



Republic of the Philippines
Province of Guimaras
Municipality of Nueva Valencia
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF NUEVA VALENCIA, GUIMARAS, HELD AT THE SB SESSION HALL ON JULY 22, 2020:

PRESENT: Vice-Mayor Paul Vincent G. de la Cruz, Presiding Officer
Councilor Antonio D. Delumpa
Councilor Marilyn G. Edang
Councilor Willo M. Gabaton
Councilor Jason E. Javier
Councilor Susana G. Gallentes
Councilor Felix G. Nava,
Councilor Felix G. Servando
Councilor Cecilia E. Ortiz
Councilor Jun Cesar E. Galila, Liga Vice Pres./Ex-Officio Member
Councilor Jam G. Parcon, SK Fed. Pres// Ex-Officio Member

ABSENT: NONE

MUNICIPAL ORDINANCE NO. 06
Series of 2020

Sponsor: Councilor Cecilia E. Ortiz
Councilor Marilyn G. Edang

AN ORDINANCE CREATING THE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SECTION, THE PUBLIC EMPLOYMENT SERVICES SECTION, THE GENERAL SERVICES AND SUPPLY SECTION, THE MOTOR POOL AND MAINTENANCE SERVICES SECTION, AND THE ENVIRONMENT AND NATURAL RESOURCES SECTION UNDER THE OFFICE OF THE MUNICIPAL MAYOR IN THE LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF NUEVA VALENCIA, GUIMARAS

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 19, s. 1992 which provided for the “Guidelines and Standards in the Establishment of Organizational Structure and Staffing Patterns in Local Government Units”;

WHEREAS, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 requires every local government unit to design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 443 (c) of the same code authorizes the Sangguniang Bayan to create such other offices as may be necessary to carry out the purposes of the municipal government, and to consolidate the functions of any office with those of another in the interest of efficiency and economy;

WHEREAS, in order to promote efficient, effective and economical governance in the local government unit of Nueva Valencia, there is a need to create office sections under the Office of the Municipal Mayor;

WHEREFORE, on motion of Hon. Cecilia E. Ortiz and Hon. Marilyn G. Edang, and unanimously seconded by all the members present, BE IT ORDAINED THAT:

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SECTION 1. TITLE. – This ordinance shall be known as an **Ordinance Creating the Human Resource Management and Development Section, the Public Employment Services Section, the General Services and Supply Section, the Motor Pool and Maintenance Services Section, and the Environment and Natural Resources Section Under the Office of the Municipal Mayor in the Local Government Unit of the Municipality of Nueva Valencia, Guimaras.**

SECTION 2. CREATION OF SECTIONS UNDER THE OFFICE OF THE MUNICIPAL MAYOR. – There is hereby created the following sections under the Office of the Municipal Mayor: (1) Human Resource Management and Development Section; (2) Public Employment Services Section; (3) General Services and Supply Section; (4) Motor Pool and Maintenance Services Section; and (5) Environment and Natural Resources Section.

SECTION 3. FUNCTIONS. – The office sections herein created shall exercise the following functions:

1. Human Resource Management and Development Section:

- a. Take charge in the administration of official personnel action of all municipal officials and employees, such as leaves, promotions, retirements, change of status, performance appraisal ratings and other related personnel matters;
- b. Advise municipal officials on personnel policy, functions, practices, rules, regulations and problems;
- c. Determine the qualification standards of all positions salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management and other agencies of the government;
- d. Recommend to the Mayor the conduct of training and seminars for the upgrading of personnel skills and performances;
- e. Supervise, keep and update personnel records of all municipal officials and employees
- f. Assist in the training and capacity development of all municipal officials and employees; and
- g. Exercise such other duties and functions as may be prescribed by law or ordinance.

2. Public Employment Services Section:

- a. Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers and employers by providing employment services to job seeker, for both local and overseas employment, and recruitment assistance to employers.
- b. Develop and administer testing and evaluation instruments for effective job selection, training and counselling;
- c. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and non-government



organizations at the provincial, municipal and barangay level by undertaking referrals for such programs;

- d. Undertake employability enhancement trainings/seminars for jobseekers as well as those who would like to change their career or employability, presently supervised by TESDA and conducted by other training institutions;
- e. Provide employment and occupational counseling, career guidance, mass motivation and values development activities;
- f. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
- g. Provide reintegration assistance services to returning Filipino migrant workers: and
- h. Perform such functions as willfully carry out the objectives of Republic Act No. 8759 otherwise known as the PESO Act of 1999.

