



**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
1ST DAY OF FEBRUARY 2021**

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. Alfredo 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 Sangguniang Bayan of this municipality had acted Municipal Ordinance No. 03-003, Series of 2003, dated March 7, 2003 created various positions and one (1) of these was the position of **HUMAN RESOURCE AND MANAGEMENT OFFICER III (HRMO III) \$G-18/1**, duly approved by the Sangguniang Panlalawigan of this province under **SP Resolution No. 738**, dated September 22, 2003, and on July 27, 2020, this august body had acted **Municipal Ordinance No. 20-20**, Series of 2020, the same created various positions and one (1) of these was the position of **ADMINISTRATIVE OFFICER II \$G-15/1** duly approved also by the Sangguniang Panlalawigan under SP Resolution No. 223, dated April 6, 2020.

Eventually, the positions herein referred were inconsistently created as to its position title and classifications wherein **HUMAN RESOURCE AND MANAGEMENT OFFICER III (HRMO III)** is not **\$ALARY GRADE 18** but **\$ALARY GRADE 15** and while the **ADMINISTRATIVE OFFICER II** is not salary **GRADE-15** but only **\$ALARY GRADE-11** based on the **UPDATED QUALIFICATIONS STANDARD\$ FOR CERTAIN POSITION\$** per **CSC MC** and **COA** issuance that **\$ALARY GRADE - 18** is V and **\$ALARY GRADE-15** is 1V on **ADMINISTRATIVE POSITION\$** hence, this enactment.

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

"MUNICIPAL ORDINANCE NO. 21-01

Series of 2021

SECTION I. TITLE: This Ordinance shall be known as **"AN ORDINANCE AMENDING THE POSITION\$ TITLE AND CLASSIFICATION\$ OF HUMAN RESOURCE AND MANAGEMENT OFFICER III, \$ALARY GRADE 18/1 IN THE OFFICE OF THE MUNICIPAL MAYOR AND ADMINISTRATIVE OFFICER II, \$ALARY GRADE 15/1 PURSUANT TO THE CSC MC AND COA ISSUANCE AND THE SAME \$HALL BE INCORPORATED IN THE ORGANIZATIONAL CHART AND PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE"**.

SECTION II. AMENDMENTS: That the following positions are hereby amended in this manner:

OFFICE OF THE MUNICIPAL MAYOR

1. HUMAN RESOURCE AND MANAGEMENT OFFICER 111 SG-18/1 amended into ADMINISTRATIVE OFFICER V SG-18/1 (HUMAN RESOURCE AND MANAGEMENT OFFICER III)

OFFICE OF THE MUNICIPAL ACCOUNTANT

1. ADMINISTRATIVE OFFICER II SG-15/1 amended into ADMINISTRATIVE OFFICER 1V SG-15/1

SECTION III. FUNDING APPROPRIATION: That the funds for salaries and other emoluments of the position herein amended had been provided and incorporated in the Annual Budget FY 2021.

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

ENACTED this 1st day of February 2021.

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

WILFREDO G. DOMPALES
Sangguniang Bayan Secretary

**CERTIFIED CORRECT
AS TO ITS PASSAGE:**

PRIMITIVO D. CASTILLO
Municipal Vice Mayor
(Presiding Officer)

APPROVED:

JOSECOR S. GEPOLONGCA
Municipal Mayor

PERSONNEL SCHEDULE

OFFICE/DEPARTMENT: **MAYOR**

Approp. Ordinance No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #118) 4TH Tranche 2020		Proposed Rate Per Annum (LBC #121) 1ST Tranche 2021		Difference
New	Old			Grade /Step	Amount	Grade /Step	Amount	Amount
	1011-1	Municipal Mayor	Josecor S. Gepolongca	27/1	1,238,388.00	27/1	1,263,156.00	24,768.00
	1011-110	Admin. Officer IV (HRMO III) Vacant		18/1	414,492.00	18/1	430,020.00	15,528.00
1011-156		Senior Cooperative Development Specialist Vacant			-	18/1	430,020.00	430,020.00
	1011-2	Private Secretary II	Geneveive T. Suarez	15/1	311,412.00	15/1	326,940.00	15,528.00
	1011-3	Admin Officer II (HRMO I)	Airma B. Aspiras	11/4	220,512.00	11/5	239,460.00	18,948.00
1011-157		Communication Equipment Operator III Vacant			-	9/1	191,592.00	191,592.00
	1011-4	Admin Aide VI (Clerk III) Vacant		6/1	151,440.00	6/1	158,340.00	6,900.00
	1011-5	Admin Aide IV (Driver II)	Joseph I. Abad	4/8	142,200.00	4/8	148,584.00	6,384.00
	1011-6	Admin Aide III (Driver I)	Ricky L. Soriano	3/8	134,148.00	3/8	140,112.00	5,964.00
	1011-7	Admin Aide III (Utility Worker II)	Patricia A. Nilles	3/1	127,152.00	3/1	132,792.00	5,640.00
	1011-8	Admin Aide III (Utility Worker II)	Arnel D. Victoriano	3/1	127,152.00	3/1	132,792.00	5,640.00
	8761-86	Cooperative Development Specialist	Marvin B. Calapiz	15/8	339,444.00	15/8	354,972.00	15,528.00
	8761-87	Sports Development Officer II	Ryan S. Zapatos	14/4	293,760.00	14/5	312,912.00	19,152.00
	8811-9	Market Inspector II	Nonito S. Sibuco	8/8	182,052.00	8/8	190,164.00	8,112.00
	8811-10	Admin. Aide III (Laborer II)	Abner S. Sibuco	3/1	127,152.00	3/1	132,792.00	5,640.00
		5 Casual Plantilla			-	3/1	663,960.00	663,960.00
TOTAL -----					3,809,304.00		5,248,608.00	1,439,304.00


