



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

July 8, 2026

Item No.: 15
Date: 08 2026 SEP

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

By: [Signature]
Date: [Signature] 2026
Province of Leyte
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Date: AUG 25 2026
By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 8 of the Sangguniang Bayan of Tunga, Leyte.

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

- Ordinance No. 8: "An Ordinance creating various plantilla positions in the Municipality of Tunga, Leyte 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.


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
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Date: 7-8-24 Time: 2:24

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
06 July 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 08, series of 2026** of the **Municipality of Tunga, Leyte**, entitled: **An Ordinance creating various plantilla positions in the Municipality of Tunga, Leyte, and defining their qualifications, duties and responsibilities, and appropriating funds therefor.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TUNGA

OFFICE OF THE SANGGUNIANG BAYAN

July 3, 2026



HON. LEONARDO JAVIER JR.
Vice-Governor/Presiding Officer
Sangguniang Panlalawigan
Province of Leyte

Thru: THE SECRETARY TO THE SANGGUNIAN

Sir:

Respectfully submitting herewith fifteen (15) copies of the following municipal ordinances, together with their supporting documents for review and approval:

1. **Municipal Ordinance No. 07, Series of 2026** – AN ORDINANCE INSTITUTIONALIZING BARANGAY HEALTH WORKERS IN THE MUNICIPALITY OF TUNGA, DEFINING THEIR ROLES AND PROVIDING BENEFITS AND INCENTIVES, AND APPROPRIATING FUNDS THEREOF.
2. **Municipal Ordinance No 08, Series of 2026** – AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE MUNICIPALITY OF TUNGA, LEYTE, AND DEFINING THEIR QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREFOR.

Please acknowledge receipt hereof.

Thank you.

Very truly yours,

NAOMI C. ARCALLANA
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
Province of Leyte
MUNICIPALITY OF TUNGA
-oOo-

OFFICE OF THE SANGGUNIAN BAYAN

EXCERPTS FROM THE MINUTES OF THE 48TH REGULAR SESSION OF THE SANGGUNIAN BAYAN, TUNGA, LEYTE HELD ON JUNE 22, 2026 AT THE SB SESSION HALL.

PRESENT:

Hon. Lemuel G. Ponferrada	- Municipal Vice-Mayor/Presiding Officer
Hon. Martiniano F. Requeiz	- SB Member
Hon. Herman A. Ayuste	- SB Member
Hon. Marietta A. Catalo	- SB Member
Hon. Cielito O. Esquibel	- SB Member
Hon. Jose Capoporo A. Uribe	- SB Member
Hon. Joselito L. Arintoc	- SB Member
Hon. Rex S. Ergina	- SB Member
Hon. Juanito G. Fallorina, Jr.	- SB Member
Hon. Florentina A. Obsequio	- Ex-Officio Member/Liga President
Hon. Leo Van C. Delgado	- Ex-Officio Member/SK Fed. President

Sangguniang Panlalawigan
Province of Leyte
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Date: JUL 03 2026
By: [Signature]

ABSENT:

None

MUNICIPAL ORDINANCE NO. 08
Series of 2026

AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE MUNICIPALITY OF TUNGA, LEYTE, AND DEFINING THEIR QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREFOR.

*Sponsored by: Hon. Martiniano F. Requeiz
Hon. Jose Capoporo A. Uribe
Hon. Cielito O. Esquibel*

WHEREAS, Section 76 of Republic Act 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a)(viii) of the same Code provides that the Sangguniang Bayan has the power to determine the position and salaries including allowances and other emoluments and benefits of the employees of the Municipal Government;

WHEREAS, Section 3 (b) of the same Code provides for the establishment in every Local Government Unit of an accountable, efficient, and dynamic organization structure and operating mechanism that will meet the priority needs and service requirements of its communities;

WHEREAS, in response to the demand for a more efficient, effective, and responsive delivery of government services by the people, the Local Government Unit of Tunga wishes to strengthen its pool of human resources by creating additional plantilla positions to meet their needs and expectations, relayed through the Office of the Municipal Mayor.

