



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
14TH DAY OF MARCH 2022.**

PRESENT:

Hon. Primitivo D. Castillo, Presiding Officer,
Hon. Emelyn P. Tulawe, Presiding Officer Pro-Tempore
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. Maribel C. Okay, ABC President,
Hon. Phil A. Saraga, SK Fed. 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.

In pursuant to Section 325 of RA 7160 known as the Local Government Code of 1991, some vacant positions of the different offices of the local government unit are hereby dissolved and its respective corresponding PS appropriations shall be utilized for the Salary and other emoluments of the positions herein created.

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

"MUNICIPAL ORDINANCE NO. 22-03

Series of 2022

SECTION I. TITLE: This Ordinance shall be known as **"AN ORDINANCE DISSOLVING THE POSITIONS OF ADMINISTRATIVE ASSISTANT II \$G/STEP – 8/1, ADMINISTRATIVE AIDE IV \$G/STEP-4/1, ASSESSMENT CLERK \$G/STEP-6/1 AND REVENUE COLLECTION CLERK 1 \$G/STEP-5/1 THE SAME TIME CREATING THE POSITIONS OF TWO (2) BOOKBINDER III \$G/STEP-7/1, ADMINISTRATIVE AIDE III (UTILITY WORKER II) \$G/STEP-3/1, AND BOOKBINDER II \$G/STEP-4-1 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. DISSOLVED POSITIONS: That the following positions are hereby dissolved:

MUNICIPAL BUDGET OFFICE

1. Administrative Assistant II (Budgeting Assistant) SG/Step 8/1
2. Administrative Aide IV (Budgeting Aide) SG/Step – 4/1

MUNICIPAL ASSESSMENT OFFICE

1. Assessment Clerk SG/Step-6/1

MUNICIPAL TREASURY OFFICE

1. Revenue Collection Clerk I SG/Step -5/1

SECTION III. CREATION OF POSITIONS: That the following positions of the different offices are hereby created:

MUNICIPAL BUDGET OFFICE

1. Bookbinder III SG/Step 7/1
2. Administrative Aide III (Utility Worker II) SG/Step - 3/1

MUNICIPAL ASSESSMENT OFFICE

1. Bookbinder III SG/Step - 7/1

MUNICIPAL TREASURY OFFICE

1. Bookbinder II SG/Step 4/1

SECTION IV. FUNDING APPROPRIATION: That the funds for salaries and other emoluments of the positions herein created shall be provided sourced from the personal services funding allocation of the dissolved positions above-enumerated.

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

ENACTED this 14th day of March 2022.

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

MAR 16 2022



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



OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATION


TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the positions and salary proposed for the following regular positions namely;

- | | |
|---------------------------------------------|------------------------------------|
| 1. Admin. Asst. II(Budgeting Asst.) | - Municipal Budget Office |
| 2. Admin. Aide.IV (Budgeting Aide) | - Municipal Budget Office |
| 3. Revenue Collection Clerk I | - Municipal Treasury Office |
| 4. Assessment Clerk | - Municipal Assessor Office |

all in the Municipality of Siayan, Zamboanga del Norte is vacant and it has corresponding budget and the Plantilla of Personnel duly approved by the authorities concerned. Funds are available for expenditures of same.

Given this 1st day of March, 2022 at Siayan, Zamboanga del Norte, Philippines.


ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor

SUMMARY WORKSHEET 1
INCOME AND EXPENDITURE (I & E)
FY 2022

SIAYAN, ZAMBOANGA DEL NORTE

Sources of Funds	Prior Year 2020	Current Year Actual- 2021	Budget Estimate 2022
Beginning Balance			-
Regular Income	198,030,553.57	217,000,000.00	289,000,000.00
Non-recurring Income	20,425,027.60		
Total Available Resources	218,455,581.17	217,000,000.00	289,000,000.00
Net Available Resources	218,455,581.17	217,000,000.00	289,000,000.00
Less: Appropriation Budget Year Only			
Personal Services		88,142,907.24	
MOOE		97,436,933.24	
Capital Outlay		6,518,000.00	
Non-Office		96,902,159.52	289,000,000.00
Unappropriated Balance Still Available			-0-
Computation for PS Limitation			
Actual Regular Income (PY- next preceding Year)			198,030,553.57
45% thereof			89,113,749.11
Less:			
Appropriation for PS			88,142,907.24
Still Allowable (PS Block)			970,841.87

Prepared by:


ROBELLANO A. ADAZA
Municipal Budget Officer

The position items to be abolished:

