

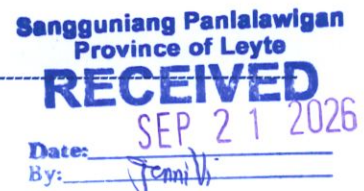


Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 4, 2026



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 21 of the Sangguniang Bayan of Merida, Leyte.

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

- Ordinance No. 21: **“An Ordinance retitling and reassigning the existing position of MGADH 1 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 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
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
03 September 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 9.7.26 Time: 9:24

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 21, series of 2026 of the Municipality of Merida, Leyte**, entitled: **An Ordinance retitling and reassigning the existing position of Municipal Government Assistant Department Head I (Assistant Assessor), Salary Grade 22, to Municipal Government Assistant Department Head (without specific designation), Salary Grade 22, and reassigning the same under the Office of the Municipal Mayor of the Municipality of Merida, Leyte, and for other purposes.**

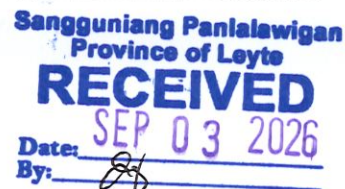

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

OFFICE OF THE SANGGUNIANG BAYAN

02 SEPTEMBER 2026



THE SANGGUNIANG PANLALAWIGAN OF LEYTE
CAPITOL BUILDING
PALO LEYTE

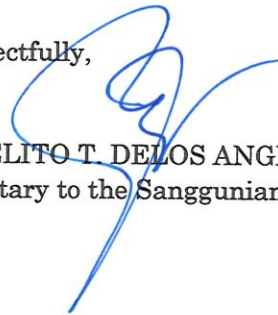
DEAR HONORABLE MEMBERS;

I have the honor to submit to the Sangguniang Panlalawigan of Leyte copies of **MUNICIPAL ORDINANCE NO. 21, SERIES OF 2026 "AN ORDINANCE RETITLING AND REASSIGNING DEPARTMENT HEAD I (ASSISTANT ASSESSOR), SALARY GRADE 22, TO MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD (WITHOUT SPECIFIC DESIGNATION), SALARY GRADE 22, AND REASSIGNING THE SAME UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPALITY OF MERIDA, LEYTE, AND FOR OTHER PURPOSES"** enacted by the 19th Council of this Municipality, for review and consideration.

Hoping everything is in order.

Thank you.

Respectfully,


JOSELITO T. DE LOS ANGELES
Secretary to the Sangguniang Bayan



THE REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
SANGGUNIANG BAYAN NG MERIDA (19TH COUNCIL)



I HEREBY CERTIFY that this is a true and accurate copy of the Resolution-Ordinance duly adopted by the Sangguniang Bayan of Merida, Leyte on August 19, 2026.

EXCERPT FROM THE MINUTES OF THE 49TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE, HELD ON AUGUST 19, 2026 AT THE LEGISLATIVE BUILDING SESSION HALL.

-RESOLUTION NO. 19-26-149-

MARIA CHRISTINA Q. SOLAÑA
Admin Aide VI / Temp. Rec. Sec.

JOSELITO T. DELOS ANGELES
SB Secretary (On Official Travel)

SANGGUNIANG BAYAN MEMBERS:

HON. ATTY. CHRISTIAN Q. SALTA
SB Member, Presiding Pro-tempore

HON. BENJAMIN A. TRAVERO JR.
SB Member

HON. JESUS ANTONIO R. MARTINEZ
SB Member

HON. CHENIL C. CALDERON
SB Member

HON. MELQUIADES D. GUIO-GUIO
SB Member

HON. BRENDA T. ADOLFO
SB Member

HON. ROGEN G. WENCESLAO
SB Member

HON. OLIVERA N. LIMOSNERO
SB Member

HON. RONILLO O. LABANG
LNB President

HON. ASHLEY NOREEN J. DIAZ
SK Federation President

HON. RODRIGO M. WENCESLAO
Municipal Vice-Mayor, (Urgent Meeting)

HON. ENGR. ROLANDO M. DELASENCIO
Municipal Mayor

A RESOLUTION ADOPTING MUNICIPAL ORDINANCE NO. 21, SERIES OF 2026 ENTITLED "AN ORDINANCE RETITLING AND REASSIGNING THE EXISTING POSITION OF MUNICIPAL GOVERNMENT ASSISTANCE DEPARTMENT HEAD I (ASSISTANT ASSESSOR), SALARY GRADE 22, TO MUNICIPAL GOVERNMENT ASSISTANCE DEPARTMENT HEAD (WITHOUT SPECIFIC DESIGNATION), SALARY GRADE 22, AND REASSIGNING THE SAME UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPALITY OF MERIDA, LEYTE, AND FOR OTHER PURPOSES."

