

Item No.: 65
Date: 21 2026 JUL

S. Sangguniang Panlalawigan
Province of Leyte
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Date: JUL 20 2026
By: [Signature]
PROVINCE OF LEYTE
LLO



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

By: [Signature]
Date: 7.20.24 924

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

June 30, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 24 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 24 entitled: "An Ordinance amending certain provisions Municipal Ordinance No. 20 series of 2022-20224 etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution¹. 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

¹ (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
19 June 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

By: _____
Date: _____ Time: _____

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 24, s. 2026** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance amending certain provisions of Municipal Ordinance No. 20, series of 2022-2024, particular Sections 5, 8(A), and 9, relative to the creation, organizational structure, and qualification standards of the Municipal Government Assistant Department Head-I (MGADH-I).**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Sangguniang Bayan
Office of the Secretary to the Sanggunian

June 19, 2026

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

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUN 19 2026
By: *[Signature]*

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. 24, 2026 – entitled: "AN ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2024, PARTICULAR SECTIONS 5, 8, (A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD -I (MGADH-I) IN THE MUNICIPALITY OF VILLABA, LEYTE,"

For your review and approval.

Best regards.

Very truly yours,

[Signature]
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. 24, S. 2026

Date: JUN 19 2026
By: Jenny

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2024, PARTICULARLY SECTIONS 5, 8(A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD-I (MGADH-I) IN THE MUNICIPALITY OF VILLABA, LEYTE

PREFATORY STATEMENT

WHEREAS, the State recognizes the rights of persons with disabilities (PWDs) and the need to promote their welfare and full participation in society;

WHEREAS, Republic Act No. 10070 mandates the establishment of Municipal Government Assistant Department Head-I (MGADH-I) in all provinces, cities, and municipalities to address the needs of PWDs;

WHEREAS, Municipal Ordinance No. 20, Series of 2022-2024 was enacted to institutionalize mechanisms and programs for the protection and empowerment of PWDs in the Municipality of Villaba;

WHEREAS, there is a need to amend certain provisions of the said Ordinance to strengthen the organizational structure, clarify functions, and ensure that qualification standards are aligned with Civil Service Commission (CSC) policies and other applicable laws;

WHEREAS, such amendments will enhance the efficiency and effectiveness of the Municipal Government Assistant Department Head I (MGADH-I) in delivering services to the PWD sector;

NOW, THEREFORE, on motion by the Hon. Jamel O. Gonzales, duly seconded en masse, Be it

ORDAINED by the Sangguniang Bayan of Villaba, Leyte, in session duly assembled:

EDGAR T. MOSO, M.D.
Vice Mayor / Presiding Officer
MERIAM P. 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
ROOME M. COMFRA
Sangguniang Bayan Member
ATTY. MC QUIRRE P. UMPAD
Secretary to the Sanggunian

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member
RANDEL V. LOON
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO
Municipal Mayor

SECTION 1. SHORT TITLE. This ordinance shall be known as " An Ordinance Amending Municipal Ordinance No. 20, S. 2022-2025."

SECTION 2. Section 5, 8 (A), and 9 of Municipal Ordinance No. 20, S. 2022-2025 is hereby amended to read as follows:

"SECTION 5. Creation of Municipal Government Assistant Department Head-I Salary Grade 22

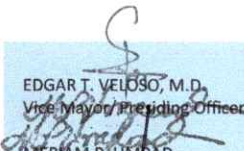
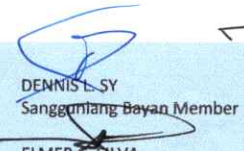
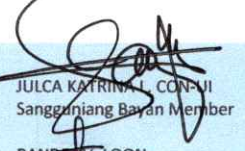
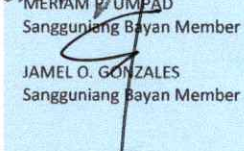
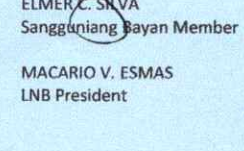
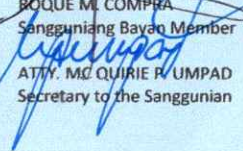
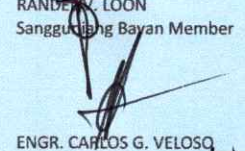
- There shall be a creation of position as Municipal Government Assistant Department Head-I in the Municipality of Villaba, Leyte, which shall be attached to the Mayor's Office (MMO) whose duties and function is to ensure the effective delivery of services to persons with disabilities (PWDs). Preference shall be given to qualified persons with disabilities in matters of recruitment, hiring, promotion, compensation, training, and other terms and conditions of employment.
- The enforcement of Section 325(a) and Section 331(b) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, may be waived to enable the Municipal Government of Villaba to fund the initial year requirements for newly created mandatory positions, subject to the confirmation and guidelines of the Department of Budget and Management (DBM) and the applicable provisions of the General Appropriations Act (GAA).
- Appointment to the position of the MGADH-I shall be subject to the qualification standards prescribed and approved by the Civil Service Commission (CSC).
- The Municipal Mayor shall appoint a Persons with Disability Affairs Officer who shall manage and oversee the operations of the Persons with Disabilities Affairs Office pursuant to Republic Act No. 10070. The Municipality may appoint such number of PDAO personnel as may be necessary, subject to the availability of funds. For reasons of economy and expediency, interim appointments may be made and personnel may be drawn from existing offices within the Municipality.

