



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



**OFFICE OF THE SANGUNIANG 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  
6TH DAY OF SEPTEMBER 2021.**

**PRESENT:**

Hon. Primitivo D. Castillo, Presiding Officer,	Municipal Vice Mayor
Hon. Emelyn P. Tulawe, Presiding Officer Pro-	Sangguniang Bayan Member
Hon. Estrella S. Zapatos,	-do-
Hon. Vanessa Lyn B. Atuy,	-do-
Hon. Oliver A. Romero, Floor Leader	-do-
Hon. Ma. Roselyn G. Secretario,	-do-
Hon. Rico V. Jamisola,	-do-
Hon. Rey L. Anugon, Assistant Floor Leader	-do-
Hon. Alfredo R. Labastida	-do-
Hon. Maribel C. Okay, ABC President,	-do-
Hon. Johnny C. Anugon, Sr., IPMR,	-do-

**ABSENT:**

Hon. Phil A. Saraga, SK Fed. President,	-do-
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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 appointment to a permanent position, likewise 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. 21-12**

Series of 2021

**SECTION I. TITLE:** This Ordinance shall be known as **"AN ORDINANCE CREATING THE POSITIONS OF: PROJECT EVALUATION OFFICER III, \$G 18/1 IN THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE, SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST , \$G 18/1 IN THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE AND ADMINISTRATIVE AIDE III (UTILITY WORKER II) \$G 3/1 IN THE OFFICE OF THE MUNICIPAL VICE MAYOR WHICH FUNDING ALLOCATION SHALL BE PROVIDED IN THE ANNUAL BUDGET FY 2022 OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.**

**SECTION II. CREATION OF POSITIONS:** The following positions are hereby created in the respective offices:

**OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT**

1. PROJECT EVALUATION OFFICER III SG 18/1

**OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**

1. SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST SG 18/1

**OFFICE OF THE MUNICIPAL VICE MAYOR**

1. ADMINISTRATIVE AIDE III (UTILITY WORKER II) SG 3/1

**SECTION IV. FUNDING APPROPRIATION:** That the funds for salaries and other emoluments of the positions herein created shall be provided to be incorporated in the Annual Budget FY 2022.

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

**ENACTED** this 6<sup>th</sup> day of September 2021.

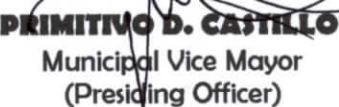
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**I HEREBY CERTIFY** to the correctness of the above-quoted ordinance.



**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

SEP 08 2021


The position items to be created:

## **OFFICE OF THE MENRO**

Senior Environmental Management Specialist	SG/Step - 18/1	1011-172
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## **OFFICE OF THE VICE MAYOR**

Administrative Aide III (Utility Worker II)	SG/Step - 3/1	1016-173
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**ATTY. JOSECOR S. GEPOLONGCA**  
Municipal Mayor

The position items to be created:

