

Item No.: 04

Date: 03 2026 NOV



Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: OCT 30 2026
By: [Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

PROVINCIAL LEGAL OFFICE

By: [Signature] Date: 10.21.26 Time: 9W

2nd INDORSEMENT

August 11, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2026-11 of the Sangguniang Bayan of Tanauan, Leyte.

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 443(c)(2)² of the same, subject to CSC rules and the availability of funds. Hence, we recommend 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;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.

^{2 2} Section 443.

(c) The sangguniang bayan may:

(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
11 August 2026

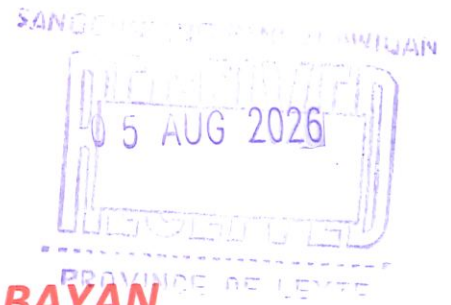
PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: 8.12.26 Time: 9:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-11 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance creating the General Services Office (GSO) of the Municipality of Tanauan, Leyte**, defining its powers, duties and functions, establishing the position of **Municipal Government Department Head I (Municipal General Services Officer I)**, Salary Grade 24, and for other purposes.

[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Tanauan
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

August 4, 2026

THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Palo, Leyte

Sir/Madam;

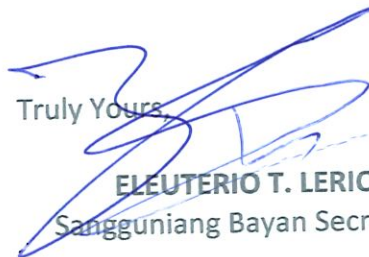
Respectfully submitting herewith **Ordinance No. 2026-11, "An Ordinance Creating the General Services Office (GSO) of the Municipality of Tanauan, Leyte, Defining its Powers, Duties and Functions, Establishing the Position of Municipal Government Department Head I (Municipal Services Officer I), Salary Grade 24, and for Other Purposes."**, for your appropriate action.

Authored by: Hon. Engr. Jan Elmer V. Magdalaga

Trusting that you will accord this matter with your kindest attention.

Thank You.

Truly Yours,


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary

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PUBLIC EMPLOYMENT SERVICE OFFICE
Tanauan, Leyte
RECEIVED
By: *[Signature]* Date/Time: 8/10/26

Republic of the Philippines
Province of Leyte
TANAUAN
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17TH SANGGUNIANG BAYAN

SANGGUNIANG PANGALAYAN
RECEIVED
Contd
05 AUG 2026
PROVINCE OF LEYTE

53rd REGULAR SESSION
July 27, 2026 – Monday – 9:00 A.M.
SB Session Hall, Tanauan Town Hall, Tanauan, Leyte

Madda
8-10-26

ORDINANCE NO. 2026-11

Republic of the Philippines
Province of Leyte
Municipality of Tanauan
OFFICE OF THE MUNICIPAL MAYOR
Received by: *[Signature]*
Date: 8-10-26
Time: 9:57 AM

AN ORDINANCE CREATING THE GENERAL SERVICES OFFICE (GSO) OF THE MUNICIPALITY OF TANAUAN, LEYTE, DEFINING ITS POWERS, DUTIES AND FUNCTIONS, ESTABLISHING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER I), SALARY GRADE 24, AND FOR OTHER PURPOSES

SPONSOR: HON. ENGR. JAN ELMER V. MAGDALAGA

WHEREAS, Section 16 of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the authority to exercise powers expressly granted, necessarily implied, and those essential to promote the general welfare of their inhabitants;

WHEREAS, Section 76 of the Local Government Code authorizes local government units to create and establish offices and positions as may be necessary to carry out their functions, subject to Civil Service laws, rules and regulations and budgetary limitations;

WHEREAS, Section 443 of the Local Government Code vests in the Municipal Government the authority to provide efficient and effective governance and to organize its administrative structure in a manner responsive to local needs and priorities;

