



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
13TH DAY OF SEPTEMBER 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. 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 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. 21-13

Series of 2021

SECTION I. TITLE: This Ordinance shall be known as **"AN ORDINANCE CREATING THE POSITION OF LOCAL TREASURY OPERATIONS OFFICER III, \$G 18/1 IN THE OFFICE OF THE MUNICIPAL TREASURER AND THE SAME SHALL BE INCORPORATED IN THE PLANTILLA OF PERSONNEL AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE.**

SECTION II. CREATION OF POSITIONS: That the position of **LOCAL TREASURY OPERATIONS OFFICER III, \$G 18/1 IN THE OFFICE OF THE MUNICIPAL TREASURER** is hereby created:

SECTION IV. FUNDING APPROPRIATION: That the funds for salaries and other emoluments of the position herein created shall be provided sourced from the personal services funding allocation of the dissolved position of Assistant Municipal Treasurer.

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

ENACTED this 13th day of September 2021.

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 14 2021

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

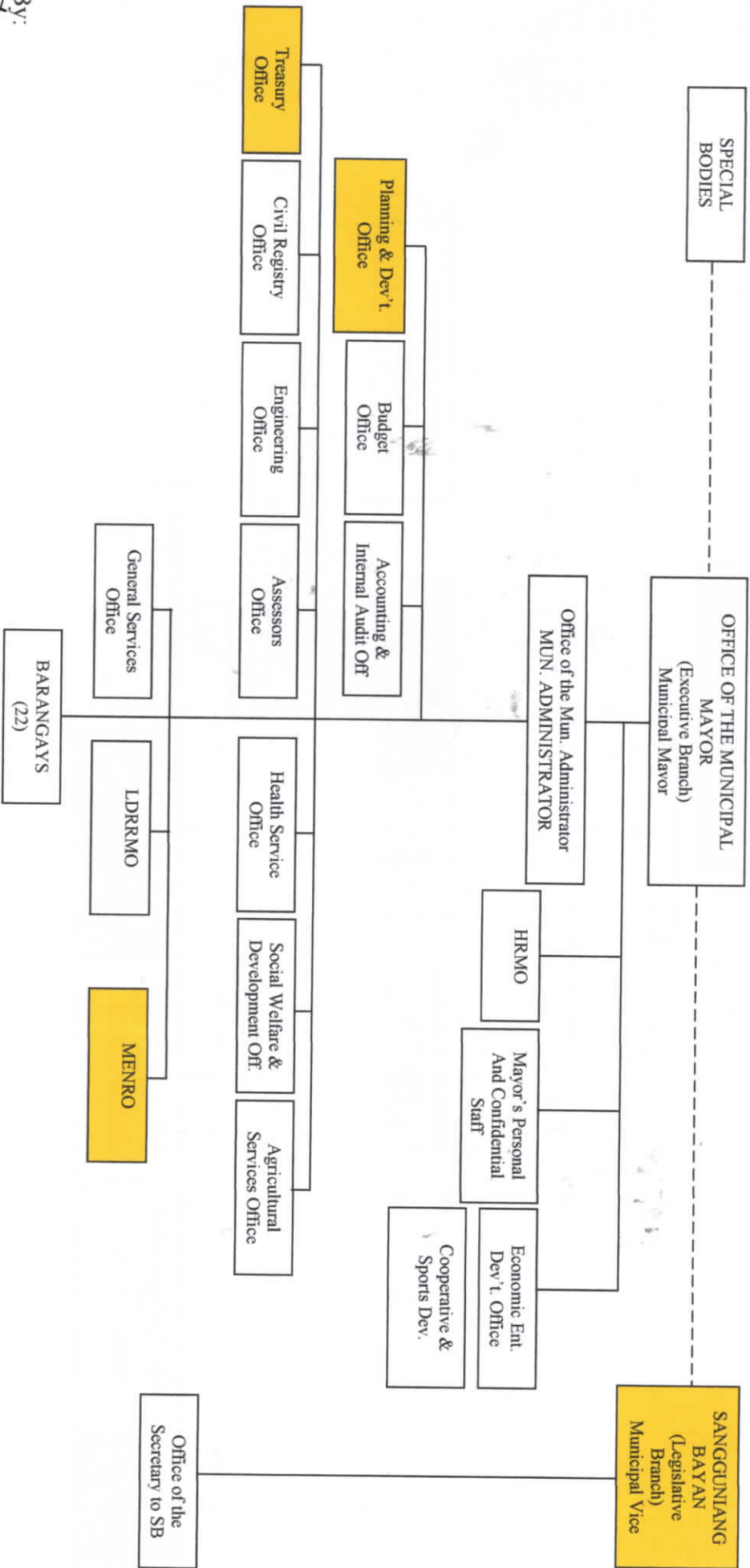
Project Evaluation Officer III

SG/Step - 18/1

1041-170

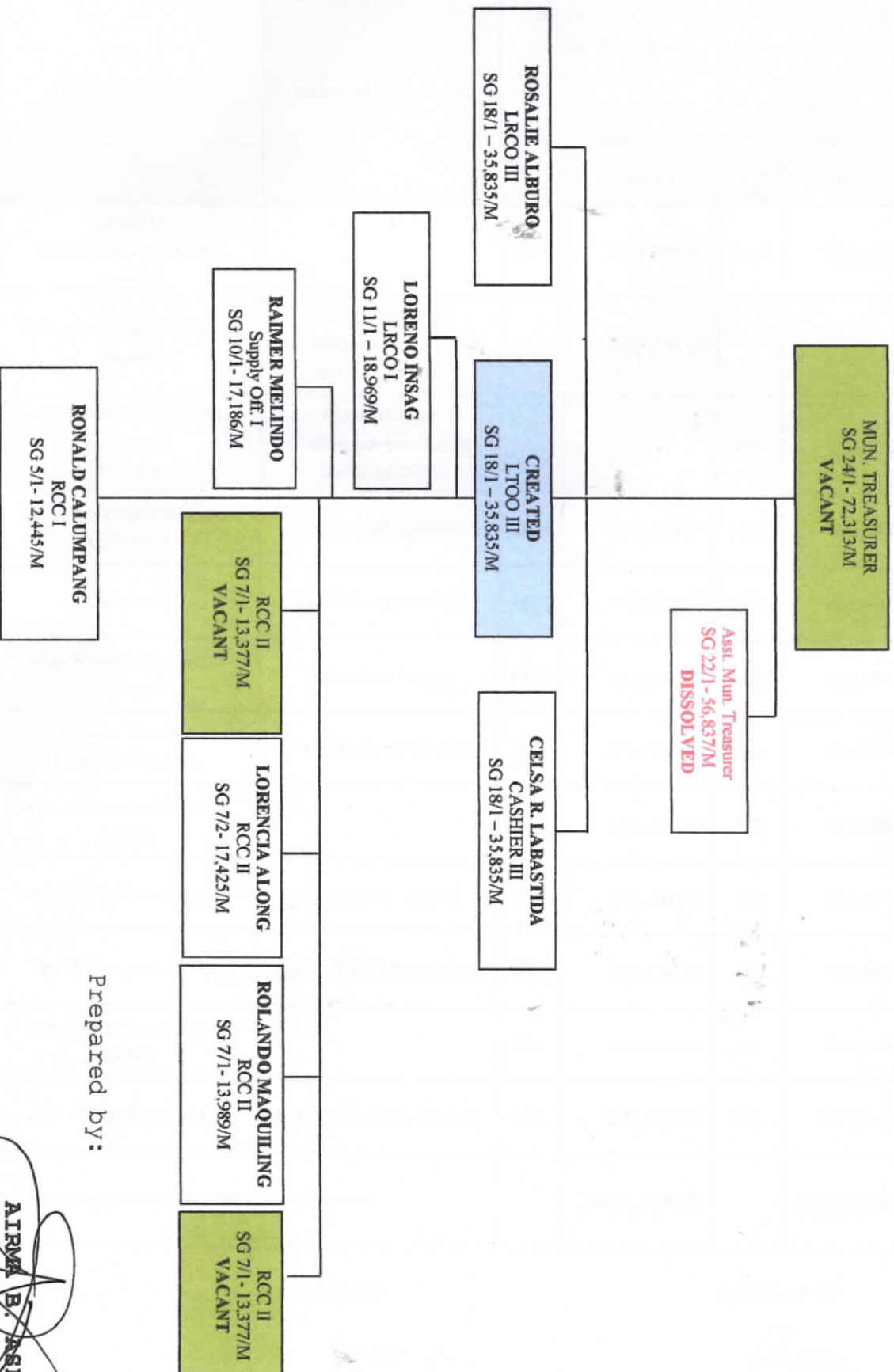

ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor

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



Prepared By:
AIRMA B. ASPRAS
Administrative Officer V
HRMO/III

OFFICE OF THE MUNICIPAL TREASURER - **New**



Prepared by:

