



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 SEPTEMBER 26, 2012 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. Aya Rose L. Avellaneda	SB Member-SK Fed. Chairman

Absent:

Hon. Gina Z. Agapito	SB Member-ABC President
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ORDINANCE NO. 013-2012

“AN ORDINANCE CREATING THE FARM LEVEL GRAIN CENTER (FLGC) AS AN ECONOMIC ENTERPRISE AND THE POSITIONS UNDER THE SAID OFFICE, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS”.

WHEREAS, Section 443 (B) (2) of RA 7160 otherwise known as the Local Government Code of 1991 empowers the Sangguniang Bayan to create such other offices as may be necessary to carry out the purposes of the Municipal Government;

WHEREAS, Section 447 (A)(1) (VIII) of the same Code likewise authorizes the Sangguniang Bayan to determine the positions, powers, duties and salaries of officials and employees of the municipality;

WHEREAS, there are legal bases for the establishment of Economic Enterprise & Public Utilities in every LGU as provided in Section 22(a), Section 313 and Section 325(a) of R.A. 7160.

WHEREAS, the creation of the Farm Level Grain Center as an Economic Enterprise will provide a more efficient and effective delivery of post-harvest agricultural services to the different stakeholders such as NFA, individual rice traders, and farmers cooperatives.

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Baler in session assembled that:

Section 1. Name of the Office. There shall be created a Farm Level Grain Center (**FLGC**) as an Economic Enterprise under the Office of the Mayor in the Municipal Government of Baler.

Section 2. Powers, Duties and Functions of the Office. The Farm Level Grain Center (FLGC) shall:

1. Formulate measures relative to the operation of the post-harvest facilities of the LGU for the consideration of the Sanggunian and provide technical assistance and support to the Mayor on issues related to efficient delivery of agri-services.
2. Develop plans and strategies for its programs and implement them upon approval of the Mayor.

3. Establish a link between farmers, rice traders and some government agencies to continuously improve the sector and efficiently delivers the assistance to them.
4. Effectively provide the support to the local farmers against unscrupulous businessmen who want to take advantage of their agricultural products specifically rice.
5. Promote its agri-support services as economic enterprise of the LGU.
6. Recommend to the Sanggunian and advice the Mayor on all matters relative to the protection of the local farmers, improvement of the post-harvest facilities and other matters related to its operation.

Section 3. There shall also be created positions/items under the Farm Level Grain Center (FLGC) as Economic Enterprise under the Office of the Mayor, as follows:

- a. Administrative Officer I, Salary Grade 11
- b. Administrative Aide VI , (Utility Foreman), Salary Grade 6
- c. Administrative Aide IV, (Cash Clerk), Salary Grade 4
- d. Administrative Aide IV, (Bookbinder), Salary Grade 4
- e. Administrative Aide III, (Driver I), Salary Grade 3
- f. Watchman I, (2) Salary Grade 2

Whose respective powers, duties and functions shall be as follows:

A. Administrative Officer I (SG- 11)

1. Act as supervisor of Farm Level Grain Center as an economic enterprise under the Office of the Mayor;
2. Implement the formulated policies, plans and programs of the said center;
3. Administer and monitor the financial condition and technical operation of the center in order to ensure that the finances and management are accurately maintained;
4. Supervise the delivery of services to stakeholders both in technical and administrative aspects;
5. Conduct organizational development and impact assessment for the continuous improvement of the FLGC;
6. Facilitate direct marketing linkages to the stakeholders; and
7. Perform other related duties as required.

B. Administrative Aide VI, (Utility Foreman), (SG- 6)

Under general supervision, performs the following functions:

1. Take charge of the maintenance of FLGC
2. Assist in the processing of procurement of tools, equipments, supplies and materials needed in the rice mill operation.
3. Provide support to ensure the center's operations are effectively and efficiently maintained.
4. Perform other related duties as required.

C. Administrative Aide IV, (Cash Clerk I), (SG-4)

1. Manage all the cash transactions and all aspects of payment processing.
2. Maintain and balance the daily account of the daily transactions
3. Make weekly and monthly financial reports about the operation of the center or any time it is required by the immediate supervisor.
4. Offer carry out service to valued customers.
5. Perform other related duties as required.

D. Administrative Aide IV, (Bookbinder II), (SG-4)

1. Compile/binds different books of accounts maintained at FLGC.
2. Compile/binds official receipts/accountable forms used at FLGC.
3. Compile/binds different correspondence/vouchers/reports about the operation of FLGC.
4. Maintenance of cleanliness and orderliness of the workplace.
5. Perform such other functions that may be assigned from time to time by the immediate supervisor.

E. Administrative Aide III, (Driver I), (SG-3)

1. Perform daily pre-trip and post trip vehicle inspection;
2. Perform maintenance tasks on issued vehicle;
3. Drives official vehicle carrying passengers on official business under direct request of the municipal officials;
4. Complies with the municipal and national rules and regulations on gas tickets, driving authorization, trip tickets and other orders aimed at conserving fuel and minimizing unnecessary travels; and
5. Perform such other functions that may be assigned from time to time by the immediate supervisor.

F. Watchman I, (2) (SG-2)

1. Ensure safety and security within the FLGC;
2. Perform such other functions that may be assigned from time to time by the immediate supervisor.

Section 4. Appointment and Qualification. The Administrative Officer I, Administrative Aide VI, Administrative Aide IV (2), Administrative Aide III and Watchman shall be appointed by the Municipal Mayor and whose appointment shall be in accordance with the civil service laws and rules and that the appointee shall have met the following qualifications:

Administrative Officer I (SG-11)

Education : Bachelor's Degree
Eligibility : Career Service (Prof.) Second Level Eligibility
Experience : None Required
Training : None Required

Administrative Aide VI, (Utility Foreman), (SG- 6)

Education : Completion of two years college studies
Eligibility : MC 11, s. 96 CAT III
Experience : 1 yr. of relevant experience
Training : 4 hrs. of relevant training

Administrative Aide IV, (Cash Clerk I), (SG-4)

Education : Completion of two years college studies
Eligibility : CS Sub Professional
Experience : None Required
Training : None Required

Administrative Aide IV, (Bookbinder), (SG-4)

Education : Elementary School Graduate

Eligibility : None Required
Experience : None Required
Training : None Required

Administrative Aide III, (Driver I), (SG-3)

Education : Completion of two years college studies.
Eligibility : Driver's License (MC 11, s. 96-CAT III)
Experience : None Required
Training : None Required

Watchman I (2) (SG-2)

Education : Must be able to read and write
Eligibility : MC 11, s. 96-CAT III (Security Guard)
Experience : None Required
Training : None Required

Section 5. Plantilla Funding. The items Administrative Officer I, Administrative Aide VI, Administrative Aide IV (2), Administrative Aide III and Watchman I (2) 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 6. Effectivity: This Ordinance shall take effect upon its approval.

ENACTED: **26 September, 2012**

AUTHORS: **HON. NENITA DS. GONZALES**

Chairperson- SB Committee on Finance, Budget and Appropriation

HON. KAREN G ANGARA-ULARAN

Chairperson-SB Committee on Agriculture

HON. GINA Z. AGAPITO

Chairperson-SB Committee on Good Government
Public Ethics and Accountability.

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: _____