REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
PALO, LEYTE

PROVINCIAL ORDINANCE NO. _____
SERIES OF 2026

AN ORDINANCE CREATING SIXTEEN (16) INFORMATION TECHNOLOGY POSITIONS, SIX (6) ACCOUNTANT POSITIONS, SEVEN (7) ENGINEER POSITIONS, AND THREE (3) ARCHITECT POSITIONS IN THE PROVINCIAL GOVERNMENT OF LEYTE, PROVIDING FOR THEIR DUTIES AND RESPONSIBILITIES, QUALIFICATION STANDARDS, COMPENSATION, AND APPROPRIATING FUNDS THEREFOR

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to design and implement their own organizational structure and staffing pattern taking into consideration service requirements and financial capability, subject to Civil Service Commission laws, rules and regulations;

WHEREAS, the Provincial Government of Leyte continues to experience increasing demands in the areas of information technology, financial management, infrastructure development, architectural planning, engineering services, and public service delivery;

WHEREAS, there is a need to strengthen the technical and professional workforce of the Province to ensure efficient, responsive, transparent and accountable governance and delivery of public services to the people of Leyte;

WHEREAS, the creation of the information technology, accounting, engineering, and architectural positions provided in this Ordinance is necessary to strengthen the Province's capacity, among others, to maintain reliable and secure ICT systems, develop and support applications for public service delivery, ensure accurate financial records and timely reporting, and undertake the planning, design, inspection, and monitoring of provincial infrastructure projects; and that providing an appropriate complement of qualified technical and professional personnel will support continuity of essential operations, clear assignment of responsibilities, and effective delivery of these services, subject to validated staffing requirements, financial capability, and applicable civil service, position classification, compensation, budgeting, accounting, and auditing rules;

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Panlalawigan of Leyte in session duly assembled that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as the: **"Provincial Government Technical and Professional Positions Ordinance of 2026."**

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Province of Leyte to continuously strengthen its organizational capability through the establishment of appropriate plantilla positions necessary to ensure effective governance, improved public service delivery, strengthened financial management, enhanced information technology systems, and sustainable infrastructure development.

SECTION 3. DEFINITION OF TERMS. For purposes of this Ordinance, the following terms shall be understood as defined below. These definitions explain their use herein and shall not amend, replace, or expand the definitions, qualification requirements, professional practice

restrictions, or standards prescribed by applicable Philippine laws and issuances. Where a controlling law or issuance provides a different meaning, that meaning shall prevail.

a. ***Information Technology (IT) and Information and Communications Technology (ICT).*** The computer equipment, software, information systems, networks, and communications resources used to process, store, retrieve, protect, and transmit information in the performance of provincial functions;

b. ***Information system and Management Information System (MIS).*** An organized combination of people, procedures, data, and technological resources used to process and provide information. A management information system supports administrative operations, reporting, and decision-making.

c. ***Personal Services (PS) and PS limitation.*** Personal Services refers to appropriations for salaries, wages, and other authorized compensation of local government personnel, together with related personnel costs included under applicable budgeting rules. The PS limitation is the statutory ceiling on such appropriations, computed using the prescribed income base, reference fiscal year, and applicable exclusions or waivers.

d. ***Qualification Standards (QS).*** The applicable minimum requirements for education, training, experience, and eligibility for appointment to a position, as prescribed by law or CSC rules or approved by the CSC. Any higher or agency-specific standards shall be subject to the approval requirements applicable thereto.

e. ***Civil service eligibility and Career Service Professional Eligibility.*** Civil service eligibility is the qualification obtained through the applicable civil service examination or granted under a special law or CSC issuance and recognized for appointment to the position concerned. Career Service Professional Eligibility is eligibility appropriate to covered second-level positions under CSC rules; it does not dispense with professional licensure where required by law.

