



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Sangguniang Panlalawigan
Province of Leyte

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

RECEIVED
Date: MAY 29 2026
By: Jenni V

By: [Signature]
Date: 29. 26 Time: 9:24

2nd INDORSEMENT
May 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 9 series of 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 9 series of 2026: **“An Ordinance creating a Plantilla position of nutrition Officer III (Salary Grade 18) 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 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

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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
15 April 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 4-16-26 Time: 9:14

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 9, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating a Plantilla position of Nutrition Officer III (Salary Grade 18) in the Municipal Government of Villaba, Province of Leyte, and providing funds thereof.**


FLORINDA JIL SUYVICO
Secretary to the Sanggunian



April 13, 2026

THE SANGGUNIANG PANLALAWIGAN MEMBERS

New Provincial Government Complex
Campetic, Palo, Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Thru: **LEONARDO M. JAVIER, JR**
Vice Governor/Presiding Officer

Date: APR 15 2026
By: Jm

Hon. Sangguniang Panlalawigan Members:

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

MUNICIPAL ORDINANCE NO. 9, 2026 – entitled: “AN ORDINANCE CREATING A PLANTILLA POSITION OF NUTRITION OFFICER III (SALARY GRADE 18) IN THE MUNICIPAL GOVERNMENT OF VILLABA, PROVINCE OF LEYTE, AND PROVIDING FUNDS THEREOF,”

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



MUNICIPAL ORDINANCE NO. 9, S. 2026

AN ORDINANCE CREATING A PLANTILLA POSITION OF NUTRITION OFFICER III (SALARY GRADE 18) IN THE MUNICIPAL GOVERNMENT OF VILLABA, PROVINCE OF LEYTE, AND PROVIDING FUNDS THEREOF

*Authored by: Hon. Elmer C. Silva
Sponsored by: Hon. Jamel O. Gonzales*

Sangguniang Bayan
Province of Leyte
RECEIVED
Date: APR 15 2026
By: *[Signature]*

PREFATORY STATEMENT

The State recognizes the vital role of nutrition in national development and promotes the right of the people to health as mandated under the 1987 Philippine Constitution. Presidential Decree No. 1569 and other related issuances mandate the strengthening of nutrition programs at the local government level through the appointment of qualified nutrition personnel. Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants Local Government Units the authority to create positions necessary for effective governance and delivery of basic services. RA 10862, Nutrition and Dietetics Law, states that while the law regulates the profession, it allows for the hiring of allied health graduates in supporting capacities.

Local Government Units (LGUs) can appoint allied medical graduates as Nutrition Officers, provided they meet the specific qualification standards required for the position. While a Bachelor's degree in Nutrition and Dietetics is the primary requirement, relevant qualifications in allied health sciences are recognized, especially for technical assistant.

The Municipality of Villaba continues to implement nutrition-related programs and interventions aimed at reducing malnutrition, especially among infants, children, pregnant women, and other vulnerable sectors, the creation of a plantilla position of Nutrition Officer III (Salary Grade 18) is necessary to ensure effective planning, coordination, implementation, monitoring, and evaluation of municipal nutrition programs and projects.

NOW THEREFORE, on motion by the *Hon. Elmer C. Silva*, duly seconded by the Hon. Richard R. Veloso,

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Villaba, Province of Leyte, that:

SECTION 1. Creation of Position. There is hereby created a plantilla position of

<i>[Signature]</i> BOQUE M. COMPRA Sangguniang Bayan Member / Temporary Presiding Officer	<i>[Signature]</i> DENNIS L. SY Sangguniang Bayan Member	<i>[Signature]</i> JULCA KATRINA L. CON-UI Sangguniang Bayan Member	<i>[Signature]</i> RICHARD R. VELOSO Sangguniang Bayan Member
<i>[Signature]</i> RANDEL V. LOON Sangguniang Bayan Member	<i>[Signature]</i> ELMER C. SILVA Sangguniang Bayan Member	<i>[Signature]</i> JAMEL O. GONZALES Sangguniang Bayan Member	<i>[Signature]</i> MACARIO V. ESMAS LNB President
<i>[Signature]</i> RILE CHRISTIAN G. VELOSO SK Pederasyon President	<i>[Signature]</i> ERALYN D. ARAGON Temporary Secretary to the Sanggunian	<i>[Signature]</i> ENGR. CARLOS G. VELOSO Municipal Mayor	

Nutrition Officer III, with Salary Grade 18, under the Municipal Government of Villaba, Province of Leyte, subject to existing laws, rules, and regulations.





