



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

Sangguniang Panlalawigan
Province of Leyte

RECEIVED
OCT 30 2026

Date: OCT 30 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

Item No.: 21
Date: 03 2026 NOV
PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED

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

2nd INDORSEMENT

July 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 524-220626 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: 
Date: 7.22.26 Time: 3:22

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 524-220626** of the Municipality of **Palompon, Leyte**, entitled: **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.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



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

1st Endorsement

July 20, 2026

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 22 2026
By: _____

SECRETARY TO THE SANGGUNIAN PANLALAWIGAN

4th Floor, Provincial Government Complex
Palo, Leyte

Sir/ Madam:

Forwarding herewith copies of the **Municipal Ordinance No. 524-220626**, entitled **"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,"** 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



Republic of the Philippines
Province of Leyte
Municipality of Palompon

--oOo--

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 22 2026

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. 524-220626

**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**

WHEREAS, the Local Government Unit of Palompon, Leyte is committed to
promoting effective, efficient, accountable, and responsive local governance in
accordance with the principles of decentralization and local autonomy;

MARIVIC E. PATAJINGHUG
SB Member

WHEREAS, the increasing demands for public services, implementation of national and local development programs, and evolving administrative requirements necessitate the strengthening of the organizational structure of the Municipal Government;

VANESSA N. AVENIDO
SB Member

ANTONIO F. SALAZAR
SB Member

WHEREAS, the current organizational framework and staffing pattern require enhancement to ensure the efficient delivery of basic services and the effective performance of mandated functions by various departments and offices;

WILLIAM O. BALASABAS
SB Member

LEONARDO D. QUIAMCO, JR.
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, taking into consideration service requirements and financial capability;

WHEREAS, Section 443 of the Local Government Code of 1991 empowers the Municipal Government to create offices and positions as may be necessary to carry out the purposes of local governance, subject to existing laws, rules, and regulations;

EDGAR P. PACALDO
SB Member

EDILBERTO F. LONGCANAYA
SB Member

WHEREAS, there is a need to establish key offices and section offices to strengthen institutional capacity, improve coordination among departments, enhance program implementation, and address emerging governance challenges within the Municipality of Palompon;

WHEREAS, the creation of certain plantilla positions is necessary to provide adequate human resources, ensure continuity of public service, improve operational efficiency, and support the functions of newly created and existing offices;

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

RENE A. CAMPOSANO
SB Member

WHEREAS, the proposed creation of offices and plantilla positions has been evaluated and determined to be consistent with the Municipality's development priorities, organizational needs, and fiscal capacity, subject to the approval of the appropriate oversight and regulatory agencies;

WHEREAS, the Municipal Government recognizes that a competent and adequately staffed bureaucracy is essential to achieving sustainable development, good governance, and improved public service delivery for the residents of Palompon, Leyte;

AIME D. MACAYAN
LLSE / Temp. SB Secretary

MANUELENE LAURETTE M. TEE
SB Member

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

SECTION 1. TITLE. This Ordinance shall be known as the "Ordinance Creating Key Offices, Section Offices Under the MSWDO, and Corresponding Plantilla Positions in the Municipal Government of Palompon."

SECTION 2. DECLARATION OF POLICY. It is the policy of the Municipal Government of Palompon to strengthen local governance, improve service delivery, and institutionalize programs and services responsive to the needs of farmers, fisherfolk, cooperatives, workers, persons with disabilities, senior citizens, and other sectors of society through the establishment of appropriate offices and staffing complement consistent with existing laws, rules, and regulations.

MARY DOMINONE A. OÑATE
Municipal Mayor

SECTION 3. LEGAL BASIS. This Ordinance is enacted pursuant to the provisions of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, Republic Act No. 10070, Republic Act No. 9994, Republic Act No. 10915, Republic Act No. 8759, Republic Act No. 11364, and other applicable laws, rules, and regulations governing local government organization and personnel administration.