WHEREAS, Sections 305 and 444 of the Local Government Code emphasize sound fiscal administration, effective management of government resources, and the Municipal Mayor's responsibility to ensure efficient delivery of public services and proper management of municipal assets and properties;

WHEREAS, the creation of a General Services Office will strengthen the Municipality's capacity in property management, maintenance of government facilities, logistics, supply management, motor pool operations and other support services necessary for efficient local governance;

WHEREAS, the creation of the position of Municipal Government Department Head I (Municipal General Services Officer I) with Salary Grade 24, is necessary to spearhead the General Services Office and ensure the effective discharge of its mandates, subject to existing Civil Service Commission (CSC) and Department of Budget and Management (DBM) rules and regulations;

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NOW, THEREFORE, on motion of Hon. Magdalaga, with the unanimous accord of all members being present, be it ordained by the Sangguniang Bayan of Tanauan, Leyte, in session assembled that:

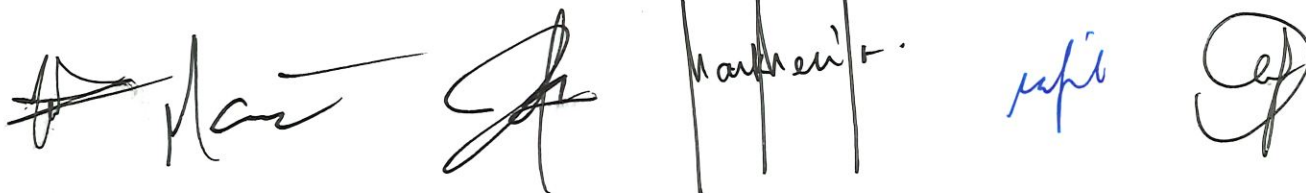
SECTION 1. Title. – This Ordinance shall be known as the “General Services Office (GSO) Creation Ordinance of the Municipality of Tanauan, Leyte.”

SECTION 2. Declaration of Policy. – It is the policy of the Municipality of Tanauan to strengthen the administrative and logistical support system of the local government by establishing a General Services Office that shall efficiently manage government properties, supplies, procurement support services, maintenance of municipal facilities, and other general services necessary for effective local governance.

SECTION 3. Creation of the General Services Office. – There is hereby created the General Services Office (GSO) as a regular department of the Municipal Government of Tanauan, Leyte.

SECTION 4. Functions of the General Services Office. – The General Services Office shall perform the following functions:

- a. Administer and supervise the acquisition, utilization, maintenance, repair, and disposal of government properties and assets;
- b. Maintain an inventory of all municipal properties, equipment, machinery, furniture, fixtures, and other government assets;
- c. Assist in the preparation and implementation of the Annual Procurement Plan and coordinate with the Bids and Awards Committee on logistical requirements;
- d. Supervise the receipt, storage, issuance, and distribution of supplies, materials, and equipment;
- e. Manage and maintain municipal buildings, offices, grounds, parks, facilities, and other government-owned structures;
- f. Supervise janitorial, security, utility, transportation, and motor pool services of the municipality;
- g. Ensure the proper operation, repair, and maintenance of government vehicles and heavy equipment;
- h. Develop systems and procedures for property accountability, asset management, and records maintenance;
- i. Conduct periodic inspections of municipal properties and recommend repairs, replacement, transfer, or disposal thereof;



Handwritten signatures of the Sangguniang Bayan members, including a large signature on the left and several smaller ones at the bottom.

j. Assist in disaster response operations by ensuring the availability of logistical support and municipal resources;

k. Perform such other duties and responsibilities as may be assigned by the Municipal Mayor or provided by law.

SECTION 5. Head of Office. – The General Services Office shall be headed by a Municipal Government Department Head I (Municipal General Services Officer I), Salary Grade 24.

