



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCE OF LEYTE
LEGAL OFFICE

By: [Signature]
Date: 10-21-26 Time: 9:44

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: OCT 30 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT

July 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 523-220626 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 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
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
22 July 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: *[Signature]*
Date: *7.22.26* Time: *3:20*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 523-220626** of the Municipality of **Palompon, Leyte**, entitled: **An Ordinance approving the reorganized organizational structure and staffing pattern of the Municipal Government of Palompon, Leyte, and for other purposes.**

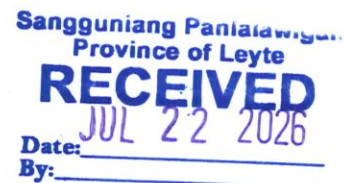
[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



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

1st Endorsement
July 20, 2026

SECRETARY TO THE SANGGUNIANG PANLALAWIGAN
4th Floor, Provincial Government Complex
Palo, Leyte



Sir/ Madam:

Forwarding herewith copies of the **Municipal Ordinance No. 523-220626**, entitled **"AN ORDINANCE APPROVING THE REORGANIZED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF 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

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



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

WILLIAM O. BALASABAS
SB Member

EDGAR P. PACALDO
SB Member

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

AIME D. GACAYAN
LLSE I / Temp. SB Secretary

MARY DOMINICA A. OÑATE
Municipal Mayor

OFFICE OF THE SANGGUNIANG BAYAN

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

ABSENT:

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

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

MUNICIPAL ORDINANCE NO. 523-220626

**AN ORDINANCE APPROVING THE REORGANIZED ORGANIZATIONAL
STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT
OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES**

WHEREAS, the Municipal Government of Palompon, Leyte is committed to promoting effective, efficient, transparent, and accountable governance through a responsive organizational structure capable of addressing the needs and aspirations of its constituents;

WHEREAS, the Municipality continuously endeavors to improve the delivery of basic services, strengthen institutional capacity, and enhance the implementation of programs, projects, and activities consistent with its vision, mission, goals, and development priorities;

WHEREAS, the increasing scope and complexity of local government functions, together with emerging challenges in public administration, necessitate the review and updating of the existing organizational structure and staffing pattern of the Municipal Government;

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants local government units the authority to design and implement their own organizational structures and staffing patterns, taking into consideration service requirements and financial capability, subject to the standards and guidelines prescribed by law;

WHEREAS, the approval of the Reorganized Organizational Structure and Staffing Pattern is necessary to ensure that the Municipal Government is equipped with the appropriate offices, divisions, sections, and personnel complement required to effectively discharge its mandated functions and responsibilities;

WHEREAS, the Reorganized Organizational Structure and Staffing Pattern has been formulated after a comprehensive assessment of the Municipality's organizational requirements, service delivery needs, workload demands, and strategic development objectives;

WHEREAS, the reorganized organizational structure seeks to institutionalize mechanisms that will improve coordination among offices, strengthen administrative and technical functions, enhance accountability, and promote efficiency in the delivery of public services;

WHEREAS, the staffing pattern provides for the appropriate allocation of plantilla positions necessary to support the operations of the various offices and to ensure the effective implementation of local government programs and services;

WHEREAS, the Municipal Government recognizes the importance of maintaining an organizational structure that is responsive to changing governance demands while remaining consistent with applicable laws, rules, regulations, and standards prescribed by the national government;

WHEREAS, sufficient consideration has been given to the Municipality's financial capability and sustainability in the formulation of the Reorganized Organizational Structure and Staffing Pattern, in accordance with applicable budgeting, compensation, and personnel policies;

WHEREAS, the approval of the Reorganized Organizational Structure and Staffing Pattern will strengthen the institutional capacity of the Municipal Government and contribute to the attainment of good governance, organizational excellence, and improved public service delivery for the people of Palompon, Leyte;

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 Approving the Reorganized Organizational Structure and Staffing Pattern of the Municipal Government of Palompon."

MARVIC E. PATALINCHUG
SB Member

ANTONIO R. SALAZAR
SB Member

LEONARDO C. QUIAMCO, JR.
SB Member

EDILBERTO D. LONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE LAURETTE M. TEE
SB Member

VANESSA AVENIDO
SB Member

WILLIAM O. BALASABAS
SB Member

EDGAR P. PACALDO
SB Member

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

AIME D. MACAYAN
LLSE I/Temp. SB Secretary

MARY DOMINIQUE A. OÑATE
Municipal Mayor

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

- a. Republic Act No. 7160, otherwise known as the Local Government Code of 1991, particularly Sections 76, 77, and other pertinent provisions authorizing local government units to determine their organizational structure and staffing pattern subject to civil service laws, rules, and regulations;
- b. Civil Service Commission Memorandum Circulars and other issuances governing organization and staffing standards in local government units;
- c. Applicable rules and regulations of the Department of Budget and Management; and
- d. Other relevant laws, executive issuances, and administrative regulations.

SECTION 3. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality of Palompon to establish a responsive, efficient, accountable, and results-oriented organizational structure that will strengthen local governance, improve public service delivery, ensure compliance with statutory mandates, and effectively address the growing needs of the municipality and its constituents.

SECTION 4. APPROVAL OF THE REORGANIZED ORGANIZATIONAL STRUCTURE.

