



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

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MUNICIPAL ORDINANCE NO. 02, SERIES OF 2017

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

Sponsored by SBM Amory M. Junio, Junie J. Angeles and 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 Resource 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 the joint motion of SB Member Amory M. Junio and Junie J. Angeles, 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.	SPECIAL ECONOMIC ENTERPRISE	Salary/Annum
1. XXIII-57	ADMINISTRATIVE ASSISTANT II	170,832.00
	Position : Administrative Assistant II SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility	
2. XXIII-58	ADMINISTRATIVE AIDE I	107,796.00
	Position : Administrative Aide I SG/Step: 1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
3. XXIII-59	ADMINISTRATIVE AIDE I	107,796.00
	Position : Administrative Aide I SG/Step: 1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
4. XXIII-60	ADMIN. ASST. I (COMPUTER OPERATOR I)	159,684.00
	Position : Admin. Asst. I (Computer Operator I) SG/Step: 7/1 Qualification Standard : Education : Completion of 2 yrs. studies in college with relevant vocational/ trade Course Experience : None Required Training : None Required Eligibility : CS Sub- Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	
5. XXIII-61	ADMINISTRATIVE AIDE I	107,796.00
	Position : Administrative Aide I SG/Step: 1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
6. XXIII-62	ADMINISTRATIVE AIDE I	107,796.00
	Position : Administrative Aide I SG/Step: 1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
7. XXIII-63	ADMINISTRATIVE AIDE I	107,796.00
	Position : Administrative Aide I SG/Step: 1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	

19.	XXIII-73	ADMINISTRATIVE OFFICER I (HRMO I)	211,896.00
		Position : Administrative Officer II (HRMO I) SG/Step: 11/1 Qualification Standard : Education : Bachelors Degree Experience : None Required Training : None Required Eligibility : CS Professional / 2 nd level eligibility	
20.	XXIII-74	ADMIN. ASST. II (HRMO ASST.)	170,832.00
		Position : Admin. Asst. II (HRMO Asst.) SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 year relevant experience Training : 4 hours relevant training Eligibility : CS Sub-Professional; 1 st level eligibility	
21.	XXIII-75	ADMIN. ASST. I (COMPUTER OPERATOR I)	159,684.00
		Position : Admin. Asst. I (Computer Operator I) SG/Step: 7/1 Qualification Standard : Education : Completion of 2 yrs. studies in college with relevant vocational/ trade Course Experience : None Required Training : None Required Eligibility : CS Sub- Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	
22.	XXIII-76	LICENSING OFFICER IV (BUSINESS PERMIT & LICENSING OFFICER IV)	570,060.00
		Position : Licensing Officer IV SG/Step: 22/1 Qualification Standard : Education : Bachelor's Degree Experience : 3 yrs. relevant experience Training : 16 hrs. Relevant training Eligibility : CS Professional / 2 nd level eligibility	
OFFICE OF THE MUNICIPAL MAYOR			
23.	I-7	INTERNAL AUDITOR IV	570,060.00
		Position : Internal Auditor IV SG/Step: 22/1 Qualification Standard : Education : Bachelor's Degree relevant to the job Experience : 3 yrs. relevant experience Training : 16 hrs. Relevant training Eligibility : CS Professional/ 2 nd level eligibility	
24.	I-8	SENIOR TOURISM OPERATIONS OFFICER	385,488.00
		Position : Senior Tourism Operations Officer SG/Step: 18/1 Qualification Standard: Education : Bachelor's Degree relevant to the job Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Professional / 2 nd level eligibility	
25.	I-9	NUTRITION OFFICER III	385,488.00
		Position : Nutrition Officer III SG/Step: 18/1 Qualification Standard : Education : Bachelor's Degree relevant to the job Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Professional / 2 nd level eligibility	

26.	I-10	EXECUTIVE ASSISTANT II	353,664.00
		Position : Executive Assistant II SG/Step: 17/1 Qualification Standard : Education : Bachelor's Degree Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Professional / 2 nd level eligibility	
27.	I-11	COMMUNITY AFFAIRS OFFICER I	211,896.00
		Position : Community Affairs Officer I SG/Step: 11/1 Qualification Standard : Education : Bachelor's Degree Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
28.	I-12	INTERNAL AUDITING ASSISTANT	170,832.00
		Position : Internal Auditing Assistant SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. Studies in College Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional/ 1 st level eligibility	
29.	I-13	ADMINISTRATIVE OFFICER II (PUBLIC RELATIONS OFFICER D)	211,896.00
		Position : Admin. Officer II (Pub. Relations Officer D) SG/Step: 11/1 Qualification Standard : Education : Bachelor's Degree Experience : None required Training : None required Eligibility : CS Professional / 2 nd level eligibility	
MUNICIPAL ADMINISTRATOR'S OFFICE			
30.	II-2	ADMIN. ASST. VI (COMPUTER OPERATOR III)	230,976.00
		Position : Admin. Asst. VI (Computer Operator III) SG/Step: 12/1 Qualification Standard : Education : Completion of 2 yrs. studies in college with relevant vocational/ trade Course Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	
31.	II-3	ADMIN. ASST. V (DATA CONTROLLER III)	211,896.00
		Position : Admin. Asst. V (Data Controller III) SG/Step: 11/1 Qualification Standard : Education : Completion of 2 yrs. Studies in college with relevant vocational/ trade Course Experience : 2 yr. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Sub- Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	

32.	II-4	ADMINISTRATIVE OFFICER II	211,896.00
		Position : Administrative Officer II SG/Step: 11/1 Qualification Standard : Education : Bachelor's Degree Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
33.	II-5	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	196,740.00
		Position : Administrative Officer I (Records Officer I) SG/Step: 10/1 Qualification Standard : Education : Bachelor's Degree Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
34.	II-6	ADMINISTRATIVE ASSISTANT II (DATA CONTROLLER II)	170,832.00
		Position: Administrative Assistant II (Data Controller II) SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility Data Encoder (MC 11, S. 96-Cat. I)	
OFFICE OF THE SANGGUNIANG BAYAN			
35.	IV-9	ADMINISTRATIVE ASSISTANT II (CLERK IV)	170,832.00
		Position : Admin. Assistant II (Clerk IV) SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility	
MUNICIPAL BUDGET OFFICE			
36.	VII-4	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	385,488.00
		Position : Budget Officer III SG/Step: 18/1 Qualification Standard : Education : Bachelor's Degree relevant to the job Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Professional / 2 nd level eligibility	
37.	VII-5	ADMINISTRATIVE ASST. VI (COMPUTER OPERATOR III)	230,976.00
		Position : Admin. Asst. VI (Computer Operator III) SG/Step: 12/1 Qualification Standard : Education : Completion of 2 yrs. studies in college with relevant vocational/ trade Course Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	