SECTION 4. CREATION OF KEY OFFICES. The following offices are hereby created as regular offices of the Municipal Government of Palompon:

- Municipal Agriculture and Biosystems Engineering Office (MABEO);
- Municipal Cooperatives Development Office (MCDO); and
- Public Employment Service Office (PESO).

SECTION 5. CREATION OF SECTION OFFICES UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO). The following section offices are hereby created under the Municipal Social Welfare and Development Office:

- Persons with Disability Affairs Section (PDAO); and
- Office for Senior Citizens Affairs Section (OSCA).

These sections shall operate under the supervision and administrative control of the Municipal Social Welfare and Development Officer and shall perform functions consistent with applicable laws, policies, and national government guidelines.

SECTION 6. CREATION OF PLANTILLA POSITIONS. The following plantilla positions are hereby created and incorporated into the Staffing Pattern of the Municipality of Palompon:

PLANTILLA POSITIONS						
QUALIFICATION STANDARD						
Office	Positions	Salary Grade	Education	Training	Experience	Eligibility
MABEO	Municipal Government Department Head I (Municipal Agricultural and Biosystems Engineer)	SG- 24	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering.	None required	3 years of experience in position involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	RA 10915 (Registered Agricultural and Biosystems Engineer)
MCDO	Municipal Government Department Head I (Municipal Cooperatives Development Officer)	SG-24	Bachelor's degree preferably Cooperatives, Business Administration with special training in cooperatives or any related course from a recognized college or university	None required	3 years of experience in cooperatives, organization and management	Career Service Professional/ Second Level Eligibility
PESO	Municipal Government Department Head I (Municipal PESO Manager)	SG- 24	Bachelor's degree preferably in any of the following areas: Operation Manager (OM); Human Resource	None required	3 years of supervisory/ management experience in program management relative to	Career Service Professional /Second Level Eligibility

			Management (HRM); Human Resource Development (HRD); and/or allied fields		employment facilitation	
PDAO	Disability Affairs Officer I	SG- 11	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility
OSCA	Senior Citizens Affairs Head	SG-10	KEY QUALIFICATIONS AND APPOINTMENT PROCESS 1. A Filipino citizen and resident of the city or municipality for at least one (1) year; 2. A registered voter of the concerned city or municipality; 3. Must be physically and mentally fit and capable of performing the tasks of OSCA Head; 4. A Bonafide member of a duly registered senior citizens organization with a track record of at least three consecutive years; With a good moral character; and 6. At least a high school. Nomination: Selected from a list of three nominees recommended by a general assembly of DSWD-accredited or LGU-registered senior citizen organizations. Appointment: Appointed by the Municipal Mayor. Term: Three (3) years, without reappointment, but may have an extension not exceeding three months if necessary.			
HRMO	Municipal Government Assistant Department Head I	SG- 22	Bachelor's degree	None required	3 years of Relevant experience	Career Service Professional /Second Level Eligibility
MDRRM O	Local Disaster Risk Reduction and Management Officer I (Three Plantilla Items)	SG - 11	Bachelor's degree	None required	None required	Career Service Professional /Second Level Eligibility
GSO	Municipal Government Department Head I (Municipal General Services Officer)	SG - 24	Bachelor's degree in Public Administration, Business Administration Management	None required	3 years of experience in general services including management of supply, property, solid waste disposal, and general sanitation	Career Service Professional /Second Level Eligibility

SECTION 7. FUNCTIONS OF THE OFFICES. The offices and sections created under this Ordinance shall exercise the powers, duties, and functions prescribed by law and such additional functions as may be assigned by the Municipal Mayor and authorized by the Sangguniang Bayan.

SECTION 8. FUNDING. The amount necessary for the implementation of this Ordinance shall be charged against available appropriations of the Municipality, subject to existing budgeting, accounting, and auditing laws, rules, and regulations. Thereafter, the necessary appropriations shall be included in the Annual Budget of the Municipality.

