

Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Siayan

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 7TH REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL
SESSION HALL ON THE 15TH DAY OF FEBRUARY, 2007.

PRESENT:

Hon. Oliver A. Romero, Presiding Officer Pro-Tempore,	Sangguniang Bayan Member
Hon. Felizardo I. Gayapa Sr.,	-do-
Hon. Liberato P. Nalzar,	-do-
Hon. Oliver B. Atay Sr.,	-do-
Hon. Estrella S. Zapatos, Minority Floor Leader,	-do-
Hon. Inocencio A. Limbang, Majority Floor Leader,	-do-
Hon. Rudy S. Dominise,	-do-
Hon. Janina Elise T. Siasico, SK Fed. President,	-do-

ABSENT:

Hon. Ephraim O. Melindo, Presiding Officer, O.B	Municipal Vice Mayor
Hon. Samuel G. Baculpo Sr., O.B.	Sangguniang Bayan Member
Hon. Daisy A. Limbang, ABC President,	-do-

"MUNICIPAL ORDINANCE NO. 07-02
Series of 2007

AN ORDINANCE CREATING THE POSITIONS OF BUDGET OFFICER V SG-22 AND ADMINISTRATIVE AIDE III SG – 3 IN THE OFFICE OF THE MUNICIPAL BUDGET OFFICER, WHICH FUNDING REQUIREMENTS BE PROVIDED WHEN FUNDS ARE AVAILABLE SUBJECT TO PERSONAL SERVICES LIMITATIONS UNDER SECTION 325 OF RA 7160.

PREFATORY STATEMENT

The Municipal Budget Office has only four (4) personnel including the department head. One staff is performing technical function as assistant to the department head while the other two (2) perform clerical and errand functions. Considering the bulk of transactions lodged in the budget office which include the Bids and Award Committee functions, Human Resource Management functions over and above the regular office functions, the Budget Office now is in dire need of one (1) Technical Staff to assist the department head in the performance of the duties and functions provided in section 4675 (b) and (c) of Ra 7160 and an Administrative Aide to do errands and utility functions. Funding requirements of the positions will be provided when funds are available.

BE IT ORDAINED by the Sangguniang Bayan in session assembled:

SECTION I. That this Ordinance shall be entitled "AN ORDINANCE CREATING THE POSITIONS OF BUDGET OFFICER V (SG-22) AND ADMINISTRATIVE AIDE III (SG-3) IN THE OFFICE OF THE MUNICIPAL BUDGET OFFICER, WHICH FUNDING REQUIREMENTS BE PROVIDED WHEN FUNDS ARE AVAILABLE SUBJECT TO PERSONAL SERVICES LIMITATIONS".

SECTION II. ORDAINING CLAUSE: That the positions of Budget Officer V (SG-22) and Administrative Aide III (SG-3) in the office of the Municipal Budget, is hereby created.

SECTION II. DUTIES AND FUNCTIONS: That the functions, duties and responsibilities attach to the positions are as follows:

- a) Budget Officer V – Salary Grade 22 – The position is equivalent to the assistant department head entitled to representation and transportation allowances. Assist the Municipal Budget Officer in the performance of functions and duties provided in Section 475 of RA 7160 or Local

Government Code of 1991 and exercise such other powers and perform such other duties and functions as may be assigned from time to time. The qualification standard is likewise provided in Section 475 of RA 7160.

- b) Administrative Aide – Salary Grade 3 – Completion of secondary school course and be able to interpret verbal and written instructions of normal complexity.

SECTION III. COMPENSATION – The salary, compensation and other emoluments, benefits and privileges of the above-mentioned positions is subject to availability of funds which appropriations be subject to personal services limitations provided under Section 325 of RA 7160.

SECTION IV. EFFECTIVITY. That this ordinance shall take effect upon approval and posting of copies at conspicuous places and publication in official gazette.

APPROVED this 15th day of January 2007.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.



WILFREDO Q. DOMPALES
Sangguniang Bayan Secretary

CERTIFIED CORRECT
AS TO ITS PASSAGE:



EPHRAIM O. MELINDO
Municipal Vice Mayor
(Presiding Officer)

APPROVED:



ABUNDIO A. SIASICO JR.
Municipal Mayor

Date: _____