38.	VII-6	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	183,444.00
		Position : Admin. Asst. III (Computer Operator II) SG/Step: 9/1 Qualification Standard : Education : Completion of 2 yrs. studies in college with relevant vocational/ trade Course Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. I)	
MUNICIPAL ACCOUNTANT'S OFFICE			
39.	VIII-11	ADMINISTRATIVE OFFICER V (ACCOUNTANT III)	385,488.00
		Position : Admin. Officer V (Accountant III) SG/Step: 18/1 Qualification Standard : Education : Bachelor's Degree in Commerce/ Business Administration Major in Accounting Experience : 2 yrs. relevant experience Training : 4 hrs. relevant training Eligibility : RA 1080	
40.	VIII-1	ADMINISTRATIVE AIDE I	107,796.00
		Position : Administrative Aide I SG/Step:1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
MUNICIPAL ASSESSOR'S OFFICE			
41.	X-2	ENGINEER II	324,480.00
		Position : Engineer II SG/Step: 16/1 Qualification Standard : Education : Bachelor's Degree in Engineering relevant to the job Experience : 1 yrs. relevant experience Training : 4 hrs. Relevant training Eligibility : RA 1080	
42.	X-3	LOCAL ASSESSMENT OPERATIONS OFFICER I	211,896.00
		Position : Local Assessment Operations Officer I SG/Step: 11/1 Qualification Standard : Education : Bachelor's Degree Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
RURAL HEALTH UNIT I			
43.	XII-18	MEDICAL TECHNOLOGIST II	330,780.00
		Position : Medical Technologist II SG/Step: 15/1 Qualification Standard : Education : Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : RA 1080	

50.	XIII-15	MIDWIFE II	235,440.00
		Position : Midwife II SG/Step: 11/1 Qualification Standard : Education : Completion of Midwifery Course Experience : 2 yrs. relevant experience Training : 4 hrs. Relevant training Eligibility : RA 1080	
51.	XIII-16	MIDWIFE II	235,440.00
		Position : Midwife II SG/Step: 11/1 Qualification Standard : Education : Completion of Midwifery Course Experience : 2 yrs. relevant experience Training : 4 hrs. Relevant training Eligibility : RA 1080	
52.	XIII-17	SANITARY INSPECTOR II	189,816.00
		Position : Sanitary Inspector II SG/Step: 8/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility	
53.	XIII-18	ADMINISTRATIVE AIDE I	107,796.00
		Position : Administrative Aide I SG/Step:1/1 Qualification Standard : Education : Must be able to read and write Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96-Cat. III)	
ENGINEERING OFFICE			
54.	XVI-5	ENGINEER II	324,480.00
		Position : Engineer II SG/Step: 16/1 Qualification Standard : Education : Bachelor's Degree in Engineering relevant to the job Experience : 1 yrs. relevant experience Training : 4 hrs. Relevant training Eligibility : RA 1080	
55.	XVI-6	ENGINEER I	230,976.00
		Position : Engineer I SG/Step: 12/1 Qualification Standard : Education : Bachelor's Degree in Engineering relevant to the job Experience : None Required Training : None Required Eligibility : RA 1080	

62.	XIX-2	ADMIN. OFFICER V (SUPPLY OFFICER III)	385,488.00
		Position : Admin. Officer V (Supply Officer III) SG/Step: 18/1 Qualification Standard : Education : Bachelor's Degree Experience : 2 yrs. relevant experience Training : 8 hrs. Relevant training Eligibility : CS Professional; 2 nd level eligibility	
63.	XIX-3	ADMIN. ASST. III (MOTORPOOL SUPERVISOR II)	183,444.00
		Position : Admin. Asst. III (Motorpool Supervisor II) SG/Step: 9/1 Qualification Standard : Education : Completion of 2 yrs. studies in college Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub-Professional; 1 st level eligibility	
64.	XIX-4	ADMIN. ASST. III (MECHANIC III)	183,444.00
		Position : Admin. Asst. III (Mechanic III) SG/Step: 9/1 Qualification Standard : Education : High School Graduate or Completion of relevant Vocational / trade Course Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : Mechanic; (MC 11, S. 96- Cat. I)	
65.	XIX-5	WELDER II	149,592.00
		Position : Welder II SG/Step: 6/1 Qualification Standard : Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : Welder (MC 11, S.96-Cat. I)	
66.	XIX-6	ADMIN. AIDE IV (STOREKEEPER I)	131,280.00
		Position : Admin. Aide IV (Storekeeper I) SG/Step: 4/1 Qualification Standard : Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96- Cat. III)	
67.	XIX-7	MECHANIC I	131,280.00
		Position : Administrative Aide IV (Mechanic I) SG/Step: 4/1 Qualification Standard : Education : High School Graduate or Completion of relevant Vocational / trade Course Experience : None Required Training : None Required Eligibility : Mechanic; (MC 11, S. 96- Cat. I)	

68.	XIX-8	ADMIN. AIDE II (MESSENGER)	115,200.00
		Position : Admin. Aide II (Messenger) SG/Step: 2/1 Qualification Standard : Education : Elementary School Graduate Experience : None Required Training : None Required Eligibility : None Required (MC 11, S. 96- Cat. III)	
OFFICE OF THE ICT			
69.	XX-1	INFORMATION TECHNOLOGY OFFICER III	695,688.00
		Position : Information Technology Officer III SG/Step: 24/1 Qualification Standard : Education : Masteral's Degree Experience : 4 years in position and supervision Training : 24 hours in management training Eligibility : CS Professional; 2 nd level eligibility	
70.	XX-2	INFORMATION SYSTEM ANALYST I	230,976.00
		Position : Information System Analyst I SG/Step: 12/1 Qualification Standard : Education : Bachelor's Degree relevant to the job Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
71.	XX-3	INFORMATION SYSTEM ANALYST I	230,976.00
		Position : Information System Analyst I SG/Step: 12/1 Qualification Standard : Education : Bachelor's Degree relevant to the job Experience : None Required Training : None Required Eligibility : CS Professional; 2 nd level eligibility	
72.	XX-4	ADMIN. ASSISTANT III (COMPUTER OPERATOR II)	183,444.00
		Position : Admin. Asst. III (Computer Operator II) SG/Step: 9/1 Qualification Standard : Education : Completion of 2 yrs. studies in College with relevant vocational/ trade Course Experience : 1 yr. relevant experience Training : 4 hrs. Relevant training Eligibility : CS Sub- Professional; 1 st level eligibility; Data Encoder (MC 11, S. 96-Cat. D)	

