

LOCAL GOVERNMENT UNIT  
ALANGALANG, LEYTE

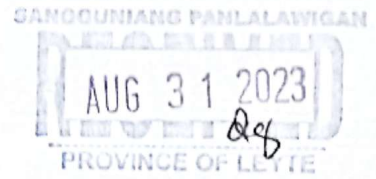
MUNICIPAL ORDINANCE NO. 14  
SERIES 2023

ENTITLED:

“AN ORDINANCE CREATING  
THE MUNICIPAL DISASTER  
RISK REDUCTION AND  
MANAGEMENT OFFICE OF  
ALANGALANG, LEYTE, AND  
ITS PLANTILLA POSITION OF  
MUNICIPAL GOVERNMENT  
DEPARTMENT HEAD I  
(MDRRMO) STEP1 – SALARY  
GRADE 24, DEFINING ITS  
DUTIES FUCTIONS, AND  
RESPONSIBILITIES.”

Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Alangalang  
-o0o-

OFFICE OF THE SB SECRETARY



August 31, 2023

MS. FLORINDA JILL S. UYVICO  
SP Secretary  
Provincial Capitol, Tacloban City

Ma'am:

Respectfully forwarded herewith copies of *Municipal Ordinance No. 2023-14 "An Ordinance Creating the Municipal Disaster Risk Reduction and Management Office of Alangalang, Leyte, and its Plantilla Position of Municipal Government Department Head I (MDRRMO) Step1 – Salary Grade 24, Defining its Duties Functions, and Responsibilities.."* peruse and favorable action.

Kindly acknowledge receipt hereof.

Thank you and More Power!

Very Truly Yours,

  
DANI R. DE VEYRA  
Board Secretary V




Republic of the Philippines  
**PROVICNE OF LEYTE**  
Municipality of Alangalang  
-oOo-

**OFFICE OF THE SANGGUNIANG BAYAN**

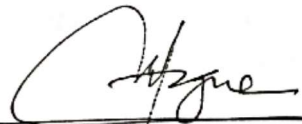
**CERTIFICATE OF POSTING**

**TO WHOM IT MAY CONCERN:**

This is to certify the Municipal Ordinance 2023-14 has been posted for three weeks in three public conspicuous places within the municipality and will remain posted for the information of the general public.

  
**DANI R. DE VEYRA**  
Board Secretary V

Attested:

  
**MARIO V. BAGUE**  
Municipal Vice Mayor



# 24<sup>th</sup> SANGGUNIANG BAYAN



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Alangalang  
-o0o-

SANGGUNIANG PANKALAWIGAN  
AUG 31 2023  
Province of Leyte

## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ALANGALANG, LEYTE HELD AT THE LEGISLATIVE BUILDING SESSION HALL ON JULY 31, 2023.

### PRESENT:

- Vice Mayor Mario V. Bague - Presiding Officer
- SB Member Gina Balderamos
- SB Member Ketchie Rex A. Barrantes
- SB Member Claire G. Yu
- SB Member Kenneth Spice M. De Veyra
- SB Member Kent Jefflord C. Guillermo
- SB Member Elmer D. Matobato
- SB Member Sheila Antoni-Rebato
- SB Member Ricardo Neil O. Eusores
- Punong Barangay Milagros E. Salazar -LIGA President
- SB Member Jan Reian Niño C. Saavedra -PPSK President

### MUNICIPAL ORDINANCE NO. 2023-14

SPONSOR: HON. CLAIRE G. YU  
CHAIRMAN COMMITTEE ON ENVIRONMENTAL AND NATURAL RESOURCES & DRR

"AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF ALANGALANG, LEYTE, AND ITS PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MDRRMO) STEP1 - SALARY GRADE 24, DEFINING ITS DUTIES FUNCTIONS, AND RESPONSIBILITIES."

APPROVED on 3<sup>rd</sup> and final reading on July 31, 2023

On motion of SB Member Claire G. Yu duly seconded by SB Members Ketchie Rex A. Barrantes, Sheila Antoni-Rebato and SB Member Gina Balderamos.

WHEREAS, Section 12 of RA 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010" mandates that there shall be established an LDRRMO in every province, city, and municipality, and a BDRRMC in every Barangay shall be responsible for setting the direction, implementation, and coordination of disaster risk management programs within their territorial jurisdiction:

*(Handwritten signatures and initials)*

WHEREAS, Section 443 (B) (2) of RA 7160 otherwise known as the Local Government Code of 1991 empowers the Sangguniang Bayan to create such other offices as may be necessary to carry out the purposes of the Municipal Government;

WHEREAS, Section 447 (A) (a) of the same code likewise authorize the Sangguniang Bayan to determine the positions, powers, duties, and salaries of officials and employees of the municipality;

WHEREAS, pursuant to Section 3 and 4 of CSC MC no. 12, s.2022, the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, provides the creation of the Municipal Disaster Risk Reduction and Management Office and the creation of the mandatory position, the Municipal Disaster Risk Reduction and Management Officer (MDRRMO) respectively;

WHEREAS, the creation of the plantilla position of Municipal Government Department Head I (MDRRMO) Step1 – Salary Grade 24 is in accordance with the Department of Budget and Management Local Budget Circular (DBM LBC) No. 137 otherwise known as the Index of Occupational Services, Positions, Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, dated July 13, 2021 under Sec.17, Executive Services and Section 13 of CSC MC no. 12, s.2022, otherwise known as the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units;

WHEREAS, Section 5.6 of the NDRRMC, DILG, DBM, CSC JMC No. 2014-1, dated April 4, 2014, the Implementing Guidelines for the Establishment of Local DRRM Offices (LDRRMOs) or Barangay DRRM Committees (BDRRMCs) in Local Government Units (LGUs) provides the standards on position titles and salary grades of the Department Heads (DH), Assistant Department Heads (ADH), and the highest positions below the ADH;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN** of the Municipality of Alangalang in session assembled that:

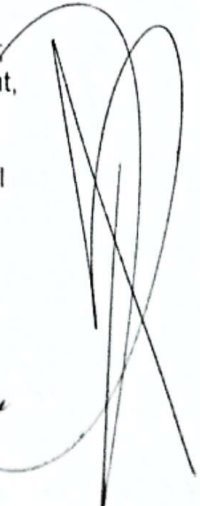
**Section 1. NAME OF THE OFFICE.** There shall be created a Municipal Disaster Risk Reduction and Management Office in the Local Government Unit of Alangalang, Leyte.

**Section 2. MDRRM OFFICE ORGANIZATIONAL STRUCTURE.** The MDRRM Office shall be organized to be composed of the following personnel who may be designated or appointed after passing thru the personnel selection board and by the concurrence of the Sangguniang Bayan in the case of the MDRRM Officer:

- a. Municipal Government Department Head I (MDRRMO) Step 1 – Salary Grade 24  
- Head of Office
- b. Research and Planning Officer  
- Office Staff
- c. Operations and Warning Officer  
- Office Staff
- d. Administration and Planning Officer  
- Office Staff

**Section 3. FUNCTIONS OF THE OFFICE.** The Municipal DRRM Office, within their territorial jurisdiction, shall be responsible for setting the direction, development, implementation, and coordination of disaster risk reduction and management programs, and shall perform the following functions and those that may be authorized by the Local DRRM Council:

- a. Organized and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- b. Identify, assess, and manage the hazards, vulnerabilities, and risk that may occur in their locality.
- c. Identify and implement cost-effective risk reduction measures and strategies;
- d. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- e. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably trained and competent personnel for effective civil defense and DRRM in its area;
- f. Organize, train, equip, and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- g. Within its area, promote and raise public awareness of, and compliance with RA10121 and legislative provisions relevant to the purpose of the latter;
- h. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121; and
- i. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.
- j. Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;
- k. Facilitate and support risk assessments and contingency planning activities at the local level;
- l. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- m. Conduct research and development initiatives on DRRM;
- n. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- o. Prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMO, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the MDRRMO;
- p. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- q. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
- r. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;



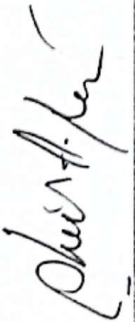
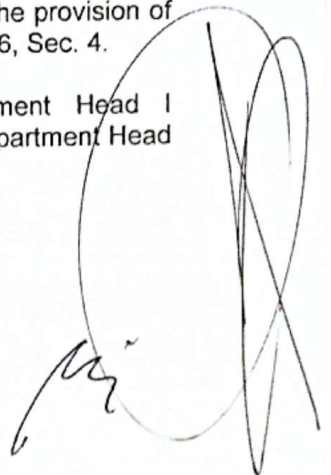
- s. Prepare and submit, through the LDRRMC and LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished to the regional director of the Office of Civil Defense (OCD) and the government operations officer of the DILG; and
- t. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning;
- u. Operate a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
- v. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups, and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- w. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- x. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter, and medical supplies for women and children, endeavor to create a special place where internally displaced mothers can help with breastfeeding, feed and care for their babies and give support to each other;
- y. Coordinate other DRRM activities;
- z. Establish linkage and/or network with other LGUs for DRR and emergency response purposes;
- aa. Establish a municipal DRRM Operations Center;
- bb. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and
- cc. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the most vulnerable areas, especially in the vulnerable sectors (women, children, senior citizens, and PWD).

**Section 4. CREATION.** There shall also be created plantilla position of Municipal Government Development Head I (MDRRMO) Step1-SG24 under the Municipal Disaster Risk Reduction and Management Office.

**Section 5. FUNDING.** The necessary funding for this plantilla position shall be appropriated 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 6. DUTIES AND RESPONSIBILITIES.** The duties and responsibilities of the herein aforementioned plantilla position shall be based on the provision of the Implementing Rules and Regulations of RA 10121 Rule 6, Sec. 4.

**Section 7. QUALIFICATION.** The Municipal Government Department Head I (MDRRMO) Step1-Salary Grade 24 shall be deemed as Department Head with the following Qualification Standards:



- a. Must have a Master's Degree in any course;
- b. Must have four (4) years in a position involving management and supervision, one (1) year of which is relevant to DRRM;
- c. Must have twenty-four (24) hours of training in management and supervision on DRRM;
- d. Must be a Career Service Professional;
- e. Must be a Filipino Citizen and a resident of this municipality for at least one (1) year.

*Handwritten signature*

**Section 8. EFFECTIVITY.** This ordinance shall take effect immediately upon approval hereof.

**Section 9. SEPARABILITY CLAUSE.**

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby, shall continue to be in full force and effect.

*Handwritten mark*

**Section 10. REPEALING CLAUSE.** Any ordinance found inconsistent hereof, in whole or part, is hereby repealed or modified accordingly.

ENACTED, this July 31, 2023.

APPROVED, by her Mayor this \_\_\_\_\_.

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance No. 2023-14.

*Handwritten mark*

*Handwritten signature*

DANI R. DE VEYRA  
Board Secretary V

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

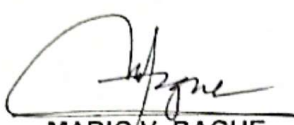
*Handwritten signature*



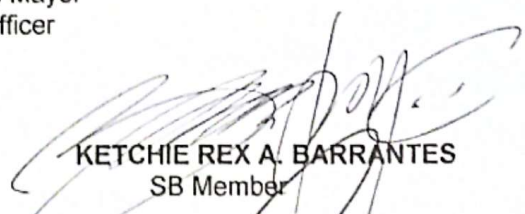
ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:



**GINA BALDERAMOS**  
SB Member



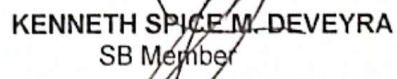
**MARIO V. BAGUE**  
Municipal Vice Mayor  
Presiding Officer



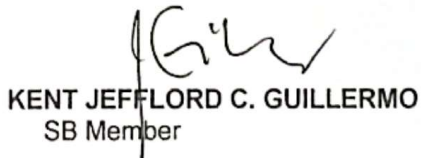
**KETCHIE REX A. BARRANTES**  
SB Member



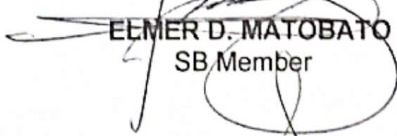
**CLAIRE G. YU**  
SB Member



**KENNETH SPICE M. DEVEYRA**  
SB Member



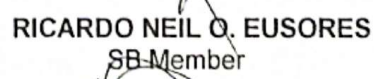
**KENT JEFFLORD C. GUILLERMO**  
SB Member



**ELMER D. MATOBATO**  
SB Member



**SHEILA ANTONI REBATO**  
SB Member



**RICARDO NEIL O. EUSORES**  
SB Member

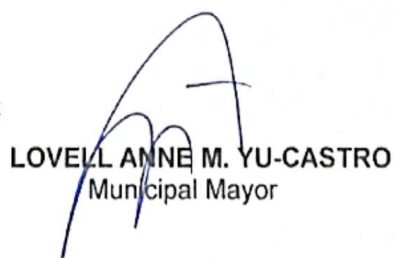


**MILAGROS E. SALAZAR**  
SB Member  
LIGA President



**JAN REIAN NINO C. SAAVEDRA**  
SB Member  
RPSK President

APPROVED:



**LOVELL ANNE M. YU-CASTRO**  
Municipal Mayor





Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Palo, Leyte  
 -000-



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE 59<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX, PALO, LEYTE ON SEPTEMBER 19, 2023.

RESOLUTION NO. 2023-440

A RESOLUTION APPROVING MUNICIPAL ORDINANCE NOS. 2023-11, 2023-12, 2023-13, 2023-14, 2023-15, 2023-16 ALL SERIES OF 2023 OF ALANGALANG, LEYTE; ORDINANCE NO. 444 OF BABATNGON, LEYTE; ORDINANCE NO. 23-14 SERIES OF 2023 OF BURAUEN, LEYTE; AND ORDINANCE NO. 23L.23-033 OF KANANGA, LEYTE.

**WHEREAS**, pursuant to Section 468 (a)(1)(i) of Republic Act 7160 otherwise known as The Local Government Code of 1991, among the powers and duties of the Sangguniang Panlalawigan is "to review all ordinances approved by the Sanggunian of component cities and municipalities;"

**WHEREAS**, submitted to the Sangguniang Panlalawigan are Municipal Ordinances from the different municipalities of the Province of Leyte, for approval, to wit:

- [Signature]*  
1-10/23

1. **Municipal Ordinance No. 2023-11 of Alangalang, Leyte** entitled: "AN ORDINANCE CREATING THE MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER) PLANTILLA POSITION WITH SALARY GRADE 24 UNDER THE MUNICIPAL GOVERNMENT OF ALANGALANG, LEYTE";
- [Signature]*  
H  
Received  
10-10-23

2. **Municipal Ordinance No. 2023-12 of Alangalang, Leyte** entitled: "AN ORDINANCE CREATING THE POSITION OF A LICENSING OFFICER III WITH SALARY GRADE 18 IN THE ORGANIZATIONAL STRUCTURE AND STAFFING POSITION OF THE MUNICIPAL GOVERNMENT OF ALANGALANG, LEYTE AND PROVIDING FUNDS THEREFORE";
- [Signature]*  
10/10/23

3. **Municipal Ordinance No. 2023-13 of Alangalang, Leyte** entitled: "AN ORDINANCE CREATING THE DISABILITY AFFAIRS ASSISTANT POSITION TITLE WITH SALARY GRADE EIGHT (8) IN THE MUNICIPALITY OF ALANGALANG, LEYTE";
- [Signature]*  
10/10/23

4. **Municipal Ordinance No. 2023-14 of Alangalang, Leyte** entitled: "AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF ALANGALANG, LEYTE, AND ITS PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MDRRMO) STEP 1- SALARY GRADE 24, DEFINING ITS DUTIES, FUNCTIONS, AND RESPONSIBILITIES";

*[Handwritten notes]*  
 (copy)  
 10/10/23  
 MPR  
 10/10/23

-over-

5. Municipal Ordinance No. 2023-15 of Alangalang, Leyte  
entitled: "AN ORDINANCE CREATING THE DISABILITY AFFAIRS  
OFFICE (PDAO) IN THE MUNICIPALITY OF ALANGALANG,  
LEYTE, PROVIDING ITS FUNCTIONS AND APPROPRIATING  
FUNDS THEREOF";

6. Municipal Ordinance No. 2023-16 of Alangalang, Leyte  
entitled: "AN ORDINANCE AMENDING THE TITLE OF THE  
CREATED POSITION EMBODIED IN MUNICIPAL ORDINANCE  
NO. 07, SERIES OF 2023 KNOWN AS SUPERVISING  
EMPLOYMENT OFFICER WITH SALARY GRADE 22 TO  
SUPERVISING LABOR AND EMPLOYMENT OFFICER WITH  
SALARY GRADE 22 PURSUANT TO CIVIL SERVICE  
MEMORANDUM CIRCULAR NO. 20, SERIES OF 2019";

7. Ordinance No. 444 of Babatngon, Leyte entitled: "AN  
ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 428,  
OTHERWISE KNOWN AS THE REVISED REVENUE CODE OF THE  
MUNICIPALITY OF BABATNGON, LEYTE, FISCAL YEAR 2023";

8. Ordinance No. 23-14, S-2023 of Burauen, Leyte entitled:  
"ORDINANCE CONDONING THE PENALTIES AND CHARGES  
IMPOSED, ARISING FROM PRIOR YEARS' DELINQUENCIES FOR  
BOTH DISCONNECTED AND ACTIVE WATER ACCOUNTS OF  
THE BURAUEN WATERWORKS SYSTEM (BWWS), PROVIDED,  
THAT THE CONCESSIONAIRES WILL PAY IN FULL THE BASIC  
WATER BILLINGS OF THE SAID ACCOUNTS ON OR BEFORE  
NOVEMBER 30, 2023."

9. Ordinance No. 23L.23-033 S-2023 of Kananga, Leyte entitled  
: "AN ORDINANCE INSTITUTIONALIZING THE SANGGUNIANG  
KABATAAN COUNCILORS, TREASURERS AND SECRETARIES  
LEAGUE IN THE MUNICIPALITY OF KANANGA, LEYTE";

**WHEREAS**, the Provincial Legal Office was requested to review and  
submit recommendation on the subject Ordinances pursuant to Section 481  
(3) (vii) of R.A. 7160;

**WHEREAS**, the Provincial Legal Office through Atty. Jose Raymund A.  
Acol, Assistant Provincial Legal Officer, per attached Indorsements,  
recommended for the declaration of validity of the said Ordinances pursuant  
to Section 56 (c) of R.A. 7160;

**WHEREAS**, the August Body, upon review, finds the subject Ordinances  
in conformity with the existing laws, rules and regulations, provided that in  
**Municipal Ordinance Nos. 2023-11, 2023-12, and 2023-14 of Alangalang,  
Leyte**, the creation of the New Plantilla Positions does not violate the  
prohibition under Section 325 (a) and (g) of the Local Government Code;


-over-

**NOW, THEREFORE**, on omnibus motion presented by Honorable Atty. Carlo P. Lorelo, duly seconded by Atty. Ronnan Christian M. Reposar, be it

**RESOLVED**, as it is hereby resolved, to **APPROVE MUNICIPAL ORDINANCE NOS. 2023-11, 2023-12, 2023-13, 2023-14, 2023-15, 2023-16 ALL SERIES OF 2023 OF ALANGALANG, LEYTE; ORDINANCE NO. 444 OF BABATNGON, LEYTE; ORDINANCE NO. 23-14 SERIES OF 2023 OF BURAUEN, LEYTE; AND ORDINANCE NO. 23L.23-033 OF KANANGA, LEYTE.**

Approved unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
FLORINDA JIL S. UYVICO  
Secretary to the Sanggunian

ATTESTED:

  
HON. LEONARDO M. JAVIER, JR.  
Vice Governor/Presiding Officer

Copy furnished:

LCE and the Sangguniang Bayan  
of Alangalang, Leyte

LCE and the Sangguniang Bayan  
of Babatngon, Leyte

LCE and the Sangguniang Bayan  
of Buraen, Leyte

LCE and the Sangguniang Bayan  
of Kananga, Leyte