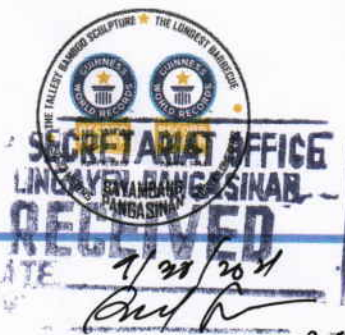




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MUNICIPAL ORDINANCE NO. 10,  
 SERIES OF 2021

**“AN ORDINANCE CREATING VARIOUS POSITIONS IN THE MUNICIPAL GOVERNMENT OF BAYAMBANG AND DETERMINING ITS QUALIFICATIONS, POWER, 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**, 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 MAYOR	Salary/Annum
1	1-33	<b>COOPERATIVE DEVELOPMENT SPECIALIST II</b> <b>SG/Step: 15/1</b>	<b>362,616.00</b>
		Qualification Standards	
		Education : Bachelor's Degree relevant to the job	
		Experience/Training : 1 years relevant experience/4 hours relevant training	
		Eligibility : CS Professional, 2 <sup>nd</sup> level eligibility	



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<b>OFFICE OF THE MUNICIPAL PLANNING &amp; DEVELOPMENT COORDINATOR</b>			
2	V-10	<b>ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV)</b> SG/Step: 10/1	229,020.00
		Qualification Standards Education : High School Graduate Experience/Training : 2 years relevant training/8 hours relevant training Eligibility : None Required (MC 11, S-96-Cat. III as amended)	
<b>OFFICE OF THE ENGINEERING</b>			
3	XVI-20	<b>ENGINEER I</b> SG/Step: 12/1	281,364.00
		Qualification Standards Education : Bachelor's Degree in engineering relevant to the job Experience/Training : None Required Eligibility : RA 1080	
4	XVI-22	<b>ENGINEER II</b> SG/Step: 16/1	395,580.00
		Qualification Standards Education : Bachelor's Degree in engineering relevant to the job Experience/Training : 1 year relevant experience/4 hours relevant training Eligibility : RA 1080	
<b>RURAL HEALTH UNIT I</b>			
5	XII-36	<b>NURSE I</b> SG/Step: 15/1	402,900.00
		Qualification Standards Education : Bachelor of Science in Nursing Experience/Training : None Required Eligibility : RA 1080	
6	XII-37	<b>MIDWIFE I</b> SG/Step: 9/1	235,116.00
		Qualification Standards Education : Completion of the midwifery course Experience/Training : None Required Eligibility : RA 1080	
7	XII-38	<b>MEDICAL TECHNOLOGIST III</b> SG/Step: 18/1	524,172.00
		Qualification Standards Education : Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health Experience : 2 years relevant experience Training : 8 hours relevant training Eligibility : RA 1080	
8	XII-39	<b>PHARMACIST II</b> SG/Step: 15/1	402,900.00
		Qualification Standards Education : Bachelor's Degree in Pharmacy Experience/Training : None Required Eligibility : RA 1080	



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9	XII-40	<b>LABORATORY AIDE I</b>	SG/Step: 2/1	153,480.00
		Qualification Standards		
		Education : Elementary School Graduate		
		Experience/Training : None Required		
		Eligibility : None Required (MC 11, S-96- Cat. III)		
		<b>RURAL HEALTH UNIT II</b>		
10	XIII-33	<b>LABORATORY AIDE II</b>	SG/Step: 4/1	172,800.00
		Qualification Standards		
		Education : Elementary School Graduate		
		Experience/Training : None Required		
		Eligibility : None Required (MC 11, S-96- Cat. III)		
11	XIII-35	<b>ADMINISTRATIVE AIDE II (Messenger)</b>	SG/Step: 2/1	153,480.00
		Qualification Standards		
		Education : Must be able to read and write		
		Experience/Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
		<b>RURAL HEALTH UNIT III</b>		
12	XXIV-13	<b>LABORATORY TECHNICIAN I</b>	SG/Step: 6/1	194,400.00
		Qualification Standards		
		Education : Completion of two years studies in college		
		Experience/Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
13	XXIV-16	<b>ADMINISTRATIVE AIDE I (Utility Worker I)</b>	SG/Step: 1/1	144,408.00
		Qualification Standards		
		Education : Elementary School Graduate		
		Experience/Training : None Required		
		Eligibility : None Required (MC 11, s. 96 - Cat. III)		
		<b>RURAL HEALTH UNIT IV</b>		
14	XXV-1	<b>NURSE I</b>	SG/Step: 15/1	402,900.00
		Qualification Standards		
		Education : Bachelor of Science in Nursing		
		Experience : None Required		
		Training : None Required		
		Eligibility : RA 1080		
15	XXV-2	<b>MIDWIFE II</b>	SG/Step: 11/1	286,524.00
		Qualification Standards		
		Education : Completion of the midwifery course		
		Training/Training : None Required		
		Eligibility : RA 1080		