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

(a). SPECIAL ECONOMIC ENTERPRISE

1. ADMINISTRATIVE ASSISTANT II (Item no. XXIII-57)

1. Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures;
2. Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes;
3. Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities;
4. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

2. ADMINISTRATIVE AIDE I (from the Item No. XXIII-58 &59)

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.

3. ADMIN. ASST. I (COMPUTER OPERATOR I) (Item No. XXIII-60)

1. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
2. Monitor the system for equipment failure or errors in performance.
3. Notify supervisor or computer maintenance technicians of equipment malfunctions.
4. Respond to program error messages by finding and correcting problems or terminating the program.
5. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
6. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
7. Retrieve, separate and sort program output as needed, and send data to specified users.
8. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators.
9. Answer telephone calls to assist computer users encountering problems.

4. ADMINISTRATIVE AIDE I (from the Item No. XXIII-61, 62, 63, & 64)



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.

5. VETERENARIAN IV (Item No. XXIII-65)


1. The veterinarian shall take charge of the office for veterinary services and shall:
 - a. Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the municipal mayor, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of the R.A. 7160;
2. Develop plans and strategies and upon approval thereof by the Municipal Mayor, implement the same, particularly those which have to do with the veterinary-related activities which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under the R.A. 7160.
3. In addition to the foregoing duties and functions, the veterinarian shall:
 - a. Advise the municipal mayor, on all matters pertaining to the slaughter of animals for human consumption and the regulation of slaughterhouse;
 - b. Regulate the keeping of domestic animals;
 - c. Regulate and inspect poultry, milk and dairy products for public consumption;
 - d. Enforce all laws and regulations for the prevention of cruelty to animals; and
 - e. Take the necessary measures to eradicate, prevent or cure all forms of animal diseases.
4. Be in the frontline of veterinary related activities, such as in the outbreak of highly-contagious and deadly diseases, and in situations resulting in the depletion of animals for work and human consumption, particularly those arising from and in the aftermath of man-made and natural calamities and disasters;
5. Recommend to the sanggunian and advise the municipal mayor, on all other matters relative to veterinary services which will increase the number and improve the quality of livestock, poultry and other domestic animals used for work or human consumption.

6. REVENUE COLLECTION CLERK I (Item No. XXIII-66)


1. Posts customer payments by recording cash, checks, and credit card transactions.
2. Posts revenues by verifying and entering transactions form lock box and local deposits.
3. Updates receivables by totaling unpaid invoices.
4. Maintains records by microfilming invoices, debits, and credits.

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5. Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
 6. Resolves valid or authorized deductions by entering adjusting entries.
 7. Resolves invalid or unauthorized deductions by following pending deductions procedures.
 8. Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
 9. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
 10. Protects organization's value by keeping information confidential.
 11. Updates job knowledge by participating in educational opportunities.
 12. Accomplishes accounting and organization mission by completing related results as needed.


7. ADMINISTRATIVE AIDE I (from the Item No. XXIII-67 & 68)

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1. Assists in maintaining cleanliness and orderliness of the office;
 2. Assists in sorting and filing 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.

8. ADMIN. ASST. VI (COMPUTER OPERATOR III) (Item No. XXIII-69)

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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.

9. ADMIN. ASST. I (COMPUTER OPERATOR I) (from the Item No. XXIII-70 & 71)

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1. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
 2. Monitor the system for equipment failure or errors in performance.
 3. Notify supervisor or computer maintenance technicians of equipment malfunctions.
 4. Respond to program error messages by finding and correcting problems or terminating the program.
 5. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.

6. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
7. Retrieve, separate and sort program output as needed, and send data to specified users.
8. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators.
9. Answer telephone calls to assist computer users encountering problems.

10. ADMINISTRATIVE AIDE I (Item No. XXIII-72)

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.

11. SUPERVISING ENVIRONMENTAL MANAGEMENT SPECIALIST (Item No. XXII-1)

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.
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.

12. ADMIN. ASST. I (COMPUTER OPERATOR I) (from Item No. XXII-4)

1. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
2. Monitor the system for equipment failure or errors in performance.
3. Notify supervisor or computer maintenance technicians of equipment malfunctions.
4. Respond to program error messages by finding and correcting problems or terminating the program.
5. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
6. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
7. Retrieve, separate and sort program output as needed, and send data to specified users.
8. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators.
9. Answer telephone calls to assist computer users encountering problems.

13. ADMIN. OFFICER I (HRMO I) (item no. XXIII-73)

1. Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
2. Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
3. Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
4. Oversees and facilitates resources management and administration procedures and documentation for the principal.
5. Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
6. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
7. Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
8. Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
9. Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.

10. Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
11. Provides assistance in the understanding and interpretation of University policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
12. Assists in the coordination, supervision, and completion of special projects, as appropriate.

14. ADMINISTRATIVE ASST. II (HRM ASST.) (item no. XXIII-74)

1. Answering employee questions
2. Processing incoming mail
3. Creating and distributing documents
4. Providing customer service to organization employees
5. Serving as a point of contact with benefit vendors/administrators
6. Maintaining computer system by updating and entering data
7. Setting appointments and arranging meetings
8. Maintaining calendars of HR management team
9. Compiling reports and spreadsheets and preparing spreadsheets

15. ADMIN. ASST. I (COMPUTER OPERATOR I) (from Item No. XXIII-75)

1. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
2. Monitor the system for equipment failure or errors in performance.
3. Notify supervisor or computer maintenance technicians of equipment malfunctions.
4. Respond to program error messages by finding and correcting problems or terminating the program.
5. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
6. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
7. Retrieve, separate and sort program output as needed, and send data to specified users.
8. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators.
9. Answer telephone calls to assist computer users encountering problems.

