



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

September 23, 2026



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 17 of the Sangguniang Bayan of Capoocan, Leyte.

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

- Ordinance No. 17 entitled: **“Capoocan Commemorative Service Recognition Award and Capoocan Lingkod Bayan Distinguished Service Award Ordinance of 2026.”**

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
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Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
23 September 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 9.24.26 Time: 9:26

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 17, series of 2026 of the Municipality of Capoocan, Leyte, entitled: An Ordinance granting a Commemorative Service Recognition Award to qualified retiring Municipal Employees and establishing the Capoocan Lingkod Bayan Distinguished Service Award Program for qualified three-term Municipal and Barangay Elective Officials of the Municipality of Capoocan, Leyte, providing funds therefor, and for other purposes.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

September 22, 2026

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: SEP 23 2026

By: June 8:50am

THE HONORABLE BODY

Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: _____
Date: _____ Time: _____

Dear Gentlemen / Mesdames:

Good Day!

Submitting **Municipal Ordinance No. 17, Series of 2026** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE GRANTING A COMMEMORATIVE SERVICE RECOGNITION AWARD TO QUALIFIED RETIRING MUNICIPAL EMPLOYEES AND ESTABLISHING THE CAPOOCAN LINGKOD BAYAN DISTINGUISHED SERVICE AWARD PROGRAM FOR QUALIFIED THREE-TERM MUNICIPAL AND BARANGAY ELECTIVE OFFICIALS OF THE MUNICIPALITY OF CAPOOCAN, LEYTE, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES,"** for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,

JUDY R. DELA TORRE

Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang B

 sbcapoocan@gmail.com / sbcapoocan@yahoo.com

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Sangguniang Panlalawigan
Province of Leyte
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SEP 23 2026
Date: _____
By: Erene S. Sarm

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 60TH REGULAR SESSION HELD ON **AUGUST 25, 2026** AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 17, SERIES OF 2026

AN ORDINANCE GRANTING A COMMEMORATIVE SERVICE RECOGNITION AWARD TO QUALIFIED RETIRING MUNICIPAL EMPLOYEES AND ESTABLISHING THE CAPOOCAN LINGKOD BAYAN DISTINGUISHED SERVICE AWARD PROGRAM FOR QUALIFIED THREE-TERM MUNICIPAL AND BARANGAY ELECTIVE OFFICIALS OF THE MUNICIPALITY OF CAPOOCAN, LEYTE, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, authorizes local government units to exercise powers necessary, appropriate, or incidental to promote the general welfare of their constituents;

WHEREAS, Sections 447 and other pertinent provisions of the Local Government Code empower the Sangguniang Bayan to enact ordinances and authorize appropriations for programs that recognize meritorious public service and promote efficient and dedicated local governance;

WHEREAS, the Civil Service Commission institutionalized the "**Salamat, Mabuhay**" Program as a recognition initiative honoring retiring government employees for their years of faithful, dedicated, and exemplary public service, which serves as an appropriate model for recognizing retiring municipal employees;

WHEREAS, municipal employees who have devoted many years of service deserve meaningful recognition as a lasting symbol of the Municipality's gratitude and appreciation;

WHEREAS, elective municipal and barangay officials who have faithfully completed the maximum three (3) consecutive terms allowed by law have rendered distinguished public service and have significantly contributed to the growth and development of the Municipality and their respective barangays;

WHEREAS, the Municipality recognizes the importance of institutionalizing a local recognition and incentive program to honor both retiring municipal employees and qualified elective officials in a manner consistent with existing laws, budgeting, accounting, and auditing rules;

NOW, THEREFORE, on motion of **Honorable Federico P. Carolino, Jr.**, duly seconded by **Honorable Jaime A. Dalde, Jr.** and **Honorable Florence R. Carolino-Misagal**, **BE IT ORDAINED** by the Sangguniang Bayan of the Municipality of Capoocan, Leyte, in session duly assembled:

SECTION 1. Title. This Ordinance shall be known as the "**Capoocan Commemorative Service Recognition Award and Capoocan Lingkod Bayan Distinguished Service Award Ordinance of 2026.**"

SECTION 2. Declaration of Policy. It is hereby declared the policy of the Municipality of Capoocan to recognize, honor, and reward faithful, dedicated, efficient, and exemplary public service by institutionalizing:

a. **Commemorative Service Recognition Award Program** for qualified retiring municipal employees; and

b. **Capoocan Lingkod Bayan Distinguished Service Award Program** for qualified municipal and barangay elective officials who have completed three (3) consecutive terms in the same elective position.

