

Item No.: 40

Date: 09 2026 JUN



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

-oOo-

**PROVINCIAL LEGAL OFFICE**

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RELEASED**

By: [Signature]  
Date: 5-21-2026 Time: 9:21

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: MAY 29 2026  
By: [Signature]

**2<sup>nd</sup> INDORSEMENT**

May 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 5 series of 2026 of the Sangguniang Bayan of Dagami, Leyte.

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

- Ordinance No. 5 series of 2026: “An Ordinance creating the position of Project Development Officer III (PDOIII) 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)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>2</sup> 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*

<sup>1</sup>(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;

<sup>2</sup> 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  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>st</sup> Indorsement  
27 April 2026

PROVINCE OF LEYTE  
LEGAL OFFICE  
RECEIVED

By: *[Signature]*  
Date: 4.27.26 Time: 3:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 05, series of 2026 of the Municipality of Dagami, Leyte, entitled: an Ordinance creating the position of Project Development Officer III (PDOIII) under the Office of the Municipal Planning and Development Coordinator (MPDC) in the Municipality of Dagami, Leyte, and appropriating funds therefor.**



**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

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Province of Leyte  
Sangguniang Panlalawigan



Republic of the Philippines  
 Province of Leyte  
 MUNICIPALITY OF DAGAMI

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Date: APR 22 2026  
 By: [Signature]

**Office of the Sangguniang Bayan**

EXCERPT FROM THE MINUTES OF THE 8<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF DAGAMI, LEYTE, HELD AT THE MUNICIPAL SESSION HALL ON FEBRUARY 23, 2026, AT 9:00 O'CLOCK IN THE MORNING.

Present:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| Hon. Homobono U. Bardillon  | - Mun. Vice-Mayor/Presiding Officer |
| Hon. Floradima N. Bud-oy    | - Sangguniang Bayan Member          |
| Hon. Andres Bryan M. Bayona | - -do-                              |
| Hon. Susan O. Mendoza       | - -do-                              |
| Hon. Caridad B. Cabidog     | - -do-                              |
| Hon. Reynaldo U. Gerona     | - -do-                              |
| Hon. Jericho O. Cabidog     | - -do-                              |
| Hon. Alvaro P. Lorenzo, Jr. | - -do-                              |

On Travel:

- |                           |                                   |
|---------------------------|-----------------------------------|
| Hon. Dan Joseph D. Berino | - Sangguniang Bayan Member        |
| Hon. Arvin M. Delusa      | - ABC President/Ex-Officio Member |
| Hon. Jameson C. Madalina  | - SK Fed. Pres./Ex-Officio Member |

Absent:

NONE

**ORDINANCE NO. 05, SERIES OF 2026**

**AN ORDINANCE CREATING THE POSITION OF PROJECT DEVELOPMENT OFFICER III (PDO III) UNDER THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC) IN THE MUNICIPALITY OF DAGAMI, LEYTE, AND APPROPRIATING FUNDS THEREFOR.**

**BE IT ORDAINED** by the Sangguniang Bayan of Dagami, Leyte, in session duly assembled, that:

**SECTION 1. TITLE.**

This Ordinance shall be known as the Ordinance Creating the Position of Project Development Officer III (PDO III) under the Office of the Municipal Planning and Development Coordinator.

**SECTION 2. DECLARATION OF POLICY.**

It is hereby declared the policy of the Municipality of Dagami to strengthen its development planning, project preparation, monitoring, and evaluation systems in order to ensure efficient implementation of priority programs and projects aligned with local and national development goals.

**SECTION 3. CREATION OF POSITION.**

There is hereby created the position of **Project Development Officer III (PDO III)** under the Office of the Municipal Planning and Development Coordinator (MPDC).

HON. HOMOBONO U. BARDILLON  
 Mun. Vice-Mayor/Presiding Officer

FLOR G. YAP  
 Secretary to the Sanggunian

HON. FLORADIMA N. BUD-OY  
 SB Member

HON. ANDRES BRYAN M. BAYONA  
 SB Member

HON. SUSAN O. MENDOZA  
 SB Member

HON. CARIDAD B. CABIDOG  
 SB Member

HON. REYNALDO U. GERONA  
 SB Member

HON. JERICHO O. CABIDOG  
 SB Member

HON. ALVARO P. LORENZO, JR.  
 SB Member

(Cont. Ordinance No. 05, series of 2026, SB Regular Session, dated Feb. 23, 2026, etc.)

