



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City
-oOo-

PROVINCIAL LEGAL OFFICE

Item No.: 52
Date: 21 2026 JUL

2nd INDORSEMENT
June 3, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 18 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 18 entitled: "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 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii) and (viii)² of the same, subject to CSC rules. Hence, we recommend 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;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.

² (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

By: *[Signature]*
Date: 5/19/20 Time:

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
13 May 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 18, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating the Plantilla position of Municipal Government Department Head I (Municipal Cooperatives Officer), Salary Grade 24, in the Municipality of Villaba, Leyte, aligning the same with the approved organizational structure and staffing pattern, providing for its qualifications, duties and functions, and for other purposes.**


FLORINDA JILLE S. UYVICO
Secretary to the Sanggunian



Sangguniang Bayan
Office of the Secretary to the Sanggunian

May 13, 2025

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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: MAY 13 2025
By: Alvine 9:34am

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

Hon. Sangguniang Panlalawigan Members:

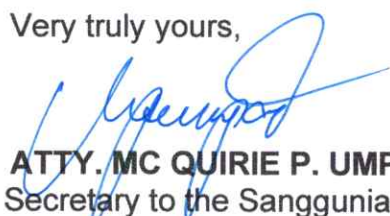
We respectfully transmit herewith fourteen (14) original copies of:

MUNICIPAL ORDINANCE NO. 18, 2025 – entitled: “AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE, ALIGNING THE SAME WITH THE APPROVED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, PROVIDING FOR ITS QUALIFICATIONS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES,”

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. 18, S. 2026

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER), SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE, ALIGNING THE SAME WITH THE APPROVED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, PROVIDING FOR ITS QUALIFICATIONS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES

Authored by: Hon. Elmer C. Silva

PREFATORY STATEMENT

**Sangguniang Panlalawigan
Province of Leyte
RECEIVED**
Date: MAY 13 2026
By: div 9:34am

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides for the general welfare clause empowering local government units to promote the economic development of their constituents;

WHEREAS, Section 443(d) of the same Code authorizes the Sangguniang Bayan to determine the organizational structure of the municipality and create positions in accordance with law;

WHEREAS, Sections 76 and 77 of Republic Act No. 7160 mandate that the organizational structure and staffing pattern of local government units shall be designed with due consideration to service requirements and subject to the standards and guidelines of the Department of Budget and Management (DBM);

WHEREAS, Republic Act No. 9520 emphasizes the role of cooperatives in local economic development and directs government units to support their growth and sustainability;

WHEREAS, the Municipality of Villaba recognizes the need to strengthen its institutional support for cooperative development through the creation of a department head position responsible for planning, coordination, and implementation of cooperative programs;

WHEREAS, the creation of the Municipal Cooperatives Officer position is consistent with the functional requirements of the municipality and shall be integrated into the existing plantilla and organizational structure without duplication of functions;

 EDGAR T. VELOSO, MA Vice Mayor / Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 RICHARD R. VELOSO Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 RANDER D. LOON 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	

NOW, THEREFORE, on motion by the **Hon. Elmer C. Silva**, duly seconded **en masse**,

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

SECTION 1. Short Title.

This Ordinance shall be known as the **“Municipal Cooperatives Officer Plantilla Creation Ordinance of Villaba, Leyte.”**

SECTION 2. Definition of Terms.

For purposes of this Ordinance:

- a. Organizational Structure** – The system that outlines the roles, responsibilities, and relationships of positions within the municipal government;
- b. Staffing Pattern** – The approved schedule of positions indicating titles, salary grades, and organizational placement;
- c. Plantilla Position** – A regular item in the approved staffing pattern with corresponding budget allocation;
- d. Municipal Cooperatives Officer** – The department head responsible for cooperative development programs;
- e. Personal Services Cap** – The limitation on expenditures for personal services as prescribed by law and DBM guidelines.

SECTION 3. Creation of Position.

There is hereby created the plantilla position of Municipal Government Department Head I (Municipal Cooperatives Officer) with Salary Grade 24, which shall form part of the organizational structure of the Municipal Government of Villaba.

SECTION 4. Organizational Alignment.

The position herein created shall:

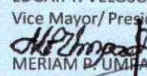
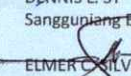
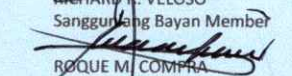
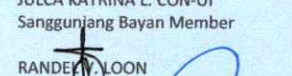
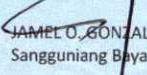
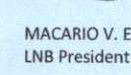
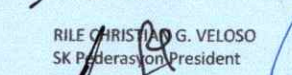
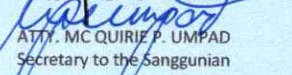
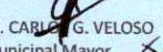
- a. Be integrated into the existing organizational structure of the Municipality;
- b. Be reflected in the approved staffing pattern and plantilla of personnel;
- c. Perform functions distinct and non-duplicative of existing offices; and
- d. Be under the Office of the Municipal Mayor, unless otherwise provided by subsequent ordinance or executive issuance.

