



PROVINCIAL BUDGET OFFICE
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MUNICIPAL ORDINANCE No. 2024-12

“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;

Engr. Fortunato S.J. Angeles, MPA

Hon. Kyle Gabrielle DR. Navarro

Hon. Wilfredo G. Canoza

Hon. John Erick L. Perez

Hon. Alhansel E. Quinones

Hon. Soliman C. Santos

Hon. Philip Wryner B. Santos

Hon. Juliet Dela Cruz

Hon. Marie Niña N. Kelle Perez, MA

Hon. Leo P. Santos

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 SANGGUNIAN 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.

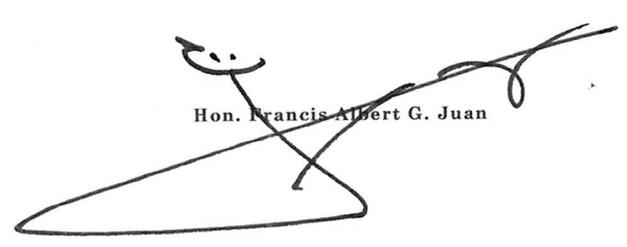
Administrative Assistant I (Photographer II)

- 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 Supplemental Budget 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

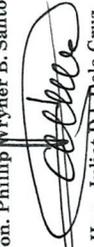
Hon. Kye Gabrielle D.R. Navarro


Hon. Wilfredo G. Canoza

Hon. John Erick L. Perez


Hon. Aljameal F. Quinones

Hon. Soliman C. Santos


Hon. Phillip Vysher B. Santos

Hon. Juliet D.L. Dela Cruz


Hon. Marie Niña M. Torres Perez, MA

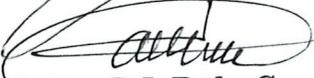
Hon. Leo T. Santos

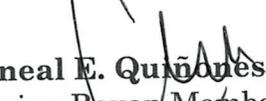
ENACTED, 10th of June, 2024 at the Amado Raymundo Session Hall.

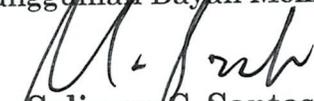

Marie Niña Nikkie Perez, MA
Sanggunian Bayan Member


Leo T. Santos
Sanggunian Bayan Member


Phillip Wryner B. Santos
Sanggunian Bayan Member


Juliet D.J. Dela Cruz
Sanggunian Bayan Member


Aljhaneal E. Quinones
Sanggunian Bayan Member

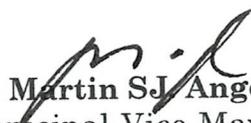

Soliman C. Santos
Sanggunian Bayan Member


Wilfredo G. Canoja
Sanggunian Bayan Member


John Erick L. Perez
Sanggunian Bayan Member

Engr. Fortunato SJ. Angeles, MPA
ABC President

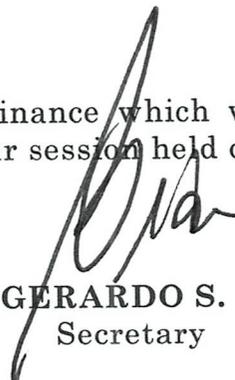

Kyle Gabrielle DR. Navarro
SK President


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



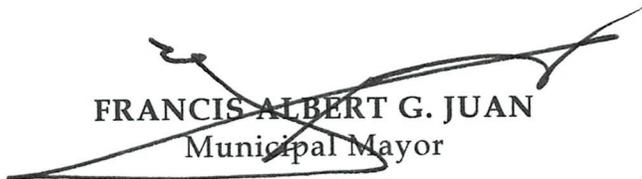
CERTIFICATION:

I HEREBY CERTIFY that the foregoing ordinance which was duly adopted by the Sangguniang Bayan during its regular session held on 10th of June, 2024.


ATTY. GERARDO S. BRIASA
Secretary

Attested:

Signed today, ___ of _____ 2024


FRANCIS ALBERT G. JUAN
Municipal Mayor