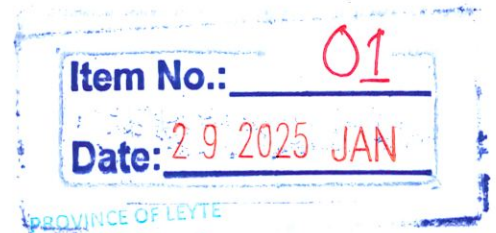




Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-



By: *[Signature]*
Date: 19.21.26 Time: 9:21

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

August 10, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 26-269 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 26-269: "An Ordinance creating 1 Plantilla Position of Executive Assistant V 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 76² subject to Civil Service rules and regulations and to the availability of funds. 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.

[Signature]
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
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
07 August 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 8.10.26 Time: 9:00

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 26-269 of the Municipality of Burauen, Leyte, entitled: An Ordinance creating one (1) Plantilla position of Executive Assistant V, Salary Grade 24, under the Office of the Municipal Mayor of the Municipality of Burauen, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

August 5, 2026

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

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

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: AUG 05 2026
By: Juni 4:56pm

Ladies/Gentlemen:

We transmit herewith 12 copies of Municipal Ordinance No. 26-269, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled "*An Ordinance Creating One (1) Plantilla Position of Executive Assistant V, Salary Grade 24, Under the Office of the Municipal Mayor of the Municipality 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



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

AUG 05 2020

Date: _____
By: *[Signature]*

MUNICIPAL ORDINANCE NO. 26-269
Series of 2026

AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION OF EXECUTIVE ASSISTANT V, SALARY GRADE 24, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPALITY OF BURAUEN, LEYTE

WHEREAS, the Municipal Mayor has requested the creation of one (1) plantilla position of Executive Assistant V, Salary Grade 24, under the Office of the Municipal Mayor to address the increasing administrative and executive demands of the Office;

WHEREAS, the continued growth of the Municipality and the increasing complexity of local governance require additional executive-level administrative support to facilitate inter-office coordination, monitor the implementation of priority programs, projects, and activities, and strengthen executive oversight;

WHEREAS, the Municipal Mayor has certified that the funding requirements for the proposed plantilla position have been reviewed and can be accommodated within the Personal Services budget of the Municipality;

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 POSITION. There is hereby created one (1) plantilla position of **Executive Assistant V, Salary Grade 24**, under the Office of the Municipal Mayor, subject to existing laws, rules, and regulations governing the creation and filling of positions in the local government service.

Section 2. FUNDING SOURCE. Funding for the salary and other authorized benefits of the plantilla position created under this Ordinance shall be charged against the available appropriations for Personal Services of the Municipality, subject to existing budgeting, accounting, and auditing laws, 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.

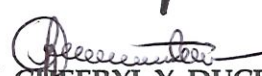
Section 5. EFFECTIVITY. This Ordinance shall take effect after compliance with the posting and publication requirements prescribed by applicable laws.

ENACTED, this 6th day of July 2026, at the Municipality of Burauen, Leyte, Philippines.

[Signature]
HON. BRYAN R. CINCO
Sangguniang Bayan Member

[Signature]
HON. GEORGE BENSEN S. TAN
Sangguniang Bayan Member


ATTY. LEO S. APOSTOL
Sangguniang Bayan Member


HON. CHEERYL Y. DUCENTES
Sangguniang Bayan Member


HON. ANDRES REY L. CAGARA
Sangguniang Bayan Member

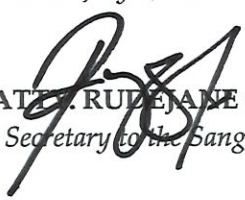

HON. JUSTINE MERP G. ANDRADE
PPSK President / Ex-Officio SB Member


HON. JUANITO E. RENOMERON
Sangguniang Bayan Member


HON. SEAN T. CORDERO
Sangguniang Bayan Member

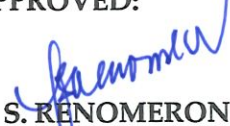

HON. MA. HAZEL E. BELATORRES
LnB Municipal Chapter President/ Ex-Officio SB Member

I HEREBY CERTIFY that this Ordinance was enacted by the Sangguniang Bayan of Burauen, Leyte, during its 53rd Regular Session held on July 6, 2026.


ATTY. RUDEANE S. TAN
Secretary to the Sanggunian

ATTESTED:

HON. WARREN V. HERMANO
Vice Mayor/Presiding Officer

APPROVED:

HON. FE S. RENOMERON
Municipal Mayor
Date: JUL 13 2026



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 26-269, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled, *"An Ordinance Creating One (1) Plantilla Position of Executive Assistant V, Salary Grade 24, Under the Office of the Municipal Mayor of the Municipality of Burauen, Leyte"*, was approved on July 13, 2026, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from July 15, 2026 to July 25, 2026 in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, July 20, 2026.


ATTY. JUDE JANE S. TAN
Secretary to the Sanggunian