

## MUNICIPAL ORDINANCE NO. 2024-19

**“CREATING THE POSITIONS (1) ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) SG-10 UNDER THE MUNICIPAL TREASURER’S OFFICE APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.”**



Motioned by:

BY: CTRL NO.:  
DATE: 9-26-24 TIME: 3:44

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;

WHEREAS, given that the funds to be used are sourced from the FY 2024 appropriation designated for personnel benefits within the Municipal Treasurer’s 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.

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. Fortbravo S.J. Angeles, MPA

Hon. Kyle Gabrielle DR. Navarro

Hon. Wilfredo L. Canozo

Hon. John Erik L. Perez

Hon. Alhancea E. Quiñones

Hon. Soliman C. Santos

Hon. Phillip Wryner B. Santos

Hon. Juliet Dela Cruz

Hon. Marie Nina N. Perez, MA

Hon. Vero T. Santos

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 in the Municipality of Bustos, Bulacan.

**Section 2. Qualifications.** – 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.

**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 Treasurer'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 Treasurer's Office;
- Performs such other duties assigned from time to time.

**Section 4. Source of fund.** – the corresponding appropriation for this new created position is from Annual Budget 2024 and savings of regular and abolition of vacant position. For the succeeding years, the Municipality shall allocate funds for this position.

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

ENACTED, 27<sup>th</sup> of August, 2024 at at the Amado Raymundo Session Hall.

  
Marie Niña Nikkie Perez, MA  
Sanggunian Bayan Member

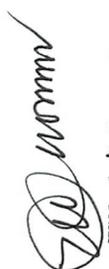
  
Leo T. Santos  
Sanggunian Bayan Member

  
Hon. Martin S.J. Angeles

  
Hon. Francis Albert G. Juan

  
Engr. Fortunato S.J. Angeles, MPA

  
Hon. Kyle Gabrielle D.R. Navarro

  
Hon. Wilfredo F. Canozo Hon.

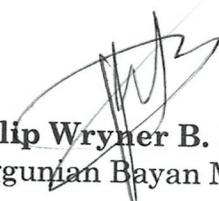
  
Hon. John Erick L. Perez

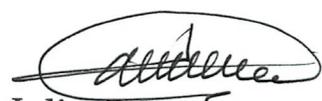
  
Hon. Alhance E. Quinones

  
Hon. Soliman C. Santos

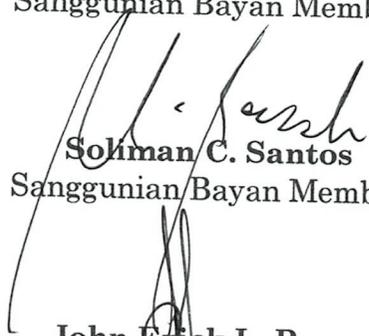
  
Hon. Phillip Wryner B. Santos

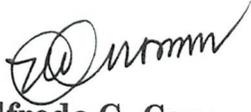
  
Hon. Juliet D.J. Dela Cruz

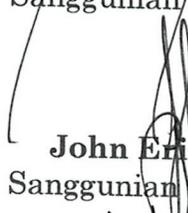
  
**Phillip Wryner B. Santos**  
Sanggunian Bayan Member

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

  
**Aljhaneal E. Quiñones**  
Sanggunian Bayan Member

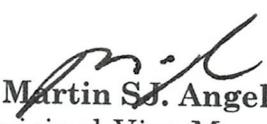
  
**Soliman C. Santos**  
Sanggunian Bayan Member

  
**Wilfredo G. Canoja**  
Sanggunian Bayan Member

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

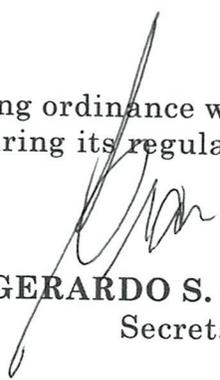
  
**Engr. Fortunato S.J. Angeles, MPA**  
ABC President

  
**Kyle Gabrielle DR. Navarro**  
SK President

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

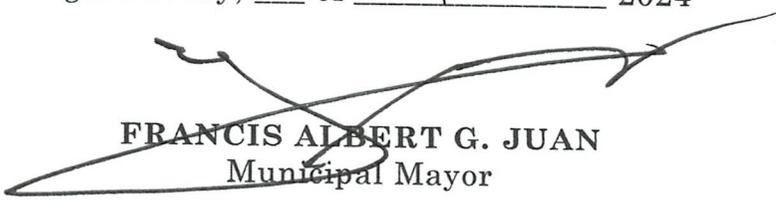
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**CERTIFICATION:**

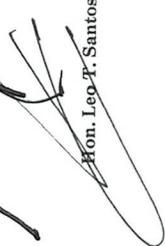
I HEREBY CERTIFY that the foregoing ordinance which was duly adopted by the Sangguniang Bayan during its regular session held on 27<sup>th</sup> of August, 2024.

  
**ATTY. GERARDO S. BRIASA**  
Secretary

**Attested:**

Signed today, 10 of September 2024

  
**FRANCIS ALBERT G. JUAN**  
Municipal Mayor

  
Hon. Marie Niña Sykkie Perez, MA  
  
Hon. Leo T. Santos