SECTION 6. Qualification Standards. – The Municipal General Services Officer I shall possess the minimum qualification standards:

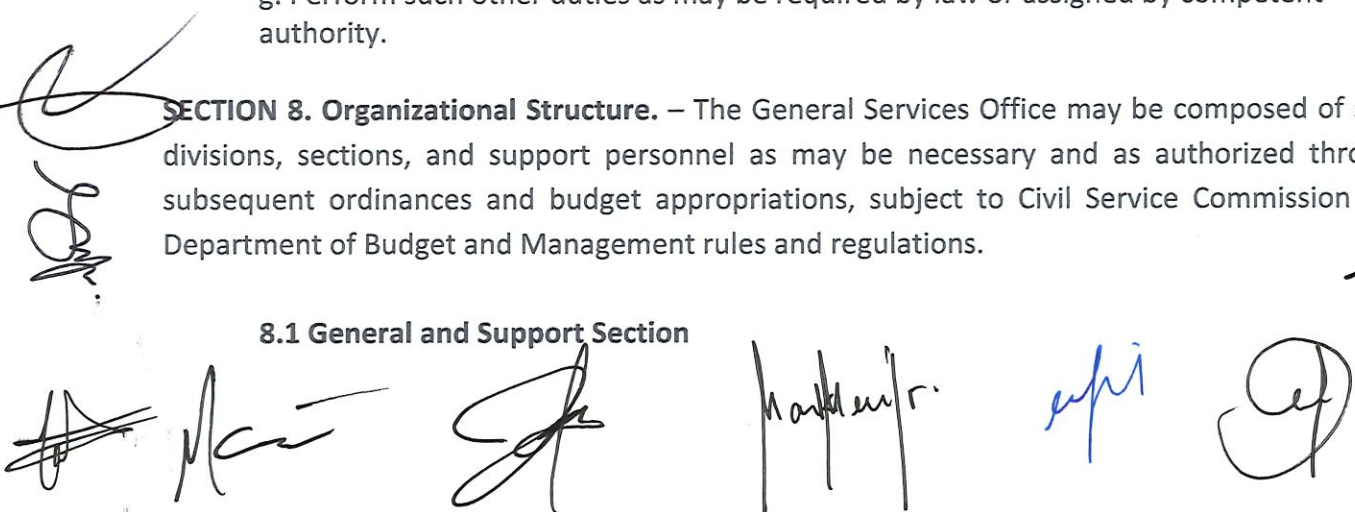
Eligibility:	Career Service Professional/ Second Level Eligibility
Education:	Bachelor's Degree
Training:	None Required
Experience:	3 years of experience in General Services

SECTION 7. Duties and Responsibilities of the Municipal General Services Officer I. – The Municipal General Services Officer I shall:

- a. Exercise overall supervision and control over the operations of the General Services Office and its section offices;
- b. Formulate policies, plans, programs, and projects related to property and asset management;
- c. Advise the Municipal Mayor and the Sangguniang Bayan on matters pertaining to general services administration;
- d. Ensure compliance with national laws, local ordinances, and government procurement regulations;
- e. Submit periodic reports on the status of municipal properties, equipment, facilities, and logistics operations;
- f. Represent the GSO in meetings, conferences, and inter-agency coordination.
- g. Perform such other duties as may be required by law or assigned by competent authority.

SECTION 8. Organizational Structure. – The General Services Office may be composed of such divisions, sections, and support personnel as may be necessary and as authorized through subsequent ordinances and budget appropriations, subject to Civil Service Commission and Department of Budget and Management rules and regulations.

8.1 General and Support Section

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- Provides administrative support, record-keeping, and coordination of activities across all sections.
- Ensure smooth internal communication and documentation.

8.2 Building and Ground Management Sections

- Oversees maintenance, repair, and cleanliness of municipal buildings, offices, and grounds.
- Ensure safety standards and environmental compliance in LGU facilities.

8.3 Property and Supply Management Section

- Manages inventory, safekeeping, and accountability of government-owned properties, equipment, and supplies.
- Conducts periodic audits and ensure proper disposal of unserviceable assets.

8.4 Procurement Management Section

- Handles procurement of goods, services, and infrastructure projects in accordance with Republic Act No. 9184 / amended RA 12009 (Government Procurement Reform Act).
- Ensure transparency, competitiveness, and efficiency in procurement processes.

