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Item No.: 10

Date: 02 2026 JUN



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

By: [Signature]
Date: 5.29.26 Time: 9:14

Sangguniang Panlalawigan
Province of Leyte

PROVINCIAL LEGAL OFFICE

RECEIVED

Date: MAY 29 2026
By: [Signature]

2nd INDORSEMENT

May 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 12 series of 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 12 series of 2026: "An Ordinance creating a Plantilla position of Audio-Visual Aids Technician (Salary Grade 6)."

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 Civil Service rules and regulations and to the availability of funds. 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 [Signature]

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.

100-4/16/26

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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE
LEGAL OFFICE

1st Indorsement
15 April 2026

RELEASED
By: 
Date: 4-16-26 Time: 9:02

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 12, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating a Plantilla position of Audio-Visual Aids Technician I, Salary Grade 6.**



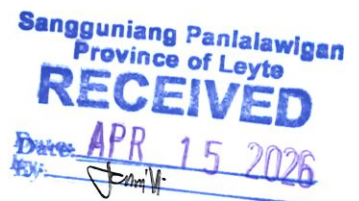


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



April 13, 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:

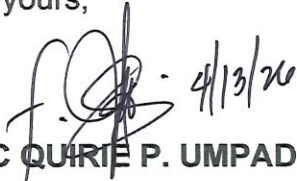
We respectfully transmit herewith fourteen (14) original copies of:

MUNICIPAL ORDINANCE NO. 12, 2026 – entitled: “AN ORDINANCE CREATING A PLANTILLA POSITION OF AUDIO-VISUAL AIDS TECHNICAL I, SALARY GRADE 6, IN THE MUNICIPALITY OF VILLABA, LEYTE,”

For your review and approval.

Best regards.

Very truly yours,

 - 4/13/26
ATTY. MC QUIRTE P. UMPAD
Secretary to the Sangguniang Bayan

Copy Furnished:

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

RECEIVED
 Date: APR 15 2026
 By: Jenell

MUNICIPAL ORDINANCE NO. 12, S. 2026

AN ORDINANCE CREATING A PLANTILLA POSITION OF AUDIO-VISUAL AIDS TECHNICIAN I, SALARY GRADE 6, IN THE MUNICIPALITY OF VILLABA, LEYTE

PREFATORY STATEMENT

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;

WHEREAS, the Municipality of Villaba, Leyte continuously undertakes programs, projects, and activities that require technical support in audio-visual documentation, multimedia presentations, information dissemination, and technical assistance during meetings, trainings, public hearings, and official municipal functions;

WHEREAS, there is a need to institutionalize and professionalize audio-visual and technical support services to ensure efficiency, accuracy, and quality in the conduct of municipal operations and public services;

WHEREAS, the creation of a plantilla position of Audio-Visual Aids Technician I will strengthen the administrative and technical capability of the municipal government and improve service delivery to the public;

NOW THEREFORE, on motion by the Hon. Jamel O. Gonzales, duly seconded en masse, **BE IT**

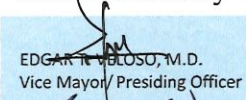
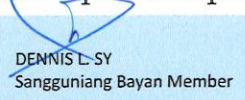
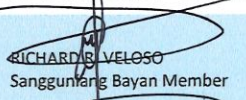
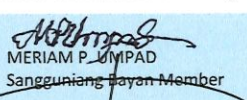
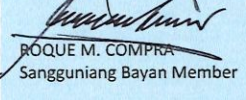
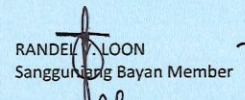
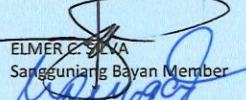
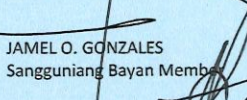
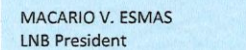
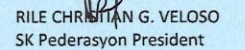
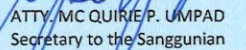
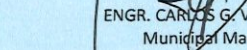
ORDAINED by the Sangguniang Bayan of the Municipality of Villaba, Leyte, in session assembled, that:

SECTION 1. TITLE OF THE ORDINANCE

This Ordinance shall be known as the "Ordinance Creating a Plantilla Position of Audio-Visual Aids Technician I in the Municipality of Villaba, Leyte."

SECTION 2. CREATION OF POSITION

There is hereby created a plantilla position of Audio-Visual Aids Technician I, with a

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

salary grade of 6, to be included in the approved staffing pattern of the Municipality of Villaba, Leyte.

Position Title: Audio Visual Aids Technician I

Salary Grade: 06

Monthly Salary: ₱17, 553.00

Education: High School Graduate or Completion of Relevant Vocational/Trade Course

Experience: None Required

Training: None Required

Eligibility: None Required MC 11, s. 96-Cat.III

Relevant MC 11, s. 1996 – Career Service Subprofessional

(or appropriate technical eligibility if required by LGU/agency)

SECTION 3. DEFINITION OF TERMS

For purposes of this Ordinance, the following terms shall be defined as follows:

Ordinance – A local law enacted by the Sangguniang Bayan in accordance with the Local Government Code of 1991.

