



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

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**PROVINCIAL LEGAL OFFICE**

Item No.: **52**  
 Date: **09 2026 JUN**

PROVINCE OF LEYTE  
 LEGAL OFFICE  
**RELEASED**  
 By: *[Signature]*  
 Date: **6.5.26** Time: **9:40**

**Sangguniang Panlalawigan**  
**Province of Leyte**  
**RECEIVED**  
 Date: **JUN 05 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. 2026-08 of the Sangguniang Bayan of Hilongos, Leyte.

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

- Ordinance No. 2026-08: **“An Ordinance adding newly created positions in the Organizational Structure and Staffing pattern of the various positions in the Local Government of Hilongos 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  
07 May 2026

RECEIVED  
By:   
Date: 5-8-26 Time: 9:42

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 Hilongos, Leyte**, entitled: **An Ordinance adding newly created positions in the Organizational Structure and Staffing Pattern of the various positions in the Local Government of Hilongos and appropriating funds therefor.**

  
FLORINDA JILL S. UYVICO  
Secretary to the Sanggunian



Sangguniang Panlalawigan  
Province of Leyte

OFFICE OF THE SANGGUNIANG BAYAN

RECEIVED

Date: MAY 06 2020  
By: [Signature]

MUNICIPAL ORDINANCE NO. 2026-08

**AN ORDINANCE ADDING NEWLY CREATED POSITIONS IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE VARIOUS POSITIONS IN THE LOCAL GOVERNMENT OF HILONGOS AND APPROPRIATING FUNDS THEREFOR**

Authored by: **HON. JOSEPH F. FULACHE**

Chairperson, Committee on Laws, Rules, Privileges, Appointment, Good Governance and Human Rights

CATHERINE A. FABULAR, J.D.  
Secretary to the Sanggunian

CECILLE ANTONIETTE C. SABRIDO  
Ex-Officio Member / President, Pambayang Pederasyon ng Sangguniang Kabataan

**EXPLANATORY NOTE**

**WHEREAS**, the Local Government of Hilongos is mandated under Republic Act No. 7160, to ensure the effective delivery of basic services and promote the general welfare of its constituents;

**WHEREAS**, the present Municipal Administration aspires to establish a functional organizational set-up to make the public services more viable in terms of economy, efficiency, effectiveness and more responsive to the needs of the people;

**WHEREAS**, the Local Government Code of 1991, also known as RA 7160 particularly in Title Three (Human Resources and Development), Section 76 - Organizational Structure and Staffing Pattern which states 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, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, the current organizational structure and staffing pattern of the municipality are no longer sufficient to address present service requirements;

**WHEREAS**, there is a need to strengthen institutional capacity, to improve service delivery and enhance accountability through the creation of additional plantilla positions;

**NOW THEREFORE**, on motion of Hon. Joseph F. Fulache duly seconded by Hon. Francisco M. Ortega;

**BE IT ORDAINED BY THE 17<sup>th</sup>** Sangguniang Bayan of Hilongos in a regular session assembled:

**SECTION 1. TITLE** - An Ordinance Adding Newly Created Positions in the Organizational Structure and Staffing Pattern of the Various Positions in the Local Government of Hilongos and Appropriating Funds Therefor.

**SECTION 2. PURPOSE** - This ordinance is enacted to amend and update the Organizational Structure and Staffing Pattern (OSSP) of the Local Government of Hilongos in order to ensure a more responsive, efficient and effective delivery of public services; to rationalize and strengthen the distribution of functions and responsibilities among offices; to address the increasing demands of governance and public service and to authorize the creation of additional positions consistent with the provisions of the Local Government Code of 1991 and the standards set by the Civil Service Commission, with the corresponding appropriation of funds therefor.

RICHARD BENEDICT V. OGARIO  
Ex-Officio Member/President,  
Liga ng mga Barangay

FRANCISCO M. ORTEGA  
SB Member

MANUEL M. GABISAN  
SB Member

TRINIDAD V. ZARATE  
SB Member

CRIS ANTONIO B. ONG  
SB Member

MANUEL V. LOHA  
SB Member

ALINE B. REOMA  
SB Member

MANUEL R. VILLAHERMOSA  
Municipal Mayor

BERNADETH M. NERVES  
SB Member

JOSEPH F. FULACHE  
SB Member

ALBERT R. VILLAHERMOSA  
Municipal Vice-Mayor

**Municipal Ordinance No. 2026-08**

An Ordinance Adding Newly Created Positions in the Organizational Structure and Staffing Pattern of the Various Positions in the Local Government of Hilongos and Appropriating Funds Therefor

**SECTION 3. CREATION OF NEW POSITIONS** - The following additional positions are hereby created to effect the purpose of this Ordinance:

