



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

-oOo-

**PROVINCIAL LEGAL OFFICE**

**2<sup>nd</sup> INDORSEMENT**

June 3, 2026

Item No.: 53

Date: 21 2026 JUL

Sangguniang Panlalawigan,  
Province of Leyte

**RECEIVED**

Date: JUL 13 2026  
By: Jenny V.

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 19 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 19 entitled: "An Ordinance creating the Plantilla position of Municipal Information Officer etc."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii) and (viii)<sup>2</sup> 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.

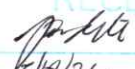
**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer*

<sup>1</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.

<sup>2</sup> (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;

PROV. LEGAL OFFICE  
RECEIVED

By:   
Date: 5/14/24 Time: \_\_\_\_\_

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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>st</sup> Indorsement**  
13 May 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 19, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating the Plantilla position of Municipal Government Information Officer III (SG-18) in the Municipality of Villaba, Leyte, and providing funds therefor.**

  
**FLORINDA JILL SUYVICO**  
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**  
MAY 13 2026  
Date:                       
By:                     

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

Hon. Sangguniang Panlalawigan Members:

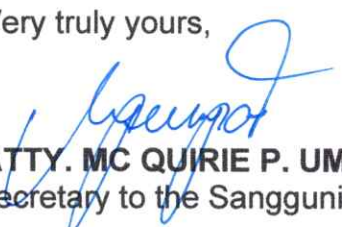
We respectfully transmit herewith fourteen (14) original copies of:

**MUNICIPAL ORDINANCE NO. 19, 2025** – entitled: “AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT INFORMATION OFFICER III (SG-18) IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR,”

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. 19, S.2026

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT INFORMATION OFFICER III (SG-18) IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR

*Authored by: Hon. Elmer C. Silva*

**PREFATORY STATEMENT**

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: MAY 13 2026  
By: [Signature]

**WHEREAS**, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the general welfare powers necessary to promote transparency, accountability, and effective governance;

**WHEREAS**, Sections 76 and 77 of Republic Act No. 7160 authorize local government units to determine their organizational structure and create positions in accordance with their service requirements, subject to the standards and guidelines of the Civil Service Commission (CSC);

**WHEREAS**, the Civil Service Commission (CSC) prescribes qualification standards and ensures that appointments to government positions adhere to merit and fitness principles;

**WHEREAS**, the Department of Budget and Management (DBM) mandates compliance with the Personal Services (PS) cap limitation and requires that creation and filling of positions be subject to budgetary constraints and availability of funds;

**WHEREAS**, the Municipality of Villaba recognizes the need to strengthen its public information and communication system to ensure timely dissemination of government programs, projects, and services, and to enhance transparency and citizen engagement;

**WHEREAS**, the creation of a Municipal Government Information Officer III will professionalize the management of public information, media relations, and communication strategies of the Municipality;

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

MERIAM R. UMPAD  
Sangguniang Bayan Member

JAMEL O. GONZALES  
Sangguniang Bayan Member

DENNIS L. SY  
Sangguniang Bayan Member

ELMER C. SILVA  
Sangguniang Bayan Member

MACARIO V. ESMAS  
LNB President

RICHARD R. VELOSO  
Sangguniang Bayan Member

ROQUE M. COMPIRA  
Sangguniang Bayan Member

RILEY CHRISTIAN G. VELOSO  
SK Federation President

ENGR. CARLOS G. VELOSO  
Municipal Mayor

JULCA KATRINA L. CON-UI  
Sangguniang Bayan Member

RANDELYN LOON  
Sangguniang Bayan Member

ATTY. MC QUIRRE P. UMPAD  
Secretary to the Sanggunian

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

**BE IT ORDAINED** by the Sangguniang Bayan of Villaba, Leyte, in session assembled, that:

#### SECTION 1. TITLE.

This Ordinance shall be known as the **"Creation of the Plantilla Position of Municipal Government Information Officer III (SG-18) Ordinance of the Municipality of Villaba, Leyte."**

#### SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the Municipality of Villaba to ensure transparency, accountability, and effective public communication through the establishment of a functional public information system that will promote government programs, projects, and services to the constituents.