## **OFFICE OF THE MTO**

Local Treasury Operations Officer III      SG/Step - 18/1      1091-166

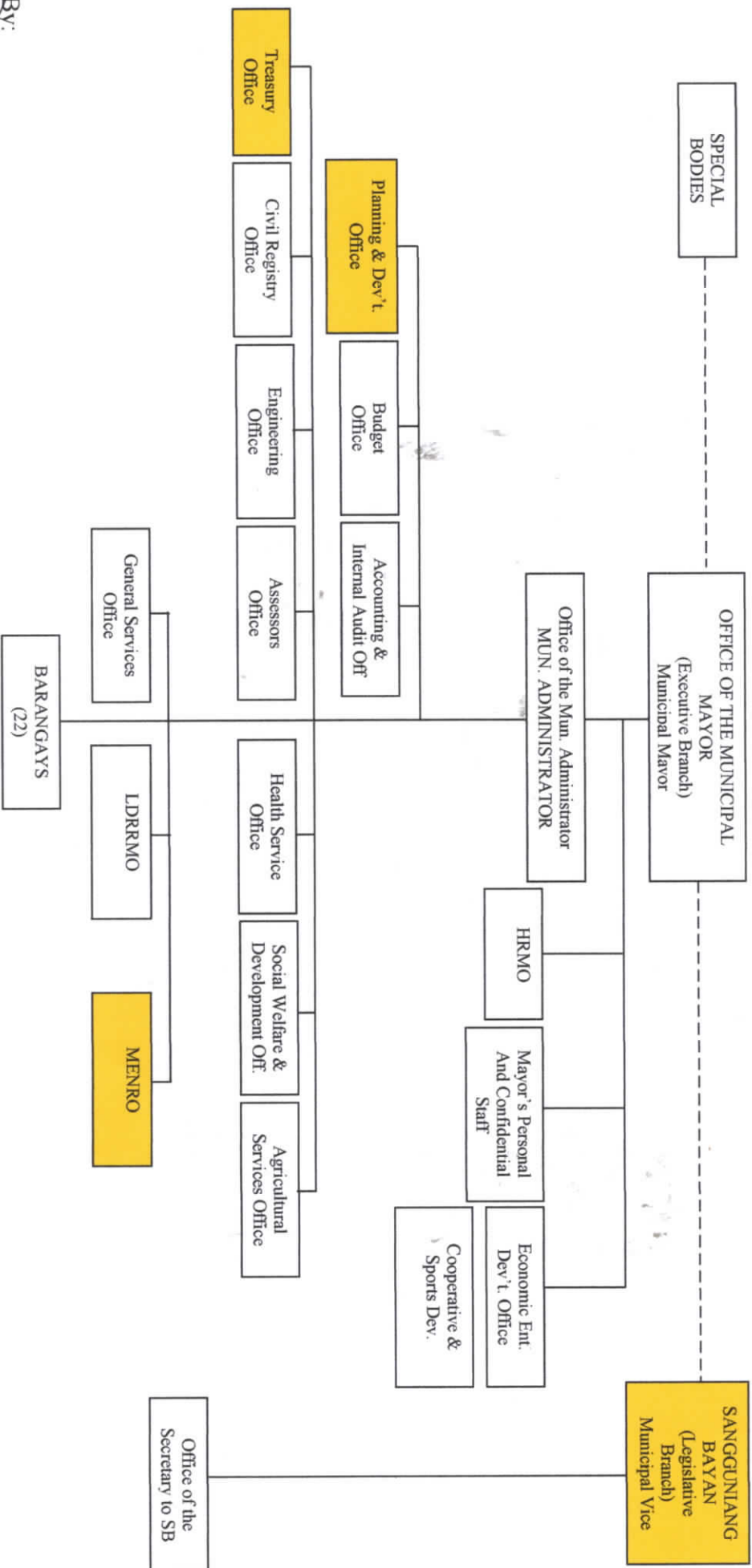
