



SANGGUNIANG BAYAN OF ALEGRIA

HON. DOMINADOR G. ESMA, JR.
Municipal Vice Mayor
Presiding Officer

HON. REUEL O. JALASAN
SB Member
Chairperson, Committee on Public Works,
Infrastructure, Housing and Land Use
Chairperson, Committee on Peace and
Order and Public Safety and
Transportation

HON. NIMFA N. SAGARAL
SB Member
Chairperson, Committee on Women,
Family, Social Welfare, Gender and
Development, Senior Citizens and PWD
Chairperson, Committee on Disaster Risk
Reduction Management.

HON. ERLINDA B. SILVOSA
SB Member
Chairperson Committee on Education,
Culture, IP & Arts, Moral, Spiritual and
Value Formation

HON. EMALYN S. MICOMPAL
SB Member
Chairperson, Committee on Health and
Sanitation

HON. ARNOLD L. DAGCUTA
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HON. REYNALDO B. RANAY
SB Member
Chairperson, Committee on Agriculture
and Food Security and Agrarian Reforms

HON. ELDY S. GABELIGNO
SB Member
Chairperson, Committee on Economics,
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and Employment

HON. ALMASUR G. OPALIA
Liga ng mga Brgy. President
Chairperson, Committee on Barangay
Affairs
Chairperson, Committee on Anti-Drugs
and Narcotics

HON. REIL JOHN A. ESMA
SK Fed. President
Chairperson, Committee on Youth Welfare
and Sports Development

Republic of the Philippines
Caraga Region XIII
Province of Surigao del Norte
Municipality of Alegria

SANGGUNIANG BAYAN OF ALEGRIA

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF ALEGRIA, SURIGAO DEL
NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL
ON MARCH 9, 2020.**

PRESENT:

Hon. Dominador G. Esma, Jr. -	MVM, Presiding Officer
Hon. Reuel O. Jalasan -	SB Member
Hon. Nimfa N. Sagaral -	SB Member
Hon. Erlinda B. Silvosa -	SB Member
Hon. Emalyn S. Micompal -	SB Member
Hon. Arnold L. Dagcuta -	SB Member
Hon. Reynaldo B. Ranay -	SB Member
Hon. Ryan T. Abarico -	SB Member
Hon. Eldy S. Gabeligno -	SB Member
Hon. Reil John A. Esma -	SK Fed. President

ABSENT:

Hon. Almasur G. Opalia -

PROVINCE OF SURIGAO DEL NORTE
SURIGAO CITY
SECRETARY TO THE SP
RECEIVED
BY : _____
DATE : 3/20/2020

Municipal Ordinance No. 03 series of 2020

**AN ORDINANCE CREATING A PLANTILLA POSITION OF
ADMINISTRATIVE OFFICER III, SG 14 UNDER THE OFFICE
OF THE MUNICIPAL MAYOR IN THE MUNICIPALITY OF
ALEGRIA, SURIGAO DEL NORTE**

Introduced by: Hon. Arnold L. Dagcuta

WHEREAS, Section 76 of Republic Act 7160, otherwise known as the Local Government Code of 1991 states that: *“Every Local Government shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;*

WHEREAS, in response to COA AOM, creation of a Supply Officer has become necessary to manage the fixed assets of the LGU Alegria;

WHEREAS, RA 7160 expressly authorize the Local Government Units to create such other offices as maybe necessary to carry out purposes of the LGU in accordance with law;

WHEREAS, in order to ensure that it continues to efficiently and effectively perform its functions and give administrative support to the delivery of the basic services of the municipality, there is a need to create a plantilla position of administrative officer III Salary Grade 14, define its duties, functions and responsibilities;

[Handwritten signatures and initials]



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NOW THEREFORE: be it ORDAINED by the Sangguniang Bayan in session assembled, that:

SECTION 1 – NAME OF POSITION. There shall be created a plantilla position of Administrative Officer III, SG 14 under the Office of the Municipal Mayor.

SECTION 2 – LEGAL BASIS:
Section 490, RA 7160.

SECTION 3 - DUTIES AND RESPONSIBILITIES:

The Administrative Officer III shall perform the following duties and responsibilities:

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the mayor, as the case maybe, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of the LGC of 1991 and which requires general services expertise and technical support services;
2. Develop plans and strategies and upon approval thereof by the mayor, as the case maybe, implement the same particularly those which have to do with general services supportive to the welfare of the inhabitants which the mayor is empowered to implement and which the sangguniang bayan is empowered to provide under the LGC of 1991.
3. Take custody and be accountable for all properties, real or personal, owned by the local government unit of Alegria and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
4. With the approval of the mayor, assign a building or land space to local officials or other public officials and employees who by law, are entitled to such space;
5. Recommend to the mayor the reasonable rental rates of private properties which may be leased for official use of the local government unit;
6. Maintain and supervise janitorial, security, government public buildings and other real property, whether owned or leased by the LGU;
7. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the LGU;
8. Be in the frontline of general services related activities, such as possible or imminent destruction or damage to records, supplies and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural calamities and disasters subject to the provisions of pertinent laws;
9. Recommend to the Sanggunian and the mayor, as the case may be on all matters relative to general services; a n d
10. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 4. APPOINTMENT AND QUALIFICATION.

The appointment of an Administrative Officer III shall be in accordance with the Civil Service laws, rules and regulations subject to the following classifications:

- Administrative Officer III , Salary Grade 14
- i. EDUCATION: Bachelor's Degree
 - ii. ELIGIBILITY: CS Professional
 - iii. EXPERIENCE: 1 year relevant experience
 - iv. TRAINING : 4 hours of relevant training
 - iv. APPOINTMENT: Permanent



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SECTION 5. FUNDING REQUIREMENT. The herein subject position shall be included in the plantilla of personnel and the corresponding appropriation for salaries and other incidental expenses, provided in the budget enacted by the LGU.

SECTION 6. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

ADOPTED AND APPROVED.


Movant: Hon. Arnold L. Dagcuta
Seconded by: Hon. Reynaldo B. Ranay

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING
ORDINANCE.


DOMINADOR G. ESMA, JR.
Municipal Vice Mayor/Presiding Officer

Attested by:


MARIA ELENA J. BUCONG
SB Secretary

APPROVED:

RENE G. ESMA
Municipal Mayor

MARCH 19, 2020

