



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
October 6, 2026

Item No.: 19

Date: 03 2026 NOV

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 10.22.26 Time: 9M

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
OCT 30 2026
Date: _____
By: _____

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 522-220626 of the Sangguniang Bayan of Palompon, Leyte.

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76², subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
22 July 2026

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 
Date: 7.22.26 Time: 3:47

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 522-220626** of the Municipality of **Palompon, Leyte**, entitled: **An Ordinance abolishing certain vacant Plantilla positions in the Municipal Government of Palompon, Leyte, and for other purposes.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF PALOMPON
OFFICE OF THE SANGGUNIANG BAYAN

1st Endorsement
July 20, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JUL 22 2026
By: _____

SECRETARY TO THE SANGGUNIANG PANLALAWIGAN

4th Floor, Provincial Government Complex
Palo, Leyte

Sir/ Madam:

Forwarding herewith copies of the **Municipal Ordinance No. 522-220626**, entitled **"AN ORDINANCE ABOLISHING CERTAIN VACANT PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES,"** for review by the Sangguniang Panlalawigan.


AIME D. MACAYAN
LLSE I / Temporary SB Secretary

Enclosed:

1. Committee Report
2. Minutes of the Committee Meeting
3. Attendance



<https://www.facebook.com/palomponlguofficial>



palomponsboffice@gmail.com



palomponleyte.gov.ph

MARIVIC E. PATALINGHUG
SB Member



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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JUL 22 2026
By: _____

VANESSA N. AVENIDO
SB Member

ANTONIO R. SALAZAR
SB Member

EXCERPTS FROM THE MINUTES OF THE 50TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF PALOMPON, LEYTE HELD ON
JUNE 22, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL

PRESENT:

- Acting Municipal Vice-Mayor Burt Mari M. Bregaudit (Presiding Officer)
- SB Member Edgar P. Pacaldo
- SB Member William O. Balasabas
- SB Member Vanessa N. Avenido
- SB Member Marivic E. Patalinghug
- SB Member Antonio R. Salazar
- SB Member Leonardo C. Quiamco, Jr.
- SB Member Edilberto R. Longcanaya
- Ex-Officio Member/Liga President Pablo B. Tan

WILLIAM O. BALASABAS
SB Member

LEONARDO C. QUIAMCO, JR.
SB Member

ABSENT:

- Ex-Officio Member/SK Fed. President Manuelene Laurette M. Tee

EDGAR P. PACALDO
SB Member

NOTE:

Municipal Vice Mayor Javes Keith R. de la Calzada was serving as Acting Municipal Mayor in lieu of the official leave of the Municipal Mayor

EDILBERTO R. LONGCANAYA
SB Member

MUNICIPAL ORDINANCE NO. 522-220626

AN ORDINANCE ABOLISHING CERTAIN VACANT PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES

WHEREAS, the Municipal Government of Palompon, Leyte is committed to maintaining an efficient, effective, and responsive organizational structure that supports the delivery of quality public services and promotes good governance;

WHEREAS, the Municipal Government of Palompon periodically reviews its organizational structure and staffing pattern to ensure that personnel resources remain aligned with current operational requirements and fiscal priorities.

WHEREAS, upon evaluation, the positions identified herein have remained vacant and are no longer relevant to the present organizational and service delivery needs of the municipality;

RENE A. CAMPOSANO
SB Member

BURT MARI M. BREGAUDIT
Acting Mun. Vice-Mayor/ Presiding Officer

MANUELENE LAURETTE M. TEE
SB Member

AIME D. MACAYAN
LLSE I/ Temp. SB Secretary

MARY DOMINIQUE A. ONATE
Municipal Mayor

MARVIC E. PATA LINCHUG
SB Member

ANTONIO R. SALAZAR
SB Member

LEONARDO C. QUIAMCO, JR.
SB Member

EDILBERTO R. LONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE LAURETTE M. TEE
SB Member

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units to design and implement their own organizational structures and staffing patterns in accordance with service requirements and financial capability;

WHEREAS, the authority to create, reorganize, and abolish positions is inherent in the power of local government units to determine and establish an organizational structure that is responsive to changing administrative and operational needs, subject to existing laws, rules, and regulations;

WHEREAS, the abolition of certain plantilla positions is being undertaken in good faith and in the interest of public service, organizational effectiveness, fiscal responsibility, and institutional strengthening, and is not intended to circumvent civil service laws nor to prejudice the rights of incumbent personnel;