"SECTION 8. Functions and Responsibilities of Municipal Government Assistant Department Head I

The Municipal Government Assistant Department Head I (MGADH-I) shall:

- Manage, plan and implement policies and programs to promote the welfare of Persons with Disabilities (PWDS)
- Represent persons with disabilities in meetings of local government councils, committees, and other special bodies; and
- Submit regular reports to the Office of the Municipal Mayor regarding the implementation of programs, projects, and services promoting the rights and welfare of persons with disabilities within the Municipality.

"SECTION 9. Position and Qualification 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-VIL Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ELMER C. SILVA Sangguniang Bayan Member	 ROQUE M. COMPRÁ Sangguniang Bayan Member	 RANDEY V. LOON Sangguniang Bayan Member
 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. ESMAS LNB President	 ATTY. MC QUIRIE P. UMPAD Secretary to the Sanggunian	 ENGR. CARLOS G. VELOSO Municipal Mayor

- The Municipal Government Assistant Department Head-I shall have the minimum qualification standards:

Position	Salary Grade	Education	Experience	Training	Eligibility
Municipal Government Assistant Department Head-I (MGADH-I)	(SG 22)	Bachelor's Degree	3 years of relevant experience on disability affairs	16 hours of training on disability affairs	Career Service Professional Second Level Eligibility

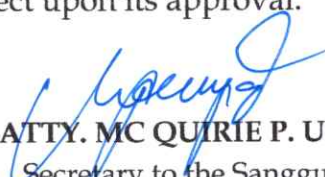
SECTION 3. SEPARABLY CLAUSE. If for any reason or reasons, any part or provision of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in force and in effect.

SECTION 4. REPEALING USE. Any ordinance, rule and regulations and executive issuances found inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 5. EFFECTIVITY. This ordinance shall take effect upon its approval.

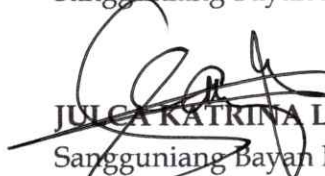
ATTESTED:


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

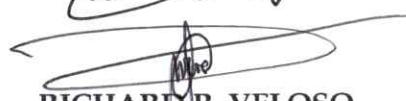

ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian


DENNIS L. SY
Sangguniang Bayan Member


ELMER C. SILVA
Sangguniang Bayan Member

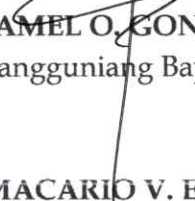

JULIA KATRINA L. CON-UI
Sangguniang Bayan Member


RANDEL M. 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

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

18 JUN 2026

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MUNICIPAL ORDINANCE NO. 20, S. 2022-2025

AN ORDINANCE INSTITUTIONALIZING THE CREATION OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN THE MUNICIPALITY OF VILLABA, LEYTE

PREFATORY STATEMENTS

Introduced by: **Hon. Rogelio J. Baay**
Sangguniang Bayan Member

The Persons with Disabilities (PWD's) are individuals who have unfavorable, inferior or prejudicial condition in life dwelling in a community of men, women and children. Unlike the others, these persons are lacking in basic resources or state of being believed necessary for an equal position in society.

The PWD's may be regarded as the most disadvantaged sector of the population and, moreover, a great number of them fall short of educational attainment indispensable for self-improvement. However, they are not unfortunate, like what we perceive them to be, for they are worthy of and subject to the support and/or assistance of the government under enabling and existing laws of the country.

FOR INSTANCE,

The Local Government Code of 1991 (R.A. 7160) states specifically in Section 16, Chapter 2 that, "Government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of the inhabitants".

The 1987 Constitution of the Philippines provides in Section 11, Article II that "The State values the dignity of every human person and guarantees full respect for human right".

Section 13, Article XIII of the aforesaid Constitution also provides, moreover, that "The state shall establish a special agency for disabled persons for their rehabilitation, self-development and self-reliance, and their integration into the mainstream of society".

DENNIS L. SY
Vice Mayor/ Presiding Officer

MERIAM P. UMPAD
Sangguniang Bayan Member

FEDERICO ENSOY
SK Federation Vice President

JULICA KATHINAL CON-UI
Sangguniang Bayan Member

NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

ELLY MARIA N. ENEVOLDSEN
Sangguniang Bayan Member

VIOLETA T. SUMAPIG
Sangguniang Bayan Member

ROQUE M. COMBRA
Sangguniang Bayan Member

ROGELIO J. BAAY
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO
Municipal Mayor

FEMPE S. CASAS, SR.
Sangguniang Bayan Member

MARANOV. DE CLARO
LNB President

MC QUERIE P. UMPAD
Secretary to the Sangguniang Bayan

Republic Act No. 10070, otherwise known as an Act to Establish an Institutional Mechanism to Ensure the Implementation of the Programs and Services for Persons with Disabilities in every province, city and municipality, mandates the creation of Persons with Disability Affairs Office in all local government units,

NOW, THEREFORE, in consideration of the above-stated legal bases, Be it

Ordained, as the Sangguniang Bayan in regular session assembled hereby Ordained, that:

Section 1. Title. – This ordinance shall be known as “The Persons with Disability Affairs Office (PDAO) Ordinance of the Municipality of Villaba, Leyte”.

Section 2. Scope. – Covered by this ordinance are the PWD’s or disabled young and senior citizens in the entire territorial jurisdiction of this municipality.