OFFICE OF THE MBO

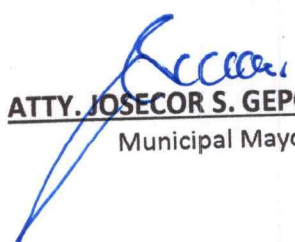
Page # 8 of Plantilla of Personnel

Administrative Assistant II (Budgeting Assistant)	SG/Step - 8/1	1071-49	186,156.00 Annual
Administrative Aide IV (Budgeting Aide)	SG/Step - 4/1	1071-50	146,880.00 Annual

The position items to be created:

OFFICE OF THE MBO

Bookbinder III	SG /Step - 7/1	1071-49	175,224.00/Annual
Administrative Aide III (Utility Worker II)	SG /Step -3/1	1071-50	138,432.00/Annual


ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor

1. Position(1) : **BOOKBINDER III** SG/Step: 7/1

Qualification Standard :
Education : Elementary School Graduate
Experience : none required
Training : none required
Eligibility : none required
(MC 11, s. 96 – Cat III)

Duties & Functions;

1. Take charge of binding government records,
2. Repair worn-out and torn record
3. Attached end papers to tops and bottoms of book bodies, using sewing machines, or glue endpapers and signatures together along spines, using brushes or glue machines
4. Does a simple clerical task, such as typing and other related works.
5. Other duties and functions assigned from time to time.

2. Position (1) : **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. Assist the office head in the preparation of regularly scheduled reports.
2. Encodes documents and other pertinent data.
3. Develop and maintain a filing system.
4. Submit reports to other agencies.
5. Acts as courier in sending inter office memo.
6. Do other **tasks** assigned by the immediate head.
7. Maintain Clean Facilities.
8. A **Utility Worker** must maintain a clean **work** area at all times. ...
9. Other duties and functions assigned from time to time.

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

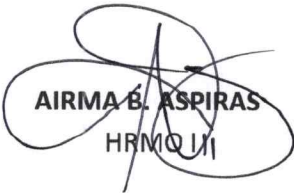
OFFICE/DEPARTMENT: MUNICIPAL BUDGET OFFICE

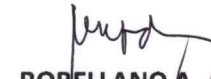
Item No.		Title Position	Name of Incumbent	Authorized Rate Per Annum (LBC #121) 1ST Tranche 2021		Proposed Rate Per Annum (LBC #132) 2ND Tranche 2022		Increase/ Decrease
New	Old			Grade /Step	Amount	Grade /Step	Amount	Amount
	1071-47	MGDH I - (Municipal Budget Officer)	Robellano A. Adaza	24/8	971,892.00	24/2	899,208.00	(72,684.00)
	1071-120	Supervising Administrative Officer (Budget Officer IV)	Nollie Anne P. Moncal	22/7	750,012.00	22/2	708,708.00	(41,304.00)
	1071-48	Administrative Officer IV (Budget Officer II)	Celsa P. Insag	15/8	354,972.00	15/6	362,232.00	7,260.00
	1071-148	Bookbinder IV	Earl D. Nalzaro	10/2	207,960.00	10/2	218,100.00	10,140.00
	1071-49	Admin. Assistant II (Budgeting Assistant) Vacant	Dissolved (Per Ordinance No. 22- 03 Series of 2022)	8/1	178,548.00	8/1	(186,156.00)	(178,548.00)
	1071-50	Administrative Aide IV (Budgeting Aide) Vacant	Dissolved (Per Ordinance No. 22- 03 Series of 2022)	4/1	140,832.00	4/1	(146,880.00)	(140,832.00)
	1071-121	Administrative Aide III	Mark Anthony B. Bermejo	3/1	132,792.00	3/1	138,432.00	5,640.00
1071- 49		Bookbinder III New-Vacant	Created (Per Ordinance No. 22- 03 Series of 2022)			7/1	175,224.00	175,224.00
1071- 50		Administrative Aide III (Utility Worker II) New-Vacant	Created (Per Ordinance No. 22- 03 Series of 2022)			3/1	138,432.00	138,432.00
TOTAL -----					2,737,008.00		2,640,336.00	(96,672.00)

Prepared by:

Reviewed by:

