



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
28TH DAY OF JUNE 2021.**

PRESENT:

Hon. Primitivo D. Castillo, Presiding Officer,
Hon. Emelyn P. Tulawe, Presiding Officer Pro-
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. Alfred 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:

Hon. Rey L. Anugon, Assistant Floor Leader

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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.

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

"MUNICIPAL ORDINANCE NO. 21-07

Series of 2021

SECTION I. TITLE: This Ordinance shall be known as **"AN ORDINANCE CREATING THE POSITION OF SUPERVISING ADMINISTRATIVE OFFICER (PLANNING OFFICER IV) SG 22/1 IN THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO) AND THE SAME SHALL BE INCORPORATED IN THE PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.**

SECTION II. CREATION OF POSITION: That the position of Supervising Administrative Officer (Planning Officer IV), SG 22/1 in the Municipal Planning Development Office (MPDO) is hereby created.


SECTION III. 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 2022.

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

ENACTED this 28th day of June 2021.

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

**CERTIFIED CORRECT
AS TO ITS PASSAGE:**


PRIMITIVO D. CASTILLO
Municipal Vice Mayor
(Presiding Officer)


WILFREDO O. DOMPALES
Sangguniang Bayan Secretary

APPROVED:


JOSECOR S. GEPOLONGCA
Municipal Mayor

JUN 30 2021

PROPOSED PERSONNEL SCHEDULE FY 2022

OFFICE/DEPARTMENT: **MPDO**

Approp. Ordinance No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #121) 1ST Tranche 2021		Proposed Rate Per Annum (LBC #132) 2ND Tranche 2022		Difference	
Item No.	New			Old	Grade /Step	Amount	Grade /Step	Amount	Amount
		1041-41	MGDH I (MPDC)	Sixto S. Atuy	24/8	971,892.00	24/8	990,948.00	19,056.00
1041-170		Supervising Administrative Officer (Planning Officer IV) Vacant					22/1	697,836.00	697,836.00
		1041-42	Planning Officer II	Xavier M. Indiape	15/3	334,704.00	15/2	346,320.00	11,616.00
		1041-145	Project Evaluation Officer II	Rizalina A. Adaza	15/8	354,972.00	15/1	342,468.00	(12,504.00)
		1041-114	Senior Admin. Assistant II (Computer Operator II) Vacant- Unfunded		14/1	-	14/1	-	-
		1041-43	Economic Researcher	Joel B. Camancho	9/1	191,592.00	9/1	199,848.00	8,256.00
		1041-44	Project Development Assistant	Angeodel C. Ubanan	8/1	178,548.00	8/1	186,156.00	7,608.00
TOTAL -----						2,031,708.00		2,763,576.00	731,868.00

Prepared by:

Reviewed by:

Approved by:



AIRMA B. ASPIRAS
HRMOI



ROBELLANO A. ADAZA
Municipal Budget Officer



JOSECOR S. GEPOLONGCA
Municipal Mayor

JUN 30 2021

Position

**: SUPERVISING ADMINISTRATIVE OFFICER
(Planning Officer IV)**

SG/Step: 22/1

Qualification Standard

Education : Bachelor's Degree relevant to the job
Experience : 3 years' experience
Training : 16 hours relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Duties & Functions;

1. Assist the **Planning Officer** in project development and management and in **planning**, executing and controlling the division's activities within established guidelines and policies;
2. Formulates and develops long and short term plans, programs and projects in line with the Council's objectives and function;
3. Draws up specific task / project objectives, timetable of activities, planning framework and other guidelines and methodologies in the conduct of disability-related activities of the organization;
4. Assist the Planning Officer V in project development and management and in planning, executing and controlling the division's activities within established guidelines and policies;
5. Reviews reports and work assignments of Planning Officers / other Division staff and effects the necessary measures for improvements;
6. Coordinates with other divisions, outside institutions and international organizations to integrate plans and activities; plans, project development and management;
7. Prepares reports
8. Performs other duties that may be assigned.