WHEREAS, the Committee on Finance, Budget and Appropriation conducted a study on the said proposal and found out that it is meritorious and advantageous for the municipality to create additional positions;

WHEREFORE, on motion of Hon. Martiniano F. Requiez, duly seconded by Hon. Jose Capoporo A. Uribe and Hon. Leo Van C. Delgado, be it:

RESOLVED AS IT IS HEREBY RESOLVED, to enact the following ordinance:

Be it ordained by the Sangguniang Bayan of Tunga, Leyte, in session duly assembled, that;

SECTION 1. THE FOLLOWING POSITIONS ARE HEREBY CREATED WITH THEIR CORRESPONDING SALARY GRADES.

- a) One (1) TOURISM OPERATIONS OFFICER I, Salary Grade 11
- b) One (1) ZONING INSPECTOR I, Salary Grade 6
- c) One (1) YOUTH DEVELOPMENT OFFICER, Salary Grade 10
- d) Three (3) ADMINISTRATIVE AIDE VI, Salary Grade 6
- e) One (1) INTERNAL AUDITOR I, Salary Grade 11
- f) One (1) LOCAL LEGISLATIVE STAFF ASSISTANT I, Salary Grade 6
- g) One (1) LOCAL LEGISLATIVE STAFF EMPLOYEE II, Salary Grade 4
- h) Three (3) ADMINISTRATIVE AIDE IV (DRIVER II), Salary Grade 4
- i) One (1) ADMINISTRATIVE OFFICER III (Supply Officer II), Salary Grade 14
- j) One (1) POPULATION PROGRAM OFFICER I, Salary Grade 11
- k) One (1) ENGINEER I, Salary Grade 12
- l) One (1) LICENSING OFFICER I, Salary Grade 11
- m) One (1) STATISTICIAN AIDE, Salary Grade 4

SECTION 2. QUALIFICATIONS, DUTIES, RESPONSIBILITIES, AND RESPECTIVE OFFICES

The new positions shall have the following qualifications, duties, responsibilities, and respective offices:

I. TOURISM OPERATIONS OFFICER I, SALARY GRADE 11 UNDER THE CULTURAL AFFAIRS AND TOURISM OFFICE

A) QUALIFICATION

Education: Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration, or other related fields

Training: None required

Experience: None required

Eligibility: Career Service Professional, 2nd Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1.) Administration: Managing day-to-day tourism operations and office administration.

- 2.) Information Management: Producing tourist information materials, press releases, and guides.
- 3.) Event Coordinator: Organizing seasonal festivals and events
- 4.) Marketing and Liaison: Planning tours, arranging itineraries, and liaising with local operations and media.
- 5.) Strategy: Assisting in market research and the development of local tourism.
- 6.) Coordination and implementation: Assist in planning, coordinating, and monitoring tourism programs, project, and skills training for LGUs and stakeholders.
- 7.) Stakeholder Engagement: Liaise with local business, communities, and government units (LGUs) to support tourism development.
- 8.) Administrative Support: Provide general administrative assistance, including managing records, preparing documents, and supporting training units.
- 9.) Reporting and Data Management: Compile data, prepare regular reports, and maintain statistical records for tourism initiatives.
- 10.) Promotion and Information: Help in producing promotional materials and providing information to visitors.
- 11.) Event Support: Organize and coordinate special tourism-related events.