SECTION 3. Coverage and Qualifications for Commemorative Service Recognition Award Program. The Commemorative Service Recognition Ring Program shall apply to qualified retiring municipal employees occupying permanent or casual positions who retire or separate from the service under applicable retirement laws, rules, and regulations. To qualify the Program, the employee must:

- 1. Have retired or separated from the service in good standing;
- 2. Have rendered faithful and satisfactory public service;
- 3. Have completed at least **ten (10) years of aggregate government service**, whether continuous or cumulative, including service in other government agencies, provided that the last five (5) years of service immediately preceding retirement were rendered in the Municipality of Capoocan;
- 4. Have fully settled all financial, property, and administrative accountabilities with the Municipality;
- 5. Have no final administrative or criminal liability involving dishonesty, grave misconduct, grave abuse of authority, or corruption at the time of retirement or separation; and
- 6. Be certified as qualified by the Human Resource Management Office (HRMO).

SECTION 4. Classification of the Commemorative Service Recognition Award. The Commemorative Service Recognition Award shall be awarded according to the recipient's total years of government service, as follows:

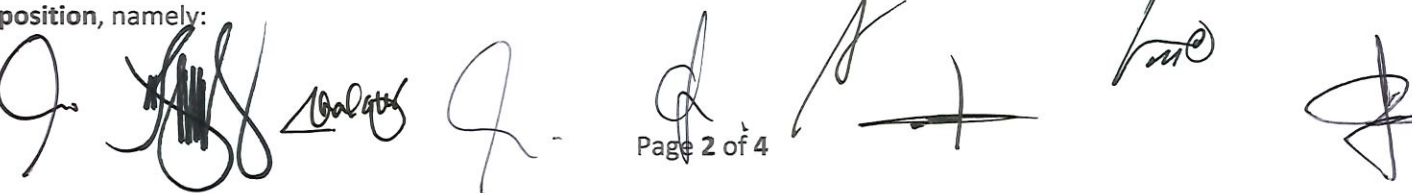
Length of Government Service	Classification of Commemorative Service Recognition Neck Chain and Medallion
Rank and Files Employees and Unit Heads	
10 to 19 years	18K gold, 3 grams neck chain, 3 grams medallion
20 to 29 years	18K gold, 4 grams neck chain, 4 grams medallion
30 years and above	18K gold, 5 grams neck chain, 5 grams medallion
Full-Pledged Department Heads/Salary Grade 24	
10 years but below 15 years	18K gold, 4 grams neck chain, 4 grams medallion
15 years and above	18K gold, 5 grams neck chain, 5 grams medallion
Note: The neck chain will be 18 inches for females, and 20 inches for males.	

The Commemorative Service Recognition Medallion shall bear the official seal of the Municipality of Capoocan and may be engraved with the recipient's name, total years of government service, retirement year, and such other official markings or inscriptions as may be prescribed by the Human Resource Management Office (HRMO), subject to the approval of the Office of the Municipal Mayor for employees under the Executive Department and the Office of the Municipal Vice Mayor for employees under the Legislative Department.

SECTION 5. Conferment of the Commemorative Service Recognition Award. The Commemorative Service Recognition Ring shall be conferred during the Municipality's **Founding Anniversary Celebration**.

The Program may likewise include the presentation of a Plaque or Certificate of Recognition, an audio-visual tribute, and other appropriate non-monetary forms of recognition to be administered by the HRMO.

SECTION 6. Coverage and Qualifications for Capoocan Lingkod Bayan Distinguished Service Award Program for Three-Term Elective Officials. The Capoocan Lingkod Bayan Distinguished Service Award Program shall cover the following elective officials of the Municipality of Capoocan who have completed **three (3) consecutive terms in the same elective position**, namely:



Page 2 of 4

- a. Municipal Mayor;
- b. Municipal Vice Mayor;
- c. Members of the Sangguniang Bayan;
- d. Punong Barangays; and
- e. Members of the Sangguniang Barangay.

To qualify for the **Capoocan Lingkod Bayan Distinguished Service Award**, an elective official must:

- 1. Have completed three (3) consecutive terms in the same elective position as provided by law;
- 2. Have served the Municipality or Barangay with integrity, dedication, and faithful public service;
- 3. Have no final administrative or criminal judgment involving dishonesty, grave misconduct, grave abuse of authority, corruption, or any offense involving moral turpitude committed in relation to public office; and
- 4. Be certified by the Municipal Local Government Operations Officer (MLGOO) as having completed the required three (3) consecutive terms.

