



ORDINANCE No. 2022-18

“AN ORDINANCE CREATING THE POSITIONS EXECUTIVE ASSISTANT IV SG-22(1), UNDER OFFICE OF THE MAYOR, SENIOR ADMINISTRATIVE ASSISTANT (DATA CONTROLLER IV) SG-13(1), UNDER THE BUDGET OFFICE AND SUPERVISING ADMINISTRATIVE OFFICER (MANAGEMENT AND AUDIT ANALYSIS IV) SG-22(1) UNDER THE ACCOUNTING OFFICE, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.”

Motioned by:

Honorable Juliet DJ. Dela Cruz

Chairwoman

Joint 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 Municipal Mayor, and after a thorough inquiry and analysis, the Sangguniang Bayan deemed it necessary to create the positions Executive Assistant IV SG-22(1), under Office of the Mayor, Senior Administrative Assistant (Data Controller IV) SG-13(1), under the Budget Office and Supervising Administrative Officer (Management and Audit Analysis IV) SG-22(1) under the Accounting Office;

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 positions Executive Assistant IV SG-22(1), under Office of the Mayor, Senior Administrative Assistant (Data Controller IV) SG-13(1), under the Budget Office and Supervising Administrative Officer (Management and

TANGGAPAN NG SANGGUNIANG BAYAN

BAKURAN NG BAHAY PAMAHALAANG BAYAN NG BUSTOS, BULACAN

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Audit Analysis IV) SG-22(1) under the Accounting Office in the Municipality of Bustos, Bulacan.

Section 2. Qualifications. – (1) Qualification of an Executive Assistant IV shall be in accordance with Memorandum Circular No. 22, S 2007 of the Civil Service Commission, appointees thereto shall be issued coterminous appointments.

(2) No person shall be appointed Senior Administrative Assistant (Data Controller IV) unless he/she is a citizen of the Philippines, a resident of the Municipality of Bustos, Bulacan, of good moral character, have a completion of two years' studies in college or high school graduate with relevant vocational/trade course, with 16 hours of relevant training, has an eligibility of Career Service (Sub-Professional) Data Encoder (MC 11, s 96-Cat. 1) First Level Eligibility.

(3) No person shall be appointed Supervising Administrative Officer (Management and Audit Analysis IV) unless he/she is a citizen of the Philippines, a resident of the Municipality of Bustos, Bulacan, of good moral character, have a Bachelor's degree relevant to the job, have 3 years of relevant experience, with 16 hours of relevant training and has an eligibility of Career Service (Professional) Second First Level Eligibility.

Section 3. Position Description. – (1) An Executive Assistant IV is commonly found answering phones, screening visitors, making travel arrangement preparing reports, filing and organizing documents, recording meeting minutes and performing basic bookkeeping tasks. He/She also performs additional duties as assigned by executives. He/She maintains confidentiality of highly sensitive information.

(2) A Senior Administrative Assistant (Data Controller IV) assists the Municipal Budget Officer with the daily task. Prepare spreadsheets, presentations and statistical and budget reports.

(3) A Supervising Administrative Officer (Management and Audit Analysis IV) assists the Municipal Accountant in improving the office procedures, assists in developing plans and systems and implements policies on internal control systems and procedure for effective management control over operations and resources. He/She acts as officer in charge in the absence of the Municipal Accountant.

Section 4. Duties and Function:

A. Executive Assistant IV

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests and costumers by greeting them, in person or the telephone, and answering or directing inquires.

- Represents the executive by attending meetings in the executive's absence and speaking for the executive.
- Schedules and attends meetings on in the executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense sports
- Maintain confidentiality of highly sensitive information.
- Performs other related duties as assigned.
- Performs additional duties as assigned by executives.

B. Senior Administrative Assistant (Data Controller IV)

- Assist Municipal Budget Officer with their daily organizational tasks.
- Arrange meetings and attend them to take detailed minutes.
- Perform travel arrangements and reservations for Municipal Budget Office.
- Manage phone calls, schedule appointments and organize calendar of activities.
- Review and organize regular correspondence, like invitations and informative material.
- Review and optimize office policies and procedures, particularly documentation and filing system.
- Prepare spreadsheets, presentations and statistical and budget reports.
- Meet visitors and provide general support to them.

C. Supervising Administrative Officer (Management and Audit Analysis IV)

- Check and analyze completeness of documents for all disbursement of all funds, including petty cash expenses.
- Check completeness of documents for liquidation of cash advance.
- Acts as the assistant and officer-in-charge in the absence of Municipal Accountant.
- Verify and check all monthly remittances and its corresponding files.
- Collect data regarding accomplishment of each staff and prepare monthly accomplishment report.
- Assist the Municipal Accountant in improving the system and procedures of the Accounting Office.
- Inform the immediate superior regarding any discrepancies that may find while doing the assigned works.
- Other necessary related works that may be the immediate superior.

Section 5. Source of fund. – The Municipality shall allocate corresponding to the salary grade of the newly created positions.

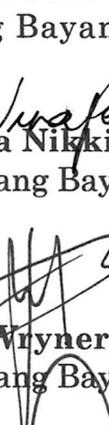
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Section 6. Effectivity. – This ordinance shall take effect for F.Y. 2023.

APPROVED and ADOPTED, the 17th of October, 2022 by the Sangguniang Bayan at the Amado Raymundo Session Hall.


Marie Nina Nikkie Perez, MA
Sangguniang Bayan Member


Leo T. Santos
Sangguniang Bayan Member


Phillip Wryner B. Santos
Sangguniang Bayan Member


Juliet DJ. Bela Cruz
Sangguniang Bayan Member


Aljhaneal E. Quiñones
Sangguniang Bayan Member


Soliman C. Santos
Sangguniang Bayan Member

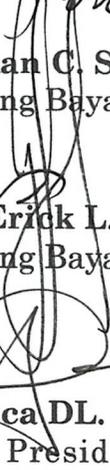

Wilfredo G. Canaza
Sangguniang Bayan Member


John Erick L. Perez
Sangguniang Bayan Member


Virgilio S. Paglinawan
ABC President


Angelica DL. Tadeo
SK President

ATTESTED:


Martin SJ Angeles
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 at the Amado Raymundo Session Hall on the 17th of October, 2022.


ATTY. GERARDO S. BRIASA
Secretary

