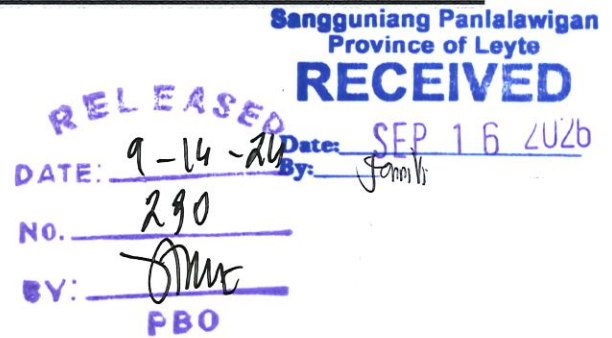




PROVINCIAL BUDGET OFFICE

September 15, 2026

Hon. LEONARDO M. JAVIER, JR.
Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte
Palo, Leyte



Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 01 FY 2025** of the **Municipality of Tolosa, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 26, Series of 2025** with a total appropriation in the amount of **Php2,275,000.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 01. Further, that said reversion shall not adversely affect the fiscal standing of the LGU upon the closing of the books of accounts;
2. That the grant of the Collective Negotiation Agreement (CNA) Incentive shall be subject to the procedural guidelines under Budget Circular No. 2025-2 dated November 19, 2025;
3. That funds are actually available to pay these proposed expenditures and shall be disbursed for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

The local officials are hereby reminded on the provisions of Section 56 of RA 7160 which states that, "that within three (3) days after the approval of the appropriation ordinance, the Secretary to the Sangguniang Panlungsod or Sangguniang Bayan shall submit copies of the approved ordinance and resolutions to the Sangguniang Panlalawigan for review".

Compliance with DBM issuances, and accounting and auditing rules and regulations and all other existing laws shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:


MARIA GINA P. HIPE
Provincial Budget Officer


RUTH Y. SURPIA
Provincial Treasurer


AGNES C. RAFON
Provincial Government Assistant
Department Head
PPDC-Designate

Republic of the Philippines
PROVINCE OF LEYTE

Palo

-000-



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT

25 June 2026

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 26, series of 2025 of the Municipality of Tolosa, Leyte, entitled: An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025 in the amount of Two Million Two Hundred Seventy-Five Thousand Pesos (P2,275,000.00).**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

SANGGUNIANG PANGALAWIGAN



**EXCERPT FROM THE MINUTES OF THE 25TH REGULAR SESSION OF LEYTE
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL ON DECEMBER 15, 2025 AT 9:30 A.M.**

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Ildefonso C. Roa, Jr.	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbre-	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felicito D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua-	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero-	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

RESOLUTION NO. 12-283-2025

A RESOLUTION ENACTING AND APPROVING ORDINANCE NO. 26, SERIES OF 2025, ENTITLED: AN ORDINANCE APPROVING THE SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025 IN THE AMOUNT OF TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)

WHEREAS, the Local Government Unit of Tolosa, Leyte, recognizes the need to provide financial support for the implementation of Collective Negotiation Agreement (CNA) incentives for eligible employees for Fiscal Year 2025;

WHEREAS, a supplemental budget in the amount of **TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)** has been proposed to cover CNA-related incentives, allowances, and benefits;

WHEREAS, the proposed supplemental budget has undergone review by the appropriate municipal offices to ensure conformity with the provisions of the Local Government Code (RA 7160), relevant budgetary laws, and fiscal responsibility;

WHEREAS, the Sangguniang Bayan, after due deliberation and consideration, finds it necessary and proper to enact and approve the said supplemental budget to ensure timely and proper distribution of CNA incentives to qualified personnel;

WHEREAS, on the motion of **Hon. Rolando B. Legaspi**, duly seconded **unanimously**,

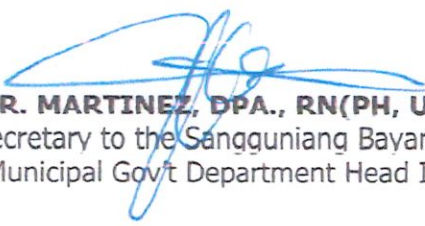
NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED**, to Enact and Approve Ordinance No. 26, Series of 2025, *Entitled: An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025 in the Amount of Two Million Two Hundred Seventy-Five Thousand Pesos (P2,275,000.00)*;

RESOLVED FURTHER, that the Municipal Treasurer, Municipal Budget Officer, and all concerned offices are hereby authorized and directed to implement and monitor the proper disbursement and utilization of the approved funds;

RESOLVED FINALLY, that copies of this Resolution be furnished to the Municipal Mayor, Municipal Budget Office, Municipal Treasurer, and other concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing resolution, duly approved by the 12th Sangguniang Bayan of Tolosa during its 25th Regular Session held at the Session Hall, on December 15, 2025.



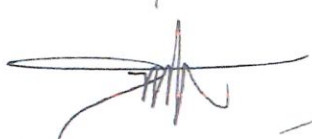
DR. MANNY R. MARTINEZ, DPA., RN(PH, US), MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

MOVANT:



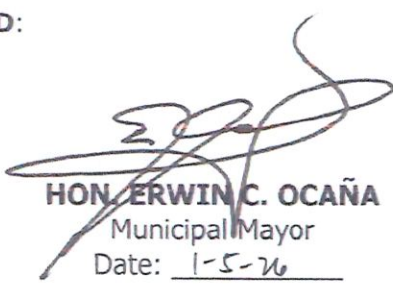
HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

ATTESTED:



HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor
Presiding Officer

APPROVED:



HON. ERWIN C. OCAÑA
Municipal Mayor
Date: 1-5-26



Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 25TH REGULAR SESSION
OF THE SANGGUNANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL ON DECEMBER 15, 2025 AT 9:30 A.M.

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Idefonso C. Roa, Jr.	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbre	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felicito D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

ORDINANCE NO. 26
Series of 2025

AN ORDINANCE APPROVING THE SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025 IN THE AMOUNT OF TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)

BE IT ORDAINED by the Sangguniang Bayan
of the Municipality of Tolosa, Province
of Leyte, in session assembled:

SECTION 1. Title

This Ordinance shall be known and cited as "An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025 in the Amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)."

SECTION 2. Whereas Clauses

WHEREAS, Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, mandates local government units to promote the general welfare of their constituents, including the welfare, morale, and productivity of government personnel;

WHEREAS, the Municipality of Tolosa recognizes that a motivated, adequately compensated, and well-supported workforce is essential to the efficient, effective, transparent, and accountable delivery of basic services to the public;

WHEREAS, the Municipal Government of Tolosa has entered into a duly executed **Collective Negotiation Agreement (CNA)** with the accredited employees' organization, which provides for the grant of CNA Incentives subject to the attainment of organizational performance targets and the availability of funds;

WHEREAS, the grant of CNA Incentives is authorized under **DBM Budget Circular No. 2013-3**, as amended by subsequent issuances, provided that the same is sourced from realized savings and/or legally available excess funds, and is compliant with all budgeting, accounting, and auditing rules and regulations;

Page 1 of 4

ORDINANCE NO. 26, S.2025

SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION

AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary of the Sangguniang Bayan

P0-12- 2025- 24

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI IDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member/SK Federation President

WHEREAS, during Fiscal Year 2025, the Municipal Government has identified certified savings and/or excess funds from its General Fund that may be utilized to fund the CNA Incentives without adversely affecting the delivery of basic services and ongoing programs;

WHEREAS, there is a need to enact a Supplemental Budget to lawfully appropriate the necessary amount to cover the CNA Incentives for qualified municipal government officials and employees for Fiscal Year 2025;

NOW, THEREFORE, on motion of Hon. Rolando B. Legaspi, duly made and seconded by all members present;

SECTION 3. Declaration of Policy

It is hereby declared the policy of the Municipality of Tolosa to uphold sound fiscal management, ensure compliance with national budgeting and auditing standards, strengthen labor-management cooperation, and recognize exemplary performance and productivity of its officials and employees through lawful incentives and benefits.

