



Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAY 29 2026
By: [Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Item No.: 13

Date: 02 2026 JUN

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

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

2nd INDORSEMENT
March 3, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 8 of the Sangguniang Bayan of Merida, Leyte.

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

- Ordinance No. 9 entitled: **“Building and Occupancy Permit fees installment Ordinance of Merida, Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Sections 447(a)(3)¹ of the Local Government Code of 1991 (R.A 7160) pursuant to PD 1096². 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 (3) Subject to the provisions of Book II of this Code, grant franchises, enact ordinances authorizing the issuance of permits or licenses, or enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality,

² National Building Code of the Philippines

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN


PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

1ST INDORSEMENT
06 February 2026

By: *[Signature]*
Date: 2.9.26 Time: 9:14

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 08, series of 2025 of the Municipality of Merida, Leyte**, entitled: **An Ordinance authorizing the payment of building permit fees and occupancy permit fees on an installment basis in the Municipality of Merida, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: FEB 05 2026
By: *Jenny*

OFFICE OF THE SANGGUNIANG BAYAN

02 FEBRUARY 2025

THE SANGGUNIANG PANLALAWIGAN OF LEYTE
CAPITOL BUILDING
PALO LEYTE

DEAR HONORABLE MEMBERS;

I have the honor to submit to the Sangguniang Panlalawigan of Leyte copies of **MUNICIPAL ORDINANCE NO. 08, SERIES OF 2025 - "AN ORDINANCE AUTHORIZING THE PAYMENT OF BUILDING PERMIT FEES AND OCCUPANCY PERMIT FEES ON AN INSTALLMENT BASIS IN THE MUNICIPALITY OF MERIDA, LEYTE"** enacted by the 19th Council of this Municipality, for review and consideration.

Hoping everything is in order.

Thank you.

Respectfully,


JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 08TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON SEPTEMBER 03, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

PRESENT:

HON. RODRIGO M. WENCESLAO	, Municipal Vice Mayor, Presiding Officer
HON. ATTY. CHRISTIAN Q. SALTA, EnP	, Municipal Councilor, Majority Floor Leader
HON. BENJAMIN A. TRAVERO	, Municipal Councilor, Assistant Floor Leader
HON. JESUS ANTONIO R. MARTINEZ	, Municipal Councilor
HON. CHENIL C. CALDERON	, Municipal Councilor
HON. MELQUIADES D. GUIO-GUIO	, Municipal Councilor
HON. BRENDA T. ADOLFO	, Municipal Councilor, Presiding Pro-tempore
HON. ROGEN G. WENCESLAO	, Municipal Councilor
HON. OLIVER R. LIMOSNERO	, Municipal Councilor
HON. RONILLO O. LABANG	, Mun. InB President (Ex-Officio)
HON. ASHLEY NOREEN J. DIAZ	, Mun. SK Fed. President (Ex-Officio)

ABSENT:

NONE

-RESOLUTION NO. 19-25-043-

A RESOLUTION APPROVING MUNICIPAL ORDINANCE NO. 08, SERIES OF 2025 "AN ORDINANCE AUTHORIZING THE PAYMENT OF BUILDING PERMIT FEES AND OCCUPANCY PERMIT FEES ON AN INSTALLMENT BASIS IN THE MUNICIPALITY OF MERIDA, LEYTE."

WHEREAS, Section 147 and 153 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorize Municipalities to impose and collect reasonable fees and charges for services rendered;

WHEREAS, Section 301 of Presidential Decree No. 1096, otherwise known as the National Building Code of the Philippines, requires that No Building Permit or Occupancy Permit shall be issued without payment of the prescribed fees;

WHEREAS, the Sangguniang Bayan recognizes that certain applicants may not be able to pay Building Permit and Occupancy Permit Fees in full due to financial constraints, thereby delaying construction compliance and occupancy authorization;

WHEREAS, to promote compliance and economic activity while ensuring collection efficiency, it is deemed necessary to allow;

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Bayan (19th Council) of Merida, Leyte, in Session assembled, that:

-MUNICIPAL ORDINANCE NO. 08-
Series of 2025

AN ORDINANCE AUTHORIZING THE PAYMENT OF BUILDING PERMIT FEES AND OCCUPANCY PERMIT FEES ON AN INSTALLMENT BASIS IN THE MUNICIPALITY OF MERIDA, LEYTE.

SECTION 1. TITLE - This Ordinance shall be known as the "Building and Occupancy Permit Fees Installment Payment Ordinance of the Municipality of Merida, Leyte."

SECTION 2. COVERAGE - This Ordinance shall apply to all individuals, corporations, or entities applying for:

- a. Building Permit Fees; and
- b. Occupancy Permit Fees within the territorial jurisdiction of the Municipality of Merida, Leyte.

SECTION 3. INSTALLMENT TERMS

3.1 Eligibility - Any applicant who is unable to pay the full amount of Building or Occupancy Permit Fees may request installment payment, subject to approval by the Municipal Treasurer and the Building Official.

