



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: AUG 28 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 18.28.26 Time: 9:00

2nd INDORSEMENT

July 8, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-004 of the Sangguniang Bayan of Santa Fe, Leyte.

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

- Ordinance No. 2026-004: “An Ordinance authorizing the Municipal Vice-Mayor, Hon. Eduardo N. Toreros Calubian, Leyte to enter into contracts of service etc.”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 445(a)(2) and (5)¹ of the Local Government Code of 1991 (R.A 7160), 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(a) The vice-mayor shall:

(2) Subject to civil service law, rules and regulations, appoint all officials and employees of the sangguniang bayan, except those whose manner of appointment is specifically provided in this Code;

(5) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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PROVINCE OF LEYTE
LEGAL OFFICE

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Date: 07.10.26

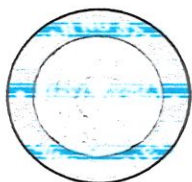
Time: 0:35 pm

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 **Municipal Ordinance No. 2026-004, series of 2026** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance authorizing the Municipal Vice-Mayor, Hon. Eduardo N. Toreros, to enter into contracts of service for office personnel/employees in the Legislative Department of the Municipality of Santa Fe, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

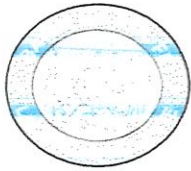
INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Palo, Leyte: the herein attached **Municipal Ordinance No. 2026-004 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled **“AN ORDINANCE AUTHORIZING THE MUNICIPAL VICE-MAYOR, HON. EDUARDO N. TOREROS, TO ENTER INTO CONTRACTS OF SERVICE FOR OFFICE PERSONNEL/EMPLOYEES IN THE LEGISLATIVE DEPARTMENT OF THE MUNICIPALITY OF SANTA FE, LEYTE”** duly approved by the said August Body on **April 27, 2026**, hereby recommending your appropriate favorable action.


JULIUS XERXES M. OBENQUE
Secretary to the Sanggunian

Copy Furnished:

- The Municipal Mayor
- The Human Resource and Management Office
- The Municipal Budget Officer
- The Municipal Treasurer's Office
- The Municipal Planning and Development Office



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe

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

OFFICE OF THE SANGGUNANG BAYAN

MUNICIPAL ORDINANCE NO. 004

Series of 2026

AN ORDINANCE AUTHORIZING THE MUNICIPAL VICE-MAYOR, HON. EDUARDO N. TOREROS, TO ENTER INTO CONTRACTS OF SERVICE FOR OFFICE PERSONNEL / EMPLOYEES IN THE LEGISLATIVE DEPARTMENT OF THE MUNICIPALITY OF SANTA FE, LEYTE

AUTHOR: HON. RODEL L. AJETO

CO-AUTHORS:

HON. RICARDO D. FAJARDO
HON. BELEN C. CHUCA
HON. AMIEL P. ENAGE
HON. GENY R. ESMERO
HON. LARRY S. ARUTA
HON. LEAH T. SALCEDA
HON. MARILOU L. MILITANTE
HON. KENT ELMER JACINTO

HON. EDUARDO N. TOREROS
Presiding Officer

WHEREAS, Section 445 (a)(2) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Vice Mayor shall appoint all officials and employees of the Sangguniang Bayan, and Section 445 (a) (5) mandates that he may also exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;

WHEREAS, it is but fitting that the Municipal Vice- Mayor, Hon. Eduardo N. Toreros, be given authority to enter into contracts of service for job order employees in the Legislative Department of the Municipal Government of Santa Fe, Leyte

WHEREAS, the increasing volume of legislative, administrative, and constituency-related work necessitates additional personnel; support to ensure efficiency, timeliness, and quality in public service delivery;

WHEREAS, the engagement of one (1) Casual Employee and two (2) Job Order Personnel for each Sangguniang Bayan Member will provide adequate technical, administrative, and clerical assistance in the discharge of their official duties.

WHEREAS, the power of the Legislative to hire its own office personnel is separate and independent from the Executive Branch, grounded in the principle of the separation of powers.

[Signatures of the authors and the Presiding Officer]



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026-004
Dated: April 27, 2026

page 2 of 4

WHEREFORE, on motion of Hon. Rodel L. Ajeto, unanimously seconded by the members present, it was be it ordained by the Sangguniang Bayan of the Municipality of Santa Fe, Leyte, that:

RESOLVED, as it is hereby resolved by the Sangguniang Bayan of Santa Fe, Leyte assembled in session to enact the following ordinance.

Section 1. Title. This Ordinance shall be known as “**An Ordinance Authorizing the Municipal Vice- Mayor, Hon. Eduardo N. Toreros, to Enter into contracts of service for Office Personnel / Employees in the Legislative Department of the Municipal Government of Santa Fe, Leyte.**”

Section 2. Authority to Hire Casual and Job Order Personnel- Each member of the Sangguniang Bayan is hereby authorized to hire one (1) Casual Employee and two (2) Job Order Personnel to assist in the performance of legislative functions, subject to existing Civil Service rules, budgeting, accounting, and auditing laws, rules, and regulations.

The **Casual Employees** shall be appointed in accordance with Civil Service Commission guidelines and shall receive compensation and benefits as provided by law. The **Job Order Personnel** shall be engaged through a Contract of Service. It shall perform specific tasks or assignments for a fixed period, without an employer-employee relationship with the local government unit.

The hiring of such personnel shall be subject to the availability of funds. It shall be charged against the appropriations provided for this purpose under this Ordinance or other relevant funding sources.