SECTION 4. Authority to Enact Supplemental Budget

The Sangguniang Bayan hereby approves and authorizes the enactment of a **Supplemental Budget for Fiscal Year 2025** specifically for the purpose of funding the CNA Incentives of eligible municipal government officials and employees, consistent with the approved CNA and applicable laws, rules, and regulations.

SECTION 5. Amount Appropriated

The total amount of **TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)** is hereby appropriated under this Ordinance as a Supplemental Budget for Fiscal Year 2025.

SECTION 6. Source of Funds

The amount appropriated herein shall be chargeable against **certified savings and/or excess funds of the General Fund**, as certified by the Municipal Budget Officer and Municipal Accountant, and duly noted by the Municipal Treasurer, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

SECTION 7. Purpose and Use of Funds

The funds appropriated under this Ordinance shall be used **exclusively** for the payment of **Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025** and for no other purpose. Any portion thereof not utilized for the intended purpose shall revert to the General Fund, subject to existing accounting and auditing rules.

SECTION 8. Coverage and Eligibility

The CNA Incentives funded under this Ordinance shall be granted to municipal government officials and employees who:

- 1. Are covered by the approved Collective Negotiation Agreement;
- 2. Are in active service during the period covered;
- 3. Have contributed to the attainment of organizational performance targets as provided under the CNA; and
- 4. Meet all eligibility requirements under DBM, Civil Service Commission (CSC), and other applicable government guidelines.

SECTION 9. Conditions for Grant

The grant of CNA Incentives shall be subject to the following conditions:

- 1. Availability and certification of funds;
- 2. Compliance with DBM Budget Circular No. 2013-3 and related issuances;
- 3. Observance of the principle that CNA Incentives shall not be treated as a fixed or regular benefit;

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

4. Compliance with government accounting and auditing rules; and
5. Submission of required accomplishment, performance, and financial reports.

SECTION 10. Implementation

The Municipal Mayor is hereby authorized to implement this Ordinance and to issue the necessary executive directives for its effective execution. The Municipal Budget Office, Municipal Accounting Office, Municipal Treasurer's Office, and other concerned offices are directed to undertake their respective functions to ensure the proper, lawful, and timely release of the CNA Incentives.

SECTION 11. Accounting and Audit

All disbursements made pursuant to this Ordinance shall be subject to existing government accounting and auditing rules and regulations and shall be subject to post-audit by the **Commission on Audit (COA)**. Any disallowance arising therefrom shall be governed by applicable laws, rules, and jurisprudence.

SECTION 12. Reporting and Transparency

The concerned offices shall ensure proper documentation and reporting of the utilization of funds appropriated under this Ordinance, consistent with transparency, accountability, and good governance principles.

SECTION 13. Separability Clause

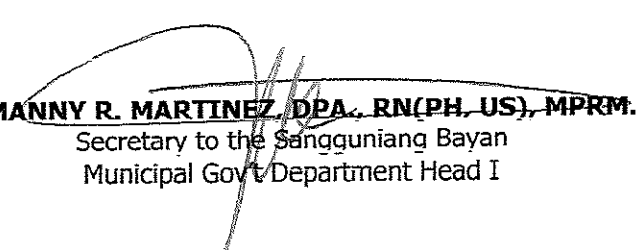
If any provision of this Ordinance is declared unconstitutional, invalid, or unenforceable, the other provisions not affected thereby shall continue to be in full force and effect.

SECTION 14. Repealing Clause

All ordinances, resolutions, executive orders, rules, and regulations, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 15. Effectivity

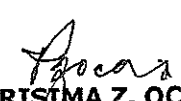
This Ordinance shall take effect immediately upon its approval and after compliance with the posting and publication requirements prescribed under Republic Act No. 7160.


DR. MANNY R. MARTINEZ, DPA, RN(PH, US), MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

ATTESTED:

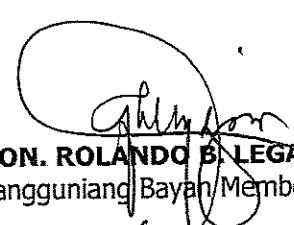

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor
Presiding Officer


HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member


HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member



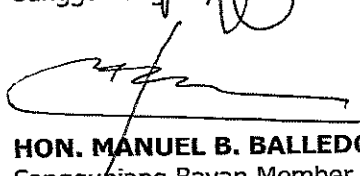
HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member



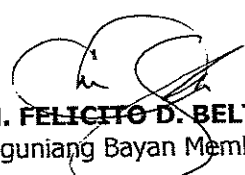
HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member



HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member



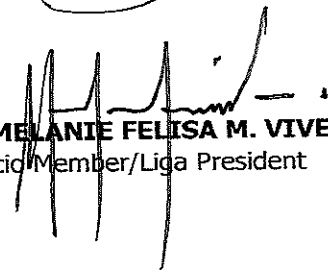
HON. MANUEL B. BALLEDO
Sangguniang Bayan Member



HON. FELICITIO D. BELTRAN III
Sangguniang Bayan Member



HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

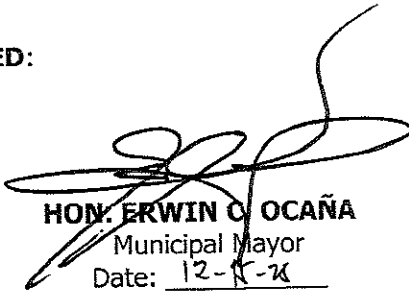


HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/Liga President



HON. CATHERINE R. BENJAMIN
Ex-Officio Member/SK Fed. President

APPROVED:



HON. ERWIN O. OCAÑA
Municipal Mayor
Date: 12-11-24



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

**MINUTES OF THE 25TH REGULAR SESSION OF THE SANGGUNIAN
BAYAN OF TOLOSA, LEYTE, HELD AT THE SESSION HALL,
ON DECEMBER 15, 2025 AT 9:30 A.M.**

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Ildefonso C. Roa, Jr.	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbré	-	Sangguniang Bayan Member
Hon. Manuel B. Balled	-	Sangguniang Bayan Member
Hon. Felicito D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

CALL TO ORDER. - The 25th Regular Session of the 12th Sangguniang Bayan of Tolosa, Leyte was formally convened on December 15, 2025, at 9:30 in the morning, and was broadcasted live through the official Facebook page of the Legislative Branch.

