Item No.: 05
Date: NOV 25 2026
LEGAL OFFICE
RELEASED
By:
Date: 11/26/26 Time: 9am

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: NOV 17 2026
By:

2nd INDORSEMENT
September 23, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 10 of the Sangguniang Bayan of Capoocan, Leyte.

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution [1]. 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] (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

PROVINCE OF LEYTE
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By:
Date: 8.26.26 Time:

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
25 August 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 10, series of 2026 of the Municipality of Capoocan, Leyte, entitled: An Ordinance rectifying the Plantilla Position Title from "Persons with Disability Affairs Officer II (Salary Grade 18)" as indicated in Municipal Ordinance No. 20, series of 2025, to "Disability Affairs Officer III (Salary Grade 18)".**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
sbcapoocan@gmail.com / sbcapoocan@yahoo.com
09976874138

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 25 2026
By:

August 24, 2026

THE HONORABLE BODY
Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte

Dear Gentlemen / Mesdames:

Good Day!

Submitting **Municipal Ordinance No. 10, Series of 2026** of the Sangguniang Bayan of Capoocan, Leyte entitled, ***"AN ORDINANCE RECTIFYING THE PLANTILLA POSITION TITLE FROM "PERSONS WITH DISABILITY AFFAIRS OFFICER II (SALARY GRADE 18)", AS INDICATED IN MUNICIPAL ORDINANCE NO. 20, SERIES OF 2025, TO "DISABILITY AFFAIRS OFFICER III (SALARY GRADE 18)"",*** for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,

JUDE R. DELA TORRE
Secretary to the Sanggunian

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
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Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 25 2026
By:

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS **53rd REGULAR SESSION** HELD ON **JULY 7, 2026** AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 10, Series of 2026

AN ORDINANCE RECTIFYING THE PLANTILLA POSITION TITLE FROM "PERSONS WITH DISABILITY AFFAIRS OFFICER II (SALARY GRADE 18)", AS INDICATED IN MUNICIPAL ORDINANCE NO. 20, SERIES OF 2025, TO "DISABILITY AFFAIRS OFFICER III (SALARY GRADE 18)"

WHEREAS, the Sangguniang Bayan passed and approved **Ordinance No. 20, Series of 2025** dated October 14, 2025, entitled, AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. Supervising Cooperatives Development Specialist (SG 22) under the MCDO
3. Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)
4. Nurse I (SG 15) under the Municipal Health Office (MHO)
5. LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)
6. Engineer IV (SG 22) under the Municipal Engineering Office (MEO)
7. Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan;

WHEREAS, Section 76 of Republic Act 7160 states that *"Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability"*;

WHEREAS, the position title is in pursuant to **CIVIL SERVICE COMMISSION Memorandum Circular No. 7, s. 2018** with subject, *"Qualifications Standards for Disability Officer Positions in the Persons with Disability Affairs Office (PDAO) in the Local Government Units"*;

WHEREAS, the creation of the plantilla position is in accordance with **CIVIL SERVICE COMMISSION Memorandum Circular No. 12, s. 2022** with subject, *"2022 Guidelines and Standards in the Establishment of Organizational Structure and Staffing Patterns in Local Government Units"*;

NOW THEREFORE, on motion of Honorable Federico P. Carolino, Jr., duly seconded by Honorable Jaime A. Dalde, Jr. and Honorable Gracia G. Pigar, without any objections;

BE IT ORDAINED, as it is hereby ordained by the Sangguniang Bayan of Capoocan, Leyte in session assembled that:

Section 1. THE PLANTILLA POSITION OF THE "PERSONS WITH DISABILITY AFFAIRS OFFICER II (SALARY GRADE 18)" under the MPDAO is hereby rectified to "DISABILITY AFFAIRS OFFICER III (SALARY GRADE 18)" under the MPDAO.

Section 2. Separability Clause. If any provision of this Ordinance is declared invalid, the remainder or any provision hereof not affected thereby shall remain in force and effect.

Section 3. Repealing Clause. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 4. Effectivity. This ordinance shall take effect immediately upon approval.

ENACTED by the Sangguniang Bayan, in session assembled this 7th day of July, 2026 at Capoocan, Leyte.

GRACIA G. PIGAR
SB Member

VON LITO Q. VALLAR
SB Member

FEDERICO P. CAROLINO, JR.
SB Member

JAIME A. DALDE, JR.
SB Member

ARNOLD A. CAING
SB Member

LANDER JAKE D. ABILLAR
SB Member

TERESA C. BALQUIN
SB Member

JOJO N. NEPOMUCENO
SB Member

FLORENCE R. CAROLINO-MISAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay

DAVE A. [illegible]
Ex-Officio Member
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of the foregoing Ordinance of the Sangguniang Bayan of Capoocan, Leyte.

JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:

ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Vice-Mayor/Presiding Officer

APPROVED:

ATTY. FEDERICO H. CAROLINO, SR.
Municipal Mayor

Date: 8/24/26

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
sbcapoocan@gmail.com / sbcapoocan@yahoo.com
09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 16th **REGULAR SESSION** HELD ON **OCTOBER 14, 2025** AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 20 SERIES OF 2025

AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan**

WHEREAS, Section 76 of Republic Act 7160 states that *"Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability"*;

WHEREAS, this creation of plantilla positions is in accordance with the **Department of Budget and Management Local Budget Circular (DBM LBC) No. 137** dated July 13, 2021 with subject, *INDEX OF OCCUPATIONAL SERVICES, POSITIONS, TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT (IOS-LGU), CY 2021 EDITION*;

WHEREAS, to provide the needs of the current demand for an effective and efficient local government, it is imperative for an increase in its organizational structure and staffing pattern;

WHEREFORE, on motion of Honorable Arnold A. Caing, duly seconded by Honorable Von Lito Q. Vallar and Honorable Jaime A. Dalde, Jr., be it:

RESOLVED, as it is hereby resolved that in session assembled, the Sangguniang Bayan of the Municipality of Capoocan, Leyte, enact the following:

Section 1. Creation. The following Plantilla Positions are hereby created:

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan**

Section 2. Funding. The necessary funding for these positions shall be appropriated in the **Supplemental Budget No. 2 FY 2025 of the Municipality of Capoocan, Leyte** to cover the salaries and benefits in accordance with the corresponding salary grade, and shall be sustained and incorporated in their respective office budgets in the succeeding years.

Section 3. Qualifications, Powers, Duties and Responsibilities. The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

Section 4. Repealing Clause. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. Separability Clause. If for any reason or reasons, any part of this Ordinance is declared unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

Section 6. Effectivity. This ordinance shall take effect immediately upon its approval and upon compliance of the posting requirements as prescribed under the Local Government Code.

ENACTED by the Sangguniang Bayan, in session assembled this **14th** day of **October, 2025** at Capoocan, Leyte.

GRACIA G. PIGAR
SB Member

VON LITO O. VALLAR
SB Member

JAIME A. DALDE, JR.
SB Member

ARNOLD A. CAING
SB Member

LANDER JAKE D. ABILLAR
SB Member
(On Official Business)

TERESA C. BALQUIN
SB Member

JOJO N. NEPOMUCENO
SB Member

FLORENCE R. CAROLINO-MISAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay
(On Official Business)

DAVE A. P[illegible]
Ex-Officio Member
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of the foregoing Ordinance of the Sangguniang Bayan of Capoocan, Leyte.

JUDETH DELA TORRE
Secretary to the Sanggunian

ATTESTED:

FEDERICO P. CAROLINO, JR.
SB Member/Temporary Presiding Officer

APPROVED:

ATTY. FEDERICO H. CAROLINO, SR.
Municipal Mayor
Date: 11.27.25