



Republic of the Philippines
PROVINCE OF OCCIDENTAL MINDORO
Municipality of Paluan

OFFICE OF THE SANGGUNIANG BAYAN

APPROVED BY:

HON. MICHAEL D. DIAZ
Municipal Mayor

Certified Correct and Duly Enacted:

HON. JASMIN T. FERNANDEZ
Municipal Vice Mayor/Presiding Officer

SB Members:

HON. ROCHE D. BAUTISTA

HON. ROCKY C. MASANGKAY

HON. MARRIAN M. IBAÑEZ

HON. VON JOSEPH V. VELANDRIA

HON. JONELL G. TRIA

HON. BENITO C. CABABAY

HON. ELORDE A. MARASIGAN

HON. RONALDO I. TORRELIZA

Ex-Officio SB Members:

HON. ROMELITO D. TALENTO
ABC President

Absent

HON. VIC ANTHONY M. VELANDRIA, III
SKF President

HON. RYAN L. PARISAN
IPMR

Attested:

(As to the authenticity of signatures
and documents)

Official Travel

JEFFREY V. HUERTAS
Secretary to the Sanggunian

RYAN D. MALIMBAN
LLSA I
Acting Secretary to the Sanggunian

Municipal Ordinance No. 2025-12

Series of 2025

**CREATING ADDITIONAL POSITIONS IN THE LOCAL GOVERNMENT
UNIT OF PALUAN, OCCIDENTAL MINDORO.**

WHEREAS, Section 2 (a) of the Local Government Code (LGC) of 1991 (Republic act No. 7160) provides that the state shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units (LGUs) shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government (NG) to the local government units (LGUs);

WHEREAS, Section 3 (d) of the LGC further provides that “the vesting of duty, responsibility, and accountability in local government units shall be accompanied with provision with reasonably adequate resources to discharge their powers and effectively carry out their functions; hence, they shall have the power to create and broaden their own sources of revenue and the right to a just share in national taxes and an equitable share in the proceeds of the utilization and development of the national wealth within their respective areas “;

WHEREAS, section 447 (1)(viii) of the Local Government Code of the Philippines (RA 7160) empowers the Sangguniang Bayan to determine the positions, salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the Municipal Government;

WHEREAS, to meet the needs of the present demand for every functional and responsive government institution, it is imperative for the Municipal Government of Paluan to create the position of *Local Treasury Operations Assistant- (SG 8) – Municipal Treasurer’s Office, Ticket Checker-(SG 3) - – Municipal Treasurer’s Office, Administrative Aide III (Clerk I)- (SG 3) – Municipal Health Officer and Day Care Worker I-(SG 6) – Municipal Social welfare and Development Office;*

NOW, THEREFORE, on the motion of **Hon. BENITO C. CABABAY**, duly seconded by, it was:

RESOLVED, as it is hereby resolved, by the Sangguniang Bayan in session assembled, to enact the following ordinance:

SECTION 1. TITLE- This Ordinance shall be known as an “Ordinance Creating Additional Positions in the Local Government Unit of Paluan, Occidental Mindoro”.



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SECTION 2. PURPOSE- To meet the needs of the present demands of a very functional and responsive government institution.

SECTION 3. CREATION OF NEW POSITIONS - The following additional positions are hereby created to effect the purpose of this ordinance:

1. *Local Treasury Operations Assistant- (SG 8) – Municipal Treasurer’s Office*
2. *Ticket Checker-(SG 3) - – Municipal Treasurer’s Office*
3. *Administrative Aide III (Clerk I)- (SG 3) – Municipal Health Office*
4. *Day Care Worker I-(SG 6) – Municipal Social welfare and Development Office*

SECTION 4. QULIFICATIONS, POWERS AND DUTIES/REPONSIBILITIES- The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC) laws, rules and regulations.

SECTION 5. APPOINTMENTS- The appointments for those who will occupy the herein mentioned positions shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

SECTION 6. REPEALING CLAUSE- All ordinances, rules and regulations or parts of thereof inconsistent with the provision of this ordinance are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY CLAUSE- This ordinance shall take immediately.

UNANIMOUSLY ENACTED.

Enacted this 8th day of **September, 2025** during the regular session held at the Sangguniang Bayan Session Hall, Paluan, Occidental Mindoro.



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HON. ELMER R. MALAYO
LnB President

HON. GLAZZLE ANN M. VELANDRIA
SKF President

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FUNCTIONS:

- a. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the locality;
- b. Identify and implement cost-effective risk reduction measures and strategies;
- c. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks;
- d. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably trained and competent personnel for effective civil defense and DRRM in its area;
- e. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ADCVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- f. Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
- g. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
- h. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness concern; and
- i. Exercise such other powers and perform such other duties and functions as may be assigned by the immediate supervisor.

FUNCTIONS:

- a. Responsible in drafting the conceptual designs and illustrations of perspective drawings, charts, maps, visual aids and other related materials structural and other physical/infrastructure plans;
- b. Responsible in preparing and processing of schematic floor plans and conceptual drawings based on conformed planning and development priorities;
- c. Aids the Head of Office to do research work for planning purposes;
- d. Preparing and processing of two-dimensional and three-dimensional detailed architectural and engineering drawings in accordance to approved schematic floor plans and concepts;

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- a. *Coordinates and consults with engineers or designers to complete projects;*
- b. *Transforms initial rough product designs into working documents using CAD software; and*
- c. *Reviews engineering drawings and designs to ensure adherence to established specifications and standards.*



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