



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  
26TH DAY OF JULY 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. Roselyn G. Secretario,  
Hon. Rico V. Jamisola,  
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:**

Hon. Rey L. Anugon, Assistant Floor Leader

-do-

**PREFATORY STATEMENT**

One of the positions created under Municipal Ordinance No. 20-20, series of 2020, dated July 27, 2020 was **Midwife V, Salary Grade 15, step 1** and the same was incorporated in the plantilla of personnel of the local government unit of this municipality, which was **duly declared in order and operative by the Hon. Sangguniang Panlalawigan in the Province of Zamboanga del Norte, under Resolution No. 14, Series of 2021, dated January 11, 2021.**

However, it was learned that such creation was erroneously acted based on Local Budget Circular No. 137, dated July 13, 2021, subject of such was "Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition" in pursuant to RA No. 6758, dated August 21, 1989 entitled "An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes, wherein **Midwife V is Salary Grade 17** and not **Salary Grade 15** hence this enactment.

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

**"MUNICIPAL ORDINANCE NO. 21-09**

Series of 2021

**SECTION I. TITLE:** This Ordinance shall be known as **"AN ORDINANCE AMENDING THE CLASS AND SALARY GRADE OF THE POSITION OF MIDWIFE V, SALARY GRADE 15/1 CREATED UNDER MUNICIPAL ORDINANCE NO. 20-20, SERIES OF 2020, DATED JULY 27, 2020 IN THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.**

**SECTION II. AMENDMENTS:** In conformance with the provision of Local Budget Circular No. 173, dated July 13, 2021, the Salary Grade of the position of **Midwife V, SG 15/1** is hereby amended into **Midwife V, SG 17/1.**

**SECTION III. FUNDING SOURCE:** That the salary difference and other emoluments of the position herein amended shall be provided sourced from the Personal Services funding allocation of the dissolved position cited under Section II of Mun. Ord. No. 21-08.

**SECTION IV . SEPARABILITY CLAUSE:** That Municipal Ordinance No. 20-20, Series of 2020, dated July 27, 2020 remains effective and operative to this effect.

**SECTION V. EFFECTIVITY:** This Ordinance shall take effect upon approval of the Hon. Sangguniang Panlawigan of Zamboanga del Norte.

