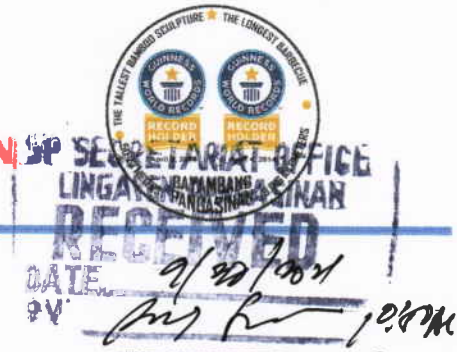




Republic of the Philippines  
 PROVINCE OF PANGASINAN  
 MUNICIPALITY OF BAYAMBANG  
**OFFICE OF THE SANGGUNIANG BAYAN**

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**MUNICIPAL ORDINANCE NO. 12,  
 SERIES OF 2021**

**AN ORDINANCE ABOLISHING THE VACANT POSITION OF LIBRARIAN I UNDER THE OFFICE OF THE MUNICIPAL LIBRARY, AND CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) IN THE SAME OFFICE, AND DETERMINING ITS QUALIFICATIONS, DUTIES AND FUNCTIONS”**

**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**, the abolition and creation of position is deemed necessary to ensure that all position remain relevant, functional and properly attuned to the present dynamics of public service delivery;

**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. ABOLITION OF POSITION.** The following vacant position under the Office of the Municipal Library is hereby abolished:

Position Title	Item No.	Salary/Annum
Librarian I (SG 11)	XI-1	257,868.00

**SECTION 2. CREATION OF POSITION.** The position and its corresponding Salary Grade are hereby created under the Office of the Municipal Librarian, to wit:

Position Title	Item No.	Salary/Annum
Administrative Assistant IV (Bookbinder IV) (SG 10)	XI-6	229,020.00

**SECTION 3. QUALIFICATION STANDARDS OF THE POSITION.** The qualification of the position of Administrative Assistant IV (Bookbinder IV) are as follows:

**ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV) SG/Step : 10/1**

**Qualification Standards**

- Education : High School Graduate
- Experience : 2 years relevant training
- Training : 8 hours relevant training
- Eligibility : None Required (MC 11, S-96-Cat. III as amended)



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**SECTION 4. DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE POSITION.** The position of Administrative Assistant IV (Bookbinder IV) shall have the following duties, power and functions:

1. Supervise and provides administrative support through bookbinding of records and other pertinent documents of the Municipal Librarian;
2. Knowledgeable and 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

**SECTION 5.** The corresponding salaries and other benefits of position mentioned in Section 2 item no. (XI-6), was appropriated or incorporated in the General Fund Annual Budget for Calendar Year 2022


**SECTION 6.** This Ordinance shall take effect upon its approval.

**ENACTED** this 27<sup>th</sup> day of September 2021.

*Certified to be duly adopted and approved:*

**JOEL V. CAMACHO**  
 Secretary to the Sanggunian

**ATTESTED:**

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



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**WE CONCUR  
SANGGUNIANG BAYAN MEMBERS**

*[Handwritten signature]*  
HON. MYLVIN T. JUNIO

*[Handwritten signature]*  
HON. PHILIP R. DUMALANTA

*[Handwritten signature]*  
HON. JOSEPH VINCENT E. RAMOS

*[Handwritten signature]*  
HON. BENJAMIN FRANCISCO S. DE VERA

*[Handwritten signature]*  
HON. GERARDO DC. FLORES

*[Handwritten signature]*  
HON. MARTIN E. TERRADO II

*[Handwritten signature]*  
HON. AMORY M. JUNIO

*[Handwritten signature]*  
HON. LEVINSON NESSUS M. UY

*[Handwritten signature]*  
HON. RODELITO F. BAUTISTA  
Pangulo, Liga ng mga Barangay

*[Handwritten signature]*  
HON. GABRIEL TRISTAN P. FERNANDEZ  
President, SK Federation

APPROVED:

*[Handwritten signature]*  
DR. CEZAR T. QUIAMBAO  
Municipal Mayor