WHEREAS, the abolition of certain plantilla positions forms part of the Municipality's Reorganized Organizational Structure and Staffing Pattern designed to improve service delivery, enhance accountability, and strengthen the overall capacity of the local government;

WHEREAS, the Municipal Government recognizes the need to ensure that personnel expenditures remain within statutory limitations and that available resources are allocated to priority programs, projects, and services that directly benefit the constituents of Palompon, Leyte;

WHEREAS, the proposed abolition of certain plantilla positions has been carefully evaluated and determined to be necessary, reasonable, and consistent with applicable laws, policies, and standards governing local government organization and personnel administration;

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Palompon in session assembled:

SECTION 1. TITLE. This Ordinance shall be known as the "Ordinance Abolishing Certain Vacant Plantilla Positions in the Municipal Government of Palompon."

SECTION 2. LEGAL BASIS. This Ordinance is enacted pursuant to the provisions of:

- Republic Act No. 7160, otherwise known as the Local Government Code of 1991, particularly Sections 76 and 77, which authorize local government units to determine their organizational structure and staffing pattern, and to create, abolish, or modify positions subject to existing laws and regulations;
- Applicable rules, regulations, and standards issued by the Civil Service Commission and the Department of Budget and Management; and
- Other pertinent laws, rules, and issuances governing local government administration and personnel management.

SECTION 3. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality of Palompon to maintain an efficient, economical, and responsive organizational structure by abolishing vacant plantilla positions that are no longer necessary, redundant, or inconsistent with the current operational requirements of the Municipal Government, thereby promoting fiscal responsibility and organizational effectiveness.

VANESSA AVENIDO
SB Member

WILLIAM O. BALASABAS
SB Member

EDGAR P. PACALDO
SB Member

BURT MARTIN BREGAUDIT
Acting Mun. Vice-Mayor/Presiding Officer

AIME D. MACAYAN
LLSE I/ Temp. SB Secretary

MARY DOMINIQUE A. OÑATE
Municipal Mayor

SECTION 4. ABOLITION OF VACANT PLANTILLA POSITIONS. The following vacant plantilla positions are hereby abolished:

OFFICE	POSITION TITLE	SALARY GRADE
Mayor's Office	Labor and Employment Officer I	SG-11
Municipal Planning and Development Coordinator's Office (MPDC)	Computer Programmer II	SG-15
Municipal Environment, Ecological Tourism and Tourism Office (MEETO)	Tourism Operations Officer II	SG-15
Municipal Environment, Ecological Tourism and Tourism Office (MEETO)	Park Maintenance General Foreman	SG-10
Municipal Environment, Ecological Tourism and Tourism Office (MEETO)	Security Guard I	SG-3
Municipal Social Welfare and Development Office (MSWDO)	Social Welfare Officer I	SG-11
Municipal Social Welfare and Development Office (MSWDO)	Administrative Aide III (Utility Worker II)	SG-3
Municipal Social Welfare and Development Office (MSWDO)	Administrative Aide III (Clerk I)	SG-3
Municipal Agriculture Office (MAO)	Farm Worker I	SG-2
Municipal Engineering Office (MEO)	Administrative Assistant III (Motorpool Supervisor)	SG-15
Municipal Engineering Office (MEO)	Engineering Aide	SG-4
Tourism Development Authority (TDA)	Park Maintenance General Foreman	SG-10
Waterworks and Sanitation Services (WASH)	Administrative Officer I (Cashier I)	SG-10
Waterworks and Sanitation Services (WASH)	Meter Reader II	SG-6
Waterworks and Sanitation Services (WASH)	Administrative Aide I (Laborer I)	SG-1
Municipal Accounting Office	Administrative Aide II (Messenger)	SG-2
Municipal Assessor's Office	Local Assessment Operations Officer I	SG-11
General Services Office (GSO)	Administrative Aide III (Laborer II)	SG-4
Local Economic and Investments Promotions Office (LEIPO)	Local Economic and Investments Promotion Officer I	SG-11
Local Disaster Risk Reduction and Management Office (LDRRMO)	Local Disaster Risk Reduction and Management Officer III	SG-18

MARIVIC E. PATALINGHUG
SB Member

The abolition of the foregoing positions shall form part of the revised staffing pattern of the Municipal Government of Palompon.

VANESSA N. AVENIDO
SB Member

ANTONIO B. SALAZAR
SB Member

SECTION 5. STATUS OF POSITIONS. The positions enumerated in Section 4 are certified vacant and unfilled as of the date of enactment of this Ordinance. Since no incumbent personnel are affected, the abolition of said positions shall not result in displacement, separation, or diminution of benefits of any employee.

