



Republic of the Philippines
Province of Aurora
MUNICIPALITY OF BALER

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF BALER, AURORA WHICH WAS HELD ON JULY 23,
2008 AT THE SB SESSION HALL, NEW LEGISLATIVE BUILDING.**

Present:

HON. NELIANTO C. BIHASA	Vice Mayor- Presiding Officer
HON. BENJAMIN C. MATA	SB Member
HON. ZALDY R. HUGO	SB Member
HON. EDITH S. BULUAG	SB Member
HON. MARCELINO B. ZABAT	SB Member
HON. DANILO M. ONG	SB Member
HON. NENITA DS. GONZALES	SB Member
HON. ARTHUR L. SANCHEZ	SB Member- PCL President
HON. PEDRO V. QUERIJERO	SB Member- ABC President
HON. JOHN MARK. A. ARAGON	SB Member- SK Fed. Chairman

Absent:

HON. ZENAIDA S. QUERIJERO	SB Member-(On Sick Leave)
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ORDINANCE No. 03-2008

**AN ORDINANCE CREATING THE POSITION OF DAY CARE WORKER I (SG-6)
UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE,
DETERMINING ITS POWER, DUTIES AND FUNCTIONS.**

SECTION 1. NAME OF POSITION. There shall be created a position of Day Care Worker I (SG-6) under the Municipal Social Welfare and Development Office.

SECTION 2. POWER, DUTIES AND FUNCTIONS. The Day Care Worker I under the MSWDO shall:

1. Under general supervision, supervise and assist Barangay Day Care workers in the conduct/improvement of day care service sessions;
2. Conduct, monitor, visit to day care center and meetings of parents to make them aware of their responsibilities as parents, the right of children and the importance of the services to their children;
3. Coordinate/participate with all the stakeholders for the enhancement and strengthening of the day care service program;
4. Interview clients to determine eligibility for assistance;
5. Make home visits and other referral visits to identify factors affecting social adjustments of clients;
6. Record, evaluate information gathered to determine appropriate assistance to clients;
7. Assist in organizing social groups to promote participation in activities involving information dissemination on food and nutrition, home management, proper care of children, home industry and development activities;

8. Assist in the conduct of training courses or seminars and other information drives;
9. Train children in proper health habits, group activities, group attitudes and elementary decorum and eating proper food.

SECTION 3. APPOINTMENT AND QUALIFICATION. The Day Care Worker I shall be appointed by the Municipal Mayor and such appointment shall be in accordance with civil service laws, rules and regulations and subject to the following qualifications:

- Education - High-School graduate
- Experience - Two (2) years of relevant experience
- Eligibility - none

SECTION 4. PLANTILLA AND FUNDING. The item Day Care Worker I shall be included in the plantilla of personnel and the corresponding appropriation for salaries and other incidental expenses shall be provided in the budget to be enacted by the LGU.

SECTION 5. EFFECTIVITY. This Ordinance shall take effect upon its approval.

Sponsors: Committee on Social Services
Committee on Finance, Budget and Appropriation
Committee on Ordinance and Legal Matters

I hereby certify to the correctness of the foregoing ordinance which was duly adopted by the Sangguniang Bayan of Baler, Aurora during its regular session held on July 23, 2008.

GLORIOSO A. VILLAFRANCA
SB Secretary

Attested:

NELIANTO C. BIHASA
Vice Mayor-Presiding Officer

Approved:

ARTURO J. ANGARA
Municipal Mayor