f. ***Appropriate Electronic Data Processing (EDP) Specialist Eligibility.*** The special eligibility formally granted by the CSC to qualified passers of a recognized ICT proficiency examination or training course administered by the DICT, applicable to the position for which it was granted or to another functionally related IT/MIS position recognized by the CSC. A DICT certificate of proficiency or training alone shall not constitute CSC-granted eligibility. Recognition of EDP Specialist Eligibility as an alternative or additional requirement shall be governed by the applicable CSC-approved qualification standard.

g. ***Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU).*** The DBM-issued classification index identifying position titles and their corresponding salary grades applicable to local government units, subject to subsequent authorized modifications.

h. ***Hardware, software, and application.*** Hardware refers to the physical ICT equipment used in provincial operations. Software refers to computer programs and related instructions. An application is software designed to perform particular tasks or services for its users.

i. ***Network and server infrastructure.*** The connected equipment, communications resources, and supporting systems through which computers exchange information and access shared services. A server provides shared computing resources or services to other computers or users.

j. ***Cybersecurity and data integrity.*** Cybersecurity refers to measures protecting electronic information, systems, and communications against unauthorized access, use, alteration, disruption, or damage. Data integrity refers to maintaining the accuracy and completeness of data and protecting it against improper alteration.

k. ***Preventive maintenance and Level 1 technical support.*** Preventive maintenance refers to routine inspection and servicing intended to reduce equipment faults and service interruptions. Level 1 technical support refers to initial assistance with routine user problems, basic diagnosis, and referral of issues requiring more advanced support. These descriptions do not change the duties assigned to any position herein.

l. ***Systems analysis and architecture design.*** Systems analysis refers to examining user requirements, business processes, and existing systems to identify information and automation needs. Architecture design refers, in the ICT duties herein, to planning the overall structure and relationships of system components; it is distinct from architectural planning for buildings.

m. ***Source code and source code repository.*** Source code refers to human-readable programming instructions defining software behavior. A source code repository is a managed location for storing that code and related development records and tracking their changes.

n. ***Testing, debugging, user acceptance testing, and deployment.*** Testing refers to checking whether software operates as intended and meets its requirements. Debugging refers to locating and correcting software defects. User acceptance testing involves intended users assessing whether a system meets their operational needs and acceptance criteria. Deployment refers to making software available in its intended operating environment.

o. ***Backup, recovery, and disaster recovery.*** Backup refers to creating copies of data, files, and programs to support restoration when needed. Recovery refers to restoring information or system operation after loss or disruption. Disaster recovery refers to the coordinated restoration of ICT services following a major disruption.

p. ***Financial reconciliation, technical specifications, and project cost estimates.*** Financial reconciliation refers to comparing related accounting records and identifying and resolving differences. Technical specifications describe the required characteristics and standards of equipment, systems, materials, or works. Project cost estimates are assessments of the expected resources and expenditures needed for a proposed project and do not, by themselves, constitute an appropriation or authority to incur obligations.

q. ***CSC, DBM, COA, and DICT.*** These abbreviations refer, respectively, to the Civil Service Commission, Department of Budget and Management, Commission on Audit, and Department of Information and Communications Technology. References to their rules and issuances mean those applicable to the subject matter and period concerned.

SECTION 4. CREATION OF POSITIONS. The following positions are hereby created in the Plantilla of personnel of the Provincial Government of Leyte:

C. PROVINCIAL GOVERNOR'S OFFICE

Position	Number
Computer Maintenance Technologist I	3
Computer Maintenance Technologist II	2
Computer Programmer I	3
Computer Programmer II	2
Computer Programmer III	2
Information System Analyst I	2
Information System Analyst II	2
TOTAL	**16**

B. PROVINCIAL ACCOUNTANT'S OFFICE

Position	Number
Accountant II	2
Accountant III	4
TOTAL	**6**

C. PROVINCIAL ENGINEER'S OFFICE

Position	Number
Engineer I	5
Engineer II	2
Architect II	3
TOTAL	**10**

For a total of Thirty-Two (32) newly created positions.