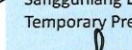
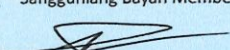
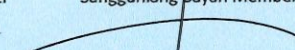
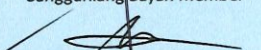
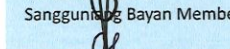
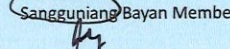
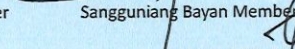
SECTION 2. DEFINITION OF TERMS

1. Ordinance - A local law enacted by the Sangguniang Bayan (municipal council) in accordance with the Local Government Code.
2. Plantilla Position - An officially approved position included in the organizational structure of a government office, with a defined title, salary grade, and qualifications.
3. Nutrition Officer III - is a professional position in government service, typically in local government units (LGUs), responsible for the planning, implementation, supervision, and evaluation of nutrition programs and services aimed at improving the nutritional status of the community, especially children, pregnant and lactating women, and other nutritionally at-risk groups.
4. Salary Grade (SG) - The classification of government positions based on duties and responsibilities, determining the monthly salary rate under the Salary Standardization Law.
5. Education Requirement - The minimum academic qualification needed for appointment to a position.
6. Experience Requirement - The minimum number of years of relevant work experience necessary for a position.
7. Training Requirement - The minimum number of hours of relevant formal instruction or skills development needed for a position.
8. Eligibility - The required professional license or civil service qualification that a person must have to be appointed to a position.
9. Funding Source - The budget allocation from which the salary and benefits for the position will be paid.
10. Effectivity - The date or condition upon which the ordinance becomes enforceable.

SECTION 3. Duties and Responsibilities. The Nutrition Officer III shall perform, but not be limited to, the following functions:

- a. Plan, coordinate, and supervise the implementation of all municipal nutrition programs, projects, and activities;
- b. Serve as technical adviser on nutrition-related concerns to the Local Chief Executive and the Sangguniang Bayan;
- c. Monitor and evaluate the nutritional status of the population, particularly vulnerable groups;
- d. Coordinate with national government agencies, barangays, NGOs, and other stakeholders on nutrition initiatives;
- e. Prepare and submit periodic reports required by concerned agencies; and
- f. Perform such other functions as may be assigned by competent authority in accordance with law.

SECTION 4. Qualification Standards. The qualification standards for the position of Nutrition Officer III shall be in accordance with the **Civil Service Commission (CSC) Qualification Standards Manual** and other applicable rules and regulations.

 ROQUE M. COMPRÁ Sangguniang Bayan Member / Temporary Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member	 RICHARD E. VELOSO Sangguniang Bayan Member
 RANDEL A. OON Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 JAMELO O. GONZALES Sangguniang Bayan Member	 MACARIO V. ISMAS LNB President
 RILE CHRISTIAN G. VELOSO SK Pederasyon President	 ERALYN D. ARAGON Temporary Secretary to the Sanggunian	 ENGR. CARLOS G. VELOSO Municipal Mayor	

Provided, however, that if the appointee is a graduate of Nursing or any allied medical course, he/she must be duly licensed by the **Professional Regulations Commission (PRC)**, as required by existing laws and professional regulations.

1. Minimum Qualifications (CSC Standard)

Education: Bachelor's degree relevant to the job (e.g., BS Nutrition, BS Dietetics, or BS Food and Nutrition other health related courses or allied medical course).

Experience: At least two (2) years of relevant experience in nutrition program planning, implementation, or monitoring.

Training: At least eight hours of relevant training in nutrition programs, project management, or capacity building.

Eligibility: Career Service Professional / Second Level Eligibility.

2. Specific Requirements & Preferred Qualifications

Competencies:

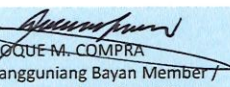
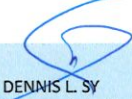
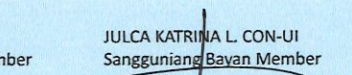
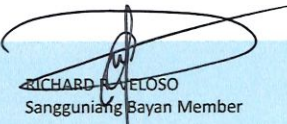
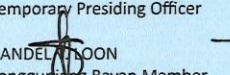
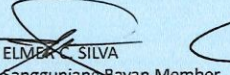
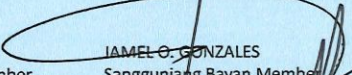
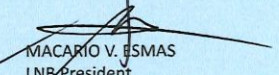
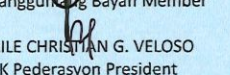
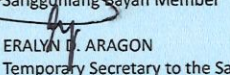
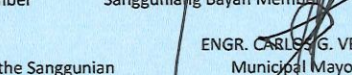
- * Proficiency in Microsoft Office applications.
- * Strong knowledge of Local Nutrition Action Plans (LNAP), Operation Timbang (OPT) results, and Philippine Plan of Action for Nutrition (PPAN).
- * Excellent communication skills (both oral and written).
- * Ability to conduct data analysis and create reports.
- * Experience in community health or social development is an advantage.

