



## MUNICIPAL ORDINANCE NO. 2024-07

**“CREATING THE POSITIONS (1) ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III) SG-7 AND (1) ADMINISTRATIVE ASSISTANT I (PHOTOGRAPHER II) SG-7 UNDER THE SANGGUNIANG BAYAN 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 Human Resource Management Office, and after a thorough inquiry and analysis, the Sangguniang Bayan deemed it necessary to create the (1) Administrative Assistant I (Reproduction Machine Operator III) SG-7 and (1) Administrative Assistant I (Photographer II) SG-7 under the Sangguniang Bayan Office;

**WHEREAS**, given that the funds to be used are sourced from the FY 2024 appropriation designated for personnel benefits within the Sangguniang Bayan Office, the establishment described here will not surpass the 45% limit on Personal Services expenditures;

**Hon. Martin S.J. Angeles**

**Hon. Francis Albert G. Juan**

**TANGGAPAN NG SANGGUNIANG BAYAN**

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

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

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

**Section 1. Creation of Position.** – (1) There shall be created the positions of (1) Administrative Assistant I (Reproduction Machine Operator III) SG-7 and (1) Administrative Assistant I (Photographer II) SG-7 under the Sangguniang Bayan Office in the Municipality of Bustos, Bulacan.

**Section 2. Qualifications.** – (1) No person shall be appointed Administrative Assistant I (Reproduction Machine Operator III) unless he/she is an Elementary school graduate.

(2) No person shall be appointed Administrative Assistant I (Photographer II) unless he/she is a High School Graduate or Completion of relevant vocational/trade course.

**Section 3. Duties and Function:**

**Administrative Assistant I (Reproduction Machine Operator III)**

- In charge of all reproduction of documents and operate and maintain the working conditions of all reproduction machine and other related printing or copier equipment's under Sangguniang Bayan;
- Proper sorting of Municipal Ordinances and official records;
- Replenish toner of reproduction machine;
- Maintain the good condition of the reproduction machine;
- Perform other duties as assigned by the immediate supervisor.

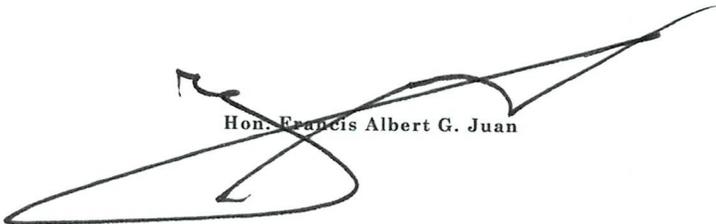
**Administrative Assistant I (Photographer II)**

- In charge of all the photographic documents as well photographic equipment's under Sangguniang Bayan;
- Maintain the safekeeping of all photographs taken as events and programs of the Sangguniang Bayan;
- Perform other duties as assigned by the immediate supervisor.

**Section 4. Source of fund.** – In the Annual Investment Plan for 2024, funds are assigned in accordance with the salary grades of the positions that have been newly established for FY 2024.

**Section 5. Effectivity.** – This Ordinance shall take effect immediately after approval.

  
Hon. Martin S.J. Angeles

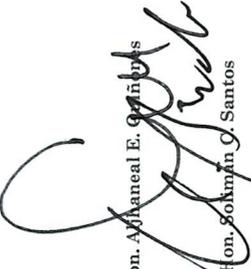
  
Hon. Francis Albert G. Juan

  
Engr. Fortunato S.J. Angeles, MPA

  
Hon. Kyle Gabriel M. Navarro

  
Hon. Wilfredo G. Canoza

  
Hon. John Mark L. Perez

  
Hon. Atheneal E. Guinjoan

  
Hon. Solomon C. Santos

  
Hon. Philip Wyner B. Santos

  
Hon. Juliet De La Cruz

  
Hon. Marie Niña Norkie Perez MA

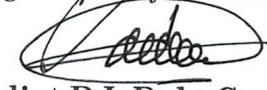
  
Hon. Leo T. Santos

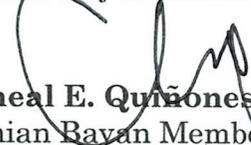
APPROVED and ADOPTED, 13<sup>th</sup> of May, 2024 at the Amado Raymundo Session Hall.

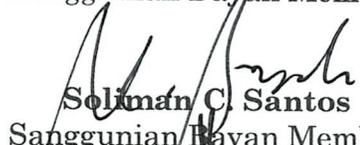
  
Marie Niña Nikkie Perez, MA  
Sanggunian Bayan Member

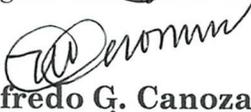
  
Leo T. Santos  
Sanggunian Bayan Member

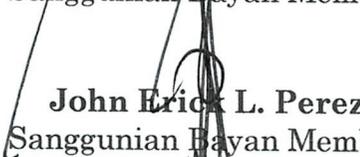
  
Phillip Wyner B. Santos  
Sanggunian Bayan Member

  
Juliet DJ. Dela Cruz  
Sanggunian Bayan Member

  
Aljhaneal E. Quinones  
Sanggunian Bayan Member

  
Soliman C. Santos  
Sanggunian Bayan Member

  
Wilfredo G. Canaza  
Sanggunian Bayan Member

  
John Erick L. Perez  
Sanggunian Bayan Member

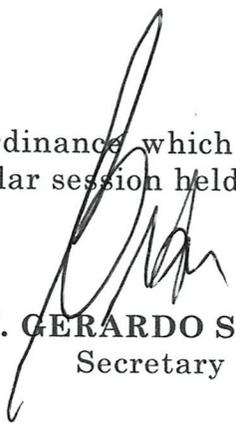
  
Engr. Fortunato SJ. Angeles, MPA  
ABC President

  
Kyle Gabrielle DR. Navarro  
SK President

  
Martin SJ. Angeles  
Municipal Vice Mayor and  
Presiding Officer of the Sangguniang Bayan

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**CERTIFICATION:**

I HEREBY CERTIFY that the foregoing ordinance which was duly adopted by the Sangguniang Bayan during its regular session held on 13<sup>th</sup> of May, 2024.

  
ATTY. GERARDO S. BRIASA  
Secretary

*Attested:*

Signed today, \_\_\_ of \_\_\_\_\_ 2024

  
FRANCIS ALBERT G. JUAN  
Municipal Mayor