



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. 04**

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 Budget Office is presently in dire need the position of Book Binder IV who is responsible in book binding of all budget records for distribution or furnishing and/or to be submitted to the different offices for review and approval particularly the Annual Budgets, Supplemental Budgets, 20% EDF, etc and other related records needed to be bound 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 BOOKBINDER IV. SALARY GRADE 10 IN THE MUNICIPAL BUDGET OFFICE 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 Bookbinder IV, Salary Grade 10 in the Office of the Municipal Budget Office (MB)) is hereby created and inclosing the same in the Municipal Organization Chart and Staffing pattern and Plantilla of Personnel.

**SECTION III. JOB DESCRIPTION, DUTIES AND TASKS:** The duties and tasks of a Bookbinder IV are as follows:

1. Attach endpapers to tops and bottoms using sewing machine, or glue endpapers and signatures together along spines, using brushes or glue machines.
2. Compress sewed or glued signatures to reduce books to required thickness, using hand presses or smashing machines.
3. Cut binder boards to specified dimensions, using board shears, hand cutters or cutting machines.
4. Cut cover material to specified dimensions and fit and glue material to binder boards manually or by machine.
5. Fold and sew printed sheets to form signatures, and assemble signatures in numerical order to form book bodies.
6. Glue outside endpapers to covers

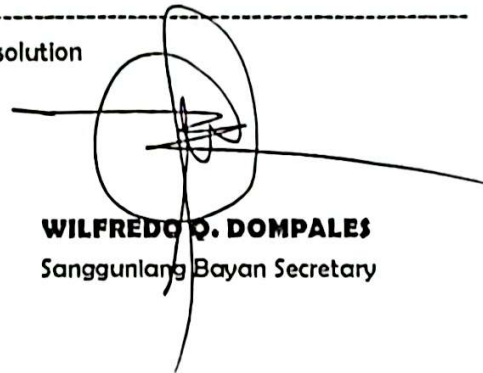
7. Insert book bodles in devices that form back edges of books into convex shapes and produce grooves that facilitate attachment of covers.
8. Place bound books in presses that exert pressure on covers until glue dries.

**SECTION IV. FUNDING APPROPRIATION:** That the funds for salary 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 11<sup>th</sup> 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 L. VILLAROSA**  
Municipal Mayor  
3-15-19