



# Office of the Sangguniang Bayan

EXCERPT FROM THE RECORD OF PROCEEDINGS OF THE 39th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF URBIZTONDO, PANGASINAN, HELD ON SEPTEMBER 27, 2022, AT THE LEGISLATIVE BUILDING

Present:

Vice Mayor Volter D. Balolong	Presiding Officer
Coun. Mirla D. Balolong	Member
Coun. Alexis G. dela Vega	Member
Coun. Pepito N. Calugay	Member
Coun. Zenaida P. Espinosa	Member
Coun. Renzie M. Dispo	Member
Coun. Reynaldo T. Bautista	Member
Coun. Dyna P. de Guzman	Member
Coun. Joel M. Frias	Member
Coun. Fernando L. Tapiador	Member (ABC Pres.)
Coun. Rozel Clyde D. Uson	Member (SKF Pres.)

Absent:

None

## MUNICIPAL ORDINANCE NO. 9 – 2022

Sponsored by: Coun. Alexis G. dela Vega

### Ordinance Abolishing the Position of Municipal Administrator and Creating the Position of Executive Assistant III, Administrative Assistant V (Private Secretary I), and Administrative Officer II (Information Officer I) with Corresponding Salary Grade and Allocating Funds Therefor

**WHEREAS**, Section 447 (a) (1) (viii) of the Local Government Code of 1991 provides that the Sangguniang Bayan shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, services and activities of the municipal government;

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**WHEREAS**, Section 76 of the same code, provides 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, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, after thorough deliberation the Sangguniang Bayan find it meritorious to abolish the position stated in Section 1 and create the positions enumerated in Section 2 in order that the Municipal Government of Urbiztondo, Pangasinan could deliver more effective and efficient public services.

**WHEREFORE**, on motion of Coun. Alexis G. dela Vega, duly seconded, it was –

Be it enacted by the Sangguniang Bayan in session duly assembled that:

**Section 1.** The position of Municipal Administrator is hereby abolished.

**Section 2.** The following positions are hereby created, to wit:

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Position / Title	Qualifications				Eligibility	Position Description	Salary Grade
	Education	Experience	Training	None required			
<b>A. New Plantilla Positions</b>							
1. Executive Assistant III	None required	None required	None required	None required	None required	Highly confidential in nature, receives confidential matters, and correspondence of the Local Chief Executive. Assists the LCE in discharging all functions and duties in accordance with the Local Government Code. Keeps files or records considered confidential in nature to ensure safety and to avoid falling into the hands of other persons who may sabotage the administration. Represent the LCE in all functions and occasions, especially when he/she is not around. Keeps updates on all activities, meetings, and conferences and reminds the LCE if necessary. Receives callers, guest, and complaints especially when the LCE is on an official trip to other government offices/agencies. Takes charge of submissions and follow-ups to all communication to other government agencies, i.e. national government agencies. Performs other related tasks that may be assigned by the LCE from time to time.	20
2. Administrative Assistant V (Private Secretary I)	None required	None required	None required	None required	None required	Highly confidential in nature, receives confidential matters and correspondence for the Mayor, keeps files or records considered confidential in nature to ensure its safety so as to avoid its falling into the hands of persons who may sabotage his/her administration. Types communications addressed to national and provincial levels. Receives callers, guest, and complaints when the mayor is on official trips to other government offices and responds to official calls. Performs other related tasks that may be assigned to him/her from time to time.	11
3. Administrative Officer II (Information Officer I)	Bachelor's Degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Responsible for managing and maintaining database, information catalogs, and web resources, information officer use their expertise to make sure that the information they manage is safe and easily accessible. Does administrative functions like writing various reports, documentations, minutes of meetings, etc. and media relations support. Responsible for writing/providing news and feature articles primarily for print/radio/TV platforms with average proficiency and story research. Assist the executive by supporting him with planning and distributing information. Performs other related tasks that may be assigned by the supervisors.	11

Note: The items No. 1 and 2 are co-terminus position and are primarily confidential positions hence, exempted from qualification requirements pursuant to Section 9. d. 3. of Rule IV of 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORA-OHRA).

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**Section 3. Funding Support.** The newly created positions are made part and an integral element of the plantilla of the Municipal Government of Urbiztondo, Pangasinan and is duly incorporated in the Supplemental Investment Program No. 2 CY 2022 and duly funded in the Supplemental Budget No. 2 CY 2022 of this Local Government Unit.

**Section 4. Effectivity.** This ordinance shall take effect upon its approval.

I hereby certify to the passage of the foregoing Ordinance which was duly approved by the Sangguniang Bayan of Urbiztondo on the 27th day of September, 2022.

  
**ARNEL C. RUFO**  
Secretary to the Sanggunian

**CONCURRED:**

  
**COUN. MIRLA D. BALOLONG**

  
**COUN. ALEXIS G. DELA VEGA**

  
**COUN. PEPITO N. CALUGAY**


  
**COUN. ZENAIDA P. ESPINOSA**

  
**COUN. RENZIE M. DISPO**

  
**COUN. REYNALDO T. BAUTISTA**

  
**COUN. DYNA P. DE GUZMAN**

  
**COUN. JOEL M. FRIAS**

  
**COUN. FERNANDO L. TAPIADOR**

  
**COUN. ROZEL CLYDE D. USON**

**ATTESTED:**

  
**VICE MAYOR VOLTER D. BALOLONG**  
Presiding Officer

**APPROVED:**

  
**MAYOR MODESTO M. OPERANIA**