



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

-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 69th REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF POLANCO, ZAMBOANGA DEL NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL, THIS MUNICIPALITY, ON NOVEMBER 29, 2023.

PRESENT:

Hon. Alfredo S. Bait-It	Municipal Vice Mayor (Presiding Officer)
Hon. Ivo M. Mandantes	Sangguniang Bayan Member
Hon. Romer B. Ladera	Sangguniang Bayan Member
Hon. Venson O. Opulentisima	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. Opulentisima	Sangguniang Bayan Member
Hon. Charito C. Ombalino	Liga President/SB Member
Hon. Mark Angelo W. Pagente	SK Federation President/SB Member

ABSENT:

None

MUNICIPAL ORDINANCE NO. 23-67

AN ORDINANCE CREATING VARIOUS POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF POLANCO, ZAMBOANGA DEL NORTE, SETTING THE QUALIFICATION STANDARDS, DEFINING THEIR DUTIES, RESPONSIBILITIES AND FUNCTIONS AND APPROPRIATING FUNDS FOR THE PURPOSE.

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

SECTION I. Title – This Ordinance shall be known as “An Ordinance creating various positions of the Local Government Unit of Polanco, Zamboanga del Norte, 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 Administrative Assistant I, Salary Grade 7 – One (1) Plantilla Item, Administrative Officer IV – Salary Grade 15 – One (1) Plantilla Item, Office of the Municipal Budget Officer; Administrative Officer IV, Salary Grade 15 – One (1) Plantilla Item, Office of the Municipal Accountant; Administrative Aide IV (Bookbinder II), Salary Grade 4 – Three (3) Plantilla Items, Administrative Aide IV (Driver II), Salary Grade 4 – Two (2) Plantilla Items, Office of the Municipal Mayor; and, Youth Development Officer I, Salary Grade 10 – One (1) Plantilla Item, Office of the Municipal Development Officer.

SECTION III. Source of Funds – Appropriation for Personal Services of the herein newly created positions shall be sourced from the FY 2024 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 hereby attached marked as Annex “A” and made an integral part of this ordinance for ready reference.

[Handwritten signatures]

SECTION V. Approval of Appointment - The approval of the appointments to the herein newly created positions shall be after the approval of the FY 2024 General Fund Annual Budget by the Sangguniang Panlalawigan and the mandatory publication of the vacant positions in accordance with CSC rules and regulations.

SECTION VI. 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	Education	Experience	Training	Eligibility
Administrative Officer IV, SG 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ 2 nd Level Eligibility
Administrative Assistant I, SG 7 (Bookbinder III)	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)
Administrative Aide IV (Bookbinder II), SG 4	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)
Administrative Aide IV (Driver II), SG 4	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996-as amended by CSC MC 10, s 2013 Cat IV
Youth Development Officer I, SG 10	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility

SECTION VII. DUTIES, RESPONSIBILITIES AND FUNCTIONS.

OFFICE OF THE MUNICIPAL BUDGET OFFICER

1. ADMINISTRATIVE OFFICER IV, SG 15

- *Assists the Municipal Budget Officer in the day to day operations of the department/office;
- * Provides technical and administrative support to identified customers;
- * Perform annual budget preparation of the LGU including supplemental budget;
- * Assist in reviewing barangay budget;
- * Maintain and update office records and data base if necessary;
- * Update office policies as needed;
- * Prepare regular reports on expenses and office budgets;
- * Perform electronic Statement of Receipts and Expenditure preparation/reportorial;
- * Assist in taking charge of employee's administration and welfare benefits;
- * Monitors and evaluates the performance of the concern office personnel;
- * Prepares and/or reviews various communications and document reports; and
- * Performs other functions as maybe assigned.

2. ADMINISTRATIVE ASSISTANT I, SG 7

- *Responsible in sorting, compiling, binding and safekeeping reports and other documents and submits report thereof;
- *Ensure the efficient production and reproduction of copies of manuals and other related references/materials;
- *Assist in lay-out of book, manual designs;
- *Do regular inventories and prepare reports on the status and replenishment of bookbinding materials and equipment;

[Handwritten signatures and initials]

- Ensure that manuals and other reference materials bounded are ready before deadlines;
- Organize filing system of office important documents;
- Maintains record of day to expenses particularly on issued Job Order/COS and Purchase Requests;
- Perform Barangay matters such as but not limited to annual and supplemental budget review and assists in budget preparation;
- Maintains record/book of entries of barangay budget
- Assist in recording of entries of LGU books on appropriations and obligations
- Perform other functions and duties as may be required by the Supervisor.

OFFICE OF THE MUNICIPAL ACCOUNTANT

1. ADMINISTRATIVE OFFICER IV, SG 15

- Perform pre-audit of LGU transactions received by the office for payment processing;
- Prepare reports required by the different government agencies from time to time;
- Assist the Municipal Accountant in seeing that accounting, auditing rules and regulations are followed and complied with;
- Recommend plans or measures for an effective process flow of transactions;
- Identify areas for improvement to enhance efficiency in the processing of transactions;
- Provides technical and administrative support;
- Prepares and/or reviews various communications and document reports; and
- Performs other functions as maybe assigned.

OFFICE OF THE MUNICIPAL MAYOR

1. ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG 4

- Responsible in sorting, compiling, binding and safekeeping reports and other documents and submits report thereof;
- Ensure the efficient production and reproduction of copies of manuals and other related references/materials;
- Assist in lay-out of book, manual designs;
- Do regular inventories and prepare reports on the status and replenishment of bookbinding materials and equipment;
- Ensure that manuals and other reference materials bounded are ready before deadlines;
- Perform other functions and duties as may be required by the Supervisor

2. ADMINISTRATIVE AIDE IV (DRIVER II), SG 4

- **DRIVING**
Drives the service vehicle to destinations as directed;
- **VEHICLE MAINTENANCE**
Keeps the service vehicle in good condition and performs trouble shooting and maintenance activities as needed;
Recommends repair or replacement of damaged parts to General Services unit and follows up to ensure vehicle serviceability at all times;
Prepares/encodes fuel and oil consumption and distance travelled and submits report to General Services.
- **MESSENGERIAL AND PHOTOCOPYING**
Bring memos, documents to offices as assigned by the office Administrative Assistant;
Photo copy documents as needed.
- **RECORDING**
Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant;
Record and release documents for other offices as instructed by the Administrative Assistant.
- **COMMUNICATION**
Answer telephone calls and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff.

[Handwritten signatures and initials]

OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

1. YOUTH DEVELOPMENT OFFICER I, SG 10

- *In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organizations (Subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines);
- *Provide technical assistance to the LYDC of the concerned LGU in the formulation of the LYDP;
- *Facilitate the election of the LYDC representatives;
- *Serve as secretariat to the LYDC;
- *Conduct the mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the Commission and the DILG. The local youth development officer and/or his or her staff shall apply for accreditation from the Commission in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members. In the absence of a Youth Development Office in the province, city or municipality, the designated existing personnel by the LCE shall apply for accreditation with the Commission in order for said official to conduct the mandatory and continuing training programs of SK officials and LYDC members.
- *Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
- *Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
- *Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the Commission may require.

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

SECTION X. Effectivity. This Ordinance shall take effect immediately upon approval.

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

Vc alv
VILMA A. CABRERA
Acting Secretary to the SB

CERTIFIED CORRECT AS TO ITS PASSAGE:

Alfredo S. Bait-It
ALFREDO S. BAIT-IT
Municipal Vice Mayor
(Presiding Officer)

APPROVED: JAN 04 2024

Evan Hope D. Olvis
EVAN HOPE D. OLVIS
Municipal Mayor