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, recognizes the authority of every local government unit to design and implement its own organizational structure and staffing pattern in accordance with the requirements of its service and subject to the limitations prescribed by law;

WHEREAS, the Local Government Unit of Merida, Leyte is continuously undertaking measures to improve its organizational structure and maximize the utilization of its human resources in order to provide efficient, effective, and responsive public services;

WHEREAS, there presently exists in the plantilla of personnel of the Municipality of Merida, Leyte, the position of Municipal Government Assistant Department Head I (Assistant Assessor), Salary Grade 22;

WHEREAS, the existing designation of Assistant Assessor limits the organizational deployment and functional utilization of the position to a specific office and specialized function;

WHEREAS, there is a need to provide the Municipality with a more flexible staffing arrangement whereby an existing assistant department head-level position may be utilized in accordance with the current and emerging organizational, administrative, developmental, and service-delivery requirements of the Local Government Unit;

WHEREAS, the proposed retitling and reassignment are intended to make the position more flexible for the needs of the LGU, allowing the Municipal Mayor, as the appointing authority and chief executive of the Municipality, to appropriately utilize the position in accordance with law, the approved organizational structure and staffing pattern, and applicable civil service rules and regulations;

WHEREAS, the proposed action does not seek to increase the salary grade of the existing position, which shall remain at Salary Grade 22, and is intended primarily to improve the organizational flexibility and functional utility of the existing plantilla item;

WHEREAS, the Department of Budget and Management's Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, recognizes Municipal Government Assistant Department Head I as a local government position at Salary Grade 22;

WHEREAS, the Civil Service Commission's guidelines on the establishment of organizational structures and staffing patterns in LGUs provide that local government units may design and establish their organizational structure based on their financial capability and service requirements, subject to applicable laws and regulations, and that applicable generic position titles shall be used in the issuance of appointments;

-OVER-

LAND OF MERRY AND DASHING PEOPLE

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MERIDA LEYTE

FB Page: SANGGUNIANG BAYAN



THE REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
SANGGUNIANG BAYAN NG MERIDA (19TH COUNCIL)



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 21, SERIES OF 2026, DATED AUGUST 19, 2026.//PAGE 02)

WHEREAS, the Sangguniang Bayan finds it necessary and beneficial to approve the proposed staffing modification in order to provide the Municipality with greater flexibility in responding to its personnel and service requirements;

NOW, THEREFORE, on motion of Hon. Atty. Christian Q. Salta, EnP, Chairman Committee on Rules, Regulations, and Ordinances, BE IT ORDAINED by the Sangguniang Bayan (19th Council) of Merida, Leyte, in session assembled, that:

MUNICIPAL ORDINANCE NO. 21
Series of 2026

“AN ORDINANCE RETITLING AND REASSIGNING THE EXISTING POSITION OF MUNICIPAL GOVERNMENT ASSISTANCE DEPARTMENT HEAD I (ASSISTANT ASSESSOR), SALARY GRADE 22, TO MUNICIPAL GOVERNMENT ASSISTANCE DEPARTMENT HEAD (WITHOUT SPECIFIC DESIGNATION), SALARY GRADE 22, AND REASSIGNING THE SAME UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPALITY OF MERIDA, LEYTE, AND FOR OTHER PURPOSES.”

SECTION 1. Short Title - This Ordinance shall be known as the “Municipal Government Assistant Department Head Position Flexibility Ordinance of 2026.”

SECTION 2. Retitling of Position - The existing plantilla position of:

Present Position:

Municipal Government Assistant Department Head I

Parenthetical Title: Assistant Assessor

Salary Grade: 22

is hereby retitled as:

Proposed Position:

Municipal Government Assistant Department Head

Designation: Without Specific Designation

Salary Grade: 22

subject to applicable position classification and civil service rules and regulations.

SECTION 3. Reassignment of the Position - The position identified in Section 2 hereof shall be reassigned and placed under the Office of the Municipal Mayor in the approved organizational structure and staffing pattern of the Municipality of Merida, Leyte.

The position shall be utilized to perform functions and responsibilities appropriate to an assistant department head-level position, as may be assigned by the Municipal Mayor, consistent with existing laws, civil service rules and regulations, approved qualification standards, and the lawful powers and functions of the Municipality.

SECTION 4. Purpose and Rationale.

