



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF URBIZTONDO
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE RECORD OF PROCEEDINGS OF THE 38th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF URBIZTONDO, PANGASINAN, HELD ON SEPTEMBER 17, 2018 AT THE LEGISLATIVE HALL

Present:

Vice Mayor Marilyn S. Sison	Presiding Officer
Coun. Dyna P. de Guzman	Member
Coun. Zenaida P. Espinosa	Member
Coun. Volter D. Balolong	Member
Coun. Edwin T. Tamondong	Member
Coun. Danilo M. Tamondong	Member
Coun. Pepito N. Calugay	Member
Coun. Brandy M. Palisoc	Member
Coun. Fernando L. Tapiador	Member (ABC Pres.)
Coun. Rozel Clyde D. Uson	Member (SKF Pres.)

Absent:

Coun. Vicente A. Frias, Jr.	Member
-----------------------------	--------

MUNICIPAL ORDINANCE NO. 6 – 2018

Sponsored by: Coun. Brandy M. Palisoc

Ordinance Abolishing the Positions of Agricultural Technologist (2 Items, SG-10 Each), Local Revenue Collection Officer I (SG-11) and Planning Assistant (SG- 8) and Creating the Position of Administrative Assistant IV (SG-10) Allocating for Regular Funds Therefore

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;

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 of Agricultural Technologist (2 Items, SG-10 each), Local Revenue Collection Officer I (SG-11) and Planning Assistant (SG- 8) and create the positions of Administrative Assistant IV (SG-10);

WHEREAS, further, the salary of the abolished position could accommodate the salary of the created position.

WHEREFORE, on motion of Coun. Brandy M. Palisoc, duly seconded, it was –

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

Section 1. The position of Agricultural Technologist (2 items, SG-10 each), Local Revenue Collection Officer I (SG-11) and Planning Assistant (SG- 8) are hereby abolished.

Section 2. The position of Administrative Assistant IV (SG-10) is hereby created.

Section 3. Qualifications. – As per Memorandum Circular No. 10, s. 2005 of the Civil Service Commission pursuant to CSC Resolution No. 050320 dated March 8, 2005 the qualification standards of the position of Administrative Assistant IV (SG-10) shall be:

- a. Education – Completion of two years studies in college or High School Graduate with relevant vocational/trade course;
- b. Experience – 2 years of relevant experience;
- c. Training – 8 hours of relevant training;
- d. Eligibility – Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility.

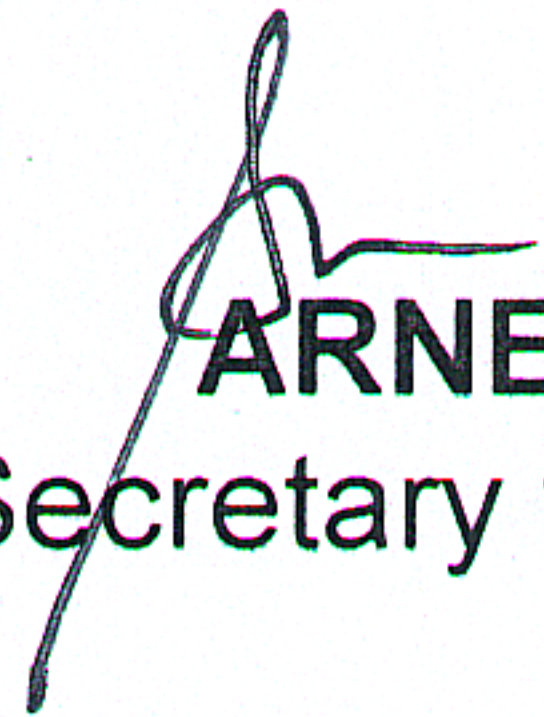
Section 4. Duties and Responsibilities.

- a. Assist Human Resource Management Officer in the preparation and administration of various personnel functions.
- b. Receive and review the completeness of documents submitted by the applicants.
- c. Assist in the conduct of initial screening of documents of applicants and sees to it if they meet the minimum qualification requirements and in the preparation of appointments.
- d. Processes applications for leave, monetization of leave credits, retirement and terminal leave benefits of employees.
- e. Prepares service records upon request, Notice of Salary Adjustment/Increase (NOSA and NOSI).
- f. Liaison officer to GSIS, CSC and other agency concerned pertaining to personnel administration.
- g. Encodes data changes as request by employees after validation by HRMO.
- h. Perform all other functions as maybe assigned from time to time.

Section 5. Salary Grade and Funding Source. The Administrative Assistant IV shall receive a monthly compensation corresponding to Salary Grade Ten (10).

Section 6. 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 17th day of September, 2018.


ARNEL C. RUFO
Secretary to the Sanggunian

CONCURRED:


COUN. DYNA P. DE GUZMAN

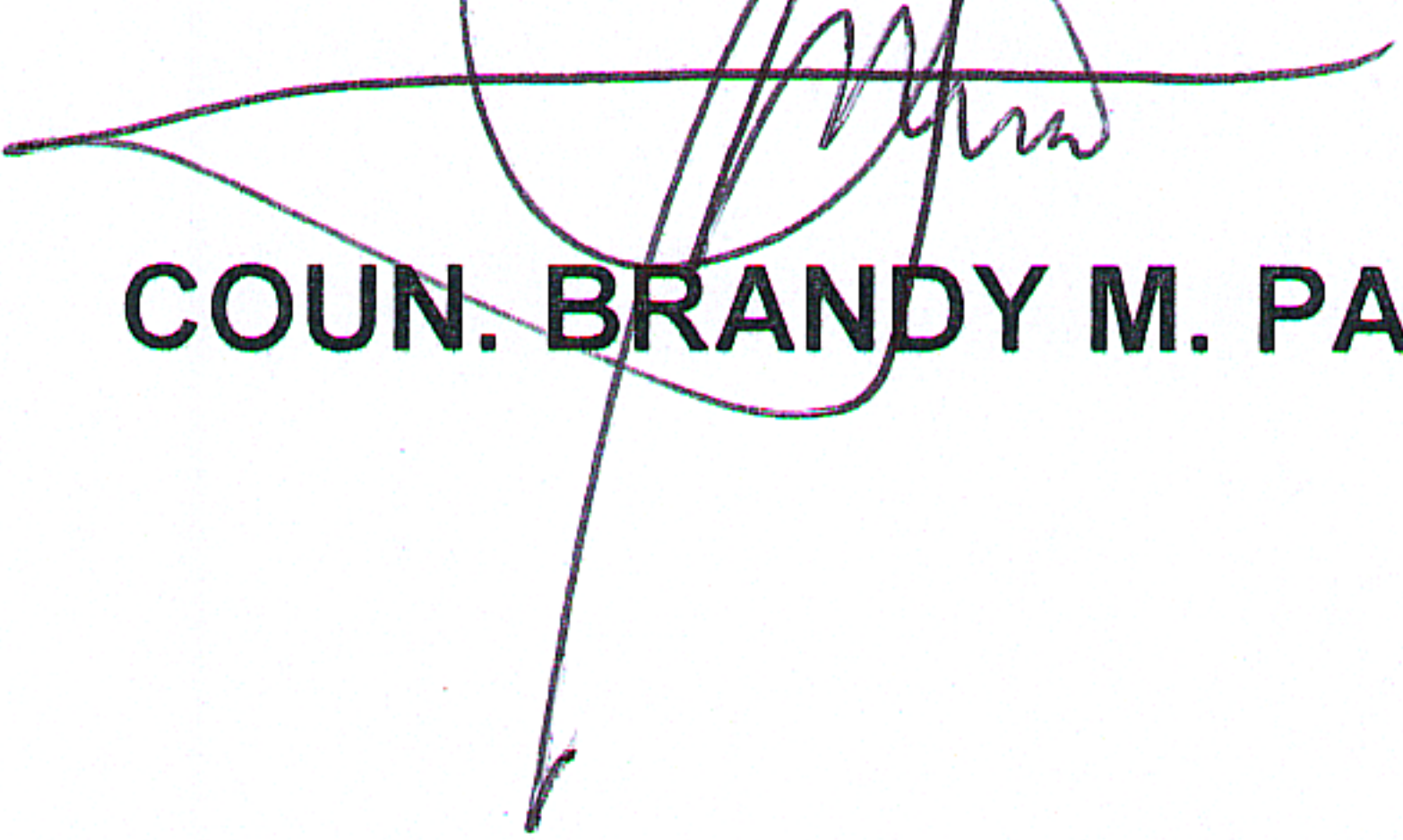

COUN. ZENAIDA P. ESPINOSA


COUN. VOLTER D. BALOLONG


COUN. EDWIN T. TAMONDONG


COUN. DANILO M. TAMONDONG


COUN. PEPITO N. CALUGAY


COUN. BRANDY M. PALISOC


COUN. FERNANDO L. TAPIADOR


COUN. ROZEL CLYDE D. USON

ATTESTED:


VICE MAYOR MARILYN S. SISON
Presiding Officer

APPROVED:


MAYOR MARTIN RAUL S. SISON, II