## **OFFICE OF THE MPDO**

Project Evaluation Officer III      SG/Step - 18/1      1041-170



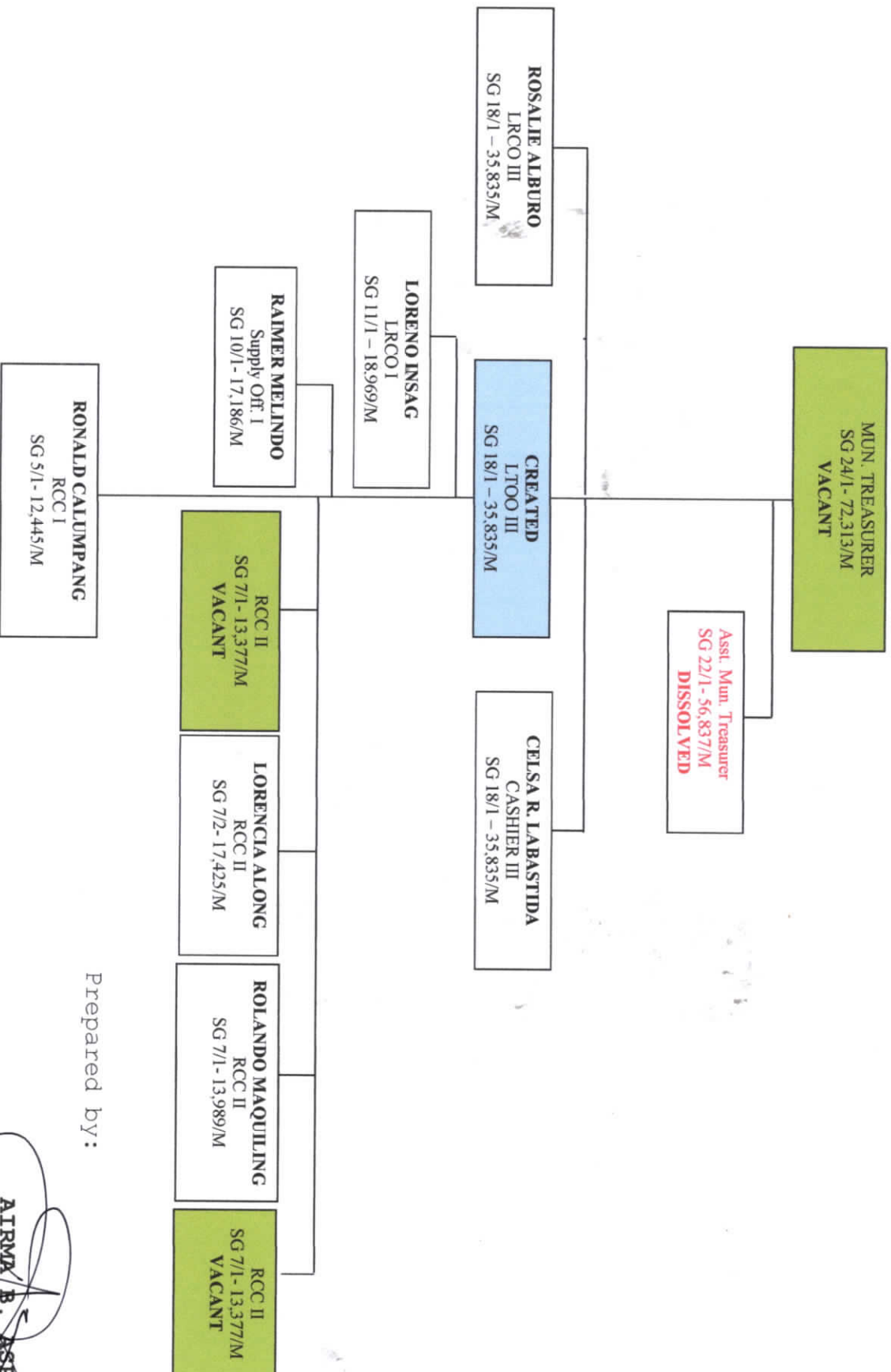
**ATTY. JOSECOR S. GEPOLONGCA**  
Municipal Mayor