The Reorganized Organizational Structure of the Municipal Government of Palompon, as reflected in the approved Reorganized Organizational Structure and Staffing Pattern (OSSP), is hereby approved.

The organizational structure shall consist of the mandatory offices prescribed under the Local Government Code and such optional offices, divisions, units, and positions as may be necessary for the efficient administration of municipal affairs, subject to the approval and authority of the appropriate government agencies.

SECTION 5. APPROVAL OF THE STAFFING PATTERN. The Staffing Pattern attached hereto as Annex "A" and made an integral part of this Ordinance is hereby approved.

The staffing pattern shall indicate:

1. Position Title;
2. Item Number;
3. Salary Grade;
4. Employment Status;
5. Number of Positions; and
6. Office/Unit Assignment.

The positions included therein shall constitute the authorized plantilla positions of the Municipal Government of Palompon.

SECTION 6. CREATION, ABOLITION, RECLASSIFICATION, AND RETITLING OF POSITIONS. The creation, abolition, reclassification, conversion, upgrading, downgrading, retitling, or merger of positions as reflected in the approved OSSP are hereby authorized, subject to existing civil service laws, compensation and position classification standards, budgetary limitations, and approval by the appropriate government agencies.

No employee shall be removed or separated from the service except for lawful causes and in accordance with due process and applicable laws, rules, and regulations.

SECTION 7. IMPLEMENTATION. The Municipal Mayor is hereby authorized to implement the approved Reorganized Organizational Structure and Staffing Pattern and to undertake all necessary actions for its operationalization, including:

- Submission of required documents to the Civil Service Commission, Department of Budget and Management, and other oversight agencies;
- Appointment, promotion, reassignment, placement, or deployment of personnel in accordance with applicable laws and regulations;
- Issuance of implementing orders, directives, and guidelines; and
- Adoption of transitional arrangements necessary for the smooth implementation of this Ordinance.

SECTION 8. FUNDING. The funding requirements necessary for the implementation of this Ordinance shall be charged against available appropriations of the Municipal Government of Palompon, subject to existing budgeting, accounting, auditing, and fiscal management rules and regulations.

Subsequent funding requirements shall be included in the annual budget of the Municipality, subject to the provisions of applicable laws and regulations.

SECTION 9. TRANSITORY PROVISION. Pending full implementation of the approved Reorganized Organizational Structure and Staffing Pattern, existing offices and personnel shall continue to perform their respective duties and functions until otherwise provided by competent authority.

Actions affecting personnel shall be undertaken in a manner that ensures continuity of public service and protection of employee rights.

SECTION 10. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 11. REPEALING CLAUSE. All ordinances, resolutions, executive issuances, rules, regulations, or portions thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

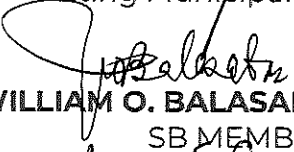
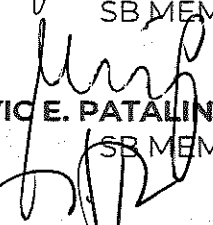
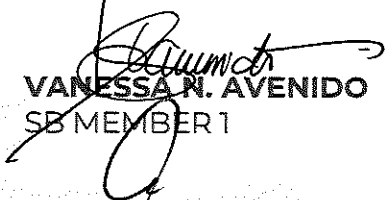
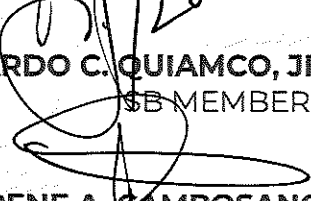
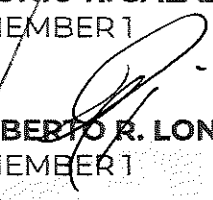
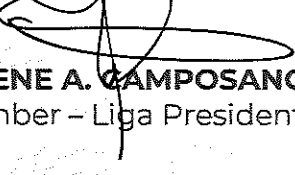
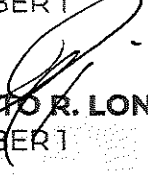
SECTION 12. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with the publication and posting requirements prescribed under the Local Government Code and other applicable laws.

ENACTED: 22 June 2026

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

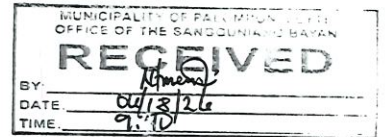

AIME D. MACAYAN
LLSE I/ Temporary SB Secretary

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	

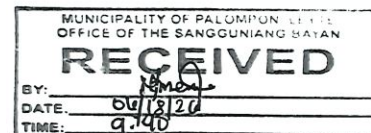
Approved:


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

MUNICIPALITY OF PALOMPON, LEYTE
OFFICE OF THE SANGGUNIANG BAYAN
CERTIFIED TRUE COPY
BY:  7-20-26
OR NO: Acting Mun. Vice-Mayor
..... HRMO consultant
..... HRMA

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:

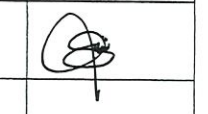
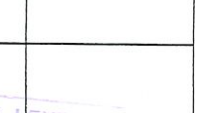
1. "AN ORDINANCE ADOPTING AND APPROVING THE NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"
2. "AN ORDINANCE ABOLISHING CERTAIN VACANT PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"
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