



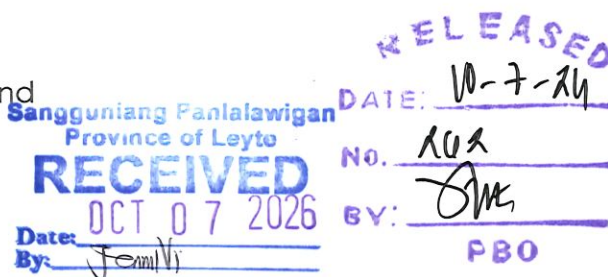
Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo  
-oOo-

Item No.: 01  
Date: 13 2026 OCT

## PROVINCIAL BUDGET OFFICE

October 7, 2026

Hon. **LEONARDO M. JAVIER, JR.**,  
Vice-Governor and Presiding Officer, and  
**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Leyte



**Gentlemen and Ladies:**

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 02 FY 2026** of the **Municipality Palo, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2026-02** with a total appropriation in the amount of **P12,004,402.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the appropriation for salaries to officials and employees implementing the Third Tranche Compensation Adjustment under SSL VI for Local Government Personnel from September 1 to December 31, 2026 is in accordance with the provisions of Local Budget Circular No. 172 dated July 16, 2026 and the authorized rates thereof under Annex "A-1" and further subject to Sec. 325(a) of RA 7160;
2. That the procurement of Goods, Supplies, Equipment, Civil Works and related services shall be made pursuant to the provisions of RA 12009 and its implementing Rules and Regulations and to the issuances of GPPB;
3. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 02.
4. That the grant of Year-End Bonus and Cash Gift shall be made pursuant to the corresponding guidelines under Budget Circular No. 2016-4 and Budget Circular 2024-3;
5. That provisions of funds for the PPAs under the 5% Calamity Fund shall conform with the provisions of NDRRMC-DBM and DILG Joint Memorandum Circular No. 213-dated March 25, 2013;
6. That the utilization of 20% Development Fund (DF) shall strictly adhere to DBM-DOF-DILG Joint Memorandum Circular No. 1 dated November 4, 2020; and
7. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

**LOCAL FINANCE COMMITTEE:**

  
**MARIA GINA P. HIPE**  
Provincial Budget Officer

  
**RUTH Y. SURPIA**  
Provincial Treasurer

  
**AGNES C. RAFON**  
Provincial Planning and Development  
Coordinator – Designate

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
-000-



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
15 September 2026

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 2026-02 of the Municipality of Palo, Leyte, entitled: An Ordinance Authorizing Supplemental Budget No. 2, series of 2026 of the Municipality of Palo, Leyte, involving an amount of Twelve Million Four Thousand Four Hundred Two Pesos (P12,004,402.00).**

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

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

**SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 59<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON AUGUST 18, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL.**

**Present:**

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Hon. Aaron H. Roca                    | Temporary Presiding Officer     |
| Hon. Andres Ian R. Sevilla            | SB Member                       |
| Hon. Felipe T. Ygrubay, Jr.           | SB Member                       |
| Hon. Casimero B. Parado II            | SB Member                       |
| Hon. Antonino C. Hernit               | SB Member                       |
| Hon. Casimero P. Villas, Jr.          | SB Member                       |
| Hon. Panchito M. Cortez               | SB Member                       |
| Hon. Gregorio Papoose V. Lantajo, Jr. | President, Liga ng mga Barangay |
| Hon. Mary Dwell S. Agner              | President, PPSK                 |

**Absent:**

|                            |                                       |
|----------------------------|---------------------------------------|
| Hon. Jonathan P. Chiquillo | Vice Mayor – OIC, Office of the Mayor |
| Hon. Chiqui Ruth C. Uy     | SB Member – on Official Travel        |

**APPROPRIATION ORDINANCE NO. 2026-02**

**AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 2, SERIES OF 2026, OF THE MUNICIPALITY OF PALO, LEYTE, INVOLVING AN AMOUNT OF TWELVE MILLION FOUR THOUSAND FOUR HUNDRED TWO PESOS (₱12,004,402.00) FOR ADDITIONAL FUNDING OF PERSONNEL SERVICES, CAPITAL OUTLAY, SPECIAL PURPOSE APPROPRIATIONS, DEVELOPMENT FUND, AND CALAMITY FUND.**

**Section 1.** The Supplemental Budget of the Palo Local Government Unit for Fiscal Year 2026 in the total amount of **Twelve Million Four Thousand Four Hundred Two Pesos (₱12,004,402.00)** for additional funding of Personnel Services, Capital Outlay, Special Purpose Appropriations, Development Fund, and Calamity Fund is hereby approved.

The Budget Documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. LFC Resolution No. 2026-02
2. LBP Form No. 8 – Statement of Funding Sources
3. Certification of Availability of Funds
4. LBP Form No. 9 – Statement of Supplemental Appropriation
5. LBP Form No. 3 – Plantilla of Personnel (Regular and Casual)
6. Other related supporting documents attached thereto



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 59<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON AUGUST 18, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL.

Appropriation Ordinance No. 2026-02  
Page 2

**Section 2. Sources of Funds.** The sources of funds for the Supplemental Budget No. 2 in the total amount of **Twelve Million Four Thousand Four Hundred Two Pesos (₱12,004,402.00)** shall be as follows:

|                                                                                                                                                                                                  |   |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|
| New Revenue Sources:                                                                                                                                                                             |   |                              |
| Increase of National Tax Allotment (NTA) for<br>FY 2026 per LBM No. 92B dated 12/26/2025                                                                                                         |   | ₱ 5,244,560.00               |
| Reversion:                                                                                                                                                                                       |   |                              |
| From Personnel Services                                                                                                                                                                          |   |                              |
| Unutilized Salary Appropriations of Vacant<br>Positions from different offices in the current<br>Annual General Fund Budget form January to<br>June 2026                                         |   | ₱ 6,259,842.00               |
| From Special Purpose Appropriations/Non-Office Expenditures                                                                                                                                      |   |                              |
| Unutilized Appropriation Balance from <i>Subscription<br/>    of Highly Technical Software Services for the<br/>    Municipality of Palo, Leyte</i> in the Supplemental<br>Budget No. 1, CY 2026 |   | ₱ <u>500,000.00</u>          |
| <b>Total Funding Sources</b>                                                                                                                                                                     | - | <b><u>₱12,004,402.00</u></b> |

**Section 3. Use of Funds.** The amount of **Twelve Million Four Thousand Four Hundred Two Pesos (₱12,004,402.00)** is hereby appropriated for the Supplemental Budget of the Municipality of Palo, Leyte, as follows:

**Proposed New Appropriation Language:**

|     |                                       |      |                               |
|-----|---------------------------------------|------|-------------------------------|
| For | Personnel Services                    | .... | ₱ 3,050,986.32                |
|     | Capital Outlay                        | .... | ₱ 1,591,187.68                |
|     | Special Purpose Appropriations (SPAs) | .... | ₱ 5,100,000.00                |
|     | Development Fund                      | .... | ₱ 2,000,000.00                |
|     | Calamity Fund                         | .... | ₱ <u>262,228.00</u>           |
|     | <b>Total</b>                          |      | <b>₱ <u>12,004,402.00</u></b> |



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 59<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON AUGUST 18, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL.

Appropriation Ordinance No. 2026-02  
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New Appropriation by Program/Activity/Project

