



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the special session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on December 18, 2018 at Lingayen, Pangasinan, the following resolution was approved:

Sponsored by SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr.
and co-sponsored by SP Members Sheila Marie S. Perez-Galicia,
Jerome Vic O. Espino and Arth Bryan C. Celeste

RESOLUTION NO. 749-2018

DECLARING MUNICIPAL ORDINANCE NO. 10, S-2018 OF THE SANGGUNIANG BAYAN OF BAYAMBANG, PANGASINAN, ENTITLED "AN ORDINANCE CREATING VARIOUS POSITIONS IN THE MUNICIPAL GOVERNMENT OF BAYAMBANG AND DETERMINING ITS QUALIFICATIONS, POWER, DUTIES AND FUNCTIONS" AS WITHIN THE CONFERRED POWERS OF THE SANGGUNIANG BAYAN TO ENACT

WHEREAS, the Sangguniang Bayan of Bayambang, Pangasinan submitted its Municipal Ordinance No. 10, Series of 2018 to the Sangguniang Panlalawigan for review and evaluation pursuant to Section 56 of R.A. No. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, the Committee on Laws and Ordinances of the Sangguniang Panlalawigan, with the technical assistance of the Local Finance Committee, have conducted initial review and study on said municipal ordinance and found out that the same was enacted pursuant to Sections 76 and 447 (a) (1) (viii) of RA 7160;

WHEREAS, the position title/salary grade of the following positions should be changed/adjusted to conform with the provisions of Budget Circular No. 2009-92 dated September 3, 2009:

FROM		TO	
Legal Officer V	SG-24	Attorney IV	SG-25 or
		Attorney III	SG-23
Midwife I	SG-7	Midwife I	SG-9



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Resolution No. 749-2018

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WHEREAS, the position title and salary grade of Senior Administrative Assistant I (Stenographic Reporter III) SG-13, Office of the Vice Mayor, should be changed to Administrative Assistant V (Stenographic Reporter III) SG-11 pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical Positions";

WHEREAS, the salary grade allocation and number of years of experience of Supervising Agriculturist should be adjusted as follows to conform with the Qualification Standards issued by the Civil Service Commission:

FROM	TO
Salary Grade 20	Salary Grade 22
1 year relevant experience	3 years relevant experience

WHEREAS, the position of Disability Affairs Officer is not included in the Index of Occupational Services, Position Titles and Salary Grades for Local Governments (IOS). This should be changed to any related position under the Office of the Municipal Social Welfare Officer;

WHEREAS, the number of years of experience of Administrative Assistant V, SG-11, Office of the Municipal Planning and Development Officer, should be changed to two (2) years relevant experience and eight (8) hours relevant training;

WHEREAS, the Sangguniang Panlalawigan, after final evaluation, finds the subject municipal ordinance in order;

WHEREFORE, in view of the foregoing, on motion of SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr. and co-sponsored by SP Members Sheila Marie S. Perez-Galicia, Jerome Vic O. Espino and Arth Bryan C. Celeste, duly seconded, it was –

RESOLVED, by the Sangguniang Panlalawigan in session assembled, to declare Municipal Ordinance No. 10, S-2018 of the Sangguniang Bayan of **Bayambang**, Pangasinan, entitled "An Ordinance creating various positions in the Municipal Government of Bayambang and determining its qualifications, power, duties and functions" as within the conferred powers of the Sangguniang Bayan to enact;




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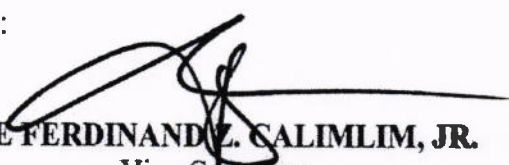
Resolution No. 749-2018
Page 3

RESOLVED FURTHER, that a copy of this resolution be furnished the Office of the Sangguniang Bayan of Bayambang, Pangasinan, for his/her information and guidance.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:

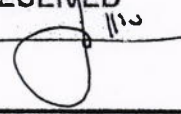

JOSE FERDINAND L. CALIMLIM, JR.
Vice Governor
(Presiding Officer)



DEC 05 2018

Office of the Provincial Budget Officer

Lingayen, Pangasinan
— oOo —

RECEIVED
BY: 

1913-2018

C. 01.14.18

5 November 2018

Atty. Verna T. Nava-Perez
Secretary to the Sangguniang Panlalawigan
Lingayen, Pangasinan

Received on	10	04	2018
Indorsed on	10	09	2018
1 st Reading on	10	08	2018
Opinion Rec'd on	12	05	2018

Dear Atty. Perez:

This refers to your indorsement requesting comment on **Municipal Ordinance No. 10, Series of 2018** of the Sangguniang Bayan of **Bayambang**, this province entitled **“AN ORDINANCE CREATING VARIOUS POSITIONS IN THE MUNICIPAL GOVERNMENT OF BAYAMBANG AND DETERMINING ITS QUALIFICATIONS, POWER, DUTIES AND FUNCTIONS”**.

The passage of said Municipal Ordinance may be justified by Section 76 and Section 447 (a) (1) (viii) of the Local Government Code of 1991 which read as follows:

Section 76.

“Organizational Structure and Staffing Pattern. Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission.”

Section 447 (a) (1) (viii)

“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.”

It is explicit from the above-cited provisions of the Local Government Code that the local government shall design and implement its own organizational structure and staffing pattern and that the Sangguniang Bayan has the power to determine positions and the salaries, including the allowances and other emoluments and benefits of employees of the municipality concerned.

However, the creation of new positions shall be subject to Section 325 (a) of R.A. No. 7160.

The Local Finance Committee submits the following comments:

1. The position title/ salary grade of the following positions should be changed/ adjusted to conform with the provisions of Budget Circular No. 2009-92 dated September 3, 2009:

=====

<u>From</u>		<u>To</u>	
Legal Officer V	SG - 24	Attorney IV	SG - 25 or
		Attorney III	SG - 23
Midwife I	SG - 7	Midwife I	SG - 9


- The position title and salary grade of Senior Administrative Assistant I (Stenographer Reporter III) Salary Grade 13, Office of the Vice-Mayor, should be changed to Administrative Assistant V (Stenographer Reporter III), Salary Grade 11 pursuant to Budget Circular No. 2004-3 dated March 6, 2004 entitled "Conversion of Positions Performing Staff/Non-Technical Positions";
- The salary grade allocation and number of years of experience of Supervising Agriculturist should be adjusted as follows to conform with the Qualification Standards issued by the Civil Service Commission:

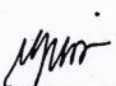
<u>From</u>	<u>To</u>
Salary Grade - 20	Salary Grade - 22
1 year relevant experience	3 years relevant experience

- The position of Disability Affairs Officer is not included in the Index of Occupational Services, Position Titles and salary grades for local governments (IOS). This should be changed to any related position under the Office of the Municipal Social Welfare Officer; and
- The number of years of experience of Administrative Assistant V, Salary Grade 11, Office of the Municipal Planning and Development Officer should be changed to two (2) years relevant experience and eight hours relevant training.

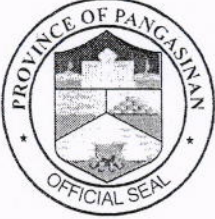
Municipal Ordinance No. 10, series of 2018 may be considered favorably subject however to Item five (5) comments cited above.

The Local Finance Committee:


MARILOU E. UTANES
 Provincial Treasurer


HILARIA J. CLAVERIA
 Provincial Budget Officer


BENTA M. PIZARRO
 Provincial Planning and
 Development Coordinator



Republic of the Philippines
PROVINCE OF PANGASINAN

Office of the Provincial Budget Officer

Lingayen, Pangasinan

—oOo—

SP SECRETARIAT OFFICE
LINGAYEN, PANGASINAN

DEC 05 2018

RECEIVED
BY: *[Signature]*

November 12, 2018

The Honorable Members
Sangguniang Panlalawigan
Lingayen, Pangasinan

Received on	<u>10</u> , <u>04</u> , 2018
Indorsed on	<u>10</u> , <u>09</u> , 2018
1 st Reading on	<u>10</u> , <u>08</u> , 2018
Opinion Rec'd on	<u>12</u> , <u>05</u> , 2018

Sirs:

Pursuant to the provisions of the Local Government Code of 1991, we are respectfully forwarding for your review the **Annual Budget for Calendar Year 2019** of the Municipality of **Bayambang, Pangasinan** for the Special Economic Enterprise involving total appropriations of **Php37,472,378.54** which was enacted by the Sangguniang Bayan of said municipality on **October 01, 2018** through **Appropriation Ordinance No. 02, series of 2018 and approved by the Municipal Mayor on October 02, 2018.**

The Local Finance Committee in compliance with Section 316 of the Code has conducted preliminary review on said budget and reveals substantial compliance with the same law and its Implementing Rules and Regulations, except the appropriation for the Representation and Transportation Allowance of Administrative Officer V, SG-18/1 under the Office of the Sangguniang Bayan, Officer-In-Charge of the Special Economic Enterprise. Said position is not equivalent to Municipal Government Department Head nor Municipal Government Assistant Department Head and is not included among the positions entitled to RATA under existing circulars.

Notwithstanding, said Annual Budget may be declared **operative in part** effective January 1, 2019 subject however to the following conditions:

1. That the implementation of the Fourth Tranche Compensation Adjustment for Local Government Personnel shall be in accordance with specific guidelines to be issued by the Department of Budget and Management;
2. That all procurements to be undertaken shall strictly be subject to the pertinent provisions of R.A. 9184 (The Government Procurement Reform Act) and its revised Implementing Rules and Regulation;

3. That the appropriation to cover share in the Health Insurance Premiums contributions shall be subject to the provisions of Circular Letter No. 2018-3 dated January 16, 2018 which provides for the new Philhealth contribution rate; and
4. That the grant of additional Uniform/Clothing Allowance (U/CA) to municipal officials and employees shall be subject to the provisions of Budget Circular No. 2018-1 of the Department of Budget and Management dated March 8, 2018.