The retitling and reassignment authorized under this Ordinance shall serve the following purposes:

- To provide the Municipality with a more flexible plantilla position that may be utilized according to the actual and emerging needs of the Local Government Unit;
- To enable the Municipality to respond more effectively to changes in its organizational, administrative, developmental, and public service requirements;
- To maximize the utilization of an existing personnel item without unnecessarily creating an additional position;
- To facilitate the deployment of assistant department head-level expertise to offices, programs, projects, and functions where such services are most needed;
- To promote efficiency, effectiveness, economy, and responsiveness in local government administration; and
- To ensure that the Municipality’s organizational structure and staffing pattern remain responsive to the changing needs of the community

OVER-

LAND OF MERRY AND DASHING PEOPLE

Philippines

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MERIDA LEYTE

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THE REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
SANGGUNIANG BAYAN NG MERIDA (19TH COUNCIL)



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 21, SERIES OF 2026, DATED AUGUST 19, 2026.//PAGE 03)

SECTION 5. No Increase in Salary Grade.

Nothing in this Ordinance shall be construed as an increase, upgrading, or enhancement of the salary grade of the existing position.

The position shall remain classified at Salary Grade 22, subject to the salary schedule and other compensation laws, rules, and regulations applicable to local government personnel.

SECTION 6. Duties and Functions.

The incumbent or person who may be lawfully appointed to the position shall perform such duties and functions as may be prescribed by the Municipal Mayor, consistent with the generic functions of a Municipal Government Assistant Department Head and the applicable qualification standards and civil service rules.

The assignment of specific duties shall not authorize the performance of functions requiring a professional license or qualification that the incumbent does not possess.

SECTION 7. Plantilla and Organizational Structure.

The Municipal Human Resource Management Officer, in coordination with the Municipal Budget Officer and other concerned offices, shall cause the necessary amendments to the Municipality's Plantilla of Personnel, Organizational Structure and Staffing Pattern, and other personnel documents to reflect the retitling and reassignment authorized under this Ordinance.

Such amendments shall be subject to the applicable review, approval, certification, and/or documentation requirements of the appropriate government agencies.

SECTION 8. Funding.

The funding requirements for the position shall be charged against the existing appropriation for the corresponding plantilla item, subject to the availability of funds and applicable budgeting, accounting, and auditing laws, rules, and regulations.

No additional appropriation shall be authorized under this Ordinance unless separately provided for in accordance with law.

SECTION 9. Compliance with Civil Service and Other Applicable Rules.

The implementation of this Ordinance shall be subject to all applicable laws, rules, regulations, and issuances of the Civil Service Commission, Department of Budget and Management, Commission on Audit, and other concerned government agencies.

Nothing in this Ordinance shall be interpreted as authorizing an appointment, personnel action, or compensation adjustment contrary to existing civil service, position classification, budgeting, accounting, auditing, or local government laws and regulations.

SECTION 10. Separability Clause.

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

SECTION 11. Repealing Clause.

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

SECTION 12. Effectivity.

This Ordinance shall take effect upon compliance with the applicable review, posting, publication, and other requirements prescribed by law.

ENACTED: 19 AUGUST 2026

-OVER-

LAND OF MERRY AND DASHING PEOPLE

sangguniangbayanofmeridaleyte@gmail.com

MERIDA LEYTE

Philippines

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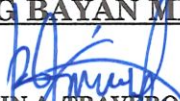
THE REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
SANGGUNIANG BAYAN NG MERIDA (19TH COUNCIL)



(CONTINUATION OF MUNICIPAL ORDINANCE NO. 21, SERIES OF 2026, DATED AUGUST 19, 2026.//PAGE 04)

SANGGUNIANG BAYAN MEMBERS


ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Majority Floor Leader


BENJAMIN A. TRAVERO, JR.
Municipal Councilor

CHENIL C. CALDERON
Municipal Councilor

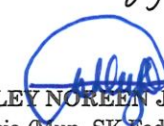
JESUS ANTONIO R. MARTINEZ
Municipal Councilor


MELQUIADES D. GUIO-GUIO
Municipal Councilor


ROGEN G. WENCESLAO
Municipal Councilor


OLIVER R. LIMOSNERO
Municipal Councilor


RONILIO O. LABANG
Ex-Officio (LnB President)

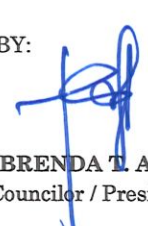

ASHLEY NOREEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON Sept. 01, 2026.

CONFORME:


ENGR. ROLANDO M. VILLASENIO
Municipal Mayor

CERTIFIED BY:


BRENDA T. ADOLFO
Municipal Councilor / Presiding Pro-tempore

RODRIGO M. WENCESLAO
Municipal Vice Mayor / **Urgent Meeting with Congressman Gomez**

ATTESTED BY:


MARIA CHRISTINA Q. SOLAÑA
Admin Aide VI / Temporary Recording Secretary

JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan / **(On Official Travel)**

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