourist attractions, facilities, and services.
- c. **Tourism Programs and Projects** - Activities initiated or supported by the LGU to promote tourism, including marketing, infrastructure support, cultural promotion, and capacity-building.
- d. **Local Government Unit (LGU)** - Refers to the Municipality of Villaba, Leyte.
- e. **Availability of Funds** - Refers to the existence of duly appropriated funds certified by the Municipal Budget Officer, Accountant, and Treasurer in accordance with applicable laws.

SECTION 4. DUTIES AND RESPONSIBILITIES

The Municipal Tourism Consultant shall:

- a. Formulate and recommend tourism development plans aligned with local and national policies;
- b. Assist in the preparation of tourism-related ordinances, resolutions, and investment plans;
- c. Provide technical guidance in branding, marketing, and promotion of local tourism;
- d. Coordinate with national agencies, private sector, and stakeholders;
- e. Conduct capacity-building and training for tourism stakeholders;
- f. Monitor and evaluate tourism programs and recommend improvements;
- g. Perform such other functions as may be assigned by the Municipal Mayor or the Sangguniang Bayan.

SECTION 5. QUALIFICATIONS (CSC-ALIGNED)

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

The Municipal Tourism Consultant must possess the following minimum qualifications consistent with Civil Service Commission standards for comparable positions:

- a. Education – Bachelor’s Degree preferably in Tourism, Hospitality Management, Business Administration, Public Administration, or related field;
- b. Experience – At least three (3) years of relevant experience in tourism development, planning, or management;
- c. Training – At least eight hours of relevant training in tourism, planning, or related areas;
- d. Eligibility – Preferably Career Service Professional or equivalent; however, this may be waived if the position is contractual or consultancy in nature, subject to existing Civil Service rules;
- e. Competency – Demonstrated expertise in tourism planning, project development, and stakeholder engagement.

SECTION 6. COMPENSATION

The Municipal Tourism Consultant shall receive a monthly compensation in the amount of Thirty-Five Thousand Pesos (₱35,000.00).

Provided, however, that the payment of such compensation shall be:

- Subject to the usual government budgeting, accounting, and auditing rules and regulations;
- Based on duly appropriated funds; and
- Subject to the availability of funds as certified by the Municipal Budget Officer, Municipal Accountant, and Municipal Treasurer.

SECTION 7. NATURE OF ENGAGEMENT

The Municipal Tourism Consultant may be engaged on a contractual or consultancy basis, subject to existing Civil Service Commission, Commission on Audit (COA), and other applicable laws, rules, and regulations.




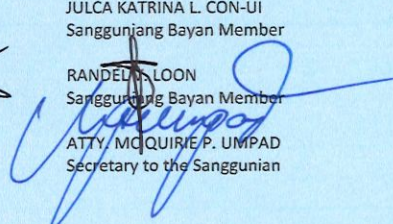
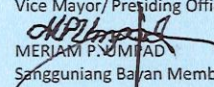
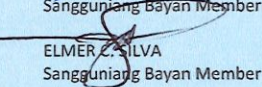
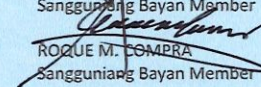
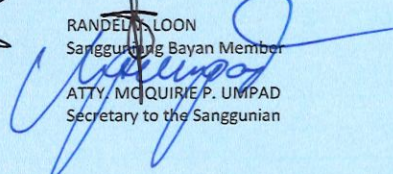
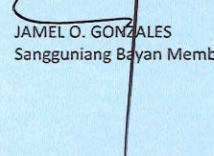
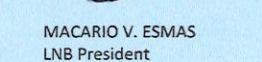
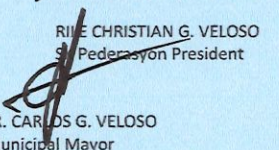
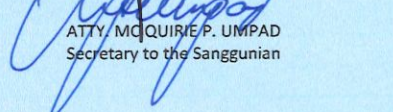
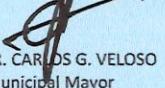
That the position of a Tourism Consultant shall be abolished upon the appointment of a competent and qualified Municipal Tourism Officer (Municipal Government Department Head -I)

SECTION 8. APPROPRIATION

The amount necessary for the initial implementation of this Ordinance shall be charged against available funds of the Municipality, subject to existing budgeting, accounting, and auditing laws. Thereafter, such sums as may be necessary shall be included in the annual budget.

SECTION 9. 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.

 EDGAR T. VELOSO, M.D. Vice Mayor/Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 RICHARD R. VELOSO, Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER Z. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 RANELUS LOON Sangguniang Bayan Member
 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. ESMAS LNB President	 RIFE CHRISTIAN G. VELOSO Sangguniang Pederasyon President	 ATTY. MCQUIRRE P. UMPAD Secretary to the Sanggunian
		 ENGR. CARLOS G. VELOSO Municipal Mayor	

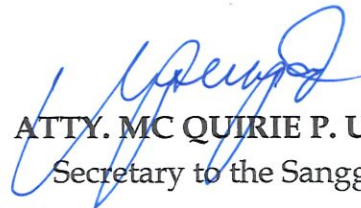
SECTION 10. REPEALING CLAUSE


All ordinances, resolutions, executive orders, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 11. EFFECTIVITY

This Ordinance shall take effect upon approval and compliance with publication or posting requirements as provided by law.

This Ordinance was approved by the Sangguniang Bayan in its Regular Session on March 26, 2026.


ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian


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


DENNIS L. SY
Sangguniang Bayan Member



ELMER C. SILVA
Sangguniang Bayan Member

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


RANDEL V. LOON
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


ROQUE M. COMPRA
Sangguniang Bayan Member

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

APPROVED: 
ENGR. CARLOS G. VELOSO
Municipal Mayor

05 MAY 2026



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR

February 24, 2026 | SB Session Hall


The public hearing was conducted on February 24, 2026, at 10:01 A.M. at the SB Session Hall, presided over by the Vice-Chairman of the Committee on Laws, Rules, Privileges, and Accountability, Sangguniang Bayan Member Hon. Elmer C. Silva. Present during the hearing were the Human Resource Management Officer (HRMO), Mr. Teddy Vapor; Municipal Budget Officer, Mr. Manuel I. Rubillos Jr.; Judith Catherine M. Sayson, Accounting Staff; Hon. Dennis L. Sy, SB Member/Local Finance Committee; Dr. Merlita Veloso, Municipal Administrator; and Mr. Roque Compra, Committee Member.

The committee hearing was called to order at 10:00 A.M. by Hon. Elmer C. Silva presented the key provisions of the proposed ordinance, highlighting the creation of the position of Tourism Consultant, the functions and responsibilities of the position, the proposed monthly salary of Forty Thousand Pesos (₱40,000.00), and the source of funds for its implementation.

Mr. Manuel I. Rubillos Jr. explained the financial implications and emphasized that funding should be subject to availability and proper appropriation in accordance with government budgeting and auditing regulations. During the discussion, Hon. Silva and other members suggested reducing the proposed salary from ₱40,000.00 to ₱35,000.00 due to budget limitations. Dr. Merlita Veloso agreed, stating that she would inform the Municipal Mayor about the adjustment since the current budget had already exceeded fiscal limits.

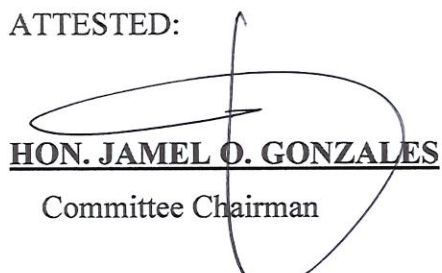
No further comments or objections were raised. There being no other matters to discuss, the public hearing was adjourned at 10:18 A.M.

CERTIFIED CORRECT:



ATTY. MC QUIRIE UMPAD
Secretary to the Sangguniang Bayan

ATTESTED:



HON. JAMEL O. GONZALES
Committee Chairman



COMMITTEE ON LAWS, PRIVILEGES, AND ACCOUNTABILITY

COMMITTEE REPORT NO. 7, Series of 2026

SUBJECT: AN ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR

FINDINGS AND RECOMMENDATIONS

I. Findings:

- The proposed position is compliant with applicable laws, rules, and regulations regarding local government personnel.
- The original proposed salary of ₱40,000.00 exceeds the fiscal capacity of the municipality and must be adjusted to ₱35,000.00, subject to budget availability.
- Funding for the position must be in accordance with proper appropriation and subject to availability.

II. Recommendation:

Based on the committee hearing and the discussions held, the Committee recommends:

- Approval of the proposed ordinance creating the position of Tourism Consultant, with a monthly salary of Thirty-Five Thousand Pesos (₱35,000.00).
- The position shall be filled only if funds are available and in strict compliance with government budgeting and auditing rules.
- The Municipal Mayor shall be informed of the adjustments to ensure proper implementation.

HON. JAMEL O. GONZALES

Committee Chairman

CONCURRING:

HON. ELMER C. SILVA

Vice Chairman

HON. ROQUE M. COMPRA

Member

APPENDICES:

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



Republic of the Philippines
 Province of Leyte
 Municipality of Villaba
 Office of the Secretary to the Sangguniang Bayan

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Laws, Rules and Privileges, February 24, 2026 at 9:30 in the morning at Sangguniang Bayan Session Hall, this Municipality regarding the Proposed Municipal Ordinance Nos. 09 to 11, S-2026 authored by Sangguniang Bayan Member Jamel O. Gonzales entitled:

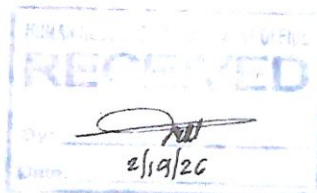
“AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL INFORMATION OFFICER) SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE;

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER) SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE; AND

AN ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR”

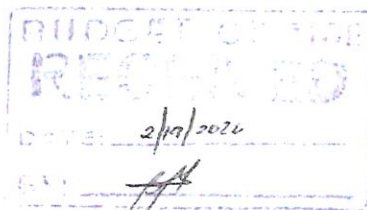
The Municipal Administrator, Human Resource Management Officer, Members of the Local Finance Committee, and all other interested parties are invited to attend.

Villaba, Leyte, February 19, 2026.



In public service,

[Signature]
ATTY. MC QUIRIE P. UMPAD
 Secretary to the Sanggunian



*paid by
 [Signature]
 2/19/26*

MTO - *[Signature]*
 2-19-2026



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

AN ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT
IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS
THEREFOR

DATE: FEBRUARY 24, 2026

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1.	ELMER C. SILVA	SBM	
2.	RODRE M. COMARA	SR MEMBER	
3.	JUDITH CATHERINE M. SAYSON	ACCTO. STAFF	
4.	DENNIS C. SY	SBM	
5.	Merlita D. Veloso	Mun. Adm	
6.	WALTER I. RUBILLOS JR	KPO	
7.	TERRY L. VAPOR	HRMO	
8.	MICHELLE S. RUBLAN	SB J-O	
9.	JEAN ODD BELL ALARDO	SB J-O	
10.	CLAIRE MONGATU	SB J-O	
11.			
12.			
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