Section 3. Definition of Terms. – As used in this ordinance, the following words/ phrases shall mean to wit:

- **PERSONS WITH DISABILITIES (PWDs)** – Shall refer to those suffering from restriction of different abilities, as a result of mental, physical and sensory disorder and/or any other handicaps/conditions which include, but not limited to, the following:
 1. **Visual Disability** – impairment of visual functioning even after treatment and/or standard refractive correction, and has visual acuity in the better eye or less than (6/18 for low vision and 3/60 for blind), or a visual field of less than 10 degrees from the point of fixation. A certain level of visual impairment is defined as legal blindness. One is legally blind when his best corrected central visual acuity in his better eye is 6/60 or worse, or his side vision is 20 degrees or less in the better eye.
 2. **Visually Impaired** – has the inability to perceive light, to count fingers at a distance of three (3) meters in daylight, and with limitation to perform certain visual tasks such as reading, writing and mobility.
 3. **Hearing Disability** – moderate or worse hearing impairment in the better ear, that is the permanent unaided hearing threshold level of the better ear of 41 or 31 decibels or greater in age under 15 years old.
 4. **Hearing Impaired** – inability to hear clearly and tell the difference between certain sounds and words (or can hear a little without hearing aid) and or the complete, partial loss of the ability to hear from one or both ears: with 26 decibels or greater hearing threshold, averaged at frequencies 0.5, 1.0, 2.0, and 4.0 kilohertz.
 5. **Speech Impaired** – speech difficulty ranging from inability to speak to ability to speak but not sufficiently clear.
 6. **Orthopedically Handicapped** – one who has a physical disability due to bone, joint, tendon, and muscle defects such as post-polio, fracture.
 7. **Mentally Challenged** – mental retardation, a person who has significantly sub-averaged intellectual functioning resulting in or associated with concurrent adaptive behavior, in coping with any demand of daily life manifested through their sensory motor, communication, self-help, socialization, academic and vocational skills.

DENNIS L. SY
Vice Mayor/ Presiding Officer

MERIAM P. UMPAD
Sangguniang Bayan Member

FERDINAND ENRIQUEZ
SK Federation Vice President

JULCA KARINA L. CONUI
Sangguniang Bayan Member

NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

ELLEN MARIA N. ENEVOLDSEN
Sangguniang Bayan Member

VIOLETA T. SUMAPIG
Sangguniang Bayan Member

ROQUE M. COMPIÑA
Sangguniang Bayan Member

ROGERIO J. BAAV
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO
Municipal Mayor

REYNOLD S. CASAS, SR.
Sangguniang Bayan Member

MARIANO V. DE CLARO
LNB President

MC OMBRIE P. UMPAD
Secretary to the Sangguniang Bayan

8. **Attention Deficit Hyperactive Disorder** – a condition in the brain that makes it difficult to control their behavior.
9. **Person with Autism** – a lifelong developmental disability which typically appears during the first three years of life resulting from a neurobiological disorder that affects the functioning of the brain and interferes with the normal development in the areas of reasoning social interaction and communication skills.
10. **Learning Disability** – disorder in perception, listening, reading, writing, spelling and arithmetic and/or any disorder in one or more of the basic psychological or physiological processes (perception, comprehensive, thinking. etc.) involved in understanding or in using unspoken or written language.
11. **Mental Disability** – disability resulting from organic brain syndrome (i.e. mental retardation, acquired lesions of central nervous system, or dementia) and or mental illness (psychotic or non-psychotic disorder).
12. **Psychosocial Disability** – acquired behavioral, cognitive, emotional or social impairment that limits one or more activities necessary for the effective interpersonal transactions and other civilizing processes or activities for daily living such as but not limited to deviancy or anti-social behavior.
13. **Emotionally Disturbed Person** – one who displays a significant behavior or psychological pattern that deviates from an arbitrary and relative social norm such as aggressive and acting out behavior or withdrawn behavior.
14. **Other Handicaps** – circumstances that may give rise to disadvantages, such as problems with cleft palate, harelip, etc.
15. **Multi-Disability** two or more disabilities such as those with mental retardation and blindness.
16. **Chronic Illness** – words to describe a group of health conditions that last a long time. It may get slowly worse over time or may become permanent or it may lead to death. It may cause permanent change to the body and it will certainly affect the person's quality of life.
17. **Congenital Diseases** – diseases existing at and usually before birth which may have hereditary or nonhereditary cause.

For clarity in coverage, the term "Persons with Disability/ies (PWD's)" does not distinguish age, race, creed or religious belief, political affiliation, economic and social status. In addition, PWD's who are also Senior Citizens can have two Identification Cards; however, they shall invoke their rights to avail the benefits, privileges and incentives provided by law, using only one of the IDs at the time of availment.

SECTION 4. Roles of Local Government Units (LGU's) and National Agencies.
Pursuant to Section 1 of Republic Act No. 10070, Amending Section 40 of Republic Act No. 7277, Local Government Units (LGUs) shall have the following roles, namely:

- Local government units shall promote the establishment of organizations of persons with disabilities (PWD's) in their respective territorial jurisdictions. National agencies and local government units may enter into joint ventures with organizations and associations of PWD's to explore livelihood opportunities and other undertaking that shall enhance health, physical fitness and economic and social well-being of PWD's.
- Local government units shall organize and establish Persons with Disability Affairs Office (PDAO)

DENNIS SY
Vice Mayor/ Presiding Officer

MERIAM P. UMPAD
Sangguniang Bayan Member

FEDERICO ENSOY
SK Federation Vice President

JOLICA KATRINA L. CON-UI
Sangguniang Bayan Member

NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

ELEN MARIA N. ENEVOLDSEN
Sangguniang Bayan Member

VIOLETA T. SUMAPIG
Sangguniang Bayan Member

ROQUE M. COMPRA
Sangguniang Bayan Member

RODELIO S. BAY
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO
Municipal Mayor

FELIX S. CASAS, SR.
Sangguniang Bayan Member

MARIANO V. DE CLARO
LNB President

MC QUARIE P. UMPAD
Secretary to the Sangguniang Bayan

SECTION 5. Creation of Persons with Disability Affairs Office (PDAO) in the Municipality of Villaba.

