



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 06

Date: 23 2026 OCT

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: OCT 09 2026
By: Jennith

2nd INDORSEMENT
September 23, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 16 of the Sangguniang Bayan of Tolosa, Leyte.

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

- Ordinance No. 16 entitled: **"Three-Term Barangay officials One-time Cash Incentive Ordinance of the Municipality of Tolosa, Leyte."**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance runs in contrary with Section 335¹ of the Local Government Code of 1991 (R.A 7160) and COA Decision No. 2008-088² dated September 26, 2018. Hence, further review of the proposed Ordinance is recommended.

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 335. Prohibitions Against Expenditures for Religious or Private Purposes. - No public money or property shall be appropriated or applied for religious or private purposes.*

² *"3.1 Exemplary Public Service Award incentive paid to three term local officials as this is not among the compensations and benefits enumerated under Article 77 of the IRR of RA No. 7160 as due the elective officials, and that such payment contravenes Article 170(c) of the said IRR which provides that no elective or appointive official shall receive additional, double or indirect compensation unless specifically authorized by law (COA Decision No. 2008-088 dated September 26, 2018)."*

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 09.16.26 Time: 8:26 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
14 September 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 16**, series of **2026** of the **Municipality of Tolosa, Leyte**, entitled: **An Ordinance granting a one-time cash incentive of Ten Thousand Pesos (P10,000.000 to all qualified three-term barangay officials of the Municipality of Tolosa, Leyte, subject to the availability of funds and existing laws, rules and regulations.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

1st Endorsement

September 10, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

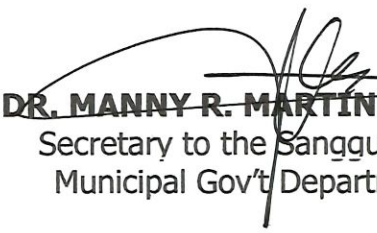
Date: SEP 10 2026
By: [Signature]

Respectfully forwarded to the Sangguniang Panlalawigan, Province of Leyte, Municipality of Palo, the herein attached **RESOLUTION NO. 08-164-2026, Re: A RESOLUTION APPROVING AND ENACTING THE ORDINANCE NO. 16, S.2026, GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND COMPLIANCE WITH EXISTING LAWS, RULES AND REGULATIONS**, Attendance of Regular Session and Certification of Posting.

For review and approval.

Issued this **10th** day of **September 2026** at Tolosa, Leyte, Philippines.

Please acknowledge receipt hereof.


DR. MANNY R. MARTINEZ, RN, MPRM.

Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I



Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 59TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL ON AUGUST 17, 2026 AT 9:30 A.M.**

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: SEP 10 2026
By: [Signature]

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Ildelfonso C. Roa, Jr.	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbré-	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felicito D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua-	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero-	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

RESOLUTION NO. 08-164-2026

A RESOLUTION APPROVING AND ENACTING THE ORDINANCE NO. 16, S.2026, GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND COMPLIANCE WITH EXISTING LAWS, RULES AND REGULATIONS

WHEREAS, the Sangguniang Bayan of Tolosa, Leyte, acknowledges the significant contributions and dedicated public service rendered by Barangay Officials who have completed three (3) consecutive terms of office in their respective barangays;

WHEREAS, the proposed Ordinance is intended to provide a **one-time cash incentive in the amount of Ten Thousand Pesos (P10,000.00)** to qualified three-term Barangay Officials as a form of recognition and appreciation for their sustained service and contribution to local governance and community development;

WHEREAS, the grant of such incentive shall be implemented only upon compliance with all applicable **laws, rules and regulations, budgeting, accounting, and auditing requirements**, and shall be subject to the availability of legally appropriated funds for the purpose;

WHEREAS, the Sangguniang Bayan, after due deliberation and consideration of the proposed measure, finds that the grant of a one-time incentive, subject to the limitations and safeguards provided therein, is in accordance with the Municipality's policy of recognizing commendable public service and promoting effective local governance;

WHEREAS, the proposed Ordinance shall not be construed as creating a permanent or continuing entitlement, benefit, or obligation on the part of the Municipal Government, but shall constitute a **one-time grant** to qualified recipients upon satisfaction of all requirements prescribed by law and the Ordinance;

NOW, THEREFORE, upon motion of **Hon. Melanie Felisa M. Vivero**, duly seconded and **unanimously approved** by the members present, be it;

RESOLVED, AS IT IS HEREBY RESOLVED, to **APPROVE AND ENACT** the proposed **Ordinance Granting a One-Time Cash Incentive of Ten Thousand Pesos (P10,000.00) to All Qualified Three-Term Barangay Officials of the Municipality of Tolosa, Leyte, Subject to the Availability of Funds and Compliance with Existing Laws, Rules and Regulations**, as duly deliberated upon and approved by the Sangguniang Bayan;