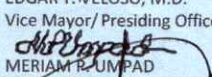
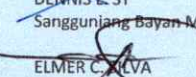
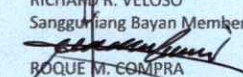
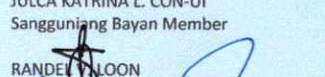
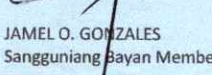
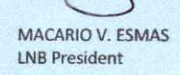
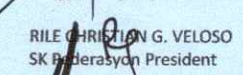
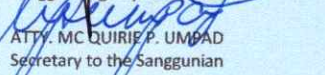
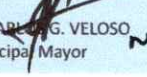
#### SECTION 3. DEFINITION OF TERMS.

For purposes of this Ordinance, the following terms shall mean:

- 13) Municipal Government Information Officer III (MGIO III)** – refers to the plantilla position responsible for planning, implementing, and managing the public information and communication programs of the Municipality;
- b) **Plantilla Position** – refers to a regular and permanent position in the approved staffing pattern of the Municipality with corresponding salary grade and benefits;
- c) **Personal Services (PS) Cap Limitation** – refers to the maximum allowable appropriations for personal services as prescribed under existing laws, rules, and regulations, as determined by the Department of Budget and Management (DBM);
- d) **Available Funds** – refers to funds duly appropriated and certified as available by the Municipal Budget Officer and Accountant, in accordance with budgeting, accounting, and auditing rules;
- e) **Public Information System** – refers to the structure, processes, and mechanisms established by the Municipality to ensure dissemination of accurate, timely, and relevant information to the public.

#### SECTION 4. CREATION OF POSITION.

There is hereby created a plantilla position of Municipal Government Information Officer III (Salary Grade 18) under the Municipal Government of Villaba, Leyte.

|                                                                                                                                               |                                                                                                                                   |                                                                                                                                            |                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>EDGAR T. VELOSO, M.D.<br>Vice Mayor/ Presiding Officer | <br>DENNIS L. SY<br>Sangguniang Bayan Member   | <br>RICHARD R. VELOSO<br>Sangguniang Bayan Member       | <br>JULCA KATRINA L. CON-UI<br>Sangguniang Bayan Member     |
| <br>MERIAM R. UMPAD<br>Sangguniang Bayan Member            | <br>ELMER C. SILVA<br>Sangguniang Bayan Member | <br>ROQUE M. COMPRA<br>Sangguniang Bayan Member         | <br>RANIEL ALON<br>Sangguniang Bayan Member                 |
| <br>JAMEL O. GONZALES<br>Sangguniang Bayan Member          | <br>MACARIO V. ESMAS<br>LNB President          | <br>RILE CHRISTIAN G. VELOSO<br>SK Pederasyon President | <br>ATTY. MC QUIRIC P. UMPAD<br>Secretary to the Sanggunian |
|                                                                                                                                               |                                                                                                                                   | <br>ENGR. CARLOS G. VELOSO<br>Municipal Mayor           |                                                                                                                                                  |

SECTION 5. ORGANIZATIONAL PLACEMENT

The Municipal Govt. Information Officer III shall be under the Office of the Municipal Mayor, and shall not be considered as a separate office. The position shall perform its function under the direct supervision and control of the Municipal Mayor or his/her duly authorized representative.

SECTION 6. QUALIFICATIONS.

The position of Municipal Government Information Officer III shall have the following minimum qualifications in accordance with the standards set by the Civil Service Commission (CSC):

- a) **Education** - Bachelor's Degree preferably in Mass Communication, Journalism, Development Communication, Public Administration, or any related field;
- b) **Experience** - At least two (2) years of relevant experience in public information, media relations, or communication work;
- c) **Training** - At least eight hours of relevant training in communication, media, or public relations;
- d) **Eligibility** - Career Service (Professional) / Second Level Eligibility.

SECTION 7. FUNCTIONS AND DUTIES.

The Municipal Government Information Officer III shall perform the following functions:

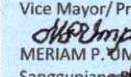
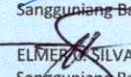
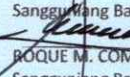
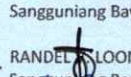
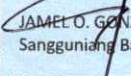
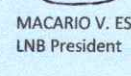
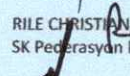
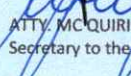
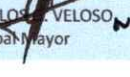
- a) Formulate and implement public information and communication strategies of the Municipality;
- b) Manage dissemination of accurate and timely information regarding government programs, projects, and services;
- c) Establish linkages with media and other communication platforms;
- d) Provide technical assistance in information campaigns and advocacy programs;
- e) Ensure compliance with transparency and public disclosure requirements;
- f) Perform such other duties as may be assigned by the Municipal Mayor.

SECTION 8. COMPENSATION AND BENEFITS.