The Municipal Government shall comply with the herein conditions and notify the offices concerned of the actions taken thereon.


It is understood that this review action does not authorize any item of appropriation that is specifically prohibited by or inconsistent with the provisions of law.

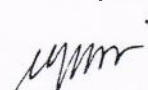
Compliance with all existing laws, rules and regulations shall be the responsibility of the Municipal Government of **Bayambang**.


For your appropriate action.

Very truly yours,

THE LOCAL FINANCE COMMITTEE:


MARILOU E. UTANES
Provincial Treasurer


HILARIA J. CLAVERIA
Provincial Budget Officer


BENITA M. PIZARRO
Provincial Planning and
Development Coordinator



November 8, 2018



SP SECRETARIAT OFFICE
LINGAYEN, PANGASINAN

THE HONORABLE MEMBERS

Sangguniang Panlalawigan
Province of Pangasinan

Dear Sirs/Mesdames:

DEC 05 2018

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This has reference to **Sangguniang Bayan Resolution No. 183, Series of 2018 of Bayambang, Pangasinan**, entitled, "APPROVING THE ANNUAL INVESTMENT PROGRAM (AIP) OF THE MUNICIPALITY OF BAYAMBANG FOR CALENDAR YEAR 2019", which you have requested our office for technical study and recommendation.

Based on the preliminary review conducted by this office, hereunder are our findings:

- Subject Resolution is in consonance to Section 106, 109 and 114 of the Local Government Code of 1991.** The *Municipal Development Council* of Bayambang, Pangasinan had identified and prioritized programs and projects in their *Annual Investment Program for CY 2019*. This was endorsed by the Council to the *Sangguniang Bayan* through **MDC Resolution No. 07-002, Series of 2018** dated July 27, 2018, and was favorably acted upon by the *Sangguniang Bayan* through **SB Resolution No. 183, Series of 2018** dated October 1, 2018.
- The Annual Investment Program of the municipality is in accordance with the Budget Operations Manual (BOM) for Local Government Units, 2016 Edition, and in pursuance to DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 1, Series of 2007 dated March 8, 2007 and DBM-CCC-DILG JMC No. 2015-1 dated July 23, 2015 as to format and content.** The AIP of Bayambang was prepared using the prescribed *AIP Summary Form*, and covers: (a) All the regular budgetary requirements for the operation of the different offices broken down into *Personal Services (PS)*, *Maintenance and Other Operating Services (MOOE)* and *Capital Outlay*, (b) priority development programs/projects of the LGU, including those funded by the *20% Development Fund*, (c) *Disaster-Risk Reduction (DRR)* programs, projects, and activities, and (d) activities in pursuance of the objectives of Gender and Development (GAD) of the LGU.

Also attached to the AIP, among others are the following: (a) *DILG-endorsed GAD Plan and Budget*, (b) *Municipal Disaster Risk Reduction and Management Investment Plan*, (c) *Local Climate Change Action Plan*, (d) *Peace and Order Plan*, (e) *List of Programs/Projects/Activities (PPAs) for the Local Council for the Protection of Children*, and (f) *List of PPAs for Senior Citizens and Persons with Disability*.

- The proposed AIP of Bayambang for CY 2019 has a total investment requirement of P1,967,303,695.99. Of this, the sum of P506,071,196.99 will be financed by the LGU as embodied in their 2019 proposed *Annual Budget* passed and approved by their *Sangguniang Bayan* through **Appropriation Ordinance No. 01, Series of 2018 (for the General Fund / P468,598,817.45) and Appropriation Ordinance No. 02, Series of 2018 (for the Special Economic Enterprise / P37,472,378.54), Series of 2018 dated October 1, 2018**. The remaining amount estimated at P1,461,232,499.00 will be sourced from *National Government Agencies*.

4. This AIP is in accordance with Section 287 of LGC of 1991. Twenty percent (20%) of the LGU's IRA (P250,326,322.00), amounting to P50,065,264.40, is allocated for development projects.
5. The development projects proposed to be funded by the 20% development fund were based on the *Joint DBM-DILG Memorandum Circular No. 2017-1* dated February 22, 2017 entitled, "Updated Guidelines on the Appropriation and Utilization of the 20% of the Annual Internal Revenue Allotment (IRA) for Development Projects".
6. The programs and projects included in the *Municipal Disaster Risk Reduction and Management Investment Plan*, amounting to P23,450,000.00, are in accordance to Section 21 of RA 10121 and *Memorandum Circular No. 2013-1 of the NDRRMC, DBM & DILG dated March 25, 2013 (Joint Allocation and Utilization of Local Disaster Risk Reduction and Management Fund)*.
7. The LGU of Bayambang had also identified programs, projects and activities which are responsive to *Climate Change* and tagged its corresponding expenditures in their AIP. This is in pursuance to *DBM-CCC-DILG Joint Memorandum Circular No. 2015-01 dated July 23, 2015*.
8. The *Gender and Development Plan and Budget (2019)* of the LGU has been reviewed and approved by the *DILG Provincial Office*, and found to be compliant in form and content with the provisions of the *Joint Memorandum Circular (JMC) No. 2016-0*, entitled, *Amendments to JMC 2013-01 or the Guidelines on the Localization of the Magna Carta of Women*.
9. The AIP of the subject municipality also included projects for funding from external sources, such as NGAs.

In view of the above findings, *SB Resolution No. 183, Series of 2018 of Bayambang, Pangasinan* may be considered favorably by the Provincial Board, except for the appropriation *Representation and Transportation Allowance (RATA)* of two (2) *Administrative Officer V (SG-18)* positions and one (1) *Senior Agriculturist (SG-18)* position as per Local Finance Committee opinion in the review of the LGU's Annual Budget 2019.

For your information and appropriate action.

Very truly yours,



BENITA M. PIZARRO

Provincial Planning and Development Coordinator



Republic of the Philippines
 PROVINCE OF PANGASINAN
 MUNICIPALITY OF BAYAMBANG
OFFICE OF THE SANGGUNIANG BAYAN

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MUNICIPAL ORDINANCE NO. 10, SERIES OF 2018

“AN ORDINANCE CREATING VARIOUS POSITIONS IN THE MUNICIPAL GOVERNMENT OF BAYAMBANG AND DETERMINING ITS QUALIFICATIONS, POWER, DUTIES AND FUNCTIONS.”

Sponsored by SBM Benjamin Francisco S. De Vera

EXPLANATORY NOTE:

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a) (vii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

WHEREAS, there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities (LGC, Section 3 b);

WHEREAS, human resources is no doubt the biggest resource of LGUs as such, it must be fully used in the service of the people to continually fulfill their obligations to serve the people in the most effective, efficient and accountable manner;

WHEREAS, LGUs have the power and authority to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, programs, objectives, and priorities (LGC, Section 18);

NOW THEREFORE, on motion of SB Member Benjamin Francisco S. De Vera, duly seconded;

Be it enacted by the Sangguniang Bayan in session assembled that:

SECTION 1. There shall be created the following positions in various offices of the Municipal Government of Bayambang and determining its qualifications, power, duties and functions.

SECTION 2. The qualifications of the new positions are as follows:

	ITEM NO.	OFFICE OF THE MUNICIPAL MAYOR	Salary/Annum
1	I-15	LEGAL OFFICER V SG/Step : 24/1	900,780.00
		Qualification Standards Education : Bachelor of Laws Experience : 2yrs in position/s involving management and supervision Training : 8 hours of training in management and supervision Eligibility : RA 1080	
2	I-16	SUPERVISING TOURISM OPERATION OFFICER SG/Step : 22/1	705,444.00
		Qualification Standards Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Services (Professional) 2nd Level Eligibility	
3	I-17	ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III) SG/Step : 12/1	247,728.00
		Qualification Standards Education : Completion of 2 yrs. studies in college Completion of 2 yrs. studies in college Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Sub-Professional; 1st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	
4	I-18	ADMINISTRATIVE AIDE III (UTILITY WORKER II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE MUNICIPAL ADMINISTRATOR			
5	II-7	ADMINISTRATIVE AIDE IV (DRIVER II) SG/Step : 4/1	142,716.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : Driver License (MC 11, s. 96-Cat. II)	
OFFICE OF THE MUNICIPAL VICE MAYOR			
6	III-6	SENIOR ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER III) SG/Step : 13/1	272,508.00
		Qualification Standards Education : Completion of two years studies in college Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Services (Subprofessional) 1st Level Eligibility	

OFFICE OF THE MPDC			Salary/Annum
7	V-7	STATISTICIAN I SG/Step : 11/1	224,148.00
		Qualification Standards Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Services (Professional) 2nd Level Eligibility	
8	V-8	ADMINISTRATIVE ASSISTANT V SG/Step : 11/1	224,148.00
		Qualification Standards Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Services (Professional) 2nd Level Eligibility	
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
9	VI-5	Registration Officer II SG/Step : 14/1	299,760.00
		Qualification Standards Education : Bachelor's Degree Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Services (Professional) 2nd Level Eligibility	
10	VI-6	Administrative Aide III (Utility Worker II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE MUNICIPAL BUDGET			
11	VII-8	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II) SG/Step : 15/1	329,736.00
		Qualification Standards Education : Bachelor's degree relevant to the job Experience : 1 year of relevant Experience Training : 4 hours of relevant Training Eligibility : Career Services (Professional) 2nd Level Eligibility	
12	VII-9	ADMINISTRATIVE AIDE III (UTILITY WORKER II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE MUNICIPAL ACCOUNTANT			
13	VIII-18	Supervising Admin Officer (Admin. Officer IV) SG/Step : 22/1	705,444.00
		Qualification Standards Education : Bachelor's Degree Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service (Professional) 2nd Level Eligibility	
14	VIII-19	Admin. Assistant VI (Computer Operator III) SG/Step : 12/1	247,728.00
		Qualification Standards Education : Completion of two years studies in college or high school Graduate with relevant vocational/trade course Experience : 2 years of relevant Experience Training : 8 hours of relevant training Eligibility : Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) 1st Level Eligibility	

15	VIII-20	Administrative Aide III (Utility Worker II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE MUNICIPAL TREASURER			
16	IX-16	Licensing Officer III SG/Step : 18/1	438,876.00
		Qualification Standards Education : Bachelor's Degree Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Professional) 2nd Level Eligibility	
17	IX-17	Administrative Assistant I (Bookbinder III) SG/Step : 7/1	169,968.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
18	IX-18	Administrative Aide III (Utility Worker II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
19	IX-19	Administrative Aide III (Utility Worker II) SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE MUNICIPAL ASSESSOR			
20	X-6	Engineer IV (Geodetic Engineer) SG/Step : 22/1	705,444.00
		Qualification Standards Education : Bachelor's degree in Engineering relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA 1080	
21	X-7	Assessment Clerk III SG/Step : 9/1	194,136.00
		Qualification Standards Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) 1st Level Eligibility	

22	X-8	Administrative Aide II (Messenger)	SG/Step : 2/1	127,020.00
		Qualification Standards		
		Education : Elementary School Graduate		
		Experience : None Required		
		Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
OFFICE OF THE LIBRARY				
23	XI-2	Librarian III	SG/Step : 18/1	438,876.00
		Qualification Standards		
		Education : Bachelor's Degree in Library Science or Bachelor's of science in Education		
		Experience : 2 years of relevant experience		
		Training : 8 hours of relevant training		
		Eligibility : RA 1080		
24	XI-3	Administrative Aide I (Utility Worker I)	SG/Step : 1/1	119,532.00
		Qualification Standards		
		Education : Elementary School Graduate		
		Experience : None Required		
		Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
OFFICE OF THE MUNICIPAL AGRICULTURIST				
25	XV-20	Supervising Agriculturist	SG/Step : 20/1	522,480.00
		Qualification Standards		
		Education : Bachelor's degree of relevant to the job		
		Experience : 1 year of relevant experience		
		Training : 16 hours of relevant training		
		Eligibility : Career Service (Professional) 2nd Level Eligibility		
26	XV-21	Veterenarian II	SG/Step : 16/1	362,712.00
		Qualification Standards		
		Education : Doctor of Veterinary Medicine		
		Experience : 1 year of relevant experience		
		Training : 4 hours of relevant training		
		Eligibility : RA 1080		
OFFICE OF THE MUNICIPAL SOCIAL WELFARE				
27	XIV-5	Social Welfare Officer II	SG/Step : 15/1	329,736.00
		Qualification Standards		
		Education : Bachelor's degree relevant to the job		
		Experience : 1 year of relevant experience		
		Training : 4 hours of relevant training		
		Eligibility : Career Service (Professional) 2nd Level Eligibility		
28	XIV-6	Disability Affairs Officer I	SG/Step : 11/1	224,148.00
		Qualification Standards		
		Education : Bachelor's Degree		
		Experience : None Required		
		Training : None Required		
		Eligibility : Career Service (Professional) 2nd Level Eligibility		

29	XIV-7	Day Care Worker II	SG/Step : 8/1	180,984.00
		Qualification Standards		
		Education : High School Graduate		
		Experience : 1 year of relevant experience		
		Training : 4 hours of relevant training		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
30	XIV-8	ADMINISTRATIVE AIDE I	SG/Step : 1/1	119,532.00
		Qualification Standards		
		Education : Must be able to read and write		
		Experience : None Required		
		Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. I)		
OFFICE OF THE MUNICIPAL ENGINEER				
31	XVI-10	Architect I	SG/Step : 12/1	247,728.00
		Qualification Standards		
		Education : Bachelor's degree in Architecture		
		Experience : None Required		
		Training : None Required		
		Eligibility : RA 1080		
32	XVI-11	Admin. Asst. V (Electrician Gen. Foreman)	SG/Step : 11/1	224,148.00
		Qualification Standards		
		Education : High School Graduate or Completion of relevant vocational/trade course		
		Experience : 2 years of relevant experience		
		Training : 8 hours of relevant training		
		Eligibility : Electrician (Building Wiring) (-250 volts) (MC 11, s. 96 - Cat. I)		
33	XVI-12	Administrative Assistant II	SG/Step : 8/1	180,984.00
		Qualification Standards		
		Education : Completion of two years studies in college		
		Experience : 1 year of relevant experience		
		Training : 4 hours of relevant training		
		Eligibility : Career service (Subprofessional) 1st Level Eligibility		
34	XVI-13	Administrative Aide III (Utility Worker II)	SG/Step : 3/1	134,628.00
		Qualification Standards		
		Education : Must be able to read and write		
		Experience : None Required		
		Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. 1)		
OFFICE OF THE MUNICIPAL HRMO				
35	XVII-5	Administrative Officer IV (HRMO II)	SG/Step : 15/1	329,736.00
		Qualification Standards		
		Education : Bachelor's Degree		
		Experience : 1 year of relevant experience		
		Training : 4 hours of relevant training		
		Eligibility : Career Service (Professional) 2nd Level Eligibility		

36	XVII-6	Administrative Assistant II (HRM Asst.)	SG/Step : 8/1	180,984.00
		Qualification Standards Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) 1st Level Eligibility		
37	XVII-7	Administrative Aide III (Utility Worker II)	SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, s.96 - Cat. II)		
38	XVII-8	Administrative Assistant I (Bookbinder III)	SG/Step : 7/1	169,968.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
OFFICE OF THE RURAL HEALTH UNIT I				
39	XII-23	NURSE III	SG/Step : 17/1	443,304.00
		Qualification Standards Education : Bachelor's of Science in Nursing Experience : 1 year of public health relevant experience Training : 4 hours of relevant training Eligibility : RA 1080		
40	XII-24	NURSE I	SG/Step : 11/1	249,048.00
		Qualification Standards Education : Bachelor's of Science in Nursing Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080		
OFFICE OF THE RURAL HEALTH UNIT II				
41	XIII-21	NURSE III	SG/Step : 17/1	443,304.00
		Qualification Standards Education : Bachelor's of Science in Nursing Experience : 1 year of public health relevant experience Training : 4 hours of relevant training Eligibility : RA 1080		
42	XIII-22	NURSE I	SG/Step : 11/1	149,048.00
		Qualification Standards Education : Bachelor's of Science in Nursing Experience : None Required Training : None Required Eligibility : RA 1080		

43	XIII-23	Midwife I	SG/Step : 7/1	188,856.00
		Qualification Standards Education : Completion of the Midwifery Course Experience : None Required Training : None Required Eligibility : RA 1080		
44	XIII-24	Midwife I	SG/Step : 7/1	188,856.00
		Qualification Standards Education : Completion of the Midwifery Course Experience : None Required Training : None Required Eligibility : RA 1080		
45	XIII-25	Dental Aide	SG/Step : 4/1	158,568.00
		Qualification Standards Education : High School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
OFFICE OF THE MDRRMO				
46	XVIII-5	Local DRRM Assistant	SG/Step : 8/1	180,984.00
		Qualification Standards Education : Completion of 2 years in college Experience : 1 year of relevant experience on DRRM Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) 1st Level Eligibility		
47	XVIII-6	Administrative Aide IV (Driver II)	SG/Step : 4/1	142,716.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : Driver License (MC 11, s. 96 - Cat. II)		
48	XVIII-7	Administrative Aide IV (Clerk II)	SG/Step : 4/1	142,716.00
		Qualification Standards Education : Completion of two years studies in college Experience : None Required Training : None Required Eligibility : Career Service (Subprofessional) 1st Level Eligibility		
49	XVIII-8	Administrative Aide III (Utility Worker II)	SG/Step : 3/1	134,628.00
		Qualification Standards Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : (MC 11, s.96 - Cat. II)		

OFFICE OF THE GSO			
50	XIX-9	Administrative Assistant III (Buyer III) SG/Step : 9/1	194,136.00
		Qualification Standards Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) 1st Level Eligibility	
51	XIX-10	Administrative Aide IV (Driver II) SG/Step : 4/1	142,716.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : Driver License (MC 11, s. 96 - Cat. II)	
52	XIX-11	Administrative Aide II (Messenger) SG/Step : 2/1	127,020.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE ICT			
53	XX-5	Sr. Administrative Asst. I (Communication Equipment Operator V) SG/Step : 13/1	272,508.00
		Qualification Standards Education : Completion of two year studies in college Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Appropriate License (MC 11, s. 96 - Cat. III)	
OFFICE OF THE POSO			
54	XXI-2	Traffic Aide III SG/Step : 7/1	169,968.00
		Qualification Standards Education : High School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
55	XXI-3	Traffic Aide II SG/Step : 5/1	151,272.00
		Qualification Standards Education : High School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE SOLID WASTE MANAGEMENT			
56	XXII-5	Municipal Environment and Natural Resources Officer (MENRO) SG/Step : 24/1	900,780.00
		Qualification Standards Education : Bachelor's degree in environment, Forestry Agriculture or any related course Experience : 3 years experience in environmental and natural resource management, conservation and utilization Training : None Required Eligibility : First grade or its equivalent	