| Program/Project/<br>Activity                          | Current Expenditures<br>Operating |                                                   | Capital Outlay      | Non-Office<br>Expenditures | Total               |
|-------------------------------------------------------|-----------------------------------|---------------------------------------------------|---------------------|----------------------------|---------------------|
|                                                       | Personal<br>Services              | Maintenance<br>and Other<br>Operating<br>Expenses |                     |                            |                     |
| <b>A. Programs</b>                                    |                                   |                                                   |                     |                            |                     |
| <b>I. General Services</b>                            |                                   |                                                   |                     |                            |                     |
| a. General Administrative and<br>and Support Services |                                   |                                                   |                     |                            |                     |
| a.1 Mayor's Services                                  | 117,938.88                        | -                                                 | 1,591,187.68        | -                          | 1,709,126.56        |
| a.2 Mun. Administrator's                              | 45,443.52                         | -                                                 | -                   | -                          | 45,443.52           |
| a.3 Business Permit & Licensing                       | 29,601.90                         | -                                                 | -                   | -                          | 29,601.90           |
| a.4 Economic Dev. & Investment<br>Promotion           | 12,577.32                         | -                                                 | -                   | -                          | 12,577.32           |
| a.5 General Services                                  | 69,621.66                         | -                                                 | -                   | -                          | 69,621.66           |
| a.6 Housing & Homesite Services.                      | 12,577.32                         | -                                                 | -                   | -                          | 12,577.32           |
| a.7 information Techn. & Sound                        | 12,577.32                         | -                                                 | -                   | -                          | 12,577.32           |
| a.8 Internal Audit Services                           | 9,379.98                          | -                                                 | -                   | -                          | 9,379.98            |
| a.9 Legal Services                                    | 36,297.90                         | -                                                 | -                   | -                          | 36,297.90           |
| a.10 Livelihood & Coop Dev.                           | 29,964.60                         | -                                                 | -                   | -                          | 29,964.60           |
| a.11 Econ. Enterprise Mgt. Services                   | 87,042.42                         | -                                                 | -                   | -                          | 87,042.42           |
| a.12 Public Employment Services                       | 18,614.88                         | -                                                 | -                   | -                          | 18,614.88           |
| a.13 Environment & SWM Services                       | 23,620.14                         | -                                                 | -                   | 500,000.00                 | 523,620.14          |
| a.14 Tourism, Culture, Arts, Media                    | 28,859.76                         | -                                                 | -                   | -                          | 28,859.76           |
| a.15 Youth & Sports Dev't. Services                   | 10,624.32                         | -                                                 | -                   | -                          | 10,624.32           |
| b. Human Resource Mgt. Services                       | 90,580.14                         | -                                                 | -                   | -                          | 90,580.14           |
| c. MDRRMO Services                                    | 127,017.54                        | -                                                 | -                   | -                          | 127,017.54          |
| d. Planning Services                                  | 56,558.88                         | -                                                 | -                   | -                          | 56,558.88           |
| e. Civil Registrar Services                           | 66,072.78                         | -                                                 | -                   | -                          | 66,072.78           |
| f. Budgeting Services                                 | 49,516.92                         | -                                                 | -                   | -                          | 49,516.92           |
| g. Accounting Services                                | 87,639.48                         | -                                                 | -                   | -                          | 87,639.48           |
| h. Treasury Services                                  | 137,061.54                        | -                                                 | -                   | -                          | 137,061.54          |
| i. Assessment Services                                | 69,281.28                         | -                                                 | -                   | -                          | 69,281.28           |
| f. Legislative Services                               |                                   |                                                   | -                   | -                          |                     |
| f.1 Municipal Vice-Mayor                              | 37,927.26                         | -                                                 | -                   | -                          | 37,927.26           |
| f.2 Sangguniang Bayan                                 | 993,701.70                        | -                                                 | -                   | 300,000.00                 | 1,293,701.70        |
| f.3 Secretary to the Sanggunian                       | 99,245.88                         | -                                                 | -                   | -                          | 99,245.88           |
| <b>Sub-total</b>                                      | <b>2,359,345.32</b>               | <b>-</b>                                          | <b>1,591,187.68</b> | <b>800,000.00</b>          | <b>4,750,533.00</b> |



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 59<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON AUGUST 18, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL.

Appropriation Ordinance No. 2026-02  
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| Program/Project/<br>Activity             | Personal<br>Services | Maintenance<br>and Other<br>Operating<br>Expenses | Capital Outlay      | Non-Office<br>Expenditures | Total                |
|------------------------------------------|----------------------|---------------------------------------------------|---------------------|----------------------------|----------------------|
| <b>II. Social Services</b>               |                      |                                                   |                     |                            |                      |
| a. Health Services                       | 282,498.66           | -                                                 | -                   | 4,300,000.00               | 4,582,498.66         |
| b. Social Services                       | 149,627.70           | -                                                 | -                   |                            | 149,627.70           |
| Sub-total                                | 432,126.36           | -                                                 | -                   | 4,300,000.00               | 4,732,126.36         |
| <b>III. Economic Services</b>            |                      |                                                   |                     |                            |                      |
| a. Agricultural Services                 | 129,087.72           | -                                                 | -                   | -                          | 129,087.72           |
| b. Engineering Services                  | 130,426.92           | -                                                 | -                   | -                          | 130,426.92           |
| Sub-total                                | 259,514.64           | -                                                 | -                   | -                          | 259,514.64           |
| <b>II. Operations</b>                    |                      |                                                   |                     |                            |                      |
|                                          | -                    | -                                                 | -                   | -                          | -                    |
|                                          | -                    | -                                                 | -                   | -                          | -                    |
|                                          | -                    | -                                                 | -                   | -                          | -                    |
| <b>I. Locally Funded Project</b>         |                      |                                                   |                     |                            |                      |
| a. Development Fund                      |                      |                                                   |                     |                            |                      |
| (Improvement of Tissue Culture Building) | -                    | -                                                 | 2,000,000.00        | -                          | 2,000,000.00         |
| b. Calamity Fund                         |                      |                                                   |                     |                            |                      |
| (Insurance for Municipal Buildings)      | -                    | 262,228.00                                        | -                   | -                          | 262,228.00           |
| Sub-total                                | -                    | 262,228.00                                        | 2,000,000.00        | -                          | 2,262,228.00         |
| Total, Projects                          | -                    | 262,228.00                                        | 2,000,000.00        | -                          | 2,262,228.00         |
| <b>Total New Appropriations</b>          | <b>3,050,986.32</b>  | <b>262,228.00</b>                                 | <b>3,591,187.68</b> | <b>5,100,000.00</b>        | <b>12,004,402.00</b> |