II. ZONING INSPECTOR I, SALARY GRADE 6 UNDER THE PLANNING AND DEVELOPMENT OFFICE

A) QUALIFICATION

Education: Completion of two (2) years studies in college (before 2018) OR Completion of Grade 12/Senior High School (starting 2016)

Training: None required

Experience: None required

Eligibility: Career Service Professional, 1st Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1.) Conducting field inspections to check for zoning compliance.
- 2.) Reviewing applications for Local Clearance.
- 3.) Issuing violation notices and permits.
- 4.) Preparing reports and corresponding with the public.
- 5.) Enforcement and Compliance: Conduct site visits for compliance, investigate complaints, issue violation notices/summonses, and follow up on corrections.
- 6.) Permitting and Plan Review: Examine plot/subdivisions plan, issue permits (special exceptions, casual uses) as directed by boards, and grant certificates of conformance.
- 7.) Record Keeping: Maintain detailed records of inspections, violations, applications, and related correspondence.
- 8.) Public Interaction: Explain zoning requirements, advise property owners, and act as liaison to Planning Boards or Boards of Appeal.

Essential Duties:

- 1.) Perform field inspections to check property use against zoning ordinances.
- 2.) Interpret and apply zoning codes, land use plans, and development regulations.
- 3.) Document violations with photos and evidence.
- 4.) Testify at hearings when necessary..

Skills:

- 1.) Ability to read and interpret the blueprints, maps, and technical regulations.
- 2.) Strong written and verbal communication skills for reports and public interactions.
- 3.) Tact, courtesy, good judgement, and resourcefulness.

III. YOUTH DEVELOPMENT OFFICER, SALARY GRADE 10 UNDER THE YOUTH AND DEVELOPMENT OFFICE

A) QUALIFICATIONS

Education: Bachelor's Degree
Training: None required
Experience: None required
Eligibility: Career Service Professional, 2nd Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1.) Program Implementation: Assist in executing youth development programs and projects as outlined in the Local Youth Development Plan.
- 2.) Secretariat Support: Serves as part of the secretariat for the Local Youth Development Council (LYDC).
- 3.) Youth Registration: Facilitates the registration and verification of youth organizations and youth-serving organizations within the jurisdiction.
- 4.) Advocacy: Coordinates with Sangguniang Kabataan officials and other stakeholders to advocate for youth rights and welfare.

Core Competencies:

- 1.) Skills in program implementation, advocacy and coordination with local youth councils.

Core Responsibilities:

- 1.) Program and Policy Development: Formulate and execute youth development plans and programs
- 2.) Coordination and Implementation: Work with SK councils and youth organizations to roll out initiatives
- 3.) Technical Assistance: Support LYDCs and SK officials in planning, implementation, and training
- 4.) Registration and Accreditation: Oversee the registration youth and youth-serving organizations (YORP)
- 5.) Data Management: Maintain a Youth Database for effective planning
- 6.) Secretariat Duties: Act as the secretariat for the LYDC
- 7.) Reporting: Prepare reports for the Local Chief Executive and relevant agencies

Key Functions:

- 1.) Capacity Building: Conduct mandatory and continuing training for SK officials and LYDC members.
- 2.) Youth Empowerment: Promote personal growth, leadership, and positive life skills.
- 3.) Liaison: Coordinate with the NYC, DILG, and other stakeholders.
- 4.) Monitoring and Evaluation: Assess the progress and impact of youth programs.

IV. (3) ADMINISTRATIVE AIDE VI, SALARY GRADE 6 UNDER THE MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

A) QUALIFICATIONS

EDUCATION: Completion of two (2) years studies in college (before 2018)
OR Completion of Grade 12/Senior High School (starting 2016)

TRAINING: Four (4) hours of relevant training

EXPERIENCE: One (1) year of relevant experience

ELIGIBILITY : Career Service Professional, 2nd Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1.) Managing incoming and outgoing communications (email, memos)
- 2.) Filing, organizing, and maintaining documents and records
- 3.) Assisting with reports, meetings, and administrative processes
- 4.) Updating records
- 5.) Document and Records Management: Filing, scanning, data entry, indexing, quality control, maintaining digital and physical records, preparing transmittals
- 6.) Correspondence and Communication: Typing, drafting, and distributing emails, letters, reports, and official documents; responding to public inquiries
- 7.) Office Operations: Preparing purchase requests, managing office supplies, assisting with basic budgeting, and supporting general office workflow
- 8.) Administrative Support: Assisting supervisors, preparing certificates, supporting disaster response, and other delegated tasks.