Section 3. – Duties and Functions of Hired Personnel

The Casual Employee and Job Order Personnel hired under this Ordinance shall perform the following duties and functions;

- a) **Administrative and Clerical Support-** Provided general office support, including preparation of documents, encoding, filing, record-keeping, and maintenance of officials' files and records.
- b) **Legislative Assistance** – Assist in drafting of Ordinances, resolutions, committee reports, and other legislative measures, including research and data gathering relevant thereto.
- c) **Constituency Support Service** - Facilitate communication between the Sangguniang Bayan Member and constituents, receive and record concerns, and assist in the coordination of community-related activities.
- d) **Documentation and Reports Preparation** – Prepare minutes of the meeting, activity reports, and other required documentation in relation to the official functions of the Sangguniang Bayan Member.
- e) **Coordination and Liaison Work** – Coordinate with different offices, departments, and stakeholders as may be directed by the Sangguniang Bayan Member.

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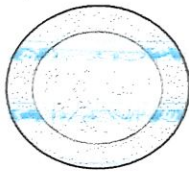
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Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026-004
Dated: April 27, 2026

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- f) **Other Functions** – Performs such other duties and responsibilities as may be assigned by the Sangguniang Bayan Member, consistent with existing laws, Civil Service Rules, and auditing regulations.

Section 4. - Authorization- Pursuant to Section 445 (a) (2) and Section 445 (a)(5) of the Republic Act. 7160, otherwise known as the Local Government Code of 1991, Vice Mayor Eduardo N. Toreros shall be empowered and is authorized by the Sangguniang Bayan of Santa Fe, Leyte, to enter into contracts of service for job order employees in the Legislative Department of the Municipal Government of Santa Fe, Leyte. Such power and authority shall apply to all contracts of service entered into by Vice-Mayor Eduardo N. Toreros after the enactment of this Ordinance.

SECTION 5. Appropriation of Funds. The amount necessary for the implementation of this Ordinance shall be charged against the available appropriations of the Sangguniang Bayan under the Annual Budget of the Municipality. Thereafter, such sums as may be necessary for its continued implementation shall be included in the succeeding annual budgets, subject to existing laws, rules, and regulations.

Section 6. —Effectivity Clause: This ordinance shall take effect 10 days after a copy thereof has been posted on a bulletin board at the entrance of the Municipal Building, and in at least three (3) conspicuous places within this jurisdiction.

ENACTED AND APPROVED this 27th day of April 2026 during the 17th Regular Session of the Sangguniang Bayan at the Sangguniang Bayan Session Hall, Santa Fe, Leyte.

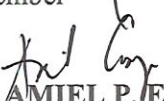
Let copies of the Ordinance be furnished to the Office of the Municipal Mayor, Hon. Amparo H. Monteza; to the Office of the Municipal, Municipal Planning and Development Office (MPDO), Municipal Assessor Office, and Municipal Engineering Office.

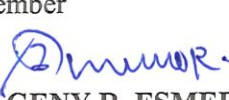
ATTESTED/APPROVED:


HON. RODEL L. AJETO
SB Member


HON. RICARDO D. FAJARDO
SB Member

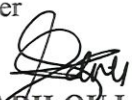

HON. BELEN C. CHUCA
SB Member


HON. AMIEL P. ENAGE
SB Member

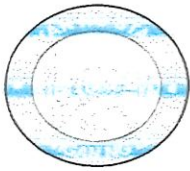

HON. GENY R. ESMERO
SB Member


HON. LARRY S. ARUTA
SB Member


HON. LEAH T. SALCEDA
SB Member


HON. MARILOU L. MILITANTE
SB Member/ Liga Pres.


HON. KENT ELMER JACINTO
SB Member/SK Federation Pres.



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026-004
Dated: April 27, 2026

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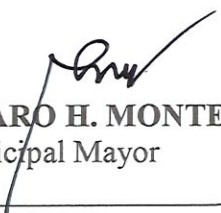
I HEREBY CERTIFY to the correctness of the foregoing Ordinance.


JULIUS XERXES M. OBENQUE
Secretary to the Sanggunian Bayan

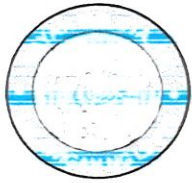
ATTESTED BY:


HON. EDUARDO N. TOREROS
Municipal Vice Mayor
Presiding Officer

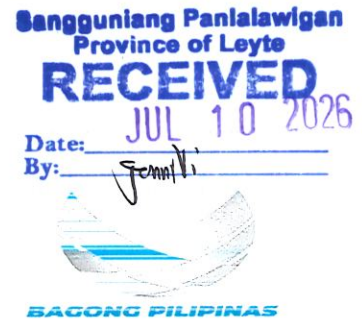
APPROVED:


HON. AMPARO H. MONTEZA
Municipal Mayor

Date: _____



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

This is to certify that the copies of the Municipal Ordinance of the herein attached **Municipal Ordinance No. 2026-004 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled **AN ORDINANCE AUTHORIZING THE MUNICIPAL VICE-MAYOR, HON. EDUARDO N. TOREROS, TO ENTER INTO CONTRACTS OF SERVICE FOR OFFICE PERSONNEL/EMPLOYEES IN THE LEGISLATIVE DEPARTMENT OF THE MUNICIPALITY OF SANTA FE, LEYTE**, duly approved and/or enacted by said August Body on **April 27, 2026**, has been posted in at least (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO, and one at the Municipal Gymnasium.

Issued this 30th day of June 2026, at Santa Fe, Leyte.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan