



Republic of the Philippines  
Province of Aurora  
MUNICIPALITY OF BALER

*Office of the Sangguniang Bayan*

EXCERPT FROM THE MUNUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BALER, AURORA WHICH WAS HELD ON OCTOBER 8, 2008 AT THE SB SESSION HALL, NEW LEGISLATIVE BUILDING.

Present:

HON. NELIANTO C. BIHASA	-Vice Mayor-Presiding Officer
HON. ZENAIDA S. QUERIJERO	-SB Member
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. NENITA DS. GONZALES	-SB Member
HON. PEDRO V. QUERIJERO	-SB Member- ABC Mun. President

Absent:

HON. DANILO M. ONG	-SB Member
HON. ARTHUR L. SANCHEZ	-SB Member- PCL Provl. Pres. (OB)
HON. JOHN MARK A. ARAGON	-SB Member- SK Mun. Fed. Chairman

**ORDINANCE NO. 06-2008**

**AN ORDINANCE CREATING VARIOUS POSITIONS IN THE EXECUTIVE AND LEGISLATIVE DEPARTMENTS OF THE MUNICIPAL GOVERNMENT OF BALER; DETERMINING ITS POWER, DUTIES AND FUNCTIONS.**

**SECTION 1. NAME OF POSITIONS.** There shall be created the following positions in various offices of the Local Government Unit of Baler, Aurora:

- a) Office of the Municipal Environment and Natural Resources Officer:  
**Community Development Assistant I (SG-7)**  
**Administrative Aide IV (SG-4)**
- b) Office of the Municipal Engineer:  
**Architect I (SG-12)**
- c) Office of the Vice Mayor, Sangguniang Bayan, and SB Secretary:  
**Local Legislative Staff Assistant I (SG-6)**
- d) Office of the Municipal Accountant:  
**Administrative Assistant III (SG-9)**

**SECTION 2. POWER, DUTIES AND FUNCTIONS:**

- a) The **Community Development Assistant I (SG-7)** shall:
  1. Conduct census of forest occupants/target beneficiaries in the project area;
  2. Conduct information dissemination regarding environmental activities and projects;
  3. Assist the MENRO in the management, protection and rehabilitation and maintenance of all forest resources and watersheds within the jurisdiction of the municipality;
  4. Provide linkages to different agencies, NGOs and concerned agencies that will serve as co-partner in project implementation;
  5. Prepare project proposal;
  6. Provide alternative livelihood to the beneficiaries by giving them trainings and seminars;
  7. Assist in the project implementation; and

8. Perform such other duties as may be assigned.
- b) The **Administrative Aide IV, (SG-4)** shall:
1. Assist in the enforcement of forestry laws, rules and regulations within the municipality;
  2. Assist in the conduct of information dissemination regarding the project/programs being implemented;
  3. Assist in the conduct of meetings, dialogues, and forums with concerned LGU officials, target beneficiaries, POs and the like;
  4. Assist in the apprehension and prosecution of environmental laws violator;
  5. Assist in the confiscation of tools and equipment used in illegal cutting of trees or gathering of forest products; and
  6. Perform such other functions as may be assigned from time to time by the immediate supervisor.
- c) The **Architect I, (SG-12)** shall:
1. Assist the Municipal Engineer in the formulation of plans and provide technical assistance and support in carrying out measures to ensure the delivery of services and provision of adequate facilities relative to architectural planning and design as provided for under Section 17 of the LGC:
  2. Assist the Municipal Engineer in the preparation of structural plans and formulation of strategies for its effective implementation, particularly in the areas of architectural planning, design, programs and projects;
  3. Assist the Municipal Engineer in the preparation of architectural plan and design for LGU's infrastructure projects;
  4. Assist in the review of the architectural plans and design submitted by governmental and non-governmental entities or individuals;
  5. Coordinate with government and non-government entities and individuals involved in the utilization of land and waters within the jurisdiction of Baler;
  6. Be in the forefront in the delivery of services involving architectural planning and design, particularly those related to the re-designing of spatial distribution of basic facilities and structures prior to the occurrence and during the upshot of calamities and disasters;
  7. Provide technical support to the Municipal Engineer on matters relative to the architectural planning and design ; and
  8. Perform other duties and functions as may be assigned from time to time by the immediate supervisor.
- e) The **Local Legislative Staff Assistant I, (SG-6)** shall:
1. Record verbatim accounts of meetings and session of the Sangguniang Bayan;
  2. Type minutes and journal of sessions of the Sangguniang Bayan;
  3. Proofread and make computer corrections to transcript, ordinances, resolutions, amendments and other documents of the council's proceedings;
  4. Sort and distribute incoming communications, collects and prepares for mailing outgoing communications and binds correspondence and other records.
  5. File, maintain, arrange for storage, retrieve or reproduce documents records and reports of the council;
  6. Prepare digest entries for newly enacted legislation; and
  7. Perform other related works as may be assigned from time to time by the immediate supervisor.
- f) The **Administrative Assistant III (SG-9)** shall:
1. Prepare the Journal Entry Vouchers (JEV) to record the receipts and deposits, disbursements, purchase and disposal of property, plant,