The position shall be permanent, subject to Civil Service laws, rules, and regulations, and shall be included in the Plantilla of personnel of the Municipality of Dagami upon approval by the appropriate authorities.

**SECTION 4. DUTIES AND RESPONSIBILITIES.**

The Project Development Officer III (PDO III) shall perform the following duties and responsibilities:

1. Assist the MPDC in the formulation, updating, and integration of the Comprehensive Development Plan (CDP), Local Development Investment Program (LDIP), Annual Investment Program (AIP), and other local development plans;
2. Lead in the preparation, packaging, and documentation of project proposals for submission to national government agencies, funding institutions, development partners, and other stakeholders;
3. Conduct project feasibility studies, technical evaluations, cost estimates, and impact assessments to ensure viability and sustainability of proposed projects;
4. Coordinate with national government agencies, including the Department of the Interior and Local Government and the National Economic and Development Authority, as well as other concerned offices, in relation to project development and funding opportunities;
5. Monitor and evaluate the implementation of locally funded and externally funded programs and projects, and prepare periodic accomplishment and status reports;
6. Maintain a comprehensive database of all municipal projects, including funding sources, timelines, outputs, and outcomes;
7. Provide technical assistance to barangays and other municipal offices in project identification, preparation, and documentation;
8. Perform such other functions as may be assigned by the Municipal Mayor or the Municipal Planning and Development Coordinator consistent with the nature of the position.

**SECTION 5. QUALIFICATIONS.**

The qualifications for the Project Development Officer III (PDO III) shall be in accordance with Civil Service Commission standards for the position, including but not limited to:


- Education: Bachelor's degree relevant to planning, public administration, economics, engineering, social sciences, or related field;
- Experience: Relevant professional experience in planning and project development;
- Training: Relevant training in development planning, project management, or related fields;
- Eligibility: Appropriate Civil Service eligibility as required by law.

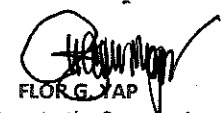
**SECTION 6. COMPENSATION.**

The salary grade and compensation of the Project Development Officer III (PDO III) shall be in accordance with the approved Salary Standardization Law and other applicable compensation laws, subject to the approval of the Civil Service Commission and the Department of Budget and Management.

**SECTION 7. APPROPRIATION.**

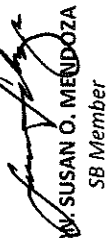
The amount necessary to cover the salary, benefits, and other related expenses for the position shall be charged against available funds of the Municipality of Dagami, subject to existing budgeting, accounting, and auditing rules and regulations.

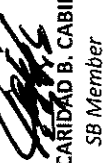
  
HON. HOMOBONO U. BARDILLON  
Mun. Vice-Mayor/Presiding Officer


  
FLOR G. YAP  
Secretary to the Sanggunian


  
HON. FESTRADA N. BUD-  
OY  
SB Member

  
HON. ANDRES BRYAN M. BAYONA  
SB Member

  
HON. SUSAN O. MENDOZA  
SB Member

  
HON. CARIDAD B. CABIDO  
SB Member

  
HON. REYNALDO U. GERONA  
SB Member

  
HON. JERICHO D. CABIDO  
SB Member

  
HON. ALVARO P. LORINO, JR.  
SB Member

(Cont. Ordinance No. 05, series of 2026, SB Regular Session, dated Feb. 23, 2026, etc.)

**SECTION 8. 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.

**SECTION 9. REPEALING CLAUSE.**

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

**SECTION 10. EFFECTIVITY.**


This Ordinance shall take effect upon approval and compliance with all requirements of law.

**ENACTED** this 23<sup>rd</sup> day of February, 2026, at Dagami, Leyte.

CERTIFIED CORRECT:

  
**FLOR G. YAP**  
*Secretary to the Sanggunian*

ATTESTED:

  
**HON. HOMOBONO U. BARDILLON**  
*Municipal Vice-Mayor/Presiding Officer*

  
**HON. FLORADIMA N. BUD-OY**  
*SB Member*

  
**HON. ANDRES BRYAN M. BAYONA**  
*SB Member*

  
**HON. SUSAN O. MENDOZA**  
*SB Member*


  
**HON. CARIDAD B. CABIDOG**  
*SB Member*

  
**HON. REYNALDO U. GERONA**  
*SB Member*

  
**HON. JERICHO O. CABIDOG**  
*SB Member*

  
**HON. ALVARO P. LORENO, JR.**  
*SB Member*

APPROVED:

  
**HON. JOSE JINGLE N. SUDARIO**  
*Municipal Mayor*