**Section 4. Separability Clause.** If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 59<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON AUGUST 18, 2026, AT THE SANGGUNIANG BAYAN SESSION HALL.

Appropriation Ordinance No. 2026-02  
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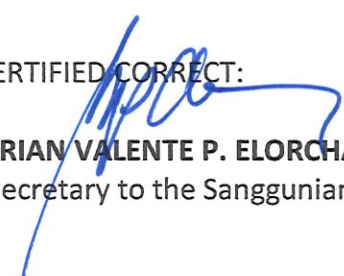
**Section 5. Effectivity.** The provisions of this Ordinance shall take effect on the 1<sup>st</sup> day of September, 2026.

APPROVED.

ATTESTED:

  
AARON M. ROCA  
SB Member  
Temporary Presiding Officer

CERTIFIED CORRECT:

  
BRIAN VALENTE P. ELORCHA  
Secretary to the Sanggunian

APPROVED:

  
REMEDIOS "MATIN" L. PETILLA  
Municipal Mayor

DATE: September 10, 2026



Republic of the Philippines  
Province of Leyte  
Municipality of Palo



## OFFICE OF THE MAYOR



BAGONG PILIPINAS

August 4, 2026



**TO: The Honorable Members of the Sangguniang Bayan**

**THRU: Vice Mayor Jonathan P. Chiquillo**  
Presiding Officer

Ladies and Gentlemen:

Please be advised that, by virtue of the authority vested upon me by the Rules of the Sangguniang Bayan of Palo, Leyte, I hereby certify to the urgency of enacting a municipal resolution, with the corresponding appropriation ordinance, granting legislative authorization to the municipality's **Supplemental Budget No. 2 for Calendar Year 2026** in the amount of **Twelve Million Four Thousand Four Hundred Two Pesos (Php12,004,402.00)**.

I hereby certify that this be acted upon immediately under the Rules of the Sangguniang Bayan on urgent measures.

Attached herewith is the Local Finance Committee Resolution with accompanying budget documents.

Very truly yours,

**REMEDIOS "MATIN" L. PETILLA**  
Municipal Mayor



Republic of the Philippines  
Province of Leyte  
Municipality of Palo  
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## CERTIFICATION

**THIS IS TO CERTIFY** that, funds are available to finance the Supplemental Appropriations under Supplemental Budget No. 2, Calendar Year 2026 of the Municipality of Palo, Leyte, in the amount of **Twelve Million Four Thousand Four Hundred Two Pesos Only (Php 12,004,402.00).**

**THIS FURTHER CERTIFIES** that, the source of funds are as follows:

**New Revenue Sources:**

Increase of National Tax Allotment (NTA)  
for FY 2026 per LBM No. 92B dated  
December 26, 2025 - P 5,244,560.00

**Reversion of Appropriations:**

**From Personnel Services:**

Unutilized Salary Appropriations of Vacant  
Positions from different offices in the current  
Annual General Fund Budget of FY 2026 - P 6,259,842.00

**From Special Purpose Appropriations/Non Office**

Unutilized Appropriation Balance from *Subscription  
of Highly Technical Software Services for the  
Municipality of Palo, Leyte* under the Supplemental  
Budget No. 1, CY 2026 - P 500,000.00

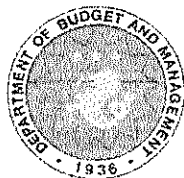
**Total Funds Available for Supplemental Appropriations - P 12,004,402.00**

**ISSUED** this 3<sup>rd</sup> day of **August, 2026** in Palo, Leyte.

  
**LUIS ANTONIO M. NAPOLES**  
Municipal Accountant

  
**FRANCIS P. REGAÑA**  
OIC-Municipal Treasurer

080004



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

January 6, 2026

**THE LOCAL CHIEF EXECUTIVE**

Municipality of Palo  
Province of Leyte

RECEIVED  
01/07/26  
M. L. L. L.