16. BUSINESS PERMIT AND LICENSING OFFICER IV (item no. XXIII-76)

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.

(b). OFFICE OF THE MUNICIPAL MAYOR

1. INTERNAL AUDITOR IV (item no. I-7)

1. Perform the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations;
2. Determine internal audit scope and developing annual plans;
3. Obtain, analyze and evaluate accounting documentation, reports, data, flowcharts etc.;
4. Prepare and present reports that reflect audit's results and document process ;
5. Act as an objective source of independent advice to ensure validity, legality and goal achievement and prepare audit findings memorandum
6. Identify loopholes and recommend risk aversion measures and cost savings;
7. Maintain open communication with management and audit committee;
8. Conduct follow up audits to monitor management's interventions.

2. SENIOR TOURISM OPERATIONS OFFICER (item no. I-8)

1. Responsible for promoting tourism and devising tourist development initiatives/campaigns with the aim of generating and increasing revenue;
2. Preparing tourist or visitor information and produce promotional material and displays and presentations;
3. Managing budgets of the tourism office and write reports, business plans and press releases;
4. Maintain statistical and financial records and do market research to promote tourism of the locality.

3. NUTRITION OFFICER III (item no. I-9)

1. Help to advance an understanding of how diet affects the health and well-being of people;
2. Research how the body's functions are affected by nutrient supply and study how diet affects metabolism;
3. Examine the process of nourishment and the association between diet, disease and health and provide health advice and promote healthy eating;
4. Educate health professionals and the public about nutrition and work as part of a team/supporting the work of other health care professionals.

4. EXECUTIVE ASSISTANT II (item no. I-10)

1. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
2. Drafting letters and documents; collecting and analyzing information; initiating telecommunications;
3. Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;
4. Represents the executive by attending meetings in the executive's absence; speaking for the executive: Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries;
5. Maintains customer confidence and protects operations by keeping information confidential;
6. Completes projects by assigning work to clerical staff; following up on results.

5. COMMUNITY AFFAIRS OFFICER I (item no. I-11)

1. Organize promotional events and find businesses who are willing to sponsor the event as part of their own outreach program;
2. Write news releases to promote the event and edit news releases and manage friendly contacts with businesses and government officials on behalf of the organization: convince local journalists and other media sources to cover the event.

6. INTERNAL AUDITING ASSISTANT (item no. I-12)

1. Assist in reporting of the financial reports on daily/monthly/yearly basis in the security audits, information system audits, environmental audits, etc.: manage the reports and see to it that they are accurate, to the point and made in accordance with generally accepted accounting;
2. Coordinate the activities with the staff and the senior auditor concerned; Inspect and correlate the overall audit report with the balance sheets provided and report it to the seniors for approval detect frauds and bring it to the notice of the senior auditors.

7. ADMINISTRATIVE OFFICER II (PUBLIC RELATIONS OFFICER I) (item no. I-13)

1. Responsible for handling all aspects of planned publicity campaigns and PR activities;
2. Plan publicity strategies and campaigns; writing and producing presentations and press releases and dealing with enquiries from the public, the press, and related organizations;
3. Organize promotional events such as press conferences, open days, exhibitions, tours and visits and speaking publicly at interviews, press conferences and presentations;

4. Provide clients with information about new promotional opportunities and current PR campaigns progress and analyze media coverage;
5. Undertake relevant market research; design and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos.

(c). OFFICE OF THE MUNICIPAL ADMINISTRATOR

1. ADMIN. ASST. VI (COMPUTER OPERATOR III) (item no. II-2)

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.

2. ADMIN. ASST. V (DATA CONTROLLER III) (item no. II-3)

1. Reviews data for deficiency or errors;
2. Correct incompatibilities and check output;
3. Keep information confidential;
4. Ensure proper use of software;
5. Comply with data integrity and security policies;
6. Analyze and organize data into useful output.

3. ADMINISTRATIVE OFFICER II (item no. II-4)

1. Provides administrative staff support in the areas of fiscal management, personnel management, and other administrative functions;
2. Supervises the maintenance of files and records, supplies and materials, and the preparation of reports;
3. Prepares budget estimates of funds needed by the organizational unit suggesting needs for additional equipment, supplies, or personnel;
4. Drafts appropriate justifications ensuring proper duplication and assembly of the departmental budget estimates;
5. Recommends when certain expenditures should be made, and informs proper authorities on the availability of unexpended funds to avoid overspending;
6. Functions as a representative of the department or division; discusses and interprets agency programs and procedures;
7. Performs liaison work on behalf of superior with other officials and groups;

8. Prepares reports on the operation of a unit group of small units for use by higher-level departmental officials;
9. Utilizes computer systems to provide appropriate support including drafting reports and routine correspondence for the supervisor's signature;
10. Performs other duties as required or assigned.

4. ADMIN. OFFICER I (RECORDS OFFICER I) (item no. II-5)

1. Undertakes the functions of document information management system to provide an efficient and effective service to the organization;
2. Undertakes the delivery of the correspondence to internal and to key outposts in the organization;
3. Assist in the implementation of the organization's document management system;
4. Undertake and/or assist the following on a day to day basis in the records section;
5. Forward emails, print to capture if necessary, to officers that come through Records;
6. Collect mail/open mail;
7. Locate files and record daily mail onto them;
8. Copy or scan copy mail for distribution (files out);
9. File agendas, minutes & reports.

5. ADMIN. ASST. II (DATA CONTROLLER II) (item no. II-6)

1. Reviews data for deficiency or errors;
2. Correct incompatibilities and check output;
3. Keep information confidential;
4. Ensure proper use of software;
5. Comply with data integrity and security policies;
6. Analyze and organize data into useful output.