- There shall be established a Persons with Disability Affairs Office (PDAO) in Villaba, Leyte which shall be attached to the Municipal Social Welfare and Development Office. The office shall be manned by sufficient number of employees to ensure delivery of services to the sector. Preference must be given to qualified persons with disabilities in regard to job application procedures; the hiring, promotion, or discharge of employees, employees' compensation, job training; and other terms and conditions of employment.
- Enforcement of Section 325 (a) and 331 (b) of RA 7160 shall be waived to enable the Municipal Government of Villaba to fund the initial year requirements for newly created mandatory positions, as confirmed by the Department of Budget and Management (DBM) based on the general provision of the annual GAA on the enforcement of Personnel Services limitations, for the initial year of creation of mandatory offices.
- Appointment to the positions of the Head of PDAO shall be subject to the qualification requirements as approved by the Civil Service Commission.
- The municipal mayor shall appoint a PWD Affairs Officer who shall manage and oversee the operations of PDAO, pursuant to the mandate under RA No. 10070. The Municipality may appoint such number of PDAO personnel as are necessary to carry out the functions and objectives of PDAO, subject to fund limitation. For reasons of economy and expediency, interim appointments may be resorted to, and may be drawn from any department or office now existing with the Municipality.

SECTION 6. Position Description of the Head of PDAO. The Head of PDAO shall perform the following duties and responsibilities:

- Manage and oversee the efficient operations of the Persons with Disabilities Affairs Office and general supervision of its personnel;
- Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;
- Ensure representation of persons with disabilities in the local development councils and other special bodies;
- Build the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;
- Establish coordination with the province, city or municipality, as the case may be and ensure the inclusion of disability concerns in all local government programs and services;
- Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;
- Develop and submit to the concerned municipal mayor or an Annual Work and Financial Plan.

SECTION 7. Functions of PDAO. The Persons with Disability Affairs Office shall carry out the following functions, viz:

- Formulate and implement policies, plans and programs for the promotion of the welfare of PWD's in coordination with concerned national government agencies, particularly the National Council for Disability Affairs (NCDA), and local government offices;

DENNIS SY
Vice Mayor/ Presiding Officer

MERIAM P. UMPAD
Sangguniang Bayan Member

FEDERICO ENSOY
SK Federation Vice President

JULCA PATRINA L. COM-UI
Sangguniang Bayan Member

NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

ELET MARTIN N. ENEVOLDSEN
Sangguniang Bayan Member

VIOLETA T. SUMAPIG
Sangguniang Bayan Member

ROQUE M. COMBIA
Sangguniang Bayan Member

ROGERIO L. BAY
Sangguniang Bayan Member

FELIX S. CASAS, SR.
Sangguniang Bayan Member

MARIANO V. DE CLARO
LNB President

MC QUIRRE P. UMPAD
Secretary to the Sangguniang Bayan

ENGR. CARLOS G. VELOSO
Municipal Mayor

- Coordinate the implementation of the provisions of Republic Act No. 7277 otherwise known as the – Magna Carta for Disabled Persons and For Other Purposes, as amended by Republic Act No. 9442 and Republic Act No. 10070; Batas Pambansa Blg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
- Represent PWD's in meetings of local development councils and other special bodies;
- Recommend and enjoin the participation of non-government organization (NGO's) and people's organization (PO's) in the implementation of all disability-related laws and policies;
- Gather and compile relevant data on PWD's, in coordination with the Barangay Councils and the concerned national and local government offices;
- Disseminate information including, but not limited to, programs and activities for PWD's, statistics on PWD's, including children with disability, and training and employment opportunities for PWD's;
- Submit report to the Office of the Municipal Mayor on the implementation of the programs and services for the promotion of the welfare of PWD's;
- Ensure that the policies, plans and programs for the promotion of the welfare of PWD's are duly funded by both the national and local government;
- Monitor fundraising activities being conducted for the benefit of PWD's;
- Seek donations in cash or in kind from local and foreign donors to implement and approved work plan for PWD's, in accordance with existing laws and regulations; and
- Perform such other functions as may be necessary for the promotion and protection of the welfare of the PWD's

SECTION 8. Organizational Structure of PDAO. The Persons with Disability Affairs Office shall have at least four (4) personnel on a permanent status.

The four (4) permanent positions shall perform the following functions:

- A. Head of PDAO/Officer shall:
- Be responsible in overseeing the management and operations of PDAO
 - Represent persons with disabilities in meetings of local government councils and other special bodies and
 - Submit report to the office of the municipal mayor on the implementation of programs and services for the promotion of the rights and welfare of persons with disabilities in the areas of jurisdiction
- B. Three (3) technical/administrative staff shall perform the following tasks:
- Planning and formulation/development of programs concerning mainstreaming the disability perspective in the local government unit's projects and activities and development of disability specific programs
 - Monitoring and implementation of the provisions of, Batas Pambansa Bld. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level
 - Assist in a day-to-day operation and maintain updated database on disability and ensure its availability.