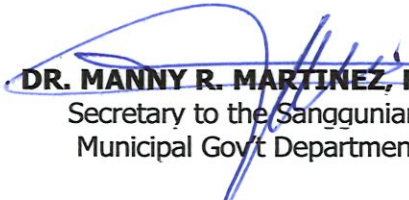
RESOLVED FURTHER, that the implementation and disbursement of the said cash incentive shall be **strictly subject to the availability of funds duly appropriated for the purpose**, and compliance with all applicable laws, rules and regulations, including relevant budgeting, accounting, auditing, and civil service rules and issuances;

RESOLVED FURTHERMORE, that only Barangay Officials who meet the qualifications and documentary requirements prescribed under the approved Ordinance and applicable laws shall be entitled to receive the said one-time cash incentive;

RESOLVED FINALLY, that copies of this Resolution and the approved Ordinance be furnished to the **Office of the Municipal Mayor, Municipal Budget Office, Municipal Accountant, Municipal Treasurer, DILG Municipal Field Office**, and other concerned offices for review, guidance, implementation, and appropriate action.

APPROVED AND ADOPTED this **17TH** day of **August 2026**, at the Municipality of Tolosa, Province of Leyte, Philippines.

I HEREBY CERTIFY, in my ministerial capacity as Secretary of the Sangguniang Bayan of Tolosa, that the foregoing Resolution is a true and faithful copy, issued solely for administrative purposes with no discretion, approval, or responsibility over its content.


DR. MANNY R. MARTINEZ, RN, MPRM.

Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

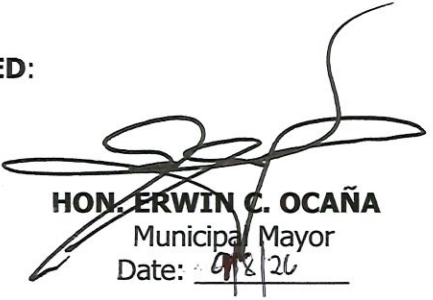
MOVANT:


HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/Liga President

ATTESTED:


HON. ELIZABETH S. ERACHO
Municipal Vice-Mayor
Presiding Officer

APPROVED:


HON. ERWIN C. OCAÑA
Municipal Mayor
Date: 9/8/26



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 59TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL ON AUGUST 17, 2026 AT 9:30 A.M.**

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Idefonso C. Roa, Jr.	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbré	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felicito D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

MUNICIPAL ORDINANCE NO. 16

Series of 2026

AN ORDINANCE GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND EXISTING LAWS, RULES, AND REGULATIONS.

Authored and Sponsored by:
HON. MELANIE FELISA M. VIVERO

WHEREAS, the Barangay Officials of the Municipality of Tolosa, Leyte perform an essential role in the delivery of basic services, implementation of local programs, maintenance of peace and order, and promotion of the general welfare of their respective communities;

WHEREAS, serving for three consecutive terms as a barangay official demonstrates sustained commitment, dedication, and service to the constituents of the barangay;

WHEREAS, the Municipal Government of Tolosa recognizes the valuable contribution of qualified three-term barangay officials who have continuously served their communities and contributed to local governance and development;

WHEREAS, the Municipality recognizes the importance of providing appropriate recognition and incentive to qualified barangay officials, subject to the availability of funds and compliance with applicable laws, rules, regulations, and accounting and auditing requirements;

WHEREAS, the grant of the incentive shall be subject to the determination of eligibility, availability of funds, and the applicable rules and regulations governing the use of public funds;

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI IDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President


HON. DAPHNE DAYNER B. ROA
Sangguning Bayan Member

HON. PURISIMA Z. OCANA
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C.
Sangguitang Bayan Member

DR. FENICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROLAND B. LEGAS
Sangguniang Bayan Member

JEN ANGELY M. TUBONGBANUA H
Sanggumilang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

JEANIE FELISA M. VIVERO HON. RO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

HC

- Page 2 of 4
Tracking No. RD-03-2026-73C
Ordinance No. 16, Series of 2026
Three-Term Barangay Officials One-Time Cash
Ordinance of the Municipality of Tolosa, Leyte

Each concerned barangay shall ensure that the grant of the one-time cash incentive is supported by a valid appropriation and that the funds are used solely for the purpose authorized under this Ordinance.

SECTION 8. RELEASE OF INCENTIVE

The **respective barangays** shall facilitate the processing and release of the ₱10,000.00 one-time cash incentive to qualified three-term barangay officials, subject to the applicable accounting, auditing, and disbursement procedures.

The concerned barangay officials shall prepare and maintain the necessary supporting documents, including proof of eligibility, payroll or voucher, acknowledgment receipt, and other documents required by the appropriate government offices.

SECTION 9. NON-DUPLICATION OF BENEFIT

The incentive granted under this Ordinance shall be a **one-time benefit** for each qualified three-term barangay official. No person shall receive the same incentive more than once under this Ordinance.

