



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: Jenith

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 527-020926 of the Sangguniang Bayan of Palompon, Leyte.

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

- Ordinance No. 527-020926: **“An Ordinance creating 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 76² subject to Civil Service rules and regulations and to the availability of funds. 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

1st Indorsement
06 October 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 10-7-26 Time: 10:11

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 527-020926** of the Municipality of **Palompon, Leyte**, 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.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

ANTONIO R. SALAZAR
SB Member



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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: OCT 06 2026
By: [Signature]

MARIVIC E. PATALINGHUG
SB Member

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. 527-020926

**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**

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 all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations;

WHEREAS, the Office of the Sangguniang Bayan is mandated to provide effective legislative services and administrative support necessary for the proper discharge of the legislative functions of the Sangguniang Bayan;

LEONARDO C. QUIAMCO, JR.
SB Member

EDILBERTO R. LONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE LAURETTE M. TEE
SB Member

VANESSA N. AVENIDO
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. SALAZAR
SB Member

LEONARDO C. QUIAMCO, JR.
SB Member

EDILBERTO R. KONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE T. LOURETTE M. TEE
SB Member

WHEREAS, there is a need to strengthen the staffing complement of the Office of the Sangguniang Bayan to ensure the efficient, effective, and timely performance of legislative, administrative, research, documentation, records management, and other support functions;

WHEREAS, the Sangguniang Bayan recognizes that the creation of an additional plantilla position of Local Legislative Staff Employee II will enhance the capability of the Office in providing technical and administrative assistance to the Members of the Sangguniang Bayan and in supporting the various committees and legislative activities of the Municipality;

WHEREAS, after an assessment of the present organizational structure, workload, staffing requirements, and financial capability of the Municipality of Palompon, the creation of the position of Local Legislative Staff Employee II is deemed necessary and appropriate;

WHEREAS, the proposed position shall be incorporated into the Organizational Structure and Staffing Pattern and Plantilla of Positions of the Municipality of Palompon, subject to the applicable standards, guidelines, review, approval, and/or attestation of the Civil Service Commission, Department of Budget and Management, and other concerned government agencies;

WHEREAS, the creation of the position shall be undertaken in accordance with Republic Act No. 7160, applicable Civil Service Commission rules and regulations, Department of Budget and Management issuances, and other pertinent laws, rules, and regulations;

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 Creating the Plantilla Position of Local Legislative Staff Employee II."

SECTION 2. Creation of Position. There is hereby created under the Office of the Sangguniang Bayan of the Municipality of Palompon the following plantilla position:

Position Title	Item No.	Salary Grade	Number of Position
Local Legislative Staff Employee II	To be assigned	SG 4	One (1)

The corresponding Plantilla Item Number shall be assigned by the appropriate office in accordance with the Municipality's approved Plantilla of Positions and applicable Department of Budget and Management and Civil Service Commission requirements.

SECTION 3. Nature and Functions of the Position. The Local Legislative Staff Employee II shall provide technical, legislative, administrative, documentation, research, records, and other appropriate support services to the Office of the Sangguniang Bayan.

MARIVIC E. PATALINGHUG
SB Member

VANESSA R. AVENIDO
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. DONATE
Municipal Mayor

ANTONIO R. SALAZAR
SB Member

The position shall perform duties and functions consistent with the officially prescribed Position Description Form and other applicable Civil Service Commission and Department of Budget and Management standards, including such other related duties as may be lawfully assigned by the appropriate authority.

SECTION 4. Qualifications. The appointment to the position shall be made only in accordance with the qualification standards prescribed by the Civil Service Commission and other applicable laws, rules, and regulations for the position of Local Legislative Staff Employee II, Salary Grade 4.

The appointee must possess the education, training, experience, eligibility, and other qualifications required under the applicable and duly approved qualification standards at the time of appointment.

SECTION 5. Compensation. The Local Legislative Staff Employee II shall receive the salary corresponding to Salary Grade 4, at the rate authorized under the applicable salary schedule and subject to existing laws, rules, and regulations on compensation and personnel services of local government units.

The position shall likewise be entitled to such benefits and allowances as may be authorized by law and applicable rules and regulations, subject to the availability of funds and existing budgetary limitations.

SECTION 6. Funding. The amount necessary for the implementation of this Ordinance shall be charged against the Personal Services appropriations of the Municipality of Palompon, subject to the availability of funds and applicable budgeting, accounting, and auditing laws, rules, and regulations.

The Municipal Budget Officer shall provide for the corresponding appropriation in the appropriate budgetary measure, subject to the limitations prescribed under Republic Act No. 7160 and other pertinent laws and regulations.

SECTION 7. Inclusion in the Organizational Structure and Staffing Pattern and Plantilla of Positions. The position created under this Ordinance shall be incorporated into the Organizational Structure and Staffing Pattern and Plantilla of Positions of the Municipality of Palompon, under the Office of the Sangguniang Bayan.

The Municipal Human Resource Management Office, in coordination with the Municipal Budget Office and other concerned offices, shall prepare and process the necessary documents for the inclusion of the position in the appropriate staffing and personnel records.