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



Prepared By:  
**AIRMA B. ASPERAS**  
Administrative Officer V  
HRMO III

OFFICE OF THE MUNICIPAL TREASURER - **New**

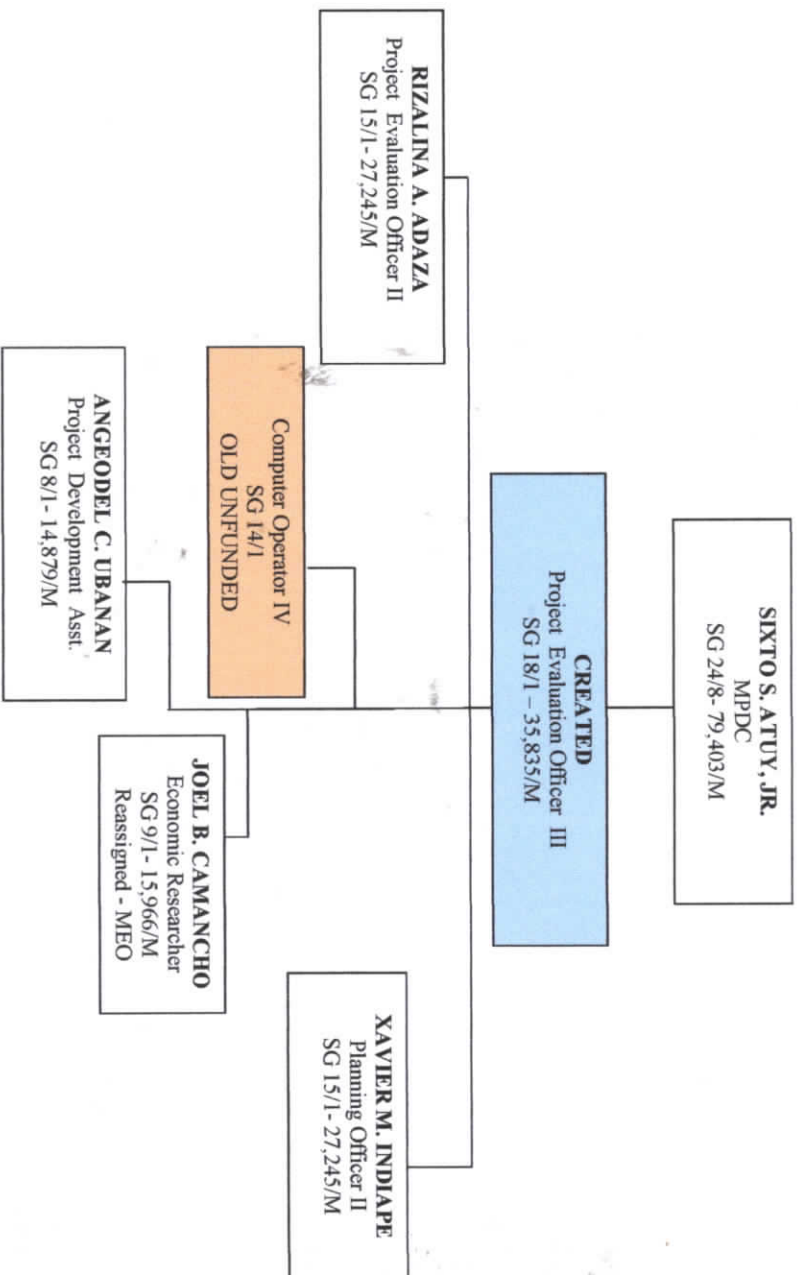


Prepared by:

**AIRMA B. ESPINAS**  
Administrative Officer V  
(HRMO III)



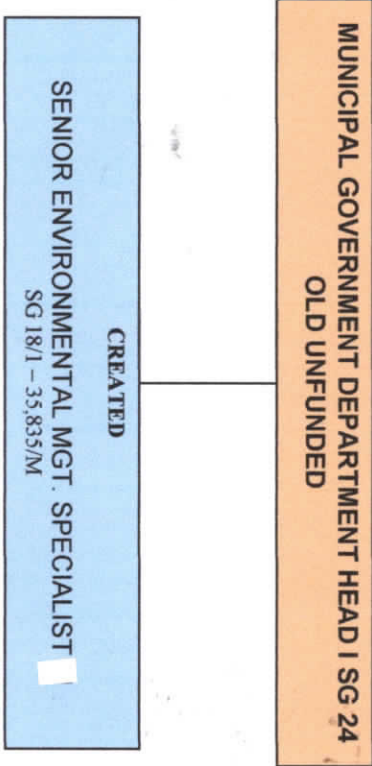
OFFICE OF THE Municipal Planning & Development - **New**




Prepared by:

**AIRMA B. ASPIRAS**  
Administrative Officer V  
(HRMO III)

OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES - **New**

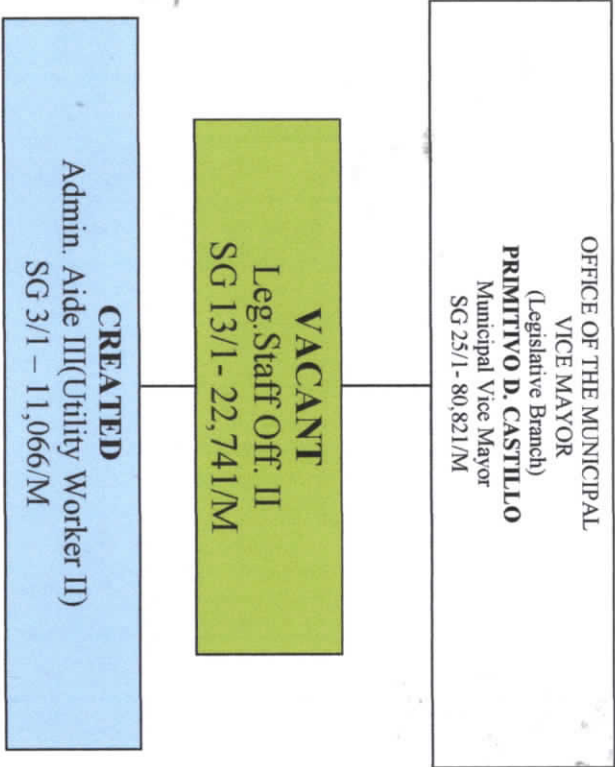


Prepared by:


  
**ALRMA B. ASPIRAS**  
Administrative Officer V  
(HRMO III)



OFFICE OF THE MUNICIPAL VICE MAYOR - **new**



Prepared by:

  
**ALMA B. ASPIRAS**  
Administrative Officer V  
(HRMO III)

PROPOSED PLANTILLA OF LGU PERSONNEL FY 2022  
LGU - Siayan, Zamboanga del Norte

OFFICE/DEPARTMENT: **MENRO**

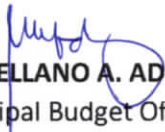
Item No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #121) 1ST Tranche 2021		Proposed Rate Per Annum (LBC #132) 2ND Tranche 2022		Increase/ Decrease
New	Old			Grade /Step	Amount	Grade /Step	Amount	Amount
	1011-145	MGDH I - (MENRO) <i>Vacant - Unfunded</i>		24/1	-	24/1	-	-
1011-172		Senior Environmental Management Specialist <i>New - Vacant</i>				18/1	445,548.00	445,548.00
TOTAL -----					-		445,548.00	445,548.00

Prepared by:

Reviewed by:

Approved by:

  
**AIRMA B. ASPIRAS**  
HRMO I

  
**ROBELLANO A. ADAZA**  
Municipal Budget Officer

  
**JOSECOR S. GEPOLONGCA**  
Municipal Mayor

Position

: Senior Environmental Management Specialist

SG/Step: 18/1

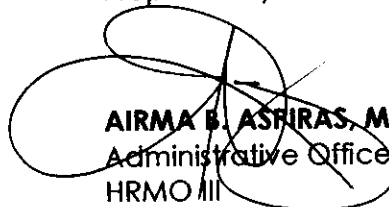
**Qualification Standard :**

Education : Bachelor's Degree relevant to the job  
Experience : 2 years' experience  
Training : 8 hours relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**Duties & Functions;**

1. The senior environmental specialist is a professional that helps an organization check the impact of its activities on the environment.
2. Oversee a variety of environmental compliance efforts related to air, water, waste and wetland regulations.
3. He is responsible for identifying environment issues, recommending solutions, and ensuring compliance with local regulations with respect to environmental hazards.
4. Responsible for developing and executing programs to ensure regulatory compliance obligations. Are fulfilled in a cost-effective manner, and that environmental risks are successfully managed.
5. Responsible for collecting, analysing and managing environmental data, including air quality permitting and emissions data management, storm water/NPDES/Industrial discharge programs, hazardous material/waste management, over-water transfer of oil, etc. and preparing environmental reports for regulatory submission and other environmental media.
6. Responsible for communicating requirements to site employees, contractors and customers, as well as supervising the work activities conducted by a team of environmental technicians.
7. Serve as safety field support
8. Performs related work as assigned.
9. Keep working area neat and regularly check the security of the working area.
10. Performs other **functions**.

Prepared by:

  
**AIRMA B. ASPIRAS, MPM**  
Administrative Officer V  
HRMO III

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PROPOSED PLANTILLA OF LGU PERSONNEL FY 2022  
LGU - Siayan, Zamboanga del Norte

OFFICE/DEPARTMENT: **MPDO**

Item No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #121) 1ST Tranche 2021		Proposed Rate Per Annum (LBC #132) 2ND Tranche 2022		Increase/ Decrease
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		Project Evaluation Officer III <i>New - Vacant</i>				18/1	445,548.00	445,548.00
	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	15/2	346,320.00	(8,652.00)
	1041-114	Senior Administrative Assistant II (Computer Operator II) <i>Vacant- Unfunded</i>		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		2,515,140.00	483,432.00

Prepared by:

Reviewed by:

Approved by:

  
**AIRMA B. ASPIRAS**  
HRMO I

  
**ROBELLANO A. ADAZA**  
Municipal Budget Officer

  
**JOSECOR S. GEPOLONGCA**  
Municipal Mayor

**Position**

**: PROJECT EVALUATION OFFICER III**

**SG/Step: 18/1**

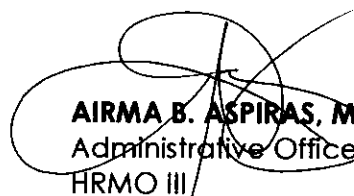
**Qualification Standard :**

Education : Bachelor's Degree relevant to the job  
Experience : 2 years' experience  
Training : 8 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 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, organizations to integrate plans and activities; plans, project development and management;
7. Prepares reports.
8. Performs other work that may be assigned from time to time by the Head of agency or by higher authorities.

Prepared by:

  
**AIRMA B. ASPIRAS, MPM**  
Administrative Officer V  
HRMO III





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  
**MUNICIPAL PLANNING & DEVT. OFFICE**

ITEM No	Position Title	SG	Annual		S	C	T	Y	E	V	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 T 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		
1041-41	MGDH 1 - Municipal Planning and Development Coord.	24	971,892.00		8	9	10	11	12	13	14	15	16	17	18	19		
1041-170	Project Evaluation Officer III	18	430,020.00		1	9	M	S										
1041-42	Planning Officer II	15	326,940.00		1	9	M	S										
1041-145	Project Evaluation Officer II	15	326,940.00		1	9	M	S										
1041-114	Senior Admin. Asst. II (Computer Operator II)	14			1	9	M	T										
1041-43	Economic Researcher	9	191,592.00		1	9	M	S										
1041-44	Project Dev't. Assistant	8	178,548.00		1	9	M	S										

(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 X (HRMO-III)

Date

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

Head of Agency/Department

Date

PROPOSED PLANTILLA OF LGU PERSONNEL FY 2022  
LGU - Siayan, Zamboanga del Norte

OFFICE/DEPARTMENT: VICE MAYOR

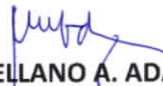
Item No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #121) 1ST Tranche 2021		Proposed Rate Per Annum (LBC #132) 2ND Tranche 2022		Increase/ Decrease
New	Old			Grade /Step	Amount	Grade /Step	Amount	Amount
	1016-30	Municipal Vice Mayor	Primitivo D. Castillo	25/1	989,244.00	25/2	1,025,100.00	35,856.00
1016-173		Administrative Aide III (Utility Worker II) New - Vacant				3/1	138,432.00	138,432.00
TOTAL -----					989,244.00		1,163,532.00	174,288.00

Prepared by:

Reviewed by:

Approved by:

  
AIRMA B. ASPIRAS  
HRMOI

  
ROBELLANO A. ADAZA  
Municipal Budget Officer

  
JOSECOR S. GEPOLONGCA  
Municipal Mayor

Position : **ADMINISTRATIVE AIDE III (Utility Worker II)** SG/Step: 3/1

**Qualification Standard :**

Education	:	Must be able to read and write
Experience	:	none required
Training	:	none required
Eligibility	:	none required

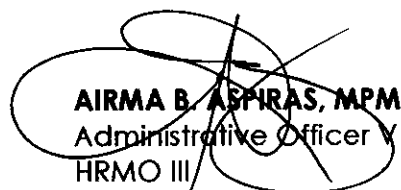
(MC 11, s. 96 – Cat III)

**Duties & Functions:**

The duties and responsibilities of a laborer are all geared toward maintaining a clean, safe and efficient construction site while also supporting the overall project. The list of duties and responsibilities for a laborer on any given day may include the following:

1. Performs general utility works
2. Do other **tasks** assigned by the immediate head.
3. Maintain general cleanliness and orderliness around the agency.
4. Performs manual labor
5. Collect garbage and disposal of the same
6. A **Utility Worker** must maintain a clean **work** area at all times. ...
9. Other duties and functions assigned from time to time.

Prepared by:

  
**AIRMA B. ASPIRAS, MPM**  
Administrative Officer V  
HRMO III



**LOCAL GOVERNMENT UNIT - SIAYAN, ZAMBOANGA DEL NORTE**

(2) Bureau/Agency/Subsidiary

**VICE MAYOR OFFICE**

Page 2

[illegible](19) Total Number of Position Items 3

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. ASPRAS, MPM**  
Administrative Officer V (HRMO III)

Date \_\_\_\_\_

ATTY. JOSE COR S. GEPOLONGCA

Municipal Mayor

Head of Agency/Department

Date \_\_\_\_\_