Dear **Local Chief Executive**:

Please be informed of the issuance of DBM Local Budget Memorandum (LBM) No. 92B dated December 26, 2025, containing the **Final Fiscal Year (FY) 2026 National Tax Allotment (NTA)** Shares of Local Government Units (LGUs).

Accordingly, the total final NTA share of your LGU is **P388,542,431.00**. Likewise, the information on the NTA shares of the respective barangays under your locality is attached hereto as **Annex A**.

Section 8 of the said LBM provides that considering that the FY 2026 Annual Budgets of LGUs have been prepared/approved based on their adjusted NTA shares under LBM No. 92A dated August 27, 2025, all LGUs are hereby enjoined to adopt the appropriate measures resulting from the herein adjustments in their respective FY 2026 NTA shares, in accordance with the pertinent provisions of Republic Act (RA) No. 7160<sup>1</sup> and other budgeting rules and regulations.

Furthermore, the same section provides that it is understood that the effect of the final FY 2026 NTA shares of LGUs will necessitate prioritization in the implementation of items of appropriation by the LGUs.

For other important provisions in the said LBM, you may download a copy from our website- [www.dbm.gov.ph](http://www.dbm.gov.ph).

Should you need further information and technical assistance, please do not hesitate to coordinate with us at the indicated contact number below.

Thank you.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

anh/jal/jcm  
Reference No.: 2026-RO-8-0001251-E

<sup>1</sup> Local Government Code of 1991



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

June 17, 2025

**THE LOCAL CHIEF EXECUTIVE**

Municipality of Palo  
Province of Leyte

Dear **Local Chief Executive**:

Please be informed of the issuance of DBM Local Budget Memorandum (LBM) No. 92 dated June 09, 2025, containing the Indicative Fiscal Year (FY) 2026 National Tax Allotment (NTA) Shares of Local Government Units (LGUs).

The total indicative NTA share of your LGU is **₱383,297,871.00**. Likewise, the information on the NTA shares of the respective barangays under your locality is attached hereto as **Annex A**.

Section 2.2.5.1 of said LBM provides that pursuant to Section 17 (g) of Republic Act No. 7160<sup>1</sup>, the NTA and other local resources shall first cover the cost of providing the basic services and facilities enumerated under Section 17 (b) thereof, particularly those devolved by the National Government, before applying the same for other purposes.

For other important provisions in the said LBM, you may download a copy from our website- [www.dbm.gov.ph](http://www.dbm.gov.ph).

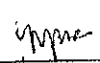
Should you need further information and technical assistance, please do not hesitate to coordinate with us at the indicated contact number below.

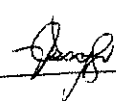
Thank you.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

ahn/jal/jcm  
Reference No.: 2025-RO-8-0082732-E

Acctg.  6/25/25

MPOD  6/25/25

<sup>1</sup> Local Government Code of 1991

**SUPPLEMENTAL BUDGET NO. 1  
CALENDAR YEAR 2026  
SOURCE OF FUND**

**STATEMENT OF UNUTILIZED APPROPRIATIONS OF SALARIES FROM VACANT POSITIONS  
IN THE CURRENT ANNUAL GENERAL FUND BUDGET FY 2026  
From January to June 2026**