57	XXII-6	Environmental Management Specialist II (Pollution Control Officer) SG/Step : 15/1	329,736.00
		Qualification Standards Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Carrer Service (Professional) 2nd Level Eligibility	
58	XXII-7	Administrative Aide I SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
59	XXII-8	Administrative Aide I SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
60	XXII-9	Administrative Aide I SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
61	XXII-10	Administrative Aide I SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
62	XXII-11	Administrative Aide I SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)	
OFFICE OF THE SEE			
63	XXIII-70	Local Revenue Collection Officer IV SG/Step : 22/1	705,444.00
		Qualification Standards Education : Bachelor's Degree Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service (Professional) 2nd Level Eligibility	

64	XXIII-71	Administrative Assistant II	SG/Step : 8/1	180,984.00
		Qualification Standards Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career service (Subprofessional) 1st Level Eligibility		
65	XXIII-72	Administrative Aide I	SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
66	XXIII-73	Administrative Aide I	SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
67	XXIII-74	Administrative Aide I	SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
68	XXIII-75	Administrative Aide I	SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		
69	XXIII-76	Administrative Aide I	SG/Step : 1/1	119,532.00
		Qualification Standards Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, s. 96 - Cat. III)		

SECTION 3. The new positions shall have the following duties, power and functions:

(a). OFFICE OF THE MUNICIPAL MAYOR

1. Legal Officer V (Item no. I-15)

1. Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Heads of Departments.
2. Ensuring the providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of DDA including advice in arbitration matters, to firmly secure the interest of DDA, as required by the operational departments.
3. Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the operational departments.

2. Supervising Tourism Operations Officer (Item no. I-16)

1. Assist the Senior Tourism Officer in identifying potential project ideas and tourism activities in line with the mission and objectives of the Department and the RGOB for the tourism sector.
2. Prepare the programmes and projects, annual budget requirements and work plan of the section
3. Prepare and provide the senior management team with reports, statistics, forecasts and other information necessary for effective planning and development, ensuring efficient interpretation and collection of relevant data/inputs.
4. Responsible for implementation of specific projects.
5. Coordinate compilation of Information and data from all sections of the industry and maintain a database.
6. Analyze trends and other indicators and generate inputs to the higher decision-making group.
7. Monitor operational processes and the quality of services.
8. Disseminate/provide tourism information.
9. Provide management support to the Senior Tourism Officer (STO) for efficient functioning of the section.
10. Any other related duties

3. Administrative Assistant VI (Computer Operator III) (Item no. I-17)

1. Operates and monitors computer equipment;
2. Performs routine tasks to maintain computer equipment and their peripherals;
3. Loads peripheral equipment such as tapes and printer paper for operating runs;
4. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage;
5. Monitor the system for equipment failure or errors in performance and notify supervisor or computer maintenance technicians of equipment malfunctions;
6. Respond to program error messages by finding and correcting problems or terminating the program.

4. Administrative Aide III (Utility Worker II) (Item no. I-18)

1. Maintain cleanliness in the office;
2. To help in the office in all works regarding the delivery of messages to other departments;
3. Provides information, assistance, and advice to various constituencies and individuals;
4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
5. Performed other related works.

(b). OFFICE OF THE MUNICIPAL VICE MAYOR

1. Senior Administrative Assistant I (Stenographic Reporter III) (Item No. III-6)

1. To keep record of incoming/outgoing dark, files/registers etc. to keep filing up to date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
2. To maintain confidentiality and secrecy;
3. To type and take dictation in shorthand and to transcribe it accurately;
4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books, rules ordinances, statutes, etc. up to date;

10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Schools/Centres/ Departments/ Branches;

(c). OFFICE OF THE MUNICIPAL ADMINISTRATOR

1. Administrative Aide IV (Driver II) (Item No. II-7)

1. Drives the official vehicle;
2. Attends to maintenance of official vehicle;
3. Performs minor repair and troubleshooting;
4. Performs messengerial tasks, when requested;
5. Prepares requirements on the use of official vehicle; and
6. Performs other related functions.

(d). MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

1. Statistician I (Item No. V-7)

1. Develop and initiate innovative statistical techniques, issues and protocols.
2. Develop easy-to-analyze sampling techniques and processes.
3. Execute statistical operations in total fairness to derive zero-error results.
4. Lead and guide and mentor statistical assistants in their day-to-day tasks.
5. Utilize software and appropriate tools to perform statistical analyses.
6. Organize and analyze samples, data sets and models and other issues.
7. Identify and determine the type and kind of studies and research.
8. Analyze and perform statistics on abstracts, data sets and other related information.
9. Ensure compliance of standards and procedures of business client.
10. Integrate best practices in statistical performance.








2. Administrative Assistant V (Item No. V-8)

1. Assists the Executive Assistant II in the day-to-day functions in the Office.
2. Attends to callers and visitors in the Office.
3. Transmits and/or follows-up orders and requests of the Office.
4. Keeps and maintains office records; and
5. Performs other related functions.

(e). MUNICIPAL CIVIL REGISTRAR


1. Registration Officer II (Item No. VI-5)

1. Design appropriate registration strategies and approaches for populations of concern in compliance with the protection strategy of the operation, ensuring that registration standards are met and that appropriate methodologies and technologies are implemented;

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2. Advise and provide technical support to country staff on planned registration activities;
 3. Plan, implement and monitor registration-related operational projects, to ensure that provision is made for material and human resources to adequately support the process;
 4. Coordinate registration activities between country and field offices to ensure data quality, standardization and consistency of data management;
 5. Support the coordination of emergency preparedness and response measures relating to registration liaising with Regional Registration Officers and Headquarters to develop and implement appropriate responses.
 6. Coordinate and liaise with partners in the planning, implementation, analysis and dissemination of the results of registration activities;
 7. Develop data sharing agreements in close cooperation with Protection colleagues and the Regional Registration Officer;
 8. In cooperation with Protection staff; design, implement and monitor referral mechanisms for persons of concern who may require follow-up protection interventions;
 9. Assist in developing data management approaches and processing methodologies for efficient and accountable delivery of assistance;
 10. Provide training in registration methodologies, technologies and standards, to enable them to conduct registration activities and to manage registration and case related data on a continuous basis;
 11. Support the country team to establish and strengthen their own capacity and that of government counterparts to manage registration and maintain population information;
 12. Standardize consolidation and timely dissemination of reports and statistics on persons of concern;
 13. Document and report on registration activities at the operation (and regional) level, and report on the impact of support interventions to the management of operations.



2. Administrative Aide III (Utility Worker II) (Item No. VI-6)

1. Maintain cleanliness in the office;
 2. To help in the office in all works regarding the delivery of messages to other departments;
 3. Provides information, assistance, and advice to various constituencies and individuals;
 4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
 5. Performed other related works.
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(f). MUNICIPAL BUDGET OFFICE

1. Administrative Officer IV (Budget Officer II) (Item No. VII-8)

1. Monitors and controls the utilization of funds;
2. Evaluates the Budget Estimates and Financial Plans, Fund Utilization Reports and other periodic reports of operating units;
3. Prepares routine communications;
4. Analyzes budgetary request of offices/units;
5. Prepares information materials necessary in the conduct of internal budget consultations/hearings of offices/units;
6. Provides technical assistance on budgetary matters to operating units; and
7. Performs other related functions;

2. Administrative Aide III (Utility Worker II) (Item No. VII-9)

1. Maintain cleanliness in the office;
2. To help in the office in all works regarding the delivery of messages to other departments;
3. Provides information, assistance, and advice to various constituencies and individuals;
4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
5. Performed other related works.


(g). MUNICIPAL ACCOUNTANT'S OFFICE

1. Supervising Administrative Officer (Admin. Officer IV) (Item No. VIII-18)



1. Implements programs and projects of the division;
2. Conducts studies and researches on all areas of human resources management and development;
3. Prepares periodic reports;
4. Monitors and evaluates programs implemented;
5. Provides technical assistance to various operating units; and,
6. Performs other related functions.

2. Administrative Assistant VI (Computer Operator III) (Item No. VIII-19)

1. Operates and monitors computer equipment;
2. Performs routine tasks to maintain computer equipment and their peripherals;
3. Loads peripheral equipment such as tapes and printer paper for operating runs;
4. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage;
5. Monitor the system for equipment failure or errors in performance and notify supervisor or computer maintenance technicians of equipment malfunctions;




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6. Respond to program error messages by finding and correcting problems or terminating the program.

3. Administrative Aide III (Utility Worker II) (Item No. VIII-20)




1. Maintain cleanliness in the office;
 2. To help in the office in all works regarding the delivery of messages to other departments;
 3. Provides information, assistance, and advice to various constituencies and individuals;
 4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
 5. Performed other related works.
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(h). MUNICIPAL TREASURY OFFICE

1. Licensing Officer III (Item No. IX-16)

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1. Evaluates requirements of business permit applicants.
 2. Inspects business establishments around the municipality to determine those who have no permit
 3. Padlocks erring business establishments.
 4. Determines those who did not comply with the notices/advisories at certain dates, then submit the list to the Office for Legal Services as their basis of preparing affidavits and complaints to be forwarded to the Municipal Trial Court.
 5. Prepares communications for the office as well as draft communications for the Mayor as requested.
 6. Do sight inspections to validate complaints.
 7. Performs other related works.
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2. Administrative Assistant I (Bookbinder III) (Item No. IX-17)

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1. Book binds all records and other documents in the Sangguniang Bayan;
 2. Proficient in binding voluminous documents in bounded form;
 3. Bind books, according to specification, using automatic and manually operated machines, hand tools, and equipment;
 4. Specialize in repairing and rebinding damaged or worn books;
 5. Maintenance of records to ensure their proper dispositions; and
 6. Perform duties as may be assigned.
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3. Administrative Aide III (Utility Worker II) (Item No. IX-18 & 19)

1. Maintain cleanliness in the office;
2. To help in the office in all works regarding the delivery of messages to other departments;
3. Provides information, assistance, and advice to various constituencies and individuals;
4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
5. Performed other related works.