SECTION 10. IMPLEMENTING OFFICES

The **respective Barangay Officials**, in coordination with the appropriate municipal offices, shall be responsible for the proper implementation of this Ordinance within their respective barangays.

The Municipal Government may provide appropriate guidance and assistance to ensure that the implementation is consistent with applicable laws, rules, regulations, and government accounting and auditing requirements.

SECTION 11. COMPLIANCE WITH EXISTING LAWS

Nothing in this Ordinance shall be interpreted as authorizing the grant of an incentive that is prohibited by national law, rules, regulations, or applicable issuances.

In case any provision of this Ordinance is found to be inconsistent with an existing national law, rule, regulation, or authoritative government issuance, the applicable higher law or regulation shall prevail.

SECTION 12. SEPARABILITY CLAUSE

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

SECTION 13. REPEALING CLAUSE

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

SECTION 14. EFFECTIVITY

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

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCANA
Sangguniang Bayan Member

HON. JOSE MARY ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

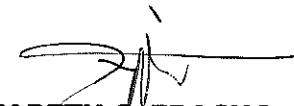
HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN (PH) US
Secretary to the Sangguniang Bayan

ENACTED this **17TH** day of **August 2026**, at the Municipality of Tolosa, Province of Leyte, Philippines.


DR. MANNY R. MARTINEZ, RN, MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

ATTESTED:


HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor
Presiding Officer

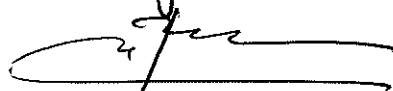

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member


HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

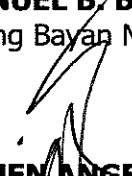

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member


HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

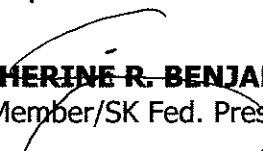

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member


HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

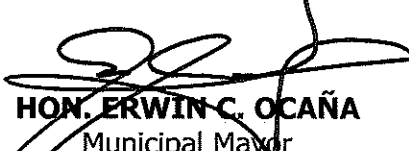

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member


HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member


HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/Liga President


HON. CATHERINE R. BENJAMIN
Ex-Officio Member/SK Fed. President

APPROVED:


HON. ERWIN C. OCAÑA
Municipal Mayor
Date: 9-8-26



Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

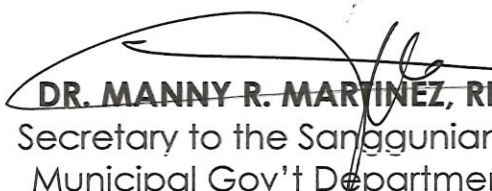
CERTIFICATION

TO WHOM THIS MAY CONCERN:

This is to **CERTIFY** that pursuant to paragraph (a) of Article 114 of RA 7160 Posting of **Ordinance No. 16, Series of 2026, AN ORDINANCE GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND EXISTING LAWS, RULES, AND REGULATIONS**, was posted in three (3) conspicuous places, and the undersigned has complied the said provision last September 8, 2026.

This **Certification** is issued in compliance of Article 114 of RA 7160.

Given this 10th day of **September 2026**.


DR. MANNY R. MARTINEZ, RN, MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I



Republic of the Philippines
Province of *Leyte*
Municipality of Tolosa

Office of the Sangguniang Bayan

**MINUTES OF THE 59th REGULAR SESSION OF THE SANGGUNIAN
BAYAN OF TOLOSA, LEYTE, HELD AT THE SESSION HALL,
ON AUGUST 17, 2026 AT 9:30 A.M.**

PRESENT:

Hon. Elizabeth S. Eracho	-	Municipal Vice-Mayor (Presiding Officer)
Hon. Daphne Dayner B. Roa	-	Sangguniang Bayan Member
Hon. Purisima Z. Ocaña	-	Sangguniang Bayan Member
Hon. Jose Mari Ildefonso C. Roa, Jr.-	-	Sangguniang Bayan Member
Hon. Rolando B. Legaspi	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbré	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felicto D. Beltran III	-	Sangguniang Bayan Member
Hon. Rouen Angely M. Tubongbanua-	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero	-	Ex-Officio Member/LNB President
Hon. Catherine Robis Benjamin	-	Ex-Officio Member/SK Fed. President

CALL TO ORDER. - The 59th Regular Session of the 12th Sangguniang Bayan of the Municipality of Tolosa was formally convened on August 17, 2026, at exactly 9:30 o'clock in the morning at the Sangguniang Bayan Session Hall. The proceedings were not simultaneously broadcast live through the official Facebook page of the Legislative Branch due technical problems arised before the session commenced.

The session was presided over by Hon. Elizabeth Saito Eracho, RCE. Hon. Eracho officially declared the session open and welcomed all members of the Sanggunian, department representatives, guests, and members of the public who were present physically and virtually during the conduct of the session. She likewise encouraged the members to maintain order, professionalism, and productive deliberation throughout the legislative proceedings.

NATIONAL ANTHEM, INVOCATION, AND MUNICIPAL HYMN. - As part of the ceremonial opening of the session, all members and attendees rose for the singing of the Philippine National Anthem as an expression of patriotism and respect to the Republic of the Philippines.

Thereafter, an invocation was rendered through a computer-generated prayer, which provided the members with a solemn moment of reflection, thanksgiving, and spiritual guidance prior to the commencement of official legislative business. The invocation emphasized wisdom, unity, integrity, and public service in the discharge of their respective duties as public officials.

The ceremonial opening concluded with the singing of the official municipal hymn entitled "Hymno han Tolosa," symbolizing unity, pride, and commitment to the continued progress and development of the Municipality of Tolosa.

ROLL CALL. - The Secretary to the Sangguniang Bayan, Dr. Manny R. Martinez, conducted the roll call to determine the presence of a quorum. The following members were recorded present:

PRESENT:

- *Hon. Elizabeth Saito Eracho, RCE. – Vice Mayor*
- *Hon. Daphne Dayner Babar Roa – SB Member*
- *Hon. Purisima Zabala Ocaña, LPT– SB Member*
- *Hon. Jose Mari Ildefonso C. Roa, Jr. – SB Member*

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICTO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

- Hon. Rolando Baylon Legaspi – SB Member
- Hon. Ireneo Rolando A. Lumbre – SB Member
- Hon. Manuel Bolito Balledo – SB Member
- Hon. Felicito Dela Cruz Beltran III – SB Member
- Hon. Rouen Angely Marcial Tubongbanua – SB Member
- Hon. Melanie Felisa Merida Vivero – LNB President
- Hon. Catherine Robis Benjamin – PPSK President

After determining the attendance of the members, the Presiding Chair declared that a quorum was duly established, there being a majority of members present. Consequently, the session proceeded in accordance with the approved Rules of Procedure of the Sangguniang Bayan.

The Presiding Officer likewise acknowledged the presence of members attending through virtual participation and recognized the same as valid attendance consistent with the applicable rules adopted by the body regarding remote participation during official sessions.

APPROVAL OF THE MINUTES OF THE PREVIOUS SESSION. - As part of the regular order of business, the body proceeded to the consideration and approval of the Minutes of the Previous Session.

To expedite the proceedings, Hon. Catherine Robis Benjamin moved for the suspension of the reading of the minutes, citing that copies of the same had already been furnished and circulated in advance to all members of the Sanggunian for their review, verification, and possible corrections prior to the session.

In support of the motion, it was emphasized that the Office of the Secretary to the Sangguniang Bayan regularly distributes the draft minutes through official online channels every Wednesday before the scheduled regular session, thereby providing ample opportunity for all members to carefully examine the contents and ensure the accuracy of the recorded proceedings.

The motion to suspend the reading of the minutes was duly seconded by all members present. There being no objection from the body, the Presiding Chair declared the motion unanimously approved. Accordingly, the reading of the minutes was dispensed with, and the Minutes of the Previous Session were officially approved and adopted by the Sanggunian.

REFERENCE OF BUSINESS:

1. **Request for Recognition of Sitio Rice Seller Association, with office address at Barangay San Roque, Tolosa, Leyte. (Routed to: Hon. D. Roa [Cooperative]) TN IN-08-2026-802**

The body took up the **Request for Recognition of Sitio Rice Seller Association**, with office address at Barangay San Roque, Tolosa, Leyte, which was previously routed to Hon. Daphne Babar Roa for appropriate action under the Committee concerned with Cooperatives.

Upon the taking up of the matter, Hon. Daphne Dayner Babar Roa moved that the request be considered with urgency. In view of the motion for urgency, Hon. Melanie Felisa M. Vivero moved for the suspension of the Rules in order to allow the Sangguniang Bayan to immediately deliberate and act upon the request during the session.

Following the suspension of the Rules, Hon. Daphne Dayner B. Roa formally moved for the approval of the request for recognition of the Sitio Rice Seller Association. The motion was duly seconded by all the members present. There being no objection, further question, or matter raised for clarification, the body proceeded to act favorably on the request.

Accordingly, the corresponding **Resolution recognizing the Sitio Rice Seller Association of Barangay San Roque, Tolosa, Leyte, was approved.**

It was likewise agreed that an appropriate letter be sent to the Association requesting its representatives to be present before the Sangguniang Bayan on a date to be determined, for appropriate coordination and other matters that may be necessary in relation to its recognition.

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISTIMA Z. OCANA
Sangguniang Bayan Member

HON. JOSE MARK ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

There being no further business to be taken up under the agenda, the body proceeded accordingly.