Plantilla Position – An officially approved position included in the organizational structure of a government office, with a defined title, salary grade, and qualification standards.

Audio Visual Aids Technician I—is a person skilled in handling electronic equipment that combines sound and visual components— such as projectors, microphones, speakers, cameras, video recorders, and other multimedia devices—for effective communication and other purposes.

Salary Grade (SG) – The classification of government positions based on duties and responsibilities under the Salary Standardization Law.




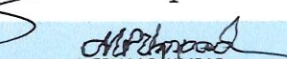
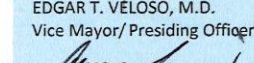
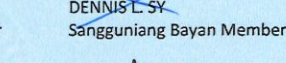
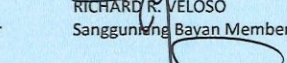
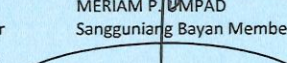
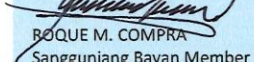

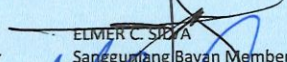
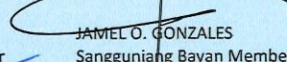
Monthly Salary – The fixed amount of compensation paid to the position holder per month.

Education Requirement – The minimum academic qualification required for appointment to the position.

Experience Requirement – The minimum number of years of relevant work experience necessary for the position.

Training Requirement— The minimum number of hours of relevant training required for the position.

Eligibility – The professional license required for appointment to the position.

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

SECTION 4. FUNDING SOURCE

The amount necessary to cover the salary and benefits of the newly created position shall be charged against the funds of the abolished position of Draftsman I pursuant to Municipal Ordinance No. 11, S. 2026 subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 5. IMPLEMENTING AUTHORITY

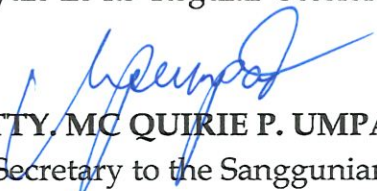
The Municipal Mayor is hereby authorized to include the newly created position in the Municipality's Plantilla of Personnel and to fill the said position in accordance with Civil Service Commission rules and regulations.

SECTION 6. SEPARABILITY CLAUSE. If for any reasons, any provision of this ordinance is declared unconstitutional or invalid by the court, or revoked by competent authorities, the remaining provisions not affected thereby shall continue to remain in full force and effect.


SECTION 7. REPEALING CLAUSE. Any previous ordinances, rules and regulations or parts thereof that are in conflict/inconsistent with any provisions of this ordinance are hereby repealed, amended or modified accordingly.

SECTION 8. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval and after compliance with the publication and posting requirements under the Local Government Code of 1991.

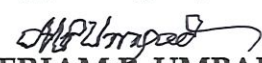
This Ordinance was approved by the Sangguniang Bayan in its Regular Session on February 12, 2026.



ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian

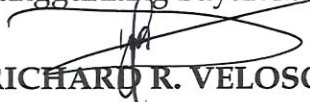
ATTESTED: 
EDGAR T. VELOSO, M.D.
Vice Mayor/Presiding Officer


DENNIS L. SY
Sangguniang Bayan Member


JAMELO O. GONZALES
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


ROQUE M. COMPRA
Sangguniang Bayan Member


RICHARD R. VELOSO
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President


ELMER C. SILVA
Sangguniang Bayan Member


RILE CHRISTIAN G. VELOSO
SK Pederasyon President


RANDEL A. LOON
Sangguniang Bayan Member

APPROVED: 
ENGR. CARLOS G. VELOSO
Municipal Mayor



COMMITTEE ON LAWS, PRIVILEGES, AND ACCOUNTABILITY

COMMITTEE REPORT NO. 5, Series of 2026

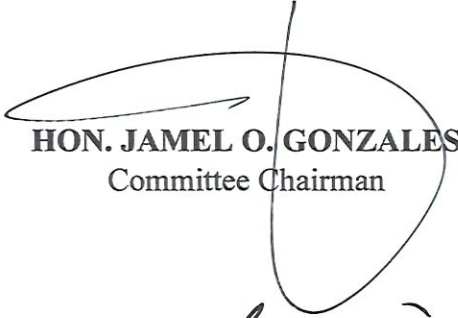
SUBJECT: AN ORDINANCE CREATING A PLANTILLA POSITION OF AUDIO-VISUAL AID TECHNICIAN 1, SALARY GRADE 6, IN THE MUNICIPALITY OF VILLABA, LEYTE


FINDINGS AND RECOMMENDATIONS

1. The creation of the plantilla position of Audio-Visual Aids Technician I, Salary Grade 6, is necessary to ensure the effective and efficient operation of the municipal offices, particularly in providing technical support for official meetings, sessions, trainings, and other government activities.
2. The Committee, together with the Municipal Budget Officer, recommends the abolition of the unfilled and vacant plantilla position of Draftsman I in order to utilize the corresponding unused funds for the creation of the plantilla position of Audio-Visual Aids Technician I, Salary Grade 6.