8.5 Vehicle Management Section

- Manages LGU-owned vehicles and heavy equipment, including scheduling, repair, and preventive maintenance.
- Monitors fuel consumption and ensure efficient utilization of transport resources.

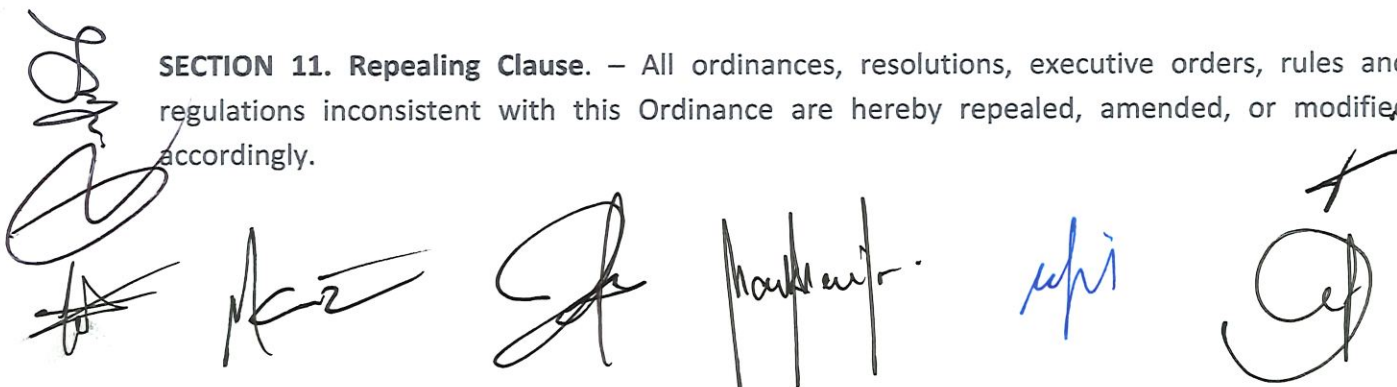
8.6 Traffic Management Section

- Regulates and enforces traffic rules and ordinances within the municipality.
- Coordinates with the Philippine National Police (PNP) and other agencies to ensure road safety and order.

SECTION 9. Funding. – The amount necessary for the initial implementation of this Ordinance shall be charged against available appropriations of the Municipality of Tanauan. Thereafter, funding requirements shall be included in the Annual Budget.

SECTION 10. Separability Clause. – If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall remain in full force and effect.

SECTION 11. Repealing Clause. – All ordinances, resolutions, executive orders, rules and regulations inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

A series of handwritten signatures in black ink, likely representing the officials who signed the ordinance. There are approximately seven distinct signatures, some appearing to be initials or stylized names.

SECTION 12. Effectivity. – This Ordinance shall take effect after compliance with the publication and posting requirements under the Local Government Code of 1991.

ENACTED: 27 JULY 2026; TANAUAN, LEYTE.

X-----X

CERTIFIED TRUE AND CORRECT:


ATTY. MIAMOR D. NATIVIDAD
LOCAL LEGISLATIVE OFFICER IV
OIC- SB SECRETARY

ATTESTED:


HON. ARCHIE LAWRENCE R. KAPUNAN
Vice-Mayor/ Presiding Officer


HON. ENGR. JAN ELMER V. MAGDALAGA
SB Member


HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
SB Member


HON. ENGR. MAE JANE ANGELIE M. MORABE – BORAIS
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member


HON. MARK EFREN E. MERILO
SB Member


HON. LAURO A. VILLERO
SB Member


HON. KYLE C. MESIAS
SB Member/SK Fed. Pres.

ON OFFICIAL LEAVE: HON. EFREN C. MERILO, SB MEMBER

ON OFFICIAL LEAVE: HON. JOSIE M. CREER, SB MEMBER

APPROVED:


HON. MA. GINA E. MERILO
MUNICIPAL MAYOR
DATE: 04 AUG 2026