



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.: **05**
Date: **08 2026 SEP**

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: 
Date: **18-28-26** Time: **9:20**

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

AUG 28 2026
Date: 
By: 

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-006 of the Sangguniang Bayan of Santa Fe, Leyte.

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

- Ordinance No. 2026-006: "An Ordinance creating the position of Municipal Government Department Head I 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.

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Palo, Leyte
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PROVINCE OF LEYTE
LEGAL OFFICE

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By: 

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 **Municipal Ordinance No. 2026-006, series of 2026** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance creating the position of Municipal Government Department Head I (Agricultural and Biosystems Engineer), Salary Grade 24, under the Office of the Municipal Agriculturist in the Municipality of Santa Fe, Province of Leyte, appropriating funds therefor, and for other purposes, consequently abolishing the current Department Head position, Municipal Government Department Head 1 (Municipal Agriculturist).**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



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

SANGGUNANG BAYAN SECRETARY

INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Palo, Leyte: the herein attached **Municipal Ordinance No.2026-006 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled “**AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 24, UNDER THE OFFICE OF THE MUNICIPAL AGRICULTURIST IN THE MUNICIPALITY OF SANTA FE, PROVINCE OF LEYTE, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES, CONSEQUENTLY ABOLISHING THE CURRENT DEPARTMENT HEAD POSITION, MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (MUNICIPAL AGRICULTURIST)**” duly approved by the said August Body on May 25, 2026, hereby recommending your appropriate favorable action.

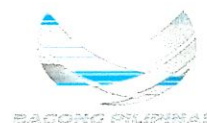

JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan

Copy Furnished:

- The Municipal Mayor
- The HRMO
- The Municipal Agriculture Office



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



OFFICE OF THE SANGGUNIANG BAYAN



MUNICIPAL ORDINANCE NO. 2026-006
Series of 2026

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 24, UNDER THE OFFICE OF THE MUNICIPAL AGRICULTURIST IN THE MUNICIPALITY OF SANTA FE, PROVINCE OF LEYTE, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES, CONSEQUENTLY ABOLISHING THE CURRENT DEPARTMENT HEAD POSITION, MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (MUNICIPAL AGRICULTURIST).

Author: HON. RODEL L. AJETO

Chairperson- Committee on Public Order and Safety

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. ALDRIN D. PETILLA
HON. MARILOU L. MILITANTE
HON. KENT ELMER JACINTO

HON. EDUARDO N. TOREROS

Presiding Officer

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers every local government unit to design and implement its own organizational structure and staffing pattern consonant with the nature, scope, and complexity of its programs and projects;

WHEREAS, Republic Act No. 10915, otherwise known as the "Philippine Agricultural and Biosystems Engineering Act of 2016," mandates the integration and strengthening of Agricultural and Biosystems Engineering (ABE) services in government agencies, including Local Government Units (LGUs), to promote food security, sustainable agriculture, and rural development;

WHEREAS, DA-DBM-CSC-DILG Joint Memorandum Circular No. 2, Series of 2020, entitled "Implementing Guidelines on the Strengthening and Establishment of the Agricultural and Biosystems Engineering Groups of the Local Government Units (LGUs)," provides the framework for the creation of ABE positions in LGUs, including the position of Municipal Government Department Head I (Agricultural and Biosystems Engineer) at Salary Grade 24;

WHEREAS, the Municipality of Santa Fe, Province of Leyte, being an agricultural municipality with a land area of approximately 53.97 square kilometers and a population of 22,102 (2020 Census), needs a qualified Agricultural and Biosystems Engineer to lead the planning,



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implementation, and supervision of agricultural engineering programs and projects that will address the needs of its farming communities;

WHEREAS, the creation of this position will ensure the efficient delivery of devolved agricultural engineering functions pursuant to Section 17 of Republic Act No. 7160, Republic Act No. 10601 (Philippine Agricultural and Fisheries Mechanization Law), and other relevant laws;

WHEREAS, the Sangguniang Bayan of Santa Fe, Leyte, recognizes the urgent need to create and fill the position of Municipal Government Department Head I (Agricultural and Biosystems Engineer) to oversee and manage the agricultural and biosystems engineering programs, projects, and activities of the municipality;

NOW, THEREFORE, be it **ORDAINED** by the Sangguniang Bayan of Santa Fe, Province of Leyte, in session duly assembled, that:

SECTION 1. Title. — This Ordinance shall be known and cited as the “**Ordinance Creating the Position of Municipal Government Department Head I (Agricultural and Biosystems Engineer) in the Municipality of Santa Fe, Province of Leyte.**”

SECTION 2. Creation of Position. — There is hereby created, in the plantilla of personnel of the Municipality of Santa Fe, Province of Leyte, one (1) position of Municipal Government Department Head I (Agricultural and Biosystems Engineer), with the following details:

Position Title:	Municipal Government Department Head I (Agricultural and Biosystem Engineer)
Parenthetical Title:	Agricultural and Biosystems Engineer
Salary Grade:	24
Item Number:	To be assigned by the Office of the Municipal Agriculture Administrator/HRMO
Office/Division:	Office of the Municipal Agriculturist
Nature of Appointment:	Permanent

SECTION 3. Qualification Standards. — In accordance with Civil Service Commission (CSC) Memorandum Circular No. 6, Series of 2023, and DA-DBM-CSC-DILG Joint Memorandum Circular No. 2, Series of 2020, the qualification standards for the position shall be as follows:

- Education:** Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystem Engineering from a duly recognized college or university;
- Experience:** Three (3) years of experience in a position involving management and supervision, at least one (1) year of which must be relevant to agricultural engineering or agricultural and biosystem engineering;
- Training:** Two (2) hours of relevant training;
- Eligibility:** RA No. 1080, as amended (Agricultural and Biosystems Engineer)



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— the appointee must be a duly registered and licensed Agricultural and Biosystems Engineer under RA No. 10915;

- e. Citizenship: Must be a citizen of the Philippines;
- f. Residency: Must be a resident of the local government unit concerned or willing to establish residency therein upon appointment.