V. INTERNAL AUDITOR I, SALARY GRADE 11 UNDER THE INTERNAL AUDITOR OFFICE

A) QUALIFICATIONS

EDUCATION: Bachelor's Degree relevant to the job

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Career Service Professional, 2nd Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1) Audit Support: Assist in planning and executing audits, gathering documents, and creating process flow charts.
- 2) Compliance and Control: Help evaluate the effectiveness of internal controls and ensure adherence to company policies and external regulations.
- 3) Risk Management: Support risk assessment and identify potential vulnerabilities.
- 4) Reporting: Documents audit findings, observations, and recommendations contributing to reports for management.
- 5) Investigation: Assist in investigating potential fraud or non-compliance
- 6) Process Improvement: Identify opportunities for operational efficiencies and cost savings.
- 7) Ad-Hoc Tasks: Perform other related duties and as assigned, often requiring minimal direction.

Key Skills and Competencies:

- 1) Strong analytical and problem-solving skills
- 2) Excellent written and oral communication
- 3) Proficiency in MS Office (Word, Excel, PowerPoint)
- 4) Risk management and control knowledge
- 5) Technical writing skills

VI. LOCAL LEGISLATIVE STAFF ASSISTANT I, SALARY GRADE 6 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

A) QUALIFICATIONS

EDUCATION: Completion of two (2) years studies in college (before 2018) OR Completion of Grade 12/Senior High School (starting 2016)

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Career Service Professional, 1ST Level Eligibility

B) DUTIES AND RESPONSIBILITIES

- 1.) Recording verbatim accounts of Sangguniang Bayan meetings and sessions.
- 2.) Typing minutes, journals, ordinances, resolutions, and other documents.
- 3.) Proofreading and correcting transcripts and legislation.
- 4.) Filing, maintaining, and retrieving council records.

VII. LOCAL LEGISLATIVE STAFF EMPLOYEE II, SALARY GRADE 4 UNDER THE OFFICE OF SANGGUNIANG BAYAN

A) QUALIFICATIONS

EDUCATION: Elementary School Graduate

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: None required (MC 11, s. 96 – Cat. III)

B) DUTIES AND RESPONSIBILITIES

1.) Clerical and Administrative Duties

- Receiving, sorting, and routing incoming and outgoing communications to appropriate councilors or departments.
- Assisting in the filing, organizing, and safekeeping of legislative documents, records, and committee reports.
- Encoding, printing, or photocopying ordinances, resolutions, and other official documents.
- Assisting in retrieving archived documents for research or public reference.

2.) Operational and Utility Support

- Acting as a messenger by physically delivering legislative notices, position papers, and correspondence to various offices.
- Maintaining the cleanliness, sanitation, and physical organization of the legislative offices and committee rooms.
- Assisting in the preparation of meeting venues.

- Performing other clerical, administrative, or operational tasks assigned by the Secretary to the Sanggunian or local legislators.

VIII. (3) ADMINISTRATIVE AIDE IV (DRIVER II), SALARY GRADE 4 UNDER THE RURAL HEALTH UNIT, GENERAL SERVICES OFFICE, AND MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

A) QUALIFICATIONS

EDUCATION: Elementary School Graduate

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Professional Driver's License (MC No. 10, s. 2013 – Category IV)

B) DUTIES AND RESPONSIBILITIES

- 1.) Operates assigned motor vehicles to transport personnel, documents, or materials and liasses to agency and other partners and stakeholders.
- 2.) Performs basic housekeeping services and maintains the cleanliness, good running condition, and security of the vehicle.
- 3.) Drives the office service vehicle for official business purposes.
- 4.) Submits daily trip tickets, mileage reports, and reports on fuel consumption.
- 5.) Adheres to traffic rules and observes road safety.
- 6.) Performs other functions as may be deemed necessary.