DENNIS L. SY Vice Mayor/ Presiding Officer	JULCA KATRINA L. CON-UI Sangguniang Bayan Member	VIOLETA T. SUMAPIG Sangguniang Bayan Member	FELICE S. CASAS, SR. Sangguniang Bayan Member
MERIAM P. UMPAD Sangguniang Bayan Member	NIEL ALBERT D. INOBIQUEZ Sangguniang Bayan Member	BOQUE M. COMPRA Sangguniang Bayan Member	MARIANO V. DE CLARO LNB President
FEDERICO M. SIK SK Federation Vice President	ELLY MARIA N. ENEVOLDSEN Sangguniang Bayan Member	RODELIO J. BAY Sangguniang Bayan Member	MC QUELIE P. UMPAD Secretary to the Sangguniang Bayan
		ENGR. CARLOS G. VELOSO Municipal Mayor	

Technical and administrative staff maybe appointed by phases or according to plan.

SECTION 9. Position and Qualification Standards.

- The Officer assigned in the LGU as head of the PDAO shall have the following position title and corresponding minimum qualification standards:

Local Government Position Title: DAO IV

Unit (LGU)	Salary Grade	Education	Experience	Training	Eligibility
	(SG 22)	Bachelor's Degree	3 years of relevant experience on disability affairs	16 hours of training on disability affairs	Career Service Professional Level Eligibility

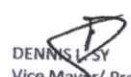
*Refer to the Local Government Code for the definition

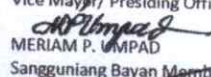
- The Head of the PDAO shall have his/her staff, lower-level positions using the following series of DAO positions with the corresponding qualification standards:

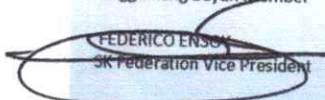
Position Title	Salary Grade	Education	Experience	Training	Eligibility
DAO II	15	Bachelor's Degree	1 year relevant experience on disability affairs	4 hours of relevant training on disability affairs	Career Service Professional/Second Level Eligibility
DAO II	11	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility
Disability Affair Assistant	8	Completion of 2 Years of College	1 year relevant experience on disability affairs	4 hours of relevant training	Career Service Professional/Second Level Eligibility

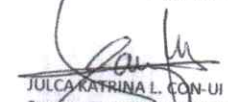
The hiring of the above-mentioned positions shall be subject to availability of funds.

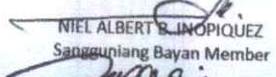
SECTION 10. Publication and Posting Requirements. The PDAO position shall be subject to the publication and posting requirements under Republic Act No. 7041 otherwise known as "An Act Requiring Regular Publication of Existing Vacant Positions

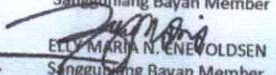

DENNIS L. SY
Vice Mayor/ Presiding Officer

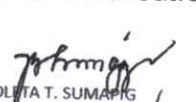

MERIAM P. UMPAD
Sangguniang Bayan Member

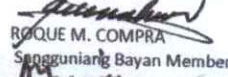

FEDERICO ENSON
SK Federation Vice President

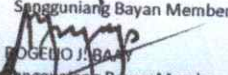

JULIA KATRINA L. CON-UI
Sangguniang Bayan Member

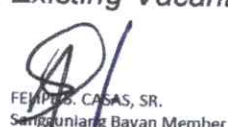

NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

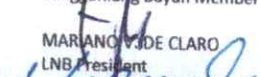

ELY MARIA N. ENEVOLDSEN
Sangguniang Bayan Member

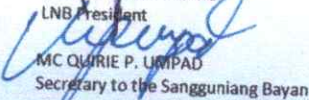

VIOLITA T. SUMAPIG
Sangguniang Bayan Member

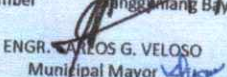

ROQUE M. COMPRÁ
Sangguniang Bayan Member


ROGELIO J. BALA
Sangguniang Bayan Member


FELIPE S. CASAS, SR.
Sangguniang Bayan Member


MARIANO V. DE CLARO
LNB President


MC QUIRRE P. UMPAD
Secretary to the Sangguniang Bayan


ENGR. CARLOS G. VELOSO
Municipal Mayor

in Government Offices, Appropriating Funds Therefor, and for Other Purposes". All vacant positions shall be posted and announced in three (3) conspicuous places and published in the CSC Bulletin of Vacant Positions and official website of the local government unit for at least fifteen (15) days. The announcements should indicate full details about the vacancy (position title, item number, the full qualification standards required, and the work station).

Compliance with Republic Act No. 10524, An Act Expanding the Position Reserved for PWD, amending for the purpose of the 3rd Sentence of Section 5 in Title 2, Chapter 1 of Republic Act 7277, as amended, otherwise known as "Magna Carta for Persons with Disability", shall be observed and included in the publication. Qualified women with disabilities shall be encouraged to apply.

SECTION 11. Nomination of Head of PDAO. Upon publication of the position, the municipal mayor, shall instruct the Municipal Local Government Operations Officer, the Municipal Social Welfare and Development Officer and the President of the local federation/association of persons with disabilities to prepare for a general assembly of persons with disabilities, which shall be conducted on the last day of the posting period. The general assembly shall nominate at least three (3) qualified applicants for consideration of the Local Selection Board and the Local Chief Executive. The Human Resource Management Officer shall document the proceedings of the General Assembly.

Section 12. The purpose of the General Assembly. To ensure the participation of persons with disabilities in the recruitment process in compliance to Article 4.3 of the UN Convention on the Rights of Persons with Disabilities, and to express the local government unit's recognition of the importance of Persons with Disability Affairs Office in the development of the disability sector.

The general assembly for PDAO shall be open to all persons with disabilities, with or without organizational membership, representatives of civil society organizations working on disability within the LGU, and parents or representative of children with disabilities. The convenors shall be responsible in inviting the participants. The Department of the Interior and Local Government (DILG) shall issue the guidelines that will govern the conduct of the General Assembly.

SECTION 13. Submission of the Names of the Nominees. The Convenors shall submit the names of the nominees to the Local Personnel Selection Board (PSB) to comply with the usual hiring and recruitment process such as submission of requirements, interview and shortlisting in case nominees exceed the least number. Persons with Disabilities should be represented within the PSB by an employee with disability to be a part of the deliberations. In case there is no employee with disability, the assembly may include nominating a member of PWD organization as an observer to the deliberations. In shortlisting or ranking of nominees for appointment, gender balance must be observed.

Upon completion of the requirements and processes set by the PSB, the names of shortlisted nominee with ranking shall be submitted to the municipal mayor for consideration.

The Municipal Mayor shall appoint the head of PDAO/Focal Person within thirty (30) days upon submission of the recommended nominees of the Local Personnel Selection Board.

DENNIS K. SY
Vice Mayor/ Presiding Officer
MERIAM P. UMPAD
Sangguniang Bayan Member

JUDY PATRINA L. CONFUI
Sangguniang Bayan Member
NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member

VIOLETA T. SUMATING
Sangguniang Bayan Member
ROQUE M. COMPRA
Sangguniang Bayan Member

FELIPE S. CASAS, SR.
Sangguniang Bayan Member
MARIANO V. DE CLARO
LNB President

FEDERICO ENOS
SK Federation Vice President

EELY MARIAN N. ENEVOLDSEN
Sangguniang Bayan Member

RUGELIO T. BAY
Sangguniang Bayan Member

MC QUIRRE P. UMPAD
Secretary to the Sangguniang Bayan

ENGR. CARLOS G. VELOSO
Municipal Mayor

A temporary appointment may be issued by the mayor, in case the nominees do not possess the appropriate career service eligibility, subject to Civil Service Law and Rules. The Human Resource Management Officer shall post a notice announcing the appointment issued by the municipal mayor in three (3) conspicuous places in the agency within fifteen (15) days from signing.

SECTION 14. Advisory Board. An Advisory Board to PDAO is hereby created to review and provide guidance to the direction and operation of the Office. This Board shall be composed of the following, viz:

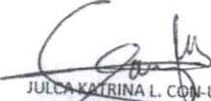
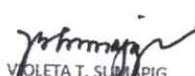
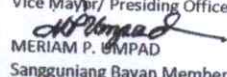
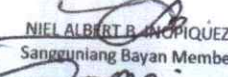
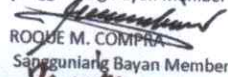
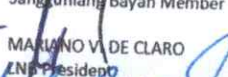
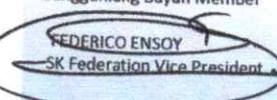
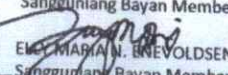
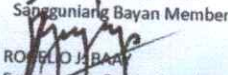
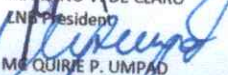
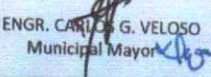
- Sangguniang Bayan Member Chairman of Social Welfare and Development Committee, who shall act as ex-officio Chairman;
- The Municipal Social Welfare and Development Officer (MSWDO);
- The Municipal Health Officer (MHO);
- The Municipal Engineer (MEO);
- The Municipal Budget Officer (MBO);
- The Municipal Planning and Development Coordinator (MPDC);
- The President, Villaba Chamber of Commerce and Industry (VCCI);
- The President of the Liga ng mga Barangay, or his authorized representative;
- The President of Municipal Federation of Persons with Disabilities (MFPWD), or its authorized representative;

SECTION 15. Office Location. The PDAO herein created shall be located preferably within the Municipal Hall compound, in any of its buildings or in a new building that may be constructed in the future. For purposes of greater accessibility and convenience to PWD's, it can also be located in the downtown Villaba, when office space is available.

SECTION 16. The Role of the Barangays. It shall be the responsibility of the Sangguniang Barangay, through their respective Barangay Health Worker (BHWs) and Social Welfare Volunteers (SWV's), to assist the PDAO in making a comprehensive listing and profile of all Person with Disabilities (PWD's) in their respective barangay, including its regular updating; moreover, to allocate and facilitate release of barangay funds accruable to the PWD's in accordance with DSWD Administrative Order No. 13 Series of 2008, in support of barangay PWD association's plans and objectives; and furthermore, to assist PWD's in accessing the benefits, privileges and incentives provided by law.

SECTION 17. The Role of the Private Sector. The Private Sector – the non-government organizations (NGO's), the private institutions and individuals, the business community, and the people's organizations (PO's) – are hereby encouraged to help and support the plans and objectives of PDAO. Private Sector helping any PWD association, or any of its members, shall coordinate with and take first cognizance of PDAO for records and other purposes.