(i). MUNICIPAL ASSESSOR's OFFICE

1. Engineer IV (Geodetic Engineer) (Item No. X-6)

1. Distribute compiled geodetic data to government agencies or the general public.
2. Verify the mathematical correctness of newly collected survey data.
3. Prepare progress or technical reports.
4. Calculate the exact horizontal and vertical position of points on the earth's surface.
5. Review existing standards, controls, or equipment used, recommending changes or upgrades as needed.
6. Provide training and interpretation in the use of methods or procedures for observing and checking controls for geodetic and plane coordinates.
7. Read current literature, talk with colleagues, continue education, or participate in professional organizations or conferences to keep abreast of developments in technology, equipment, or systems.
8. Request additional survey data when field collection errors occur or engineering surveying specifications are not maintained.
9. Maintain databases of geodetic and related information including coordinate, descriptive, or quality assurance data.
10. Compute, retrace, or adjust existing surveys of features such as highway alignments, property boundaries, utilities, control and other surveys to match the ground elevation dependent grids, geodetic grids, or property boundaries and to ensure accuracy and continuity of data used in engineering, surveying, or construction projects.
11. Compute horizontal and vertical coordinates of control networks using direct leveling or other geodetic survey techniques such as triangulation, trilateration, and traversing to establish features of the earth's surface.
12. Analyze control or survey data to ensure adherence to project specifications or land survey standards.
13. Assess the quality of control data to determine the need for additional survey data for engineering, construction, or other projects.
14. Determine orientation of tracts of land including position, boundaries, size, and shape using theodolites, electronic distance measuring equipment, satellite-based positioning equipment, land information systems or other geodetic survey equipment.

2. Assessment Clerk III (Item No. X-7)

1. Edits data items for accuracy and is responsible for daily file control for Data Processing and Real Property information system modules;
2. Responsible for interpretation and correction of the reports that come out of maintenance;
3. Responsible for all control cards for any desired reports, such as Cross References, Assessor Annual Report for the State Board of Equalization & Assessment;
4. Reviews deeds for splits and compliance with local codes, stamps deed and issues new tax stamp map numbers. Makes corrections to tax maps and other assessment office records;
5. Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;
6. Sets up time schedules and is responsible for discipline in a unit; Assists the general public in filing applications for tax exemption and in looking up tax map and assessment information;
7. Receives property transfers and building permits and maintains same in orderly fashion for recording; Maintains all correspondence in Assessor's office and independently composes and sends out answers to routine inquiries;
8. Performs other clerical duties in the Department of Building & Assessment.


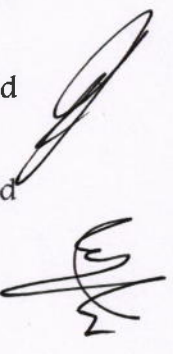






3. Administrative Aide II (Messenger) (Item No. X-8)

1. Most messenger duties are as messenger to the officer of the deck, commonly called the OOD messenger.
2. When given a message to deliver, be sure you know exactly where to go and what to say. When you arrive at your destination, repeat the message in the exact words that were told to you. Always carry the messages directly and quickly.
3. Before returning to the sender to report delivery of the message, wait for a reply or until you are told there is none.

(j). RURAL HEALTH UNIT I

1. Nurse III (Item No. XII-23)

1. Serves as resource person and provides orientation and training to new staff, residents, medical and nursing students
2. May serve as charge nurse in the absence of Supervisor by assuming unit specific operational activities
3. Provides overall patient care appropriate to the nursing care plan 4. Provides teaching and support to the patient and family
4. Notifies supervising RN and Health Care provider of negative change in patient status in a timely manner

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5. Understanding, communicates, and applies pharmacokinetics and safe administration of common medications used for the treatment of patients on their units
 6. Provides care for families (adult, adolescent, newborns) with considerations for their developmental levels
 7. Maintain a safe, comfortable and therapeutic environment for patients and families in accordance with hospital standards
 8. Properly prepare, hang, monitor and discontinue IV fluids and blood/blood components
 9. Acts a patient advocate
 10. Develops a written plan of care
 11. Assists physician with patients
 12. Monitors intake and output for infants and mothers
 13. Transports all medications including narcotics throughout the hospital
 14. Completes accurate documentation of patient care
 15. Provides ongoing assessment of the patient as status changes
 16. Communicates to the supervising RN the need to change a course of nursing actions based upon change in the patient's condition
 17. Demonstrates ability to follow chain of command, as situation demands and delegates appropriately to the CNA or MUC
 18. Evaluates patient response to pain interventions including pharmacological and non- pharmacological
 20. Demonstrates proper use of equipment for their designated unit.



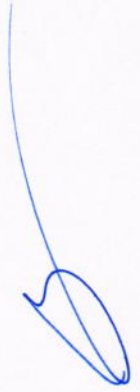



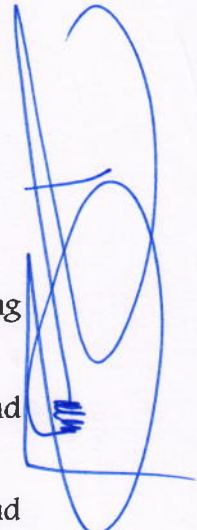

2. Nurse I (Item No. XII-24)


1. Registered nurses often work in hospitals or outpatient facilities, where they provide hands-on care to patients by administering medications, managing intravenous lines, observing and monitoring patients' conditions, maintaining records and communicating with doctors. They are also relied upon to give direction and supervision to nurse aides and home health aides.
2. Beyond the physical support and care they provide; registered nurses may provide emotional support to patients and patients' family members. They may educate patients and the general public on disease management, special diet plans and medical conditions, provide information on home care after their treatment and teach individuals how to self-administer medication or complete other self-care tasks.
3. Nurses employed by physician offices and other types of facilities may have different duties depending on the level and type of care being offered.





(k). RURAL HEALTH UNIT II

1. Nurse III (Item No. XIII-21)

1. Serves as resource person and provides orientation and training to new staff, residents, medical and nursing students
 2. May serve as charge nurse in the absence of Supervisor by assuming unit specific operational activities
 3. Provides overall patient care appropriate to the nursing care plan 4. Provides teaching and support to the patient and family
 4. Notifies supervising RN and Health Care provider of negative change in patient status in a timely manner
 5. Understands, communicates, and applies pharmacokinetics and safe administration of common medications used for the treatment of patients on their units
 6. Provides care for families (adult, adolescent, newborns) with considerations for their developmental levels
 7. Maintain a safe, comfortable and therapeutic environment for patients and families in accordance with hospital standards
 8. Properly prepare, hang, monitor and discontinue IV fluids and blood/blood components
 9. Acts as a patient advocate
 10. Develops a written plan of care
 11. Assists physician with patients
 12. Monitors intake and output for infants and mothers
 13. Transports all medications including narcotics throughout the hospital
 14. Completes accurate documentation of patient care
 15. Provides ongoing assessment of the patient as status changes
 16. Communicates to the supervising RN the need to change a course of nursing actions based upon change in the patient's condition
 17. Demonstrates ability to follow chain of command, as situation demands and delegates appropriately to the CNA or MUC
- Evaluates patient response to pain interventions including pharmacological and non-pharmacological 20. Demonstrates proper use of equipment for their designated unit.
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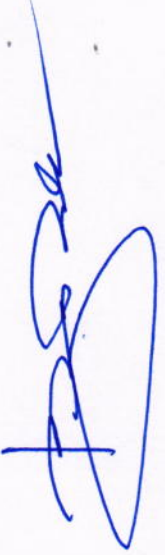
2. Nurse I (Item No. XIII-22)

1. Registered nurses often work in hospitals or outpatient facilities, where they provide hands-on care to patients by administering medications, managing intravenous lines, observing and monitoring patients' conditions, maintaining records and communicating with doctors. They are also relied upon to give direction and supervision to nurse aides and home health aides.
 2. Beyond the physical support and care they provide; registered nurses may provide emotional support to patients and patients' family members. They may educate patients and the general public on disease management, special diet plans and medical conditions, provide information on home care after their treatment and teach individuals how to self-administer medication or complete other self-care tasks.
 3. Nurses employed by physician offices and other types of facilities may have different duties depending on the level and type of care being offered.
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3. Midwife I (Item No. XIII-23 & 24)

1. Provide sound family planning information and advice
 2. To prescribe or advise on the examinations necessary for the earliest possible diagnosis of pregnancies at risk
 3. To provide a programme of parenthood preparation and a complete preparation for childbirth including advice on hygiene and nutrition
 4. To care and assist the mother during labor and to monitor the fetus in utero by the appropriate clinical and technical means
 5. To conduct spontaneous deliveries including when required an episiotomy and in urgent case, a breech delivery
 6. To recognize the warning signs of abnormality in the mother or infant which necessitate referral to a doctor and to assist the latter where appropriate, in particular the manual removal of the placenta, possibly following a manual examination of the uterus
 7. To examine and care for the newborn infant: to take all initiatives which are necessary in case of need and to carry out where necessary immediate resuscitation
 8. To care for and monitor the progress of the mother in the postnatal period and to give all necessary advice to the mother on infant care to enable her to ensure the optimum progress of the newborn infant
 9. To carry out treatment prescribed by a doctor
 10. To maintain all necessary records
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4. Dental Aide (Item No. XIII-25)

1. Assisting the dentist in all the dental procedures
 2. Sterilizing all the dental equipment before and after every procedure to maintain hygiene
 3. Make appointments for the patients and take up the duties of a receptionist too
 4. Maintain dental records of each patient and arrange them in a proper filing system
 5. Educate the patients on proper dental care
 6. Prepare the patients before the check up
 7. Remove records of the patients for the dentist to read up
 8. Take x-rays of the teeth
 9. Make future appointments for the patient
 10. Keep a record of the inventory and order supplies when falling short of it
 11. Coordinate with the other staff of the practice
 12. Build good relations with each patient and show a caring attitude towards them as all dental procedure are painful
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(I). SOCIAL WELFARE & DEVELOPMENT SERVICES






1. Social Welfare Officer II (Item No. XIV-5)


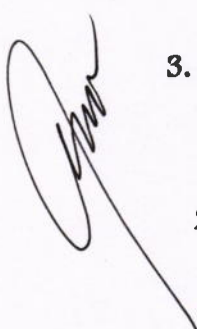
1. Assists in planning in the delivery of social services and programs of the unit.
 2. Conducts interviews, home visits, counseling, case management, and jail visit when necessary.
 3. Handles court-related cases.
 4. Gathers collateral information.
 5. Prepares social case study reports and home study reports.
 6. Prepares/submits project proposals, accomplishment reports and other related reports.
 7. Refers neglected, abandoned, abused, exploited and surrendered children to institutions and other organizations for services which are deemed appropriate.
 8. Represents DSWD in meetings and conferences and coordinates with other agencies.
 9. Provides psychosocial intervention to clients who are victims/survivors of trafficking in persons
 10. Performs other related tasks as may be assigned.
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2. Disability Affairs Officer I (Item No. XIV-6)

1. Formulate and implement policies, plans and programs for the promotion of the welfare of the PWDs in coordination with concerned national and local government agencies;
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2. Coordinate the implementation of the provisions of RA 10070, Batas Pambansa Blg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
 3. Represent PWDs in meeting of the local development councils and other special bodies;
 4. Recommend and enjoin the participation of Non-Government Organizations (NGOs) and People Organization (POs) in the implementation of all disability related laws and policies;
 5. Gather and compile relevant data on PWDs in their localities;
 6. Disseminate information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
 7. Submit reports to the office of the local chief executive on the implementation of program and services for the promotion of the welfare of PWDs in their respective areas of jurisdiction;
 8. Ensure that policies, plans and programs for the promotion of the welfare of PWDs are funded by both the national and local government;
 9. Monitor fundraising activities being conducted for the benefits of PWDs; and
 10. Seek donations in cash or in kind from local or foreign donors to implement an approved work plan for PWDs, in accordance with existing laws and regulations; and perform such other functions as may be necessary for the promotion and protection of the welfare of the PWDs.



3. Day Care Worker II (Item No. XIV-7)

1. Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
 2. Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
 3. Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
 4. Helping children discover new interests by introducing them to art, music, sports, and other potential hobbies.
 5. Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
 6. Preparing children to enter the next level of care or for entry into school.
 7. Keeping records relating to child care.
 8. Working with parents to help children progress towards educational and behavioral goals.
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4. Administrative Aide I (Item No. XIV-8)

1. Assists in maintaining cleanliness and orderliness of the office;
2. Assists in sorting and filling of office files;
3. Assists in the delivery of memorandum circulars & etc.;
4. Provides information, assistance, and advice to various constituencies and individuals;
5. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment.
6. Perform other duties as maybe assigned from his immediate supervisor.

(m). AGRICULTURE OFFICE

1. Supervising Agriculturist (Item No. XV-20)

1. Assigns duties, such as tilling soil, planting, irrigating, storing crops, and maintaining machines, and assigns fields or rows to workers.
2. Determines number and kind of workers needed to perform required work, and schedules activities.
3. Observes workers to detect inefficient and unsafe work procedures or identify problems, and initiates actions to correct improper procedure or solve problem.
4. Issues farm implements and machinery, ladders, or containers to workers and collects them at end of workday.
5. Investigates grievances and settles disputes to maintain harmony among workers.
6. Opens gate to permit entry of water into ditches or pipes, and signals worker to start flow of water to irrigate fields.
7. Drives and operates farm machinery, such as trucks, tractors, or self-propelled harvesters, to transport workers or cultivate and harvest fields.
8. Requisitions and purchases farm supplies, such as insecticides, machine parts or lubricants, and tools.
9. Confers with manager to evaluate weather and soil conditions and to develop and revise plans and procedures.
10. Prepares time, payroll, and production reports, such as farm conditions, amount of yield, machinery breakdowns, and labor problems.
11. Directs or assists in adjustment, repair, and maintenance of farm machinery and equipment.
12. Trains workers in methods of field work and safety regulations, and briefs them on identifying characteristic of insects and diseases.

13. Contracts with seasonal workers and farmers to provide employment, and arranges for transportation, equipment, and living quarters.

14. Inspects crops and fields to determine maturity, yield, infestation, or work requirements, such as cultivating, spraying, weeding, or harvesting.

2. Veterinarian II (Item No. XV-21)

1. Examine animals to detect and determine the nature of diseases or injuries.
2. Treat sick or injured animals by prescribing medication, setting bones, dressing wounds, or performing surgery.
3. Inoculate animals against various diseases such as rabies and distemper.
4. Collect body tissue, feces, blood, urine, or other body fluids for examination and analysis.
5. Operate diagnostic equipment such as radiographic and ultrasound equipment, and interpret the resulting images.
6. Advise animal owners regarding sanitary measures, feeding, and general care necessary to promote health of animals.
7. Educate the public about diseases that can be spread from animals to humans.
8. Train and supervise workers who handle and care for animals.
9. Provide care to a wide range of animals or specialize in a particular species, such as horses or exotic birds.
10. Establish and conduct quarantine and testing procedures that prevent the spread of diseases to other animals or to humans, and that comply with applicable government regulations.
11. Perform administrative duties such as scheduling appointments, accepting payments from clients, and maintaining business records.
12. Direct the overall operations of animal hospitals, clinics, or mobile services to farms.
13. Specialize in a particular type of treatment such as dentistry, pathology, nutrition, surgery, microbiology, or internal medicine.
14. Inspect and test horses, sheep, poultry, and other animals to detect the presence of communicable diseases.
15. Inspect animal housing facilities to determine their cleanliness and adequacy.
16. Determine the effects of drug therapies, antibiotics, or new surgical techniques by testing them on animals.




(n). MUNICIPAL ENGINEER

1. Architect I (Item No. XVI-10)


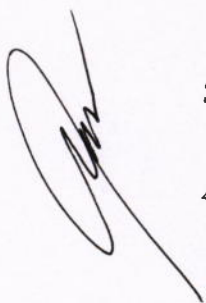




1. Plan and conduct minor modifications to complete working drawing sets.
2. Monitor design process from conception to construction administration to ensure consistency of design idea.
3. Independently perform assignments and arrive at solutions by receiving instructions on assignment objectives.
4. Monitor preparation of technical drawings of less senior architects.
5. Ensure compliance of construction detail documentation to quality control and best practices.
6. Attend field reviews, on-site meetings and project meetings and coordinate schedule reviews and submit samples.
7. Perform project research and support Project Manager to write specifications.
8. Engage in team meetings to resolve project issues and coordinate to schedule adherence of technical issues.
9. Review accuracy of calculations, estimates, plans and completed reports.
10. Contact municipal building department and government agency officials for approvals.
11. Handle minutes of consultant coordination meetings.
12. Involve in business development meetings to target specific market, client or project opportunities.
13. Interact with building officials during project permitting and construction phases.
14. Maintain project manual and conduct and document on-site observations and reviews.
15. Draft observation reports during project close-out efforts.




3. Administrative Assistant V (Electrical Gen. Foreman) (Item No. XVI-11)

1. Plans, schedules, assigns, supervises and participates in the work of unskilled, skilled and journeyman level employees engaged in the repair and maintenance of electrical systems, equipment and fixtures.
2. Provides technical guidance and on-the-job training to assigned employees on the safe operation of equipment and tools and proper work techniques and skills necessary to complete work assignments.


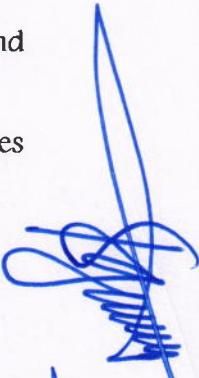

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3. Recommends equipment and supplies related to maintenance activities; prepares job cost estimates for maintenance needs to include time, labor and material requirements.
 4. Participates with supervisor in the selection, placement, assignment, training, safety, appraisal and discipline of assigned employees.
 5. Performs visual inspections to determine maintenance requirements and determine appropriate repair methods.
 6. Enforces safety and work performance standards and regulations.
 7. Prepares and maintains reports and records related to work activities, to include yearly budget estimates and monitoring of expenditures.
 8. Performs related work as assigned.

