



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
October 6, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: OCT 09 2026
By: Jomili

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 526-020926 of the Sangguniang Bayan of Palompon, Leyte.

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

- Ordinance : “An Ordinance abolishing the Plantilla position etc. ”

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 76 ², 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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

LEGAL OFFICE

RECEIVED

1st Indorsement
06 October 2026

By: 
Date: 10-7-26 Time: 10:24

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 526-020926** of the Municipality of **Palompon, Leyte**, entitled: **An Ordinance abolishing the Plantilla position of Local Legislative Staff Employee I, Plantilla Item No. 181, Salary Grade 2, under the Office of the Sangguniang Bayan of the Municipality of Palompon, Province of Leyte, and providing for the corresponding amendment of the Municipality's Organizational Structure and Staffing Pattern.**


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
September 29, 2026

SECRETARY TO THE SANGGUNIANG PANLALAWIGAN

4th Floor, Provincial Government Complex
Palo, Leyte



Sir/ Madam:

Good day!

Forwarding herewith copies of the following Municipal Ordinance, for review and approval to wit:

1. **Municipal Ordinance No. 526-020926**, entitled “**AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF LOCAL LEGISLATIVE STAFF EMPLOYEE I, PLANTILLA ITEM NO. 181, SALARY GRADE 2, UNDER THE OFFICE OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALOMPON, PROVINCE OF LEYTE, AND PROVIDING FOR THE CORRESPONDING AMENDMENT OF THE MUNICIPALITY’S ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN**” and;

2. **Municipal Ordinance No. 527-020926**, entitled “**AN ORDINANCE CREATING THE PLANTILLA POSITION OF LOCAL LEGISLATIVE STAFF EMPLOYEE II, WITH SALARY GRADE 4 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALOMPON, PROVINCE OF LEYTE, AND PROVIDING FOR ITS INCLUSION IN THE MUNICIPALITY’S ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN AND PLANTILLA OF POSITIONS**”.

JASON C. DURIA
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: OCT 06 2026
By: [Signature]

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 60TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF PALOMPON, LEYTE HELD ON
SEPTEMBER 2, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL

PRESENT:

SB Member Edgar P. Pacaldo (Temporary Presiding Officer)
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 Rene A. Camposano
Ex-Officio Member/SK Fed. President Manuelene Laurette M. Tee

ABSENT

Municipal Vice-Mayor Javes Keith R. de la Calzada

IN MEMORIAM

Late SB Member Burt Mari M. Bregaudit

MUNICIPAL ORDINANCE NO. 526-020926

**AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF LOCAL
LEGISLATIVE STAFF EMPLOYEE I, PLANTILLA ITEM NO. 181, SALARY GRADE 2,
UNDER THE OFFICE OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF
PALOMPON, PROVINCE OF LEYTE, AND PROVIDING FOR THE CORRESPONDING
AMENDMENT OF THE MUNICIPALITY'S ORGANIZATIONAL
STRUCTURE AND STAFFING PATTERN**

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that 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;

WHEREAS, Section 77 of Republic Act No. 7160 provides that the Local Chief Executive shall be responsible for human resources and development in the local government unit and shall take personnel actions in accordance with the constitutional provisions on civil service, pertinent laws, and rules and regulations;

WHEREAS, the Civil Service Commission, pursuant to Section 76 of Republic Act No. 7160, has prescribed guidelines and standards governing the establishment and implementation of organizational structures and staffing patterns of local government units, including the requirement that the organizational structure and

ANTONIO R. SALAZAR
SB Member

staffing pattern be responsive to the service requirements, priority needs, and financial capability of the local government unit;

WHEREAS, the Municipality of Palompon recognizes the continuing need to review and rationalize its organizational structure and staffing pattern in order to promote efficiency, economy, effectiveness, and responsiveness in the delivery of public services;

LEONARDO C. OJIAMCO, JR.
SB Member

WHEREAS, after an evaluation of the existing organizational structure and staffing requirements of the Office of the Sangguniang Bayan, it has been determined that the plantilla position of Local Legislative Staff Employee I, Plantilla Item No. 181, Salary Grade 2, is no longer necessary for the efficient and effective operation of the Office;

EDILBERTO B. LONCCANAYA
SB Member

WHEREAS, the abolition of the said position is intended to rationalize the personnel complement of the Office of the Sangguniang Bayan and to ensure that the Municipality's human and financial resources are utilized in accordance with its current organizational and operational requirements;

WHEREAS, the proposed abolition is consistent with the authority of the Municipality to establish and maintain an organizational structure and staffing pattern responsive to its actual service requirements and financial capability, subject to applicable laws, rules, regulations, and the prescribed standards of the Civil Service Commission and other concerned government agencies;

WHEREAS, the Sangguniang Bayan deems it necessary and appropriate to abolish the said position and accordingly amend the Municipality's organizational structure and staffing pattern and plantilla of positions;

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

SECTION 1. Short Title.

This Ordinance shall be known as the "Ordinance Abolishing Plantilla Item No. 181 – Local Legislative Staff Employee I."

RENE A. CAMPOSANO
SB Member

SECTION 2. Abolition of Position. The plantilla position of LOCAL LEGISLATIVE STAFF EMPLOYEE I, with Plantilla Item No. 181 and Salary Grade 2, under the Office of the Sangguniang Bayan of the Municipality of Palompon, is hereby ABOLISHED.

The position shall accordingly be deleted from the authorized Plantilla of Positions and Organizational Structure and Staffing Pattern of the Municipality of Palompon, subject to the applicable review, approval, and/or attestation requirements of the Civil Service Commission, Department of Budget and Management, and other concerned government agencies, whenever required.

MANUELENE M. TEE
SB Member

SECTION 3. Amendment of the Plantilla of Positions. The Municipal Human Resource Management Office, in coordination with the Municipal Budget Office and the Office of the Sangguniang Bayan, shall make the necessary amendments to the Municipality's Plantilla of Positions, Organizational Structure and Staffing Pattern, personnel records, and other related documents to reflect the abolition of Plantilla Item No. 181.

MARVIC E. PATALINGHUG
SB Member

VANESSA MARINIDO
SB Member

WILLIAM O. BALASABAS
SB Member

AIME D. MACAYAN
LLSE I/ Temp. SB Secretary

EDGAR P. PACALDO
SB Member/ Temp. Presiding Officer

MARY DOMINIQUE A. OÑATE
Municipal Mayor

ANTONIO R. BALAZAR
SB Member

LEONARDO C. OJIAMCO, JR.
SB Member

EDILBERTO R. JONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE L. JACETTE M. TEE
SB Member

SECTION 4. No Further Appointment to the Abolished Position. Upon the effectivity of this Ordinance and completion of the applicable government approval or review processes, no appointment, promotion, transfer, or other personnel action shall be made to Plantilla Item No. 181 – Local Legislative Staff Employee I.

SECTION 5. Treatment of Incumbent, If Any. If the position subject of this Ordinance is occupied by an incumbent permanent or career employee, the implementation of the abolition shall be undertaken strictly in accordance with applicable civil service laws, rules, regulations, and jurisprudence governing the abolition or redundancy of positions and the protection of security of tenure.

The affected employee, if any, shall be accorded all rights, benefits, and remedies to which he/she may be entitled under applicable laws and Civil Service Commission rules and regulations.

Nothing in this Ordinance shall be construed as authorizing the unlawful removal, separation, demotion, or diminution of the rights and benefits of any incumbent employee.

SECTION 6. Budgetary Implications. Upon the effective abolition of Plantilla Item No. 181, the corresponding appropriation for the position shall be removed from the appropriate Personal Services component of the Municipal Budget, subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

Any savings resulting from the abolition of the position shall be utilized or treated in accordance with Republic Act No. 7160, applicable budget laws and regulations, and pertinent issuances of the Department of Budget and Management.

SECTION 7. Duties and Functions. The abolition of the position shall not affect the continued performance of the essential legislative and administrative functions of the Office of the Sangguniang Bayan. Such functions, as may be necessary, shall be performed by the appropriate existing personnel within the approved organizational structure and staffing pattern, consistent with their respective duties, qualifications, and lawful assignments.

SECTION 8. Implementing Offices. The Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accountant's Office, Municipal Treasurer's Office, and other concerned offices are hereby directed to undertake the necessary administrative and documentary measures for the implementation of this Ordinance.

The Municipal Mayor and the Vice Mayor/Presiding Officer of the Sangguniang Bayan shall ensure that the necessary documents are submitted to the appropriate government agencies for review, approval, confirmation, or other appropriate action whenever required.

SECTION 9. Compliance with Civil Service Commission and Other Applicable Rules. The implementation of this Ordinance shall be subject to the applicable provisions of the 1987 Philippine Constitution, Republic Act No. 7160, Republic Act No. 6656, Civil Service Commission rules and regulations, Department of Budget and Management issuances, and other pertinent laws, rules, regulations, and issuances governing the abolition of positions and the establishment and amendment of organizational structures and staffing patterns of local government units.

MARVIC E. PATALINGHUG
SB Member

VANESSA M. TENIDO
SB Member

WILLIAM O. BALASABAS
SB Member

AIME D. MACAYAN
LLSE I/ Temp. SB Secretary

EDGAR P. PACALDO
SB Member/ Temp. Presiding Officer

MARY DOMINQUEA A. ONATE
Municipal Mayor

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

SECTION 11. Repealing Clause. All ordinances, resolutions, rules, regulations, and other issuances, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

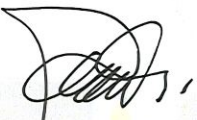
SECTION 12. Effectivity. This ordinance shall take effect immediately upon its approval and after compliance with the posting and publication requirements under existing laws and regulations.