The session was presided over by the Honorable Elizabeth Saito Eracho, Municipal Vice Mayor and the duly designated Presiding Officer of the Sangguniang Bayan. The Presiding Officer officially declared the session open and warmly welcomed all members and guests present.

NATIONAL ANTHEM, INVOCATION, AND MUNICIPAL HYMN. - The session commenced with the singing of the Philippine National Anthem, followed by an invocation facilitated through a computer-generated prayer that provided the members with a moment of reflection and spiritual grounding. The ceremonial opening concluded with the singing of the official municipal hymn, "Hymno han Tolosa."

ROLL CALL. - The Secretary to the Sangguniang Bayan, Dr. Manny R. Martinez, conducted the roll call to determine the presence of a quorum.

The following members were recorded as present:

PRESENT:

- Hon. Elizabeth Saito Eracho - Vice Mayor - Presiding Chair
- Hon. Daphne Dayner Babar Roa - SB Member
- Hon. Purisima Zabala Ocaña - SB Member
- Hon. Jose Mari Ildefonso C. Roa, Jr. - SB Member
- Hon. Rolando Baylon Legaspi - SB Member
- Hon. Ireneo Rolando A. Lumbré - SB Member
- Hon. Manuel Bolito Balledo - SB Member
- Hon. Felicito Dela Cruz Beltran III - SB Member
- Hon. Rouen Angely Marcial Tubongbanua - SB Member
- Hon. Melanie Felisa Merida Vivero - Liga ng mga Barangay President
- Hon. Catherine Robis Benjamin - PPSK
- Hon. Rouen Angely Marcial Tubongbanua - SB Member

With the majority of the members present, the Presiding Chair declared that a quorum was established, allowing the session to proceed in accordance with the Rules of Procedure.

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

WHEREAS, Tolosa Stand Alone Senior High School (TSASHS), represented by School Head **Nolito D. Crebillo, DM.**, has expressed its desire to partner with the Local Government Unit (LGU) of Tolosa to allow its Senior High School students to undergo work immersion in various offices, departments, and units of the LGU, providing students with hands-on experience and practical knowledge in governance, public service, and community programs;

WHEREAS, the proposed partnership through a **Memorandum of Agreement (MOA)** ensures that the objectives of the work immersion program are clearly defined, responsibilities and obligations of both parties are formalized, and students' welfare, safety, and learning outcomes are protected and enhanced;

WHEREAS, the Sangguniang Bayan recognizes the importance of such partnership in fostering stronger linkages between the educational institution and the local government, enhancing community participation, and equipping students with relevant skills and competencies for the workforce;

WHEREAS, it is therefore deemed proper and necessary for the Local Chief Executive to enter into and sign the MOA to formalize the work immersion arrangement, ensure compliance with applicable laws and DepEd guidelines, and promote transparency, accountability, and effective coordination between the LGU and TSASHS;

NOW, THEREFORE, on motion of **Hon. Purisima Z. Ocana**, seconded **unanimously**, be it;

RESOLVED, as it is hereby **RESOLVED**, by the **Sangguniang Bayan of the Municipality of Tolosa, Province of Leyte**, in session duly assembled, to **AUTHORIZE** the Local Chief Executive, **Hon. Erwin C. Ocaña**, to enter into and sign the **Memorandum of Agreement for Work Immersion Partnership** with Tolosa Stand Alone Senior High School, represented by School Head **Nolito D. Crebillo, DM.**, to allow the Senior High School students of TSASHS to undergo work immersion in the offices and departments of the Local Government Unit of Tolosa;

RESOLVED FURTHER, that the Local Chief Executive and all concerned municipal offices are hereby authorized and directed to undertake all necessary actions, execute required documents, and ensure proper implementation, supervision, monitoring, and evaluation of the work immersion program in accordance with applicable laws, rules, and DepEd guidelines;

RESOLVED FINALLY, that copies of this Resolution be furnished to the Office of the Local Chief Executive, the Municipal Human Resource and Development Office, Tolosa Stand Alone Senior High School, and all concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

c. Resolution entitled "APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 1 FOR THE CALENDAR YEAR 2026 WITH A TOTAL FUNDING REQUIREMENT OF NINETEEN MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND PESOS (19,898,000.00)."

Hon. Rolando B. Legaspi introduced this item and requested the presence of the Municipal Planning and Development Officer (MPDO), EnP Desiree V. Ibañez, to clarify the programmatic details. The MPDO explained that the SIP was developed to accommodate urgent requests from Barangay Chairmen whose priorities - such as the fencing of Daycare Centers, drainage canals in Doña Brigida and Imelda, and repairs to Barangay Halls—could not be accommodated in the initial Annual Investment Plan (AIP) due to earlier National Tax Allotment (NTA) limitations. With the finalized NTA now known, there is sufficient fiscal room to synchronize these plans.

A robust deliberation ensued. Hon. Daphne Dayner B. Roa sought clarification on whether the funding would be sourced from current savings or the NTA, with the MPDO confirming the latter. Hon. Rouen Angely M. Tubongbanua raised a significant concern regarding a ₱5 million allocation for a lot purchase related to the sanitary landfill, noting she had not yet received the necessary documentation or titles. The MPDO responded that the project has transitioned into an "Ecological Solid Waste Management Facility" to meet national criteria and that payments are being made in phases. Hon. Manuel B. Balledo and Hon. Jose Mari Idefonso C. Roa, Jr. noted that the

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCANA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

SIP serves as a necessary adjustment to the planning framework. Despite Hon. Tubongbanua's reservations regarding the lot documents, Hon. Rolando B. Legaspi moved for approval to ensure the projects could move forward. The motion was carried and approved, with Hon. Rouen Angely M. Tubongbanua being the sole dissenter.

RESOLUTION NO. 12-270-2025

A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 1 FOR CALENDAR YEAR 2026 WITH A TOTAL FUNDING REQUIREMENT OF NINETEEN MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND PESOS (P19,898,000.00)

WHEREAS, Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, mandates local government units to ensure sound fiscal administration and to utilize public funds efficiently and effectively in support of local development priorities;

WHEREAS, Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act*, and its Implementing Rules and Regulations require that all procurement activities of the local government be supported by an approved **Annual Procurement Plan (APP)** and **Investment Program**;

WHEREAS, the Local Government Unit of Tolosa has previously approved its Annual Investment Program (AIP) for Calendar Year 2026, consistent with the approved Local Development Plan and Executive-Legislative Agenda;

WHEREAS, there is a need to adopt a **Supplemental Investment Program (SIP) No. 1** to include priority programs, projects, and activities which were not incorporated in the original AIP but are deemed necessary and urgent for effective governance and service delivery;

WHEREAS, the proposed **Supplemental Investment Program (SIP) No. 1 for Calendar Year 2026** has undergone the required technical review and evaluation and is consistent with the development thrusts, policies, and fiscal priorities of the Municipality of Tolosa;

WHEREAS, the total funding requirement for the proposed Supplemental Investment Program No. 1 for Calendar Year 2026 amounts to **NINETEEN MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND PESOS (P19,898,000.00)**, chargeable against available funds subject to existing budgeting, accounting, and auditing rules and regulations;

WHEREAS, there is a need for the Sangguniang Bayan to approve the said Supplemental Investment Program to authorize its implementation and to serve as basis for budget preparation, procurement, and fund utilization;

NOW, THEREFORE, on motion of **Hon. Rolando B. Legaspi**, seconded by **all Members present except Hon. Rouen Angely M. Tubongbanua**, be it;

RESOLVED, as it is hereby **RESOLVED**, by the Sangguniang Bayan of the Municipality of Tolosa, Province of Leyte, in session assembled, to **APPROVE THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 1 FOR CALENDAR YEAR 2026 with a total funding requirement of NINETEEN MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND PESOS (P19,898,000.00).**

RESOLVED, FURTHER, that the programs, projects, and activities contained in the approved Supplemental Investment Program No. 1 shall form part of the basis for the preparation of the corresponding Supplemental Budget, Annual Procurement Plan (APP), and other related financial and implementation documents, subject to applicable laws, rules, and regulations.

RESOLVED, FINALLY, that copies of this Resolution be furnished to the Office of the Local Chief Executive, Municipal Budget Office, Municipal Accounting Office, and all concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

d. Resolution authorizing the Local Chief Executive, Hon. Erwin C. Ocaña, to enter into and sign the Memorandum of Agreement for OPLAN Joint

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN (PH, US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. TUBONGBANUA M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

RESOLUTION NO. 12-282-2025

A RESOLUTION REMANDING BARANGAY ORDINANCE NO. 11, SERIES OF 2025, OF BARANGAY TELEGRAFO, TOLOSA, LEYTE, ENTITLED "AN ORDINANCE MANDATING EVERY HOUSEHOLD IN BARANGAY TELEGRAFO TO ESTABLISH AND MAINTAIN A BACKYARD GARDEN AS PART OF THE COMMUNITY FOOD SECURITY AND ENVIRONMENTAL SUSTAINABILITY PROGRAM, AND PROVIDING PENALTIES FOR NON-COMPLIANCE"

WHEREAS, Section 56 of Republic Act No. 7160 empowers the Sangguniang Bayan to review barangay ordinances to ensure conformity with the Constitution and existing laws;

WHEREAS, the above ordinance was submitted for review and evaluated by the appropriate committee, with findings and recommendations contained in the attached Committee Report;

NOW, THEREFORE, on motion of **Hon. Rouen Angely M. Tubongbanua**, seconded unanimously, be it;

RESOLVED, by the **Sangguniang Bayan of the Municipality of Tolosa**, to **REMAND** Barangay Ordinance No. 11, Series of 2025, to the Sangguniang Barangay of Barangay Telegrafo for appropriate review, clarification, and action consistent with the attached Committee Report.

APPROVED UNANIMOUSLY.

16. **Ordinance No. 12, Series of 2025, An Ordinance Prohibiting the Illegal Tapping of Barangay-Owned Electrical Lines in Barangay Telegrafo to Ensure Public Safety, In Alignment with Republic Act No. 7832, Otherwise Known as the Anti-Electricity Pilferage Act of 1994, Providing Penalties Thereof, and For Other Purposes.**

Hon. Melanie Felisa M. Vivero addressed the urgency of this safety measure, which aims to prevent electrical hazards and the illegal use of public resources. He noted that the ordinance must be perfectly aligned with Republic Act No. 7832 to avoid legal conflicts. Given the technical nature of electricity pilferage laws and the public safety risks involved, the body referred the ordinance to the upcoming Committee Meeting on December 17, 2025, at 9:30 A.M., to ensure a thorough legal and technical vetting.

17. **Ordinance No. 020, Series of 2025, An Ordinance Requiring All Dog Owners in Barangay San Vicente, Tolosa, Leyte, to Properly Restrain, Confine, or Leash their Dogs, and Providing Penalties for Non-Compliance.**

This ordinance was referred to Hon. Melanie Felisa M. Vivero for the Committee on Rules and Public Safety. The discussion touched upon the necessity of responsible pet ownership to prevent accidents and the spread of rabies. To ensure that the enforcement procedures and penalties are practical and fair for the residents of Barangay San Vicente, the ordinance was referred to the Committee Meeting scheduled for December 17, 2025, at 9:30 A.M.

FIRST READING

- 1) **AN ORDINANCE AUTHORIZING THE GRANT OF GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS OF THE LOCAL GOVERNMENT UNIT OF TOLOSA, PROVINCE OF LEYTE, FOR FISCAL YEAR 2025, AND APPROPRIATING THE AMOUNT OF NINE HUNDRED NINE-TWO THOUSAND PESOS (P992,000.00) UNDER A SUPPLEMENTAL BUDGET, IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 39 ISSUED BY THE PRESIDENT OF THE PHILIPPINES**

Hon. Rolando B. Legaspi officially calendared this ordinance for the body's consideration, formally reading the complete title into the record. He provided a detailed overview of the ordinance's salient features, emphasizing its social and administrative significance. The measure

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HON. DAPHNE DANNER B. ROA
Sangguniang Bayan Member

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Sangguniang Bayan Member

HON. JOSE MARI L. DEFONSO C. ROA, JR.
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Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

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seeks to authorize the distribution of gratuity pay to the dedicated Contract of Service (COS) and Job Order (JO) workers within the Local Government Unit of Tolosa for the 2025 Fiscal Year.

Hon. Legaspi noted that this local legislation is in direct compliance with Administrative Order No. 39 issued by the President of the Philippines, which mandates such financial recognition for non-regular workers who have contributed significantly to government operations. To fund this grant, the ordinance proposes a supplemental budget appropriation in the amount of Nine Hundred Ninety-Two Thousand Pesos (P992,000.00). Recognizing the time-sensitive nature of the disbursement, Hon. Legaspi moved for the ordinance to be advanced to its second reading. Without objection, the body scheduled the second reading for the Special Session to be held on Wednesday, December 17, 2025.

COMMITTEE REPORTS:

1. **Report of the Committee as a Whole, Chaired by the Committee on Rules. Re: Formal Complaint of Jurgen Fritz Medino Against Hon. Noli Palaña and Council Members of Barangay Opong, Tolosa, Leyte. Re: Reklamo ukol sa kawalan ng patas at maayos na proseso ng Barangay Opong sa paghawak ng aming reklamo."**

Hon. Melanie Felisa M. Vivero formally presented the report of the Committee as a Whole concerning the administrative complaint filed by Mr. Jurgen Fritz Medino against the elective officials of Barangay Opong. The report centered on allegations regarding the lack of a fair and orderly process in the handling of local grievances at the barangay level. Hon. Melanie Felisa M. Vivero informed the plenary that while a hearing had been coordinated, the complainant was unable to attend the morning session on time, eventually arriving only in the afternoon. To ensure that both the complainant and the respondent council members are afforded a full and fair opportunity to be heard in a collective setting, the committee resolved to hold a follow-up meeting. The body reached a consensus to schedule the Committee as a Whole meeting on December 17, 2025, at 8:30 in the morning.