THIRD READING:

1. An Ordinance Granting a One-Time Cash Incentive of Ten Thousand Pesos (P10,000.00) to All Qualified Three-Term Barangay Officials of the Municipality of Tolosa, Leyte, Subject to the Availability of Funds and Existing Laws, Rules, and Regulations. 1. Hon. Vivero

The body proceeded to the Third Reading of the proposed Ordinance entitled:

"An Ordinance Granting a One-Time Cash Incentive of Ten Thousand Pesos (P10,000.00) to All Qualified Three-Term Barangay Officials of the Municipality of Tolosa, Leyte, Subject to the Availability of Funds and Existing Laws, Rules, and Regulations."

Upon the taking up of the measure on Third Reading, Hon. Elizabeth S. Eracho asked the members of the Sangguniang Bayan who were in favor of the approval and enactment of the proposed Ordinance.

In response, **all the members present raised their hands**, signifying their affirmative vote and support for the approval of the measure. The body thereby manifested its unanimous approval of the proposed Ordinance.

Thereafter, Hon. Melanie Felisa "Bern" Vivero formally moved for the approval and enactment of the Ordinance. The motion was duly seconded by all the members present.

There being no negative vote, objection, or further matter raised for consideration, the proposed Ordinance was **unanimously approved on Third Reading and enacted by the Sangguniang Bayan.**

Action Taken: Ordinance unanimously approved on Third Reading and enacted.

RESOLUTION NO. 08-164-2026

A RESOLUTION APPROVING AND ENACTING THE ORDINANCE NO. 16, S.2026, GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND COMPLIANCE WITH EXISTING LAWS, RULES AND REGULATIONS

WHEREAS, the Sangguniang Bayan of Tolosa, Leyte, acknowledges the significant contributions and dedicated public service rendered by Barangay Officials who have completed three (3) consecutive terms of office in their respective barangays;

WHEREAS, the proposed Ordinance is intended to provide a **one-time cash incentive in the amount of Ten Thousand Pesos (P10,000.00)** to qualified three-term Barangay Officials as a form of recognition and appreciation for their sustained service and contribution to local governance and community development;

WHEREAS, the grant of such incentive shall be implemented only upon compliance with all applicable **laws, rules and regulations, budgeting, accounting, and auditing requirements**, and shall be subject to the availability of legally appropriated funds for the purpose;

WHEREAS, the Sangguniang Bayan, after due deliberation and consideration of the proposed measure, finds that the grant of a one-time incentive, subject to the limitations and safeguards provided therein, is in accordance with the Municipality's policy of recognizing commendable public service and promoting effective local governance;

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARY DE FONSECA C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Oficio Member
Liga President

HON. MELANIE FELISA M. VIVERO

HON. CATHERINE R. BENJAMIN
Ex-Oficio Member
SK Federation President

WHEREAS, the proposed Ordinance shall not be construed as creating a permanent or continuing entitlement, benefit, or obligation on the part of the Municipal Government, but shall constitute a **one-time grant** to qualified recipients upon satisfaction of all requirements prescribed by law and the Ordinance;

NOW, THEREFORE, upon motion of **Hon. Melanie Felisa M. Vivero**, duly seconded and **unanimously approved** by the members present, be it;

RESOLVED, AS IT IS HEREBY RESOLVED, to APPROVE AND ENACT the proposed Ordinance Granting a One-Time Cash Incentive of Ten Thousand Pesos (P10,000.00) to All Qualified Three-Term Barangay Officials of the Municipality of Tolosa, Leyte, Subject to the Availability of Funds and Compliance with Existing Laws, Rules and Regulations, as duly deliberated upon and approved by the Sangguniang Bayan;

RESOLVED FURTHER, that the implementation and disbursement of the said cash incentive shall be strictly subject to the availability of funds duly appropriated for the purpose, and compliance with all applicable laws, rules and regulations, including relevant budgeting, accounting, auditing, and civil service rules and issuances;

RESOLVED FURTHERMORE, that only Barangay Officials who meet the qualifications and documentary requirements prescribed under the approved Ordinance and applicable laws shall be entitled to receive the said one-time cash incentive;

RESOLVED FINALLY, that copies of this Resolution and the approved Ordinance be furnished to the **Office of the Municipal Mayor, Municipal Budget Office, Municipal Accountant, Municipal Treasurer, DILG Municipal Field Office**, and other concerned offices for review, guidance, implementation, and appropriate action.

APPROVED AND ADOPTED this 17TH day of **August 2026**, at the Municipality of Tolosa, Province of Leyte, Philippines.

MUNICIPAL ORDINANCE NO. 16
Series of 2026

AN ORDINANCE GRANTING A ONE-TIME CASH INCENTIVE OF TEN THOUSAND PESOS (P10,000.00) TO ALL QUALIFIED THREE-TERM BARANGAY OFFICIALS OF THE MUNICIPALITY OF TOLOSA, LEYTE, SUBJECT TO THE AVAILABILITY OF FUNDS AND EXISTING LAWS, RULES, AND REGULATIONS.

