



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 04

Date: 18 2026 AUG

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: AUG 11 2026
By: [Signature]

2nd INDORSEMENT

August 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-08 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2026-08: "An Ordinance abolishing the position of Public Service Officer III etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76 ², subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. 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(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

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

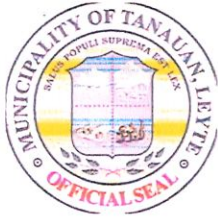
PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

1ST INDORSEMENT
27 July 2026

By: [Signature]
Date: 7.27.26 Time: 1:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-08 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance abolishing the position of Public Service Officer III in the Plantilla of Personnel of the Local Government Unit of Tanauan, Leyte.**

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



Republic of the Philippines
Province of Leyte
Municipality of Tanauan
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OFFICE OF THE SANGGUNIANG BAYAN

July 21, 2026

THE SECRETARY

Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Palo, Leyte

**Sangguniang Panlalawigan
Province of Leyte**

RECEIVED

Date: July 22 2026
By: [Signature]

Sir/Madam;

Respectfully submitting herewith **17th SANGGUNINAG BAYAN ORDINANCE NO. 2026-08**, "**An Ordinance Abolishing the Position of Public Service Officer III in the Plantilla of Personnel of the Local Government Unit of Tanauan, Leyte.**", for your appropriate action.

Authored by: Hon. Jan Elmer V. Magdalaga

Trusting that you will accord this matter with your kindest attention.

Thank You.

Truly Yours,

ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary

Republic of the Philippines
Province of Leyte
TANAUAN
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SANGGUNIANG BAYAN

Sangguniang
Province of
RECEIVED
Date: JUL 22 2026
By: [Signature]

EXCERPT FROM THE MINUTES OF THE FIFTY - FIRST (51ST) REGULAR SESSION OF THE 17TH SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON JULY 13, 2026, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT :

HON. ARCHIE LAWRENCE R. KAPUNAN	Municipal Vice-Mayor/Presiding
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MARK CHRISTIAN FERDINAND L. GIMENEZ	-do-
HON. MAE JANE ANGELIE M. MORABE-BORAIS	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. MARK EFREN E. MERILO	-do-
HON. QUINTIN T. OCTA, JR., D.M.D.	-do-
HON. LAURO A. VILLERO	-do-
HON. EFREN C. MERILO	SB Member/Liga Fed. Pres.
HON. KYLE C. MESIAS	SB Member/SK Fed. Pres.

ABSENT :

HON. JOSIE M. CREER (on leave)	Sangguniang Bayan Member
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ORDINANCE NO. 2026 – 08

AN ORDINANCE ABOLISHING THE POSITION OF PUBLIC SERVICE OFFICER III IN THE PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF TANAUAN, LEYTE.

Authored by: Hon. Jan Elmer V. Magdalaga

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN A REGULAR SESSION ASSEMBLED THAT:

WHEREAS, the Sangguniang Bayan is empowered under Section 447(a)(1)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, to determine the organizational structure and staffing pattern of the municipality;

WHEREAS, after evaluation of the functions, duties, and responsibilities attached to the position of Public Service Officer III, it was determined that the position has become redundant and that its functions can be effectively absorbed by existing offices and personnel without impairing the delivery of public services;

WHEREAS, the abolition of the position will result in savings from personnel services, including salaries, allowances, and other related personnel expenditures, thereby reducing recurring operating costs of the Municipality and promoting the prudent use of public funds;

WHEREAS, the budgetary savings generated from the abolition of the position may be reallocated, subject to applicable budgeting, accounting, and auditing laws, rules, and regulations, to priority programs, essential public services, capacity-building initiatives, and other development projects that directly benefit the residents of Tanauan, Leyte;

WHEREAS, the redistribution of the functions of the abolished position among existing offices and personnel will streamline operations, eliminate duplication of functions, improve organizational efficiency, and strengthen the effective delivery of municipal services without requiring the creation of additional Plantilla positions;

WHEREAS, the abolition of the position is deemed necessary in the interest of economy, efficiency, fiscal responsibility, and effective local governance;

SECTION 1. Abolition of Position. – The position of Public Service Officer III under the Office of the Municipal Mayor is hereby abolished from the approved Plantilla of Personnel of the Municipality of Tanauan, Leyte.

SECTION 2. Transfer of Functions. – The duties and responsibilities previously assigned to the Public Service Officer III shall be distributed to appropriate offices or personnel as may be determined by the Municipal Mayor consistent with applicable laws, rules, and regulations.

SECTION 3. Rights of the Incumbent. – If the position is presently occupied, the rights and benefits of the incumbent shall be protected in accordance with existing Civil Service laws, rules, regulations, and other applicable issuances.

SECTION 4. Amendment of Plantilla. – The Human Resource Management Office, Municipal Budget Office, and other concerned offices are hereby directed to affect the necessary amendments to the Municipal Plantilla of Personnel and related documents.

SECTION 5. Separability Clause. – If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

SECTION 6. Repealing Clause. – All ordinances, resolutions, executive orders, rules and regulations inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 7. Effectivity. – This Ordinance shall take effect upon approval and compliance with all requirements prescribed by law.

ENACTED this 13th day of July 2026, by the 17th Sangguniang Bayan of the Municipality of Tanauan, Leyte.

CERTIFIED TRUE AND CORRECT:

ELEUTERIO T. LERIOS
SB Secretary

ATTESTED:

HON. ARCHIE LAWRENCE R. KAPUNAN
Municipal Vice Mayor/Presiding

HON. JAN ELMER V. MAGDALAGA
SB Member

HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
SB Member

HON. MAE JANE ANGELIE M. MORABE – BORRIS
SB Member

HON. CHERRY ANNE T. FIEL
SB Member

HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member

HON. MARK EFREN E. MERILO
SB Member

HON. LABRO A. VILLERO
SB Member

HON. EFREN C. MERILO
SB Member/Liga Pres.

HON. KYKE C. MESIAS
SB Member/SK Fed. Pres.

APPROVED BY:

HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 20 JUL 2026



Republic of the Philippines
Province of Leyte
Municipality of Tanauan
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OFFICE OF THE SANGGUNANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **ORDINANCE NO. 2026-08, "AN ORDINANCE ABOLISHING THE POSITION OF PUBLIC SERVICE OFFICER III IN THE PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF TANAUAN, LEYTE."**, have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning July 21, 2026 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: July 21, 2026

ELEUTERIO T. LERIOS

Sangguniang Bayan Secretary