3. General Services and Supply Section:

- a. Provide supply and procurement services to the different departments of the local government unit;
- b. Ensure the delivery of effective, efficient and economical general services to the local government unit;
- c. Take custody of and be accountable for all properties owned by the municipal government, as well as those granted to it in the form of donation, preparation assistance and counterpart of joint projects;
- d. Develop plans and strategies related to general services and upon approval thereof by the Municipal Mayor, implement the same;
- e. Maintain and supervise janitorial, landscaping and other related services in all municipal public buildings and other real property, whether owned or leased by the municipal government;
- f. Take responsibility in the procurement of supplies, materials and equipments through public bidding and personnel canvass needed by different offices of the municipality;
- g. Take charge in the management, scheduling and assigning service vehicles with approved travel order and manage the allotted petroleum and oil consumption of vehicles;
- h. Take charge in the registration of service vehicles with LTO and process payments of insurance premium of the municipal service vehicles and equipments;
- i. Exercise such other duties and functions as may be prescribed by law or ordinance.



4. Motor Pool and Maintenance Services Section:

- a. Supervise the whole motor pool operation and ensure that the service vehicles and equipments of the municipality are in good running and operating condition;
- b. Take charge in the repair and maintenance of service vehicles and equipments of the municipality;
- c. Provide support other services like waste collection and disposal and the delivery of water supply to the barangays upon request;
- d. Exercise such other duties and functions as may be prescribed by law or ordinance

5. Environment and Natural Resources Section:

- a. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Local Chief Executive in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources.;
- b. Develop plans and strategies for environment and natural resources programs and projects and implement them upon approval thereof by the Mayor;
- c. Establish, maintain, protect and preserve communal forest, watershed, tree parks, mangroves, greenbelt and similar forest projects and commercial forest, like industrial tree farm and agro-forestry projects;
- d. Provide extension services to the beneficiaries of forest development projects and render assistance to the natural resources of forest conservation and utilization activities consistent with ecological balance;
- e. Coordinate with government agencies and NGOs in the implementation of measures to prevent and control land, air and water pollution with the assistance of the DENR;
- f. Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of manmade and natural calamities and disasters;
- g. Recommend to the Sanggunian and advise the Local Chief Executive on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources;
- h. Exercise such other duties and functions as may be prescribed by law or ordinance.

SECTION 4. REPEALING CLAUSE. – All municipal ordinances and resolutions or any parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.


SECTION 5. SEPARABILITY CLAUSE. – If any provisions of this Ordinance is held invalid, the other provisions not affected thereby shall continue to be operative.

SECTION 6. EFFECTIVITY CLAUSE. – This ordinance shall be effective after substantial compliance with the provision of Section 59 of RA 7160 otherwise known as the Local Government Code of 1991.

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**CARRIED, PASSED AND APPROVED BY UNANIMOUS VOTES OF ALL THE MEMBERS
PRESENT ON JULY 22, 2020.**


I hereby certify to the correctness of the afore–quoted Ordinance.


IVY G. GEMARINO
Secretary to the SB

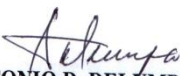
ATTESTED:


PAUL VINCENT G. DE LA CRUZ
Municipal Vice-Mayor /Presiding Officer

Approved:


EMMANUEL C. GALILA
Municipal Mayor

AFFIRMATIVE VOTES:


ANTONIO D. DELUMPA
Councilor


MARILYN G. EDANG
Councilor


WILLO M. GABATON
Councilor


SUSANA G. GALLENTES
Councilor



JASON E. JAVIER
Councilor


FELIX G. NAVA
Councilor


FELIX G. SERVANDO
Councilor


CECILIA E. ORTIZ
Councilor


JUNCESAR GALILA
LnB Vice Pres./Ex-Officio Member


JAM C. PARCON
SK Federation Pres./Ex-Officio Member

NEGATIVE VOTE: NONE