SECTION 5. Salary and Benefits. The Nutrition Officer III shall receive compensation corresponding to Salary Grade 18, including allowances and benefits as provided by law and existing rules and regulations.

SECTION 6. Funding Source. The amount necessary for the payment of salary, benefits, and other lawful compensation of the Nutrition Officer III shall be charged against the Municipal General Fund or any other available and appropriate funds of the municipality, subject to availability of funds and compliance with budgeting, accounting and auditing rules and regulations.

SECTION 7. Implementing Authority. The Municipal Mayor is hereby authorized to take the necessary steps for the implementation of this Ordinance, including the appointment of a qualified individual to the position, subject to existing laws, rules, and regulations.

SECTION 8. Separability Clause. If for any reason any provision of this Ordinance is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

 ROQUE M. COMPRA Sangguniang Bayan Member / Temporary Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member	 RICHARD A. VELOSO Sangguniang Bayan Member
 RANDEL ALON Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. BSMAS LNB President
 RILE CHRISTIAN G. VELOSO SK Pederasyon President	 ERALYN D. ARAGON Temporary Secretary to the Sanggunian	 ENGR. CARLOS G. VELOSO Municipal Mayor	


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 after the compliance with the posting and publication requirements under the Local Government Code of 1991.

Approved unanimously.

This Ordinance was approved by the Sangguniang Bayan in its Regular Session on February 5, 2026.


ERALYN D. ARAGON
Temporary Secretary to the Sanggunian

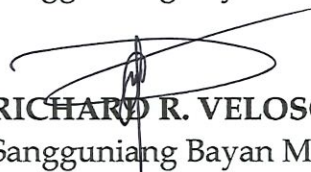
ATTESTED:

ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer


DENNIS L. SY
Sangguniang Bayan Member


RANDEL LOON
Sangguniang Bayan Member

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


JAMEL O. GONZALES
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

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

14 APR 2026



MINUTES OF THE COMMITTEE HEARING

Committee on Employment

**Subject: Proposed Ordinance Creating a Plantilla Position of Nutrition Officer III
(Salary Grade 18)**

Date: February 4, 2026

Time: 9:00 A.M.

Venue: SB Session Hall, Legislative Bldg. Sitio Cayangan, Pob. Del Sur, Villaba, Leyte

I. CALL TO ORDER

The Committee Hearing was called to order by Hon. Jamel O. Gonzales, Chairperson of the Committee on Employment, at the above-stated date, time, and venue.

II. ROLL CALL / ATTENDANCE

The following members were present:

- Hon. Jamel O. Gonzales, Chairperson, Sponsor
- Hon. Elmer C. Silva, Vice Chairperson, Author

Also present were:

- Mr. Manuel Rubillos (Municipal Budget Officer)
- Mr. Teddy L. Vapor (Municipal HRMO)
- Dr. Oliver B. Razo MD (MHO)
- Claire P. Monsanto – SB JO Committee Secretariat
- Michelle S. Ruelan – SB JO Committee Secretariat

A quorum being present, the Committee proceeded with the business at hand.

III. STATEMENT OF THE PURPOSE OF THE HEARING

The Chairperson stated that the purpose of the Committee Hearing was to deliberate on the proposed Ordinance creating a plantilla position of Nutrition Officer III (Salary Grade 18) in the Municipal Government of Villaba.

IV. PRESENTATION OF THE PROPOSED ORDINANCE

Hon. Elmer C. Silva, as Author, presented the proposed Ordinance and explained that the measure aims to institutionalize a permanent and qualified nutrition officer to strengthen the planning, coordination, and implementation of municipal nutrition programs, in support of the health and nutrition agenda of the Honorable Municipal Mayor.

V. DISCUSSION / DELIBERATION

During the discussion, the following points were raised:

1. The proposed position is consistent with the mandate of the Local Government Code of 1991 and national nutrition policies;
2. The Salary Grade 18 was clarified to be appropriate considering the technical and supervisory functions of the position, and compliant with CSC standards;
3. It was noted that funding for the position shall be sourced from the Municipal

General Fund, subject to availability of funds and existing budgeting and auditing rules;

4. The Committee discussed and agreed to include a clarification under the qualification standards that applicants who are graduates of Nursing or allied medical courses must be duly licensed by the Professional Regulation Commission (PRC), in accordance with existing laws.

