

Item No.: 48

Date: 09 2026 JUN



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCE OF LEYTE  
LEGAL OFFICE  
RELEASED

By: [Signature]  
Date: 05-29-26 Time: 9:52

Sangguniang Panlalawigan  
Province of Leyte

PROVINCIAL LEGAL OFFICE

RECEIVED

MAY 29 2026

Date: [Signature]  
By: [Signature]

2<sup>nd</sup> INDORSEMENT

April 16, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 11 s. 2026 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 11 s. 2026: "An Ordinance abolishing the Plantilla position of Draftsman 1 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 the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. 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  
-000-

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>st</sup> Indorsement**  
15 April 2026

PROVINCE OF LEYTE  
LEGAL OFFICE  
**RECEIVED**

By: [Signature]  
Date: 4.16.26 Time: 9m

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 11, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance abolishing the Plantilla position of Draftsman I in the Municipality of Villaba.**

[Signature]  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



April 13, 2026

**THE SANGGUNIANG PANLALAWIGAN MEMBERS**  
New Provincial Government Complex  
Campetic, Palo, Leyte

**Sangguniang Panlalawigan**  
Province of Leyte  
**RECEIVED**

Date: APR 15 2026  
By: Jem W

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. 11, 2026** – entitled: “AN ORDINANCE  
ABOLISHING THE PLANTILLA POSITION OF DRAFTSMAN I IN THE  
MUNICIPALITY OF VILLABA,”

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. 11, S. 2026**

**AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF DRAFTSMAN I IN THE MUNICIPALITY OF VILLABA**

**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 same law authorizes the Sangguniang Bayan to create, merge, or abolish positions in the interest of efficient and effective local governance, subject to applicable civil service laws, rules, and regulations;




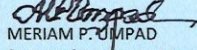
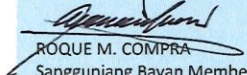

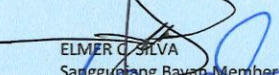
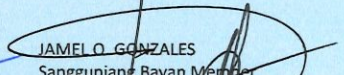
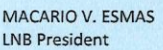
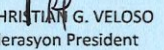
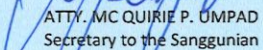
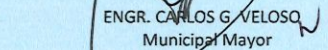
**WHEREAS**, upon review of the current organizational structure and staffing pattern of the Municipality of Villaba, the plantilla position of Draftsman I has been found to be no longer essential or has functions that may be absorbed by other existing positions or offices;

**WHEREAS**, the abolition of the said position will promote organizational efficiency, improve the delivery of basic services, and ensure the prudent utilization of government funds;

**WHEREAS**, there is a need to update and rationalize the staffing pattern of the Municipality of Villaba to align with its present administrative and operational requirements;

**NOW, THEREFORE**, on motion by the Hon. Jamel O. Gonzales, duly seconded by the Hon. Roque M. Comprá, BE IT

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

 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. COMPRA Sangguniang Bayan Member	 RANDEL M. 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

**SECTION 1. Abolition of Position.** – The plantilla position of Draftsman I in the Municipality of Villaba is hereby abolished.

**SECTION 2. Effectivity of Abolition.** – The abolition of the plantilla position of Draftsman I shall take effect upon approval of this Ordinance and in accordance with existing Civil Service Commission (CSC), Department of Budget and Management (DBM), and other applicable laws, rules, and regulations.

**SECTION 3. Personnel Affected.** – Any incumbent affected by the abolition of the position shall be accorded due process and shall be entitled to benefits and options provided under existing laws, rules, and regulations, including but not limited to reappointment, reassignment, or separation benefits, if applicable.


**SECTION 4. Funding and Savings.** – Funds previously appropriated for the abolished position shall revert to the General Fund of the Municipality of Villaba and may be utilized for other lawful purposes, subject to accounting and auditing rules and regulations.


**SECTION 5. Implementing Office.** – The Municipal Mayor, through the Municipal Human Resource Management Office (MHRMO), is hereby directed to implement this Ordinance and to take the necessary actions to update the staffing pattern and plantilla of positions of the Municipality of Villaba.

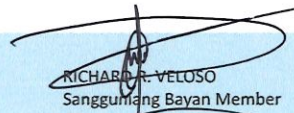
**SECTION 6. Separability Clause.** If for any reasons, any provision of this ordinance is declared unconstitutional or invalid by the court, or revoked by competent authorities, the remaining provisions not affected thereby shall continue to remain in full force and effect.

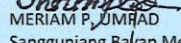
**SECTION 7. Repealing Clause.** Any previous ordinances, rules and regulations or parts thereof that are in conflict/inconsistent with any provisions of this ordinance are hereby repealed, amended or modified accordingly.

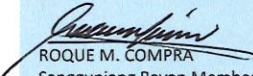
Approved unanimously.