The Municipal Government Information Officer III shall receive compensation corresponding to Salary Grade 18, and other benefits in accordance with existing laws, rules, and regulations.

SECTION 9. CONDITIONAL FILLING OF POSITION.

The filling up of the herein created plantilla position shall be subject to compliance with the Personal Services (PS) cap limitation , as prescribed and verified by the Provincial Budget Officer, and shall only be implemented upon determination that the Municipality has not exceeded the allowable PS cap limitation.

|                                                                                                                                              |                                                                                                                                   |                                                                                                                                             |                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>EDGAR T. VELOSO, M.D.<br>Vice Mayor/Presiding Officer | <br>DENNIS L. SY<br>Sangguniang Bayan Member   | <br>RICHARD R. VELOSO<br>Sangguniang Bayan Member        | <br>JULCA KATRINA L. CON-UI<br>Sangguniang Bayan Member    |
| <br>MERIAM P. UMPAD<br>Sangguniang Bayan Member           | <br>ELMER D. SILVA<br>Sangguniang Bayan Member | <br>ROQUE M. COMPRÁ<br>Sangguniang Bayan Member          | <br>RANDEL A. LOON<br>Sangguniang Bayan Member             |
| <br>JAMEL O. GONZALES<br>Sangguniang Bayan Member         | <br>MACARIO V. ESMAS<br>LNB President          | <br>RILE CHRISTIAN M. VELOSO<br>SK Pedersasyon President | <br>ATTY. MCQUIRIE P. UMPAD<br>Secretary to the Sanggunian |
| <br>ENGR. CARLOS M. VELOSO<br>Municipal Mayor             |                                                                                                                                   |                                                                                                                                             |                                                                                                                                                 |

## SECTION 10. APPROPRIATION.

The amount necessary for the implementation of this Ordinance shall be charged against available funds of the Municipality, subject to the availability of funds, and in accordance with existing budgeting, accounting, and auditing rules and regulations.

## SECTION 11. SEPARABILITY CLAUSE.

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

## SECTION 12. REPEALING CLAUSE.

All ordinances, resolutions, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

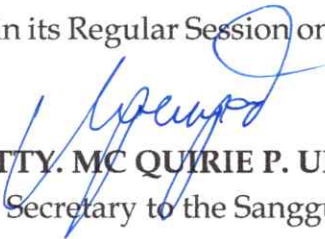
## SECTION 13. EFFECTIVITY.

This Ordinance shall take effect upon approval and compliance with publication requirements as provided by law.

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

ATTESTED:

  
**EDCAR P. VELOSO, M.D.**  
Vice Mayor/Presiding Officer

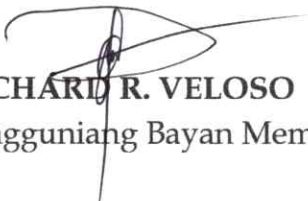
  
**ATTY. MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian

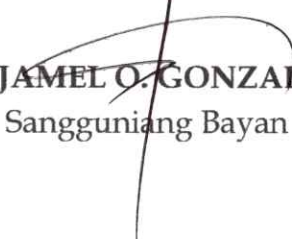
  
**DENNIS L. SY**  
Sangguniang Bayan Member

  
**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. COMPRA**  
Sangguniang Bayan Member

  
**RILE CHRISTIAN G. VELOSO**  
SK Pederasyon President

APPROVED:

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

12 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 INFORMATION OFFICER III, SALARY GRADE 18, IN THE MUNICIPALITY OF VILLABA, LEYTE**

February 24, 2026 | SB Session Hall

The public hearing was conducted on February 24, 2026, at 9:30 A.M. at the SB Session Hall, presided over by the Vice-Chairman of the Committee on Laws, Rules, Privileges, and Accountability, Sangguniang Bayan Member Hon. Elmer C. Silva. Present during the hearing were the Human Resource Management Officer (HRMO), Mr. Teddy Vapor; Municipal Budget Officer, Mr. Manuel I. Rubillos Jr.; Judith Catherine M. Sayson, Accounting Staff; Hon. Dennis L. Sy, SB Member/Local Finance Committee; Dr. Merlita Veloso, Municipal Administrator; and Mr. Roque Compra, Committee Member.

The committee hearing was called to order at 9:30 A.M. by Hon. Elmer C. Silva.

