



PROVINCE OF BULACAN  
OFFICE OF THE SECRETARY  
OFFICIAL RECEIPT

DATE: 2-5-25  
TIME: 11:00  
BY: Rose

### ORDINANCE NO. 2024-29

**“CREATING THE POSITION OF ADMINISTRATIVE AIDE II (MESSENGER) UNDER THE ENGINEERING OFFICE, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.”**

OFFICE OF THE SANGGUNIANG BAYAN  
BUSTOS, BULACAN  
(044) 761 0069  
CERTIFIED TRUE COPY

Motioned by:

**Hon. Juliet Dela Cruz**

*Chairwoman*

Committee on Rules, Privileges, Civil Service and Good Governance

ATTY. GERARDO S. BRIASA  
Secretary

**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 Administrative Aide II (Messenger) under the Engineering Office;

**WHEREAS**, considering the funds to be utilized shall be source in FY 2024 appropriation for personnel benefits; hence; herein creation shall not affect the 45% Personal Services limitations;

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

Hon. Martin S.J. Angeles, MMPA

Hon. Francis Albert G. Juan

TANGCAPAN NG SANGGUNIANG BAYAN

BAKURAN NG BAHAY PAMAHALAANG BAYAN NG BUSTOS, BULACAN

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 position of positions of Administrative Aide II (Messenger) under the Engineering Office in the Municipality of Bustos, Bulacan.

**Section 2. Qualifications.** – No person shall be appointed Administrative Aide II (Messenger) unless he/she is an Elementary School Graduate.

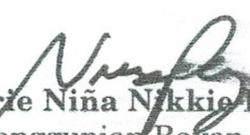
**Section 3. Duties and Function.** –

- Deliver letters, documents, communication and other related information dissemination;
- Ensure that all documents, letters, communication and other related communication materials are kept safe and well accounted while in possession. Report of delivery should be kept;
- Perform all other duties and assume other responsibilities that maybe assigned by the Local Chief Executive from time to time;

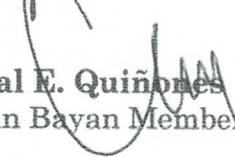
**Section 4. Source of fund.** – For FY 2024, funds are allocated corresponding to the salary grade of the newly created positions in the Annual Budget for 2024.

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

ENACTED, 9<sup>th</sup> of December, 2024 at the Amado Raymundo Session Hall.

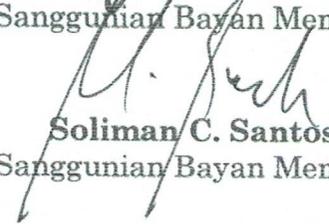
  
Marie Niña N. Nakkie Perez, MA  
Sanggunian Bayan Member

  
Phillip Wryner B. Santos  
Sanggunian Bayan Member

  
Aljhaneal E. Quiñones  
Sanggunian Bayan Member

  
Leo T. Santos  
Sanggunian Bayan Member

  
Juliet D.J. Dela Cruz  
Sanggunian Bayan Member

  
Soliman C. Santos  
Sanggunian Bayan Member

  
Hon. Martin S.J. Angeles, MMPA

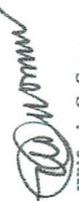
  
Hon. Francis Albert G. Juan

OFFICE OF THE SANGGUNIANG BAYAN  
BUSTOS, BULACAN  
(044) 7610069  
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ATTY. GERARDO S. BRIASA  
Secretary to the Sangguniang Bayan

  
Hon. Raymond R. Perez

  
Hon. Mel Ryan P. Juan

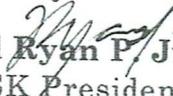
  
Hon. Wilfredo G. Canoza

  
Hon. John Erick L. Perez

  
**Wilfredo G. Canoza**  
Sanggunian Bayan Member

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

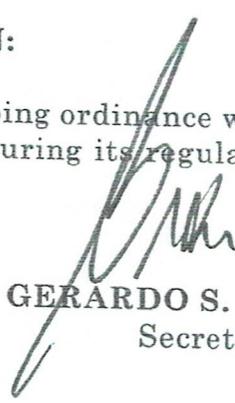
  
**Raymond R. Perez**  
ABC Vice President

  
**Mel Ryan P. Juan**  
SK President

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

**CERTIFICATION:**

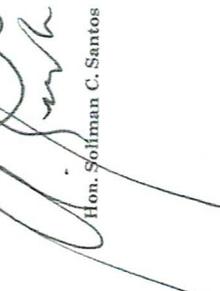
I HEREBY CERTIFY that the foregoing ordinance which was duly enacted by the Sangguniang Bayan during its regular session held on 9<sup>th</sup> of December, 2024.

  
**ATTY. GERARDO S. BRIASA**  
Secretary

*Attested:*

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

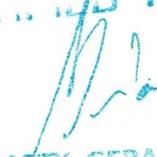
  
**FRANCIS ALBERT G. JUAN**  
Municipal Mayor

  
Hon. Alhambra E. Quintero  
  
Hon. Soliman C. Santos

  
Hon. Philip Wray B. Santos  
  
Hon. Juliet D.J. Nela Cruz

  
Hon. Marie Nina Nikkie Perez, MA  
  
Hon. Leo T. Santos

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CITY OF BULACAN  
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TRUE COPY:

  
**ATTY. GERARDO S. BRIASA**  
Secretary to the Sangguniang Bayan