IX. ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II), SALARY GRADE 14

A) QUALIFICATIONS

EDUCATION: Bachelor's Degree relevant to the job

TRAINING: Four (4) years of relevant training

EXPERIENCE: One (1) year of relevant experience

ELIGIBILITY: Career Service Professional / Second Level Eligibility

B) DUTIES AND RESPONSIBILITIES

1.) Procurement Planning

- Consolidates and prepares the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP).

2.) Procurement Process

- Manages the bidding process, handles price canvassing, prepares Request for Quotations (RFQs), and overseas Bids and Awards Committee (BAC) requirements.

3.) Property Management

- Conducts physical inventories of Property, Plant, and Equipment (PPE), updates stock cards, and prepares reports for submission to the finance division and the Commission on Audit (COA).

4.) Accountability Tracking

- Prepares and issues property documents such as Property Acknowledgement Receipts (PAR), Inventory Custodian Slips (ICS), and property clearances for separated employees.

5.) Disposal and Condemnation

- Evaluates unserviceable equipment and prepares the Inventory and Inspection Report to facilitate disposal or donation.

X. POPULATION PROGRAM OFFICER I, SALARY GRADE 11

A) QUALIFICATIONS

EDUCATION: Bachelor's Degree relevant to the job (Demography, Social Work, Behavioral Sciences, Nursing, or Public Health)

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Career Service Professional / Second Level Eligibility

B) DUTIES AND RESPONSIBILITIES

1.) Program Implementation

- Assist in rolling out key population management programs – such as Responsible Parenthood/Family Planning (RP/FP) and Adolescent Health and Youth Development (AHYD).

2.) Data Management

- Establish, maintain, and update data banks for program operations and local population profiles.

3.) Monitoring and Evaluation

- Monitor the activities of barangay population workers (BPWs) and other field workers to ensure population programs are implemented effectively at the grassroots level.

4.) Coordination and Networking

- Help coordinate activities and establish linkages with partner government agencies (NGAs) and civil society organizations (CSOs).

5.) Information Dissemination

- Assist in facilitating seminars, workshops, and information, education, and communication (IEC) campaigns for the general public.

6.) Report Preparation

- Consolidate field data and prepare progress/assessment reports related to implemented population projects.

XI. ENGINEER I, SALARY GRADE 12 UNDER THE ENGINEERING OFFICE

A) QUALIFICATIONS

EDUCATION: Bachelor's Degree in Engineering relevant to the job (Civil, Mechanical, Electrical)

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: R.A. 1080

B) DUTIES AND RESPONSIBILITIES

1.) Project Preparation

- Assist in the preparation of detailed engineering designs, plans, technical specifications, and project proposals.

2.) Estimations

- Helps calculate the quantity and cost estimates for materials and labor required for bidding documents.
- 3.) Monitoring and Inspection
 - Conducts routine site inspections and field surveys to monitor project progress and compliance with design specifications and safety standards.
- 4.) Report Generation
 - Drafts technical reports, summarizes monitoring results, and helps maintain accurate office records and archived documents.
- 5.) Permitting
 - Assist in compiling necessary documents for government clearances (building permits, zoning permits, and other requirements).
- 6.) Assistance
 - Provides support during technical presentations, public hearings, and regular coordination meetings.

XII. LICENSING OFFICER I, SALARY GRADE 11 UNDER THE BUSINESS PERMIT AND LICENSING OFFICE

A) QUALIFICATIONS

EDUCATION: Bachelor's Degree relevant to the job (Business Administration, Public Administration)

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Career Service Professional / Second Level Eligibility

B) DUTIES AND RESPONSIBILITIES

1.) Application processing and assessment

- Receive and review applications for new and renewed licenses, permits, or registrations.
- Evaluate submitted documents to ensure completeness, accuracy, and adherence to regulatory requirements.
- Assess and compute corresponding fees, taxes, or penalties in accordance with local ordinance or national laws.

2.) Inspection and monitoring

- Conduct field inspections, ocular surveys, or spot checks on business establishments, facilities, or premises.
- Ensure operators adhere to specific licensing conditions, safety standards, and public ordinances.
- Investigate minor complaints and report violations or non-compliance to superiors.

3.) Record keeping and reporting

- Maintain an organized, updated database and physical filing system for all issued, pending, or revoked licenses.
- Prepare and submit status reports on licensing activities and collections to department head.

4.) Public assistance and coordination

- Provide accurate information, advice, and guidance to the public and business owners regarding licensing rules, laws, and application procedures.
- Coordinate with other local or national government agencies (Police, Health offices, Fire Departments) to facilitate clearances and joint inspections.

XIII. STATISTICIAN AIDE, SALARY GRADE 4 UNDER THE PLANNING AND DEVELOPMENT OFFICE

A) QUALIFICATIONS

EDUCATION: Completion of two (2) years studies in college (before 2018) or Completion of Grade 12/Senior High School (starting 2016)

TRAINING: None required

EXPERIENCE: None required

ELIGIBILITY: Career Service Sub-Professional / First Level Eligibility

B) DUTIES AND RESPONSIBILITIES

1.) Data Collection and Fieldwork

- Assist in the conduct of field surveys, enumerations, and interviews.

2.) Data Processing

- Encoding, compiling, and consolidating information from surveys and various internal/external departments into databases.

3.) Checking and Tabulation

- Assist in the checking of data for completeness and consistency, and helping tabulate statistical reports.

4.) Clerical and Administrative Duties

- Encoding statistical reports, recording incoming/outgoing correspondence, and assisting walk-in clients with data inquiries.

5.) Documentation and Other Tasks

- Performing documentation for all phases of surveys and handling other administrative tasks assigned by immediate supervisors.

SECTION 3. APPROPRIATION

The necessary funds for the implementation of this ordinance shall be charged against the Municipal Government's annual budget, subject to the usual accounting and auditing rules and regulations.

SECTION 4. REPEALING CLAUSE

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

SECTION 5. SEPARABILITY CLAUSE

If any provision of this ordinance is declared invalid, the remaining provisions shall not be affected and shall remain in full force and effect.

SECTION 6. EFFECTIVITY

This ordinance shall take effect immediately upon approval and compliance with the posting under the Local Government Code of 1991.

ENACTED by the Sangguniang Bayan, in session assembled this 22nd day of June 2026 at Tunga, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance.


NAOMI C. ARCALLANA
Secretary to the Sanggunian

ATTESTED:


LEMUEL G. PONFERRADA
Municipal Vice Mayor/Presiding Officer


MARTINIANO F. REQUEZ
SB Member


HERMANA A. AYUSTE
SB Member

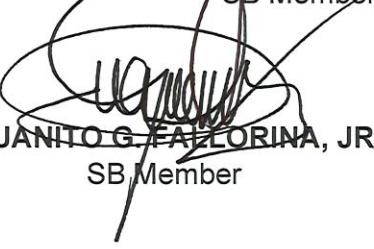

MARIETTA A. CATALO
SB Member


CIELITO O. ESQUIBEL
SB Member


JOSE CAPOPORO A. URIBE
SB Member


JOSELITO L. ARINTOC
SB Member


REX S. ERGINA
SB Member


JUANITO G. TALLORINA, JR.
SB Member


FLORENTINA A. OBSEQUIO
Ex-Officio Member/Liga President


LEO VAN C. DELGADO
Ex-Officio Member/SK Fed. President

APPROVED:


REINBERT C. COSTELO
Municipal Mayor
Date: 7-2-2026



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TUNGA

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that *Municipal Ordinance No. 08, S. 2026* entitled: ***"AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE MUNICIPALITY OF TUNGA, LEYTE, AND DEFINING THEIR QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREFOR"***, has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Issued this 2nd day of July 2026 at Tunga, Leyte.


NAOMI C. ARCALLANA
Secretary to the Sanggunian