



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF  
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE  
11TH DAY OF MARCH 2019.

**PRESENT:**

Hon. Emelyn P. Alumbre, Majority Floor Leader,	Sangguniang Bayan Member
Hon. Norma R. Labastida,	-do-
Hon. Ma. Roselyn G. Secretario,	-do-
Hon. Oliver A. Romero,	-do-
Hon. Vanessa Lyn B. Atuy,	-do-
Hon. Phil A. Saraga, SK Fed. President,	-do-
Hon. Johnny C. Anugon, Sr., IPMR,	-do-

**ABSENT:**

Hon. Daisy A. Limbang, Presiding Officer	Municipal Vice Mayor
Hon. Raul P. Dominise, Presiding Officer Pro-Tempore,	Sangguniang Bayan Member
Hon. Primitivo D. Castillo, Asst. Majority Floor Leader,	-do-
Hon. Nadine R. Pollescas, Minority Floor Leader,	-do-
Hon. Josecor S. Gepolongca, LIGA President,	-do-

**\*MUNICIPAL ORDINANCE NO. 02**

Series of 2019

**PREFATORY STATEMENT**

Section 76 of Republic Act No. 7160 states that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

The Local Government Unit of Siayan recognizes the need to renew and strengthen the residents to effect economic growth within the municipality. The Office of the Municipal Planning and Development serves as the core in development planning of all sectors/concerns.

It is in the best interest of the MPDC office to have a position of Project Evaluation Officer II that will cater to the necessary programs and project development for the welfare and development of the people in this municipality.

**BE IT ORDAINED** by the Honorable Sangguniang Bayan in session assembled:

**SECTION I. TITLE:** This Ordinance shall be known as "AN ORDINANCE CREATING THE POSITION OF PROJECT EVALUATION OFFICER II, SALARY GRADE 15 IN THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE AND INCLOSING THE SAME IN THE MUNICIPAL ORGANIZATION CHART AND STAFFING PATTERN AND PLANTILLA OF PERSONNEL AND PROVIDING FUNDS THEREOF.

**SECTION II. ORDAINING CLAUSE:** That the position of Project Evaluation Officer II, in the Office of the Municipal Planning and Development is hereby created and inclosing the same in the Municipal Organization Chart and Staffing pattern and Plantilla of Personnel.

**SECTION III. DUTIES AND FUNCTIONS:** To accomplish the primarily goal of providing administrative and technical skills for effective implementation of a project and its success, the following are the duties and functions of Project Evaluation Officer II:

**1. ORGANIZE PROJECT MEETING:**

On a regular basis, Project Evaluation Officer II shall convene with the Municipal Planning and Development Coordinator (MPDC) as well as with the Technical Working Group (TWG) to review/discuss the progress of the different projects to be implemented and keep the minutes or journal of its proceedings for future reference.

## 2. MAINTAIN DOCUMENTS

The Project Evaluation Officer II are responsible in maintaining crucial project documents with complete track progress records. All documents must be filed in a database or library to ensure its safety and to be available at any time if required.

## 3. IDENTIFY PROBLEM OR RISK

Being closely involved in the project, The Project Evaluation Officer II is relied upon to identify any potential issues or risk that could affect the progression of the project eventually communicate with the Department Head and other offices concern to resolve possible solutions.

## 4. MANAGE THE SCHEDULE

The Project Evaluation Office II shall at all times observe the schedule, a work plan of a work to be done, showing the order in which tasks are to be carried out and the amounts of time allocated of the project.

**SECTION IV. FUNDING APPROPRIATION:** That the funds for salaries and other emoluments of the position herein created shall be provided through the passage of Supplemental Budget FY 2019.


**SECTION V. EFFECTIVITY:** This Ordinance shall take effect upon approval in conformance with the government accounting and auditing rules and procedures.

**ENACTED** this 11<sup>th</sup> day of March 2019.

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

  
**WILFREDO Q. DOMPALES**  
Sangguniang Bayan Secretary

CERTIFIED CORRECT  
AS TO ITS PASSAGE

  
**EMELYN P. ALUMBRE**  
Sangguniang Bayan Member  
(Temporary Presiding Officer)

APPROVED:

  
**FLORA L. VILLAROSA**  
Municipal Mayor

3-15-19