



MUNICIPAL ORDINANCE NO. 2024-08

“CREATING THE POSITIONS (1) ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) SG-10 UNDER THE MUNICIPAL TREASURER’S OFFICE, (1) MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL AGRICULTURIST) SG-24 UNDER MUNICIPAL AGRICULTURE OFFICE AND (1) ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) SG-10 UNDER HUMAN RESOURCE MANAGEMENT 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 Mayor’s Office, and after a thorough inquiry and analysis, the Sangguniang Bayan deemed it necessary to create the positions of (1) Administrative Assistant IV (Bookbinder IV) SG-10 under the Municipal Treasurer’s Office, (1) Municipal Government Department Head I (Municipal Agriculturist) SG-24 under Municipal Agriculture Office and (1) Administrative Assistant IV (Bookbinder IV) SG-10 under Human Resource Management Office appropriating funds therefore and for other purposes;

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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Engr. Fortunato S.J. Angeles

Hon. Wilfredo G. Canoza

Hon. Aljhepeal E. Quiñones

Hon. Philomeno B. Santos

Hon. Marie Nina Niñkio Perez, MA

Hon. Kyle Gabrielle DR. Navarro

Hon. John Mark L. Perez

Hon. Soliman C. Santos

Hon. Juliet D.J. Dela Cruz

Hon. Leo T. Santos

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;

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. – There shall be created positions of (1) Administrative Assistant IV (Bookbinder IV) SG-10 under the Municipal Treasurer’s Office, (1) Municipal Government Department Head I (Municipal Agriculturist) SG-24 under Municipal Agriculture Office and (1) Administrative 21 Assistant IV (Bookbinder IV) SG-10 under Human Resource Management Office in the Municipality of Bustos, Bulacan.

Section 2. Qualifications. – (1) No person shall be appointed Administrative Assistant IV (Bookbinder IV) under the Office of Municipal Treasurer’s unless he/she is an Elementary school graduate, have 2 years of relevant experience, with 8 hours of relevant training.

(2) No person shall be appointed Municipal Government Department Head I (Municipal Agriculturist) unless he/she have a Bachelor’s degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine, have 3 years of acquired experience in agriculture or in a relevant field, and has an eligibility relevant to RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterenarian, depending on functions, duties and responsibilities as indicated in the Position Description Form).

(3) No person shall be appointed Administrative Assistant IV (Bookbinder IV) under the Office of Human Resource Management unless he/she is an Elementary school graduate, have 2 years of relevant experience, with 8 hours of relevant training.



Engr. Fortunato S.J. Angeles, MPA



Hon. Kyle Gabrielle DR. Navarro



Hon. Wilfredo G. Canaza Hon.

Hon. John Erick L. Perez



Hon. Alhambra E. Salinones

Hon. Soliman C. Santos



Hon. Philip Lyncer B. Santos



Hon. Julie D. Dela Cruz

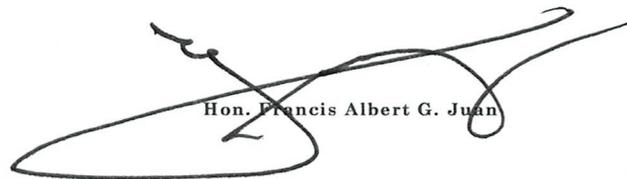


Hon. Marie Niña Nikole Perez MA

Hon. Leo T. Santos



Hon. Martin S.J. Angeles



Hon. Francis Albert G. Juan

Section 3. Duties and Function:

Administrative Assistant IV (Bookbinder IV)

- Filing and binding of accountable forms and official receipts issued and received by the Municipal Treasure's Office;
- Filing and binding of all documents pertaining to assets and liabilities such as Land Titles, Loans memorandum receipts and registration of Municipal vehicles owned by this Local Government Unit;
- Filing and binding of accountable documents such as memorandum of agreements, contract etc. receive by the Municipal Treasure's Office;
- Performs such other duties assigned from time to time.

Municipal Government Department Head I (Municipal Agriculturist)

- Promotion of livelihood project and opportunities in the Crops, Livestock and fisheries sector uplifting the socio-economic status of the farmers, fisherfolks and their families;
- Coordinate with NGOs which promote agricultural productivity through appropriate technology compatible with environmental integrity;
- Ensure that maximum assistance and access to resources in the production, processing and marketing of agricultural and aqua cultural products are extended to farmers, fishermen and local entrepreneurs;
- Identifies, develop and access funding support of agricultural support facilities and infrastructures and implement the same in partnership with other support institutions;
- Conduct mitigation measures on the control of pest and disease to all crops and established early warning system for proper pest and disease management;
- Perform other works assign from time to time.