SECTION 8. Authority to Fill the Position. The filling of the position created herein shall be subject to the applicable laws, rules, regulations, qualification standards, personnel selection and promotion procedures, and the review, approval, or attestation requirements of the Civil Service Commission and other concerned government agencies, whenever applicable.

Nothing in this Ordinance shall be construed as an automatic authority to appoint any person to the newly created position without compliance with the applicable civil service and budgetary requirements.

LEONARDO C. LOUIAMCO, JR.
SB Member

EDILBERTO R. LONGCANAYA
SB Member

RENE A. CAMPOSANO
SB Member

MANUELENE J. CORRETTE M. TEE
SB Member

MARIVIC E. PATALINGHUG
SB Member

VANESSA M. MENIDO
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. ONATE
Municipal Mayor

SECTION 9. Duties of Concerned Offices. The Municipal Human Resource Management Office, Municipal Budget Office, Municipal Accountant's Office, and other concerned offices are hereby directed to undertake the necessary administrative, personnel, budgetary, and documentary measures for the proper implementation of this Ordinance.

SECTION 10. Compliance with Laws and Regulations. The implementation of this Ordinance shall be subject to Republic Act No. 7160, the applicable Civil Service Commission rules and regulations, Department of Budget and Management issuances, Commission on Audit rules, and other pertinent laws, rules, regulations, and issuances governing the creation of plantilla positions in local government units.

SECTION 11. 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 12. 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 13. Effectivity. This Ordinance shall take effect on January 1, 2027.

ENACTED: 02 September 2026

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

AIME D. MACAYAN
LLSE I/ Temporary SB Secretary

Attested:

EDGAR P. PACALDO
SB Member / Temporary Presiding Officer

WILLIAM O. BALASABAS
SB MEMBER 1

VANESSA M. AVENIDO
SB MEMBER 1

MARIVIC E. PATALINGHUG
SB MEMBER 1

ANTONIO R. SALAZAR
SB MEMBER 1

LEONARDO C. QUIAMCO, JR.
SB MEMBER 1

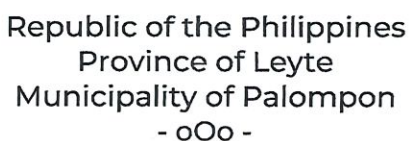
EDILBERTO R. LONGCANAYA
SB MEMBER 1

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: _____



COMMITTEE REPORT NO. 041-270826

SUBMITTED BY : COMMITTEE ON LAW AND RULES

SUBJECT : REPORT RECOMMENDING FOR ADOPTION AND APPROVAL OF THE PROPOSED ORDINANCE, ENTITLED: "AN ORDINANCE CREATING THE PLANTILLA POSITION OF LOCAL LEGISLATIVE STAFF EMPLOYEE II WITH SALARY GRADE 4 UNDER THE OFFICE OF THE SANGGUNIAN 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."

[illegible]

Referred to the Committee was the above-mentioned proposed ordinance seeking to create one (1) plantilla position of Local Legislative Staff Employee II (LLSE-II), Salary Grade 4, under the Office of the Sangguniang Bayan of the Municipality of Palompon, Province of Leyte.

The Committee conducted a meeting with the Human Resource Management Assistant (HRMA) to discuss the basis and justification for the proposed creation. The HRMA explained that the increasing volume of legislative documents, committee matters, sessions, meetings, records, and other activities of the Sangguniang Bayan requires additional administrative and clerical support. The proposed position is intended to assist in records management, document preparation and routing, filing, reproduction of legislative materials, and other related office functions.

The Committee reviewed the proposed duties and responsibilities of the position and found the creation thereof responsive to the current needs of the Office of the Sangguniang Bayan.

After due discussion and consideration, the Committee found the proposed creation to be in order and justified.

WHEREFORE, premises considered, the Committee on Law and Rules hereby recommends the adoption and approval of the proposed ordinance.

[illegible]

SB MEMBER LEONARDO C. QUIAMCO, JR.
Member, Comm. on Law and Rules

SB MEMBER MARIVICE. PATALINGHUG
Member, Comm. on Law and Rules

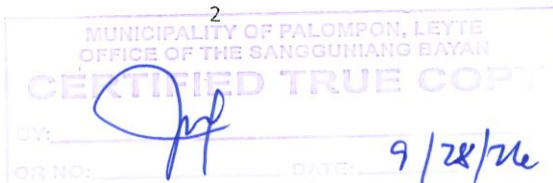
SB MEMBER EDGAR P. PACALDO
Chairman/Comm. on Law and Rules

Noted by: 
JAVES KEITH R. DE LA CALZADA
Municipal Vice-Mayor

FM-SBD-C5

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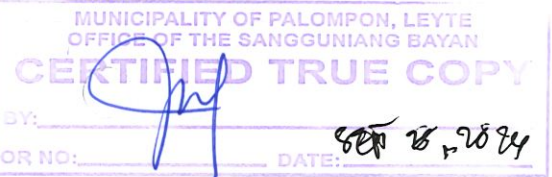
27-08-26





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."

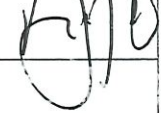
The Human Resource Management Assistant (HRMA) was invited to provide clarifications and explain the basis of the proposed abolition and creation of the positions.

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.

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
OR NO: _____ DATE: SEP 24, 2026