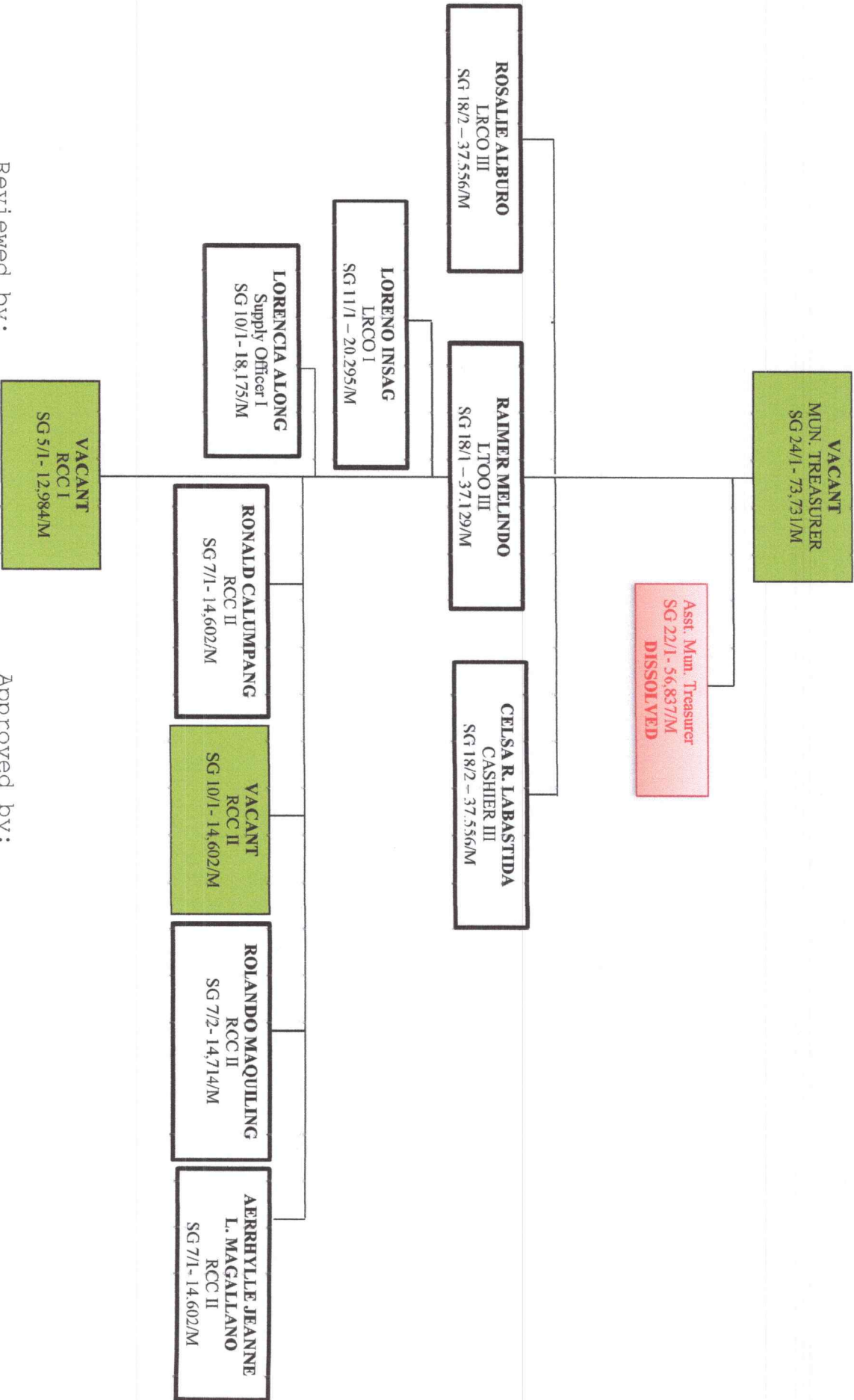
Approved by:


AIRMA B. ASPIRAS
HRMQU


ROBELLANO A. ADAZA
Municipal Budget Officer


JOSECOR S. GEPOLONGCA
Municipal Mayor

OFFICE OF THE MUNICIPAL TREASURER - Existing



Prepared by:

AIRMA B. ASPIRAS
HRMO ATT

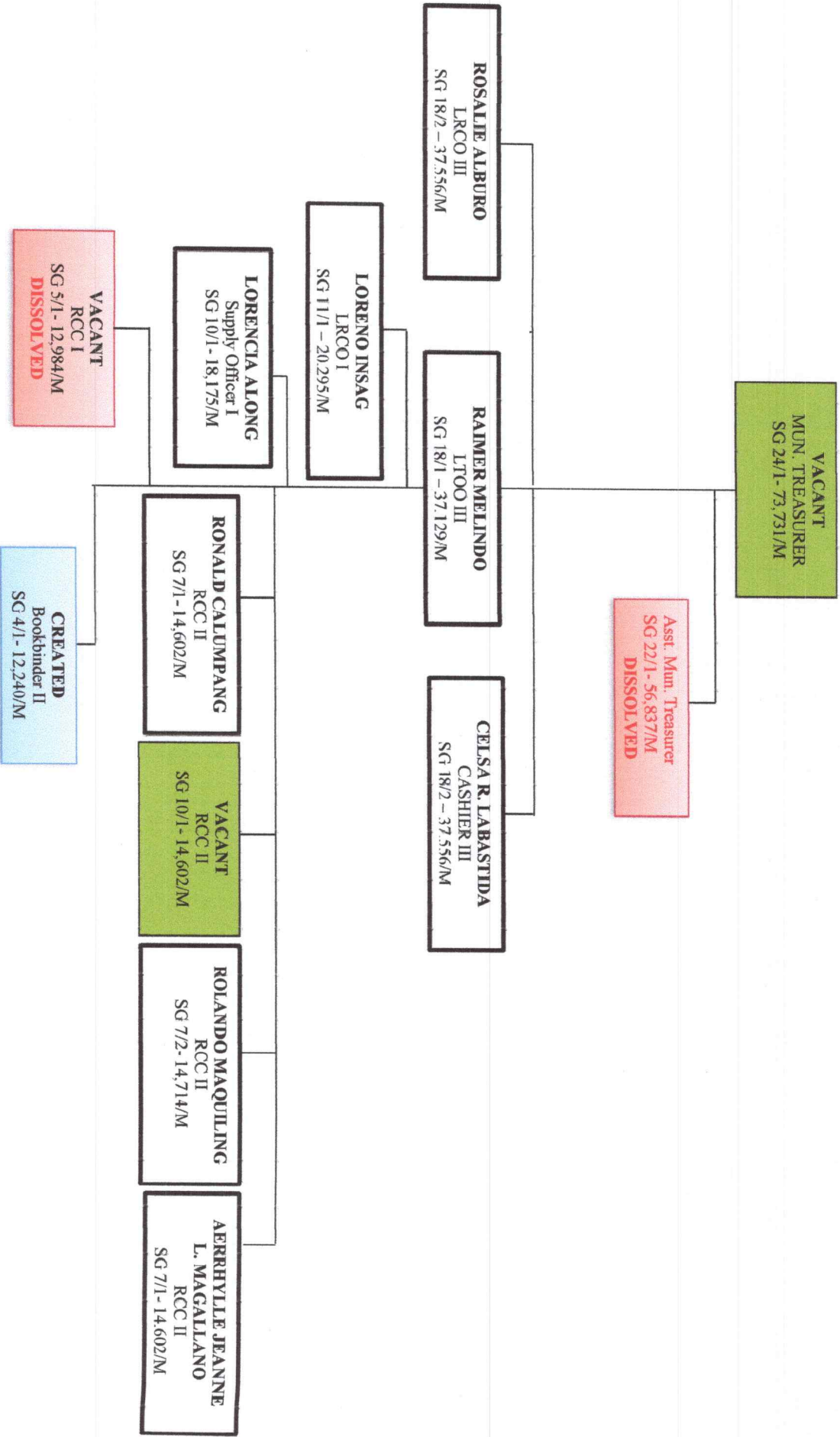
Reviewed by:

ROBELLANO A. ADAZA
Municipal Budget Officer

Approved by:

ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor

OFFICE OF THE MUNICIPAL TREASURER - **New**



Prepared by:

[Signature]
AIRMA B. ASPIRAS
HRMO III

Reviewed by:

[Signature]
ROBELLANO A. ADAZA
Municipal Budget Officer

Approved by:

[Signature]
ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor



Republic of the Philippines
Civil Service Commission
Plantilla of Personnel
For the Fiscal Year **2022**



(1) Department/GOCC

LOCAL GOVERNMENT UNIT - SIAYAN, ZAMBOANGA DEL NORTE

(2) Bureau/Agency/Subsidiary

MUNICIPAL BUDGET OFFICE

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ITEM No	Position Title	SG	Annual		S	C	T	E	Area	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	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					
1071-47	MCDH 1-Municipal Budget Officer	24	899,208.00	2	9	M	K	Adaza	Robellano	Aniñon	8/31/1961	5/2/1989	12/3/2018	P	32					
1071-120	Supervising Admin. Off. (Budget Off. IV)	22	708,708.00	2	9	M	A	Moncal	Noille Anne	Ponce	2/17/1976	9/11/2002	1/7/2019	P	19					
1071-48	Admin. Officer IV (Budget Off. II)	15	362,232.00	6	9	M	A	Insag	Celsa	Page	11/21/1963	9/30/1997	2/23/2007	P	24					
1071-148	Bookbinder IV	10	218,100.00	2	9	M	A	Nalzero	Earl	Dompales	10/11/1982	4/1/2015	9/20/2019	P	6					
1071-49	Admin. Asst. II (Budgeting Asst.)	8	186,156.00	1	9	M	A													
1071-50	Admin. Aide IV (Budgeting Aide)	4	146,880.00	1	9	M	A													
1071-121	Administrative Aide III	3	138,432.00	1	9	M	A	Bermejo	Mark Anthony	Banawan	7/7/1986	2/7/2022		P						

(19) Total Number of Position Items **7**

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 V (HRMO III)

3/1/2022
Date

ATTY. JOSECOR S. GEPOLONGCA
Municipal Mayor

Head of Agency/Department

3/1/2022
Date