



## Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BALER, AURORA WHICH WAS HELD ON AUGUST 03, 2011 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.**

Present:

Hon. Nelianto C. Bihasa	Vice Mayor- Presiding Officer
Hon. Danilo M. Ong	SB Member
Hon. Karen G. Angara-Ularan	SB Member- PCL President
Hon. Noel P. Go	SB Member
Hon. Arthur L. Sanchez	SB Member
Hon. Reynaldo E. Mapindan	SB Member
Hon. Gina T. Ritual	SB Member
Hon. Nenita DS. Gonzales	SB Member
Hon. Sonia G. Amatorio	SB Member
Hon. Gina Z. Agapito	SB Member- ABC President
Hon. Aya Rose L. Avellaneda	SB Member- SK Fed. Chairman

### ORDINANCE No.003-B-2011

**AN ORDINANCE ABOLISHING CERTAIN POSITIONS UNDER THE DIFFERENT OFFICES OF THE MUNICIPALITY OF BALER, AURORA AND CREATING POSITIONS AND DEFINING THE FUNCTIONS AND QUALIFICATION STANDARDS OF SAID POSITIONS AND APPROPRIATING FUND THEREFOR.**

**Whereas**, The Honorable Arturo J. Angara, Municipal Mayor, in his endorsement letter to the Sangguniang Bayan dated May 31, 2011, sought the concurrence of this august body over his proposal to abolish certain positions under the different offices of the Municipality of Baler and to create various positions on different offices;

**Whereas**, the Hon Mayor seeks to abolish the following positions under their respective offices:

Item No.	Office	Position
7	Office of the Mayor Information Division	Administrative Officer IV SG 15/Step 1 Vacant
143	Operation of Ice Plant	Administrative Officer I SG 11/Step 1 Vacant

**Whereas**, the Hon. Mayor has prioritized the creation of Architect I under the Office of the Municipal Engineer because under its present manpower composition, the office does not have a technical employee who can handle and monitor engineering works and architectural needs and work hand in hand with the Municipal Engineer, and two (2) Administrative Aide II under the Operation of Bus Terminal.

**Whereas**, RA 7160 or the Local Government Code of the Philippines, under Book III, Title V, Article XV, Section 485 provides that the Municipality may create the position of Architect I. Moreover, local government units are authorized under Section 9 of Memorandum Circular No. 19 s. 1992 issued by the Civil Service Commission on May 7, 1992 entitled "Guidelines and Standards in the Establishment of Organizational Structure and Staffing Patters in Local Government Units to create other offices and positions as be deemed necessary subject to certain limitations as provided under the said Memorandum Circular;

**Whereas**, the abolition of certain positions in the different offices of the Municipality of Baler for the creation of new positions is resorted to maintain the compliance of the Municipality within the budgetary limitations for personal services;

**Whereas**, on review of the Ordinance previously enacted to that effect, the SangguniangPanlalawigan recommended minor revisions in some provision thereof and the same has been considered accordingly through this ordinance;

Foregoing premises considered and on motion of Hon>nenita DS. Gonzales duly seconded by Hon. Gina Z. Agapito;

**Be it resolved**, that the Sangguniang Bayan of Baler, in session duly assembled hereby resolves to enact Municipal Ordinance No. 003–(B)- 2011, to wit:

**Section 1. Abolition of Position.** The following vacant positions under their respective offices are hereby abolished:

Item No.	Position	Account Class	Amount (P)
<b>Office of the Mayor- Information Division:</b>			
7	Administrative Officer IV SG 15/Step 1 Vacant	Salary	196,704.00
		LRIC	23,604.48
		ECC	1,200.00
		PhilHealth	2,400.00
		Pag-Ibig Fund	1,200.00
		PERA	24,000.00
		Cash Gift	5,000.00
		13 <sup>th</sup> Month Pay	16,392.00
		Clothing Allowance	4,000.00
Total			274,500.48
<b>Operation of Ice Plant</b>			
143	Administrative Officer I SG 11/Step 1 Vacant	Salary	150,228.00
		LRIC	18,027.36
		ECC	1,200.00
		PhilHealth	1,800.00
		Pag-Ibig Fund	1,200.00
		PERA	24,000.00
		Cash Gift	5,000.00
		13 <sup>th</sup> Month Pay	10,188.00
		Clothing Allowance	4,000.00
Total			217,974.36
<b>Grand Total</b>			<b>492,474.84</b>

**Section 2. Creation of Position.** The following positions with its corresponding Salary Grade and Funding Requirements are hereby created under their respective Offices, to wit:

Item No.	Position	Account Class.	Amount (P)
<b>Office of the Municipal Engineer:</b>			
	Architect I SG 12/Step 1	Salary	160,572.00
		LRIC	19,268.64
		ECC	1,200.00
		PhilHealth	1,950.00
		Pag-Ibig Fund	1,200.00
		PERA	24,000.00
		Cash Gift	5,000.00
		13 <sup>th</sup> Month Pay	13,381.00
		Clothing Allowance	4,000.00

Total			230,571.64
<b>Operation of Bus Terminal:</b>			
	Administrative Aide I SG 2/Step 1	Salary	78,612.00
		LRIC	9,433.44
		ECC	786.12
		PhilHealth	900.00
		Pag-Ibig Fund	1,200.00
		PERA	24,000.00
		Cash Gift	5,000.00
		13 <sup>th</sup> Month Pay	6,551.00
		Clothing Allowance	4,000.00
Sub-Total			130,482.56
	Administrative Aide I SG 2/Step 1	Salary	78,612.00
		LRIC	9,433.44
		ECC	786.12
		PhilHealth	900.00
		Pag-Ibig Fund	1,200.00
		PERA	24,000.00
		Cash Gift	5,000.00
		13 <sup>th</sup> Month Pay	6,551.00
		Clothing Allowance	4,000.00
Sub-Total			130,482.56
Total			260,965.12
<b>Grand Total</b>			<b>491,536.76</b>

**Section 3. Duties, Functions and Responsibilities of the Position.** The following are the prescribed duties, functions and responsibilities attached to the positions:

**Architect I:**

1. Prepared the architectural plan and design for the local government unit or a part thereof, including the greening of land and appropriate planning of marine foreshore areas and recommend the same for consideration of the sanggunian;
2. Review the architectural plans and designs submitted by government and non-governmental entities or individuals, particularly those for undeveloped, underdeveloped, and poorly designed areas and recommend for appropriate action of the sanggunian and the Mayor;
3. Coordinate with government and non-government entities and individuals involved in the aesthetics and the maximum utilization of the land and water within the jurisdiction of the local government unit, compatible with environmental integrity and ecological balance;
4. Be in the frontline of the delivery of services involving architectural planning and design, particularly those related to the redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural calamities and disasters;
5. Recommend to the sanggunian and advise the Mayor on all other matters relative to the architectural planning and design as it relates to the total socio-economic development of the LGU;
6. Exercise such other function that may be assigned from time to time by the immediate supervisor.

**Administrative Aide II:**

1. Cleans the office and the surrounding area;
2. Keeps office equipment and furniture clean and orderly;

3. Collects, dumps and burns garbage, open doors and windows before office hours and close the same after office hours;
4. Assist in the preparation of training and/or conference room;
5. Occasionally does messengerial works;
6. Assist in the sorting and disseminating printed materials and outgoing communications;
7. Does other related works as may be assigned from time to time by the immediate supervisor.

**Section 4. Qualification Standards of the Position.** A competent person who meets the minimum qualification as provided hereunder shall be appointed by the Municipal Mayor subject to Civil Service laws, rules and regulations:

**Architect I:**

Education : Bachelor's Degree in Architecture  
 Experience : None Required  
 Training : None Required  
 Eligibility : RA 1080

**Administrative Aide II:**

Education : Must be able to read and write  
 Experience : None Required  
 Training : None Required  
 Eligibility : None Required  
 (MC II s.96-Cat. III)

**Section 5. Remunerations.** The newly created positions shall have corresponding salaries and allowances as provided by law.

**Section 6. Repealing Clause.** All Ordinances, rules and regulations, or parts thereof, whose provisions are in conflict with, or contrary to the provisions of this ordinance are hereby repealed, amended, or modified accordingly.

**Section 7. Effectivity.** This Ordinance shall take effect upon approval.

**ENACTED:** 03 August, 2011

<b>AUTHORS: HON. NENITA DS. GONZALES</b> Chairman- SB Committee on Finance, Budget and Appropriation	<b>HON. GINA Z. AGAPITO</b> Chairman-SB Committee On Good Government, Public Ethics and Accountability.
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**I HEREBY CERTIFY** to the correctness of the foregoing ordinance.

**GLORIOSO A. VILLAFRANCA**  
Secretary to the Sangguniang Bayan

Attested:

**NELIANTO C. BIHASA**  
Vice Mayor-Presiding Officer

Approved:

**ARTURO J. ANGARA, DMD.**  
Municipal Mayor

Date: \_\_\_\_\_