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OFFICE OF THE INTERNAL AUDIT			
16	XVII-6	<b>INTERNAL AUDITOR I</b>	SG/Step: 11/1 257,868.00
		Qualification Standards	
		Education	: Bachelor's Degree relevant to the job
		Experience/Training	: None Required
		Eligibility	: CS Professional; 2nd level eligibility
<b>MUNICIPAL SOCIAL WELFARE &amp; DEVELOPMENT OFFICE</b>			
17	XIV-15	<b>DISABILITY AFFAIRS OFFICER I</b>	SG/Step: 11/1 257,868.00
		Qualification Standards	
		Education	: Bachelor's Degree
		Experience	: 1 yr. of relevant experience on Disability affairs
		Training	: 4 hrs. relevant training
		Eligibility	: CS Professional; 2nd level eligibility
18	XIV-16	<b>SOCIAL WELFARE OFFICER III</b>	SG/Step: 18/1 471,756.00
		Qualification Standards	
		Education	: Bachelor's Degree in social work
		Experience	: 2 years relevant experience
		Training	: 8 hours relevant training
		Eligibility	: RA 1080 (Social Work)
19	XIV-18	<b>PROJECT DEVELOPMENT ASSISTANT I</b>	SG/Step: 8/1 197,112.00
		Qualification Standards	
		Education	: Completion of two years studies in college
		Experience	: 1 year relevant experience
		Training	: 4 hours relevant training
		Eligibility	: CS Professional; 2nd level eligibility
20	XIV-19	<b>SOCIAL WELFARE OFFICER I</b>	SG/Step: 11/1 257,868.00
		Qualification Standards	
		Education	: Bachelor's Degree in social work
		Experience/Training	: None Required
		Eligibility	: RA 1080 (Social Work)
21	XV-26	<b>ENGINEER I (Agriculture Engineer and Biosystems)</b>	SG/Step: 12/1 281,364.00
		Qualification Standards	
		Education	: Bachelor's Degree in Agriculture Engineering or Agriculture and Biosystems Engineering
		Experience/Training	: None Required
		Eligibility	: RA 1080 (Agriculture and Biosystems Engineer)



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

**(a). OFFICE OF THE MUNICIPAL MAYOR**

**1. Cooperative Development Specialist II (Item no. I-33)**

- a) Provide assistant in the development and implementation of plans and programs especially on institutional development, strategic planning, diversification and designing economic and development related programs and projects;
- b) Conduct data profiling and analysis of cooperative related information and development necessary tools essentials for planning, implementation, monitoring and evaluation of cooperative programs and services;
- c) Provide technical support to cooperative and other related agencies in the submission of mandatory reportorial requirements to regulating agency;
- d) Perform other related task as may be assigned from time to time by the immediate supervisor.

**(b). OFFICE OF THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR**

**1. Administrative Assistant IV (Bookbinder IV) (Item no. V-10)**

- a) Supervise and provides administrative support through bookbinding of records and other pertinent documents of the MPDC;
- b) Knowledgeable and proficient in binding voluminous documents in bounded form;
- c) Bind books, according to specification, using automatic and manually operated machines, hand tools, and equipment;
- d) Specialize in repairing and rebinding damaged or worn books;
- e) Maintenance of records to ensure their proper dispositions; and
- f) Perform duties as may be assigned.

**(c). ENGINEERING OFFICE**

**1. Engineer I (Item no. XVI-20)**

- a) Thinks of new systems and new ways to work;
- b) Understand complex mathematical analysis, calculus, and other mathematics for design and troubleshooting;
- c) Understands mechanical concepts and work to develop new solutions to problems;
- d) Develops systems, fixing problems or creating solutions;
- e) Able to communicate plans, thoughts, and rationale in the job;
- f) Performs other related duties as assigned.

**2. Engineer II (Item no. XVI-22)**

- a) Undertakes activities requiring application of technical knowledge, skills and experience;
- b) Assists in the preparation of plans, designs, computation methods and reports;
- c) Reviews, evaluates, and monitors projects and activities;
- d) Provides administrative and technical assistance to more senior engineer;
- e) Serves as lead worker over subordinate engineering personnel;
- f) Performs other related duties as assigned.