SECTION 7. Capoocan Lingkod Bayan Distinguished Service Awards. Qualified elective officials shall receive:

Elective Position	Classification of Service Incentive Award
Municipal Mayor	Plaque of Recognition, 18K gold, 7 grams neck chain, 7 grams medallion; and Cash Incentive in such amount as may be authorized by the Sangguniang Bayan through the Annual Appropriations Ordinance.
Municipal Vice Mayor	Plaque of Recognition, 18K gold, 6 grams neck chain, 6 grams medallion; and Cash Incentive in such amount as may be authorized by the Sangguniang Bayan through the Annual Appropriations Ordinance.
Sangguniang Bayan Member	Plaque of Recognition, 18K gold, 5 grams neck chain, 5 grams medallion; and Cash Incentive in such amount as may be authorized by the Sangguniang Bayan through the Annual Appropriations Ordinance.
Punong Barangay	Plaque of Recognition, 18K gold, 3 grams neck chain, 3 grams medallion.
Sangguniang Barangay Member	Plaque of Recognition, 14K gold, 3 grams neck chain, 3 grams medallion.
Note: The neck chain will be 18 inches for females, and 20 inches for males.	

The Commemorative Service Medallion shall bear the official seal of the Municipality of Capoocan and may be engraved with the recipient's name, elective position, years of elective service, year of conferment, and such other official markings or inscriptions as may be prescribed by the Municipal Mayor for awards conferred upon the Municipal Mayor, and by the Sangguniang Bayan for awards conferred upon the Vice Mayor and Members of the Sangguniang Bayan.

SECTION 8. Conferment of the Capoocan Lingkod Bayan Distinguished Service Award. The awards under this Ordinance shall be conferred during the Municipality's Founding Anniversary Celebration. The conferment and administration of the awards shall be organized and facilitated by the HRMO, in coordination with the Office of the Municipal Mayor or the Office of the Sangguniang Bayan, as the case may be, and the Municipal Local Government Operations Office (MLGOO).

SECTION 9. Nature of the Award. The Commemorative Service Recognition Neck Chain with Medallion and plaques are honorary recognitions of distinguished public service. Cash incentives granted under this Ordinance are intended solely as local recognition incentives authorized by the Municipality and shall not form part of the recipient's salary, retirement benefits, gratuity, representation allowance, or any other form of compensation provided by law.

SECTION 10. Source of Funds. Funds necessary for the implementation of this Ordinance shall be charged against available appropriations of the Municipality and thereafter included in the Annual Budget, subject to existing budgeting, accounting, procurement, and auditing laws, rules, and regulations.

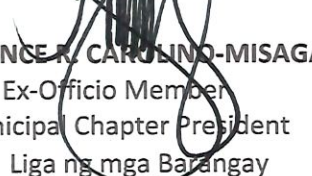
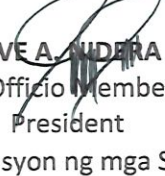
SECTION 11. Separability Clause. If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

SECTION 12. Repealing Clause. All ordinances, resolutions, executive issuances, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 13. Transitory Provision. Qualified retiring employees and elective officials who retired or completed the maximum consecutive terms of office prescribed by law *on or after 01 January 2026* but before the effectivity of this Ordinance shall likewise be entitled to receive the Commemorative Service Recognition Award and Capoocan Lingkod Bayan Distinguished Service Award, subject to the qualifications, requirements, and availability of appropriated funds under this Ordinance.

SECTION 14. Effectivity. This Ordinance shall take effect immediately upon its approval.

ENACTED by the Sangguniang Bayan, in session assembled this 25th day of AUGUST 2026 at Capoocan, Leyte.

 GRACIA G. PIGAR SB Member	 VON LITO Q. VALLAR SB Member	 FEDERICO P. CAROLINO, JR. SB Member	 JAIME A. DALDE, JR. SB Member
 ARNOLD B. CAING SB Member	 LANDER JAKE D. ABILLAR SB Member	 TERESA C. BALQUIN SB Member	 JOJO N. NEPOMUCENO SB Member
 FLORENCE R. CAROLINO-MISAGAL Ex-Officio Member Municipal Chapter President Liga ng mga Barangay		 DAVE A. NUDERA Ex-Officio Member President Pambayang Pederasyon ng mga Sangguniang Kabataan	

I HEREBY CERTIFY to the correctness of the foregoing Ordinance of the Sangguniang Bayan Capoocan, Leyte.


JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Vice-Mayor/Presiding Officer

APPROVED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Mayor
Date: 9/22/26