SECTION 9. IMPLEMENTING AUTHORITY. The Municipal Mayor is hereby authorized to undertake all necessary actions for the implementation of this Ordinance, including the submission of the revised Organizational Structure and Staffing Pattern (OSSP), Plantilla of Personnel, and other documentary requirements to the Civil Service Commission, Department of Budget and Management, Department of the Interior and Local Government, and other concerned agencies.

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

SECTION 11. REPEALING CLAUSE. All ordinances, resolutions, executive orders, rules, regulations, and issuances 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 by law.

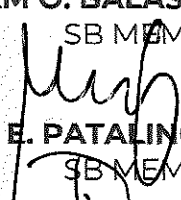
ENACTED: 22 June 2026

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

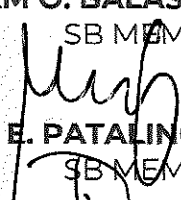

AIME D. MACAYAN
LLSE I/ Temporary SB Secretary

Attested:

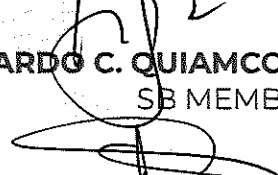

BURT MARI M. BRESAUDIT
Acting Municipal Vice-Mayor / Presiding Officer

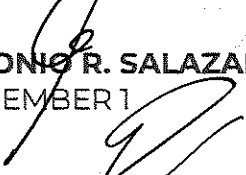

WILLIAM O. BALASABAS
SB MEMBER 1


EDGAR P. PACALDO
SB MEMBER 1

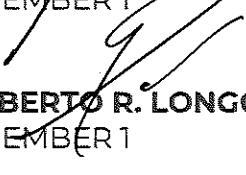

MARIVIC E. PATALINGHUG
SB MEMBER 1


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

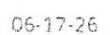
Approved:


MARY DOMINIQUE A. OÑATE
Municipal Mayor
Date Approved: _____

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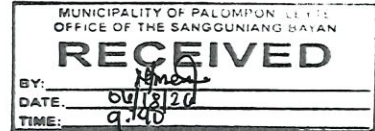
SB MEMBER MARIVIC E. PATALINGHUG
Member, Comm. on Law and Rules

~~BURT MARI M. BREGAUDIT~~
~~Acting Municipal Vice-Mayor~~





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.

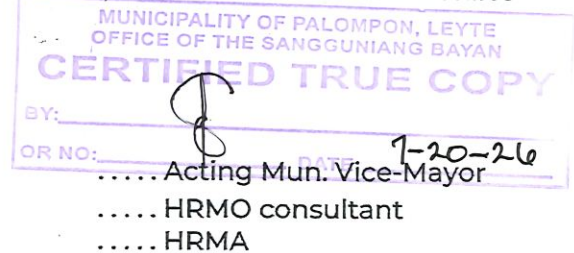
..... Member, Committee on Law and Rules

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:

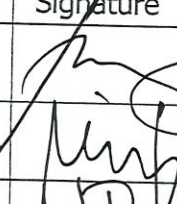
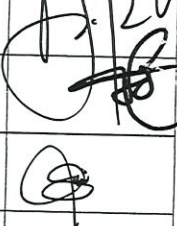
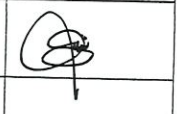
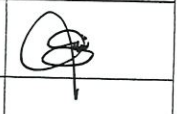
1. "AN ORDINANCE ADOPTING AND APPROVING THE NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"
2. "AN ORDINANCE ABOLISHING CERTAIN VACANT PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALOMPON, LEYTE, AND FOR OTHER PURPOSES"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

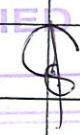
The Committee conducted a thorough review and deliberation of the three (3) proposed ordinances, all of which pertain to the rationalization, strengthening, and enhancement of the organizational structure and staffing pattern of the Municipal Government of Palompon, Leyte.

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