WILLIAM O. BALASABAS
SB Member

LEONARDO C. QUIAMCO, JR.
SB Member

SECTION 6. AMENDMENT OF THE PLANTILLA OF PERSONNEL. The approved Plantilla of Personnel and Staffing Pattern of the Municipal Government of Palompon are hereby amended accordingly to reflect the abolition of the foregoing positions.

The Municipal Human Resource Management Office, Municipal Budget Office, and Municipal Accounting Office shall undertake the necessary adjustments in personnel records, plantilla documents, and related reports.

EDGAR P. PACALDO
SB Member

EDILBERTO B. JONGCANAYA
SB Member

SECTION 7. AUTHORITY TO IMPLEMENT. The Municipal Mayor is hereby authorized to undertake all necessary measures to implement this Ordinance, including the submission of pertinent documents to the Civil Service Commission, Department of Budget and Management, and other concerned agencies for notation, review, or approval, as may be required under existing rules and regulations.

SECTION 8. UTILIZATION OF SAVINGS. Any savings resulting from the abolition of the vacant positions may be utilized in accordance with existing budgeting, accounting, auditing, and other applicable laws, rules, and regulations.

BURT MARTIN BREGAUDIT
Acting Mun. Vice-Mayor/Presiding Officer

RENE A. CAMPOSANO
SB Member

SECTION 9. 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 10. REPEALING CLAUSE. All ordinances, resolutions, executive orders, rules, regulations, or parts thereof inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

AIME D. MACAYAN
LLSE / Temp. SB Secretary

SECTION 11. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with the posting and publication requirements prescribed under the Local Government Code and other applicable laws and regulations.

SECTION 12. EFFECTIVITY

This amending ordinance shall take effect immediately upon its approval and after compliance with the posting and publication requirements under existing laws and regulations.

MANUELENE LAURETTE M. TEE
SB Member

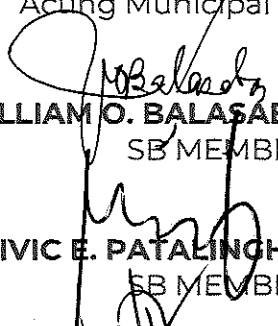
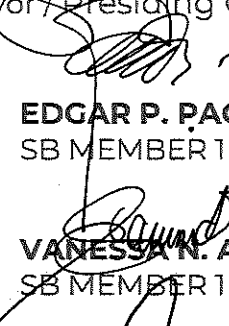
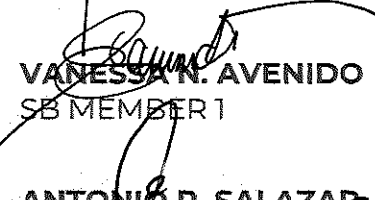
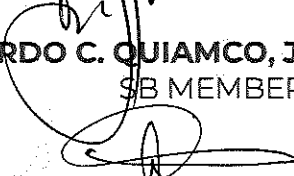
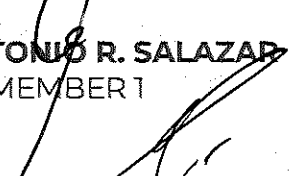
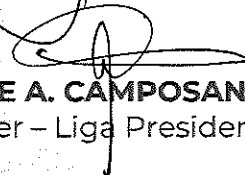
ENACTED: 22 June 2026

MARY DOMINIQUE A. OÑATE
Municipal Mayor

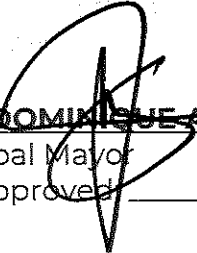
I HEREBY CERTIFY to the correctness of the above-mentioned Municipal Ordinance


AIME D. MACAYAN
LLSE I/ Temporary SB Secretary

Attested:

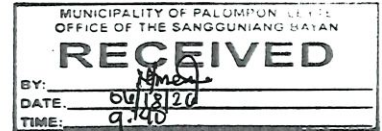
 BURT MARI M. BREGAUDIT Acting Municipal Vice-Mayor / Presiding Officer	
 WILLIAM O. BALASABAS SB MEMBER 1	 EDGAR P. PACALDO SB MEMBER 1
 MARIVIC E. PATALINGHUG SB MEMBER 1	 VANESSA N. AVENIDO SB MEMBER 1
 LEONARDO C. QUIAMCO, JR. SB MEMBER 1	 ANTONIO R. SALAZAR SB MEMBER 1
 RENE A. CAMPOSANO Ex-Officio Member – Liga President	 EDILBERTO R. LONGCANAYA SB MEMBER 1
 MANUELENE LAURETTE M. TEE Ex-Officio Member/SKFed. President	