- equipments of 13 barangays based on the registries submitted by the Barangay Record Keeper;
2. Record the approved JEV in the General Journal (GJ) and posting to the General Ledger (GL) and Subsidiary Ledger (SL) kept for the specific barangay;
  3. Prepare the monthly trial balance and bank reconciliation for the 13 barangays;
  4. Prepare the pre-closing and post-closing trial balance ever end of the year for 13 barangays;
  5. Prepare the financial statements and supporting schedules for 13 barangays: Balance Sheet, Statement of Income and Expenses, Statement of Cash Flows, Statement of Changes in Government Equity, Schedule of Public Infrastructure, Schedule of Accounts Receivable and Schedule of accounts Payable;
  6. Prepare the consolidated pre-closing and post-closing trial balance of all barangays;
  7. Prepare the consolidated financial statements and supporting schedules of all barangays under the Municipality of Baler at year end for submission to Government Accountancy and financial Management Information System Sector, Commission on Audit, Central Office and to COA Resident Auditor in printed and digital copies, and
  8. Perform such other functions as may be assigned from time to time by the immediate supervisor.

### **SECTION 3. APPOINTMENT AND QUALIFICATION:**

- a) The *Community Development Assistant I; Administrative Aide IV; Architect I and Administrative Assistant III* shall be appointed by Municipal Mayor and such appointment shall be in accordance with civil service laws, rules and regulations and subject to the following qualifications:
  1. ***Community Development Assistant I, SG-7 (First Level Position)***
    - Education - Completion of two (2) years college studies
    - Experience - none required
    - Training - none required
    - Eligibility - Career Service Sub-Professional (First Level Eligibility)
  2. ***Administrative Aide IV, SG-4 (First Level Position)***
    - Education - Completion of two (2) years college studies
    - Experience - none required
    - Training - none required
    - Eligibility - Career Service Sub-Professional (First Level Eligibility)
  3. ***Architect I, SG-12 (Second Level Position)***
    - Education - Bachelor's Degree in Architecture
    - Experience - none required
    - Training - none required
    - Eligibility - RA 1080
  4. ***Administrative Assistant III, SG-9 (First Level Position)***
    - Education - Completion of two (2) years college studies
    - Experience - One (1) year of relevant experience
    - Training - Four (4) hours of relevant training
    - Eligibility - Career Service Sub-Professional (First Level Eligibility)
- b) The position of ***Local Legislative Staff Assistant I*** with salary grade six (6) shall be appointed by the Vice Mayor and such appointment shall be in accordance with civil service laws, rules and regulations and subject to the following qualifications:
  - Education - Completion of two (2) years college studies
  - Experience - none required

Training - none required  
Eligibility - Career Service Sub-Professional (First Level Eligibility)

**SECTION 4. PLANTILLA AND FUNDING.** The subject positions 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.

ENACTED : October 8, 2008

SPONSORS : Committee on Good Government  
Committee on Finance, Budget and Appropriation

I hereby certify to the correctness of the foregoing ordinance.

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

Attested:

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

Approved:

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