



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 12TH DAY OF AUGUST
2024.

PRESENT:

Hon. Josecor S. Gepolongca, Presiding Officer	Municipal Vice Mayor
Hon. Daisy A. Limbang, Majority Floor Leader	Sangguniaing. Bayan Member
Hon. Wilfredo A. Siasico, Asst. Majority Floor Leader	-do-
Hon. Rey L. Anugon	-do-
Hon. Roel J. Fabiran,	-do-
Hon. Billynel C. Catig,	-do-
Hon. Estrella S. Zapatos, Minority Floor Leader	-do-
Hon. Maria Gina Z. Atay, LIGA President	-do-
Hon. Dave F. Labadlabad, SK Fed. President	-do-
Hon. Johnny C. Anugon, Sr. IPMR	-do-

ABSENT:

Hon. Raul P. Dominise, Presiding Officer Pro-Tempore	-do-
Hon. Wencito B. Intoy,	-do-

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.

Article three, section 446, paragraph (vii) and (viii) of the same code (RA 7160) the Sangguniang Bayan empower to determine the powers and duties of officials and employees and determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees of the municipal government.

The positions subject for creations of the respective offices were requested by the concerned offices due to the exigency of the services of the said positions in the operation of local governance of this municipality hence this enactment,

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

"MUNICIPAL ORDINANCE NO. 24-08
Series of 2024

SECTION I. TITLE: This Ordinance shall be known as **"MUNICIPAL ORDINANCE CREATING THE POSITIONS OF (1) SENIOR TOURISM OPERATIONS OFFICER SG/STEP: 18/1, (1) ADMINISTRATIVE AIDE III (DRIVER I) SG/STEP: 3/1, (1) CASUAL PLANTILLA SG/STEP: 3/1 IN THE OFFICE OF THE MUNICIPAL MAYOR AND BOOKBINDER III (1) SG/STEP: 7/1 IN THE OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER (MGSO) AND THE SAME SHALL BE INCORPORATED IN THE PLANTILLA OF PERSONNEL AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.**

SECTION II. CREATION OF POSITION: That the positions of the respective offices stated below are hereby created:

OFFICE OF THE MUNICIPAL MAYOR

(1) SENIOR TOURISM OPERATIONS OFFICER	SG/Step: 18/1
(1) ADMINISTRATIVE AIDE III (DRIVER I)	SG/Step: 3/1
(1) CASUAL PLANTILLA	SG/Step: 3/1

SECTION III. DUTIES AND FUNCTIONS: That the positions created herein have its prescribed duties and functions and its qualification standard in cofromance with the Civil Service laws, rules and regulations, viz:

SENIOR TOURISM OPERATIONS OFFICER SG/Step: 18/1

Qualification Standard:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years relevant experience
Training	:	8 hours relevant training
Eligibility	:	Career Service (Professional) Second Level Eligibility

Duties & Functions:

1. Tourism officers are responsible for promoting tourism and devising tourist development initiatives/campaigns with the aim of generating and increasing revenue.
2. Promote tourism activities.
3. Create leisure opportunities for residents through tourism activities.
4. Formulate programs and projects for the development of the local community as tourist attractions.
5. Develop innate talents related to cultural, sports and economic endeavors through presentation and competitions
6. Develop new products, assist in marketing and promoting of products
7. Develop potential areas for tourist attraction and destination
8. Assist the Municipal Tourism Council in formulating programs and implement recommendation
9. Develop local tourism destination and attractions tapping local resources and national funds
10. Assist Municipal Tourism Council in the formulation of tourism programs and projects
11. Assist in the implementation of the local government code on the matter of taxing and licensing of tourism related establishments in the locality, monitor and inspect to ascertain safe and enjoyable stay of visitors/ travelers
12. Help promote Siayan through tourism activities
13. Other duties and functions assigned from time to time.

ADMINISTRATIVE AIDE III (DRIVER I)

SG/Step: 3/1

Qualification Standard:

Education	:	Elementary School Graduate
Experience	:	none required
Training	:	none required
Eligibility	:	Driver's License (MC 11, s. 96 – Cat. II)

Duties & Functions:

1. Collects and delivers mail and other communications from and government agencies and other institutions;
2. Maintains the assigned vehicles, renews the road license and vehicle insurances, performs minor repairs and ensures that the vehicle is kept clean.
3. Arrive at destinations on schedule
4. Full fill administrative needs, like office pickups
5. Research and plan for traffic, construction and weather delays
6. Use navigation applications to determine the best route
7. Interact with clients professionally at all times
8. Ensure that the vehicle is always fueled and ready for use
9. Arrange for vehicle repairs as needed
10. Keep mileage records and repair records up-to-date
11. Other duties and functions assigned from time to time.

(1) CASUAL PLANTILLA (Laborer) SG/Step: 3/1

Qualification Standard:

Education : Must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
(MC 11, s. 96 – Cat III)

Duties & Functions:

The duties and responsibilities of a laborer are all geared toward maintaining a clean, safe and efficient construction site while also supporting the overall project. The list of duties and responsibilities for a laborer on any given day may include the following:

1. Performs general utility works
2. Do other **tasks** assigned by the immediate head.
3. Maintain general cleanliness and orderliness around the agency.
4. Performs manual labor
5. Collect garbage and disposal of the same
6. A **Utility Worker** must maintain a clean **work** area at all times. ...
9. Other duties and functions assigned from time to time.

BOOKBINDER III

SG/Step: 7/1

Qualification Standard :

Education : Elementary School Graduate
Experience : none required
Training : none required
Eligibility : none required
(MC 11, s. 96 – Cat III)

Duties & Functions:

1. Take charge of binding government records,
2. Repair worn-out and torn record
3. Attached end papers to tops and bottoms of book bodies, using sewing machines, or glue endpapers and signatures together along spines, using brushes or glue machines
4. Does a simple clerical task, such as typing and other related works.
5. Other duties and functions assigned from time to time.

SECTION IV. FUNDING APPROPRIATION: That the funds for salaries and other emoluments of the position herein created shall be provided to be incorporated in the Annual Budget FY 2025.

SECTION V. EFFECTIVITY: This Ordinance shall take effect upon approval of the Hon. Sangguniang Panlalawigan in the Province of Zamboanga del Norte.

ENACTED this 12th day of August 2024.

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

WILFREDO G. DOMPALES
Secretary to the Sanggunian

**CERTIFIED CORRECT
AS TO ITS PASSAGE:**

ATTY JOSECOR S. GEPOLONGCA
Municipal Vice Mayor
(Presiding Officer)

APPROVED:

ALBERTO J. BONGCAWEL
Municipal Mayor

9/9/24