(d). OFFICE OF THE SANGGUNIANG BAYAN

1. ADMINISTRATIVE ASSISTANT II (CLERK IV) (item no. IV-9)

1. Attends and helps manage general office tasks that includes filing, record keeping, staffing service counters, and other administrative tasks.
2. Process data and answer phones and might also be involved in faxing, message delivery, running errands, envelope stuffing and mailing, and sorting incoming mails;
3. Types agendas for meetings;
4. Attends, records and transcribes minutes of all Meetings;
5. Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, data and other related documents;
6. Word processes all manuscripts, letters, documents and proposals;
7. Records, date stamps and distributes all incoming mail;

8. Compiles and maintain an up to date telephone directory of numbers and addresses;
9. Files all correspondence;
10. Updates the bulletin board by posting and removal of outdated materials;
11. Perform other related duties as required.

(e). OFFICE OF THE MUNICIPAL BUDGET

1. ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) (item no. VII-4)

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

2. ADMINISTRATIVE ASST. VI (COMPUTER OPERATOR III) (item no. VII-5)

1. Responsible for the technical operation of a medium to large midrange computer system;
2. Monitors the operations of all host computer systems and peripheral hardware;
3. Work closely with data entry operators and help desk staff to coordinate accurate and timely computer processing cycles;
4. Assist in providing for the security and confidentiality of the data maintained by Information Services;
5. Maintain an effective systems backup schedule as scheduled;
6. Performing decollating and bursting operations of all reports and forms as required and assisting in the distribution of all prepared material;
7. Maintain an understanding of the data communications configurations on all host and remote systems and assists in the resolution of end-user communication failures;
8. Provide for ongoing computer center security and access procedures and maintaining related logs and records;
9. Ensuring the prompt servicing of all hardware problems with appropriate manufacturer service personnel;
10. Performs other duties as assigned by the Supervisor.



3. ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) (item no. VII-6)

1. Oversees and/or performs a range of diverse administrative activities for the department or organizational unit;
2. Serves as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the unit;
3. Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives;
4. Monitors, reconciles, and assists with fiscal administration for the unit, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing;
5. Assist with fiscal planning, including participating in seeking alternate sources of funding;
6. Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments;
7. Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required;
8. Establish, updates, and maintains unit's files, inventories, and records;
9. Implements and maintains data management systems, as required;

(f). MUNICIPAL ACCOUNTANT'S OFFICE

1. ADMINISTRATIVE OFFICER V (ACCOUNTANT III) (item no. VIII-11)

1. Prepares balance sheets, profit and loss statements, and other financial reports;
2. Analyze trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses;
3. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.

2. ADMINISTRATIVE AIDE I (item no. VIII-1)

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.

(g). MUNICIPAL ASSESSOR'S OFFICE

1. ENGINEER II (item no. X-2)

1. Responsible for design, development, implementation, and analysis of technical products and systems;
2. Performs engineering design evaluations;
3. Recommends alterations to development and design to improve quality of products and/or procedures;
4. Performs technical, professional engineering work in the management, design or construction supervision of work/projects including planning, scheduling, managing and coordinating detailed phases of engineering work on major projects;
5. Serves as lead worker over subordinate engineering personnel;
6. Manages construction projects from start of preconstruction phase to completion of project; generates documentation procedures throughout the duration of the project;
7. Conducts planning and engineering studies for infrastructure projects including: site or alignment studies, cost estimates and analysis, grant applications and project presentations;
8. Creates and designs engineering plans, specifications, and estimates using all available sources of background information, for a project or program to meet the needs of the organization;
9. Reviews, checks, and coordinates engineering studies and designs of work performed by outside engineering consultants;
10. Performs other related duties as assigned.

2. LOCAL ASSESSMENT OPERATIONS OFFICER I (item no. X-3)

1. Exercise functions of appraisal and assessment primarily for the taxation purposes of all properties in the municipality;
2. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation of real properties for taxation purposes;
3. Establish systematic method of real property assessment;
4. Prepare, install and maintain a system of tax mapping showing graphically all property subject to assessment and gather data concerning the same;
5. Install and maintain real property identification and accounting system;
6. Conduct frequent physical survey to verify and determine whether all properties within the municipality are properly listed;

7. Issue upon request of any interested party certified copies of assessment records of real property and all other records relative to assessment upon payment of service charges or fee to the treasurer;
8. Ensure that all laws and policies governing appraisal and assessment of real properties for taxation purposes are properly executed.

(h). RURAL HEALTH UNIT I

1. MEDICAL TECHNOLOGIST II (item no. XII-18)

1. Plans, assigns, and may supervise the work of lower level laboratory and testing personnel;
2. Adjusts work assignments as required to achieve optimal utilization of available resources;
3. Monitors and evaluates quality control data;
4. Determines causes and patterns of unacceptable results and initiates or suggests corrective action;
5. Instructs testing personnel in established procedures, techniques and any new and modified procedures;
6. Explains principles and techniques of tests and examinations to physicians, nurses, students and other personnel;
7. Assists in procedure development and comparative evaluation of new and/or modified tests and assays;
8. May perform or assist the manager in performance appraisals of lower level employees;
9. Performs laboratory work assigned to the lower level of this series;
10. Performs other related duties as assigned.

2. MIDWIFE II (item no. XII-19)

1. Responsible for providing care to women and baby during the antenatal, intranatal and postnatal periods time to time; provide high quality, culturally sensitive care during labor;
2. Conduct a clean, safe delivery; give care to the newborn, and manage / refers emergencies effectively to prevent maternal and neonatal mortality and morbidity;
3. Provide primary care to women of productive age, in accordance with the Basic Package of health Services;
4. Supervise the provision of primary health care within the community by female health workers;
5. Counsel and educate women, the family and the community, in relevant areas of health and provide a program of parenthood preparation and a complete preparation for childbirth including advice on hygiene and nutrition;

6. Help to decrease infant mortality rates and preterm birth and take all initiatives which are necessary in case of need and carry out where necessary immediate resuscitation;
7. Help to decrease maternal mortality rate and pregnancy related sufferings.

3. PHARMACIST I (item no. XII-20)

1. Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities;
2. Dispenses medications by compounding, packaging, and labeling pharmaceuticals;
3. Controls medications by monitoring drug therapies; advising interventions.
4. Develops hospital staff's pharmacological knowledge by participating in clinical programs; training pharmacy staff, students, interns, externs, residents, and health care professionals.
5. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
6. Maintains pharmacological knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
7. Contributes to team effort by accomplishing related results as needed.

(i). RURAL HEALTH UNIT II

1. NURSE II (from the item no. XIII-11 & 12)

1. Utilizes the nursing process (assessment, planning, implementation and evaluation) to prescribe, delegate, coordinate and provide safe, therapeutic nursing care to patients/family;
2. Makes independent judgments/decisions and takes action regarding a wide range of routine and complex patient issues;
3. Collaborates with appropriate disciplines to coordinate continuity of patient care from admission through discharge in support of the medical and nursing plans of care;
4. Performs specific leadership functions related to clinical practice, education, and/or management;
5. Provides leadership for unit and departmental activities that promote delivery of quality nursing care, effective problem solving and communication, and continued professional development for self and others;
6. Serves as role model and provides guidance to other staff including review and evaluation of performance.

2. PHARMACIST II (item no. XIII-13)

1. Responsible for the operation of the dispensary in the health centers and general health offices;
2. Assist in the supervision of subordinates and to ensure that work is performed in accordance with professional standards.
3. Compounds prescriptions, prepares injection solutions, lotions, ointments and other medicines;
4. Supervises the non-medical functions such as ordering drugs, medical supplies, food supplies and miscellaneous equipment;
5. Supervises and operates the dispensing services;
6. Maintains inventories and makes periodic checks to ensure that stores received are well accounted for.

3. MEDICAL TECHNOLOGIST I (item no. XIII-14)

1. Medical technologists analyze samples of blood, tissue and body fluids to determine chemical content, cell count, drug levels or blood type;
2. Prepare the samples for examination, using automated equipment and specialized instrumentation, performing numerous complicated tests simultaneously, and accurately interpreting the results are all part of a medical technologist's job;
3. Analysis of microscopic, immunologic, biologic, bacteriologic, hematologic, and chemical tests and their results Preparing cultures of tissue samples;
4. Establishing and monitoring programs that ensure data accuracy;
5. Microscopically examining slides of bodily fluids;
6. Cross-matching blood for transfusions;
7. Chemically analyzing blood or urine for toxic components; Analyzing lab reports for accuracy;
8. Operating and calibrating equipment;
9. Delivering test results to physicians, researchers or patients;
10. Collecting and studying blood samples to determine morphology.

4. MIDWIFE II (from the item no. XIII-15 & 16)

1. Responsible for providing care to women and baby during the antenatal, intranatal and postnatal periods time to time; provide high quality, culturally sensitive care during labor;
2. Conduct a clean, safe delivery; give care to the newborn, and manage / refers emergencies effectively to prevent maternal and neonatal mortality and morbidity;
3. Provide primary care to women of productive age, in accordance with the Basic Package of health Services;

4. Supervise the provision of primary health care within the community by female health workers;
5. Counsel and educate women, the family and the community, in relevant areas of health and provide a program of parenthood preparation and a complete preparation for childbirth including advice on hygiene and nutrition;
6. Help to decrease infant mortality rates and preterm birth and take all initiatives which are necessary in case of need and carry out where necessary immediate resuscitation;
7. Help to decrease maternal mortality rate and pregnancy related sufferings.

5. **SANITARY INSPECTOR II (item no. XIII-17)**

1. Conduct routine inspectional activities of food service establishments to assure safe, wholesome and sanitary food and food products, wherever produced, processed, distributed, transported or served;
2. Authorize issuance of licenses and permits for food establishments, or deny when necessary;
3. Investigate food borne illnesses;
4. Inspect recreational areas and water to assure that recreational and swimming areas are designed and maintained so as to prevent health and safety problems;
5. Conduct routine housing (shelter) inspections to assure adequate, safe and healthful housing for all people;
6. Observe and record general conditions present;
7. Conduct follow-up re-inspections;
8. Submit findings and recommendations to supervisor;
9. Compile and submit a detailed report of findings to supervisor;
10. Request and refer to appropriate departments when technical expertise is required;
11. Inspect dwellings that are to be rented for code compliance; issue or deny rental permits;
12. Authorize and issue permits for the installation of wells;
13. Review all plans submitted from the Economic Development and Planning Department on proposed new developments and submits written comments and recommendations pertaining to said plan.



6. ADMINISTRATIVE AIDE I (item no. XIII-18)

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.

(j). ENGINEERING OFFICE

1. ENGINEER II (item no. XVI-5)

1. Manage the operations of strategic and critical government ICT infrastructure to ensure the secure, reliable and efficient delivery of key services;
2. Ensure reliable and secure operations, leveraging private sector capacities whenever possible;
3. Provide technical support to private sector partners providing government ICT infrastructure; and
4. Manage the internal network and databases, and perform the needed tasks to configure, maintain and monitor the network and database infrastructure to ensure availability of all systems for the ICTO personnel and its clients.

2. ENGINEER I (item no. XVI-6)

1. Thinks of new systems and new ways to work;
2. Understand complex mathematical analysis, calculus, and other mathematics for design and troubleshooting;
3. Understands mechanical concepts and work to develop new solutions to problems;
4. Develops systems, fixing problems or creating solutions;
5. Able to communicate plans, thoughts, and rationale in the job.

3. ENGINEERING AIDE I (item no. XVI-7)

1. Apply algebra, geometry and trigonometry to engineering computations;
2. Prepare documents, forms and correspondence according to established departmental policies and procedures;
3. Learn to input and access data using a computer terminal;
4. Establish and maintain effective working relationships with others;
5. Perform routine drafting work and print legibly;
6. Perform manual labor under all types of outdoor weather conditions.

