

Filo



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. 05-15 series of 2005, dated September 22, 2005 was LEGISLATIVE STAFF OFFICER I, Salary Grade 14, step 1 and the same was incorporated in the plantilla of personnel of the local government unit of this municipality under the Office of the Sangguniang Bayan, which was returned without favorable action by the Sangguniang Panlalawigan under Resolution No. 897, Series of 2005.

It was learned that such creation was erroneously acted based on Locxal 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 **Legislative Staff Officer 1** is under the national government plantilla of personnel with Salary Grade 11/1 while the position title in the local government unit's plantilla of personnel is **Local Legislative Staff Officer II** with corresponding Salary of Grade 13/1 hence this enactment.

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

**\*MUNICIPAL ORDINANCE NO. 21-10**

Series of 2021

**SECTION I. TITLE:** This Ordinance shall be known as **"AN ORDINANCE DISSOLVING THE POSITION OF LEGISLATIVE STAFF OFFICE I, SALARY GRADE 14/1 IN THE OFFICE OF THE SANGGUNIANG BAYAN THE SAME TIME CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF OFFICER II, SALARY GRADE 13/1 IN THE OFFICE OF THE MUNICIPAL VICE MAYOR AND SHALL BE INCORPORTAED IN THE PLANTILLA OF PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE".**

**SECTION II. DISSOLVED POSITION.**

OFFICE OF THE SANGGUNIANG BAYAN

1. LEGISLATIVE STAFF OFFICER 1, SALARY GRADE 14/1

**SECTION III. CREATED POSITION.**

1. LOCAL LEGISLATIVE STAFF OFFICER 11, SALARY GRADE 13/1

**SECTION IV. FUNDING APPROPRIATIONS.** That the salary and other emoluments of the position herein created shall be provided sourced from the Personal Services funding allocation of the dissolved position above-cited.


**SECTION III. SEPARABILITY CLAUSE:** That Municipal Ordinance No. 05-15, Series of 2005, dated September 22, 2005 remains effective and operative to this effect.

**SECTION V. EFFECTIVITY:** This Ordinance shall take effect upon approval of the Hon. Sangguniang Panlalawigan 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)