SECTION 4. Duties and Functions. — The Municipal Government Department Head I (Agricultural and Biosystems Engineer) shall perform the following duties and functions:

- a. Plan, direct, coordinate, supervise, and evaluate the implementation of agricultural and biosystems engineering programs, projects, and activities of the municipality;
- b. Provide technical assistance and advisory services on agricultural mechanization, post-harvest technology, irrigation and water management, farm structures and facilities, renewable energy applications in agriculture, and other agricultural engineering concerns to the municipal government, farmers, and agricultural stakeholders;
- c. Prepare and review engineering designs, plans, specifications, and cost estimates for agricultural infrastructure projects such as farm-to-market roads, irrigation systems, post-harvest facilities, and other agri-related structures;
- d. Supervise the implementation and monitor the progress of agricultural engineering projects and ensure compliance with engineering standards, safety regulations, and environmental laws;
- e. Conduct regular inspections and evaluations of agricultural machinery, equipment, and infrastructure to ensure proper operation, maintenance, and utilization;
- f. Coordinate with the Department of Agriculture (DA), Department of Agrarian Reform (DAR), National Irrigation Administration (NIA), and other national government agencies, as well as non-governmental organizations, in the implementation of agricultural engineering programs and projects;
- g. Prepare and submit required reports, including accomplishment reports, technical reports, and budget utilization reports, to the Municipal Mayor and other concerned offices or agencies;
- h. Formulate and recommend policies, ordinances, and resolutions related to agricultural engineering, mechanization, and infrastructure development for the consideration of the Sangguniang Bayan;
- i. Assist in the preparation of the Annual Investment Program (AIP) and the Annual Budget of the municipality as it pertains to agricultural engineering projects and programs;
- j. Perform such other duties and functions as may be assigned by the Municipal Mayor or as may be prescribed by law, ordinance, or executive order.

SECTION 5. Compensation and Benefits. — The incumbent of the position shall receive the salary corresponding to Salary Grade 24 under the Salary Standardization Law (SSL) and its implementing rules and regulations, as well as all other benefits, allowances, and incentives authorized by law for government employees.

SECTION 6. Appointment. — The appointment to the position of Municipal Government Department Head I (Agricultural and Biosystems Engineer) shall be made by the Municipal Mayor of Santa Fe, Leyte, subject to the civil service laws, rules, and regulations of the Civil Service Commission (CSC), and upon confirmation by the Sangguniang Bayan as required under the Local Government Code.



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Continuation: Municipal Ordinance No. 2026 – 006
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SECTION 7. Appropriation of Funds. — The amount necessary to cover the salary, benefits, and other personnel costs for the position created herein shall be charged against the General Fund of the Municipality of Santa Fe, Leyte, and shall be included in the Annual Budget for the current fiscal year and in subsequent years thereafter. The Municipal Budget Officer is hereby directed to include the necessary appropriation in the Annual Budget

SECTION 8. Compliance with Civil Service Rules. — The creation of this position and the subsequent appointment thereto shall comply with all applicable civil service laws, rules, and regulations, including but not limited to the submission of the required documents to the Civil Service Commission Field Office and the Department of Budget and Management for appropriate action.

SECTION 9. Separability Clause. — If any provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions hereof, which shall continue to be in full force and effect.

SECTION 10. Repealing Clause. — All ordinances, resolutions, executive orders, rules, and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 11. Effectivity. — This Ordinance shall take effect after its approval by the Municipal Mayor and after posting in three (3) conspicuous public places in the municipality for a period of not less than three (3) consecutive weeks, as required under Section 59 of Republic Act No. 7160, and Section 58 of Republic Act No. 7160 (the Local Government Code of 1991).

ENACTED this 25th day of May, 2026, during the 21st Regular Session of the Sangguniang Bayan, Municipality of Santa Fe, Province of Leyte.

Let copies of the Ordinance be furnished to the Office of the Municipal Mayor, Hon. Amparo H. Monteza, and to the Office of the Human Resource Management Office (HRMO), and the Office of the Municipal Budget Officer.

ATTESTED/APPROVED:


HON. RODEL L. AJETO
Sangguniang Bayan Member


HON. LARRY S. ARUTA
Sangguniang Bayan Member

HON. RICARDO D. FAJARDO
Sangguniang Bayan Member


HON. LEAH T. SALCEDA
Sangguniang Bayan Member


HON. BELEN C. CHUCA
Sangguniang Bayan Member


HON. ALDRIN D. PETILLA
Sangguniang Bayan Member



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HON. AMIEL P. ENAGE
SB Member


HON. GENY R. ESMERO
SB Member


HON. MARLOU I. MILITANTE
SB Member/Liga President


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

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



SANGGUNANG BAYAN SECRETARY

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 10 2026
By: [Signature]

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

This is to certify that the copies of Municipal Ordinance of the herein attached **Municipal Ordinance No.2026-006 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled **“AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 24, UNDER THE OFFICE OF THE MUNICIPAL AGRICULTURIST IN THE MUNICIPALITY OF SANTA FE, PROVINCE OF LEYTE, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES, CONSEQUENTLY ABOLISHING THE CURRENT DEPARTMENT HEAD POSITION, MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (MUNICIPAL AGRICULTURIST)”**, 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