SECTION 18. Budgetary and Financial Requirements. Salaries and wages of personnel, and maintenance and other operating expenses (MOOE) for PDAO shall be drawn from the General Fund. The Municipal Government shall ensure that the necessary fund from any available local revenue is allocated for the implementation of this Ordinance for the benefit of PWD's in the Municipality of Villaba. Section 4 of RA 10070 mandates that LGU's shall ensure that the necessary fund from any available local revenues is allocated for the implementation of the PDAO activities for the benefit of PWD's in their

 DENNIS L. SY Vice Mayor/ Presiding Officer	 JULIA KATRINA L. COM-UI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE S. CASAS, SR. Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 NIEL ALBERT B. ANCOIQUEZ Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 MARIANO V. DE CLARO LNA President
 FEDERICO ENSOY SK Federation Vice President	 EMILY MARIA N. BREVOLDSEN Sangguniang Bayan Member	 ROMEO J. BANA Sangguniang Bayan Member	 MOQUIRRE P. UMPAD Secretary to the Sangguniang Bayan
 ENGR. CARLOS G. VELOSO Municipal Mayor			

jurisdictions. For the succeeding years of implementation, PDAO funding shall be included in the Municipality's Annual Plans and Budget. The fund shall be used exclusively for the Persons with Disability Affairs Office (PDAO), including, but not limited to, its operational costs, implementation of programs that will promote and alleviate the welfare of the PWD's and the provision of basic services.

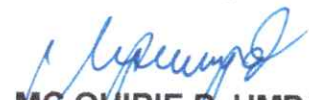
SECTION 19. Separability Clause. Any provision or portion of this Ordinance found to be in violation of the Constitution or declared invalid by the competent court, shall not affect the validity and effectivity of the other provisions hereof.

SECTION 20. Repealing Clause. All ordinances, rules and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this Ordinance, are hereby repealed and/or modified accordingly.

SECTION 21. Effectivity. This Ordinance shall take effect immediately upon its approval, and after it shall have been posted in three (3) conspicuous places in conformity with the posting requirements of the Local Government Code.

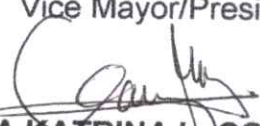
On motion for approval by the Sangguniang Bayan Member Rogelio J. Baay, duly seconded en masse, this ordinance was approved.

This Ordinance was approved by the Sangguniang Bayan on February 6, 2023.

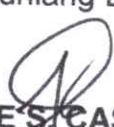

MC QUIRIE P. UMPAD
Secretary to the Sanggunian

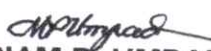
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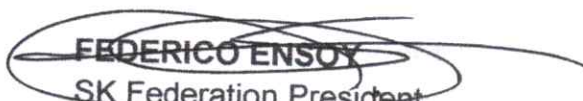

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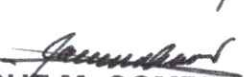

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Sangguniang Bayan Member

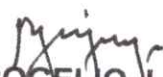

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ROGELIO J. BAAY
Sangguniang Bayan Member


ELLY MARIA N. ENEVOLDSEN
Sangguniang Bayan Member


MARIANO V. DE CLARO
LNB President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

25 FEB 2022



MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2024, PARTICULARLY SECTIONS 5, 8(A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN THE MUNICIPALITY OF VILLABA, LEYTE

May 5, 2026 | SB Session Hall

The public hearing was conducted on May 5, 2026, at 9:31 A.M., at the SB Session Hall, presided over by the Chairman of the Committee on Laws, Rules, Privileges, and Accountability, Sangguniang Bayan Member Hon. Jamel O. Gonzales. Present during the hearing were the Municipal Administrator, Mrs. Merlita D. Veloso; MSWDO, Mrs. Ma. Flor M. Pastor; B.O, Mr. Manuel Rubillos; Mr. Teddy Vapor, HRMO; Hon. Elmer C. Silva, Committee Vice Chairman; and Mr. Roque M. Compra, Committee Member.

The Committee convened to discuss the proposed Ordinance Amending certain provisions of Municipal Ordinance No. 20, Series of 2022-2024, particularly section 5, 8(A) and 9, relative to the Creation, Organizational Structure, and Qualification Standards of the Disability Affairs Officer in the Municipality of Villaba, Leyte.

During the discussion on the amended Section 5 regarding the creation of the Persons with Disability Affairs Office (PDAO), she raised concern on the provision stating that the office shall be manned by a sufficient number of personnel to ensure effective service delivery to persons with disabilities (PWDs). She recommended that the Head of the PDAO be supported by at least four (4) lower-level personnel positions, subject to the availability of funds and compliance with minimum qualification standards.

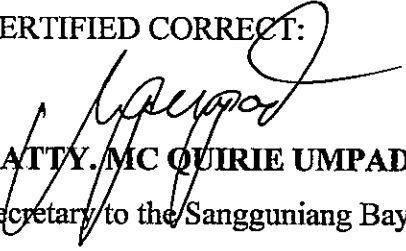
The Committee acknowledged that due to budget constraints, the proposed organizational structure may not be fully implemented at the initial stage. However, it was emphasized that the establishment of the PDAO remains mandatory pursuant to Republic Act No. 10070. It was further noted that, for the Municipality of Villaba, the appointment of the Head of the PDAO shall conform with Section 9 of Municipal Ordinance No. 19, Series of 2026, in line with the Local Government Code. The Committee recommended that this provision be explicitly defined in the ordinance.