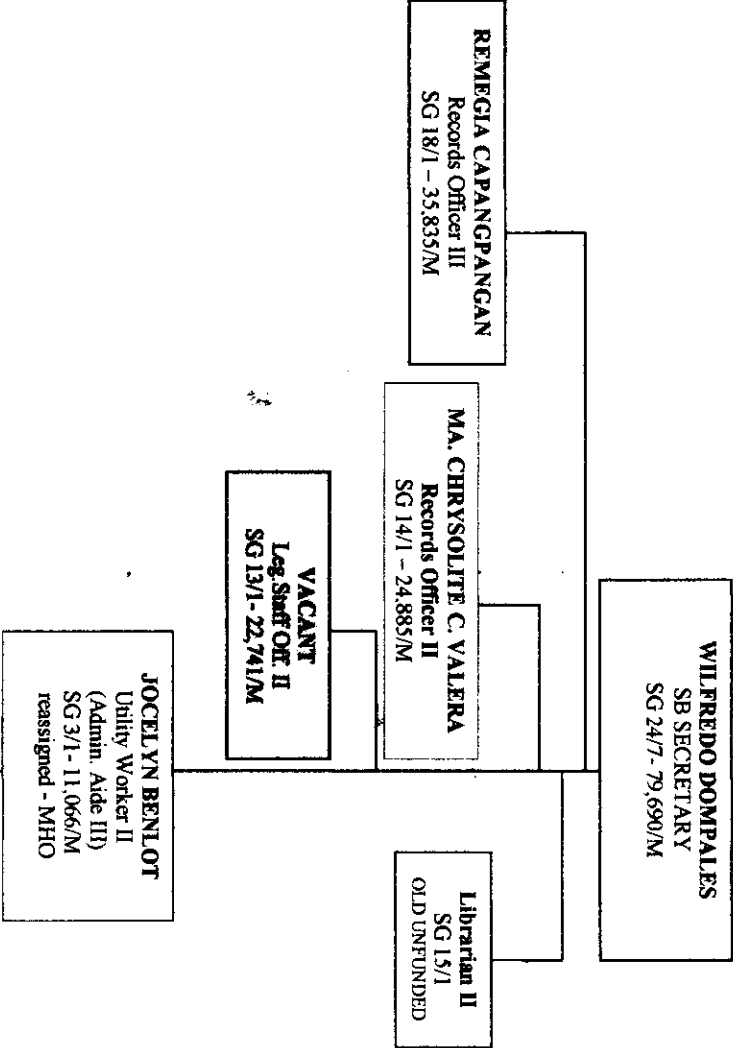
  
**WILFREDO Q. DOMPALES**  
Sangguniang Bayan Secretary

**APPROVED:**

  
**JOSECOR S. GEPOLONGCA**  
Municipal Mayor

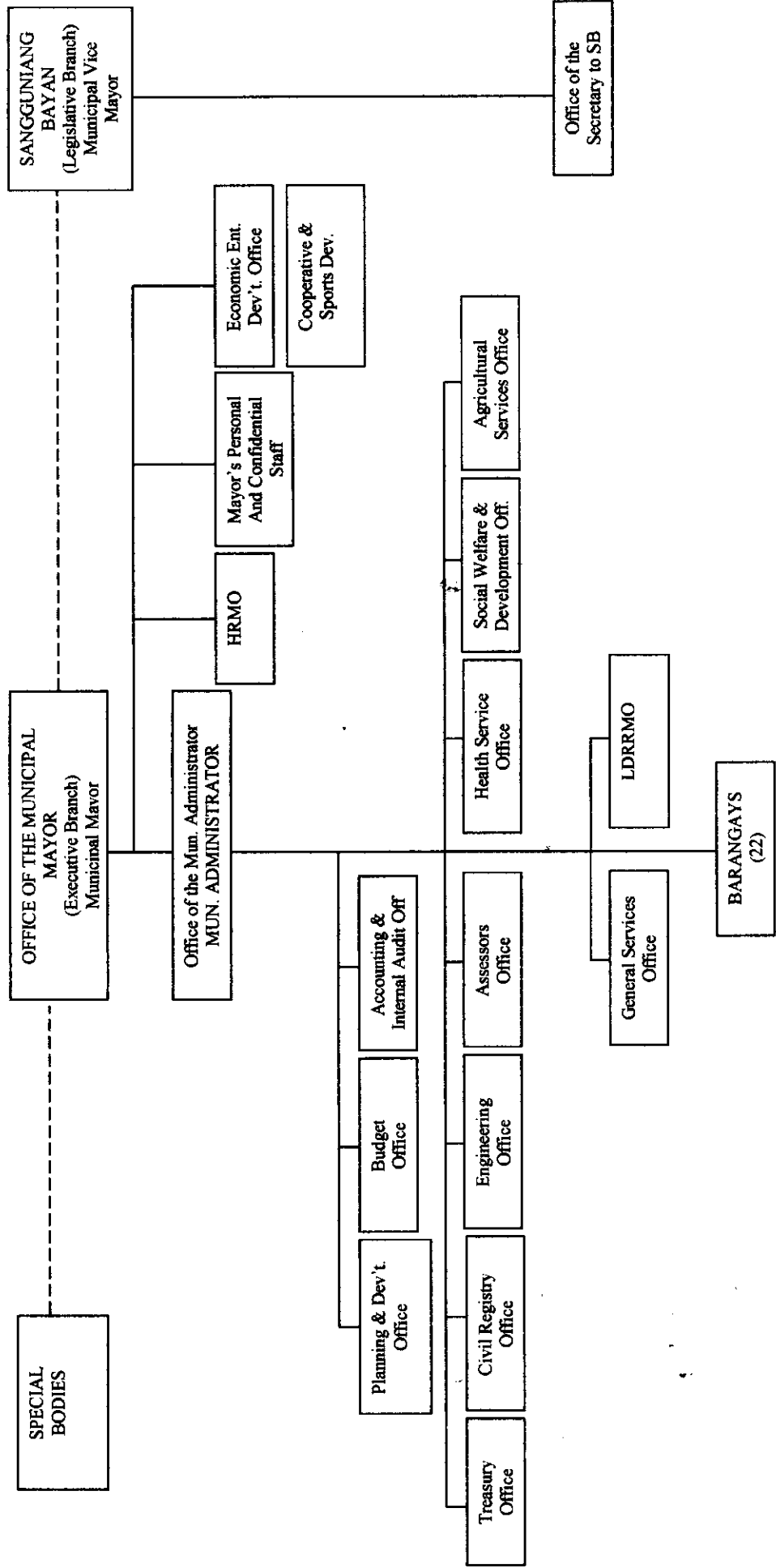
JUL 27 2021

OFFICE OF THE SB SECRETARY- new



**AIRMA B. ASRIAS, MPM**  
Administrative Officer II  
(HRMO - 1)

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



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



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



OFFICE OF THE MUNICIPAL MAYOR

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## **CERTIFICATION**

### **TO WHOM IT MAY CONCERN:**

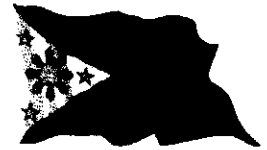
THIS IS TO CERTIFY that the position and salary proposed for **LEGISLATIVE STAFF OFFICER II, SG 13/1** in the Municipal SB Secretary Office of Siayan, Zamboanga del Norte is vacant and it has corresponding budget and Plantilla of Personnel duly approved by the authorities concerned and funds are available for expenditures of same.

Given this 4<sup>th</sup> day of June , 2021 at Siayan, Zamboanga del Norte, Philippines.

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



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



OFFICE OF THE MUNICIPAL BUDGET OFFICER

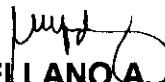
## **CERTIFICATION**

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 Local Legislative Staff Officer II Position Salary Grade 13 Step 1 under the Office of the Municipal Vice Mayor - 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**