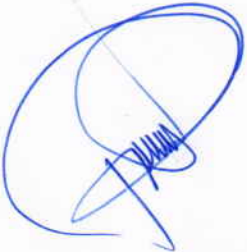

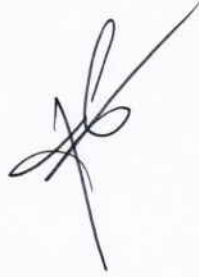

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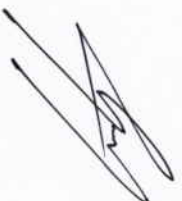

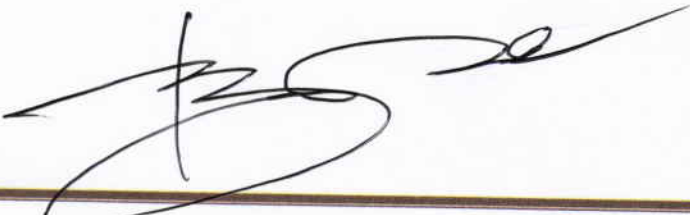
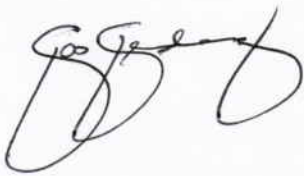


**(d). OFFICE OF THE RURAL HEALTH UNIT I**

**1. Nurse I (Item no. XII-36)**

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- 
- a) Provide hands-on care to patients by administering medications, managing intravenous lines, observing and monitoring patients' conditions, and maintaining records;
  - b) Give direction and supervision to nurse aides and home health aides;
  - c) Monitoring and administering medication and intravenous infusions;
  - d) taking patient samples, pulses, temperatures and blood pressures;
  - e) Provide emotional support to patients and patients' family members;
  - f) 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;
  - g) Perform any other professional duties as may be assigned by the supervisor.

**2. Midwife I (Item no. XII-37)**

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- 
- a) Provide sound family planning information and advice;
  - b) To prescribe or advise on the examinations necessary for the earliest possible diagnosis of pregnancies at risk;
  - c) To care and assist the mother during labor and to monitor the fetus in utero by the appropriate clinical and technical means;
  - d) To conduct spontaneous deliveries including when required an episiotomy and in urgent case, a breech delivery;
  - e) 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;
  - f) 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;
  - g) 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;
  - h) To carry out treatment prescribed by a physician;
  - i) To maintain all necessary records;
  - j) Perform any other professional duties as may be assigned by the supervisor.
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**3. Medical Technologist III (Item no. XII-38)**

- a) Takes charge in reviewing application for license renewal of the clinical laboratories in the municipality;
  - b) Reviews report for compliance to licensing requirements;
  - c) Guides Municipal Health Office staff in preparing laboratory procedures and makes them available at all times to aid the Municipal Health Officer in the appropriate diagnosis and treatment of the patients;
  - d) Performs such other duties and functions as may be directed by the supervisor and higher authority.
- 






**4. Pharmacist II (Item no. XII-39)**

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



**5. Laboratory Technician II (Item no. XII-40)**

- a) Collects and smears sputum and leprosy slides;
  - b) Performs different laboratory examination such as pregnancy test, water analysis, complete blood count, urinalysis, fecalysis, blood chemistry and other laboratory examination;
  - c) Maintain updated inventories and order stocks and resources needed by the laboratories including those needed by the researcher;
  - d) Facilitate the procurement of laboratory supplies, chemicals and equipment in coordination with other laboratory staff;
  - e) Perform laboratory hygiene duties such as disposal of laboratory wastes and observance of safe storage and handling protocols;
  - f) Assist laboratory maintenance and facilitate laboratory services
  - g) Perform other related duties as required by the immediate supervisor
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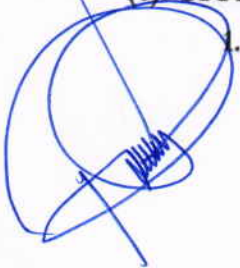

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**(e). OFFICE OF THE RURAL HEALTH UNIT II**

**1. Laboratory Aide II (Item no. XIII-33)**




- 
- a) Transports laboratory materials and/or specimens to and from other laboratories, as required;
  - b) Prepares standard equipment, facilities, and/or solutions for laboratory experiments, in accordance with detailed procedures and instructions;
  - c) Cleans, breaks down, and stores laboratory equipment, facilities, and supplies after completion of laboratory exercises, as required;
  - d) Practices safety, environmental, and/or infection control methods;
  - e) Performs other functions that may be assigned from time to time.
- 