3. Administrative Assistant II (Item No. XVI-12)

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1. Prepares correspondence, reports, forms, receipts, brochures, warrants, vouchers, work orders, contracts, brochures, certificates and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy or prior materials using a word processor, a computer with form and/or graphic templates.
 2. Acts as receptionist, providing a high level of customer service to both external and internal customers; receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information regarding City and departmental activities and functions that may require the application and explanation of rules, policies and procedures.
 3. Composes standard correspondence, such as transmittal letters, from prior materials or brief instructions.
 4. Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage including grammar, punctuation and spelling.
 5. Enters, edits, updates and retrieves data from narrative reports or spreadsheets and prepares periodic or special reports, following established formats and menus; may create new departmental forms; may perform production data entry on a project basis.
 6. Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
 7. Establishes and maintains office files, following an established records management system; compiles information from such files; purges files as required.
 8. Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders and arranging for equipment purchase and maintenance.




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9. Processes and distributes incoming and outgoing mail for the office or department.
 10. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate a two-way radio or other department-specific equipment.
 11. May collect and account for fees and other monies collected.
 12. May complete standard forms (both online formats and hard copy) with information from the public.
1. May provide instruction, direction and work review to less experienced, part-time staff or volunteers on a project basis.

4. Administrative Aide III (Utility Worker II) (Item No. XVI-13)



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1. Maintain cleanliness in the office;
 2. To help in the office in all works regarding the delivery of messages to other departments;
 3. Provides information, assistance, and advice to various constituencies and individuals;
 4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
 5. Performed other related works.




(c). HUMAN RESOURCE MANAGEMENT OFFICE

1. Administrative Officer IV (HRMO II) (Item No. XVII-5)


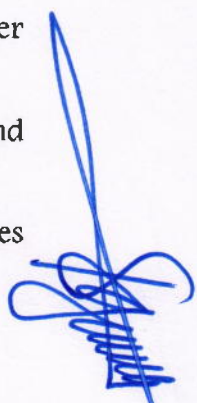
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1. Supervises staff in the performance of assigned tasks;
 2. Takes charge in the procurement of supplies and other documents including claims for unforeseen activities;
 3. Prepares simple and difficult communications as per instruction from higher supervisor;
 4. Facilitates in the preparation of travel claims of HRM personnel and liquidates the same after travel;
 5. Takes charge in the preparation and documentation of retirement programs, CSC months celebration and other similar activities; and
 6. Performs other functions that may be assigned from time to time.

2. Administrative Assistant II (HRMO Asst) (Item No. XVII-6)


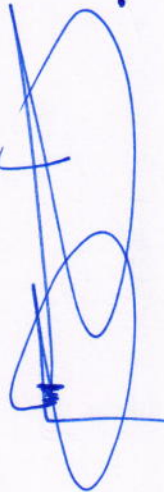
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1. Substantiates applicants' skills by administering and scoring tests.
 2. Schedules examinations by coordinating appointments.
 3. Welcomes new employees to the organization by conducting orientation.
 4. Provides payroll information by collecting time and attendance records.
 5. Submits employee data reports by assembling, preparing, and analyzing data.

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6. Maintains employee information by entering and updating employment and status-change data.
 7. Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
 8. Maintains employee confidence and protects operations by keeping human resource information confidential.
 9. Maintains quality service by following organization standards.
 10. Maintains technical knowledge by attending educational workshops; reviewing publications.
 11. Contributes to team effort by accomplishing related results as needed.
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3. Administrative Aide III (Utility Worker II) (Item No. XVII-7)

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1. Maintain cleanliness in the office;
 2. To help in the office in all works regarding the delivery of messages to other departments;
 3. Provides information, assistance, and advice to various constituencies and individuals;
 4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
 5. Performed other related works.
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4. Administrative Assistant I (Bookbinder III) (Item No. XVII-8)




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1. Book binds all records and other documents in the Sangguniang Bayan;
 2. Proficient in binding voluminous documents in bounded form;
 3. Bind books, according to specification, using automatic and manually operated machines, hand tools, and equipment;
 4. Specialize in repairing and rebinding damaged or worn books;
 5. Maintenance of records to ensure their proper dispositions; and
 6. Perform duties as may be assigned.
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(p). OFFICE OF THE INFORMATION AND TECHNOLOGY

1. SENIOR ADMINISTRATIVE ASSISTANT I (COMMUNICATION EQUIPMENT OPERATOR V) (Item No. XX-5)

1. Work at switchboards at a variety of businesses and handle outgoing, interoffice or incoming calls.
 2. Operate PBX or private branch exchange switchboards to facilitate connections.
 3. Take and relay messages.
 4. Announce when visitors arrive.
 5. Relay important information.
 6. Handle emergency calls.
 7. Assist customers in making telephone calls.
 8. Research and advise on rates.
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9. Assist callers with other questions.
 10. Help callers make long-distance or local calls.
 11. Provide customers with area codes, telephone numbers and other information.
 12. Interrupt a busy line if there is an emergency.
 13. Place a person-to-person call.
 14. Monitor an automated system in which callers place collect calls.
 15. Operate telegraph equipment and satellite communications equipment.
 16. Perform receptionist functions as needed.
 17. Handle all directory assistance queries.

(q). MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE




1. Local DRRM Assistant (Item No. XVIII-5)


Under the general supervision of the LRRMO, shall be in-charge for administration and training of the office and shall perform the following functions:

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1. Procure office supplies and equipment and all other needs of the office;
 2. Prepare training proposals relative to disaster management for approval;
 3. Conduct training, field exercise and drill in coordination with the proper agency;
 4. Prepare report of accomplishment for consolidation and submission to LDRRMO and PDRRMO and other concern agencies;
 5. Perform such other function that may be assign from time to time by the immediate supervisor.




2. Administrative Aide IV (Driver II) (Item No. XVIII-6)

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1. Drives the official vehicle;
 2. Attends to maintenance of official vehicle;
 3. Performs minor repair and troubleshooting;
 4. Performs messengerial tasks, when requested;
 5. Prepares requirements on the use of official vehicle; and
 6. Performs other related functions.



3. Administrative Aide IV (Clerk II) (Item No. XVIII-7)

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1. Type, word process, format, edit, revise, proofread, and process a variety of documents and forms including general correspondence, notices, reports, applications, permits, memos, agreements, statistical charts and other documents from rough draft or verbal instructions; compose routine correspondence; copy, disseminate, and post documents and information as appropriate.
 2. Assist the general public, City staff, and outside groups and agencies by providing information related to specific program area of assignment; receive office and telephone callers; respond to complaints and requests for information

relating to assigned responsibilities; refer callers to appropriate City staff for further assistance as needed.

3. Provide information and forms to the public; collect and process appropriate information; apply applicable policies and procedures in determining completeness of applications, forms, records, and reports.
4. Operate a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine, and adding machine; utilize various computer applications and software packages.
5. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer-based tracking information and reports including assigned databases, records, and lists; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
6. Maintain accurate and up-to-date office files and records for assigned areas; prepare and monitor various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed, calls and complaints received, applications for permits and licenses, and other requests; organize and maintain filing systems; collect information and prepare regular and periodic statistical reports.
7. Monitor inventories of supplies and materials; prepare purchase requisitions and requests for payment. 8. Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of routine accounting records, logs, and files.
8. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned.
9. Process mail including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages.
10. Sort, assign codes, cross-reference, duplicate, and file a wide variety of City records, documents, and other materials for area of assignment; create new files; create and maintain chronological files; maintain up-to-date file listings, indexes, and cross-references; retrieve, duplicate, distribute, and track with users copies of records as requested.
11. Assist in the enrollment of participants in an assigned program.
12. Process bills for fees; record payments and send delinquent notices when necessary.
13. Process permits and licenses; collect and process fees and charges; register participants in city sponsored programs.
14. Schedule inspections and appointments as assigned.
15. Serves as recording clerk for staff and committee meetings when necessary.
16. Perform related duties as required.

4. Administrative Aide III (Utility Worker II) (Item No. XVIII-8)

1. Maintain cleanliness in the office;
2. To help in the office in all works regarding the delivery of messages to other departments;
3. Provides information, assistance, and advice to various constituencies and individuals;
4. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment
5. Performed other related works.

(r). OFFICE OF THE GENERAL SERVICE OFFICER

1. Administrative Assistant III (Buyer III) (Item No. XIX-9)

1. Performs purchasing functions including: Solicits bids, analyzes quotations received, and selects or recommends suppliers;
2. Responsible for ensuring all planned and procured materials, goods and services relating items that are in stock and arrive as scheduled in support of the planned business needs and in support of meeting customer service levels;
3. Research and conduct comparisons on products, services and vendors; compare availability, quality and cost factors for departmental needs.
4. Research, develop, and maintain vendor product information lists, which includes ongoing review of product information and current prices of commodities and services.
5. Prepare departmental requests for proposal and/or bid; obtain bids by telephone, letter, personal contact, or formal bid procedures; compare and analyze quotations in order to determine qualified low bid.
6. Investigate complaints by departments and resolve delivery or other problems; may supervise support staff.
7. Performs other related functions.

2. Administrative Aide IV (Driver II) (Item No. XIX-10)

1. Drives the official vehicle;
2. Attends to maintenance of official vehicle;
3. Performs minor repair and troubleshooting;
4. Performs messengerial tasks, when requested;
5. Prepares requirements on the use of official vehicle; and
6. Performs other related functions.

3. Administrative Aide II (Messenger) (Item No. XIX-11)

1. Most messenger duties are as messenger to the officer of the deck, commonly called the OOD messenger.
2. When given a message to deliver, be sure you know exactly where to go and what to say. When you arrive at your destination, repeat the message in the exact words that were told to you. Always carry the messages directly and quickly.
3. Before returning to the sender to report delivery of the message, wait for a reply or until you are told there is none.

