



Republic of the Philippines
PROVINCE OF OCCIDENTAL MINDORO
Municipality of Paluan

OFFICE OF THE SANGGUNIANG BAYAN

Approved:

HON. MICHAEL O. DIAZ

Municipal Mayor

Certified Correct and Duly Enacted:

HON. JASMIN T. FERNANDEZ

Municipal Vice Mayor/Presiding Officer

SB Members:

HON. ROCKY C. MASANGKAY

HON. MARRIAN M. IBAÑEZ

HON. ROCHE D. BAUTISTA

HON. CLEOFÉ D. CABABAY

Absent

HON. MARI MAE Q. TAGUMPAY

HON. RONALDO I. TORRELIZA

HON. JONELL G. TRIA

HON. ELORDE A. MARASIGAN

Ex-Officio SB Members:

HON. ELMER R. MALAYO

ABC President

Absent

HON. GLAZZLE ANN M. VELANDRIA

SKF President

HON. RYAN L. PARISAN

IPMR

Attested:

(As to the authenticity of signatures and documents)

JEFFREY V. HUERTAS

Secretary to the Sanggunian

Ordinance No. 2023-01

Series of 2023

CREATING THE MUNICIPAL GENERAL SERVICES OFFICE AND THE PUBLIC EMPLOYMENT SERVICES OFFICE, CREATING ADDITIONAL POSITIONS, AND TRANSFER OF EXISTING POSITIONS IN THE MUNICIPAL GOVERNMENT 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 General Services Office and the Public Employment Services Office, likewise to create additional positions to make the said offices functional;

NOW, THEREFORE, on the motion of Hon. Ronaldo I. Torreliza, 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 THE MUNICIPAL GENERAL SERVICES OFFICE AND THE PUBLIC EMPLOYMENT SERVICES OFFICE, CREATING ADDITIONAL POSITIONS, AND TRANSFER OF POSITIONS IN THE MUNICIPAL GOVERNMENT OF PALUAN, OCCIDENTAL MINDORO.”

SECTION 2. PURPOSE-

To meet the needs of the present demands of a very functional and responsive government institution.

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SECTION 3. CREATION OF NEW OFFICES AND POSITIONS AND TRANSFER OF POSITIONS.

The following offices and additional positions are hereby created to effect the purpose of this ordinance:

Offices:

- 1) General Services Office.
- 2) Public Employment Services Office.

Positions:

- 1) Municipal Government Department Head I (PESO Manager)/SG-24.
- 2) Municipal Government Department Head I (General Services Officer)/SG-24.
- 3) Local Disaster Risk Reduction and Management Assistant / SG-8 / Municipal Disaster Risk Reduction and Management Office
- 4) Draftsman IV / SG-14 / Municipal Engineering Office

Transfer of Positions:

The position of Administrative Aide IV (Storekeeper) from the Office of the Mayor is hereby transferred to the General Services Office. Moreover, the position of Administrative Aide IV (Clerk II) from the Office of the Mayor is hereby transferred to the Public Employment Services Office.

The newly-created positions are hereby made part and integral element of the Plantilla of the Municipal Government of Paluan and shall be funded from the Personal Services (PS) component of the Annual Budget of Paluan.

SECTION 4. QUALIFICATIONS, POWERS AND DUTIES/RESPONSIBILITIES-

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.

Done this **14th** day of **August 2023** during the regular session held at the Sangguniang Bayan Session Hall, Paluan, Occidental Mindoro.



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ABC President

Absent

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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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