



Republic of the Philippines
Province of Zamboanga del Norte
Municipality of Polanco

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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 19th REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN OF POLANCO, ZAMBOANGA DEL NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL, THIS MUNICIPALITY, ON NOVEMBER 23, 2022.

PRESENT:

Hon. Ivo M. Mandantes	Sangguniang Bayan Member
Hon. Romer B. Ladera	Sangguniang Bayan Member
Hon. Shaia Ruth R. Uy	Sangguniang Bayan Member
Hon. Cristoven E. Insoy	Sangguniang Bayan Member
Hon. Jennifer O. Rodrigo	Sangguniang Bayan Member
Hon. Conceso R. Regencia, Jr.	Sangguniang Bayan Member
Hon. Gerard Vicson S. Oplentisima	Sangguniang Bayan Member
Hon. Charito C. Ombalino	Liga President/SB Member
Hon. Aldrin Gwin C. Baluntang	SK Federation President/SB Member

ABSENT:

Hon. Alfredo S. Bait-it	Municipal Vice Mayor
Hon. Venson O. Oplentisima	Sangguniang Bayan Member (OIC-Mayor)

MUNICIPAL ORDINANCE NO. 22-61

AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER (LDRRMO) II – SALARY GRADE 15, ENGINEER 11- AGRICULTURAL AND BIOSYSTEMS ENGINEER (ABE) – SALARY GRADE 16, OFFICE OF THE MUNICIPAL MAYOR; AND, PHARMACIST I – SALARY GRADE II, OFFICE OF THE MUNICIPAL HEALTH OFFICER, SETTING THE QUALIFICATION STANDARDS, DEFINING ITS DUTIES, RESPONSIBILITIES AND FUNCTIONS AND APPROPRIATING FUNDS FOR THE PURPOSE.

Be it ordained by the Sangguniang Bayan of Polanco, Zamboanga del Norte, in a session assembled, that:

SECTION I. Title – This Ordinance shall be known as “An Ordinance creating the positions of LDRRMO II – Salary Grade 15, Engineer II-Agricultural and Biosystems Engineer (ABE) – Salary Grade 16. Office of the Municipal Mayor; and, Pharmacist I – Salary Grade 11, Office of the Municipal Health Officer, setting the qualification standards, defining their duties, responsibilities and functions and appropriating funds for the purpose.”

SECTION II. Creation – There is hereby created in the Local Government of Polanco, Province of Zamboanga del Norte, the positions of LDRRMO II – Salary Grade 15, Engineer II- Agricultural and Biosystems Engineer (ABE) – Salary Grade 16. Office of the Municipal Mayor; and, Pharmacist I – Salary Grade 11, Office of the Municipal Health Officer.

SECTION III. Source of Funds – Appropriation for Personal Services of the herein newly created position is sourced from the FY 2023 General Fund Annual Budget and the succeeding years’ General Fund Annual Budget of the Local Government of Polanco, Zamboanga del Norte.

SECTION IV. Amendment of Personnel Schedule – The Personnel Schedule of the Local Government of Polanco is hereby amended so as to incorporate the herein newly created positions and hereto attached marked as Annex “A” and made an integral part of this ordinance for ready reference.

SECTION V. Qualification Standards – A competent person who meets the minimum qualifications as provided hereunder shall qualify to the herein newly created positions subject to Civil Service Rules and Regulations.

Position Title/ Salary Grade	Level	Education	Experience	Training	Eligibility
Local DRRM Officer II, SG 15	2	Bachelor's Degree	1 year of relevant Experience on DRRM	4 hours of relevant training of DRRM	Career Service Professional/ 2 nd Level Eligibility
Engineer II- Agricultural & Biosystems Engineer (ABE) SG 16	2	Bachelor's degree in Agricultural Engineering or Agricultural & Biosystems Engineering	1 year of relevant experience in agricultural engineering/agricultural & biosystems engineering	4 hours of relevant training	RA 10915 (ABE)
Pharmacist I SG-11	2	Bachelor's Degree in Pharmacy	None required	None required	RA 1080 (Pharmacist)

SECTION VI. FUNCTIONS AND RESPONSIBILITIES:

Local DRRMO II

1. Responsible for the organization and conduct of training, orientation, and knowledge management activities on DRRM at the local level i.e. MDRRMO personnel, LGU, barangays, schools, NGO, NGAS among others;
2. Responsible for the organization, training, equipping and supervising 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;
3. Responsible for the conduct of training to the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness;
4. Prepare/update the Annual Training and Development Plan;
5. Develop/maintain/update training modules, presentations;
6. Develop and submit monthly unit report;
7. Provides logistical support to the Administration and Public Information Unit;
8. Performs executive functions for the LDRRMC and act as Incident Management Team / Emergency Operation Center (IMT/EOC) secretariat during disasters/emergencies; and
9. Perform other duties and responsibilities as may be assigned from time to time.

Engineer II (Agricultural & Biosystems Engineer)

Pursuant to Section 29 of RA No. 10601 and its IRR in relation to RA No. 10915, ABE units of the LGUS within their territorial jurisdiction, shall be responsible for planning, coordinating, regulating and implementing agricultural, fisheries and biosystems engineering, mechanization and infrastructure programs and projects at the provincial, city and municipal levels.

Specifically, the ABE units shall perform the following functions and responsibilities:

- a) Provide agricultural and biosystems engineering services which include engineering survey, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGUs;

- b) Administer, supervise, and coordinate the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGUs:
- c) Undertake the registration of agricultural and fishery machinery and facilities, enforcement of the Philippine Agricultural Engineering Standard/Philippine Agricultural and Biosystems Engineering Standards (PAES/PABES) and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the Regional Field Office-Regional Agricultural Engineering Division (RFO-RAED), concerned national government agencies and other offices of the LGUS. In line with this, the ABE unit shall:
- c.1. Provide assistance to Bureau of Agricultural and Fisheries Engineering (BAFE) through the RFO-RAED on the validation and surveillance of applications relative to the issuance of Permit to Operate to small and medium sized agricultural and fishery machinery and equipment manufacturer, fabricators, assemblers and importers;
- c.2. Monitor the compliance on the provision of after-sales service and fisheries and warranty of concerned agricultural machinery assemblers, manufacturers, importers, suppliers, distributors and dealers in their respective locality in collaboration with BAFE;
- c.3. Maintain and regularly update the data bank on irrigation, post-harvest, agricultural machinery and agricultural, fishery and biosystems infrastructure projects at all local levels;
- c.4. Conduct inspection, performance testing and evaluation of agricultural, fisheries and biosystems machineries and equipment procured by the LGUS in coordination and collaboration with the RFO-RAED and Agricultural Machinery Testing and Evaluation Center (AMTEC);
- c.5. Provide assistance to the City and Municipal Building Officials in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery and biosystems buildings and structures to ensure the enforcement of PAES/PABES and RA No. 10915; and
- c.6. Coordinate with Bureau of Fisheries and Aquatic Resources (BFAR) on the registration of fish hatcheries, fish breeding facilities, private fishponds and post harvest facilities for fishing communities pursuant to Section 28 and 33 of RA No. 85507.
- d) Coordinate with the concerned national government agencies with regard to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure;
- e) Be in the frontline of the delivery of basic agricultural and biosystems engineering services;
- f) Provide training and extension activities to farmers and fisherfolk particularly in the installation, operation and maintenance of their irrigation, postharvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers. In line with this, the ABE units shall coordinate and collaborate with State and Local Colleges and Universities, Technical Education and Skills Development Authority (TESDA), and other concerned government agencies for the competency assessment and certification of agricultural and biosystems engineering technicians and operators including the establishment and operation of accredited Technical-Vocational Education Training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering at the provincial, city and municipal levels;

- g) Undertake and/or coordinate the pilot testing and commercialization of matured agricultural, fisheries biosystems engineering technologies;
- h) Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the Provincial, City and Municipal Agricultural Fishery Councils (AFCs) and serve as Vice Chairperson and Secretariat of said Committee, as well as in providing technical assistance and support to the local chapters of the PSABE and ABES in the local implementation of agricultural and fisheries mechanization and infrastructure projects;
- i) Responsible in the planning, design and management of communal irrigation system devolved or to be devolved to the LGUS pursuant to Section 33 of RA No. 8435 (AFMA);
- j) Formulate Municipal Agricultural and Fisheries Mechanization Plans for approval by the Sanggunian pursuant to Section 33 of RA No. 10601;
- k) Formulate Municipal Agricultural and Biosystems Engineering Master Plan/Program for approval by the Sanggunian pursuant to Joint DA-DILG MC No. 11, series of 2004 in relation to RA No. 10915. The master plan/program which supports and complements to the Comprehensive Land Use Plans, Local Development Plans, Local Food Security and Agri- Fisheries Modernization Plans shall have the following sub- components: (1) agricultural, fishery and biosystems mechanization; (2) soil and water conservation and irrigation; (3) farm-to-market road or farm access road development; (4) post- harvest, agro-processing and agro-industrial development; (5) agricultural and biological waste utilization and management; and (6) farm electrification and bio-energy development.
- l) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

This also includes functions and responsibilities on agricultural and biosystems engineering under RA No. 10915, such as, but not limited to animal/livestock production engineering, aquaculture engineering, agricultural and biological waste management, and farm electrification and bio-energy development as part of the agricultural and fisheries modernization, environmental protection and food security program of the provincial, city and municipal LGUS.

Pharmacist I

1. Reviews prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability. Provides information and advice regarding drug interactions, side effects, dosage, and proper medication storage.
2. Assesses the identity, strength, or purity of medications. Compounds and dispense medications as prescribed by doctors and dentists by calculating, weighing, measuring, and mixing ingredients, or overseeing these activities.
3. Maintains records such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, and registries of poisons, narcotics, and controlled drugs.
4. Plans, implements, and maintains procedures for mixing, packaging, and labeling pharmaceuticals according to policy and legal requirements to ensure quality, security, and proper disposal.
5. Provides specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, and high blood pressure. Offers health promotion and prevention activities by, for example, training people to use devices such as blood pressure and diabetes monitors. Advises customers on the selection of medication brands, medical equipment, and health care supplies.
6. Collaborates with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics. Analyzes prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.

7. Orders and purchases pharmaceutical supplies, medical supplies, and drugs, maintaining stock and storing and handling it properly.

SECTION VII. Separability Clause - If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other part/s or provision/s hereof.

SECTION VIII. Repealing Clause - All ordinances contrary to or inconsistent with this ordinance are hereby repealed or modified accordingly.

SECTION IX. - This Ordinance shall take effect upon its approval.


Carried unanimously.

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I HEREBY CERTIFY to the correctness of the foregoing Ordinance to the best of my knowledge and belief.


LORIMER J. OLARIO, MPA, REA, REB
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT AS TO ITS PASSAGE:


CRISTOVEN E. INSOY
SB Member
(Temporary Presiding Officer)

APPROVED: JAN 09 2023


EVAN HOPE D. OLVIS
Municipal Mayor