Authored and Sponsored by:
HON. MELANIE FELISA M. VIVERO

WHEREAS, the Barangay Officials of the Municipality of Tolosa, Leyte perform an essential role in the delivery of basic services, implementation of local programs, maintenance of peace and order, and promotion of the general welfare of their respective communities;

WHEREAS, serving for three consecutive terms as a barangay official demonstrates sustained commitment, dedication, and service to the constituents of the barangay;

WHEREAS, the Municipal Government of Tolosa recognizes the valuable contribution of qualified three-term barangay officials who have continuously served their communities and contributed to local governance and development;

WHEREAS, the Municipality recognizes the importance of providing appropriate recognition and incentive to qualified barangay officials, subject to the availability of funds and compliance with applicable laws, rules, regulations, and accounting and auditing requirements;

WHEREAS, the grant of the incentive shall be subject to the determination of eligibility, availability of funds, and the applicable rules and regulations governing the use of public funds;

NOW, THEREFORE, BE IT ORDAINED by the **Sangguniang Bayan of Tolosa, Leyte**, in session duly assembled, that:

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARY J. DEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO LEGASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. ROUEN ANGELY M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

SECTION 1. TITLE

This Ordinance shall be known as the **"Three-Term Barangay Officials One-Time Cash Incentive Ordinance of the Municipality of Tolosa, Leyte."**

SECTION 2. PURPOSE

This Ordinance is enacted to recognize the dedicated and continuous service of qualified barangay officials who have completed three terms of service and to provide a one-time cash incentive in appreciation of their contribution to their respective barangays and to the Municipality of Tolosa.

SECTION 3. COVERAGE

The one-time cash incentive shall be granted to **qualified three-term barangay officials** of the Municipality of Tolosa, Leyte who meet the eligibility requirements provided under this Ordinance and applicable laws, rules, and regulations.

SECTION 4. AMOUNT OF INCENTIVE

Each qualified three-term barangay official shall be granted a **one-time cash incentive of Ten Thousand Pesos (P10,000.00)**, subject to the availability of funds of the concerned barangay and compliance with existing laws, rules, regulations, accounting, and auditing requirements.

SECTION 5. QUALIFICATION

For purposes of this Ordinance, a qualified three-term barangay official shall refer to a barangay official who:

1. Has served the required **three terms** as a barangay official, subject to applicable laws and regulations;
2. Has been duly qualified and recognized as a barangay official during the corresponding terms of service;

SECTION 6. VERIFICATION OF ELIGIBILITY

The concerned municipal offices, in coordination with the appropriate barangay offices, shall verify the eligibility of each applicant or recipient before the release of the incentive.

The verification shall include appropriate records or certifications establishing the individual's three-term service as a barangay official.

SECTION 7. SOURCE OF FUNDS

The amount necessary for the implementation of this Ordinance shall be **charged against the available and legally appropriated funds of the respective barangays of the Municipality of Tolosa, Leyte**, subject to the availability of funds and applicable budgeting, accounting, auditing, and other government rules and regulations.

Each concerned barangay shall ensure that the grant of the one-time cash incentive is supported by a valid appropriation and that the funds are used solely for the purpose authorized under this Ordinance.

SECTION 8. RELEASE OF INCENTIVE

The **respective barangays** shall facilitate the processing and release of the P10,000.00 one-time cash incentive to qualified three-term barangay officials, subject to the applicable accounting, auditing, and disbursement procedures.

HON. ELIZABETH S. FRACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARK ILDEFONSO C. ROA, JR.
Sangguniang Bayan Member

HON. ROLANDO B. JESASPI
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III
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HON. ROUEN ANGEL M. TUBONGBANUA
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

The concerned barangay officials shall prepare and maintain the necessary supporting documents, including proof of eligibility, payroll or voucher, acknowledgment receipt, and other documents required by the appropriate government offices.

SECTION 9. NON-DUPLICATION OF BENEFIT

The incentive granted under this Ordinance shall be a **one-time benefit** for each qualified three-term barangay official. No person shall receive the same incentive more than once under this Ordinance.

SECTION 10. IMPLEMENTING OFFICES

The respective Barangay Officials, in coordination with the appropriate municipal offices, shall be responsible for the proper implementation of this Ordinance within their respective barangays.

The Municipal Government may provide appropriate guidance and assistance to ensure that the implementation is consistent with applicable laws, rules, regulations, and government accounting and auditing requirements.

SECTION 11. COMPLIANCE WITH EXISTING LAWS

Nothing in this Ordinance shall be interpreted as authorizing the grant of an incentive that is prohibited by national law, rules, regulations, or applicable issuances.

In case any provision of this Ordinance is found to be inconsistent with an existing national law, rule, regulation, or authoritative government issuance, the applicable higher law or regulation shall prevail.

SECTION 12. SEPARABILITY CLAUSE

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

SECTION 13. REPEALING CLAUSE

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

SECTION 14. EFFECTIVITY

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

ENACTED this 17TH day of **August 2026**, at the Municipality of Tolosa, Province of Leyte, Philippines.

Proponent: Hon. Melanie Felisa M. Vivero.