| OFFICE/POSITION TITLE                                              | Salary Grade  | PLANTILLA ITEM<br>NUMBER | BASIC SALARY<br>(ANNUAL) | Monthly Salary    | Unutilized Appropriation<br>(January to June, 2026) |
|--------------------------------------------------------------------|---------------|--------------------------|--------------------------|-------------------|-----------------------------------------------------|
| <b><u>OFFICE OF THE MUNICIPAL ADMINISTRATOR</u></b>                |               |                          |                          |                   |                                                     |
| Administrative Officer V (Administrative Officer III)              | SG-18/Step 1  | 11-A                     | 615,648.00               | 51,304.00         | 307,824.00                                          |
| <b><u>BUSINESS PERMITS AND LICENSING OFFICE</u></b>                |               |                          |                          |                   |                                                     |
| Licensing Officer I                                                | SG--11/Step 1 | 102                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b><u>ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE</u></b> |               |                          |                          |                   |                                                     |
| Development Management Officer I                                   | SG--11/Step 1 | 103                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b><u>HOUSING AND HOMESITE REGULATIONS SECTION</u></b>             |               |                          |                          |                   |                                                     |
| Housing and Homesite Regulation Officer I                          | SG-11/Step 1  | 104                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b><u>INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT</u></b>   |               |                          |                          |                   |                                                     |
| Computer Maintenance Technologist I                                | SG--11/Step 1 | 105                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b><u>LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE</u></b>       |               |                          |                          |                   |                                                     |
| Administrative Officer I (Records Officer I)                       | SG--10/Step 1 | 106                      | 307,032.00               | 25,586.00         | 153,516.00                                          |
| <b><u>ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE</u></b>        |               |                          |                          |                   |                                                     |
| Senior Environmental Management Specialist                         | SG-18/Step 1  | 29-A                     | 615,648.00               | 51,304.00         | 307,824.00                                          |
| <b>TOTAL THIS PAGE</b>                                             |               |                          |                          | <b>248,290.00</b> | <b>1,489,740.00</b>                                 |

| OFFICE/POSITION TITLE                                                                | Salary<br>Grade/Step | PLANTILLA ITEM<br>NUMBER | BASIC SALARY<br>(ANNUAL) | Monthly Salary    | Unutilized Appropriation<br>(January to June, 2026) |
|--------------------------------------------------------------------------------------|----------------------|--------------------------|--------------------------|-------------------|-----------------------------------------------------|
| <b><u>TOURISM, CULTURE, ARTS AND MEDIA OFFICE</u></b>                                |                      |                          |                          |                   |                                                     |
| Senior Tourism, Culture and the Arts Officer<br>(Senior Tourism Operations Officer)  | SG-18/Spte 1         | 11-F                     | 615,648.00               | 51,304.00         | 307,824.00                                          |
| <b>Sub-total</b>                                                                     |                      |                          |                          | <b>51,304.00</b>  | <b>307,824.00</b>                                   |
| <b><u>YOUTH AND SPORTS DEVELOPMENT OFFICE</u></b>                                    |                      |                          |                          |                   |                                                     |
| Youth Development Officer I                                                          | SG-10/Step 1         | 108                      | 307,032.00               | 25,586.00         | 153,516.00                                          |
| <b>Sub-total</b>                                                                     |                      |                          |                          | <b>25,586.00</b>  | <b>153,516.00</b>                                   |
| <b><u>OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER</u></b> |                      |                          |                          |                   |                                                     |
| Administrative Aide III (Clerk I)                                                    | SG-3/Step 1          | 11-K                     | 190,224.00               | 15,852.00         | 95,112.00                                           |
| <b><u>RESEARCH AND PLANNING SECTION</u></b>                                          |                      |                          |                          |                   |                                                     |
| Local Disaster Risk Reduction Management Assistant                                   | SG-8/Step 1          | 114                      | 257,376.00               | 21,448.00         | 128,688.00                                          |
| <b><u>ADMINISTRATION AND TRAINING SECTION</u></b>                                    |                      |                          |                          |                   |                                                     |
| Local Disaster Risk Reduction Management Assistant                                   | SG-8/Step 1          | 115                      | 257,376.00               | 21,448.00         | 128,688.00                                          |
| <b><u>WATER PATROL, RESCUE AND RESPONSE UNIT</u></b>                                 |                      |                          |                          |                   |                                                     |
| Administrative Aide III (Clerk I)                                                    | SG-3/Step 1          | 118                      | 190,224.00               | 15,852.00         | 95,112.00                                           |
| <b><u>TRAFFIC AND SECURITY MANAGEMENT UNIT</u></b>                                   |                      |                          |                          |                   |                                                     |
| Security Officer I                                                                   | SG-11/Step 1         | 119                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| Traffic Operations Officer I                                                         | SG-11/Step 1         | 120                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b>Sub-total</b>                                                                     |                      |                          |                          | <b>134,648.00</b> | <b>807,888.00</b>                                   |
| <b><u>OFFICE OF THE SANGGUNIAN BAYAN</u></b>                                         |                      |                          |                          |                   |                                                     |
| Board Secretary I                                                                    | SG-14/Step 1         | 25                       | 444,288.00               | 37,024.00         | 222,144.00                                          |
| Administrative Aide IV (Driver II)                                                   | SG-4/Step 1          | 128                      | 201,996.00               | 16,833.00         | 100,998.00                                          |
| Administrative Aide III (Driver I)                                                   | SG-3/Step1           | 129                      | 190,224.00               | 15,852.00         | 95,112.00                                           |
| Administrative Aide I (Utility Worker I)                                             | SG-1/Step 1          | 131                      | 168,732.00               | 14,061.00         | 84,366.00                                           |
| <b>0 Sub total</b>                                                                   |                      |                          |                          | <b>83,770.00</b>  | <b>502,620.00</b>                                   |
| <b>TOTAL THIS PAGE</b>                                                               |                      |                          |                          | <b>295,308.00</b> | <b>1,771,848.00</b>                                 |

| OFFICE/POSITION TITLE                                               | Salary Grade | PLANTILLA ITEM<br>NUMBER | BASIC SALARY<br>(ANNUAL) | Monthly Salary    | Unutilized Appropriation<br>(January to June, 2026) |
|---------------------------------------------------------------------|--------------|--------------------------|--------------------------|-------------------|-----------------------------------------------------|
| <b>OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN</b>             |              |                          |                          |                   |                                                     |
| Administrative Aide III (Clerk I)                                   | SG-3/Step 1  | 27-C                     | 190,224.00               | 15,852.00         | 95,112.00                                           |
| Administrative Aide I (Utility Worker I)                            | SG-1/Step 1  | 27-A                     | 168,732.00               | 14,061.00         | 84,366.00                                           |
| <b>Sub-total</b>                                                    |              |                          |                          | <b>29,913.00</b>  | <b>179,478.00</b>                                   |
| <b>OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR</b> |              |                          |                          |                   |                                                     |
| Zoning Inspector I                                                  | SG-6/Step 1  | 124                      | 227,484.00               | 18,957.00         | 113,742.00                                          |
| <b>Sub-total</b>                                                    |              |                          |                          | <b>18,957.00</b>  | <b>113,742.00</b>                                   |
| <b>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</b>                      |              |                          |                          |                   |                                                     |
| Registration Officer                                                | SG-10/Step 1 | 111                      | 307,032.00               | 25,586.00         | 153,516.00                                          |
| <b>POPULATION OFFICE</b>                                            |              |                          |                          |                   |                                                     |
| Population Program Officer I                                        | SG-11/Step 1 | 112                      | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b>Sub-total</b>                                                    |              |                          |                          | <b>55,610.00</b>  | <b>333,660.00</b>                                   |
| <b>OFFICE OF THE MUNICIPAL BUDGET OFFICER</b>                       |              |                          |                          |                   |                                                     |
| Administrative Aide IV (Budgeting Aide)                             | SG-4/Step 1  | 38-A                     | 201,996.00               | 16,833.00         | 100,998.00                                          |
| <b>Sub-total</b>                                                    |              |                          |                          | <b>16,833.00</b>  | <b>100,998.00</b>                                   |
| <b>OFFICE OF THE MUNICIPAL TREASURER</b>                            |              |                          |                          |                   |                                                     |
| Revenue Collection Clerk I                                          | SG-5/Step 1  | 53                       | 214,392.00               | 17,866.00         | 107,196.00                                          |
| Revenue Collection Clerk I                                          | SG-5/Step 1  | 55                       | 214,392.00               | 17,866.00         | 107,196.00                                          |
| <b>Sub-total</b>                                                    |              |                          |                          | <b>35,732.00</b>  | <b>214,392.00</b>                                   |
| <b>TOTAL THIS PAGE</b>                                              |              |                          |                          | <b>157,045.00</b> | <b>942,270.00</b>                                   |

| OFFICE/POSITION TITLE                                                     | Salary Grade | PLANTILLA ITEM<br>NUMBER | BASIC SALARY<br>(ANNUAL) | Monthly Salary    | Unutilized Appropriation<br>(January to June, 2026) |
|---------------------------------------------------------------------------|--------------|--------------------------|--------------------------|-------------------|-----------------------------------------------------|
| <b><u>OFFICE OF THE MUNICIPAL ASSESSOR</u></b>                            |              |                          |                          |                   |                                                     |
| Assessment Clerk I                                                        | SG-4/Step 1  | 62                       | 201,996.00               | 16,833.00         | 100,998.00                                          |
| <b>Sub-total</b>                                                          |              |                          | <b>201,996.00</b>        | <b>16,833.00</b>  | <b>100,998.00</b>                                   |
| <b><u>OFFICE OF THE MUNICIPAL HEALTH OFFICER</u></b>                      |              |                          |                          |                   |                                                     |
| Medical Technologist I                                                    | SG-11/Step 1 | 97                       | 360,288.00               | 30,024.00         | 180,144.00                                          |
| Midwife II                                                                | SG-11/Step 1 | 84                       | 360,288.00               | 30,024.00         | 180,144.00                                          |
| Sanitation Inspector II                                                   | SG-8/Step 1  | 80                       | 257,376.00               | 21,448.00         | 128,688.00                                          |
| <b>Sub-total</b>                                                          |              |                          |                          | <b>81,496.00</b>  | <b>488,976.00</b>                                   |
| <b><u>OFFICE OF THE MUNICIPAL SOCIAL WELFARE &amp; DEV'T. OFFICER</u></b> |              |                          |                          |                   |                                                     |
| Social Welfare Officer I                                                  | SG-11/Step 1 | 68-A2                    | 360,288.00               | 30,024.00         | 180,144.00                                          |
| <b><u>SENIOR CITIZENS OFFICE</u></b>                                      |              |                          |                          |                   |                                                     |
| Social Welfare Aide                                                       | SG-4/Step 1  | 125                      | 201,996.00               | 16,833.00         | 100,998.00                                          |
| <b><u>PERSONS WITH DISABILITY AFFAIRS OFFICE</u></b>                      |              |                          |                          |                   |                                                     |
| Disability Affairs Officer III                                            | SG-18/Step 1 | 126                      | 615,648.00               | 51,304.00         | 307,824.00                                          |
| <b>Sub-total</b>                                                          |              |                          |                          | <b>98,161.00</b>  | <b>588,966.00</b>                                   |
| <b><u>OFFICE OF THE MUNICIPAL AGRICULTURIST</u></b>                       |              |                          |                          |                   |                                                     |
| Municipal Agriculture Officer                                             | SG-20/Step 1 | 70                       | 755,604.00               | 62,967.00         | 377,802.00                                          |
| Agricultural Technologist                                                 | SG-10/Step 1 | 76                       | 307,032.00               | 25,586.00         | 153,516.00                                          |
| Administrative Aide I (Laborer I)                                         | SG-1/Step 1  | 76-B                     | 168,732.00               | 14,061.00         | 84,366.00                                           |
|                                                                           |              |                          |                          | <b>102,614.00</b> | <b>615,684.00</b>                                   |
| <b><u>OFFICE OF THE MUNICIPAL ENGINEER</u></b>                            |              |                          |                          |                   |                                                     |
| Engineer II                                                               | SG-16/Step 1 | 33-A                     | 522,720.00               | 43,560.00         | 261,360.00                                          |
| <b>Sub-total</b>                                                          |              |                          |                          | <b>43,560.00</b>  | <b>261,360.00</b>                                   |
| <b>TOTAL THIS PAGE</b>                                                    |              |                          |                          | <b>342,664.00</b> | <b>2,055,984.00</b>                                 |

| OFFICE/POSITION TITLE                            | Salary Grade | PLANTILLA ITEM<br>NUMBER | BASIC SALARY<br>(ANNUAL) | Monthly Salary | Unutilized Appropriation<br>(January to June, 2026) |
|--------------------------------------------------|--------------|--------------------------|--------------------------|----------------|-----------------------------------------------------|
| TOTAL AMOUNT OF UNUTILIZED SALARY APPROPRIATIONS |              |                          |                          | 1,043,307.00   | 6,259,842.00                                        |

Prepared by:

  
**ALLAN P. CHAVERO**  
 HRMO Designate

Certified Correct:

  
**MA. ALELI F. PLAZUELA**  
 Municipal Budget Officer

Approved:

  
**REMEDIOS "MATIN" L. PETILLA**  
 Municipal Mayor