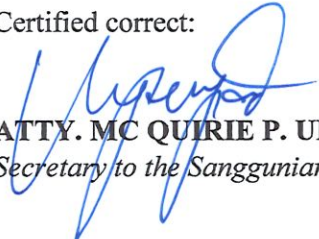
VI. COMMITTEE ACTION

After due deliberation, and upon motion of Hon. Jamel O. Gonzales, duly seconded by Dr. Oliver B. Razo MD, the Committee unanimously agreed to favorably recommend the approval of the proposed Ordinance, subject to the discussed refinement on qualification standards.

VII. ADJOURNMENT

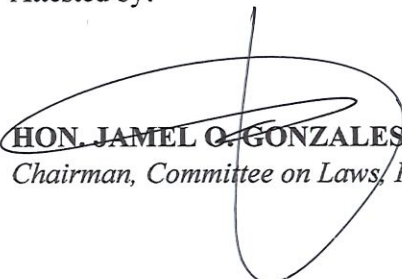
There being no other matters to discuss, the Committee Hearing was adjourned at 10:00A.M.

Certified correct:



ATTY. MC QUIRIE P. UMPAD
Secretary to the Sangguniang Bayan

Attested by:



HON. JAMEL O. GONZALES
Chairman, Committee on Laws, Rules, Privileges & Accountability



COMMITTEE ON EMPLOYMENT

COMMITTEE REPORT NO. 6, Series of 2026

SUBJECT: PROPOSED ORDINANCE CREATING A PLANTILLA POSITION OF NUTRITION OFFICER III (SALARY GRADE 18) IN THE MUNICIPAL GOVERNMENT OF VILLABA

BACKGROUND

The Committee received for consideration a proposed Ordinance sponsored by Hon. Jamel O. Gonzales and authored by Hon. Elmer C. Silva, seeking the creation of a plantilla position of *Nutrition Officer III (Salary Grade 18)* in the Municipal Government of Villaba. The measure aims to institutionalize and strengthen the delivery of nutrition services in support of the health programs of the municipal government.

COMMITTEE FINDINGS

After careful review and deliberation, the Committee finds that:


1. The proposed measure is in accordance with the Local Government Code of 1991, particularly the General Welfare Clause, authorizing LGUs to create positions necessary for effective service delivery;
2. The creation of the position directly supports the health and nutrition agenda of the Honorable Municipal Mayor, ensuring continuity and sustainability of municipal nutrition programs;
3. The proposed position will provide the municipality with a permanent, qualified, and accountable technical officer to plan, coordinate, monitor, and evaluate nutrition-related programs and activities;
4. The proposed Salary Grade 18 is appropriate and compliant with Civil Service Commission (CSC) standards, considering the technical and supervisory nature of the position; and
5. The funding requirement for the position may be sourced from available municipal funds, subject to compliance with existing budgetary, accounting, and auditing rules and regulations.


COMMITTEE RECOMMENDATION


In view of the foregoing, the Committee favors the approval of the proposed Ordinance sponsored by Hon. Jamel O. Gonzales and authored by Hon. Elmer C. Silva, as it is necessary, reasonable, and aligned with the leadership direction and development priorities of the Local Chief Executive, and is responsive to the needs of the constituents of the Municipality of Villaba.

The Committee respectfully recommends the approval and adoption of the proposed Ordinance by the Sangguniang Bayan.

CONCURRING:


HON. ELMER C. SILVA
Vice-Chairman


HON. JAMEL O. GONZALES
Committee Chairman


HON. ROQUE M. COMPRA
Member



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 4, 2026 at 9:00 o'clock in the morning at Sangguniang Bayan Session Hall**, this Municipality regarding the **Proposed Municipal Ordinance No. 04, S-2026** authored by Sangguniang Bayan Member **Jamel O. Gonzales** entitled:

"AN ORDINANCE CREATING A PLANTILLA POSITION OF NUTRITION OFFICER III SALARY GRADE 18, IN THE MUNICIPALITY OF VILLABA, LEYTE"

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

Villaba, Leyte, January 29, 2026.

In public service,


MC QUIRJE P. UMPAD, J.D.
Secretary to the Sanggunian

Received:
Harben
WELFE M. OMSA
1-30-26



ATTENDANCE SHEET

AN ORDINANCE CREATING A PLANTILLA POSITION OF NUTRITION OFFICER III SALARY GRADE 18, IN THE MUNICIPALITY OF VILLABA

DATE: FEBUARY 04, 2026
 TIME: 09:00 AM
 VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	ELMER C. SILVA	SDMEMBER	
2	JAMEL O. GONZALEZ	SB MEMBER	
3	OLIVER B. ANGELO	MPO	
4	JEDAY L. VAYR	HRMO	
5	CLAIRE P. MONSANTO	SB J.O	
6	MICHELLE S. RUBIAN	SB J.O	
7	MARCEL I. RUBILLOS JR.	MP30	
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