2. **Report of the Committee as a Whole, Chaired by the Committee on Environmental Protection. Re: Barangay Ordinance No. 04-004, Series of 2025, of Barangay San Roque, Tolosa, Leyte. Entitled: An Ordinance Mandating the Planting of Replacement Trees by Residents and Entities Requesting a Barangay Certification for the Purpose of Cutting Trees in the Barangay, and Providing Penalties for Violation Thereof.**

The committee report regarding the environmental ordinance of Barangay San Roque was brought to the floor. This ordinance proposes a mandatory "replacement tree" policy, requiring any resident or entity seeking a permit to cut trees to plant new ones as a prerequisite for the issuance of a Barangay Certification. Given the environmental impact and the administrative penalties involved, the body determined that further refinement of the implementation guidelines was necessary. Consequently, the matter was referred to a joint committee session. Under the direction of Hon. Melanie Felisa M. Vivero, a Committee Meeting was scheduled for December 17, 2025, at 9:30 in the morning to finalize the recommendations for this ordinance.

SECOND READING:

A. Unfinished Business None.

B. Business for the Day None.

THIRD READING:

1. **An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives, for Fiscal Year 2025, in the Amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)**

The Presiding Officer called for the Third and Final Reading of the ordinance providing for a supplemental budget to cover the Collective Negotiation Agreement (CNA) incentives for the 2025 Fiscal Year. This ordinance allocates a total of **TWO MILLION TWO HUNDRED SEVENTY-**

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HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

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Sangguniang Bayan Member

HON. JOSE MARI ALDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO LEGASPI
Sangguniang Bayan Member

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HON. MANUEL B. BALLEDO
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FIVE THOUSAND PESOS (P2,275,000.00) to reward the municipal workforce for their efficiency and successful negotiations with the management. Hon. Rolando B. Legaspi, as the primary proponent, moved for the final adoption of the ordinance, emphasizing that the funds are properly appropriated and the legal requirements for the grant have been met. The motion was seconded by all members present. With no further debate or objections, the ordinance was officially enacted on Third Reading.

RESOLUTION NO. 12-283-2025

A RESOLUTION ENACTING AND APPROVING ORDINANCE NO. 26, SERIES OF 2025, ENTITLED: AN ORDINANCE APPROVING THE SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025 IN THE AMOUNT OF TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)

WHEREAS, the Local Government Unit of Tolosa, Leyte, recognizes the need to provide financial support for the implementation of Collective Negotiation Agreement (CNA) incentives for eligible employees for Fiscal Year 2025;

WHEREAS, a supplemental budget in the amount of **TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)** has been proposed to cover CNA-related incentives, allowances, and benefits;

WHEREAS, the proposed supplemental budget has undergone review by the appropriate municipal offices to ensure conformity with the provisions of the Local Government Code (RA 7160), relevant budgetary laws, and fiscal responsibility;

WHEREAS, the Sangguniang Bayan, after due deliberation and consideration, finds it necessary and proper to enact and approve the said supplemental budget to ensure timely and proper distribution of CNA incentives to qualified personnel;

WHEREAS, on the motion of **Hon. Rolando B. Legaspi**, duly seconded **unanimously**,

NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED**, to **Enact and Approve Ordinance No. 26, Series of 2025, Entitled: An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025 in the Amount of Two Million Two Hundred Seventy-Five Thousand Pesos (P2,275,000.00);**

RESOLVED FURTHER, that the Municipal Treasurer, Municipal Budget Officer, and all concerned offices are hereby authorized and directed to implement and monitor the proper disbursement and utilization of the approved funds;

RESOLVED FINALLY, that copies of this Resolution be furnished to the Municipal Mayor, Municipal Budget Office, Municipal Treasurer, and other concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

ORDINANCE NO. 26
Series of 2025

AN ORDINANCE APPROVING THE SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025 IN THE AMOUNT OF TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)

BE IT ORDAINED by the Sangguniang Bayan
of the Municipality of Tolosa, Province
of Leyte, in session assembled:

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI ADEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. TUBONGBANUA
Sangguniang Bayan Member

HON. ANSEL FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

SECTION 1. Title

This Ordinance shall be known and cited as **"An Ordinance Approving the Supplemental Budget for Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025 in the Amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)."**

SECTION 2. Whereas Clauses

WHEREAS, Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, mandates local government units to promote the general welfare of their constituents, including the welfare, morale, and productivity of government personnel;

WHEREAS, the Municipality of Tolosa recognizes that a motivated, adequately compensated, and well-supported workforce is essential to the efficient, effective, transparent, and accountable delivery of basic services to the public;

WHEREAS, the Municipal Government of Tolosa has entered into a duly executed **Collective Negotiation Agreement (CNA)** with the accredited employees' organization, which provides for the grant of CNA Incentives subject to the attainment of organizational performance targets and the availability of funds;

WHEREAS, the grant of CNA Incentives is authorized under **DBM Budget Circular No. 2013-3**, as amended by subsequent issuances, provided that the same is sourced from realized savings and/or legally available excess funds, and is compliant with all budgeting, accounting, and auditing rules and regulations;

WHEREAS, during Fiscal Year 2025, the Municipal Government has identified certified savings and/or excess funds from its General Fund that may be utilized to fund the CNA Incentives without adversely affecting the delivery of basic services and ongoing programs;

WHEREAS, there is a need to enact a Supplemental Budget to lawfully appropriate the necessary amount to cover the CNA Incentives for qualified municipal government officials and employees for Fiscal Year 2025;

NOW, THEREFORE, on motion of Hon. Rolando B. Legaspi, duly made and seconded by all members present;

SECTION 3. Declaration of Policy

It is hereby declared the policy of the Municipality of Tolosa to uphold sound fiscal management, ensure compliance with national budgeting and auditing standards, strengthen labor-management cooperation, and recognize exemplary performance and productivity of its officials and employees through lawful incentives and benefits.

SECTION 4. Authority to Enact Supplemental Budget

The Sangguniang Bayan hereby approves and authorizes the enactment of a **Supplemental Budget for Fiscal Year 2025** specifically for the purpose of funding the CNA Incentives of eligible municipal government officials and employees, consistent with the approved CNA and applicable laws, rules, and regulations.

SECTION 5. Amount Appropriated

The total amount of **TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P2,275,000.00)** is hereby appropriated under this Ordinance as a Supplemental Budget for Fiscal Year 2025.

SECTION 6. Source of Funds

The amount appropriated herein shall be chargeable against **certified savings and/or excess funds of the General Fund**, as certified by the Municipal Budget Officer and Municipal Accountant, and duly noted by the Municipal Treasurer, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURSISTINA L. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI L. DEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICIANO BELTRAN III
Sangguniang Bayan Member

HON. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Lliga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
Sik Federation President

SECTION 7. Purpose and Use of Funds

The funds appropriated under this Ordinance shall be used **exclusively** for the payment of **Collective Negotiation Agreement (CNA) Incentives for Fiscal Year 2025** and for no other purpose. Any portion thereof not utilized for the intended purpose shall revert to the General Fund, subject to existing accounting and auditing rules.