(k). HUMAN RESOURCE MANAGEMENT OFFICER

1. ADMIN. OFFICER V (HUMAN RESOURCE MANAGEMENT OFFICER III) (item no. XVII-2)

1. Human resource managers are responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized. Therefore, their essential job responsibilities include:
 - Developing and administering human resources plans and procedures that relate to company personnel
 - Planning, organizing, and controlling the activities and actions of the HR department
 - Contributing to the development of HR department goals, objectives, and systems

2. These responsibilities involve achieving the following tasks:
 - Implementing and revising a company's compensation program
 - Creating and revising job descriptions
 - Conducting annual salary surveys
 - Developing, analyzing, and updating the company's salary budget
 - Developing, analyzing and updating the company's evaluation program
 - Developing, revising, and recommending personnel policies and procedures
 - Maintaining and revising the company's handbook on policies and procedures
 - Performing benefits administration
 - Maintaining affirmative action programs
 - Overseeing recruitment efforts for all personnel, including writing and placing job ads
 - Conducting new employee orientations and employee relations counseling
 - Overseeing exit interviews
 - Maintaining department records and reports
 - Participating in administrative staff meetings
 - Maintaining company directory and other organizational charts
 - Recommending new policies, approaches, and procedures

(l). MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

1. ADMINISTRATIVE OFFICER II (item no. XVIII-2)

1. Assists in planning, developing, and executing operating procedures for an agency or division;
2. Participates in the planning and programming of agency activities and assists in formulating work schedules;
3. Provides administrative staff support in the areas of fiscal management, personnel management, and other administrative functions;
4. Supervises the maintenance of files and records, supplies and materials, and the preparation of reports;
5. Prepares budget estimates of funds needed by the organizational unit suggesting needs for additional equipment, supplies, or personnel.

2. ADMINISTRATIVE AIDE I (item no. XVIII-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.

(m). PUBLIC ORDER AND SAFETY OFFICE

1. TRAFFIC OPERATIONS OFFICER IV (item no. XXI-1)

1. To identify criminal activity and criminal offenders and, where deemed appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. To minimize opportunities for the commission of crime through preventive patrol and other crime prevention measures, such as the determination of lighting and landscape maintenance needs, and the placement of emergency "blue light" intercoms, throughout campus.
3. To facilitate the movement of people and vehicles.
4. To aid those in danger of physical harm.
5. To assist those who cannot care for themselves.
6. To promote and maintain civil order.
7. To resolve conflict.
8. To create and maintain a sense of security in the community.
9. To provide other services on an emergency and nonemergency basis.

(n) GENERAL SERVICES OFFICER



1. MUNICIPAL GENERAL SERVICE OFFICER (item no. XIX -1)

- Procurement Services
 - Identifies procurement support needs and conducts procurement planning.
 - Manages procurement of goods and services for post, responsible for the accuracy and completeness of procurement documents and official records; prepares budget requests; and monitors vendor performance and costs.
 - Serves as post contracting officer and manages contracts.
 - Coordinates contracting at post, with State Department offices and other USG agencies.
- Warehouse Operations Services
 - Determines warehousing needs.
 - Responsible for warehouse and inventory management.
 - Manages warehouse space.
- Administrative Supply Services
- Shipping and Customs Services
 - Manages official and personal effects shipments.
 - Obtains diplomatic customs clearances and serves as liaison with host-country customs officials.
 - Advises post management, other USG agencies, and the Department concerning diplomatic import-export regulations.
- Motor Pool and Vehicle Maintenance Services
 - Manages vehicle fleets.



- Leasing Services
 - Identifies and manages real property requirements.
 - Negotiates commercial and residential leases.
 - Coordinates with landlord on maintenance and other issues related to leased property.
 - Manages property utilization policies.
- Travel Services
 - Manages travel and transportation programs for in-country and international official travel.
- Supervision of staff
 - Supervises and manages U.S. personnel and Locally Employed Staff in the GSO section.
 - Promotes staff development through training, counseling, and performance evaluation.
 - Identifies and develops staffing requirements to meet the needs of the GSO section at post.
- Safeguard against waste, fraud & mismanagement
 - Maintains internal controls.
 - Manages USG purchase cards programs.
- Maintains department inventory of supplies and equipment.
- Disburses supplies and equipment to police personnel as required.
- Records the issuance of supplies, materials, and/or equipment to other employees.
- Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary.
- Provides for the maintenance of stock items such as batteries, flares, shotguns, mace, and other supply items.
- Keeps accurate records on all police department employees including sizes for shirts, pants, helmets, coats, and all other items of police apparel.
- Counts items according to department procedures and develops and maintains a stock rotation system.
- Organizes and stores department property, equipment, and supplies in an orderly fashion.
- Orders supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies.
- Meets with sales representatives to review products and make decisions on purchasing. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered.
- Assists with planning and organizing departmental operations having to do with equipment and apparatus.
- Answers questions for the public about operation of the police department

2. ADMIN. OFFICER V (SUPPLY OFFICER III) (item no. XIX-2)



1. Maintains department inventory of supplies and equipment.
2. Disburses supplies and equipment to police personnel as required.
3. Records the issuance of supplies, materials, and/or equipment to other employees.

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4. Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary.
 5. Provides for the maintenance of stock items such as batteries, flares, shotguns, mace, and other supply items.
 6. Keeps accurate records on all police department employees including sizes for shirts, pants, helmets, coats, and all other items of police apparel.
 7. Counts items according to department procedures and develops and maintains a stock rotation system.
 8. Organizes and stores department property, equipment, and supplies in an orderly fashion.
 9. Orders supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies.
 10. Meets with sales representatives to review products and make decisions on purchasing. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered.
 11. Assists with planning and organizing departmental operations having to do with equipment and apparatus.
 12. Answers questions for the public about operation of the police department

3. ADMIN. ASST. III (MOTORPOOL SUPERVISOR II) (item no. XIX-3)

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1. Schedules and maintains motors pool functions.
 2. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with campus safety office.
 3. Insures that drivers are familiar with vehicle operation and safety procedures.
 4. Provides training and vehicle familiarization to faculty, staff and students, in conjunction with the campus safety officer. Actual driver training for students will be conducted by the student's work supervisor if qualified.
 5. Ensures that vehicle mileage per trip is recorded and maintained in order for charges to be given to users.
 6. Develops and disseminates motor pool policies and procedures.
 7. Conducts and facilitates the motor pool oversight committee on a yearly basis.
 8. Uses the computer hardware and software necessary for the operation of the motor pool and office manager training.
 9. Develops metrics to measure and ensure the needs of the Campus Motor Pool Customers are being met through the motor pool program.