SECTION 5. Nature of Appointment.

Appointment to the position shall be permanent and made in accordance with Civil Service Law, rules and regulations.

SECTION 6. Qualification Standards.

The position shall have the following minimum qualifications consistent with Civil Service Commission (CSC) standards:

 EDGAR T. VELOSO, M.D. Vice Mayor/ Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 RICHARD R. VELOSO Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member
 MERIAM R. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 RANDEY L. LOON 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. CARLO G. VELOSO Municipal Mayor	

- **Education:** Bachelor's Degree preferably in Cooperatives, Business Administration, Public Administration, Economics, or related field
- **Experience:** Four (4) years of supervisory/management experience
- **Training:** Forty (40) hours of supervisory/management learning and development intervention
- **Eligibility:** Career Service (Professional) / Second Level Eligibility

SECTION 7. Duties and Functions.

The Municipal Cooperatives Officer shall:

1. Advise the Municipal Mayor on matters affecting cooperative development;
2. Formulate and recommend policies, programs, and measures to promote and strengthen cooperatives;
3. Develop and implement plans aligned with the municipality's development agenda;
4. Provide technical assistance in the organization, registration support, and operation of cooperatives;
5. Strengthen linkages between cooperatives and government and private institutions;
6. Conduct training, capability-building, and continuing education programs;
7. Maintain a database and submit periodic reports on cooperative activities;
8. Ensure that cooperative programs are aligned with local economic development plans;
9. Perform other duties as may be assigned by the Municipal Mayor or as provided by law.

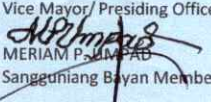
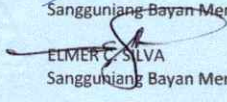
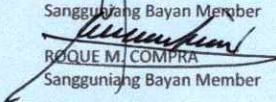
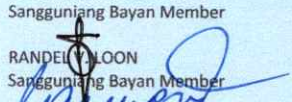
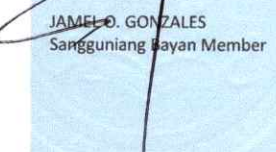
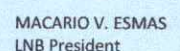
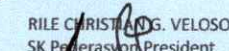
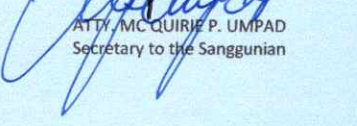
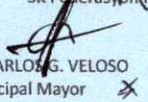
SECTION 8. DBM, Staffing Pattern, and Fiscal Compliance Clause.

The creation and implementation of this position shall be subject to:

- a. Review and approval by the Department of Budget and Management (DBM);
- b. Inclusion in the approved plantilla of personnel and staffing pattern of the Municipality;
- c. Compliance with the Personal Services (PS) limitation under existing laws and regulations;
- d. Adherence to budgeting, accounting, and auditing rules and regulations; and
- e. Availability of funds.

The position shall only be filled upon certification that the Municipality complies with the foregoing requirements.

SECTION 9. Appropriations.

 EDGAR T. VELOSO, M.D. Vice Mayor/ Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 RICHARD A. VELOSO Sangguniang Bayan Member	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRIA Sangguniang Bayan Member	 RANIEL BALOON Sangguniang Bayan Member
 JAMELO D. 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	

Funding for the position shall be sourced from available municipal funds and shall be included in the Annual Budget subject to applicable laws and regulations.

SECTION 10. Separability Clause.

If any provision of this Ordinance is declared invalid, the remaining provisions shall continue to be in full force and effect.

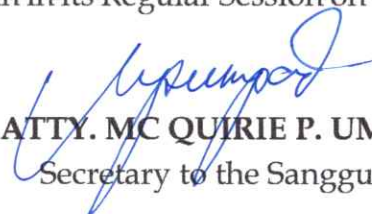
SECTION 11. Repealing Clause.

All ordinances and issuances inconsistent herewith are hereby repealed or modified accordingly.

SECTION 12. Effectivity Clause.

This Ordinance shall take effect upon approval and compliance with publication requirements under existing laws.

This Ordinance was approved by the Sangguniang Bayan in its Regular Session on March 26, 2026.


ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian

ATTESTED:

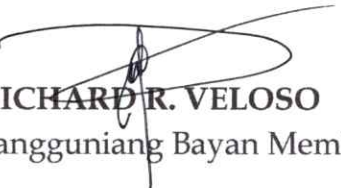

EDGAR T. VELOSO, M.D.
Vice Mayor/Presiding Officer

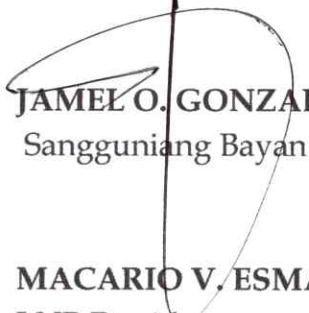

DENNIS L. SY
Sangguniang Bayan Member


ELMER C. SILVA
Sangguniang Bayan Member

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


RANDEL V. LOON
Sangguniang Bayan Member


RICHARD R. VELOSO
Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President


ROQUE M. COMPURA
Sangguniang Bayan Member


RILE CHRISTIAN G. VELOSO
SK Pederasyon President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

19 2 MAY 2026



MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED ORDINANCE CREATING A PLANTILLA POSITION OF MUNICIPAL DEPARTMENT HEAD 1 (MUNICIPAL COOPERATIVE OFFICER), SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE

February 24, 2026 | SB Session Hall

The public hearing was conducted on February 24, 2026, at exactly 9:46 o'clock in the morning in the SB Session Hall. It was presided over by the Vice-Chairman of the Committee on Laws, Rules, Privileges and Accountability, Sangguniang Bayan Member Hon. Elmer C. Silva.

Among those present were the Human Resource Management Officer (HRMO), Mr. Teddy Vapor; the Municipal Budget Officer, Mr. Manuel I. Rubillos Jr.; Ms. Judith Catherine M. Sayson, Accounting Staff; Hon. Dennis L. Sy, SB Member and member of the Local Finance Committee; Dr. Merlita Veloso, Municipal Administrator and Committee Member; and Mr. Roque Compra.

The committee hearing was called to order at exactly 9:40 A.M. by Hon. Elmer C. Silva.

Hon. Silva formally presented the rationale for the creation of the proposed position, emphasizing the need for additional support in municipal functions.

Mr. Manuel I. Rubillos Jr. stated that the Provincial Budget Office informed them that the LGU had exceeded the Fiscal Year Personal Services (PS) cap. He further explained that the newly created positions in the LGU of Villaba, Leyte shall not be filled up until such time that the Personal Services (PS) cap limitations, as prescribed under existing laws, rules, and regulations, are fully complied with and observed. Thus, the creation of one position remains pending. He also mentioned that a certification was issued on February 9, 2026, stating that the LGU is exercising prudence and strict adherence to statutory limitations on personal services expenditures.

Hon. Dennis L. Sy suggested that a provision may instead be included in the "Whereas" clauses, stating that the position shall be filled only upon the availability of funds or in case of an abolished plantilla item.

Mr. Rubillos reiterated that the creation of a position must be funded, emphasizing that creating a position without available funds would be impractical.

Dr. Merlita Veloso agreed with the suggestion of Hon. Sy to include such a provision, noting that the LGU is also mandated to create the said position.

Mr. Roque Compra inquired whether the creation of the position is necessary within the current year.

Dr. Veloso responded that the mandatory positions may instead be created gradually.

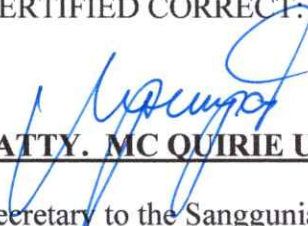
Mr. Rubillos added that the concern lies in the dependence on Personal Services (PS) expenditures.

Dr. Veloso further stated that, if that is the case, they will instead follow the issued certification. She also mentioned that the Mayor would be informed and that they would await his approval regarding the matter.

Mr. Rubillos further suggested that the position of Cooperative Officer may be considered next year, subject to the availability of funds.

There being no other matters raised or discussed, the public hearing was adjourned at 10:00 o'clock in the morning.

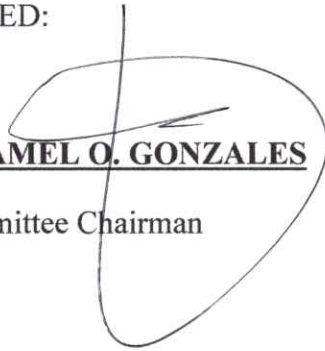
CERTIFIED CORRECT.