SECTION 5. SUPPORTING STAFFING DOCUMENTS. The Provincial Human Resource Management Office, in coordination with the concerned department heads and Provincial Budget Office, shall prepare the revised organizational chart and itemized staffing schedule showing each authorized position title, number of items, salary grade, assigned office or unit, reporting relationship, and corresponding Plantilla item number upon assignment. These documents shall be supported by service and workload justification and duly accomplished Position Description Forms using DBM-CSC Form No. 1, Revised 2017, or its applicable successor. Position titles and salary grades shall conform to the IOS-LGU issued under DBM Local Budget Circular No. 137 dated July 13, 2021, and subsequent applicable modifications.

SECTION 6. DUTIES, RESPONSIBILITIES, AND QUALIFICATION STANDARDS. VALIDATION OF QUALIFICATION STANDARDS. Before publication of vacancies, the Provincial Human Resource Management Office shall verify the education, experience, training, and eligibility requirements for every position against the applicable CSC Qualification Standards Manual, special laws, and CSC-approved agency qualification standards, in accordance with the

2025 Omnibus Rules on Appointments and Other Human Resource Actions under CSC Memorandum Circular No. 08, series of 2025, and subsequent applicable issuances. Any proposed higher or agency-specific standard requiring CSC approval shall not be applied without that approval. Appropriate Electronic Data Processing Specialist Eligibility shall be recognized for functionally related ICT positions in accordance with CSC rules and shall not be treated as an additional cumulative requirement unless supported by the applicable approved qualification standard. Any inconsistent provision herein shall be referred for lawful correction before recruitment.

A. INFORMATION TECHNOLOGY POSITIONS

1. COMPUTER MAINTENANCE TECHNOLOGIST I (SG-11)

Duties and Responsibilities

1. Installs, configures, maintains and troubleshoots desktop and laptop computers, printers, scanners and related ICT equipment;
2. Provides Level 1 technical support to users;
3. Assists in implementing ICT security policies;
4. Maintains ICT inventory and support records;
5. Conducts preventive maintenance activities; and
6. Prepares technical documentation and reports.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: None Required
- Training: None Required
- Eligibility: Career Service Professional Eligibility (Second Level)

2. COMPUTER MAINTENANCE TECHNOLOGIST II (SG-15)

Duties and Responsibilities

1. Provides advanced ICT technical support;
2. Administers network and server infrastructure;
3. Implements cybersecurity measures;
4. Conducts backup and recovery operations;
5. Evaluates ICT requirements and recommends upgrades;
6. Conducts ICT training; and
7. Prepares technical reports and recommendations.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: One (1) year relevant experience
- Training: Four (4) hours relevant training
- Eligibility: Career Service Professional Eligibility (Second Level)

3. COMPUTER PROGRAMMER I (SG-11)

Duties and Responsibilities

1. Assists in gathering system requirements;
2. Develops and maintains simple programs;
3. Performs testing and debugging activities;
4. Provides application support;
5. Prepares technical documentation; and
6. Maintains source code repositories.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: None Required
- Training: None Required
- Eligibility: Career Service Professional Eligibility

4. COMPUTER PROGRAMMER II (SG-15)

Duties and Responsibilities

1. Designs and develops software systems;
2. Conducts testing and deployment activities;
3. Implements system enhancements;
4. Maintains databases and repositories;
5. Ensures data integrity and security; and
6. Conducts user training.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: One (1) year relevant experience
- Training: Eight (8) hours relevant training
- Eligibility: Career Service Professional Eligibility

5. COMPUTER PROGRAMMER III (SG-18)

Duties and Responsibilities

1. Conducts systems analysis and architecture design;
2. Leads application development projects;
3. Oversees cybersecurity measures;
4. Manages disaster recovery activities;
5. Reviews technical specifications;
6. Supervises programmers; and
7. Provides advanced systems support.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: Two (2) years relevant experience
- Training: Eight (8) hours relevant training
- Eligibility: Career Service Professional Eligibility

6. INFORMATION SYSTEM ANALYST I (SG-12)

Duties and Responsibilities

1. Conducts systems and business process analysis;
2. Assists in systems design and documentation;
3. Evaluates automation requirements;
4. Assists in software implementation;
5. Coordinates user acceptance testing; and
6. Performs related ICT functions.