**2. Administrative Aide II (Messenger) (Item no. XIII-35)**



- 
- a) Sorts and delivers official correspondence(s) within or outside the office;
  - b) Delivers the communications/documents to the offices concerned;
  - c) Accurately record, file and distribute all inward and outward correspondence including mail, faxes, email and internal correspondence;
  - d) Performs such other functions and duties as required by the Rural Health Physician and Municipal Health Officer.
- 

**(f). OFFICE OF THE RURAL HEALTH UNIT III**

**1. Laboratory Technician I (Item no. XXIV-13)**

- 
- 
- a) Process specimens, help diagnose conditions and produce quality and timely laboratory results;
  - b) Manage and maintain laboratory equipment and reagents in accordance with laboratory standards;
  - c) Refer clients/specimens to relevant partner agencies as necessary;
  - d) Maintain equipment and an adequate stock of laboratory reagents;
  - e) Provide technical guidance on how laboratory services could be improved;
  - f) Perform any other professional duties as may be assigned by the supervisor.
- 

**2. Administrative Aide I (Utility Worker I) (Item no. XXIV-16)**

- 
- a) Assists in maintaining cleanliness and orderliness of the office;
  - b) Assists in sorting and filing of office files;
  - c) Assists in the delivery of memorandum circulars & etc.;
  - d) Provides information, assistance, and advice to various constituencies and individuals;
  - e) Assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment.
  - f) Perform other duties as maybe assigned from his immediate supervisor.
- 








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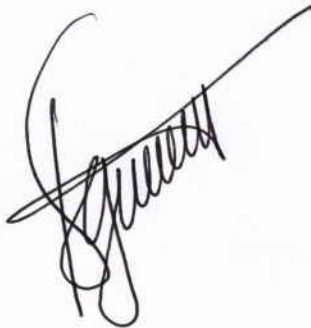

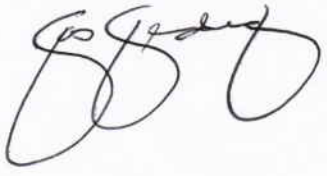


**(g). OFFICE OF THE RURAL HEALTH UNIT IV**

**1. Nurse I (Item no. XXV-1)**

- 
- a) Provide hands-on care to patients by administering medications, managing intravenous lines, observing and monitoring patients' conditions, and maintaining records;
  - b) Give direction and supervision to nurse aides and home health aides;
  - c) Monitoring and administering medication and intravenous infusions;
  - d) taking patient samples, pulses, temperatures and blood pressures;
  - e) Provide emotional support to patients and patients' family members;
  - f) 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;
  - g) Perform any other professional duties as may be assigned by the supervisor.
- 
- 

**2. Midwife II (Item no. XXV-2)**

- 
- 
- a) Provide sound family planning information and advice;
  - b) To prescribe or advise on the examinations necessary for the earliest possible diagnosis of pregnancies at risk;
  - c) To care and assist the mother during labor and to monitor the fetus in utero by the appropriate clinical and technical means;
  - d) To conduct spontaneous deliveries including when required an episiotomy and in urgent case, a breech delivery;
  - e) 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;
  - f) 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;
  - g) 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;
  - h) To carry out treatment prescribed by a doctor;
  - i) To maintain all necessary records;
  - j) Perform any other professional duties as may be assigned by the supervisor.
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**(h). OFFICE OF THE INTERNAL AUDIT**

**1. Internal Auditor I (Item no. XVII-6)**



- 
- a) Pre-audit vouchers and countersign of checks;
  - b) Record clear deliverables and timeframes for the implementation of all audit recommendations;
  - c) Taking inventories, however, the internal auditor may review the plans in advance and observe and test check the accuracy of counting, costing and summarizing;
  - d) Maintain property records; and
  - e) All other activities related to operations
  - f) Performs other relative functions as may be assigned by higher authority or supervisor.
- 

**(i). MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE**



**1. Disability Affairs Officer I (Item no. XIV-15)**

- 
- a) Manage and oversee the Persons with Disability Welfare Program;
  - b) Represent Persons with Disabilities in meeting of Local Government Councils and other special bodies;
  - c) Monitoring and Implementation of programs and providing technical assistance;
  - d) Submit report to Municipal Mayor on the implementation of programs and services for the promotion of the rights and welfare of PWD;
  - e) Performs other tasks as assigned.
- 