**ENACTED** this 26<sup>th</sup> day of July 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)

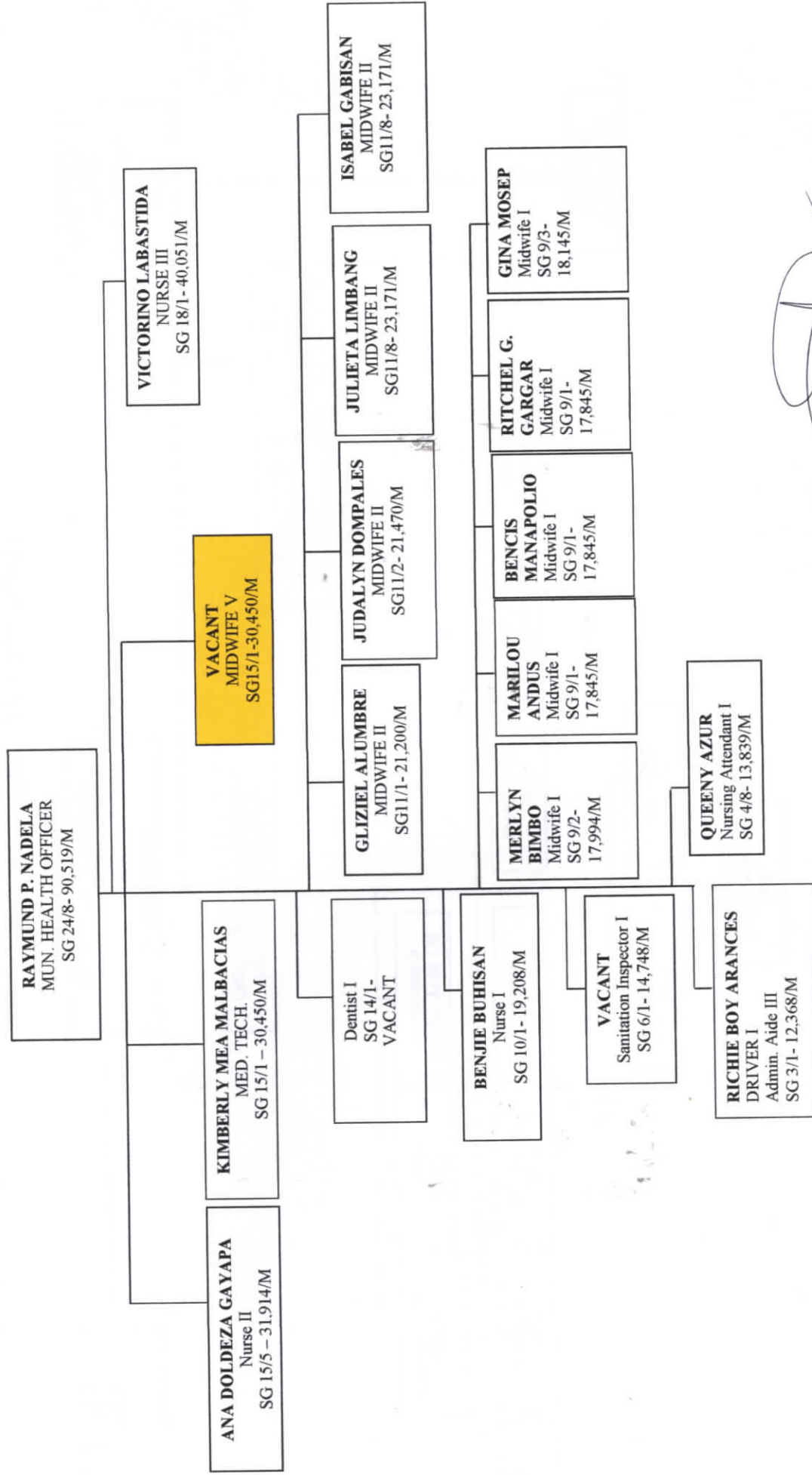
  
**WILFREDO Q. DONPALES**  
Sangguniang Bayan Secretary

**APPROVED:**

  
**JOSECOR S. GEPOLONGCA**  
Municipal Mayor

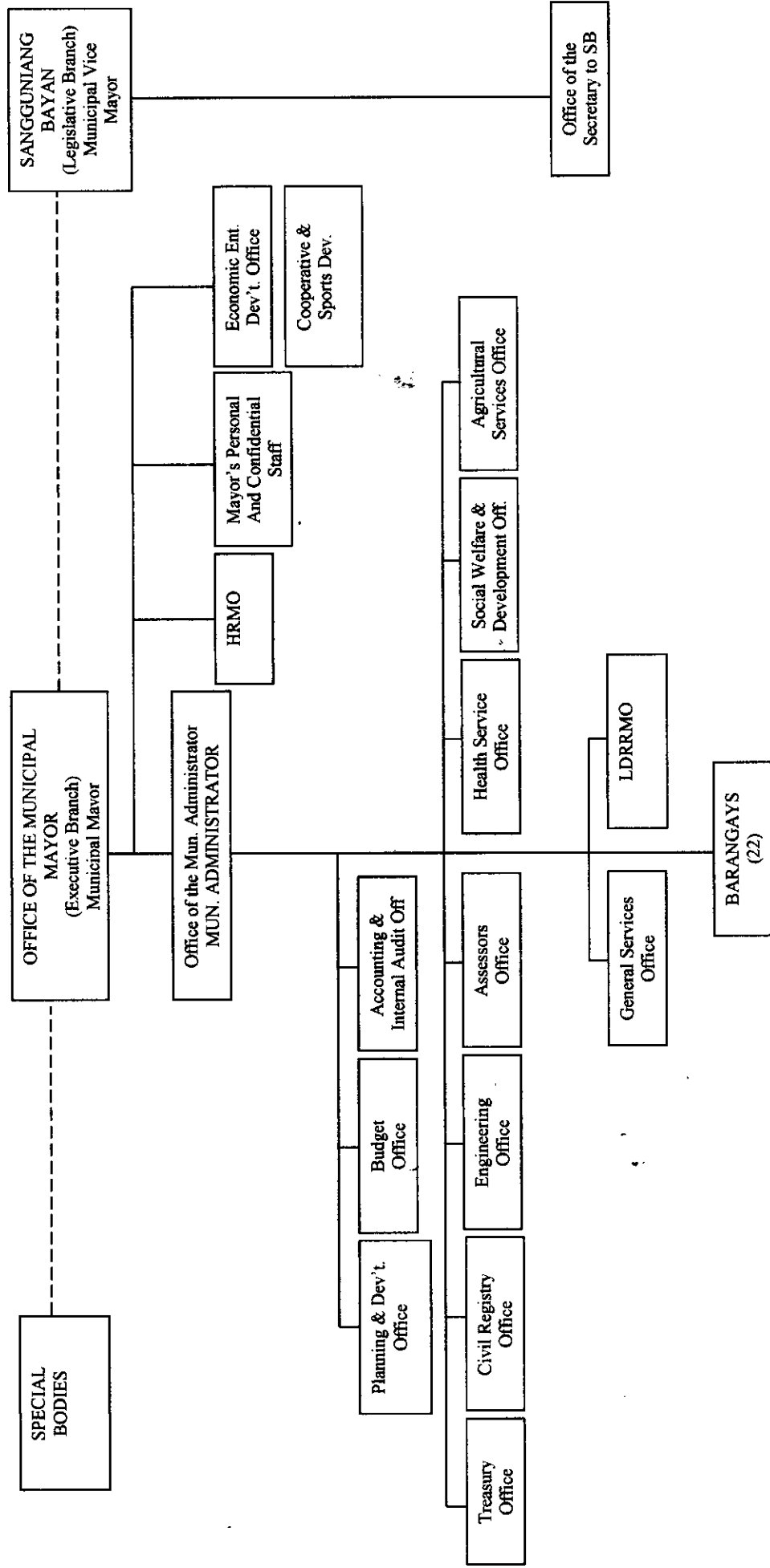
JUL 27 2021

OFFICE OF THE MUNICIPAL HEALTH - new



**AIRMA B. ASPIRAS, MPM**  
Administrative Officer II  
(HRMO - I)

ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT  
OF SIAYAN, ZAMBOANGA DEL NORTE



**AIRMA B. ASPIRAS, MPM**  
Administrative Officer II  
(HRMO-I)



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



**OFFICE OF THE MUNICIPAL BUDGET OFFICER**

## **CERTIFICATION**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Local Government Unit of Siayan, Zamboanga del Norte is compliant to the Personal Services (PS) Limitation on Local Government Budgets. Thus, the total PS Appropriation for Fiscal Year 2021 of LGU Siayan, Z.N. does not exceeded the 45% PS Limitation as 2nd class municipality of the total annual income from regular sources realized in the next preceding fiscal year 2019. Attached is LBR Form No. 2 for your reference.

This certification is hereby issued to support the creation of Midwife V Position Salary Grade 17 Step 1 under the Municipal Health Office-LGU Siayan, Z.N.