OTHER MATTERS:

The body thereafter proceeded to Other Matters.

The following proposed Ordinances, which were previously under consideration, were **taken out of the table for the meantime** in view of the scheduled Committee Meeting where a speaker or resource person is expected to participate and provide relevant inputs and clarifications on the proposed measures.

The respective Chairpersons concerned requested that **appropriate letters of invitation or communication be sent to the concerned persons and offices** to ensure their presence and participation during the Committee Meeting and to assist the Committees in the further study and deliberation of the proposed Ordinances.

HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member

HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member

HON. JOSE MARI DEFONSO C. ROA, JR.
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HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. TUBONGBANUA
Sangguniang Bayan Member

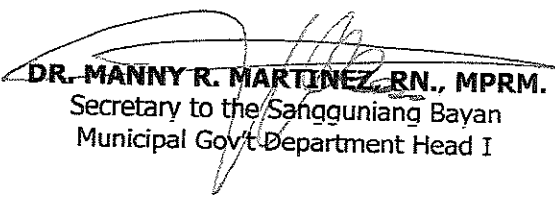
HON. ROJEN ANGELY M.
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member
Liga President

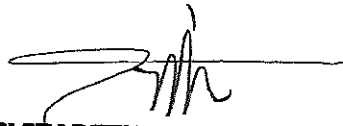
HON. CATHERINE R. BENJAMIN
Ex-Officio Member
SK Federation President

ADJOURNMENT. - There being no other matters left for deliberation, Hon. Felicito D. Beltran III moved for the adjournment of the session. With no objections raised from the members, the Presiding Chair, Hon. Elizabeth Saito Eracho, RCE., formally declared the session adjourned at 10:45 in the morning.

Prepared by:


DR. MANNY R. MARTINEZ RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

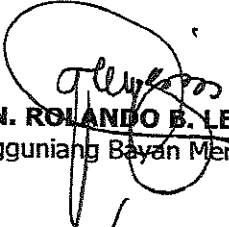
ATTESTED:


HON. ELIZABETH S. ERACHO, RCE.
Municipal Vice-Mayor
Presiding Officer


HON. DAPHNE DAYNER B. ROA
Sangguniang Bayan Member


HON. PURISIMA Z. OCAÑA
Sangguniang Bayan Member


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Sangguniang Bayan Member

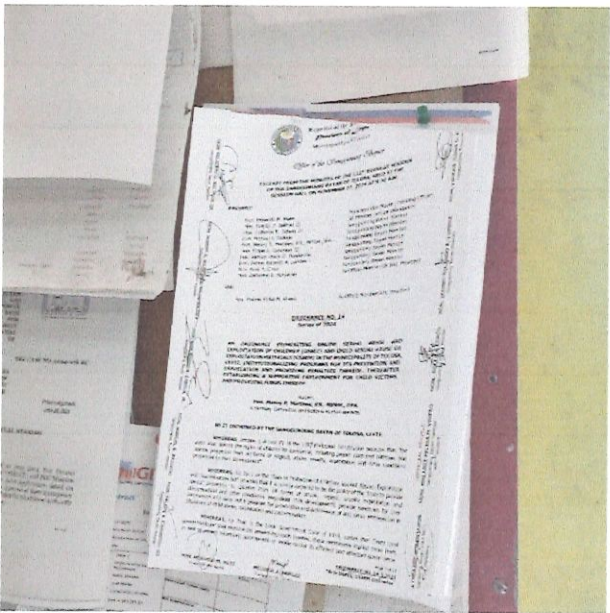
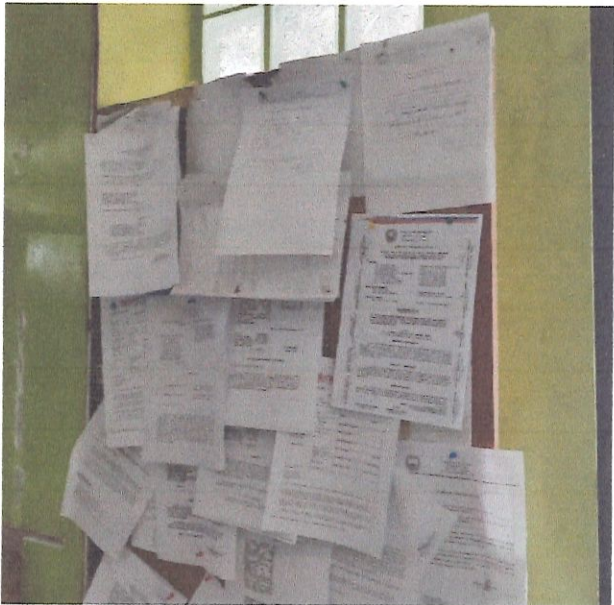