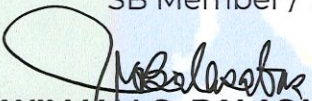
ENACTED: 02 September 2026

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

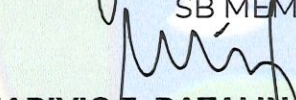

AIME D. MACAYAN
LLSE I/ Temporary SB Secretary

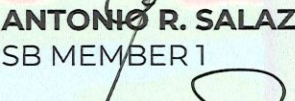
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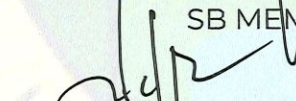

EDGAR P. PACALDO
SB Member / Temporary Presiding Officer

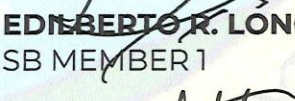

WILLIAM O. BALASABAS
SB MEMBER 1


VANESSA N. AVENIDO
SB MEMBER 1

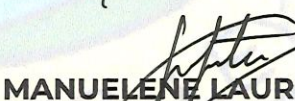

MARIVIC E. PATALINGHUG
SB MEMBER 1


ANTONIO R. SALAZAR
SB MEMBER 1


LEONARDO C. QUIAMCO, JR.
SB MEMBER 1


EDIBERTO R. LONGCANAYA
SB MEMBER 1


RENE A. CAMPOSANO
Ex-Officio Member – Liga President


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 AUGUST 27, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL OF THIS MUNICIPALITY CONDUCTED BY THE COMMITTEE ON LAW AND RULES

PRESENT:

SB Member Edgar P. Pacaldo	 Presiding Officer, Chairman, Committee on Law and Rules
SB Member Marivic E. Patalinghug	 Member, Committee on Law and Rules
SB Member Leonardo C. Quiamco, Jr.	 Member, Committee on Law and Rules

ALSO PRESENT:

Kenneth S. Aguilar HRMA

The Committee Meeting was called to order by the Presiding Officer, Edgar P. Pacaldo, at exactly 8:59 A.M.

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

1. "An Ordinance Abolishing the plantilla position of Local Legislative Staff Employee I, Plantilla Item No. 181, Salary Grade 2, under the Office of the Sangguniang Bayan of the Municipality of Palompon, Province of Leyte, and providing for the corresponding amendment of the Municipality's Organizational Structure and Staffing Pattern."
2. "An ordinance creating the plantilla position of Local Legislative Staff Employee II with salary grade 4 under the Office of the Sangguniang Bayan of the Municipality of Palompon, Province of Leyte, and providing for its inclusion in the Municipality's organizational structure and staffing pattern and plantilla of positions."

The Human Resource Management Assistant (HRMA) was invited to provide clarifications and explain the basis of the proposed abolition and creation of the positions.

Ms. Kenneth S. Aguilar (HRMA) explained that the proposed abolition of the Local Legislative Staff Employee I, Plantilla Item No. 181, Salary Grade 2, is part of the Municipality's continuing review and rationalization of its staffing pattern. The position is presently vacant, and its functions may already be handled by the existing personnel of the Sangguniang Bayan Office.

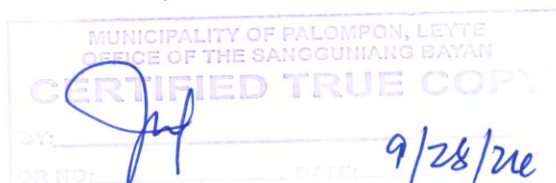
On the other hand, Ms. Aguilar explained that the proposed creation of one (1) Local Legislative Staff Employee II, Salary Grade 4, is intended to provide additional clerical, administrative, records, and logistical support to the Sangguniang Bayan, considering the increasing volume of legislative documents, committee matters, sessions, meetings, and other legislative activities.

The Committee members raised clarifications regarding the proposed measures, particularly on the staffing requirements, functions, and justification for the abolition and creation of the positions. Ms. Aguilar responded to the matters raised and provided the necessary explanations.

FM-SBD-05

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27-08-26

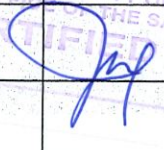


There being no other matters to discuss, the meeting was adjourned. There being no other matters to discuss, the meeting was adjourned at 9:39 A.M.

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

ATTENDANCE SHEET

Title: COMMITTEE MEETING (COMMITTEE ON LAW AND RULES)				Page ____ of ____	
Venue: Municipal Session Hall			Date(s): August 27, 2026		
#	Name	Department/Organization	Position	Contact No.	Signature
1	EDGAR P. PACALDO	SANGGUNIANG BAYAN	SB MEMBER		
2	MARIVIC E. PATALINGHUG	SANGGUNIANG BAYAN	SB MEMBER		
3	LEONARDO C. QUIAMCO, JR.	SANGGUNIANG BAYAN	SB MEMBER		
4	KENNETH S. AGUILAR	HRMO	HRMA		
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MUNICIPALITY OF PALOMPON, LEYTE
OFFICE OF THE SANGGUNIANG BAYAN
CERTIFIED TRUE COPY

9/28/20