

**EXCERPT FROM THE MINUTES OF THE SANGGUNIANG BAYAN OF BALER, AURORA WHICH WAS HELD ON NOVEMBER 21, 2007 AT THE 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. DANILO M. ONG	SB Member
HON. NENITA DS. GONZALES	SB Member
HON. ARTHUR L. SANCHEZ	SB Member
HON. ROLANDO DC. FERNANDO	SB Member-ABC

Absent:

HON. JACKIELYN PAULA L. SINDAC	SB Member – SK
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**Ordinance No. 010-2007**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER 1 (SG-11) AND ADMINISTRATIVE ASSISTANT III (SG-3) UNDER THE ICE PLANT-ECONOMIC ENTERPRISE OF THE LGU-BALER, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS.**

**SECTION 1. NAME OF POSITIONS.** There shall be created the positions of Administrative Officer I (SG-11) and Administrative Assistant III (SG-3) under the Ice Plant- an Economic Enterprise of the LGU-Baler

**SECTION 2. POWER, DUTIES AND FUNCTIONS.** The Administrative Officer I and Administrative Assistant III under the Ice Plant shall;

**A. Administrative Officer I**

- 1 Supervise the operation of the Ice Plant;
- 2 Coordinate with the proper authority on the status of the ice plant operation;
- 3 Prepare and submit monthly accomplishment report of the ice plant operation;
- 4 Supervise the marketing of ice plant production;
- 5 Plan and look for another possible market area for its product;
- 6 Perform such other functions that may be assigned from time to time by the immediate supervisor

**B. Administrative Assistant III**

- 1 Prepare the space and mold for making ice;
- 2 Check and list down number of production per day;
- 3 Keep the working area clean and orderly;
- 4 Keep the ice plant premises clean and orderly;
- 5 Perform such other functions that may be assigned from time to time by the immediate supervisor

**SECTION 3. APPOINTMENT AND QUALIFICATIONS.** The Administrative Officer I and Administrative Assistant III under the Ice Plant shall be appointed by the Municipal Mayor and whose appointment shall be in accordance with civil service laws, rules and regulations and subject to the following qualifications:

**A. Administrative Officer I (SG-11)**

Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career service (Sub-professional) Second Level Eligibility



B. Administrative Assistant III (SG-3)  
 Education Must be able to read and write  
 Experience None required  
 Training None required  
 Eligibility MC 11 s. 96-Cat. III

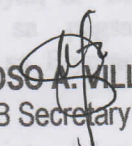
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**SECTION 4. PLANTILLA AND FUNDING.** The items Administrative Officer I and Administrative Assistant III shall be included in the plantilla of Personnel and that the corresponding appropriation for salaries and other incidental expenses shall be provided in the budget to be enacted by the Municipality

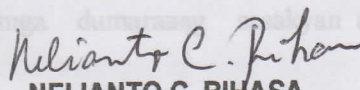
**SECTION 5. EFFECTIVITY** This ordinance shall take upon its approval.

Introducer: **SB ZALDY R. HUGO**

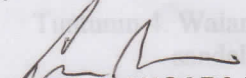
I hereby certify to the correctness of the foregoing ordinance which was duly adopted by the Sangguniang Bayan of Baler, Aurora during its regular session held last November 21, 2007

  
**GLORIOSO A. VILAFRANCA**  
 SB Secretary

Attested:

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

Approved:

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

Uwang paglabag- limang araw na paglilinis sa mga pampublikong lugar gaya ng parke, palengke, at iba pang lugar kung saan siya ay atingang isagawa ang paglilinis.  
 Ikalawang paglabag- limang araw na paglilinis sa mga pampublikong lugar gaya ng parke, palengke at iba pang lugar kung saan siya ay atingang isagawa ang paglilinis, isang beses sa paghala sa pagtatasa at pagbababa ng bandila sa Pamamahaling Bayan ng Baler.  
 Ikatlong paglabag- pitong araw na paglilinis sa mga pampublikong lugar gaya ng parke, palengke, at iba pang lugar kung saan siya ay atingang isagawa ang paglilinis at paghala ng dalawang beses sa pagtatasa at pagbababa ng bandila sa Pamamahaling Bayan ng Baler.

Tuntunan 6. Ang Kautusang Bayang ito ay agarang ipatutupad matapos na ito ay mapagbibay at mapagbibigay alam sa pamamagitan ng pagpapaskel sa mga pampublikong lugar, at maging sa pagpapahandilyo sa buong bayan at pagpapahandilyo sa mga linyang radyo dito sa ating bayan.

May-akda ng Ordinansa: **SB ZENAIDA S. QUERIJERO**