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

AMENDED PLANTILLA OF LGU PERSONNEL FY 2021 **LGU - Siayan, Zamboanga del Norte**

OFFICE/DEPARTMENT: **MUNICIPAL TREASURY**

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	
Item No.	New			Old	Grade /Step	Amount	Grade /Step	Amount	Amount
	1091-55	MGDH I (Municipal Treasurer) Vacant		24/1	850,740.00	24/1	867,756.00	17,016.00	
	1091-56	Asst. Municipal Treasurer Vacant	DISSOLVED Per Ordinance No. 21-06 Series of 2021	22/8	746,196.00		-	(746,196.00)	
1091-166		Local Treasury Operations Officer III Vacant	CREATED Per Ordinance No. 21-13 Series of 2021			18/1	445,548.00	445,548.00	
	1091-146	Local Revenue Collection Officer III	Rosalie M. Alburo	18/4	430,080.00	18/5	450,948.00	20,868.00	
	1091-147	Cashier III	Celsa R. Labastida	18/7	446,268.00	18/8	461,796.00	15,528.00	
	1091-57	Local Revenue Collection Officer I	Loreno A. Insag	11/1	211,692.00	11/8	248,784.00	37,092.00	
	1091-99	Admin. Officer I (Supply Officer I)	Raimer H. Melindo	10/4	201,144.00	10/5	213,216.00	12,072.00	
	1091-58	Rev. Collection Clerk II Vacant		7/8	169,356.00	7/1	167,868.00	(1,488.00)	
	1091-59	Rev. Collection Clerk II	Lorencia C. Along	7/4	164,256.00	7/5	173,100.00	8,844.00	
	1091-60	Rev. Collection Clerk II	Rolando Y. Maquiling	7/1	160,524.00	7/1	167,868.00	7,344.00	
	1091-61	Rev. Collection Clerk II Vacant		7/7	168,060.00	7/1	167,868.00	(192.00)	
	1091-62	Rev. Collection Clerk I	Ronald P. Calumpang	5/1	142,872.00	5/1	149,340.00	6,468.00	
TOTAL -----					3,691,188.00		3,514,092.00	(177,096.00)	

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
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Siayan



OFFICE OF THE MUNICIPAL BUDGET OFFICER

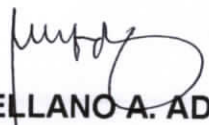
CERTIFICATION

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 Treasury Operations Officer III Position Salary Grade 18 Step 1 under the Office of the Municipal Treasury - LGU Siayan, Z.N.

Given this 3rd day of September, 2021 at Siayan, Zamboanga del Norte, Philippines.

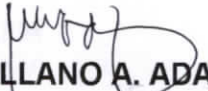

ROBELLANO A. ADAZA
Municipal Budget Officer

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

SIAYAN, ZAMBOANGA DEL NORTE

Sources of Funds	Prior Year 2019	Current Year Actual- 2020	Budget Estimate 2021
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	177,937,314.02	199,200,000.00	217,000,000.00
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)			1,214,806.96

Prepared by:


ROBELLANO A. ADAZA
Municipal Budget Officer

Position

: LOCAL TREASURY OPERATIONS OFFICER III

SG/Step: 18/1

Qualification Standard

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

Duties & Functions:

1. Renders technical/clerical assistance on the preparation of annual plans and programs of the office.
2. Prepare reports and assist in the verification of statement of collections and deposits.
3. Perform responsible and complex treasury management activities.
4. Perform cash flow analysis.
5. Analyze economic data and financial market conditions and recommend and administer investment strategy.
6. Analyze problems/issues and recommend alternative solutions.
7. Performs related work as assigned.
8. Keep working area neat and regularly check the security of the working area.
9. Performs other **functions**.

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 TREASURY

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ITEM No	Position Title	SG	Annual		S	C	T	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 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		
1091-55	MCDH T-Municipal Treasurer	24	867,756.00	1	9	M	K										
1091-56	Assistant Municipal Treasurer	22	682,044.00	1	9	M	A										
1091-146	Local Revenue Collection Officer III	18	430,020.00	1	9	M	A	Alburo	Rosalie	Madura	03/11/1975	01/03/2007	03/12/2018	P	14		
1091-147	Cashier III	18	430,020.00	1	9	M	A	Labastida	Celsa	Ramada	28/07/1967	14/11/1997	20/09/2019	P	24		
1091-166	Local Treasury Operations Officer III	18	430,020.00	1	9	M	A										
1091-57	Local Revenue Collection Officer I	11	227,628.00	1	9	M	A	Insag	Loreno	Asunda	19/07/1957	01/07/1993	02/03/2020	P	28		
1091-99	Admin. Officer I (Supply Officer I)	10	206,232.00	1	9	M	A	Melindo	Raimar	Hamac	11/12/1979	01/03/2007	07/01/2019	P	14		
1091-58	Revenue Collection Clerk II	7	167,868.00	1	9	M	A										
1091-59	Revenue Collection Clerk II	7	173,100.00	5	9	M	A	Along	Lorencia	Calid	02/02/1974	01/03/2007		P	14		
1091-60	Revenue Collection Clerk II	7	167,868.00	1	9	M	A	Maquiling	Rolando, Jr	Yntong	21/09/1981	07/01/2019	16/08/2019	P	2		
1091-61	Revenue Collection Clerk II	7	167,868.00	1	9	M	A										
1091-62	Revenue Collection Clerk I	5	149,340.00	1	9	M	A	Calumpang	Rondid	Polles	09/09/1986	03/01/2020		P	1		

(19) Total Number of Position Items **12**

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. JOCESOR S. GEPOLONGCA
Municipal Mayor
Head of Agency/Department

Date