Approved:


MARY DOMINIQUE A. OÑATE
Municipal Mayor
Date Approved: _____



Republic of the Philippines
Province of Leyte
Municipality of Palompon



OFFICE OF THE SANGGUNIANG BAYAN

MINUTES OF THE COMMITTEE MEETING HELD ON JUNE 17, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL OF THIS MUNICIPALITY CONDUCTED BY THE COMMITTEE ON LAW AND RULES

PRESENT:

SB Member Marivic E. Patalinghug

..... Temp. Presiding Officer, Member
Committee on Law and Rules

SB Member Leonardo C. Quiamco, Jr.

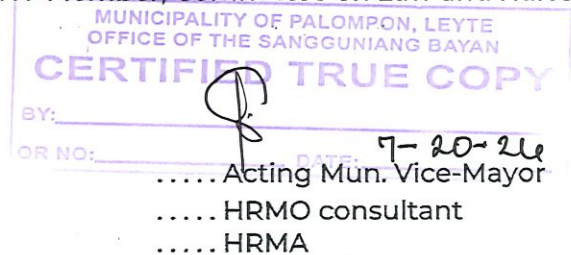
..... Member, Committee on Law and Rules

ALSO PRESENT:

Burt Mari M. Bregaudit

Terence S. Osmeña

Kenneth S. Aguilar



The Committee Meeting was called to order by the Temporary Presiding Officer, Sangguniang Bayan Member Marivic E. Patalinghug, at exactly 9:39 A.M.

The meeting proceeded to the business at hand, which was the deliberation on the following proposed ordinances referred to the Committee:

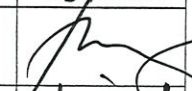
1. "AN ORDINANCE ADOPTING AND APPROVING THE NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"
2. "AN ORDINANCE ABOLISHING CERTAIN VACANT PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"
3. "AN ORDINANCE CREATING THREE KEY OFFICES, NAMELY: THE MUNICIPAL AGRICULTURE AND BIOSYSTEMS ENGINEERING OFFICE (MABEO), THE MUNICIPAL COOPERATIVES DEVELOPMENT OFFICE (MCDO), AND THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO); AND TWO SECTION OFFICES, NAMELY: THE PERSONS WITH DISABILITIES AFFAIRS OFFICE (PDAO) AND THE OFFICE OF SENIOR CITIZENS AFFAIRS (OSCA) UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO); CREATING THE CORRESPONDING PLANTILLA POSITIONS; AND FOR OTHER PURPOSES."

The Committee conducted a thorough review and deliberation of the three (3) proposed ordinances, all of which pertain to the rationalization, strengthening, and enhancement of the organizational structure and staffing pattern of the Municipal Government of Palompon, Leyte.

It was noted that the proposed measures collectively aim to improve the delivery of basic services, strengthen institutional capacity, enhance coordination among offices, and ensure efficient and effective public service delivery.

The creation of new offices and section offices, abolition of vacant and non-essential plantilla positions, and adoption of a new organizational structure were all determined to be necessary to align the Municipal Government's staffing pattern with its current operational needs and development priorities.

ATTENDANCE SHEET

Title: COMMITTEE MEETING (COMMITTEE ON LAW AND RULES)				Page ____ of ____	
Venue: Municipal Session Hall			Date(s): June 17, 2026		
#	Name	Department/Organization	Position	Contact No.	Signature
1	BURT MARI M. BREGAUDIT	SANGGUNIANG BAYAN	ACTING MUN. VICE-MAYOR		
2	MARIVIC E. PATALINGHUG	SANGGUNIANG BAYAN	SB MEMBER		
3	LEONARDO C. QUIAMCO, JR.	SANGGUNIANG BAYAN	SB MEMBER		
4	TERENCE S. OSMEÑA	HRMO	CONSULTANT		
5	KENNETH S. AGUILAR	HRMO	HRMA		
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MUNICIPALITY OF PALOMPON, LEYTE
OFFICE OF THE SANGGUNIANG BAYAN
CERTIFIED TRUE COPY
BY: 
OR NO: _____ DATE: 7-20-26