**SIAYAN, 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			-0-
Computation for PS Limitation			
Actual Regular Income ( PY- next preceding Year)			175,712,571.84
45% thereof			79,070,657.33
Less:			
Appropriation for PS			77,855,850.37
Still Allowable (PS Block)			<b>1,214,806.96</b>

Prepared by:

  
**ROBELLANO A. ADAZA**  
 Municipal Budget Officer

PERSONNEL SCHEDULE FY 2021

OFFICE/DEPARTMENT: SECRETARY TO THE SANGGUNIAN

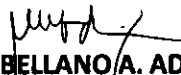
Approp. Ordinance No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #118) 4TH Tranche 2020		Proposed Rate Per Annum (LBC #121) 1ST Tranche 2021		Difference
New	Old			Grade/Step	Amount	Grade/Step	Amount	Amount
	1022-22	MGDH I (SB Secretary)	Wilfredo Q. Dompales	24/8	952,836.00	24/8	971,892.00	19,056.00
1022-155		Records Officer III	Remegia P. Capangpangan	18/1	414,492.00	18/8	467,328.00	52,836.00
	1022-23	Librarian II <i>Vacant-Unfunded</i>		15/1	-	15/1	-	-
	1022-24	Admin. Officer IV (Information Officer III) <i>Dissolved</i>		15/1	-		-	-
	1022-25	Community Affairs Officer II <i>Dissolved</i>		15/1	-		-	-
	1022-26	Admin. Officer II (Records Officer II)	Ma. Chrysolite C. Valera	14/7	304,812.00	14/1	298,620.00	(6,192.00)
	1022-27	Board Secretary I <i>Dissolved</i>		14/1	-		-	-
	1022-119	Legislative Staff Officer II <i>Vacant</i>		13/4	267,048.00	13/1	272,892.00	5,844.00
	1022-28	Admin. Aide III (Clerk) <i>Dissolved</i>		3/1	-	3/2	-	-
	1022-29	Admin. Aide III (Utility Worker II)	Jocelyn K. Benlot	3/1	127,152.00	3/2	133,812.00	6,660.00
TOTAL -----					2,066,340.00		2,144,544.00	78,204.00

