



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



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. 03**

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 Municipal Treasurer's Office is presently in dire need the positions of Local Revenue Collection Officer III, Salary Grade 18 and Cashier III, Salary Grade 18 which are responsible the monetary transactions particularly in the collection of revenues and other taxes, fees and charges at the same time receipt of payments and disbursement of vouchers and other related activities hence its creation is very essential.

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 LOCAL REVENUE COLLECTION OFFICER III, SALARY GRADE 18 AND CASHIER III, SALARY GRADE 18 IN THE MUNICIPAL TREASURER'S OFFICE OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE AND INCLUDING THE SAME IN THE MUNICIPAL ORGANIZATIONAL CHART AND STAFFING PATTERN AND PLANTILLA OF PERSONNEL AND PROVIDING FUNDS THEREOF.**

SECTION II. ORDAINING CLAUSE: That the position of Local Revenue Collection Officer III, Salary Grade 18 and Cashier III, Salary Grade 18 in the Office of the Municipal Treasurer's Office are hereby created and including the same in the Municipal Organizational Chart and Staffing pattern and Plantilla of Personnel.

SECTION III. DUTIES AND FUNCTIONS:

LOCAL REVENUE COLLECTION OFFICER III – a) Tax examiner and collectors, and revenue agents, determine how much is owed in taxes and collect tax from individuals and businesses on behalf of the local government unit. Review Tax returns, conduct audits, identify taxes owed, and collect overdue tax payments. **b)** Include conducting face-to-face Interview with taxpayers, obtaining and analyzing financial information to ascertain their ability to pay tax bill, designing payment plans to help those tax arrears pay them over time and garnishing wages and seizing personal property to pay-off.

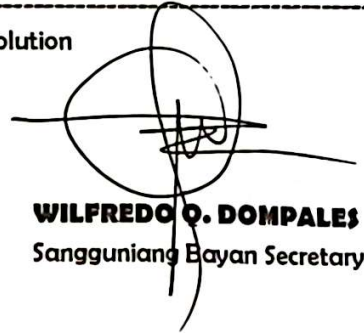
CASHIER III – a) Receive payment by cash, check, vouchers. b) Issue receipts, refunds, credits or change due to clients. c) Count money in cash drawers to ensure that amounts are correct and that there is adequate change.

SECTION IV. FUNDING APPROPRIATION: That the funds for salaries and other emoluments of the positions 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.

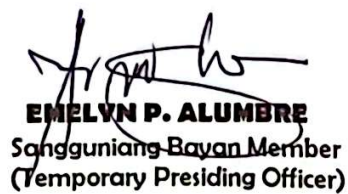
ENACTED this 11th day of March 2019.

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



WILFREDO O. DOMPALES
Sangguniang Bayan Secretary

CERTIFIED CORRECT
AS TO ITS PASSAGE:



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

APPROVED:



FLORA E. VILLAROSA
Municipal Mayor
3-15-19