Given this 14th day of July, 2021 at Siayan, Zamboanga del Norte, Philippines.

  
**ROBELLANO A. ADAZA**  
Municipal Budget Officer

**SUMMARY WORKSHEET 1  
INCOME AND EXPENDITURE (I & E)  
FY 2021**

**SAYAL ZAMBOANGA DEL NORTE**

<b>Sources of Funds</b>	<b>Prior Year 2019</b>	<b>Current Year Actual- 2020</b>	<b>Budget Estimate 2021</b>
Beginning Balance			-
Regular Income	175,712,571.84	199,200,000.00	217,000,000.00
Non-recurring Income	2,224,742.18		
Total Available Resources	177,937,314.02	199,200,000.00	217,000,000.00
Net Available Resources	<b>177,937,314.02</b>	<b>199,200,000.00</b>	<b>217,000,000.00</b>
Less: Appropriation Budget Year Only			
Personal Services		77,855,850.37	
MOOE		64,709,560.98	
Capital Outlay		5,155,000.00	
Non-Office		69,279,588.65	217,000,000.00
Unappropriated Balance Still Available			<u>-0-</u>
Computation for PS Limitation			
Actual Regular Income ( PY- next preceding Year)			175,712,571.84
45% thereof			<u>79,070,657.33</u>
Less:			77,855,850.37
Appropriation for PS			<u>1,214,806.96</u>
Still Allowable (PS Block)			

Prepared by:

  
**ROBELLANO A. ADAZA**  
Municipal Budget Officer



## PERSONNEL SCHEDULE

OFFICE/DEPARTMENT: MUNICIPAL HEALTH 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
New	Old			Grade /Step	Amount	Grade /Step	Amount	Amount
	4411-68	MGDH-I (MHO)	Raymund P. Nadela	24/8	952,836.00	24/8	1,086,228.00	133,392.00
	4411-69	Rural Health Pysician <b>Vacant-Unfunded</b>		20/1	-	20/1	-	-
	4411-101	Nurse III	Victorino R. Labastida	18/3	424,836.00	18/4	498,036.00	73,200.00
	4411-70	Medical Technologist II	Kimberly D. Malbacias	15/1	311,412.00	15/1	365,400.00	53,988.00
	4411-71	Nurse II	Ana Doldeza R. Gayapa	15/8	339,444.00	15/8	396,732.00	57,288.00
	4411-95	Dentist I <b>Vacant</b>		14/1	283,104.00	14/1	333,756.00	50,652.00
	4411-72	Nurse I	Benjie B. Buhisan	10/1	196,176.00	10/1	230,496.00	34,320.00
4411-165		Midwife V <b>Vacant</b>		15/1	-	15/1	365,400.00	365,400.00
	4411-73	Midwife II	Gliziel L. Alumbre	11/8	232,860.00	11/8	278,052.00	45,192.00
	4411-74	Midwife II	Judalyn C. Dompales	11/8	232,860.00	11/8	278,052.00	45,192.00
	4411-75	Midwife II	Julieta G. Limbang	11/8	232,860.00	11/8	278,052.00	45,192.00
	4411-76	Midwife II	Isabel C. Gabisan	11/8	232,860.00	11/8	278,052.00	45,192.00
	4411-77	Midwife I	Merlyn S. Bimbo	9/2	184,872.00	9/3	217,740.00	32,868.00
	4411-78	Midwife I	Marilou S. Andus	9/1	183,348.00	9/2	215,928.00	32,580.00
	4411-79	Sanitation Inspector I	Rio D. Anadeo	6/8	159,768.00	6/8	186,708.00	26,940.00
	4411-91	Midwife I	Bencis O. Manapolio	9/1	183,348.00	9/2	215,928.00	32,580.00
	4411-92	Midwife I	Ritchel A. Grapa	9/1	183,348.00	9/1	214,140.00	30,792.00
	4411-93	Nursing Attendant I	Queeny L. Azur	4/7	141,120.00	4/8	166,068.00	24,948.00
	4411-96	Midwife I	Gina A. Mosep	9/7	192,744.00	9/7	225,108.00	32,364.00
	1011-9	Admin. Aide III (Driver I)	Richie Boy B. Arances	3/1	127,152.00	3/1	148,416.00	21,264.00
TOTAL -----					4,794,948.00		5,978,292.00	1,183,344.00

Prepared by:

Reviewed by:

Approved by:

AIRMA B. ASPIRAS

HRMO I

ROBELLANO A. ADAZA

Municipal Budget Officer

JOSECOR S. GEPOLONGCA

Municipal Mayor



Republic of the Philippines  
Civil Service Commission  
**Plantilla of Personnel**  
For the Fiscal Year **2021**



(1) Department/GOCC

LOCAL GOVERNMENT UNIT - SIAYAN, ZAMBOANGA DEL NORTE

(2) Bureau/Agency/Subsidiary

MUN. HEALTH OFFICE

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ITEM No	Position Title	SG	Annual		S	C	T	L	Name of Incumbents			Date of Birth (mm/dd/yyyy)	Date of Original Appointment (mm/dd/yyyy)	Date of Last Promotion (mm/dd/yyyy)	S	T	A	U	S	Years In Service
			Salary	Actual					Last Name	First Name	Middle Name									
3	4	5	7		8	9	10	11	12	13	14	15	16	17	18	19				
4411-68	MGDH 1-Mun.Health Officer	24	1,086,228.00		8	9	10	11	Nadela	Raymund	Pacaña	31/08/1959	01/04/1993	20/02/1997	P					28
4411-69	Rural Health Physician	20			1	9	10	11							P					
4411-101	Nurse III	18	480,612.00		1	9	10	11	Labastida	Victorino	Rebucas	09/03/1971	02/05/2011	09/01/2019	P					10
4411-70	Medical Technologist II	15	365,400.00		1	9	10	11	Malbacias	Kimberly	Dublico	03/06/1995	17/09/2018		P					3
4411-71	Nurse II	15	382,968.00		5	9	10	11	Gayapa	Ana Doideza	Romero	05/11/1969	03/02/1995	27/03/2007	P					26
4411-165	Midwife V	15	365,400.00		1	9	10	11												
4411-95	Dentist I	14	333,756.00		1	9	10	11												
4411-72	Nurse I	10	230,496.00		1	9	10	11	Buhisan	Benjie	Billonnes	28/04/1991	01/10/2019		P					2
4411-73	Midwife II	11	254,400.00		1	9	10	11	Alumbre	Glizel	Lacson	07/07/1972	03/02/1995	03/04/2017	P					26
4411-74	Midwife II	11	257,640.00		2	9	10	11	Dompales	Judalyn	Cenas	02/02/1974	03/02/1995	02/05/2014	P					26
4411-75	Midwife II	11	278,052.00		8	9	10	11	Limbang	Julietta	Gudmalin	18/05/2001	01/04/1993		P					28