(s). OFFICE OF THE MUNICIPAL LIBRARY

1. Librarian III (Item No. XI-2)

1. selecting, cataloguing and classifying library resources
2. answering enquiries
3. ensuring that library services meet the needs of particular groups of users (eg children, adult learners and schools)
4. making improvements to accessibility of library resources
5. maintaining statistical and financial records
6. using library systems and specialist computer applications
7. promoting and marketing services
8. developing IT facilities and assisting with the use of computer equipment
9. supporting independent research and learning.


2. Administrative Aide I (Utility Worker I) (Item No. XI-3)

1. Assists in maintaining cleanliness and orderliness of the office;
2. Assists in sorting and filling of office files;
3. Assists in the delivery of memorandum circulars & etc.;
4. Provides information, assistance, and advice to various constituencies and individuals;
5. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment.
6. Perform other duties as maybe assigned from his immediate supervisor.



(t). PUBLIC ORDER AND SAFETY OFFICE

1. Traffic Aide III (Item No. XXI-2)

1. Enforces parking laws;
2. Administers traffic control in coordination with other authorized government entities;
3. Formulates guidelines regarding traffic control, transport and mobility;
4. Formulates traffic improvement plans and measures;




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5. Accident investigation in aid to accident prevention measures;
 6. Exercises regulatory functions over operations to transport services;
 7. Perform other duties as maybe assigned from his immediate supervisor.

2. Traffic Aide II (Item No. XXI-3)

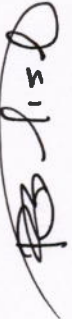


1. Enforces parking laws
 2. Formulates guidelines regarding traffic control, transport and mobility;
 3. Exercises regulatory functions over operations to transport services;
 4. issues citations to parking violators for street cleaning;
 5. Perform other duties as maybe assigned from his immediate supervisor.
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(u). SOLID WASTE MANAGEMENT OFFICE

1. Municipal Environment and Natural Resources Officer (MENRO) (Item No. XXII-5)


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1. Implement the DENR devolved functions, projects and programs to LGU's based on the Local Government Code of 1991;
 2. Fully implement the Municipal Ordinances for environmental management like Solid Waste Management Program;
 - Formulate and implement programs/ projects for the delivery of basic services in support for development of self-sustaining environment without sacrificing the rights and needs of the people;
 3. Provide technical support in forestry, land, environmental and Solid Waste Management for Local Chief Executive and the Sangguniang Bayan in policy and decision making.
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2. Environmental Management Specialist II (Pollution Control Officer) (Item No. XXII-6)

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1. Developing and maintaining management information systems which identify the location of hazardous materials in all facilities.
 2. Updating and delivering employee training programs related to hazardous materials and waste.
 3. Supervising work of outside contractors involved in removing or testing hazardous materials.
 4. Investigating employee complaints concerning exposure to hazardous materials or air pollutants.
 5. Maintaining accurate records related to chemical inventories, complaint investigations, and shipments of hazardous wastes.
 6. Keeping informed of current and proposed regulations related to program areas assigned.
 7. Performing related field work as required.
 8. Sampling hazardous and/or industrial waste and bulk sampling of material suspected of containing asbestos.
 9. Maintaining operation and inspection logs.
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10. Submitting clear and concise written reports based on field inspections.
 11. Recommending and coordinating the development of programs needed by the district to comply with hazardous materials regulations.
 12. Providing coordination with regulatory agencies in regard to hazardous materials.
 13. Disseminating Right-to-Know information.
 14. Performing other duties as assigned.





3. Administrative Aide I (Item No. XXII-7, 8, 9, 10 & 11)

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1. Assists in maintaining cleanliness and orderliness of the office;
 2. Assists in sorting and filling of office files;
 3. Assists in the delivery of memorandum circulars & etc.;
 4. Provides information, assistance, and advice to various constituencies and individuals;
 5. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment.
 6. Perform other duties as maybe assigned from his immediate supervisor.



(v). OFFICE OF THE SPECIAL ECONOMIC ENTERPRISE

1. Local Revenue Collection Officer IV (Item No. XXIII-70)

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1. Researches and implements collection procedures;
 2. Trains and supervises employees engaged in collections and recording of payments received;
 3. Researches and prepares tax cases for court in cooperation with Attorneys and appears as agent for the County in court cases;
 4. Institutes suits in chancery on real property in accordance with procedures prescribed by State laws;
 5. Assists taxpayers in working out payment plans based upon ability and legal requirements;
 6. Maintains records on all delinquent taxes collected;
 7. Checks the Board of Supervisors minutes to determine that delinquent taxpayers are not engaged in business with the County;
 8. Supervises Revenue Collection Officers and/or clerical staff;
 9. Coordinates collection and/or clerical activities to ensure all accounts are contacted and followed up on in a timely and consistent manner and that all payments are applied promptly and properly;
 10. Analyzes more difficult delinquent tax accounts to determine the best means to collect;
 11. Handles correspondence concerning complex tax matters and questions of liability;
 12. May perform duties of Assistant Treasury Supervisor in his/her absence;

- 13. Meets with taxpayers, attorneys, and bookkeepers to work out large tax payment schedules;
- 14. Prepares management reports;
- 15. Performs related work as assigned

2. Administrative Assistant II (Item No. XXIII-71)

- 1. Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
- 2. Assist in training staff members and new hires
- 3. Implement and monitor programs as directed by management, and see the programs through to completion
- 4. Generate memos, emails and reports when appropriate
- 5. Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- 6. Maintain office supplies by checking inventory and order items
- 7. Respond to questions and requests for information
- 8. Answer incoming calls and assume other receptionist duties when needed

3. Administrative Aide I (Item No. XXIII-72, 73, 74, 75, & 76)

- 1. Assists in maintaining cleanliness and orderliness of the office;
- 2. Assists in sorting and filling of office files;
- 3. Assists in the delivery of memorandum circulars & etc.;
- 4. Provides information, assistance, and advice to various constituencies and individuals;
- 5. Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment.
- 6. Perform other duties as maybe assigned from his immediate supervisor.

SECTION 4. The corresponding salaries and other benefits of positions mentioned in Section 2 item no. (I-15 to I-18), (II-7), (III-6), (V-7 & V-8), (VI-5 & VI-6), (VII-8 & VII-9), (VIII-18 to VIII-20), (IX-16 to IX-19), (X-6 to X-8), (XI-2 & XI-3), (XV-20 & XV-21), (XIV-5 to XIV-8), (XVI-10 to XVI-13), (XVII-5 to XVII-8), (XII-23 & XII-24), (XIII-21 to XIII-25), (XVIII-5 to XVIII-8), (XIX-9 to XIX-11), (XX-5), (XXI-2 & XXI-3), (XXII-5 to XXII-11), and (XXIII-70 to XXIII-76) was appropriated or incorporated in the General Fund Annual Budget for Calendar Year 2019.

SECTION 5. This Ordinance shall take effect upon its approval.

ENACTED this 1st day of October 2018.



Republic of the Philippines
 PROVINCE OF PANGASINAN
 MUNICIPALITY OF BAYAMBANG
OFFICE OF THE SANGGUNIANG BAYAN



THE LONGEST BARBECUE
 Bayambang, Pangasinan, Philippines
 April 4, 2014


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"AN ORDINANCE CREATING VARIOUS POSITIONS
 IN THE MUNICIPAL GOVERNMENT OF
 BAYAMBANG AND DETERMINING ITS
 QUALIFICATIONS, POWER, DUTIES AND
 FUNCTIONS."

Certified to be duly adopted and approved:

JOEL V. CAMACHO
 Secretary to the Sanggunian

ATTESTED:


HON. RAUL R. SABANGAN
 Municipal Vice-Mayor &
 SB Presiding Officer

**WE CONCUR:
 SANGGUNIANG BAYAN MEMBERS**

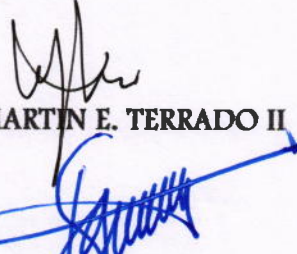
HON. MYLVIN T. JUNIO

HON. JOSEPH VINCENT E. RAMOS


HON. PHILIP R. DUMALANTA

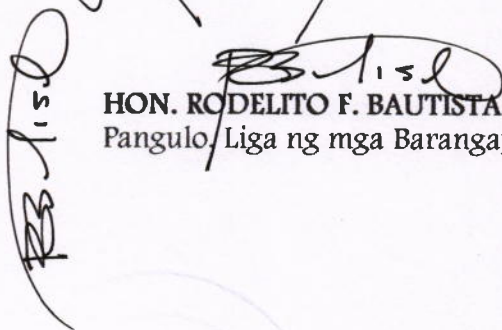

HON. BENJAMIN FRANCISCO S. DE VERA

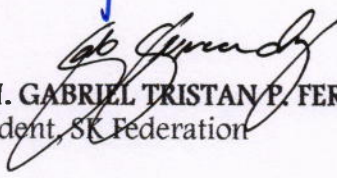
HON. JUNIE J. ANGELES
 absent (on-leave)


HON. MARTIN E. TERRADO II

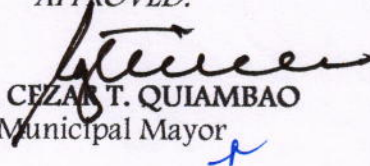

HON. MA. CATALINA E. DE VERA


HON. AMORY M. JUNIO


HON. RODELITO F. BAUTISTA
 Pangulo, Liga ng mga Barangay


HON. GABRIEL TRISTAN P. FERNANDEZ
 President, SK Federation

APPROVED:


HON. CEZAR T. QUIAMBAO
 Municipal Mayor

