



Republic of the Philippines
PROVINCE OF LEYTE

Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 63
Date: 28 2026 JUL

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUL 13 2026
By: J. Acuña

2nd INDORSEMENT

June 3, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 26-191 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 26-191, entitled: "An Ordinance authorizing the Creation of 12 new Plantilla Positions 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;

Republic of the Philippines
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Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
06 May 2026

LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: 5-7-26 Time: 9m

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 26-191** of the **Municipality of Burauen, Leyte**, entitled: **An Ordinance authorizing the creation of twelve (12) new Plantilla Items in the different office of the Municipal Government of Burauen, Leyte.**

[Signature]
FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

April 29, 2026

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

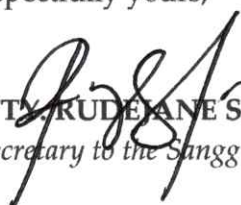
ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

Ladies/Gentlemen:

We transmit herewith 12 copies of **Municipal Ordinance No. 26-191**, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled *"An Ordinance Authorizing the Creation of Twelve (12) New Plantilla Items in the Different Offices of the Municipal Government of Burauen, Leyte"*, for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



RECEIVED

Date: APR 29 2025
By: _____

OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 26-191
Series of 2026

**AN ORDINANCE AUTHORIZING THE CREATION OF TWELVE (12) NEW PLANTILLA ITEMS
IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF BURAUEN, LEYTE**

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, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, the Municipal Government of Burauen recognizes the need to strengthen the institutional capacity of its various offices to ensure the efficient and effective delivery of basic services and the proper implementation of its programs, projects, and activities;

WHEREAS, upon evaluation of current staffing levels and operational demands, the Municipal Mayor has recommended the creation of twelve (12) new Plantilla positions across different municipal offices to address personnel deficiencies and support the growing administrative and technical needs of the local government;

WHEREAS, the proposed creation of these positions has been reviewed by the Human Resource Management Officer (HRMO) and the Municipal Budget Office (MBO), and found to be necessary, justified, and within the financial capability of the Municipal Government;

WHEREAS, the Sangguniang Bayan of Burauen finds the proposed creation of said positions to be consistent with existing laws, rules, and regulations, and supportive of the municipality's commitment to efficient governance and improved public service delivery;

NOW, THEREFORE, upon the motion duly made and seconded, be it enacted by the Sangguniang Bayan of Burauen, Leyte, in session assembled:

Section 1. CREATION OF NEW PLANTILLA POSITIONS. There is hereby authorized the creation of **twelve (12) new plantilla positions** in the different offices of the Municipal Government of Burauen, Leyte, as detailed below:

No.	Position Title	Salary Grade (SG)	PS Cost	Department/Office
1	Supervising Tourism Operations Officer	22	1,281,869.88	Office of the Mayor
2	Artist-Illustrator III	11	524,177.76	Office of the Mayor
3	Assistant Professor IV	18	859,124.96	Burauen Community College
4	Assistant Professor IV	18	859,124.96	Burauen Community College
5	Registrar II	15	524,177.76	Burauen Community College
6	Administrative Officer II	11	524,177.76	Burauen Community College
7	Administrative Officer V (Supply Officer III)	18	859,124.96	General Services Office
8	Administrative Officer II	11	524,177.76	General Services Office

No.	Position Title	Salary Grade (SG)	PS Cost	Department/Office
9	Administrative Assistant II	8	389,191.52	General Services Office
10	Administrative Assistant II	8	389,191.52	Municipal Disaster Risk Reduction Management Office
11	Administrative Assistant II	8	389,191.52	Municipal Disaster Risk Reduction Management Office
12	Administrative Aide I (Utility Worker I)	1	272,920.14	Municipal Environment and Natural Resources Office

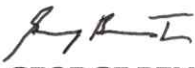
Section 2. FUNDING SOURCE. The salaries and other benefits of the foregoing Plantilla positions shall be included and appropriated in the annual budget of the Municipal Government of Burauen, subject to the usual budgeting, accounting, and auditing rules and regulations.

Section 3. REPEALING CLAUSE. All ordinances, resolutions, rules, and regulations, or parts thereof, that are inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

Section 4. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 5. EFFECTIVITY. This Ordinance shall take effect immediately upon approval.

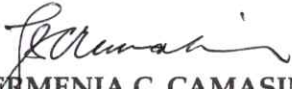
ENACTED, this 16th day of March 2026, at the Municipality of Burauen, Leyte, Philippines.


HON. GEORGE BENSEN S. TAN
Sangguniang Bayan Member


ATTY. LEO S. APOSTOL
Sangguniang Bayan Member

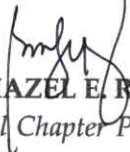

HON. JUANITO E. RENOMERON
Sangguniang Bayan Member

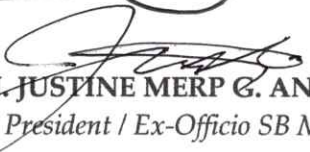

HON. CHERYL Y. DUCENTES
Sangguniang Bayan Member


HON. HERMENIA C. CAMASIN
Sangguniang Bayan Member


HON. SEAN T. CORDERO
Sangguniang Bayan Member


HON. ANDRES REY L. CAGARA
Sangguniang Bayan Member

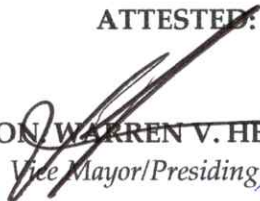

HON. MA. HAZEL E. RELATORRES
LnB Municipal Chapter President/ Ex-Officio SB Member


HON. JUSTINE MERP G. ANDRADE
PPSK President / Ex-Officio SB Member

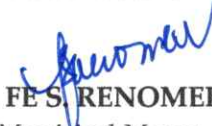
I HEREBY CERTIFY that this Ordinance was enacted by the Sangguniang Bayan of Burauen, Leyte, during its 37th Regular Session held on March 16, 2026.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian

ATTESTED:


HON. WARREN V. HERMANO
Vice Mayor/Presiding Officer

APPROVED:


HON. FES RENOMERON
Municipal Mayor

Date: MAR 23 2026



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Municipal Ordinance No. 26-191**, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled, *"An Ordinance Authorizing the Creation of Twelve (12) New Plantilla Items in the Different Offices of the Municipal Government of Burauen, Leyte"*, was enacted on March 16, 2026, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *March 18, 2026 to April 7, 2026* in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, April 13, 2026.


ATTY. RUDEHANE S. TAN
Secretary to the Sanggunian