	OFFICE	POSITION TITLE	STEP #	ITEM #	SALARY GRADE
1	<b>OFFICE OF THE MUNICIPAL MAYOR</b>	Senior Administrative Assistant I (Buyer V)	1	284	13
2		Administrative Aide IV (Bookbinder II)	1	285	4
3		Administrative Aide I (Utility Worker I)	1	286	1
4		Administrative Officer II (Information Officer I)	1	297	11
5	<b>OFFICE OF THE SECRETARY TO THE SANGGUNIAN</b>	Administrative Aide IV (Bookbinder II)	1	287	4
6		Administrative Aide III (Utility Worker II)	1	288	3
7	<b>OFFICE OF THE MUNICIPAL TREASURER</b>	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	1	289	22
8	<b>OFFICE OF THE MUNICIPAL ASSESSOR</b>	Local Assessment Operations Officer I	1	290	11
9	<b>OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT</b>	Administrative Aide III (Utility Worker II)	1	291	3
10		Administrative Aide I (Utility Worker I)	1	292	1
11	<b>OFFICE OF THE MUNICIPAL AGRICULTURIST</b>	Meat Inspector I	1	293	6
12	<b>OFFICE OF THE MUNICIPAL ENGINEER</b>	Engineer III	1	294	19
13		Administrative Aide III (Driver I)	1	295	3
14		Administrative Aide I (Utility Worker I)	1	296	1

CATHERINE A. FABULAR, J.D.  
Secretary to the Sanggunian

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Ex-Officio Member / President,  
Liga ng mga Barangay

MANUEL M. GABISAN  
SB Member

CRIS ANTONIO B. ONG  
SB Member

MANUEL V. LORA  
SB Member

CECILLE ANTONETTE C. SABRIDO  
Ex-Officio Member / President, Pambayang Pederasyon ng Sangguniang Kabataan

FRANCISCO M. ORTEGA  
SB Member

TRINIDAD V. ZARATE  
SB Member

ALINE B. REOMA  
SB Member

**SECTION 4. QUALIFICATIONS AND DUTIES / RESPONSIBILITIES** - The qualifications, duties and responsibilities of the enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commissions, laws, rules and regulations.

**SECTION 5. APPOINTMENTS** - The appointments for those who will be occupying the herein mentioned positions shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission and other relevant laws.

**SECTION 6. APPROPRIATIONS** - The Municipal Budget Officer has certified the availability of funds for the creation thereby the appropriate funds shall be incorporated in the LGU's Supplemental Budget for the effective and continuous implementation of this ordinance.

Further, the created items shall be funded from the Personal Services component of the budget.

MANUEL R. VILLAHERMOSA  
Municipal Mayor

BERNADETH M. NERVES  
SB Member

JOSEPH F. FULACAN  
SB Member

ALBERT R. VILLAHERMOSA  
Municipal Vice-Mayor

**Municipal Ordinance No. 2026-08**

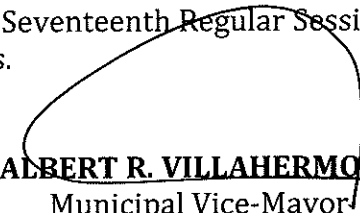
*An Ordinance Adding Newly Created Positions in the Organizational Structure and Staffing Pattern of the Various Positions in the Local Government of Hilongos and Appropriating Funds Therefor*

**SECTION 7. REPEALING CLAUSE** – All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 8. EFFECTIVITY** – This Ordinance shall take effect immediately upon its approval.

**ENACTED** this 27<sup>th</sup> day of April, 2026 during the Seventeenth Regular Session for CY 2026 of the Seventeenth Sangguniang Bayan of Hilongos.

  
**MANUEL M. GABISAN**  
Sangguniang Bayan Member

  
**ALBERT R. VILLAHERMOSA**  
Municipal Vice-Mayor

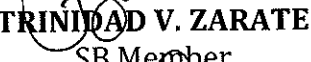
  
**CRIS ANTONIO B. ONG**  
SB Member

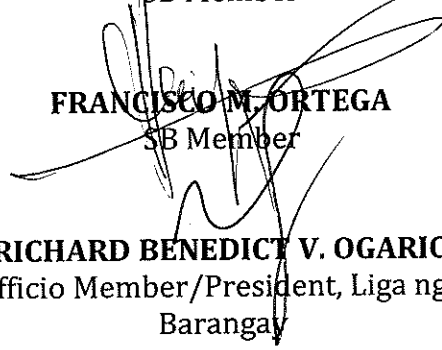
  
**MANUEL V. LORA**  
SB Member


  
**JOSEPH F. FULACHE**  
SB Member

  
**ALINE B. REOMA**  
SB Member


  
**FRANCISCO M. ORTEGA**  
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**TRINIDAD V. ZARATE**  
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**RICHARD BENEDICT V. OGARIO**  
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Barangay

  
**CECILLE ANTONIETTE C. SABRIDO**  
Ex-Officio Member/President,  
Pambayang Pederasyon ng Sangguniang  
Kabataan

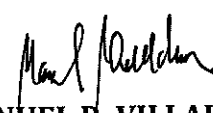
**I HEREBY CERTIFY** to the correctness of the foregoing ordinance.

  
**CATHERINE A. FABULAR, J.D.**  
Secretary to the Sanggunian

**ATTESTED:**

  
**BERNADETH M. NERVES**  
SB Member / Deputy Presiding Officer

**APPROVED:**

  
**MANUEL R. VILLAHERMOSA**  
Municipal Mayor  
Date: May 4, 2026