



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. CLEOFE CABABAY- FERDONIA

Leave

HON. MARI MAE TAGUMPAY- MARTINEZ

HON. RONALDO I. TORRELIZA

HON. JONELL G. TRIA

HON. ELORDE A. MARASIGAN

Ex-Officio SB Members:

HON. ROMELITO D. TALENTO

ABC President

Absent

HON. VIC ANTHONY M. VELANDRIA

SKF President

Absent

HON. RYAN L. PARISAN

IPMR

Attested:

(As to the authenticity of signatures and documents)

JEFFREY V. HUERTAS

Secretary to the Sanggunian

Municipal Ordinance No. 2024-09

Series of 2024

CREATING ADDITIONAL 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, the Supreme Court (SC) decision in the consolidated cases of the Congressman Hermilando I. Mandasas, et al. vs. Executive Secretary Paquito N. Ochoa, Jr. et al. and Honorable Enrique T. Garcia, Jr. vs. Executive Secretary Paquito N. Ochoa, Jr., et al. clarifies the basis for the computation of local government shares and ordered the national government to include all collections of national taxes in the computation of the base amount for the just share of LGUs;

WHEREAS, Executive Order No. 138, s. 2021 orders the full devolution of functions, services and facilities by the national government (NG) to local government units (LGUs) no later than the end of FY 2024. These shall include those devolve responsibilities indicated in Section 17 of RA 7160 and in other existing laws which subsequently devolved functions of the NG to LGUs. These fully devolved responsibilities shall be funded from the share of the LGUs in the proceeds of the national taxes and other local revenues:

WHEREAS, Section b 10 of Executive Order No. 138, s. 2021 orders all local government to prepare their Devolution Transition Plans (DTPs) in close coordination with the NGAs concerned especially with regard to devolve functions and services that are critical to them;

WHEREAS, pursuant to the approved DTP of the municipality, there is the necessity to create additional positions for the furtherance of the said plan, Hence, this Body after thorough discussion, decide to enhance the organizational structure of the LGU by creating new positions;

NOW, THEREFORE, on the motion of Hon. Ronaldo I. Torreliza, duly sseconded by, it was:



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Secretary to the Sanggunian

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 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.

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

Position	Salary Grade	Office
Project Development Officer II	15	MSWDO
Day Care Worker I	6	MSWDO
Administrative Officer I	10	Office of the Mayor
Administrative Assistant I (Reproduction Machine Operator III)	7	Office of the Mayor
Administrative Aide II (Messenger)	2	Office of the Mayor
Photographer II	7	Office of the Mayor
Nurse IV	19	Municipal Health Office
Radiologic Technologist I	11	Municipal Health Office
Midwife I	9	Municipal Health Office
Administrative Officer I	10	Municipal Health Office
Nursing Attendant I	4	Municipal Health Office
Supervising Environmental Management Specialist	22	MENRO
Environmental Management Specialist	11	MENRO
Administrative Aide II	2	MENRO
Administrative Aide II	2	General Services Office
Administrative Aide II (Messenger)	2	PESO
Administrative Aide II (Messenger)	2	PESO
Administrative Officer II (Budget Officer I)	11	Municipal Budget Office
Administrative Assistant II (Budgeting Assistant)	8	Municipal Budget Office
Administrative Officer I	10	Municipal Budget Office
Administrative Assistant I	7	Municipal Budget Office



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Administrative Officer II (Management and Audit Analyst)	11	Office of the Municipal Accountant
Administrative Assistant III (Senior Bookkeeper)	9	Office of the Municipal Accountant
Engineering Aide	4	Office of the Municipal Engineer
Statistician	11	MPDO
LDRRM Assistant	8	MDRRMO
Engineering I (ABE Unit)	12	Office of the Municipal Agriculturist
Administrative Aide I (Utility)	1	Office of the Municipal Agriculturist
Administrative Aide II (Messenger)	2	Office of the Municipal Agriculturist

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.

Enacted this 22nd day of July, 2024 during the regular session held at the Sangguniang Bayan Session Hall, Paluan, Occidental Mindoro.



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Ex-Officio SB Members:

HON. ELMER R. MALAYO

LnB President

HON. GLAZZLE ANN M. VELANDRIA

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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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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.

a. Coordinates and consults with engineers or designers to complete projects;



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