Prepared by:

Reviewed by:

Approved by:


AIRMA B. ASPIRAS
HRMO I


ROBELLANO A. ADAZA
Municipal Budget Officer


JOSECOR S. GEPOLONGCA
Municipal Mayor

PERSONNEL SCHEDULE

OFFICE/DEPARTMENT: MUNICIPAL ACCOUNTING OFFICE

Approp. Ordinance No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #118) 4TH Tranche 2020		Proposed Rate Per Annum (LBC #121) 1ST Tranche 2021		Difference Amount
Item No.				Grade/Step	Amount	Grade/Step	Amount	
	1081-51	MGDH I (Municipal Accountant)	Jolisa O. Wahing	24/2	864,624.00	24/2	881,916.00	17,292.00
	1081-52	Admin Officer IV (Accountant II)	Federico G. Maningo III	16/1	342,552.00	16/1	358,080.00	15,528.00
1081-151		Administrative Officer II Vacant		15/1	311,412.00	15/1	326,940.00	15,528.00
	1081-115	Admin. Assistant IV Dissolved		10/1	-	8/1	-	-
	1081-116	Admin. Assistant III Dissolved		9/1	-	8/1	-	-
	1081-117	Admin. Assistant II Vacant- Unfunded		8/1	-	8/1	-	-
1081-152		Bookbinder III Vacant		7/1	160,524.00	7/1	167,868.00	7,344.00
1081-153		Bookbinder III Vacant		7/1	160,524.00	7/1	167,868.00	7,344.00
		Bookbinder III Vacant		7/1	160,524.00	7/1	167,868.00	7,344.00
	1081-53	Admin. Assistant II (Bookkeeper) Dissolved		8/1	-	8/1	-	-
	1081-54	Admin. Assistant II (Accounting Clerk III) Dissolved		8/1	-	8/1	-	-
	1081-55	Administrative Aide IV (Fiscal Clerk I)	Cherlyn D. Labastida	4/7	141,120.00	4/8	148,584.00	7,464.00
	1081-118	Administrative Aide III	Perla B. Canoy	3/4	130,116.00	3/1	132,792.00	2,676.00
TOTAL -----					2,271,396.00		2,351,916.00	80,520.00

Prepared by:

Reviewed by:

Approved by:



AIRMA B. ASPIRAS
HRMO



ROBELLANO A. ADAZA
Municipal Budget Officer



JOSECOR S. GEPOLONGCA
Municipal Mayor

**UPDATED QUALIFICATION STANDARDS FOR CERTAIN POSITIONS
PER CSC AND COA ISSUANCES**

Position Title	SG	Education	Experience	Training	Eligibility
ADMINISTRATIVE OFFICER II	11	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility
ADMINISTRATIVE OFFICER IV	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional/ Second Level Eligibility
ADMINISTRATIVE OFFICER V	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional/ Second Level Eligibility
ARCHITECT I	12	Bachelor's degree in Architecture	None required	None required	RA 1080
ARCHITECT II	16	Bachelor's degree in Architecture	None required	None required	RA 1080
ATTORNEY IV	23	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080 (BAR)
ATTORNEY V	25	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080 (BAR)
ATTORNEY VI	26	Bachelor of Laws	At least 5 years of highly technical functions and/or responsibilities involving study and recommendation of policies, at least 1 year of which involved policy functions at the level of assistant head of an office, cluster, or equivalent unit**	Completion of COA's Senior Executive Development Program (SEDP) within the last five years ** Completion of COA's SEDP supplemented by 120 hours of supervisory/ management learning and development intervention undertaken within the last five years reckoned from the date of assessment* (if SEDP was taken more than five years ago)	RA 1080 (BAR)