(19) Total Number of Position Items **11**

I certify to the correctness of the entries and the above Position Items are duly approved and authorized by the agency and in compliance to auditing rules and regulations. I further certify that employees whose names appear above are the incumbents of the position.

Approved by:

**AIRMA B. ASPIRAS, MPM**

Administrative Officer II (HRMO II)

01/04/2021

Date

**ATTY. JOCESOR S. GEPOLONGCA**

Municipal Mayor

Head of Agency/Department

01/04/2021

Date



## PERSONNEL SCHEDULE FY 2021


OFFICE/DEPARTMENT: MUNICIPAL HEALTH OFFICE

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	4411-72	Nurse I	Benjie B. Buhisan	10/1	196,176.00	10/1	230,496.00	34,320.00
4411-165		Midwife V <b>Vacant</b>	<b>DISSOLVED</b>		-	15/1	-	(365,400.00)
	4411-73	Midwife II	Gliziel L. Alumbre	11/8	232,860.00	11/8	278,052.00	45,192.00
	4411-74	Midwife II	Judalyn C. Dompales	11/8	232,860.00	11/8	278,052.00	45,192.00
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	1011-9	Admin. Aide III (Driver I)	Richie Boy B. Arances	3/1	127,152.00	3/1	148,416.00	21,264.00
4411-165		Midwife V <b>Vacant</b>	<b>CREATED</b>			17/1	438,492.00	438,492.00
<b>TOTAL -----</b>					<b>4,794,948.00</b>		<b>6,051,384.00</b>	<b>891,036.00</b>

Prepared by:

Reviewed by:

Approved by:



**AIRMA B. ASPIRAS**  
HRMO I



**ROBELLANO A. ADAZA**  
Municipal Budget Officer



**JOSECOR S. GEPOLONGCA**  
Municipal Mayor

The position items to be abolished:

## OFFICE OF THE MUNICIPAL HEALTH

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The position items to be created:

## OFFICE OF THE MHO

( 1 position)

:

MIDWIFE V

SG/Step: 17/1


**Qualification Standard :**

Education : Completion Midwifery Course  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : RA 1080

**Duties & Functions:**

1. Midwives provide high quality antenatal and postnatal care to maximize the women's health during and after pregnancy, detect problems early and manage or refer for any complications.
2. Midwives coordinate care for all women. Coordinator ensures holistic, voluntary and social services for pregnant women when appropriate so that every women's birth experience regardless of risk factor.
3. The role of leader is to plan, provide and review a women's care, with her input and agreement, from the initial antenatal assessment through to the postnatal period. Midwife's leading role reduces admission to hospital and results in significantly less intervention during birth.
4. As a communicator, the midwives understand that effectiveness of communication. It helps to develop trust relationship with pregnant women and family members. The midwife has to communicate effectively with pregnant women and family members as well as others so that they can share their all problems.
5. Manager is a great role for midwife. Midwives manage all the circumstances where appropriate and can recognize and refer women to obstetricians and other specialists in a timely when necessary.
6. As an educator, midwives provide high quality, culturally sensitive health education in order to promote healthy, helpful family life and positive parenting.
7. Midwives provide information and counsel pregnant women on prenatal self-care including nutrition, hygiene, breastfeeding and danger signs in pregnancy and childbirth.
8. They also counsel people as a family planner. They provide all information about all kind of family planning methods and help couple to take decision.
9. Midwives give advice on development of birth plan and promote the concept of birth preparedness. They also give advice during complicated situation so that it will help them to take decision.
10. Record keeping is an integral part of midwifery practice. It helps making continuity of care easier and enabling identify problem in early stage.
11. Supervising and assisting mothers during antenatal period, monitoring the condition of the condition of the and using their knowledge to identify early signs complication.
12. Other duties and functions assigned from time to time.

Approved:

  
**ATTY. JOSECOR S. GEPOLONGCA**  
Municipal Mayor