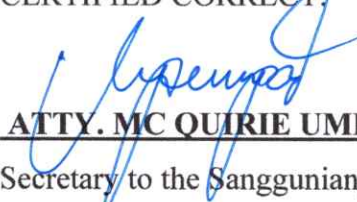
Mr. Rubillos reported that the provincial budget has already exceeded fiscal limits. He emphasized that the newly created positions in the LGU of Villaba, Leyte, shall not be filled until the Personal Services (PS) cap limitations, as prescribed under existing laws, rules, and regulations, are fully complied with and observed. Consequently, the creation of the position is pending and subject to fiscal implementation. He also referenced a certification issued on February 9, 2026, confirming that the LGU is exercising prudence and strict adherence to statutory limitations on personal services expenditures.

Mr. Rubillos further stated that the position should only be created once funds are available; otherwise, establishing it without funding would be ineffective.

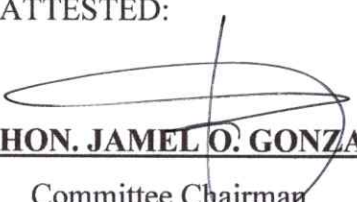
Hon. Silva inquired whether the position could be designated as Information Officer III instead of Information Officer Head I. Dr. Veloso responded that she would coordinate with the Mayor regarding the possibility of changing the designation. The proposed position shall be Officer III instead of Information Officer Head I. Dr. Veloso responded that the Mayor agreed to the creation of the position of Information Officer III next year. However, due to the certification issued stating that no additional plantilla position may be created this year, the proposed position cannot be established at present. Mr. Rubillos reiterated that the creation of the position is subject to the availability of funds.

There being no other matters raised or discussed, the public hearing was adjourned at 09:45 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. 2, Series of 2026**

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

**FINDINGS AND RECOMMENDATIONS**

**I. FINDINGS**

After deliberation, the Committee finds that:

- The creation of a plantilla position for Information Officer is necessary to strengthen information dissemination, transparency, and public communication in the LGU.
- The filling of the position must comply with PS cap limitations to ensure fiscal responsibility.
- The creation of the position is contingent upon the availability of funds.
- The Municipal Administrator, Dr. Merlita Veloso, conveyed that the Local Chief Executive expressed support for the creation of the position of Information Officer III; however, implementation may only proceed once fiscal requirements are fully complied with and funds become available, possibly in the succeeding fiscal year.

**II. RECOMMENDATION**

- The position shall only be filled when funds are available and in compliance with PS cap limitations.
- The proposed creation of the position of Information Officer III be deferred for the current fiscal year due to the existing Personal Services (PS) cap limitation.
- The ordinance should include a provision stating that the creation of the position is subject to the availability of funds.

**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



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

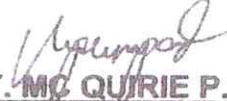
AN ORDINANCE CREATING THE POSITION OF TOURISM CONSULTANT IN THE MUNICIPALITY OF VILLABA, LEYTE, AND PROVIDING FUNDS THEREFOR"

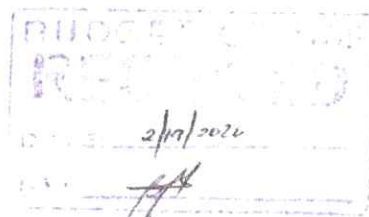
The Municipal Administrator, Human Resource Management Officer, Members of the Local Finance Committee, and all other interested parties are invited to attend.

Villaba, Leyte, February 19, 2026.



In public service,

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



MTO - Platino  
2-R-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 INFORMATION 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.  | BLANCA C. SILVA            | SBM          |           |
| 2.  | ROQUE A. COMPA             | SB MEMBER    |           |
| 3.  | JUDITH CATHERINE M. SAYSON | ACCTG. STAFF |           |
| 4.  | DENNIS L. M.               | SB M         |           |
| 5.  | MERLITA D. VELDSO          | Mun. Ad.     |           |
| 6.  | MARCEL D. ROBLES JR        | WBO          |           |
| 7.  | TERRY L. VADOR             | HKMO         |           |
| 8.  | NICHOLAS S. RUELAN         | SB J-O       |           |
| 9.  | CLAIRE MONGANTO            | CB J-O       |           |
| 10. | JEAN DEB BELLO ALARDO      | SB J-O       |           |
| 11. |                            |              |           |
| 12. |                            |              |           |
| 13. |                            |              |           |
| 14. |                            |              |           |
| 15. |                            |              |           |
| 16. |                            |              |           |
| 17. |                            |              |           |
| 18. |                            |              |           |
| 19. |                            |              |           |
| 20. |                            |              |           |