Administrative Assistant IV (Bookbinder IV)

- Filing and binding of memorandum and office orders formulated by HRMO;
- Filing and binding of travel orders, pass slips and daily time records of the municipal employee;
- Filing and binding of affidavit for loss of Senior Citizen and PWD id's, late registration of Birth, Marriage, and Death;
- Filing and binding of SALN of Regular Employees, Elected Officials and Barangay Official and submitted to the Office of Ombudsman;
- Perform other works assign from time to time.

Engr. Fortunato S.J. Angeles, MPA

Hon. Kyle Gabrielle DR. Navarro

Hon. Wilfredo G. Canozo

Hon. John Erick L. Perez

Hon. Aljhanee E. Biniones

Hon. Soliman C. Santos

Hon. Philip Wyner B. Santos

Hon. Juliet QJ. Dela Cruz

Hon. Marie Nina Nikiñe Peñáz, MA

Hon. Leysa Santos

Hon. Martin S.J. Angeles

Hon. Francis Albert G. Juan

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.

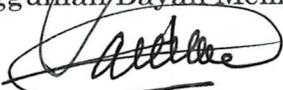
Section 5. Effectivity. – This Ordinance shall take effect immediately after approval.

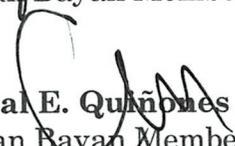
APPROVED and ADOPTED, 13th of May, 2024 at at the Amado Raymundo Session Hall.

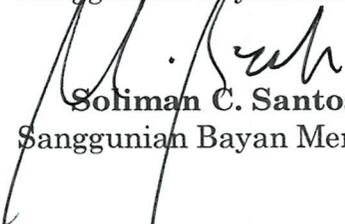

Marie Nina Nikkie Perez, MA
Sanggunian Bayan Member


Leo T. Santos
Sanggunian Bayan Member

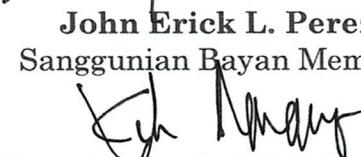

Phillip Wyner B. Santos
Sanggunian Bayan Member

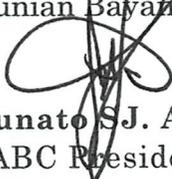

Juliet DJ. Dela Cruz
Sanggunian Bayan Member

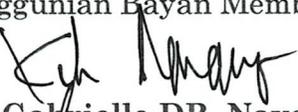

Aljhaneal E. Quiñones
Sanggunian Bayan Member


Soliman C. Santos
Sanggunian Bayan Member


Wilfredo G. Canoza
Sanggunian Bayan Member


John Erick L. Perez
Sanggunian Bayan Member

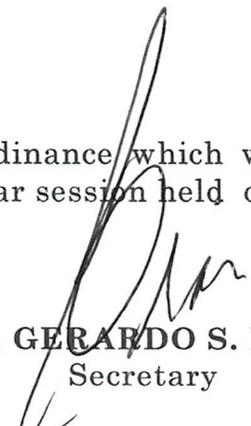

Engr. Fortunato S.J. Angeles, MPA
ABC President


Kyle Gabrielle DR. Navarro
SK President


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

— ■ —
CERTIFICATION:

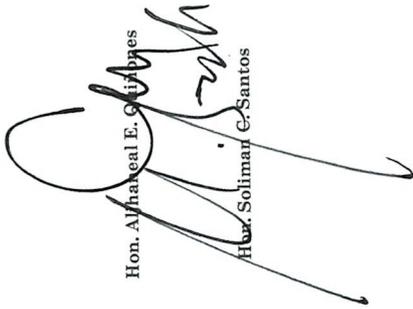
I HEREBY CERTIFY that the foregoing ordinance which was duly adopted by the Sangguniang Bayan during its regular session held on 13th of May, 2024.

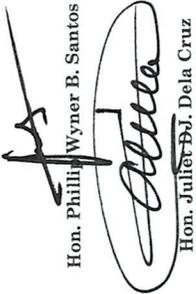

ATTY. GERARDO S. BRIASA
Secretary


Hon. Francis Albert G. Juan


Engr. Fortunato S.J. Angeles, MPA

Hon. Wilfredo G. Canozo Hon.
Hon. John Erick L. Perez


Hon. Alhakeal E. C. Reyes


Hon. Phillip Wyner B. Santos


Hon. Maricel Nina Nikkie Lopez, MA

Hon. Leo P. Santos

Attested:

Signed today, ___ of _____ 2024



FRANCIS ALBERT G. JUAN
Municipal Mayor


Hon. Martin S. Angeles