Qualification Standards

- Education: Bachelor's Degree in Information Technology, Computer Science, Information Systems or related field
- Experience: None Required
- Training: None Required
- Eligibility: Career Service Professional Eligibility

7. INFORMATION SYSTEM ANALYST II (SG-16)

Duties and Responsibilities

1. Leads systems analysis activities;
2. Develops ICT project requirements;
3. Reviews business processes and workflows;
4. Oversees implementation and testing;
5. Develops ICT standards and procedures; and
6. Provides technical guidance to ICT personnel.

Qualification Standards

- Education: Bachelor's Degree relevant to the position
- Experience: One (1) year relevant experience
- Training: Four (4) hours relevant training
- Eligibility: Career Service Professional Eligibility

B. ACCOUNTING POSITIONS

1. ACCOUNTANT II (SG-16)

Duties and Responsibilities

1. Examines and verifies financial transactions;
2. Prepares accounting and financial reports;
3. Maintains government accounting records;
4. Assists in budget monitoring and utilization;
5. Ensures compliance with government accounting rules.

Qualification Standards

- Education: Bachelor's Degree in Accountancy
- Experience: One (1) year relevant experience
- Training: Four (4) hours relevant training
- Eligibility: RA 1080 (Certified Public Accountant)

2. ACCOUNTANT III (SG-19)

Duties and Responsibilities

1. Supervises accounting personnel;
2. Reviews and certifies financial reports;
3. Conducts accounting analysis and reconciliations;
4. Ensures compliance with COA and DBM regulations;
5. Coordinates audit activities; and
6. Assists in policy development for financial management.

Qualification Standards

- Education: Bachelor's Degree in Accountancy
- Experience: Two (2) years relevant experience
- Training: Eight (8) hours relevant training
- Eligibility: RA 1080 (Certified Public Accountant)

C. ENGINEERING POSITIONS

1. ENGINEER I (SG-12)

Duties and Responsibilities

1. Assists in planning and design of infrastructure projects;
2. Conducts surveys and inspections;
3. Prepares plans, specifications and estimates;
4. Monitors project implementation; and
5. Prepares engineering reports.

Qualification Standards

- Education: Bachelor's Degree in Engineering
- Experience: None Required
- Training: None Required
- Eligibility: RA 1080 (Licensed Engineer)

2. ENGINEER II (SG-16)

Duties and Responsibilities

1. Supervises engineering projects;
2. Reviews technical designs and specifications;
3. Conducts engineering studies;
4. Ensures compliance with engineering standards; and
5. Assists in infrastructure planning and management.

Qualification Standards

- Education: Bachelor's Degree in Engineering
- Experience: One (1) year relevant experience
- Training: Four (4) hours relevant training
- Eligibility: RA 1080 (Licensed Engineer)

D. ARCHITECTURAL POSITIONS

ARCHITECT II (SG-16)

Duties and Responsibilities

1. Prepares architectural plans and specifications;
2. Reviews design proposals and project requirements;
3. Conducts field inspections and monitoring;
4. Ensures compliance with the National Building Code and related laws;
5. Prepares project cost estimates; and
6. Assists in the development of provincial infrastructure programs.

Qualification Standards

- Education: Bachelor's Degree in Architecture
- Experience: One (1) year relevant experience
- Training: Four (4) hours relevant training
- Eligibility: RA 1080 (Licensed Architect)

SECTION 7. COMPENSATION AND BENEFITS. The positions created herein shall receive salaries, allowances, and benefits in accordance with existing compensation laws, salary standardization measures, and DBM issuances.

APPLICABLE SALARY SCHEDULE. Actual salary rates shall be determined using the salary schedule lawfully adopted by the Provincial Government, subject to Republic Act No. 6758, Executive Order No. 64, series of 2024, and applicable DBM local budget circulars, including Local Budget Circular No. 172 dated July 16, 2026, where its implementation requirements have been satisfied. Nothing herein shall be construed as automatic adoption of a new salary tranche or as authority to grant allowances or benefits not otherwise authorized by law.

SECTION 8. APPROPRIATION. The amount necessary to implement this Ordinance, estimated at approximately **₱22,932,990.00 annually**, is hereby appropriated from available funds of the Provincial Government of Leyte, subject to existing budgeting, accounting, and auditing laws.

FUNDING AND DISBURSEMENT CONDITIONS. The creation of positions under this Ordinance shall not, by itself, authorize disbursement without the corresponding lawful appropriation. Implementation shall be supported by the applicable annual or supplemental appropriation ordinance, identifying the fiscal year, lawful funding source, and itemized personal services requirements. The Provincial Budget Officer, Provincial Accountant, and Provincial Treasurer shall issue the certifications required by applicable budgeting, accounting, and auditing rules before obligations and payments are made. Funding for succeeding fiscal years shall be provided in the corresponding duly enacted budgets.

SECTION 9. IMPLEMENTATION. The Provincial Governor, through the Provincial Human Resource Management Office, Provincial Budget Office, Provincial Accountant's Office, and other concerned offices, shall undertake the necessary actions for the inclusion of the foregoing positions in the approved staffing pattern and plantilla of personnel, subject to Civil Service Commission and Department of Budget and Management rules and regulations.

SECTION 9.1. PERSONAL SERVICES LIMITATION. Before any position created herein is filled, the Provincial Budget Officer shall prepare and certify a computation demonstrating compliance with Section 325(a) of Republic Act No. 7160 and applicable DBM guidelines, including Local Budget Circular No. 171 dated May 18, 2026, and subsequent applicable issuances. The computation shall identify the applicable income classification, income base and reference fiscal year, total annual and supplemental personal services appropriations, and each exclusion or waived item with its legal basis and supporting documents. No exemption from the personal services limitation shall be presumed solely by reason of the creation of these positions.

SECTION 9.2. NON-RETROACTIVITY. Pursuant to Section 325(g) of Republic Act No. 7160, the creation of the positions and any salary increases or adjustments authorized in connection therewith shall in no case be made retroactive. No service rendered before a lawful appointment and assumption of duty shall be charged to a newly created position merely by reason of this Ordinance.

SECTION 9.3. RECRUITMENT AND APPOINTMENT. Filling of the positions shall be undertaken according to merit and fitness and the Province's CSC-approved Merit Selection Plan, with evaluation by the duly constituted Human Resource Merit Promotion and Selection Board. Vacancies shall be published and posted as required by applicable law and CSC rules, including posting in at least three (3) conspicuous public places for not less than fifteen (15) days under Section 80 of Republic Act No. 7160. Appointments shall comply with Section 79 of the same Code on relatives within the fourth civil degree of consanguinity or affinity to the appointing or recommending authority, other applicable nepotism and disqualification rules, and the 2025 ORAOHRA, as amended. The prescribed appointment documents and certifications, including CS Form No. 13, series of 2025, where applicable, shall be submitted for CSC action. Creation of a position shall confer no automatic appointment or preference upon any incumbent contractual or job order worker.

SECTION 10. CSC AND DBM CONFORMITY CLAUSE. The qualification standards, salary grades, position titles, duties, responsibilities, and organizational placement provided herein shall be subject to validation, modification, and conformity adjustments as may be required by the Civil Service Commission, the Department of Budget and Management, and other competent authorities pursuant to existing laws, rules, regulations, and position classification standards.

SECTION 11. SEPARABILITY CLAUSE. Should any provision of this Ordinance be declared unconstitutional or invalid, the remaining provisions not affected thereby shall remain in full force and effect.

SECTION 12. REPEALING CLAUSE. All ordinances, resolutions, administrative issuances, rules and regulations inconsistent herewith are hereby repealed, amended, or modified accordingly.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with all publication and posting requirements under Republic Act No. 7160.

ENACTED this ___ day of _____ 2026 at Palo, Leyte, Philippines.