



Republic of the Philippines  
**SANGGUNIANG BAYAN**  
Taytay, Rizal

DO No. 2512 – 056

**ORDINANCE NO. 876 series of 2025**

**AN ORDINANCE APPROVING SUPPLEMENTAL BUDGET NO. 3 AMOUNTING  
TO FORTY-EIGHT MILLION FIVE HUNDRED FIFTY-SIX THOUSAND TWO  
HUNDRED EIGHTY-TWO PESOS AND 69/100 (PHP 48,556,282.69) TO FUND  
PRIORITY PROGRAMS, PROJECTS AND ACTIVITIES OF THE MUNICIPAL  
GOVERNMENT OF TAYTAY**

Sponsored by: Coun. Ma. Elaine T. Leonardo  
Co-Sponsored by: Vice Mayor Jan Victor B. Cabitac  
Coun. Joanne Marie P. Calderon  
Coun. Rulf Marius G. Valera  
Coun. Patrick John P. Alcantara  
Coun. Carizza A. Cortez  
Coun. John Tobit E. Cruz  
Coun. Michell B. Bermundo  
Coun. Kristofer Charls S. Esguerra  
LnB President Roseller Z. Valera  
SK Fed. Pres. Lucia Marie D. Alcantara

WHEREAS, Ordinance No. 825, S. of 2024, was enacted to appropriate the amount of Two Billion Two Hundred Forty-Nine Thousand Five Hundred Thirteen Pesos and Twenty-Two Centavos (Php 2,000,249,513.22) as the Annual Budget of the Municipality of Taytay, Province of Rizal for Fiscal Year 2025 and for other purposes;

WHEREAS, Administrative Order No. 39, S. 2025, authorizes the grant of Gratuity Pay to Contract of Service (COS) and Job Order (JO) workers in Government for Fiscal Year 2025;

WHEREAS, Administrative Order No. 40, S. 2025, authorizes the grant of a one-time Service Recognition Incentive (SRI) not exceeding Php 20,000 for Fiscal Year 2025;

WHEREAS, Ordinance No. 838, S. 2025, authorizes the grant of year-end cash incentives to all Public Elementary and High School teaching and non-teaching personnel with permanent positions, school heads assigned in this municipality, and PSDS rendering service in the DepEd Taytay Sub-Office;

WHEREAS, the Municipal Government of Taytay recognizes the significant contributions of its officials and personnel - whether plantilla, Contract of Service (COS), or Job Order (JO) – in sustaining effective governance, ensuring the timely delivery of essential public services, and actively participating in the implementation of various programs, projects, and activities (PPAs), as well as other priority initiatives of the Municipal Government of Taytay;

WHEREAS, there are appropriations and unappropriated surplus identified that will no longer be implemented and are therefore available for supplemental appropriation to fund the grant of the Service Recognition Incentive (SRI), Gratuity Pay to Job Order workers, year-end

cash incentives to all DepEd Taytay teaching and non-teaching personnel, and other priority programs, projects, and activities of the Municipal Government of Taytay;

WHEREAS, there are appropriations identified which will no longer be implemented and that are available for Supplemental Appropriation respectively to fund priority programs, projects and activities of the Municipal Government of Taytay;

WHEREAS, it is imperative for the Sangguniang Bayan to approve the Supplemental Budget No. 03 amounting to Forty-Eight Million Five Hundred Fifty-Six Thousand Two Hundred Eighty-Two Pesos and 69/100 (Php 48,556,282.69) for the fiscal year 2025 to ensure the implementation of various PPA of the Municipal Government of Taytay;

NOW THEREFORE, BE IT ORDAINED, by the 13<sup>th</sup> Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

**Section 1. Appropriation** - The amount of **FORTY-EIGHT MILLION FIVE HUNDRED FIFTY-SIX THOUSAND TWO HUNDRED EIGHTY-TWO PESOS AND 69/100 (PHP 48,556,282.69)** is hereby appropriated as an integral part of the General Fund Budget for the year 2025 by way of Supplemental Budget No. 03.

The budget documents, consisting of the following, are incorporated herein and made as integral part of this Ordinance:

1. Statement of Funding Sources signed by the Municipal Treasurer and Municipal Accountant
2. Statement of Supplemental Appropriation signed by the Municipal Mayor and the Municipal Budget Officer

**Section 2. Source of Fund** - The source of fund for Supplemental Budget No. 03 is as follows:

<b>Savings from Current Appropriation</b>	<b>Php</b>	<b>22,157,492.48</b>
<b>Unappropriated Surplus (Ordinance Nos. 862 &amp; 875, S. of 2025)</b>		<b>26,398,790.21</b>
<b>Total</b>		<b>48,556,282.69</b>

ACCOUNT NAME	AMOUNT
<b>Office of the Municipal Mayor</b>	
Salaries and Wages - Regular	129,180.41
Salaries and Wages – Casual / Contractual	587,594.61
Personal Economic Relief Allowance (PERA)	62,909.08
Retirement and Life Insurance Premiums	105,495.00
Pag-IBIG Contributions	6,200.00
PhilHealth Contributions	29,026.68
Employees Compensation Insurance Premiums	3,100.00
Clothing / Uniform Allowance	112,000.00
Other Supplies and Materials Expenses	370,000.00
<b>Office of General Services</b>	
Salaries and Wages - Regular	130,057.29
Personal Economic Relief Allowance (PERA)	8,000.00
Retirement and Life Insurance Premiums	16,486.08
Pag-IBIG Contributions	800.00
PhilHealth Contributions	3,434.69
Employees Compensation Insurance Premiums	400.00
Clothing / Uniform Allowance	21,000.00
Other Supplies and Materials Expenses	6,000.00
Environment / Sanitary Services	10,490,000.00
Information and Communication Technology Equipment	2,500.00

ACCOUNT NAME	AMOUNT
<b>Business Permit and Licensing Office</b>	
Salaries and Wages - Regular	85,505.50
Personal Economic Relief Allowance (PERA)	6,000.00
Retirement and Life Insurance Premiums	10,260.66
PhilHealth Contributions	1,804.69
Employees Compensation Insurance Premiums	300.00
Clothing / Uniform Allowance	28,000.00
Other Maintenance and Operating Expenses	1,000,000.00
<b>Human Resource and Management Office</b>	
Salaries and Wages - Regular	279.50
Personal Economic Relief Allowance (PERA)	2,600.00
Retirement and Life Insurance Premiums	56.92
PhilHealth Contributions	498.07
Employees Compensation Insurance Premiums	100.00
Clothing / Uniform Allowance	7,000.00
<b>Public Employment Services Office</b>	
Salaries and Wages - Regular	1,778.00
Personal Economic Relief Allowance (PERA)	20,000.00
Retirement and Life Insurance Premiums	13,413.36
Pag-IBIG Contributions	2,400.00
PhilHealth Contributions	3,709.71
Employees Compensation Insurance Premiums	1,000.00
Clothing / Uniform Allowance	7,000.00
Traveling Expenses - Local	4,000.00
Other Maintenance and Operating Expenses	124,000.00
<b>Municipal Planning and Development Office</b>	
Salaries and Wages - Regular	90,365.00
Personal Economic Relief Allowance (PERA)	9,000.00
Retirement and Life Insurance Premiums	10,777.44
Pag-IBIG Contributions	800.00
PhilHealth Contributions	2,272.96
Employees Compensation Insurance Premiums	500.00
Clothing / Uniform Allowance	21,000.00
<b>Office of the Civil Registrar</b>	
Salaries and Wages - Regular	56,070.00
Personal Economic Relief Allowance (PERA)	6,000.00
Retirement and Life Insurance Premiums	6,728.40
Pag-IBIG Contributions	600.00
PhilHealth Contributions	1,401.78
Employees Compensation Insurance Premiums	400.00
Clothing / Uniform Allowance	14,000.00
Accountable Forms Expenses	115,000.00
Non-Accountable Forms Expenses	190,000.00
Other Supplies and Materials Expenses	7,000.00
Printing and Publication Expenses	121,000.00
Other Maintenance and Operating Expenses	50,000.00
<b>Agricultural Services Office</b>	
Salaries and Wages - Regular	190,015.00
Personal Economic Relief Allowance (PERA)	12,000.00
Retirement and Life Insurance Premiums	20,038.56
Pag-IBIG Contributions	1,400.00
PhilHealth Contributions	5,326.09
Employees Compensation Insurance Premiums	500.00
Clothing / Uniform Allowance	49,000.00
Traveling Expenses - Local	16,000.00

ACCOUNT NAME	AMOUNT
Animal / Zoological Supplies Expenses	290,000.00
Other Supplies and Materials Expenses	170,000.00
Other Maintenance and Operating Expenses	900,000.00
<b>Municipal Environment and Natural Resources Office</b>	
Salaries and Wages - Regular	51,437.00
Personal Economic Relief Allowance (PERA)	3,000.00
Retirement and Life Insurance Premiums	4,551.12
Pag-IBIG Contributions	400.00
PhilHealth Contributions	1,623.71
Employees Compensation Insurance Premiums	100.00
Clothing / Uniform Allowance	14,000.00
Traveling Expenses - Local	10,000.00
Other Supplies and Materials Expenses	80,000.00
Environment / Sanitary Services	40,000.00
Other Maintenance and Operating Expenses	355,000.00
<b>Tourism Office</b>	
Salaries and Wages - Regular	75,183.50
Personal Economic Relief Allowance (PERA)	4,000.00
Retirement and Life Insurance Premiums	13,014.91
Pag-IBIG Contributions	400.00
PhilHealth Contributions	1,896.60
Employees Compensation Insurance Premiums	200.00
Clothing / Uniform Allowance	28,000.00
<b>Office for Health Services</b>	
Salaries and Wages - Regular	65,459.99
Personal Economic Relief Allowance (PERA)	6,000.00
Retirement and Life Insurance Premiums	13,614.22
Pag-IBIG Contributions	600.00
PhilHealth Contributions	3,370.75
Employees Compensation Insurance Premiums	300.00
Clothing / Uniform Allowance	28,000.00
Traveling Expenses - Local	45,000.00
Other Supplies and Materials Expenses	100,000.00
Repairs and Maintenance - Machinery and Equipment	36,000.00
Donations	100,000.00
<b>Urban Poor Affairs Office</b>	
Salaries and Wages - Regular	19,303.00
Personal Economic Relief Allowance (PERA)	2,000.00
Retirement and Life Insurance Premiums	2,316.36
Pag-IBIG Contributions	200.00
PhilHealth Contributions	482.58
Employees Compensation Insurance Premiums	100.00
Clothing / Uniform Allowance	7,000.00
<b>Engineering Office</b>	
Salaries and Wages - Regular	91,399.00
Personal Economic Relief Allowance (PERA)	9,000.00
Retirement and Life Insurance Premiums	10,967.88
Pag-IBIG Contributions	800.00
PhilHealth Contributions	2,085.62
Employees Compensation Insurance Premiums	400.00
Clothing / Uniform Allowance	14,000.00
Buildings	1,694,000.00
Repairs and Maintenance - Transportation Equipment	10,000.00

ACCOUNT NAME	AMOUNT
<b>Accounting and Internal Audit Services Office</b>	
Salaries and Wages - Regular	136,983.50
Personal Economic Relief Allowance (PERA)	6,000.00
Retirement and Life Insurance Premiums	13,052.04
Pag-IBIG Contributions	600.00
PhilHealth Contributions	4,380.02
Employees Compensation Insurance Premiums	200.00
Clothing / Uniform Allowance	14,000.00
Traveling Expenses - Local	30,000.00
Other Supplies and Materials Expenses	11,200.00
Other General Services	160,000.00
Repairs and Maintenance - Machinery and Equipment	4,000.00
Printing and Publication Expenses	50,000.00
Other Maintenance and Operating Expenses	40,000.00
Office Equipment	4,000.00
Information and Communication Technology Equipment	1,000.00
<b>Assessor's Office</b>	
Salaries and Wages - Regular	117,364.00
Personal Economic Relief Allowance (PERA)	12,000.00
Retirement and Life Insurance Premiums	11,197.08
Pag-IBIG Contributions	1,200.00
PhilHealth Contributions	3,535.51
Employees Compensation Insurance Premiums	600.00
Clothing / Uniform Allowance	35,000.00
Traveling Expenses - Local	21,000.00
Other General Services	18,000.00
<b>Budget Office</b>	
Personal Economic Relief Allowance (PERA)	4,000.00
Retirement and Life Insurance Premiums	3,801.84
Pag-IBIG Contributions	400.00
PhilHealth Contributions	792.07
Employees Compensation Insurance Premiums	200.00
Clothing / Uniform Allowance	7,000.00
Other Maintenance and Operating Expenses	100,000.00
<b>Office on Public Information</b>	
Clothing / Uniform Allowance	14,000.00
<b>Treasury Office</b>	
Salaries and Wages - Regular	285,261.50
Personal Economic Relief Allowance (PERA)	10,000.00
Retirement and Life Insurance Premiums	24,694.56
Pag-IBIG Contributions	1,200.00
PhilHealth Contributions	5,948.75
Employees Compensation Insurance Premiums	1,000.00
Clothing / Uniform Allowance	47,000.00
Accountable Forms Expenses	150,000.00
Non-Accountable Forms Expenses	23,000.00
Printing and Publication Expenses	37,000.00
Information and Communication Technology Equipment	3,000.00
<b>Management Information System Services</b>	
Salaries and Wages - Regular	56,742.64
Personal Economic Relief Allowance (PERA)	4,727.27
Retirement and Life Insurance Premiums	9,449.16
Pag-IBIG Contributions	400.00
PhilHealth Contributions	1,104.30
Employees Compensation Insurance Premiums	300.00

ACCOUNT NAME	AMOUNT
Clothing / Uniform Allowance	21,000.00
Other General Services	300,000.00
Other Maintenance and Operating Expenses	5,000.00
Office Equipment	104,000.00
<b>Legal Office</b>	
Salaries and Wages - Regular	75,236.50
Personal Economic Relief Allowance (PERA)	2,000.00
Pag-IBIG Contributions	200.00
Employees Compensation Insurance Premiums	100.00
Clothing / Uniform Allowance	21,000.00
Postage and Courier Services	20,000.00
Taxes, Duties and Licenses	50,000.00
<b>Office of the Vice Mayor</b>	
Salaries and Wages - Regular	22,378.50
Personal Economic Relief Allowance (PERA)	4,000.00
Retirement and Life Insurance Premiums	4,269.77
Pag-IBIG Contributions	400.00
PhilHealth Contributions	737.82
Employees Compensation Insurance Premiums	200.00
<b>Sanggunian Bayan Members</b>	
Salaries and Wages - Regular	40,545.50
Personal Economic Relief Allowance (PERA)	4,000.00
Retirement and Life Insurance Premiums	7,181.76
Pag-IBIG Contributions	400.00
PhilHealth Contributions	1,013.68
Employees Compensation Insurance Premiums	300.00
<b>Office of the Secretary to the Sanggunian Bayan</b>	
Salaries and Wages - Regular	190,491.03
Personal Economic Relief Allowance (PERA)	8,000.00
Retirement and Life Insurance Premiums	16,063.80
Pag-IBIG Contributions	800.00
PhilHealth Contributions	5,555.82
Employees Compensation Insurance Premiums	400.00
Clothing / Uniform Allowance	28,000.00
<b>Economic Enterprise Development and Management</b>	
Salaries and Wages - Regular	28,721.00
Personal Economic Relief Allowance (PERA)	4,000.00
Retirement and Life Insurance Premiums	3,446.52
Pag-IBIG Contributions	400.00
PhilHealth Contributions	718.09
Employees Compensation Insurance Premiums	200.00
Clothing / Uniform Allowance	28,000.00
<b>Hon. June V. Zapanta Emergency Hospital</b>	
Salaries and Wages - Regular	164,722.00
Personal Economic Relief Allowance (PERA)	10,000.00
Retirement and Life Insurance Premiums	19,766.64
Pag-IBIG Contributions	1,000.00
PhilHealth Contributions	4,118.09
Employees Compensation Insurance Premiums	500.00
Clothing / Uniform Allowance	21,000.00
Office Supplies Expenses	130,000.00
Other General Services	600,000.00
Repairs and Maintenance - Machinery and Equipment	15,000.00
<b>Total savings from Current Appropriations</b>	<b>22,157,492.48</b>

**Section 3. Expenditures** - The amount of **FORTY-EIGHT MILLION FIVE HUNDRED FIFTY-SIX THOUSAND TWO HUNDRED EIGHTY-TWO PESOS AND 69/100 (PHP 48,556,282.69)** is hereby appropriated for Supplemental Budget No. 03 to fund priority programs, projects and activities of the Municipal Government of Taytay broken down as follows:

Implementing Office	Particulars / Purpose	Object of Expenditure	Amount
Office of the Municipal Mayor	Service Recognition Incentive	Other Personnel Benefits	4,602,000.00
	General Administration	Other Bonuses and Allowances	11,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	5,998,000.00
	General Administration	Other Maintenance and Operating Expenses	2,708,784.66
	General Administration	Other Maintenance and Operating Expenses	372,000.00
	General Administration	Other Maintenance and Operating Expenses	198,000.00
	General Administration	Donations	12,446,000.00
	General Administration	Other Professional Services	798,600.00
	General Administration	Consultancy Services	162,943.00
	General Administration	Other General Services	5,122,854.51
Business Permit and Licensing Office	Service Recognition Incentive	Other Personnel Benefits	362,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	72,000.00
Human Resource Management Office	Service Recognition Incentive	Other Personnel Benefits	260,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	96,000.00
	General Administration	Office Equipment	65,000.00
	General Administration	Other General Services	18,273.78
Economic Enterprise Development and Management	Service Recognition Incentive	Other Personnel Benefits	660,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	234,000.00
Office of the Agricultural Services	Service Recognition Incentive	Other Personnel Benefits	264,000.00
	General Administration	Other Bonuses and Allowances	2,800.00
	Gratuity Pay	Other Maintenance and Operating Expenses	60,000.00
Public Employment Service Office	Service Recognition Incentive	Other Personnel Benefits	120,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	24,000.00
Treasury Office	Service Recognition Incentive	Other Personnel Benefits	804,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	120,000.00
Assessor's Office	Service Recognition Incentive	Other Personnel Benefits	260,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	60,000.00

Implementing Office	Particulars / Purpose	Object of Expenditure	Amount
Office of the Civil Registrar	Service Recognition Incentive	Other Personnel Benefits	200,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	42,000.00
Municipal Environment & Natural Resources Office	Service Recognition Incentive	Other Personnel Benefits	42,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	72,000.00
Municipal Planning & Development Office	Service Recognition Incentive	Other Personnel Benefits	228,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	37,000.00
Municipal Information Service System	Service Recognition Incentive	Other Personnel Benefits	120,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	84,000.00
Engineering Office	Service Recognition Incentive	Other Personnel Benefits	520,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	426,000.00
	General Administration	Other Property, Plant and Equipment	195,000.00
Tourism Office	Service Recognition Incentive	Other Personnel Benefits	100,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	34,000.00
	General Administration	Other General Services	2,383.33
Municipal Health Office	Service Recognition Incentive	Other Personnel Benefits	882,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	404,000.00
Hon. June V. Zapanta	Service Recognition Incentive	Other Personnel Benefits	300,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	210,000.00
Municipal Social Welfare and Development Office	Service Recognition Incentive	Other Personnel Benefits	542,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	528,000.00
General Services Office	Service Recognition Incentive	Other Personnel Benefits	1,020,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	4,368,000.00
	General Administration	Insurance Expenses	10,000.00
Urban Poor Affairs Office	Service Recognition Incentive	Other Personnel Benefits	100,000.00
Office on Public Information	Service Recognition Incentive	Other Personnel Benefits	102,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	216,000.00
	General Administration	Other General Services	86,435.01
Budget Office	Service Recognition Incentive	Other Personnel Benefits	200,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	24,000.00
Office of the Vice Mayor	Service Recognition Incentive	Other Personnel Benefits	104,000.00



Implementing Office	Particulars / Purpose	Object of Expenditure	Amount
	General Administration	Year End Bonus	127,989.10
	Gratuity Pay	Other Maintenance and Operating Expenses	60,000.00
Office of the Secretary to the Sanggunian	Service Recognition Incentive	Other Personnel Benefits	204,000.00
Office of the Sanggunian Bayan Members	Service Recognition Incentive	Other Personnel Benefits	360,000.00
	General Administration	Year End Bonus	172,219.30
Accounting Office	Service Recognition Incentive	Other Personnel Benefits	320,000.00
	General Administration	Other Bonuses and Allowances	7,000.00
	Gratuity Pay	Other Maintenance and Operating Expenses	24,000.00
Office for Legal Services	Service Recognition Incentive	Other Personnel Benefits	180,000.00
<b>GRAND TOTAL</b>			<b>48,556,282.69</b>

**Section 4.** The interspecial account transfer from Hon. June V. Zapanta Emergency Hospital and General Fund-Proper to Economic Enterprise Development and Management and is hereby authorized.



FROM	AMOUNT	TO	AMOUNT
Savings from Current Appropriation - Hon. June V. Zapanta Emergency Hospital	456,106.73	Economic Enterprise Development and Management	594,514.39
		Other Personnel Benefits	
		Other Maintenance and Operating Expenses	234,000.00
Savings from Current Appropriation - General Fund Proper	372,407.66		
<b>Total</b>	<b>828,514.39</b>		<b>828,514.39</b>

**Section 5. Compliance with Applicable Laws** - Disbursement of these funds is subject to the usual accounting and auditing rules and regulations.

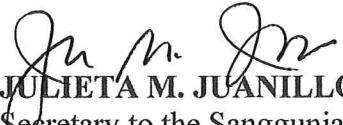
**Section 6. Separability Clause** - If for any reason, any section or provision of this Ordinance is declared to be unconstitutional or invalid, all other provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 7. Effectivity Clause** - This Ordinance shall take effect immediately upon its approval.

ENACTED, this 17<sup>th</sup> day of December 2025, 2:11 PM at the Bulwagan Sta. Ana, 3<sup>rd</sup> fl. Barangay Sta. Ana Hall, Taytay, Rizal.

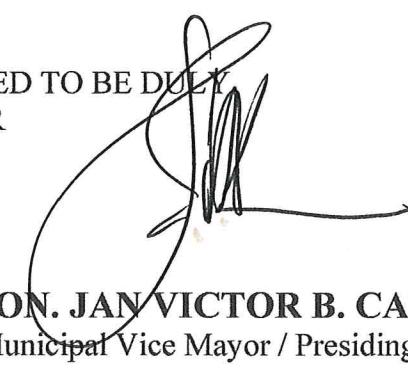


I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on December 17, 2025 and was passed on third and final reading on December 17, 2025, during the 1<sup>st</sup> Special Session held on the 17<sup>th</sup> day of December 2025.



JULIETA M. JUANILLO  
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY  
ADOPTED BY HIS HONOR



HON. JAN VICTOR B. CABITAC  
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR  
DATE DEC 19 2025



HON. ALLAN MARTINE S. DE LEON  
Municipal Mayor