3.2 Down Payment - The applicant shall pay at least 30% of the total fee upon filing of the application.



3.3 **Installment Period** – The balance shall be payable in equal monthly installments within a period not exceeding six (6) months.

3.4 **Security** – The applicant shall execute an installment Agreement with the Municipal Treasurer’s Office.

3.5 **Completion Requirement** – For existing structure Building and Occupancy Permit Application, full payment must be made before the issuance of the permit. For New Construction Building Permit Application, at least 50% of the total fee must be paid before the start of actual construction.

SECTION 4. INTEREST AND SURCHARGE – Failure to pay any installment or or before the due date shall incur an interest of 2% per month on the unpaid balance, plus any surcharge authorized under the Local Government Code. This interest will not be covered or included in the penalties, surcharges and interest described in the Building and Occupancy Permit Penalty Amnesty Ordinance.

SECTION 5. EFFECT OF NON-PAYMENT

If the applicant fails to pay Two (2) consecutive installments:

- a. The unpaid balance shall immediately become due and demandable; and
- b. Appropriate legal action shall be initiated for collection.

SECTION 6. ADMINISTRATIVE GUIDELINES – The Municipal Treasurer and the Municipal Building Official shall issue a Joint Implementing Rules and Regulations (IRR) within 30 days from the effectivity of this Ordinance.

SECTION 7. SEPARABILITY CLAUSE – If any provision of this Ordinance is declared invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 8. REPEALING CLAUSE – All Ordinances, Resolutions, and Issuances inconsistent herewith are hereby repealed or modified accordingly.

SECTION 9. EFFECTIVITY – This Ordinance shall take effect after compliance with the posting and publication requirements under the Local Government Code.

ENACTED, BY THE SANGGUNIANG BAYAN (19TH COUNCIL) OF MERIDA, LEYTE THIS 03RD DAY OF SEPTEMBER 2025, ON ITS REGULAR SESSION.

APPROVED UNANIMOUSLY.

SANGGUNIANG BAYAN MEMBERS

ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Majority Floor Leader

BENJAMIN A. TRAVERO, JR.
Municipal Councilor
Assistant Floor Leader
(Official Business)

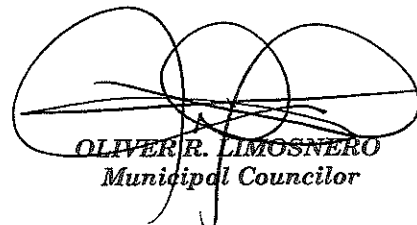

JESUS ANTONIO R. MARTINEZ
Municipal Councilor

CHENIL C. CALDERON
Municipal Councilor


MEQUADES D. GUIO-GUIO
Municipal Councilor

BRENDA T. ADOLFO
Municipal Councilor
Presiding Pro-tempore
(Official Business)


ROGAN G. VENCESLAO
Municipal Councilor


OLIVER R. LIMOSNERO
Municipal Councilor




(CONTINUATION OF MUNICIPAL ORDINANCE NO. 08, SERIES OF 2025 DATED SEPTEMBER 03, 2025//PAGE 03)


RONILLO O. LABANG
Ex-Officio (LtB President)

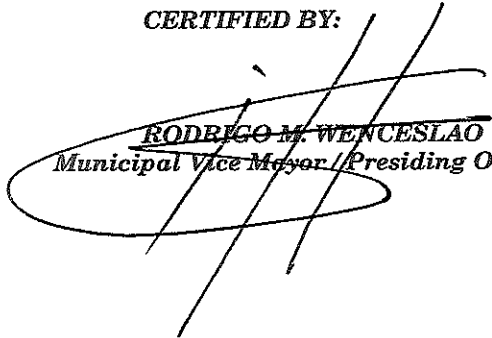
ASHLEY NOREEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)
(Official Business)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON September 30, 2025.

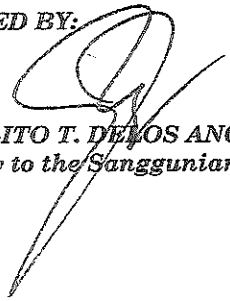
APPROVED BY:


ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor

CERTIFIED BY:


RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer

ATTESTED BY:


JOSELITO T. DE LOS ANGELES
Secretary to the Sangguniang Bayan



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 08, SERIES OF 2025 – “AN ORDINANCE AUTHORIZING THE PAYMENT OF BUILDING PERMIT FEES AND OCCUPANCY PERMIT FEES ON AN INSTALLMENT BASIS IN THE MUNICIPALITY OF MERIDA, LEYTE”** had been posted in three (3) conspicuous places in the locality within three (3) consecutive weeks from **SEPTEMBER 30, 2025 to OCTOBER 21, 2025**.

THIS CERTIFICATION has been issued in compliance to Section 511 (1), Title One, book IV of RA 7160, otherwise known as the Local Government Code of 1991.

DONE AND ISSUED this 02ND day of FEBRUARY 2026 at Merida, Leyte, Philippines.


JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan