



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 118th REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF POLANCO, ZAMBOANGA DEL NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL, THIS MUNICIPALITY, ON NOVEMBER 27, 2024.

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. Jett Mark G. Regencia	Sangguniang Bayan Member
Hon. Gerard Vicson S. Opulentisima	Sangguniang Bayan Member
Hon. Leopoldo P. Atad	Liga President/SB Member
Hon. Mark Angelo W. Pagente	SK Federation President/SB Member

ABSENT:

N o n e

MUNICIPAL ORDINANCE NO. 24-75

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 Licensing Officer I, Salary Grade 11 – One (1) Plantilla Item, Office of the Municipal Mayor; Administrative Aide IV (Bookbinder II), – Salary Grade 4 – Two (2) Plantilla Items, Administrative Aide IV (Driver II), Salary Grade 4 – One (1) Plantilla Item, Office of the Municipal Vice Mayor; Indigenous People’s Mandatory Representative (IPMR), Salary Grade 24 – One (1) Plantilla Item, Office of the Sangguniang Bayan Legislative; Administrative Aide IV (Bookbinder II), Salary Grade 4 – One (1) Plantilla Item, Office of the Municipal Engineer; and, Administrative Aide IV (Bookbinder II), Salary Grade 4 – One (1) Plantilla Item, Office of the Municipal Agriculturist.

SECTION III. Source of Funds – Appropriation for Personal Services of the herein newly created positions shall be sourced from the FY 2025 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. Approval of Appointment - The approval of the appointments to the herein newly created positions shall be after the approval of the FY 2025 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
Licensing Officer I, SG 11	Bachelor's Degree	None required	None required	Career Service (Professional) 2 nd Level Eligibility
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)
Indigenous People's Mandatory Representative (IPMR), SG 24	<p>Mandatory Representation of Indigenous Peoples in Local Legislative Councils pursuant to Section 16 of Republic Act 8371 (RA 8371), otherwise known as the Indigenous Peoples Rights Act of 1997. Title II. The ICC/IP Representative.</p> <p>Section 9. Minimum Qualifications. The following shall be the minimum requirements for one to qualify as ICCs/IPs representative in the local legislative councils:</p> <p>The IP representative must be a natural born Filipino citizen;</p> <p>He/She must be a registered voter in the barangay, municipality, city, province, or district where he/she intends to assume office;</p> <p>He/She must be a bona fide IP by blood or consanguinity, an acknowledged leader of the ICCs/Ips of which he/she is a member, and has continuously engaged in ICCs/Ips undertakings setting up a track record of services for ICCs/Ips in a given LGU as certified by the NCIP;</p> <p>He/She must be able to read and write; and,</p> <p>He/She must be knowledgeable of and practices the customary ways of ICCs/IPs of which he/she is a member.</p>			

SECTION VII. DUTIES, RESPONSIBILITIES AND FUNCTIONS.

OFFICE OF THE MUNICIPAL MAYOR

1. LICENSING OFFICER I, SG 11, ITEM NO. 16

- *Records approved permits in the logbook, segregate files, and issue copy to client.
- *Receives/acknowledges surrender of permit.
- *Prepares/ encodes business permits for approval of the Mayor.
- *Prepares certification of wth business, non-business or surrendered business.
- *Encodes all names of approved permits at the data base.
- *Evaluates the requirements of business permit applicants.
- *Inspects business establishments around the municipality to determine those who has no permit.
- *Validated complaints.
- *Do sight inspections to validate complaints.

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- *Prepares inspection reports and other reports relative to businesses and submit to the Municipal Mayor.
- *Prepares communications/reports.
- *Performs other related duties.

OFFICE OF THE MUNICIPAL VICE MAYOR

1. ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG 4, ITEMS NO. 2 & 3

- * 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, ITEM NO. 5

***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.

OFFICE OF THE MUNICIPAL ENGINEER

1. ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG 4, ITEM NO. 6

- *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

OFFICE OF THE MUNICIPAL AGRICULTURIST

1. ADMINISTRATIVE AIDE IV (BOOKBINDER II), SG 4, ITEM NO. 13

- * 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

OFFICE OF THE SANGGUNIANG BAYAN LEGISLATIVE

1. INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR) – SG 24, ITEM NO. 11

Mandatory Representation of Indigenous Peoples in Local Legislative Councils pursuant to Section 16 of Republic Act 8371 (RA 8371), otherwise known as the Indigenous Peoples Rights Act of 1997. Title II. The ICC/IP Representative.

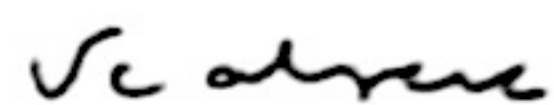
Section 8. Powers, Duties, Functions. The powers, duties and functions of IP mandatory representatives shall be the same as that of the regular members of local legislative councils as provided in the Local Government Code of 1991, otherwise known as RA 7160, and other applicable laws. However, Ips mandatory representatives shall focus on the representation of the collective interests of ICCs/Ips; ensure support for the sustained constitution and operations of the Indigenous Peoples Conservative Body (IPCB) in their respective areas of jurisdiction; and maintain the development and practice of ICCs/Ips traditional leadership titles and structures, justice systems, conflict resolution institutions, and peace building mechanisms and processes that are compatible with the national legal system and with internationally recognized human rights.

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.


VILMA A. CABRERA
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT AS TO ITS PASSAGE:


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

APPROVED: JAN 03 2025


EVAN HOPE D. OLVIS
Municipal Mayor