SECTION 8. Coverage and Eligibility

The CNA Incentives funded under this Ordinance shall be granted to municipal government officials and employees who:

1. Are covered by the approved Collective Negotiation Agreement;
2. Are in active service during the period covered;
3. Have contributed to the attainment of organizational performance targets as provided under the CNA; and
4. Meet all eligibility requirements under DBM, Civil Service Commission (CSC), and other applicable government guidelines.

SECTION 9. Conditions for Grant

The grant of CNA Incentives shall be subject to the following conditions:

1. Availability and certification of funds;
2. Compliance with DBM Budget Circular No. 2013-3 and related issuances;
3. Observance of the principle that CNA Incentives shall not be treated as a fixed or regular benefit;
4. Compliance with government accounting and auditing rules; and
5. Submission of required accomplishment, performance, and financial reports.

SECTION 10. Implementation

The Municipal Mayor is hereby authorized to implement this Ordinance and to issue the necessary executive directives for its effective execution. The Municipal Budget Office, Municipal Accounting Office, Municipal Treasurer's Office, and other concerned offices are directed to undertake their respective functions to ensure the proper, lawful, and timely release of the CNA Incentives.

SECTION 11. Accounting and Audit

All disbursements made pursuant to this Ordinance shall be subject to existing government accounting and auditing rules and regulations and shall be subject to post-audit by the **Commission on Audit (COA)**. Any disallowance arising therefrom shall be governed by applicable laws, rules, and jurisprudence.

SECTION 12. Reporting and Transparency

The concerned offices shall ensure proper documentation and reporting of the utilization of funds appropriated under this Ordinance, consistent with transparency, accountability, and good governance principles.

SECTION 13. Separability Clause

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

SECTION 14. Repealing Clause

All ordinances, resolutions, executive orders, rules, and regulations, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

HON. ELIZABETH S. ERACHO, RCE. DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Municipal Vice-Mayor Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCANA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
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HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. TUBONGBANUA
Sangguniang Bayan Member

HON. ROJEN ANGELY M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

SECTION 15. Effectivity

This Ordinance shall take effect immediately upon its approval and after compliance with the posting and publication requirements prescribed under Republic Act No. 7160.

OTHER MATTERS:

- 1. A Resolution authorizing the Local Chief Executive to enter into and sign a Memorandum of Agreement with Payag-Payag integrated farm, represented by farm School Administrator atty. Jude lisandro a. Lora, for the conduct of an organic agriculture production training course and enhancement of skills in sustainable farming practices in the municipality of tolosa, leyte.

This resolution was formally referred to the Committee on Agriculture, chaired by Hon. Daphne Roa. During the deliberation, it was highlighted that the partnership with Payag-Payag Integrated Farm is designed to empower local farmers by providing them with technical expertise in organic agriculture and modern sustainable farming techniques. Hon. Jose Mari Ildefonso C. Roa, Jr. emphasized that such training is crucial for the municipality's long-term food security and the economic resilience of the agricultural sector. After discussing the benefits of the training course for Tolosa's constituents, Hon. Jose Mari Ildefonso C. Roa, Jr. moved for the approval of the resolution. The motion was seconded by all members present and was officially deemed approved by Vice Mayor Elizabeth Saito Eracho.

RESOLUTION NO. 12-284-2025

A RESOLUTION AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT WITH PAYAG-PAYAG INTEGRATED FARM, REPRESENTED BY FARM SCHOOL ADMINISTRATOR ATTY. JUDE LISANDRO A. LORA, FOR THE CONDUCT OF AN ORGANIC AGRICULTURE PRODUCTION TRAINING COURSE AND ENHANCEMENT OF SKILLS IN SUSTAINABLE FARMING PRACTICES IN THE MUNICIPALITY OF TOLOSA, LEYTE

WHEREAS, the Local Government Code of 1991 (Republic Act No. 7160) empowers the Local Chief Executive to enter into contracts, agreements, and partnerships that are necessary and conducive to the promotion of local development, agricultural productivity, and the general welfare of the constituents;

WHEREAS, the Municipality of Tolosa recognizes the importance of promoting sustainable and organic agricultural practices, improving food security, and equipping its constituents, particularly farmers and agricultural workers, with the skills and knowledge necessary to implement modern, environmentally responsible farming techniques;

WHEREAS, Payag-Payag Integrated Farm, represented by Farm School Administrator Atty. Jude Lisandro A. Lora, has offered to conduct an Organic Agriculture Production Training Course, which aims to enhance the competencies of local farmers, community members, and other stakeholders in sustainable farming practices;

WHEREAS, the said training program aligns with the Municipal Development Plan, the Agricultural Development Program, and other local initiatives aimed at improving productivity, sustainability, and livelihood opportunities for the farming community of Tolosa;

WHEREAS, it is deemed necessary, proper, and in the best interest of the Municipality to formalize the partnership between the Local Government Unit of Tolosa and Payag-Payag Integrated Farm through a Memorandum of Agreement (MOA) to ensure the effective implementation, monitoring, and evaluation of the training program;

WHEREAS, the Sangguniang Bayan finds that authorizing the Local Chief Executive to enter into and sign the MOA will promote transparency, accountability, and proper coordination between the Municipality and Payag-Payag Integrated Farm while safeguarding the interests of the local government and its constituents;

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

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Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
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HON. FELICITO D. BELTRAN III
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HON. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Lila President

HON. CATHYNER-BENJAMIN
Ex-Officio Member
SK Federation President

NOW, THEREFORE, on motion of **Hon. Daphne Dayner Babar Roa**, seconded unanimously, be it;

RESOLVED, by the **Sangguniang Bayan of the Municipality of Tolosa, Province of Leyte**, in session duly assembled, to **AUTHORIZE the Local Chief Executive, Hon. Erwin C. Ocaña**, to enter into and sign a **Memorandum of Agreement** with Payag-Payag Integrated Farm, represented by Farm School Administrator Atty. Jude Lisandro A. Lora, for the purpose of conducting the **Organic Agriculture Production Training Course** and enhancing the skills of participants in sustainable farming practices within the Municipality of Tolosa;

RESOLVED FURTHER, that the Local Chief Executive is hereby empowered to take all necessary actions, execute documents, and coordinate with the Municipal Agriculture Office and other concerned offices to ensure the effective implementation of the training program;

RESOLVED FINALLY, that copies of this Resolution be furnished to the Office of the Local Chief Executive, the Municipal Agriculture Office, Payag-Payag Integrated Farm, and all other concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

2. A Resolution authorizing the local chief executive to grant Gratuity Pay to Contract of Service (COS) and Job Order (JO) workers of the Local Government Unit of Tolosa, Province of Leyte, for fiscal year 2025, in compliance with Administrative Order no. 39 issued by the President of the Philippines.

The body took up the resolution concerning the welfare of the LGU's non-regular workforce. Referred to Hon. Rolando B. Baylon Legaspi, the measure seeks to provide financial recognition to Contract of Service and Job Order workers through a one-time gratuity pay for the 2025 Fiscal Year. Hon. Legaspi stressed the urgency of the matter, noting that these workers provide essential services to the municipality and that the grant is in strict adherence to Administrative Order No. 39 issued by the President. Noting that the rules were still suspended from a previous item, Hon. Rolando B. Legaspi moved for immediate approval. The motion received unanimous support from the members and was declared approved by the Presiding Chair, Hon. Elizabeth Saito Eracho.