Prepared by:

Reviewed by:

Approved by:

  
AIRMA B. ASPIRAS  
HRMO I

  
ROBELLANO A. ADAZA  
Municipal Budget Officer

  
JOSECOR S. GEPOLONGCA  
Municipal Mayor





(1) Department/GOCC  
**NORTE** **LOCAL GOVERNMENT UNIT- SIAYAN,ZAMBOANGA DEL NORTE**

(2) Bureau/Agency/Subsidiary

**SB SECRETARY**

**Page 3**

ITEM No	Position Title	SG	Annual		S	C	T	Y	V	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			
1022-22	MGDH 1-SB Secretary	24	956,280.00	7	9	M	S	Dompales	Wilfredo	Quinimon	07/01/1960	03/07/1989	24/03/2000	P	32			
1022-155	Records Officer III	18	430,020.00	1	9	M	A	Capangpangan	Remegia	Pareño	01/11/1963	26/06/1986	17/08/2020	P	35			
1022-23	Librarian II	15		1	9	M	A											
1022-26	Admin. Off. III (Records Off. II)	14	298,620.00	1	9	M	A	Valera	Ma. Chrysolite	Culanculan	3/21/1978	06/01/2021		P				
1022-119	Legislative Staff Officer II	13	272,892.00	1	9	M	S											
1022-29	Admin. Aide III (Utility Worker II)	3	132,792.00	1	9	M	A	Benlot	Jocelyn	Kho	12/04/1967	18/10/2017		P	4			

(19) Total Number of Position Items 6

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 I)

Date

**ATTY. JOSECOR S. GEPOLONGCA**  
Municipal Mayor  
Head of Agency/Department

Date

PERSONNEL SCHEDULE FY 2021

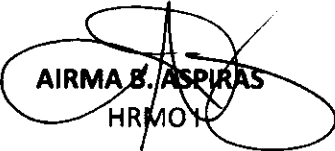
OFFICE/DEPARTMENT: SECRETARY TO THE SANGGUNIAN

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	1022-119	Legislative Staff Officer II Vacant	DISSOLVED	13/4	267,048.00	13/1	-	(267,048.00)
	1022-28	Admin. Aide III (Clerk) Dissolved		3/1	-	3/2	-	-
	1022-29	Admin. Aide III (Utility Worker II)	Jocelyn K. Benlot	3/1	127,152.00	3/2	133,812.00	6,660.00
TOTAL -----					2,066,340.00		1,871,652.00	(194,688.00)

Prepared by:

Reviewed by:

Approved by:

  
AIRMA B. ASPIRAS  
HRMO

  
ROBELLANO A. ADAZA  
Municipal Budget Officer

  
JOSECOR S. GEPOLONGCA  
Municipal Mayor



The position items to be abolished:

## OFFICE OF THE SB SECRETARY

### Page # 3 of Plantilla of Personnel

Legislative Staff Officer II

SG/Step- 13/1

1022-119

The position items to be created:

## OFFICE OF THE VICE MAYOR

Position

:LOCAL LEGISLATIVE STAFF OFFICER II

SG/Step: 13/1

### Qualification Standard :

Education : Bachelor's Degree relevant to the job  
Experience : none required  
Training : none required  
Eligibility : Career Service (Professional)  
(2<sup>nd</sup> Level Eligibility)

### Duties & Functions:

1. Preparation of calendar of business of the Sanguniang Bayan meetings/sessions;
2. Conduct research studies, surveys and gather information about public issues and problems demanding legislative action;
3. Drafts/formulate proposed resolutions/ordinances as directed by the Secretary, Vice Mayor and Sangguniang Bayan members;
4. Preparation of final drafts of ordinances and resolutions passed and approved by the Municipal Council;
5. Reproduction of all approved ordinances and resolutions;
6. Attends/Assist and taking down notes during sessions and committee/public meetings/hearings conducted by the SB; and
7. Drafts/Review committee reports; and
8. Performs such other duties and functions that the Vice Mayor and /or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and / or Ordinance.

Approved:

NOTE: Under the Office of the Vice Mayor

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