**2. Social Welfare Officer III (Item no. XIV-16)**

- 
- a) Assist in planning in the delivery of social services and programs of the unit;
  - b) Conduct interviews, home visits, counseling, case management and jail; visit when necessary;
  - c) Prepares social case study;
  - d) Prepares/submits project proposals, accomplishment reports and other related reports;
  - e) Develops policies and programs related to Human Trafficking;
  - f) Provides monitoring and technical assistance to the Field Offices relative to the program implementation and capacity building activities;
  - g) Facilitates training and program review relative to the program handled; and
  - h) Act as resource person in the different capacity buildings and advocacy campaigns related to trafficking in person;
  - i) Performs other tasks as assigned.
- 

**3. Project Development Assistant I (Item no. XIV-18)**


- 
- a) Assist in coordination, implementation, and monitoring of office/unit's programs and activities;
  - b) Identifies and recommends additional function of programs for a more effective implementation of programs;
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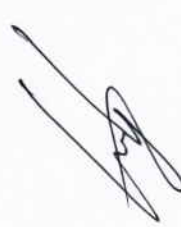
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- 
- c) Coordinates with barangay and municipal officials for the implementation and monitoring of office/unit's programs and activities;
  - d) Provide administrative and secretariat functions to meetings and activities;
  - e) Monitors continuing compliance to set standards and improvement and submit regular project monitoring reports;
  - f) Performs other tasks as assigned.

**4. Social Welfare Officer I (Item no. XIV-19)**

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- a) Conduct home visit, prepare social case study report and recommends assistance according to established standard;
  - b) Provide guidance and counseling sessions to individuals and families to prevent social maladjustments;
  - c) Establish and maintain case records;
  - d) Monitor the implementation of social welfare programs and services;
  - e) Gather and consolidate work plans, targets and consolidate accomplishments including statistical reports;
  - f) Regularly attend meetings and conferences on social welfare programs and projects;
  - g) Coordinate with partner agencies, Civil Society Organizations (CSOs) and People Organizations (POs) in the implementation of social welfare programs and services;
  - h) Prepare and submit periodic reports to immediate supervisor;
  - i) Perform other task as assigned.



**(j). OFFICE OF THE AGRICULTURE**

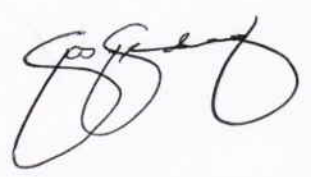
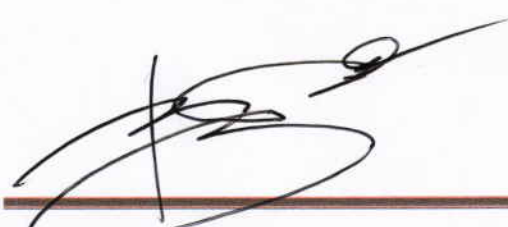
**1. Engineer I (Agriculture Engineer and Biosystems (Item no. XV-26)**

- a) Responsible in the implementation of the farm machinery registration;
- b) Prepare sketches, drawings, propose, and budget needed for planned agricultural sites for irrigation and infrastructure projects, processing;
- c) Responsible in coordinating activities of any irrigation and agriculture infrastructure;
- d) Conduct monitoring of the farm machinery; and
- e) Responsible for any site validation of FMR and other agriculture projects that involves engineering works.

**SECTION 4.** The corresponding salaries and other benefits of positions mentioned in Section 2 item no. (I-33), (V-10), (XVI-20 and XVI-22), (XII-36 to XII-40), (XIII-33 and XIII-35), (XXIV-13 and XXIV-16), (XXV-1 and XXV-2), (XVII-6), (XIV-15, XIV-16, XIV-18 and XIV-19), and (XV-26) was appropriated or incorporated in the General Fund Annual Budget for Calendar Year 2022.

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

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





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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. PHILIP R. DUMALANTA**

**HON. JOSEPH VINCENT E. RAMOS**

**HON. BENJAMIN FRANCISCO S. DE VERA**

**HON. GERARDO DC. FLORES**

**HON. MARTIN E. TERRADO II**

**HON. AMORY M. JUNIO**

**HON. LEVINSON NESSUS M. UY**

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

**HON. GABRIEL TRISTAN P. FERNANDEZ**  
 President, SK Federation

**APPROVED:**

**HON. CEZAR T. QUIAMBAO**  
 Municipal Mayor