



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Sangguniang Panlalawigan
Province of Leyte

RECEIVED
AUG 28 2026

Date: AUG 28 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

By: [Signature] Date: 8-28-26 Time: 9:50

Item No.: 12
Date: 08 2026 SEP

2nd INDORSEMENT
July 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 7 of the Sangguniang Bayan of Barugo, Leyte.

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

- Ordinance No. 7 : “**An Ordinance creating the MGSO 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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PROVINCE OF LEYTE
LEGAL OFFICE

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By: [Signature]
Date: 07-10-26 Time: 3:25 pm

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
10 July 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 07, series of 2026** of the **Municipality of Barugo, Leyte**, entitled: **An Ordinance creating the Municipal General Services Office (MGSO) and the position of Municipal Government Department Head 1 (General Services Officer) in the Local Government Unit of Barugo, Leyte and appropriating funds therefor.**

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





OFFICE OF THE SANGGUNIAN BAYAN

July 8, 2026

HON. LEONARDO "SANDY" JAVIER, JR.
Vice-Governor/Presiding Officer
Sanggunian Panlalawigan
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
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Date: JUL 10 2026
By: Fern V.

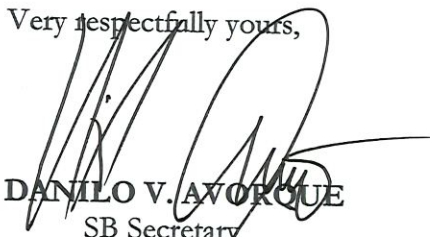
THRU: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte

Sir:

Respectfully submitted to your good office for review the herein ORDINANCE NO. 07, S. 2026 ENTITLED "AN ORDINANCE CREATING THE MUNICIPAL GENERAL SERVICES OFFICE (MGSO) AND THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (GENERAL SERVICES OFFICER) IN THE LOCAL GOVERNMENT UNIT OF BARUGO, LEYTE AND APPROPRIATING FUNDS THEREFOR.

Anticipating your favorable action on this matter.

Very respectfully yours,


DANILO V. AVORCUE
SB Secretary

Barugo Padayon An Gugma!

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

0960-294-93422



lgubarugo@yahoo.com



Municipality of Barugo, Leyte

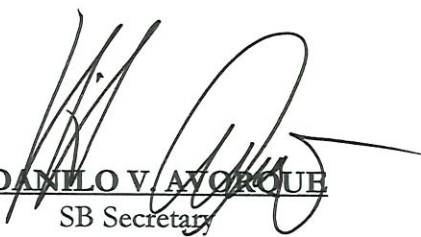


OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

THIS IS TO CERTIFY that ORDINANCE NO. 07, S. 2026 ENTITLED **“AN ORDINANCE CREATING THE MUNICIPAL GENERAL SERVICES OFFICE (MGSO) AND THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (GENERAL SERVICES OFFICER) IN THE LOCAL GOVERNMENT UNIT OF BARUGO, LEYTE AND APPROPRIATING FUNDS THEREFOR,** was posted in three (3) conspicuous places in the Municipality of Barugo, Leyte in compliance with the provisions of RA 7160, otherwise known as Local Government Code of 1991.

This certification is issued this 8^h day of July 2026, for whatever legal purpose this may serve.


DANILO V. AYOROQUE
SB Secretary

Barugo Padayon An Gugma!

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

 0960-294-93422

 lgu.barugo@yahoo.com

 Municipality of Barugo, Leyte



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE MEETING OF THE 12TH SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 15TH REGULAR SESSION HELD ON THE 9TH DAY OF JUNE 2026, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.

Present:	Atty. Jesus B. Cabanacan	Municipal Vice Mayor
		Presiding Officer
	Hon. Felix A. Diloy	SB Member
	Hon. Josephine C. Tiu	SB Member
	Hon. Roselyn L. Baltar	SB Member
	Hon. Nikkos Rhet V. Astorga	SB Member
	Hon. Sonia A. Cañeda	SB Member
	Hon. Charee Mae M. Avila	SB Member
	Hon. Eduardo C. Calzita	SB Member
	Atty. Harold Edgar Apostol	SB Member
	Hon. Joemar Q. Acebo	Liga Ng Mga Barangay President
	Hon. Eric C. Hingpis	Pederasyon Ng Mga Sangguniang Kabataan
Absent:		

Sangguniang Panlalawigan
Province of Leyte
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Date: JUL 10 2026
By: [Signature]

ORDINANCE NO. 07, S. 2026

WHEREAS, the Local Chief Executive (LCE) has endorsed to the Sangguniang Bayan the creation of the Municipal General Services Office and the position of Municipal Government Department Head 1 (General Services Officer);

WHEREAS, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, services requirements, and financial capability subject to the minimum standard and guidelines as prescribed by the Civil Service Commission;

WHEREAS, it is also provided in Section 447 (a) (vii) of the same Code that the Sangguniang Bayan is empowered to determine the positions and salaries including allowances and other emoluments and benefits of the employees of the municipal government;

WHEREAS, to enhance the delivery of basic services, there is a need to establish a general services office as a department of the LGU, create the position of Municipal Government Department Head 1 (General Services Officer), and transfer several plantilla positions to other offices whose actual duties and functions correspond to the core functions of the appropriate office and to maximize the employees' skills, abilities and experience so as to be more effective and efficient at work.

WHEREFORE, on motion of SBM Roselyn L. Baltar, jointly seconded by SBM Sonia A. Cañeda and SBM Eduardo C. Calzita, be it **RESOLVED**, as it is hereby resolved, to enact the corresponding ordinance.

Be it ordained by the Sangguniang Bayan of Barugo, Leyte, in session assembled, That:

ORDINANCE NO. 07, SERIES OF 2026

AN ORDINANCE CREATING THE MUNICIPAL GENERAL SERVICES OFFICE (MGSO) AND THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (GENERAL SERVICES OFFICER) IN THE LOCAL GOVERNMENT UNIT OF BARUGO, LEYTE AND APPROPRIATING FUNDS THEREFOR
(Sponsored by: *SBM Roselyn L. Baltar*)

SECTION 1. Creation of Municipal General Services Office. There is hereby created a Municipal General Services Office as a department of the LGU.

[Signature]

0960-294-93422

Barugo Padayon An Gugma!

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

lgu.barugo@yahoo.com

Municipality of Barugo, Leyte

[Handwritten signature]



OFFICE OF THE SANGGUNIANG BAYAN

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Ordinance No. 7, 2026

SECITON 2. Creation of the position of Municipal Government Department Head 1 (General Services Officer). There is hereby created the position of Municipal Government Department Head 1 (General Services Officer) as head of the Municipal General Services Office.

SECTION 3. Functions of the Municipal General Services Office. The Municipal General Services Office shall provide expertise in technical assistance to the Local Chief Executive in the implementation of measures to ensure the enhanced delivery of basic services and provision of adequate facilities, and shall develop general services plans and strategies and implement the same upon approval of the LCE.

SECTION 4. Transfer of positions. Consistent with the organizational structure and staffing pattern necessary for the purpose of the effective and efficient operation of the Municipal General Services Office (MSGO) and other offices, the LCE shall cause the transfer of positions to appropriate offices whose actual duties and functions correspond to the core functions of the office and to maximize the employees' skills, abilities and experience so as to be more effective and efficient at work.

SECTION 5. The employment of personnel involved in the transfer of positions to another office shall be deemed transferred to said office without reduction of salaries and other benefits and without losing their salary grades and the plantilla positions they occupy.

SECTION 6. The salaries and benefits of the MSGO and of the transferred employees shall be appropriated in their new office assignments to be incorporated in the Annual Budget for Calendar Year 2027.

SECTION 7. Repealing Clause. All ordinances, resolutions, executive orders and all other issuances or parts thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 8. Separability Clause. If for any reason, any part of this Ordinance is declared unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

SECTION 9. Effectivity. This ordinance shall be effective upon approval.

ENACTED by the Sangguniang Bayan, in session assembled this 9th day of June 2026 at Barugo, Leyte.

I HEREBY CERTIFY to the correctness of this foregoing ordinance.


HON. FELIX A. DILOY
SB Member


DANILO V. AYOROQUE
SB Secretary


HON. JOSEPHINE C. TIU
SB Member

Handwritten signature: Gaudy E. Lopez

OFFICE OF THE SANGGUNIANG BAYAN

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Ordinance No. 7, 2026

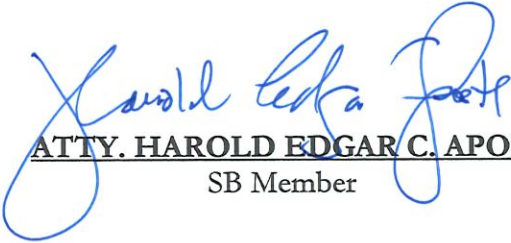

HON. ROSELYN L. BALTAR
SB Member


HON. NIKKOS RHET V. ASTORGA
SB Member


HON. SONIA A. CAÑEDA
SB Member


HON. CHAREE MAE M. AVILA
SB Member


HON. EDUARDO C. CALZITA
SB Member


ATTY. HAROLD EDGAR C. APOSTOL
SB Member

HON. JOEMAR Q. ACEBO
LIGA President


HON. ERIC C. HINGPIS
Pederasyon ng mga Sanggunian Kabataan

ATTESTED BY:


ATTY. JESUS B. CABANACAN
Municipal Vice Mayor
Presiding Officer

APPROVED BY:


HON. ARON C. BALAIS, MD, FPCEM
Municipal Mayor