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

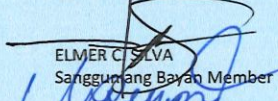
  
DENNIS L. SY  
Sangguniang Bayan Member

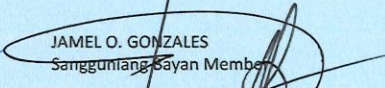
  
RICHARD R. VELOSO  
Sangguniang Bayan Member

  
MERIAM P. UMPAD  
Sangguniang Bayan Member


  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

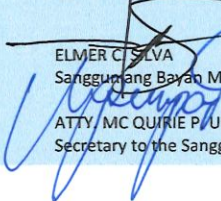
  
RANDEL VILON  
Sangguniang Bayan Member

  
ELMER C. SILVA  
Sangguniang Bayan Member

  
JAMEL O. GONZALES  
Sangguniang Bayan Member

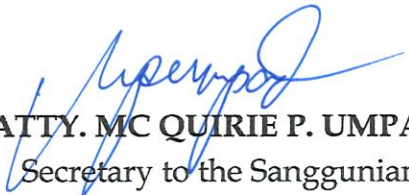
MACARIO V. ESMAS  
LNB President

  
RILE CHRISTIAN G. VELOSO  
SK Pederasyon President

  
ATTY. MC QUIRIE P. UMPAD  
Secretary to the Sanggunian

  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

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

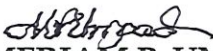
  
**ATTY. MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian


ATTESTED:

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

  
**DENNIS L. SY**  
Sangguniang Bayan Member

  
**JAMEL 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 LOON**  
Sangguniang Bayan Member

APPROVED:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

17 4 APR 2026



Republic of the Philippines  
Province of Leyte

**Municipality of Villaba**

# OFFICE OF THE SANGGUNIANG BAYAN

## MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED MUNICIPAL ORDINANCE ABOLISHING THE PLANTILLA POSITION OF DRAFTSMAN I, IN THE MUNICIPALITY OF VILLABA

**IN THE MUNICIPALITY OF VILLABA, LEYTE**

ON FEBRUARY 10, 2026 AT SB SESSION HALL

The public hearing was conducted on February 10, 2026, at 9:30 a.m. at the Sangguniang Bayan (SB) Session Hall, presided over by the Chairman of the Committee on Laws, Rules, Privileges, and Accountability, SB Member Jamel O. Gonzales.

Present during the hearing 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 Committee Member, Mr. Roque Compra.

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

The Chairperson then presented for discussion the proposed ordinance entitled: "An Ordinance Abolishing the Plantilla Position of Draftsman I in the Municipality of Villaba, Leyte."

During the deliberations, the Committee discussed that the plantilla position of Draftsman I has become unnecessary due to changes in the organizational structure and operational requirements of the municipality. It was noted that the functions previously assigned to the position are either no longer required or are being sufficiently handled by existing offices and personnel.

Mr. Vapor discussed the personnel implications of the proposal, while Mr. Rubillos explained the financial impact and potential savings resulting from the abolition of the position.

After deliberations, it was summarized that all comments and recommendations would be given due consideration, particularly regarding the abolition of the said position.

No other concerns were raised or discussed. The public hearing adjourned at 10:15 a.m.

CERTIFIED CORRECT:

  
ATTY. MC QUIRIE UMPAD

Secretary to the Sangguniang Bayan

ATTESTED:

  
HON. JAMEL O. GONZALES

Committee Chairman



**COMMITTEE ON LAWS, PRIVILEGES, AND ACCOUNTABILITY**

**COMMITTEE REPORT NO. 4, Series of 2026**

**SUBJECT: AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF DRAFTSMAN I IN THE MUNICIPALITY OF VILLABA**

**FINDINGS AND RECOMMENDATIONS**

1. The plantilla position of Draftsman I has become unnecessary due to changes in the municipality's organizational structure and operational requirements.
2. The functions previously assigned to the position are either no longer needed or are sufficiently handled by existing offices and personnel.
3. The personnel implications were reviewed to ensure compliance with civil service rules and regulations.

**HON. JAMEL O. GONZALES**

Committee Chairman

**CONCURRING:**

**HON. ELMER C. SILVA**

Vice Chairman

**HON. ROQUE M. COMPRA**

Member

**APPENDICES:**

*e.g. Minutes of Public Hearing and Committee Meetings and Attendance Sheet, Photo/Videos*



**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.

*Alberto*  
**ALBERTO BETA**  
Engineering

*Jane*  
**RHEA JANE C. SABAREZ**  
ARMO

*Angela*  
**ANGELICA LAPITA**  
MNO

In public service,

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

*Div. Ramos*  
**Div. Ramos**



Republic of the Philippines  
Province of Leyte

Municipality of Villaba

# OFFICE OF THE SANGGUNIANG BAYAN

## ATTENDANCE SHEET

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

DATE: FEBRUARY 10, 2026

TIME: 9:30 PM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	JAMEL P. GONZALES	SB MEMBER	
2	ROQUE M. COMPIA	SB MEMBER	
3	ELMER C. SILVA	SB MEMBER	
4	TEDDY C. VABR	HRMO	
5	MICHELE S. RUELAN	SB J-D	
6	CLAIRE P. MONSANTO	SB J-D	
7	MARITE I. RUBILLOS JR	MSO	
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