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. 8, Series of 2026

SUBJECT: AN ORDINANCE CREATING A PLANTILLA POSITION OF MUNICIPAL DEPARTMENT HEAD I (MUNICIPAL COOPERATIVE OFFICER), SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE

FINDINGS AND RECOMMENDATIONS

I. FINDINGS

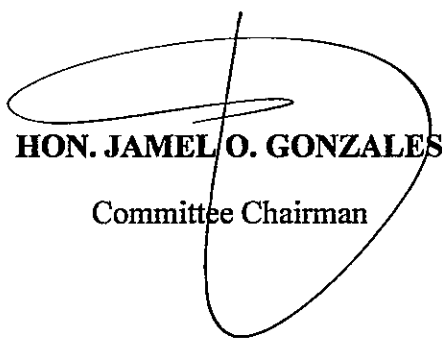
After thorough deliberation, the Committee finds that:

- The Municipal Budget Officer informed the body that the LGU has exceeded the Fiscal Year Personal Services (PS) cap, as advised by the Provincial Budget Office.
- In view thereof, newly created positions in the LGU of Villaba shall not be filled until full compliance with the Personal Services (PS) cap limitations prescribed under existing laws, rules, and regulations is achieved.
- A certification dated February 9, 2026, was issued stating that the LGU is exercising prudence and strict adherence to statutory limitations on personal services expenditures.
- It was suggested that a provision be included in the measure stating that the position shall only be filled upon the availability of funds or in the case of an abolished plantilla item.
- The Municipal Budget Officer emphasized that any creation of a position must be funded; otherwise, it would be impractical and ineffective.
- The body agreed to inform the Municipal Mayor and await his approval on the matter.
- The position of Cooperative Officer may be considered for inclusion in the succeeding fiscal year, subject to the availability of funds.

II. RECOMMENDATION

In view of the foregoing findings, the Committee respectfully recommends that:

- The proposed creation of the position be deferred pending compliance with the Personal Services (PS) cap limitations.
- A provision be incorporated into the ordinance stating that the position shall be filled only upon the availability of funds and subject to applicable budgeting and accounting laws, rules, and regulations.
- The matter be reconsidered in the next fiscal year, subject to the availability of funds and approval of the Municipal Mayor.



HON. JAMEL O. GONZALES
Committee Chairman

CONCURRING:



HON. ELMER C. SILVA
Vice Chairman



HON. ROQUE M. COMBRA
Member

APPENDICES:

o a Minutes of Public Hearing and Committee Meetings and Attendance Sheet Photo/Video



Republic of the Philippines
Province of Leyte
Municipality of Villaba
Office of the Secretary to the Sangguniang Bayan

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Laws, Rules and Privileges, February 24, 2026 at 9:30 in the morning at Sangguniang Bayan Session Hall, this Municipality regarding the Proposed Municipal Ordinance Nos. 09 to 11, S-2026 authored by Sangguniang Bayan Member Jamel O. Gonzales entitled:

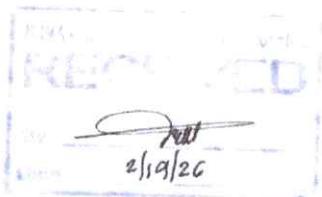
"AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL INFORMATION OFFICER) SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE;

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVES OFFICER) SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE; AND

AN ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR"

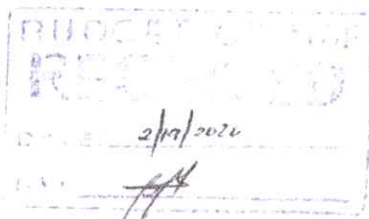
The Municipal Administrator, Human Resource Management Officer, Members of the Local Finance Committee, and all other interested parties are invited to attend.

Villaba, Leyte, February 19, 2026.



In public service,

[Signature]
ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian



*paid by
[Signature]
2/19/26*

MTO - *[Signature]*
2-19-2026



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL COOPERATIVE OFFICER) SALARY GRADE 24, IN THE MUNICIPALITY OF VILLABA, LEYTE

DATE: FEBRUARY 24, 2026

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1.	ELMER C. SILVA	SBM	
2.	RODOLFO M. COMPA	SB MEMBER	
3.	JUDITH CATHERINE M. SAYSON	ACCTG. STAFF	
4.	EDENNIS L. SY	SBM	
5.	Merlita D. Veloso	Mun. Ad.	
6.	ANTONIO J. RUBILLOS JR	MPD	
7.	TERRY L. VAYOR	HRMT	
8.	MICHELLE C. RUBAN	SB J.O	
9.	JEAN DRE BELLO ALARON	SB J.O	
10.	CLAIR MONSANTU	SB J.O	
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