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Sangguniang Bayan Member

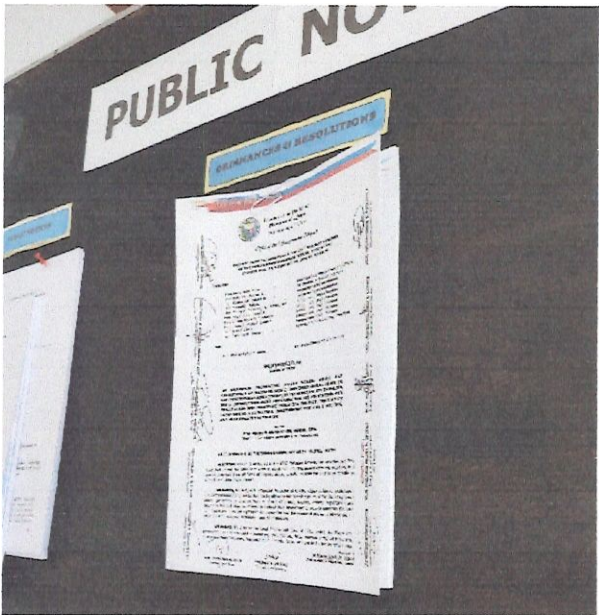
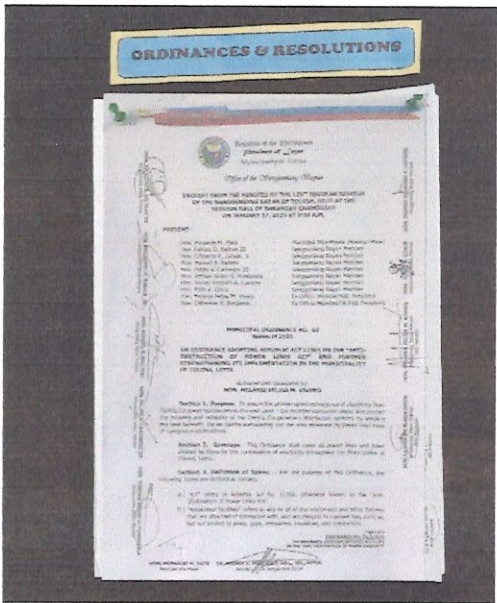

HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/LNB President


HON. CATHERINE R. BENJAMIN
Ex-Officio Member/SK Fed. President

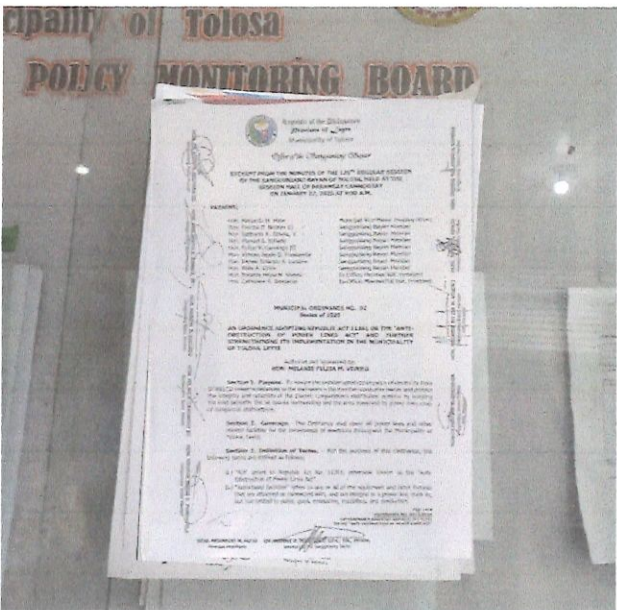
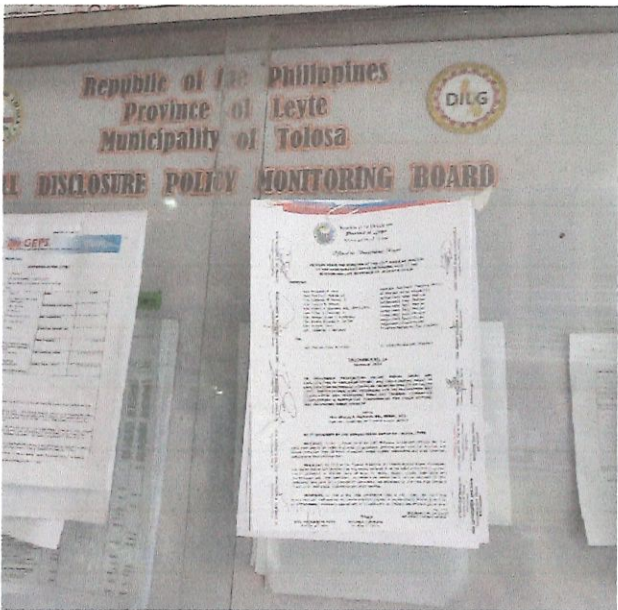
POSTING OF ORDINANCE NO. 16 Series of 2026



AT MUNICIPAL BUILDING



AT TOLOSA PUBLIC TERMINAL



AT TOLOSA PUBLIC MARKET