



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

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**PROVINCIAL LEGAL OFFICE**

PROVINCE OF LEYTE  
 LEGAL OFFICE

RELEASED  
 By: [Signature]  
 Date: 5.26.24 Time: 9:24

**2<sup>nd</sup> INDORSEMENT**  
 May 8, 2026

Sangguniang Panlalawigan  
 Province of Leyte  
**RECEIVED**  
 Date: MAY 29 2026  
 By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-08 of the Sangguniang Bayan of Dagami, Leyte.

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

- Ordinance No. 2026-08: “An Ordinance creating the Plantilla position of Municipal Government Department Head I 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**


PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED

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

By:   
Date: 4.27.26 Time: 3:10

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-08 of the Municipality of Dagami, Leyte, entitled: an Ordinance creating the Plantilla position of Municipal Government Department Head I (Human Resource Management Officer V) in the Local Government Unit of the Municipality of Dagami, Province of Leyte.**

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



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF DAGAMI

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Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: March 9, 2026  
By: [Signature]  
BAGONG PILIPINAS

**Office of the Sangguniang Bayan**

EXCERPT FROM THE MINUTES OF THE 10<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF DAGAMI, LEYTE, HELD AT THE MUNICIPAL SESSION HALL ON 09 MARCH, 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. Dan Joseph D. Berino   | - do-                               |
| Hon. Jericho O. Cabidog     | - do-                               |
| Hon. Alvaro P. Loreno, Jr.  | - do-                               |
| Hon. Arvin M. Delusa        | - ABC Pres./Ex-Officio Member       |

Absent:

- |                          |                                   |
|--------------------------|-----------------------------------|
| Hon. Jameson C. Madalina | - SK Fed. Pres./Ex-Officio Member |
|--------------------------|-----------------------------------|

**MUNICIPAL ORDINANCE NO. 2026-08**

**AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER V) IN THE LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF DAGAMI, PROVINCE OF LEYTE.**


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

**SECTION 1. Title.** This Ordinance shall be known as the "Ordinance Creating the Plantilla Position of Municipal Government Department Head I (Human Resource Management Officer V) in the Municipality of Dagami, Leyte."

**SECTION 2. Declaration Policy.** It is the policy of the Municipal Government of Dagami to strengthen and professionalize its human resource management system in order to ensure effective delivery of public service. The creation of a Plantilla position for **Municipal Government Department Head I (Human Resource Management Officer V)** shall enhance the administration of personnel management, recruitment, development, and welfare of municipal employees in accordance with Civil Service laws, rules, and regulations.

**SECTION 3. Creation of Position.** There is hereby created the Plantilla position of **Municipal Government Department Head I (Human Resource Management Officer V)** with **Salary Grade (usually SG-24 for HRMO V)** based on the **Salary Standardization Law of 2019**, under the Municipal Government of Dagami, Leyte.

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

  
FLORO 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. DAN JOSEPH D. BERINO  
SB Member

  
HON. JERICHO O. CABIDOG  
SB Member

  
HON. ALVARO P. LORENO, JR.  
SB Member

  
HON. ARVIN M. DELUSA  
ABC Pres./Ex-Officio Member

(Cont. Municipal Ordinance No. 2026-08, SB Regular Session, dated March 09, 2026, etc.).

**SECTION 4. Duties and Responsibilities.**

The Municipal Government Department Head I (Human Resource Management Officer V) shall perform the following duties and responsibilities:

- a. Formulate and implement policies, programs, and standards for human resource management and development in the municipality;
- b. Supervise recruitment, selection, placement, promotion, and personnel actions in accordance with Civil Service Commission rules;
- c. Administer employee training and development programs;
- d. Oversee personnel records management and ensure compliance with government regulations;
- e. Implement performance management and evaluation systems;
- f. Provide guidance to municipal officials and employees on personnel matters; and
- g. Perform such other duties as may be assigned by the Municipal Mayor or as provided by law.

**SECTION 5. Qualification Standards.**

The qualification standards for the position shall conform to the standards prescribed by the **Civil Service Commission** for **Human Resource Management Officer V** or equivalent position.

**SECTION 6. Compensation and Benefits.**

The compensation, benefits, and other emoluments of the position shall be in accordance with the applicable salary grade and compensation schedule prescribed by law and existing government rules and regulations.

**SECTION 7. Appropriation.**

The amount necessary for the implementation of this Ordinance shall be charged against the available funds of the Municipal Government of Dagami, Leyte, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

**SECTION 8. Separability Clause.**


If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

**SECTION 9. Repealing Clause.**


All ordinances, resolutions, executive orders, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.


**SECTION 10. Effectivity.**


This Ordinance shall take effect upon approval and after compliance with the posting and publication requirements as provided under the **Local Government Code of 1991**.


  
HON. FLORADINA N. BUDYOY  
SB Member

  
HON. ANDRES BRYANT M. BAYONA  
SB Member

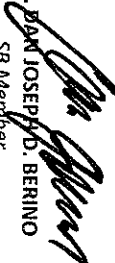
  
HON. SUSAN O. MENDOZA  
SB Member

  
HON. CARIDAD R. CABIDO  
SB Member


  
HON. REYNALDO U. GERONA  
SB Member

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

  
FLOR G. YAP  
Secretary to the Sanggunian

HON. JOAN JOSEPH O. BERINO  
SB Member  


HON. JERRICHO S. CABIDO  
SB Member  


HON. ALVARO P. LOPEZ, JR.  
SB Member  


HON. ANJUNIM. DELUSA  
ABC Pres./Ex-Officio Member  


(Cont. Municipal Ordinance No. 2026-08, SB Regular Session, dated March 09, 2026, etc.).

**ENACTED** this 9<sup>th</sup> day of March, 2026 at the Session Hall of the Sangguniang Bayan of Dagami, Leyte.

**CERTIFIED CORRECT:**

  
**FLOR G. YAN**

*Secretary to the Sanggunian*

**ATTESTED:**



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



**HON. FLORADEMA 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*



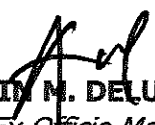
**HON. DAN JOSEPH D. BERINO**  
*SB Member*



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



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



**HON. ARVIN M. DELUSA**  
*ABC Pres./Ex-Officio Member*

APPROVED:



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