



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



**OFFICE OF THE SANGGUNIAN BAYAN**

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIAN BAYAN OF  
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE  
20<sup>TH</sup> DAY OF JANUARY 2020.**

**PRESENT:**

Hon. Primitivo D. Castillo, Presiding Officer,  
Hon. Emelyn P. Tulawe, Presiding Officer Pro-Tempore,  
Hon. Estrella S. Zapatos,  
Hon. Vanessa Lyn B. Atuy,  
Hon. Oliver A. Romero, Floor Leader  
Hon. Ma. Rosely G. Secretario,  
Hon. Rico V. Jamisola,  
Hon. Rey L. Anugon, Assistant Floor Leader  
Hon. Alfred R. Labastida R. Labastida  
Hon. Phil A. Saraga, SK Fed. President,  
Hon. Maribel C. Okay, ABC President,  
Hon. Johnny C. Anugon, Sr., IPMR,

Municipal Vice Mayor  
Sangguniang Bayan Member

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**ABSENT:**

None

**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 officials as part of its management and concerned desire to motivate employees by way of promotions to a higher salary grade particularly to those deserving and qualified employees. However, due to financial limitation some positions of a certain office which are no longer necessary are opted to be dissolved and such funding allocation shall be appropriated for the newly created positions.

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

**"MUNICIPAL ORDINANCE NO. 20-04**

Series of 2020

**SECTION I. TITLE:** This Ordinance shall be known as "AN ORDINANCE DISSOLVING THE POSITIONS OF ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II) SG 15/1, COMMUNITY AFFAIRS OFFICER II SG 15/1, BOARD SECRETARY SG 14/1 AND ADMINISTRATIVE AIDE III (CLERK I) SG 3/1 IN THE OFFICE OF THE SANGGUNIAN BAYAN SECRETARY AND ADMINISTRATIVE ASSISTANT IV SG 10/1, ADMINISTRATIVE ASSISTANT III SG 9/1, ADMINISTRATIVE ASSISTANT II (BOOKKEEPER) SG 8/1 AND ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) SG 8/1, IN THE OFFICE OF THE MUNICIPAL ACCOUNTANT, LIKEWISE CREATING THE POSITIONS OF LOCAL LEGISLATIVE STAFF OFFICER IV SG 19/1 AND RECORDS OFFICER III SG 18/1 IN THE OFFICE OF THE SANGGUNIAN BAYAN SECRETARY AND ADMINISTRATIVE OFFICER II SG 15/1 AND THREE (3) POSITIONS OF BOOKBINDER III SG 7/1 IN THE OFFICE OF THE MUNICIPAL ACCOUNTANT, AND THE NEW CREATED POSITIONS SHALL BE INCORPORATED IN THE PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.

**SECTION II. DISSOLVED POSITIONS:** That the following positions are hereby dissolved:

OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

1. ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II) SG - 15/1
2. COMMUNITY AFFAIRS OFFICER II SG - 15/1
3. BOARD SECRETARY SG - 14/1
4. ADMINISTRATIVE AIDE III (CLERK I) SG - 3/1

OFFICE OF THE MUNICIPAL ACCOUNTANT

1. ADMINISTRATIVE ASSISTANT IV SG - 10/1
2. ADMINISTRATIVE ASSISTANT III SG - 9/1
3. ADMINISTRATIVE ASSISTANT II (BOOKKEEPER) SG - 8/1
4. ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) SG - 8/1,

**SECTION III. CREATION OF POSITIONS:** The following positions are hereby created, viz:

1. LOCAL LEGISLATIVE STAFF OFFICER IV SG - 19/1
2. RECORDS OFFICER III SG - 18/1
3. ADMINISTRATIVE OFFICER II SG - 15/1
4. (3) POSITIONS OF BOOKBINDER III SG - 7/1

**SECTION IV. FUNDING APPROPRIATION:** That the funds for salaries and other emoluments of the position herein created shall be provided incorporated in the Annual Budget FY 2020 sourced from the dissolved positions above-enumerated.

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

**ENACTED** this 20<sup>th</sup> day of January 2020.

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

  
**WILFREDO Q. DOMPALES**  
Sangguniang Bayan Secretary

**CERTIFIED CORRECT  
AS TO ITS PASSAGE:**

  
**PRIMITIVO D. CASTILLO**  
Municipal Vice Mayor  
(Presiding Officer)

APPROVED:

  
**JOSECOR S. GEPOLONGCA**  
Municipal Mayor