4. ADMIN. ASST. III (MECHANIC III) (item no. XIX-4)

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1. Perform preventative and predictive maintenance on mobile and stationary equipment including front end loaders, dozers, trucks, compactors, snow blowers, stationary and mobile generators
 2. Perform repairs to mobile and stationary equipment
 3. Inspect mobile and stationary equipment for defects or required repairs
 4. Supervise others involved in maintenance tasks
 5. Advise the Community Works Foreman of required major repairs or replacements to mobile and stationary equipment
 6. Maintain safe working conditions and adhere to occupational health and safety regulations

5. WELDER II (item no. XIX-5)

1. Maintain a safe work environment by:
Being familiar with all safety procedures associated with welding, cutting and metal working procedures. These include the use of personal protective equipment, the safe use of overhead cranes and rigging, the safe use of all plant equipment. A progressive training program with instruction in all areas mentioned above will be implemented.
2. Achieve Company productivity standards by:
Being on the floor and ready to perform your job, at the beginning of your shift, without delay. Plan ahead to reduce work stoppages caused by poor planning while gathering parts or performing work processes. If you have questions ask your Supervisor or trainer, before performing work in error. Reporting to work every day on time and giving your best effort while performing your job.
3. Achieve company quality standards by:
Being familiar with the company quality standards, required work processes, including; welding, cutting, grinding, repair and material handling. Adhering to all stop/hold points and obtaining all required inspections for fit and weld quality. Having the ability to duplicate these quality standards on a consistent basis eliminating rework. And finally having ability to fill out all required documentation (Work Orders).

6. ADMIN. AIDE IV (STOREKEEPER I) (item no. XIX-6)

1. Include checking inventory, handling purchases and returns, keeping records and maintaining the image of a company;
2. A storekeeper must also deal with vendors, customers and owners to make sure their needs are satisfied;
3. Storekeepers maintain the image of the company by ensuring proper lighting and dust-free shelves;
4. Storekeepers also secure a safe atmosphere for employees by complying with policies and government regulations

7. ADMINISTRATIVE AIDE IV (MECHANIC I) (item no. XIX-7)

1. Build and assemble machines or mechanical components according to requirements;
2. Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues;
3. Conduct repairs aiming for maximum reliability;
4. Troubleshoot reported problems and resolve them in a timely manner;
5. Perform thorough maintenance on machinery, equipment and systems;
6. Clean and apply lubricants to machinery components;
7. Replenish fluids and components of engines and machinery;
8. Provide consultation on correct maintenance and preventative measures to machine or vehicle users;
9. Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.);
10. Keep logs of work and report on issues.

8. ADMIN. AIDE II (MESSENGER) (item no. XIX-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.

(o) OFFICE OF THE ICT

1. INFORMATION TECHNOLOGY OFFICER III (item no. XX-1)

1. Provide one-on-one end-user incident & service request resolution over the phone for workstation software.
2. Delivers, tags, sets up, and assists in the configuration of end-user workstation hardware, software and peripherals.
3. Diagnoses and resolves end-user network or local printer problems, PC hardware problems, e-mail, Internet, and local-area network access problems.
4. Coordinates timely repair of workstation equipment covered by third-party vendor maintenance agreements.
5. Performs minor desktop hardware repair for workstation equipment and peripherals that are not covered by third-party vendor maintenance agreements.
6. Helps install local area network cabling systems and equipment such as network interface cards, hubs and switches.

2. INFORMATION SYSTEMS ANALYST I (from item no. XX-2 & 3)

1. Work closely with internal and external clients and carryout analysis of clients' existing systems;
2. Make sure that client requirements are translated into highly specified project briefs;
3. Identify possibilities for systems solutions to suit both technical and business suitability;
4. Create accurate proposals for modified systems and Make provision of project feasibility reports;
5. Identify application problems and evaluate procedures and processes and Implement solutions by creating and evaluating alternative solutions;
6. Check and confirm results by testing programs and Facilitate operation by training client personnel;
7. Create opportunity for reference by recording activities;
8. Create a testing schedule for the complete system.

3. ADMIN. ASSISTANT III (COMPUTER OPERATOR II) (item no. XX-4)

1. Responsible for the technical operation of a medium to large midrange computer system;
2. Monitors the operations of all host computer systems and peripheral hardware;
3. Work closely with data entry operators and help desk staff to coordinate accurate and timely computer processing cycles;
4. Assist in providing for the security and confidentiality of the data maintained by Information Services;
5. Maintain an effective systems backup schedule as scheduled;
6. Performing decollating and bursting operations of all reports and forms as required and assisting in the distribution of all prepared material;
7. Maintain an understanding of the data communications configurations on all host and remote systems and assists in the resolution of end-user communication failures;
8. Provide for ongoing computer center security and access procedures and maintaining related logs and records;
9. Ensuring the prompt servicing of all hardware problems with appropriate manufacturer service personnel;
10. Performs other duties as assigned by the Supervisor of Computer Services.

SECTION 4. The corresponding salaries and other benefits of positions mentioned in Section 2 Item No. (XXIII-57 to XXIII-72), (XXII-1), (XXII-4) and (XXIII-73 to XXIII-76) shall be appropriated or incorporated in the Special Economic Enterprise Annual Budget for Calendar Year 2017.

SECTION 5. The corresponding salaries and other benefits of positions mentioned in Section 2 item no. (I-7 to I-13), (II-2 to II-6), (IV-9), (VII-4 to VII-6), (VIII-11, VIII-1), (X-2, X-3), (XII-18 to XII-20), (XIII-11 to XIII-18), (XVI-5 to XVI-7), (XVII-2), (XVIII-2 & 3), (XXI-1), (XIX-1 to XIX-8) and (XX-1 to XX-4) shall be appropriated or incorporated in the General Fund Annual Budget for Calendar Year 2017.

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

ENACTED this 9th day of January 2017.





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

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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. JOSEPH VINCENT E. RAMOS
 Acting Municipal Vice-Mayor &
 Presiding Officer

WE CONCUR:
SANGGUNIANG BAYAN MEMBERS

HON. MYLVIN T. JUNIO
(suspended)

HON. PHILIP R. DUMALANTA

HON. BENJAMIN FRANCISCO S. DE VERA

HON. JUNIE J. ANGELES

HON. MARTIN E. TERRADO II

HON. MA. CATALINA E. DE VERA

HON. AMORY M. JUNIO

HON. ROGELIO P. DUMALANTA
 Pangulo, Liga ng mga Barangay

APPROVED:

HON. CEZAR T. QUIAMBAO
 Municipal Mayor