RESOLUTION NO. 12-285-2025

A RESOLUTION AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO GRANT GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS OF THE LOCAL GOVERNMENT UNIT OF TOLOSA, PROVINCE OF LEYTE, FOR FISCAL YEAR 2025, IN COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 39 ISSUED BY THE PRESIDENT OF THE PHILIPPINES

WHEREAS, Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that the Local Chief Executive shall have the authority and responsibility to manage personnel, disburse funds for employee welfare, and implement policies that promote efficiency, accountability, and good governance in the delivery of public services;

WHEREAS, the Local Government Unit of Tolosa recognizes the essential contribution of its **Contract of Service (COS)** and **Job Order (JO)** personnel in the execution of municipal programs, projects, and services, and acknowledges the need to provide appropriate recognition and support for their service;

WHEREAS, Administrative Order No. 39, issued by the President of the Philippines, mandates the grant of **gratuity pay to COS and JO workers** as a form of incentive and reward for their valuable services, subject to availability of funds and in accordance with existing rules and regulations;

WHEREAS, it is therefore necessary and proper for the Sangguniang Bayan to authorize the Local Chief Executive to grant gratuity pay to eligible COS and JO personnel of the Municipality

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

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Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER BABAR ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARILDEONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELO M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

of Tolosa for **Fiscal Year 2025**, in strict compliance with the provisions of Administrative Order No. 39 and other applicable laws, rules, and regulations;

NOW, THEREFORE, on motion of **Hon. Rolando B. Legaspi**, seconded by all Members present, be it;

RESOLVED, by the **Sangguniang Bayan of the Municipality of Tolosa, Province of Leyte**, in session duly assembled, to **AUTHORIZE the Local Chief Executive, Hon. Erwin C. Ocaña**, to grant **gratuity pay** to all qualified **Contract of Service (COS) and Job Order (JO) workers** of the Local Government Unit of Tolosa for Fiscal Year 2025, in accordance with **Administrative Order No. 39**, and consistent with existing laws, rules, and regulations;

RESOLVED FURTHER, that the Local Chief Executive and all concerned offices are hereby authorized and directed to take all necessary steps to ensure the **proper computation, release, and documentation** of the gratuity pay, and to maintain transparency, accountability, and compliance with government auditing requirements;

RESOLVED FINALLY, that copies of this Resolution be furnished to the Office of the Local Chief Executive, the Human Resource and Development Office, the Municipal Budget Office, and all concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

3. A Resolution Authorizing the Local Chief Executive to Grant Service Recognition Incentive (SRI) to Qualified Employees of the Local Government Unit of Tolosa, Province of Leyte, for Fiscal Year 2025, in Accordance with Administrative Order No. 40, Dated December 11, 2025, Issued by the President of the Philippines.

Following the discussion on worker incentives, Hon. Rolando B. Legaspi presented a resolution for the grant of the Service Recognition Incentive (SRI) to qualified regular employees of the LGU. He explained that this incentive, mandated by Administrative Order No. 40 dated December 11, 2025, serves to acknowledge the hard work and dedication of government personnel throughout the fiscal year. Hon. Legaspi moved for the urgent approval of the resolution to ensure the timely release of funds to the employees. Since the suspension of the rules remained in effect, a motion for approval was made and seconded by all members present. The Presiding Chair, Hon. Elizabeth Saito Eracho, officially deemed the resolution approved.

RESOLUTION NO. 12-286-2025

A RESOLUTION AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO GRANT SERVICE RECOGNITION INCENTIVE (SRI) TO QUALIFIED EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF TOLOSA, PROVINCE OF LEYTE, FOR FISCAL YEAR 2025, IN ACCORDANCE WITH ADMINISTRATIVE ORDER NO. 40, DATED DECEMBER 11, 2025, ISSUED BY THE PRESIDENT OF THE PHILIPPINES

WHEREAS, pursuant to Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, the Local Chief Executive is vested with the authority to manage personnel, implement programs for the welfare of employees, and adopt measures necessary for the efficient, accountable, and effective delivery of public services;

WHEREAS, Administrative Order No. 40, dated December 11, 2025, issued by the President of the Republic of the Philippines, prescribes the grant of **Service Recognition Incentive (SRI)** to eligible government personnel as a reward for continuous and commendable service to the government;

WHEREAS, the Local Government Unit of Tolosa recognizes the invaluable contributions of its employees and deems it appropriate to grant SRI as a form of incentive, motivation, and acknowledgment of their dedicated public service;

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Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARY KLEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
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HON. TUBONGBANUA
Sangguniang Bayan Member

HON. ROUEN ANGELY M. VIVERO
Ex-Officio Member
Lliga President

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Lliga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

WHEREAS, in accordance with existing laws, rules, and regulations, it is proper and necessary for the Sangguniang Bayan to authorize the Local Chief Executive to implement the grant of SRI to qualified employees of the Municipality of Tolosa for **Fiscal Year 2025**;

NOW, THEREFORE, on motion of **Hon. Rolando B. Legaspi**, seconded by all **Members present**, be it;

RESOLVED, by the **Sangguniang Bayan of the Municipality of Tolosa, Province of Leyte**, in session duly assembled, to **AUTHORIZE the Local Chief Executive, Hon. Erwin C. Ocaña**, to grant the **Service Recognition Incentive (SRI)** to all qualified employees of the Local Government Unit of Tolosa for Fiscal Year 2025, in strict compliance with **Administrative Order No. 40, dated December 11, 2025**, signed by the President of the Philippines, and in accordance with existing laws, rules, and regulations;

RESOLVED, FURTHER, that the Local Chief Executive and all concerned offices are hereby authorized and directed to undertake all necessary actions to ensure the **proper computation, documentation, release, and accountability** of the SRI, consistent with auditing and internal control requirements;

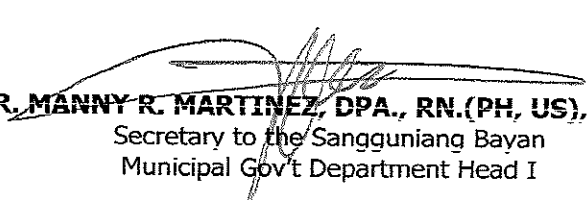
RESOLVED, FINALLY, that copies of this Resolution be furnished to the Office of the Local Chief Executive, the Municipal Human Resource and Development Office, the Municipal Budget Office, and all concerned offices for their information, guidance, and appropriate action.

APPROVED UNANIMOUSLY.

XI. ADJOURNMENT

There being no other matters left for deliberation, Hon. Jose Mari Idefonso C. Roa, Jr. moved for the adjournment of the session. With no objections raised from the members, the Presiding Chair, Hon. Elizabeth Eracho, formally declared the session adjourned at 11:45 in the morning.