Mr. Teddy then proposed revisions to Section 5, suggesting that the subtitle "Creation of Persons with Disability Affairs Office (PDAO)" be changed to "Creation of Disability Affairs Officer IV (SG 22)." He further proposed that, in lieu of creating an office, a position for a Disability Affairs Officer IV be established in the Municipality of Villaba, Leyte, to be attached to the Municipal Mayor's Office (MMO). The primary function of the said position shall be to ensure the effective delivery of services to persons with disabilities (PWDs).

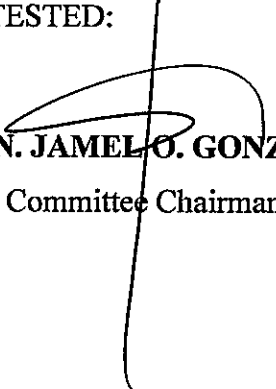
Moreover, Mr. Teddy recommended that Section 8, currently titled "Organizational Structure of PDAO," be revised to "Functions and Responsibilities of DAO IV." The first bullet under this section shall be amended to: "Manage, plan, and implement policies and programs to promote the welfare of persons with disabilities (PWDs)." He also suggested the removal of the provision on qualification standards for DAO staff.

No further comments or objections were raised. There being no other matters to discuss, the committee hearing was adjourned at 10:10 A.M.

CERTIFIED CORRECT:


ATTY. MC QUIRIE UMPAD
Secretary to the Sangguniang Bayan

ATTESTED:


HON. JAMELO O. GONZALES
Committee Chairman



COMMITTEE ON LAWS, PRIVILEGES, AND ACCOUNTABILITY

COMMITTEE REPORT NO. 12, Series of 2026

SUBJECT: A PROPOSED ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2024, PARTICULARLY SECTIONS 5, 8(A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN THE MUNICIPALITY OF VILLABA, LEYTE

FINDINGS AND RECOMMENDATIONS

I. FINDINGS

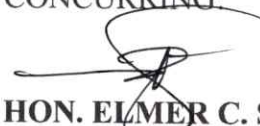
The Committee finds that the creation of a PDAO is mandated under Republic Act No. 10070. However, due to budget constraints, the full organizational structure may not be immediately implemented. It is more feasible, at the initial stage, to create a position for a Disability Affairs Officer IV (SG 22) attached to the Office of the Municipal Mayor. The current provisions on staffing and organizational structure require revision to align with this approach.

II. RECOMMENDATIONS

The Committee recommends that:

1. Section 5 be amended to "Creation of Disability Affairs Officer IV (SG 22)."
2. A position for DAO IV be created and attached to the Mayor's Office to ensure service delivery to PWDs.
3. Section 8 be revised to "Functions and Responsibilities of DAO IV," including managing and implementing PWD programs.
4. Provisions on staffing pattern and qualification standards for DAO staff be removed.
5. The ordinance specifies that appointments shall comply with Municipal Ordinance No. 19, s. 2026, and applicable laws.
6. Future expansion into a full PDAO be pursued subject to availability of funds.

CONCURRING:


HON. ELMER C. SILVA
Vice Chairman


HON. JAMEL O. GONZALES
Committee Chairman


HON. ROQUE M. COMPRA
Member



SANGGUNIANG BAYAN

Office of the Secretary to the Sanggunian

NOTICE OF THE PUBLIC HEARING

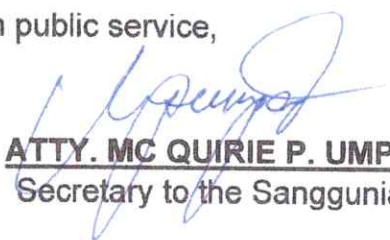
Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Rules and Laws, May 5, 2026 at 9:30 in the morning at Sangguniang Bayan Session Hall, this Municipality regarding the Proposed Municipal Ordinance No. 19, S-2026 authored by Sangguniang Bayan Member Jamel O. Gonzales, entitled:

"AN ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2025, PARTICULARLY SECTIONS 5, 8(A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN THE MUNICIPALITY OF VILLABA, LEYTE"

The Human Resource Management Officer (HRMO), Municipal Budget Officer, Municipal Administrator, Municipal Social Welfare Development Officer (MSWDO), Members of the SB Committee on Rules and Laws and all other interested parties are invited to attend.

Villaba, Leyte, April 20, 2026.

In public service,


ATTY. MC QUIRIE P. UMPAD
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte

Municipality of Villaba

OFFICE OF THE SANGGUNIANG BAYAN

ATTENDANCE SHEET

AN ORDINANCE AMENDING CERTAIN PROVISIONS OF MUNICIPAL ORDINANCE NO. 20, SERIES OF 2022-2025, PARTICULARLY SECTIONS 5, 8(A), AND 9, RELATIVE TO THE CREATION, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN THE MUNICIPALITY OF VILLABA, LEYTE.

DATE: MAY 5, 2026

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1.	BLANCA C. SILVA	SBM	
2.	RODOLFO A. COMPARA	SIB MEMBER	
3.	JUDITH CATHERINE M. CAYSON	ACCN. STAFF	
4.	Ma. Flor Pastor, MSWD	SBM	
5.	MERLITA D. VELOSO	Mun. Ad	
6.	MANUEL I. ROBINOS JR	WBO	
7.	TERRY L. VAYOR	HKMO	
8.	NICHOLAS S. RUBLAN	SB J-O	
9.	CLAIRE MONGANTO	SB J-O	
10.	JEAN DEB BELLO KLARDO	SB J-O	
11.			
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