Item No.: 25

Date: NOV 10 2026

Republic of the Philippines

PROVINCIAL TREASURER'S OFFICE

Province of Leyte

Leyte Provincial Government Complex, West Bypass Road, Brgy. Guindapunan, Palo, Leyte

November 06, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: NOV 06 2026
By:

HON. LEONARDO M. JAVIER, JR.
Vice Governor & Presiding Officer
AND THE HONORABLE MEMBERS
Sangguniang Panlalawigan of Leyte
Leyte Provincial Government Complex, Palo, Leyte

Dear Vice Governor Javier and Honorable Members of the Sangguniang Panlalawigan:

Warmest greetings!

We are writing to formally inform your August Body regarding the upcoming 3-day training activity and writeshop entitled "Writeshop on the Updating of Local Revenue Code and Rationalization of Local Fees and Charges."

This initiative is being conducted through the joint efforts of the Provincial Government of Leyte and the Bureau of Local Government Finance – Regional Office VIII (BLGF RO8).

The said activity is scheduled under the following details:

Dates:	November 11 – 13, 2026 (Wednesday to Friday)
Time:	8:30 AM – 5:00 PM Daily
Venue:	Multipurpose Hall, Leyte Provincial Government Complex, Palo, Leyte
Activity:	**Writeshop on the Updating of Local Revenue Code and Rationalization of Local Fees and Charges**

The primary objective of this engagement is to update and rationalize our Leyte Local Revenue Code in strict compliance with the provisions of Republic Act No. 7160 (Local Government Code of 1991) and the Department of Finance (DOF) Local Fees and Charges (LFC) Toolkit. This aims to ensure that our provincial taxes, regulatory fees, and user charges remain fair, responsive to prevailing economic conditions, and supported by robust legal and computational bases.

Your valuable presence, insights, and legislative guidance during this session will be indispensable in ensuring a streamlined and efficient process towards the enactment of the proposed amendments to our Revenue Code.

Attached herewith is a copy of the official Programme for your reference and guidance.

Thank you very much for your unwavering support for the fiscal management and revenue administration programs of our province.

RUTH Y. SURPIA
Provincial Treasurer

Copy Furnished:
- Office of the Provincial Governor
- Records / File

WRITESHOP ON THE UPDATING OF LOCAL REVENUE CODE AND RATIONALIZATION OF LOCAL FEES AND CHARGES

PROGRAMME

DAY 1

08:30 AM - 09:15 AM	Registration	Secretariat/Participants
09:15 AM - 09:30 AM	Snacks	
09:30 AM - 10:30 AM	Opening Program Invocation Philippine National Anthem	Secretariat
	Acknowledgment of Participants	Ms. JOANN MARIE A. VILLORIA LTOO II, BLGF, RO VIII
	Opening Remarks	Ms. RUTH Y. SURPIA Provincial Treasurer, Province of Leyte
	Special Message	Hon. CARLOS JERICHO L. PETILLA Governor, Province of Leyte
10:30 AM - 11:00 AM	Overview of the Training	BLGF Resource Speaker
11:00 AM - 12:00 NN	Financial Performance of the Province of Leyte	Ms. MARIA ROSAURA O. ESPEJO FA IV, BLGF, RO VIII
	LUNCH	
1:30 PM - 2:30 PM	Local Resource Mobilization and Legal Framework of Local Taxation	Dir. GERIEBETH G. DELA TORRE
2:30 PM - 3:30 PM	Walkthrough on LRC Model Observations/Comments on Existing LRC	Dir. GERIEBETH G. DELA TORRE
3:30 PM - 3:45 PM	Break/Snack	
3:45 PM - 5:00 PM	Procedures for the Enactment of a Tax Ordinance	Ms. JHONADEL A. JACABAN-HERNANDEZ Special Investigator III

PROGRAMME

DAY 2

08:00 AM - 08:30 AM	Preliminaries Recapitulation of the Previous Day's Sessions	Secretariat/Participants
08:30 AM - 10:00 AM	Local Fees and Charges (LFC) Toolkit: • Objectives • Process Requirements • Steps/Procedures	Ms. MARIA ROSAURA O. ESPEJO FA IV, BLGF, RO VIII
10:00 AM - 10:15 AM	Break/Snack	
10:15 AM - 12:00 NN	Guided Workshop - LFC Toolkit	Resource Speakers/Participants
	LUNCH	
01:00 PM - 03:00 PM	Continuation: Guided Workshop - LFC Toolkit	Resource Speakers/Participants
03:00 PM - 03:15 PM	Break/Snack	
03:15 PM - 05:00 PM	Presentation/Critiquing of Workshop Outputs (LFC Toolkit)	Participants/Resource Speakers

DAY 3

08:00 AM - 08:30 AM	Preliminaries Recapitulation of the Previous Day's Sessions	Secretariat/Participants
08:30 AM - 08:45 AM	Break/Snack	
08:45 AM - 12:00 NN	Presentation/Critiquing of Workshop Outputs (LFC Toolkit)	Participants/Resource Speakers
	LUNCH	
01:00 PM - 2:30 PM	Presentation of Updated Proposed Local Revenue Code	Participants/Resource Speakers
02:30 PM - 04:30 PM	Presentation and Critiquing of Action Plans/Highlights of the Proposed LRC	Department Heads Sangguniang Panlalawigan Members
04:30 PM - 4:50 PM	Closing Program • Impressions • Commitment • Awarding of Certificates	Participants/Resource Speakers
04:50 PM - 04:00 PM	Closing Remarks	Atty. DONALD B. PERANTE Operations Head, PTO-Leyte

BAGONG PILIPINAS



WRITESHOP ON THE UPDATING OF LOCAL REVENUE CODE AND RATIONALIZATION OF LOCAL FEES AND CHARGES

November 11-13, 2026

08:30 AM

Multi-Purpose Hall,
Leyte Provincial Government Complex,
Palo, Leyte

HON. LEONARDO M. JAVIER. JR.

An Invitation