



## MUNICIPAL ORDINANCE NO. 2023-15

**“CREATING THE POSITIONS SENIOR ADMINISTRATIVE ASSISTANT I (DATA CONTROLLER IV) SG-13, TWO (2) ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) SG-10/AND ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) SG-7 UNDER THE MUNICIPAL TREASURER OFFICE APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.”**

*Motioned by:*

**Hon. Juliet Dela Cruz**  
*Chairwoman*

**Committee on Rules, Privileges, Civil Service and Good Governance**

**WHEREAS**, the Local Government Code of the Philippines (RA 7160) empowers the Sangguniang Bayan as a legislative body to enact ordinances, approve resolutions for an efficient and effective municipal government and in this connection shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

**WHEREAS**, in response to the request of the Office of the Municipal Mayor, and after a thorough inquiry and analysis, the Sangguniang Bayan deemed it necessary to create the positions Senior Administrative Assistant I (Data Controller IV) SG-13, Two (2) Administrative Assistant IV (Bookbinder IV) SG-10 and Administrative Assistant I (Bookbinder III) SG-7 under the Municipal Treasurer Office;

**WHEREAS**, the position of Assistant Municipal Treasurer was abolished by virtue of Ordinance No. 2023-14;

**WHEREAS**, considering the funds to be utilized in FY 2023 shall be sourced for the abolished position and lumpsum appropriation for personnel benefits under the Office of the Municipal Treasurer; hence; herein creation shall not affect the 45% Personnel Services limitations;

**WHEREAS**, having additional personnel is greatly needed by the mentioned office in order to enhance public service.

**TANGGAPAN NG SANGGUNIANG BAYAN**

**BAKURAN NG BAHAY PAMAHALAANG BAYAN NG BUSTOS, BULACAN**

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NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN, IN A SESSION DULY ASSEMBLED, THAT:

**Section 1. Creation of Position.** – There shall be created the positions Senior Administrative Assistant I (Data Controller IV) SG-13, Two (2) Administrative Assistant IV (Bookbinder IV) SG-10 and Administrative Assistant I (Bookbinder III) SG-7 under the Municipal Treasurer Office in the Municipality of Bustos, Bulacan.

**Section 2. Qualifications.** – (1) No person shall be appointed Senior Administrative Assistant I unless he/she Completion of two years studies in college or high school graduate with vocational or trade course, has 3 years of relevant experience and 16 hours of relevant training a high school graduate or college graduate and have eligibility Sub professional.

(2) No person shall be appointed Two Administrative Assistant IV unless he/she an Elementary school graduate, has 2 years relevant experience and has 8 hours of relevant training.

(3) No person shall be appointed Administrative Assistant I unless she is an Elementary school graduates.

**Section 3. Duties and Function:**

**A. Senior Administrative Assistant I**

- Encode daily collection and deposits in bank to the cash receipts journal and prepares monthly summary report of collection and deposits.
- Encode all checks issued for the preparation of accountant's advice for every check for payment before its release to payees.
- Encode remittances of monthly premiums and loan to Pag-Ibig fund and loans to government/ private financial institutions of municipal employees.
- Perform such other related duties and responsibilities as assigned from time to time.

**B. Two (2) Administrative Assistant IV**

- Filing and binding of monthly journals (Cash Disbursement Journal, Check Disbursement Journal and General Journal) and ledgers (General and Subsidiary ledgers).
- Prepares remittances of monthly premiums and loan to GSIS, Phil health and Monthly taxes withheld from salaries of employees and payment to suppliers.
- Arranges book and file in shelves according to their name.
- Recording of daily cash disbursement transactions.
- Prepare such as other related function that maybe assigned by the Municipal Accountant.

**C. Administrative Assistant I**

- Responsible for sorting, compiling and safe keeping report;
- Take charge of binding government record;
- Repair worn-out and torn paper;
- Perform other duties that may be assigned from time to time.

**Section 5. Source of fund.** – For FY 2023, funds allotted to the abolished position of Assistant Municipal Treasurer shall be utilized for the herein created positions; in such case additional fund under the lump sum appropriation for personnel benefits under the office of the Municipal Treasurer may likewise be utilized.

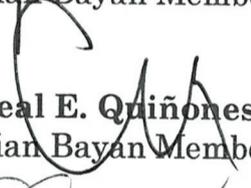
For the succeeding years the municipality shall allot necessary funds for the herein created positions.

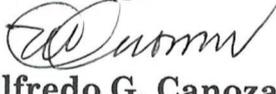
**Section 6. Effectivity.** – This Ordinance shall take effect immediately after approval.

**APPROVED and ADOPTED**, 3<sup>rd</sup> of July, 2023, by the Sangguniang Bayan at the covered court of Liciada, Bustos, Bulacan.

**Marie Niña Nikkie Perez, MA**  
Sanggunian Bayan Member

  
**Philip Wyner B. Santos**  
Sanggunian Bayan Member

  
**Aljhaneal E. Quiñones**  
Sanggunian Bayan Member

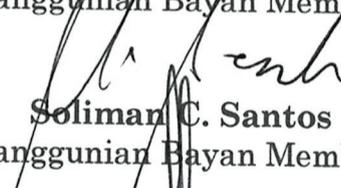
  
**Wilfredo G. Canoza**  
Sanggunian Bayan Member

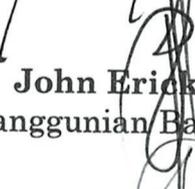
  
**Virgilio S. Paglinawan**  
ABC President

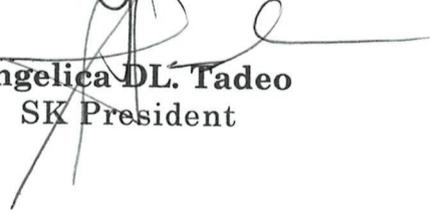
  
**PINAGTITIBAY:**

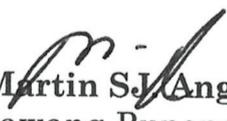
  
**Leo T. Santos**  
Sanggunian Bayan Member

  
**Juliet DJ. Dea Cruz**  
Sanggunian Bayan Member

  
**Soliman C. Santos**  
Sanggunian Bayan Member

  
**John Erick L. Perez**  
Sanggunian Bayan Member

  
**Angelica DL. Tadeo**  
SK President

  
**Martin S. Angeles**  
Pangalawang Punong Bayan at  
Tagapangulo ng Sangguniang Bayan



**CERTIFICATION:**

I HEREBY CERTIFY that the foregoing ordinance which was duly adopted by the Sangguniang Bayan during its regular session held at the covered court of Liciada, Bustos, Bulacan on 3<sup>rd</sup> of July, 2023.

**ATTY. GERARDO S. BRIASA**  
Secretary

**Attested:**

Signed today, 7 of JULY 2023

**FRANCIS ALBERT G. JUAN**  
Municipal Mayor