

SB file



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Molave



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 53rd REGULAR SESSION OF THE SANGGUNIANG BAYAN (12TH MUNICIPAL COUNCIL UNDER THE LGC OF 1991) OF THE MUNICIPALITY OF MOLAVE, PROVINCE OF ZAMBOANGA DEL SUR HELD AT SB SESSION HALL ON JULY 14, 2026 AT 9:00 A.M.

Officers/Members	Position	Present	Absent	Remarks
Hon. Monalisa J. Glepa	Mun. Vice Mayor	✓		P.O.
Hon. Desiderio L. Jabello	SB Member	✓		
Hon. Cornelio R. Salinas	SB Member	✓		
Hon. Illuwil D. Orbita	SB Member	✓		
Hon. Joel M. Geromo	SB Member	✓		
Hon. Jonathan S. Uy	SB Member	✓		
Hon. Jacosalem A. Perong, Jr.	SB Member	✓		
Hon. Leonila J. Bermejo	SB Member	✓		
Hon. Welie R. Cabasag	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member	✓		
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 12th-50-2026

AN ORDINANCE INSTITUTIONALIZING THE MUNICIPAL WELLNESS LEAVE PROGRAM FOR QUALIFIED JOB ORDER AND CONTRACT OF SERVICE PERSONNEL OF THE MUNICIPAL GOVERNMENT OF MOLAVE, ADOPTING FOR THIS PURPOSE THE CIVIL SERVICE COMMISSION WELLNESS LEAVE POLICY UNDER CSC RESOLUTION NO. 2501292 AND ITS IMPLEMENTING ISSUANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES.

BE IT ORDAINED, by the Sangguniang Bayan of the Municipality of Molave, Province of Zamboanga del Sur, in session duly assembled, that:

SECTION 1. TITLE. This Ordinance shall be known and cited as the "Municipal Wellness Leave Program Ordinance of Molave for Job Order and Contract of Service Personnel."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Local Government Unit (LGU) of Molave to promote and protect the holistic well-being of personnel engaged by the Municipality, including those under non-plantilla arrangements such as Job Order (JO) and Contract of Service (COS), consistent with applicable laws, rules, regulations and the contractual nature of their engagement.

The Municipality recognizes that physical, mental, emotional and psychological well-being of individuals rendering services to the government contributes to effective, efficient, and responsive public service delivery. The adoption of reasonable wellness measures promotes workplace morale, productivity, and organizational stability.

Pursuant to the general welfare authority of the Local Government Unit under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and consistent with the Civil Service Commission (CSC) Wellness Leave Policy and other relevant national issuances, the Municipality hereby establishes a Local Wellness Leave Program for qualified Job Order and Contract of Service personnel, subject to the limitations imposed by law and the terms of their respective contracts.

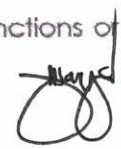
- SECTION 3. OBJECTIVES.** This Ordinance aims to:
- a. Promote work-life balance and responsible self-care among non-regular personnel;
 - b. Enhance workplace morale, efficiency, and productivity in all municipal offices;
 - c. Institutionalize a clear, structured, and accountable system for the grant of wellness leave;

- d. Align local personnel practices with national civil service policies and good governance principles;
- e. Encourage preventive health measures and wellness-oriented activities;
- f. Recognize the fixed-term and renewable nature of Job Order contracts and the variable contractual terms of Contract of Service engagements; and
- g. Strengthen organizational capacity by maintaining a healthy and motivated workforce.

SECTION 4. Definition of Terms. For purposes of this Ordinance, the following terms shall be defined as:

- a. **Wellness Leave** – A special welfare privilege granted to qualified Job Order (JO) and Contract of Service (COS) personnel to allow reasonable time for activities intended to promote physical, mental, emotional, or psychological well-being, including but not limited to rest, medical consultations, counseling, stress management activities, personal recuperation, and other analogous pursuits. Wellness leave shall not be treated as an earned or accrued leave credit, shall not be cumulative, and shall not be convertible into cash or any other benefit. However, an approved availment of Wellness Leave shall not result in any deduction from the approved contract amount, service fee, or remuneration stipulated under the applicable Job Order or Contract of Service, subject to existing budgeting, accounting, auditing, and applicable government rules and regulations.
- b. **Job Order (JO) Personnel** – Refers to an individual engaged by the Local Government Unit to perform specific jobs, piece of work or services for a limited period, based on an agreed output or deliverable, without an employer-employee relationship. A Job Order worker is not considered a government employee and does not enjoy security of tenure nor entitlement to standard government benefits, except those that may be expressly provided under applicable laws, rules, or the terms of the contract.
- c. **Contract of Service (COS) Personnel** – Refers to a person engaged under a Contract of Service to undertake specific services or deliverables, usually requiring technical or professional expertise, for a fixed period. Such engagement does not create an employer-employee relationship with the government, and the individual is not part of the plantilla of personnel. Accordingly, COS personnel do not enjoy security of tenure and are generally not entitled to standard government benefits, unless otherwise provided by applicable laws, rules, or contractual stipulations.
- d. **Quarterly** – A three-month period within a calendar year, reckoned as follows: First Quarter – January to March; Second Quarter – April to June; Third Quarter – July to September; and Fourth Quarter – October to December.
- e. **Semester** – A six-month period reckoned from January to June and from July to December of each calendar year.
- f. **Relevant Issuances** – Circulars, memoranda, executive orders, rules, or guidelines issued by competent authorities such as the CSC, Department of Budget and Management (DBM), Commission on Audit (COA), Department of the Interior and Local Government (DILG), and other lawful regulatory agencies.
- g. **Continuous Service** – Uninterrupted contractual engagement with the Municipality under successive Job Order or Contract of Service arrangements, without termination or expiration of engagement, except where any interruption is due to administrative processing of renewal, circumstances beyond the control of the personnel, or other analogous situations as may be determined by the Human Resource Management Office (HRMO), subject to existing rules.
- h. **Immediate Supervisor** – The officer directly overseeing the daily functions or outputs of the JO or COS personnel concerned.





- i. **HRMO** – The Human Resource Management Office of the Municipality of Molave or its functional equivalent.

SECTION 5. COVERAGE AND ELIGIBILITY. This Ordinance shall apply to all duly engaged Job Order (JO) Workers and Contract of Service (COS) personnel of the Municipality of Molave, subject to the following eligibility standards:

- a. **Job Order (JO) Workers** – Must have completed at least two (2) successive contract cycles, equivalent to six (6) months aggregate continuous service. Quarterly renewals shall be deemed continuous service, provided that no interruption exceeding thirty (30) calendar days occurs between contracts.
- b. **Contract of Service (COS) Personnel** – Must have rendered at least six (6) months of continuous service under an existing contract or successive service contracts with the Municipality, reckoned from the commencement date of the contract or its lawful renewals.

The entitlement of qualified JO and COS personnel shall remain subject to the provisions of their **respective contracts**, the availability of appropriate funding, and applicable Civil Service Commission (CSC) regulations.

SECTION 6. GRANT OF WELLNESS LEAVE. Qualified Contract of Service (COS) and Job Order (JO) personnel shall, upon satisfying the eligibility requirements prescribed under Section 5 of this Ordinance, shall be entitled to avail Wellness Leave of one (1) working day for every remaining quarter of the calendar year, subject to a maximum entitlement of four (4) working days per calendar year and the terms and conditions of their respective contracts.

Wellness Leave may be availed once within each qualified quarter, either on a scheduled date or upon prior approval of the Head of Office, taking into consideration the exigencies of the service and the necessity of maintaining uninterrupted and efficient public service delivery.

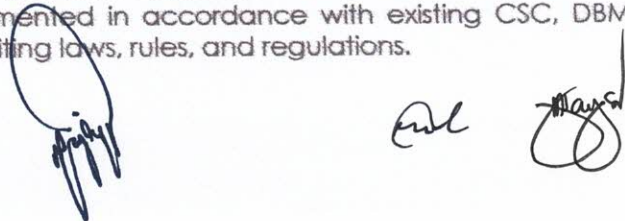
For Job Order (JO) personnel, entitlement to Wellness Leave shall arise only upon the completion of six (6) months of continuous service, equivalent to the completion of the second (2nd) consecutive quarterly Job Order contract, provided that there has been no break in service between successive engagements. Upon satisfying this requirement, qualified JO personnel may thereafter avail of one (1) Wellness Leave day for each remaining quarter of the calendar year during which their engagement continues, subject to the approval of the Head of Office and the terms of their existing Job Order contract.

For Contract of Service (COS) personnel, entitlement to Wellness Leave shall commence upon the completion of six (6) months of continuous service under the existing Contract of Service or its lawful and uninterrupted renewals. Upon becoming eligible, qualified COS personnel may thereafter avail of one (1) Wellness Leave day for each remaining quarter of the calendar year during the effectivity of their contract, subject to the approval of the Head of Office and the exigencies of the service.

Unused Wellness Leave for any quarter shall not accumulate, shall not be carried over to any succeeding quarter or calendar year, and shall not be convertible to cash or commutable under any circumstance.

Wellness Leave granted under this Ordinance shall be non-monetary in nature and shall not constitute an earned leave credit, a basis for terminal leave benefits, monetization, commutation, or any additional compensation beyond that expressly authorized herein.

An approved Wellness Leave day shall be treated as a compensable service day for purposes of implementing the Contract of Service or Job Order. Accordingly, no deduction shall be made from the remuneration, contract amount, or service fee otherwise due to the qualified COS or JO personnel by reason of the approved availment of Wellness Leave, provided that such entitlement is expressly incorporated in the applicable contract and is implemented in accordance with existing CSC, DBM, COA, budgeting, accounting, and auditing laws, rules, and regulations.



The grant and availment of Wellness Leave under this Ordinance shall not be construed as creating an employer-employee relationship where none exists, conferring regular or permanent status, granting security of tenure, or extending any benefit not expressly provided under this Ordinance, the applicable Contract of Service or Job Order, and prevailing laws, rules, and regulations governing the engagement of Contract of Service and Job Order personnel.

SECTION 7. NATURE, CONDITIONS, AND LIMITATIONS. Wellness Leave granted under this Ordinance shall be subject to the following conditions:

- a. It shall be non-cumulative, non-transferable, and non-commutable to cash;
- b. Any Unused wellness leave for a qualified quarter shall automatically lapse at the end of such quarter and shall not be carried over to the succeeding quarter or calendar year;
- c. It shall not form part of terminal leave benefits, separation benefits or any similar monetary entitlement;
- d. The availment shall remain subject to the terms and conditions of the applicable Job Order or Contract of Service and relevant government issuances;
- e. It shall not be interpreted as establishing an creating an employer-employee relationship or altering the contractual nature of JO and COS engagement;
- f. It shall not be used to justify habitual absenteeism, neglect of contractual obligations, or failure to perform assigned duties; and
- g. It shall not be converted into or treated as vacation leave, sick leave or any other statutory leave privilege.

SECTION 8. PROCEDURE FOR AVAILMENT.

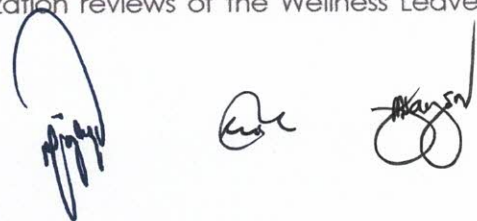
1. A written or electronic request shall be filed with the Immediate Supervisor at least three (3) working days prior to the intended date of leave, except in meritorious or emergency cases.
2. Approval shall be vested in the Head of Office or his/her duly authorized representative.
3. Offices shall ensure that the availment of wellness leave does not unduly disrupt essential governmental services or compromise operational efficiency.
4. A scheduling or rotation mechanism may be adopted when necessary.
5. Standardized forms and digital submission systems may be prescribed by the HRMO.
6. The Immediate Supervisor may request reasonable justification when necessary, provided that the privacy and dignity of the personnel are respected.
7. Denial of the request must be accompanied by a written explanation to ensure transparency and accountability.

SECTION 9. ADMINISTRATION AND OVERSIGHT. The Human Resource Management Office (HRMO), under the administrative supervision of the Municipal Mayor, shall serve as the primary implementing and monitoring body of this Ordinance.

The Municipal Mayor shall ensure proper administrative execution and may issue necessary implementing guidelines consistent with this Ordinance and existing laws.

For this purpose, the HRMO, in coordination with the Office of the Municipal Mayor, shall:

- a. Maintain complete and updated official records of wellness leave applications and availments;
- b. Prepare, issue, and standardize request forms, templates, and internal procedures;
- c. Provide orientation, advisories, and informational materials to all offices and concerned personnel;
- d. Monitor compliance and ensure uniform application of the program across all municipal departments;
- e. Conduct periodic assessments and utilization reviews of the Wellness Leave Program;



- f. Submit annual or periodic compliance and evaluation reports to the Office of the Municipal Mayor and the Sangguniang Bayan;
- g. Recommend administrative improvements, clarifications, or amendments when necessary; and
- h. Coordinate, when appropriate, with the Municipal Health Office, GAD Focal Point, or other relevant offices for wellness advocacy activities.

The authority of the Municipal Mayor under this Section shall be limited to administrative supervision and the issuance of implementing guidelines, and shall not be construed as altering legislative prerogatives or creating additional compensation or employment rights not otherwise provided by law.

SECTION 10. FUNDING AND FISCAL RESPONSIBILITY. Implementation of this Ordinance shall be administered within the existing appropriations of the Municipality and shall not entail additional compensation beyond what is legally permissible, subject at all times to budgeting, accounting, and auditing laws, rules, and regulations.

SECTION 11. NON-DIMINUTION OF EXISTING BENEFITS. Nothing in this Ordinance shall be interpreted to diminish, reduce, or impair any lawful benefit or privilege already being enjoyed by covered personnel under existing laws, contracts, or local policies.

SECTION 12. COMPLIANCE WITH NATIONAL LAWS. This Ordinance shall at all times be construed and implemented in a manner consistent and in full harmony with existing national statutes, administrative issuances, executive orders, rules and regulations, and prevailing jurisprudence issued by competent authorities.

In the event of conflict, ambiguity, or inconsistency between the provisions of this Ordinance and any applicable national law or regulation, the latter shall prevail, and the affected provision shall be deemed modified accordingly without impairing the validity of the remaining sections. Nothing herein shall be interpreted to authorize any act contrary to law or beyond the powers of the Local Government Unit as provided under existing statutes.

SECTION 13. SEPARABILITY CLAUSE. If any section or provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 14. RECORD CONFIDENTIALITY AND DATA PRIVACY. All records, documents, and information pertaining to the application, approval, denial, and availment of Wellness Leave shall be treated with strict confidentiality and shall be accessed only by duly authorized personnel for legitimate administrative purposes.

The Human Resource Management Office (HRMO) and all concerned offices shall ensure full compliance with existing data privacy laws and regulations, particularly Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, including its Implementing Rules and Regulations. They shall adopt reasonable organizational, physical, and technical security measures to safeguard personal and sensitive personal information against unauthorized access, disclosure, alteration, misuse, or loss.

No personal data obtained pursuant to this Ordinance shall be disclosed or shared except when authorized by the data subject, required by law, or pursuant to lawful orders of competent authorities. All personnel handling such records shall observe confidentiality even after separation from service, without prejudice to applicable administrative, civil, or criminal liabilities for violations thereof.

SECTION 15. REPEALING CLAUSE. All ordinances, executive issuances, rules, and regulations inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 16. EFFECTIVITY. This Ordinance shall take effect upon approval and after compliance with all mandatory posting, publication, and dissemination requirements as prescribed by law.



ENACTED, this 14th day of July, 2026 at Molave, Zamboanga del Sur.

CERTIFIED CORRECT:


JUNARD C. SAYSON
AOV/O.I.C.

ATTESTED & DULY CERTIFIED:


MONALISA J. GLEPA, R.N.
Vice Mayor/Presiding Officer

APPROVED:


CYRIL REO A. GLEPA, M.D.
Municipal Mayor
7/22/26
Date



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

PROOF OF SERVICE

Municipal Ordinance No. 12th-50-2026

AN ORDINANCE INSTITUTIONALIZING THE MUNICIPAL WELLNESS LEAVE PROGRAM FOR QUALIFIED JOB ORDER AND CONTRACT OF SERVICE PERSONNEL OF THE MUNICIPAL GOVERNMENT OF MOLAVE, ADOPTING FOR THIS PURPOSE THE CIVIL SERVICE COMMISSION WELLNESS LEAVE POLICY UNDER CSC RESOLUTION NO. 2501292 AND ITS IMPLEMENTING ISSUANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CHESSAV. ESIN		7/24/26
MPDO	GWYNETH SYBIL BATACAN		7/24/26
HRMO	JOSE BERNAL A. BARNIA		7/24/26
MBO	Imelda Tanyag		7/24/26
MAccO	DAISY MAY A. MONTERNEL		7-24-26
MTO	ROELYN M. LAGAR Acting Municipal Treasurer		7-24-26

Municipal Ordinance No. 12th-51-2026

AN ORDINANCE STRENGTHENING THE PROTECTION AND WELFARE OF MINORS THROUGH THE IMPOSITION OF CURFEW HOURS WITHIN THE MUNICIPALITY OF MOLAVE, AND PROVIDING PENALTIES FOR VIOLATION THEREOF.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CHESSAV. ESIN		7/24/26
MPDO	GWYNETH SYBIL BATACAN		7/24/26
MSWD	Mary Rose C. Basayen		7/24/26
Head of Enforcer	Mr. Jingle Jabello		7/24/26
MPNP	Jose Comar Jr		7/24/26

Municipal Ordinance No. 12th-52-2026

AN ORDINANCE REGULATING THE ACT OF APPEARING TOPLESS, HALF-NAKED OR PARTIALLY UNDRESSED IN PUBLIC PLACES WITHIN THE MUNICIPALITY OF MOLAVE, ZAMBOANGA DEL SUR, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CHESSAV. ESIN		7/24/26
MPDO	GWYNETH SYBIL BATACAN		7/24/26
MLGOO	N. Romasasa		07/24/26
Head of Enforcer	Mr. Jingle Jabello		7/24/26
MPNP	Jose Comar Jr		7/24/26



Office of the Secretary to the Sangguniang Bayan

CERTIFICATION OF INFORMATION DISSEMINATION

MUNICIPAL ORDINANCE NO. 12TH-50-2026 - AN ORDINANCE INSTITUTIONALIZING THE MUNICIPAL WELNESS LEAVE PROGRAM FOR QUALIFIED JOB ORDER AND CONTRACT OF SERVICE PERSONNEL OF THE MUNICIPAL GOVERNMENT OF MOLAVE, ADOPTING FOR THIS PURPOSE THE CIVIL SERVICE COMMISSION WELNESS LEAVE POLICY UNDER CSC RESOLUTION NO. 2501292 AND ITS IMPLEMENTING ISSUANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, AND FOR OTHER PURPOSES.

This is to **certify** that, in compliance with the mandatory requirements for the dissemination of ordinances, **Municipal Ordinance No. 12th-50-2026** has been properly disseminated through the following methods:

1. Posting in Conspicuous Places

The ordinance was posted for a minimum period of three consecutive weeks in the following conspicuous public locations within the Municipality of Molave:

POSTED IN:

Location

Sangguniang Bayan Bulletin Board
Municipal Building
Public Market
Molave Integrated Bus and Jeepney Terminal

CERTIFIED BY:

Name, Signature & Date of Posting

DAILEY JEAN ALEGADO JUL 24 2026
ROELYN M. LAGAR
Acting Municipal Treasurer
FR. MARINA L. TANTAN
JESSIE GLENN C. ALEGADO
JULY 24, 2026

Posted by: DAILEY JEAN ALEGADO
(Name and Signature of Posting Officer)

2. Online Dissemination

For broader public access, the ordinance may also be posted on the following official platforms:

Legislative Website: sbmolave.net
LGU Website: molave.gov.ph
LGU Molave Legislative / Sangguniang Bayan Molave



3. Public Announcement via Radio Station

The content and summary of the ordinance have also been broadcast over local radio station, ensuring wider reach and public awareness.

CERTIFIED BY:

NAME & SIGNATURE
DATE

JOEL R. BERNARDO 7-24-26
RADIO BROADCAST PRESENTER
DXBB 106.9 FM
RADIO PILIPINAS MOLAVE

CERTIFIED BY:

Junard C. Sayson
A.O. V. OIC Secretary
7/24/26
Date