CONCURRING:


HON. ELMER C. SILVA
Vice Chairman


HON. JAMEL O. GONZALES
Committee Chairman


HON. ROQUE M. COMPRA
Member

APPENDICES:

a. Minutes of Public Hearing and Committee Meetings and Attendance Sheet Photo/Video



MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED ORDINANCE CREATING A PLANTILLA POSITION OF AUDIO-VISUAL AID TECHNICIAN I, SALARY GRADE 6, IN THE MUNICIPALITY OF VILLABA, LEYTE

ON FEBRUARY 10, 2026 AT SB SESSION HALL

The public hearing was conducted on February 10, 2026, at exactly 10:15 o'clock in the morning at the SB Session Hall, presided over by the Chairman of the Committee on Laws, Rules, Privileges and Accountability, Sangguniang Bayan Member Jamel O. Gonzales. Among those present were the Human Resource Management Officer (HRMO), Mr. Teddy Vapor; the Municipal Budget Officer, Mr. Manuel I. Rubillos Jr.; the Vice Chairman, Hon. Elmer Silva; and the Committee Member, Mr. Roque Compra.

The hearing was called to order and was followed by a prayer and the singing of the Philippine National Anthem.

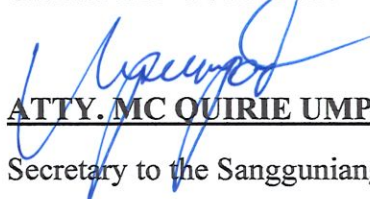
Hon. Gonzales formally presented the rationale for the creation of the position, emphasizing the need for additional support in municipal functions, particularly the position proposed to be created. Mr. Rubillos agreed and affirmed the necessity of creating the said plantilla position, noting that the budget allocation is available for Calendar Year 2026.

Furthermore, Mr. Vapor presented the qualifications, as well as the duties and responsibilities, of the Audio-Visual Aids Technician I. He also discussed the impact of creating the position on the organizational structure, its contribution to improving efficiency in the handling of municipal tasks, and the provision of in-depth technical knowledge and support in specific municipal areas.

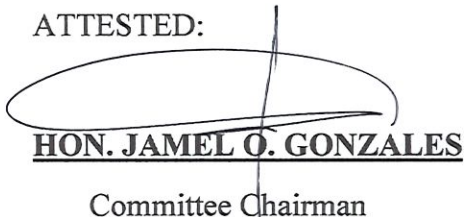
Further deliberations highlighted that the proposed position would help ensure the proper operation, maintenance, and management of audio-visual equipment, thereby improving the quality and efficiency of official functions and information dissemination. The Committee likewise noted that the creation of the position conforms with existing organizational requirements and is subject to the availability of funds and applicable Civil Service rules and regulations.

There being no other matters raised or discussed, the public hearing was adjourned at 10:30 o'clock in the morning.

CERTIFIED CORRECT:


ATTY. MC QUIRIE UMPAD
Secretary to the Sangguniang Bayan

ATTESTED:


HON. JAMEL O. GONZALES
Committee Chairman



Sangguniang Bayan
Office of the Secretary to the Sanggunian

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Employment, February 3, 2026 at 11:00 o'clock in the morning at Sangguniang Bayan Session Hall, this Municipality regarding the Proposed Municipal Ordinance Nos. 06 and 07, S-2026 authored by Sangguniang Bayan Member Jamel O. Gonzales entitled:

"AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF DRAFTSMAN I IN THE MUNICIPALITY OF VILLABA; and

AN ORDINANCE CREATING A PLANTILLA POSITION OF AUDIOVISUAL AIDS TECHNICIAN I, SALARY GRADE 6 IN THE MUNICIPALITY OF VILLABA, LEYTE"

The Human Resource Management Officer, Municipal Budget Officer, Municipal Engineer, Municipal Administrator and all other interested parties are invited to attend.

Villaba, Leyte, January 30, 2026.

Albino
ALBERTO BETA
ENGINEER

Jay
RHEA JANE C. SABAREZ
ARMO

Albino
ANGELICA LAPITA
MNO

In public service,

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

Albino
ALBERTO BETA



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

AN ORDINANCE CREATING THE PLANTILLA POSITION OF AUDIO VISUAL AIDS
TECHNICIAN I, SALARY GRADE 6, IN THE MUNICIPALITY OF VILLABA, LEYTE

DATE: FEBRUARY 10, 2026

TIME: 9:30 PM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	JAMA O. GONZALEZ	SB MEMBER	
2	ROQUE M. EDMUNDA	SB MEMBER	
3	ELMER C. SILVA	SB MEMBER	
4	TERRY L. VAPOR	HRMB	
5	MICHELE S. RUEVAN	SB J-D	
6	CLAIRE P. MONSANTO	SB J-D	
7	MARIA I. RUBINA M	MBO	
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