Prepared by:

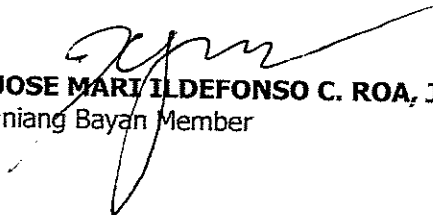

DR. MANNY R. MARTINEZ, DPA., RN.(PH, US), MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

ATTESTED:

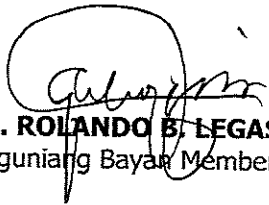

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor
Presiding Officer


HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member


HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member



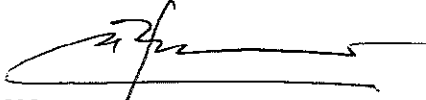
HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member



HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member



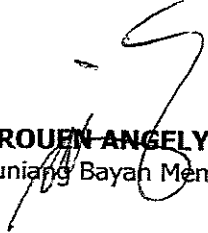
HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member



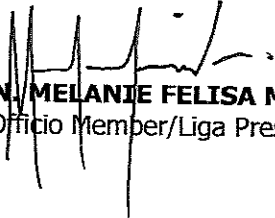
HON. MANUEL B. BALLEDO
Sangguniang Bayan Member



HON. FELICTO D. BELTRAN III
Sangguniang Bayan Member



HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member



HON. MELANTE FELISA M. VIVERO
Ex-Officio Member/Liga President



HON. CATHERINE R. BENJAMIN
Ex-Officio Member/SK Fed. President



Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

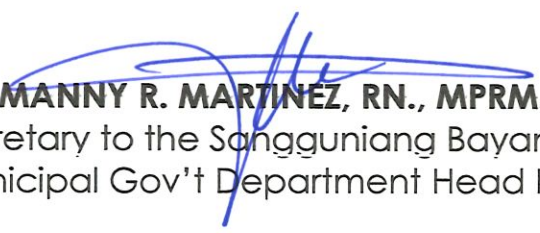
CERTIFICATION

TO WHOM THIS MAY CONCERN:

This is to **CERTIFY** that pursuant to paragraph (a) of Article 114 of RA 7160 Posting of **Ordinance 26, Series of 2025, Re: AN ORDINANCE APPROVING THE SUPPLEMENTAL BUDGET FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR FISCAL YEAR 2025 IN THE AMOUNT OF TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (₱2,275,000.00)**, was posted in three (3) conspicuous places. The undersigned has complied the said provision last December 17, 2025.

This **Certification** is issued in compliance of Article 114 of RA 7160.

Given this **24th** day of **June 2026**.


DR. MANNY R. MARTINEZ, RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

ATTENDANCE SHEET

25TH Regular Session
of the 12th Sangguniang Bayan

SB Session Hall
Venue

DECEMBER 15, 2025
Date

No.	Name	Designation	Signature
1	Hon. Elizabeth S. Eracho, RCE.	Municipal Vice-Mayor	
2	Hon. Daphne Dayner B. Roa	Municipal Councilor	
3	Hon. Purisima Z. Ocaña	Municipal Councilor	
4	Hon. Jose Mari Ildefonso C. Roa, Jr.	Municipal Councilor	
5	Hon. Rolando B. Legaspi	Municipal Councilor	
6	Hon. Ireneo Rolando A. Lumbre	Municipal Councilor	
7	Hon. Manuel B. Balledo	Municipal Councilor	
8	Hon. Felicito D. Beltran III	Municipal Councilor	
9	Hon. Rouen Angely M. Tubongbanua	Municipal Councilor	
10	Hon. Melanie Felisa M. Vivero	ABC President, Ex-Officio	
11	Hon. Catherine R. Benjamin	SK Fed. President, Ex-Officio	

CERTIFICATION

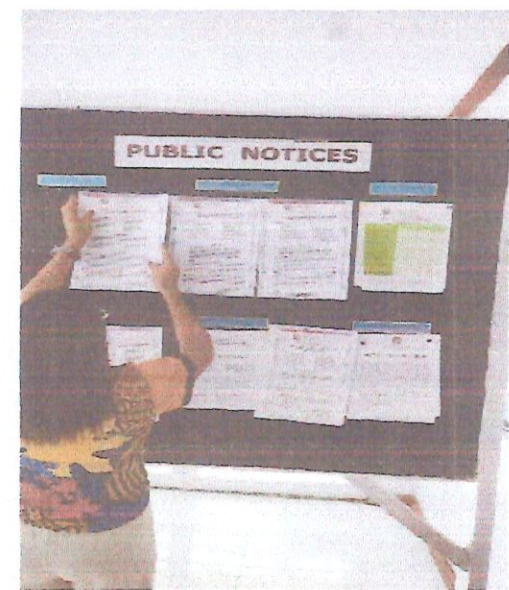
I hereby **CERTIFY** that those who have signatures above, have actually attended the **25TH Regular Session** of the 12th Sangguniang Bayan of Tolosa, Leyte, held at the SB Session Hall on December 15, 2025.

DR. MANNY R. MARTINEZ, RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

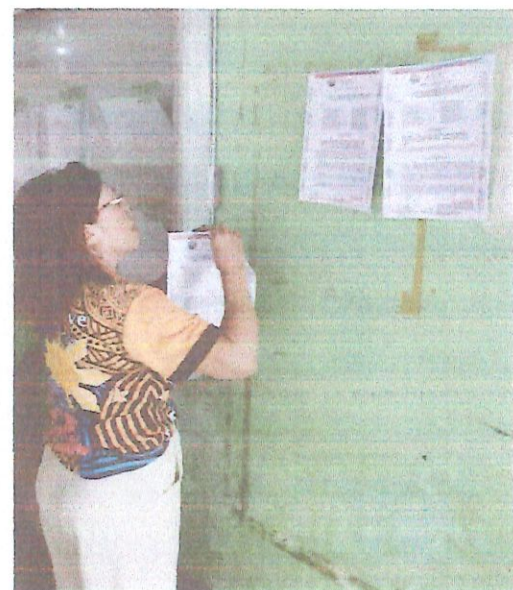
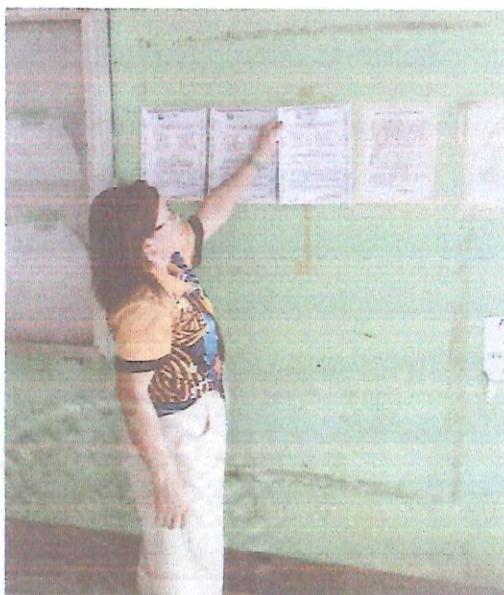
POSTING OF ORDINANCES 26 and 27 Series of 2025



AT MUNICIPAL BUILDING



AT TOLOSA SB HALL



AT TOLOSA PUBLIC MARKET