



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 AUGUST 19, 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. 07
Series of 2020

Sponsor: Councilor Marilyn G. Edang

**AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT
OF NUEVA VALENCIA, GUIMARAS, AND DETERMINING ITS CORRESPONDING
QUALIFICATIONS, DUTIES AND FUNCTIONS**

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 requirements and financial capability, subject to the minimum standards 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 powers and duties of officials and employees of the municipality;

WHEREAS, the LGU 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, as provided for in Section 18 of RA 7160;

WHEREAS, the Local Chief Executive, in his letter dated August 3, 2020, requested for the passage of an ordinance creating various positions in the different offices of the local government unit;

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED by the Sangguniang Bayan of Nueva Valencia, Guimaras in a session duly assembled that:

SECTION 1. There shall be created the following positions in the different offices of the Municipal Government of Nueva Valencia, Guimaras:

Office of the Municipal Mayor

| | Title of Position | Salary Grade |
|----|--|---------------------|
| 1. | Human Resource Management Officer I (Administrative Officer II) | 11/1 |
| 2. | Heavy Equipment Operator 1 | 4/1 |
| 3. | Meter Reader 1 | 4/1 |
| 4. | Driver 1 (Administrative Aid III) | 3/1 |
| 5. | Driver 1 (Administrative Aid III) | 3/1 |

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| | | |
|----|---|-----|
| 6. | Driver 1 (Administrative Aid III) | 3/1 |
| 7. | Utility Worker II (Administrative Aid II) | 3/1 |
| 8. | Utility Worker II (Administrative Aid II) | 3/1 |

Municipal Planning and Development Office

| | | |
|----|--------------------------|---------------------|
| | Title of Position | Salary Grade |
| 9. | Planning Officer II | 15/1 |

Municipal Budget Office

| | | |
|-----|---|---------------------|
| | Title of Position | Salary Grade |
| 10. | Budget Officer II (Administrative Officer IV) | 15/1 |

Municipal Civil Registrar's Office

| | | |
|-----|----------------------------------|---------------------|
| | Title of Position | Salary Grade |
| 11. | Clerk II (Administrative Aid IV) | 4/1 |

Municipal Assessor's Office

| | | |
|-----|---------------------------------------|---------------------|
| | Title of Position | Salary Grade |
| 12. | Local Assessment Operations Officer I | 11/1 |

Office of the Municipal Agricultural Services

| | | |
|-----|---|---------------------|
| | Title of Position | Salary Grade |
| 13. | Agriculturist II | 15/1 |
| 14. | Utility Worker I (Administrative Aid I) | 1/1 |

Rural Health Unit

| | | |
|-----|----------------------------------|---------------------|
| | Title of Position | Salary Grade |
| 15. | Dentist I | 13/1 |
| 16. | Midwife I | 9/1 |
| 17. | Midwife I | 9/1 |
| 18. | Midwife I | 9/1 |
| 19. | Clerk I (Administrative Aid III) | 3/1 |

Municipal Tourism Office

| | | |
|-----|---|---------------------|
| | Title of Position | Salary Grade |
| 20. | Utility Worker I (Administrative Aid I) | 1/1 |

Municipal Disaster Risk Reduction and Management Office

| | | |
|-----|---|---------------------|
| | Title of Position | Salary Grade |
| 21. | Utility Worker I (Administrative Aid I) | 1/1 |

SECTION 2. The corresponding qualifications, powers, duties and functions of the various positions herein created shall be as follows:

Human Resource Management Officer I

Duties and Functions:

- i. Coordinate and monitor the implementation of HRD programs, projects and activities.
- ii. Take charge in the administration of official personnel action of all municipal officials and employees, such as leaves Promotion, retirement and other personnel related matters.
- iii. Advise municipal officials on personnel policy, functions, practices, rules and regulations and problems.
- iv. Recommend to the Mayor the conduct of training and seminars for the upgrading of personnel skills and performances.
- v. Supervise all personnel and responsible for the updating of personnel records and safekeeping of 201 files of all officials and employees
- vi. Perform miscellaneous job-related duties as assigned.



Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Bachelor's Degree |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | CS Professional (2 nd Level Eligibility) |

Heavy Equipment Operator I

Duties and Functions:

- i. Performs routine inspection and maintenance on vehicles such as checking oil, water and tires.
- ii. Operates heavy equipment as needed
- iii. Ensure proper care in the use and maintenance of equipment and supplies.
- iv. Promotes continuous improvement of workplace safety and environmental practices.
- v. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|--|
| Education | : | High School graduate or completion of relevant vocational/trade course |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | Heavy Equipment Operator (MC 11, s. 96-Category I) |

Meter Reader I

Duties and Functions:

- i. Reads water consumption meters and records volume used by residential and commercial consumers.
- ii. Inspects meters and connections for defects, damage, and unauthorized connections.
- iii. Verifies readings to locate abnormal consumption and records reason for fluctuations.
- iv. Distributes bills to the consumers.
- v. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|----------------------|
| Education | : | High School graduate |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | None |

Driver I

Duties and Functions:

- i. Responsible for driving the vehicle and taking care of official, personnel, or guests to and from various destinations.
- ii. Submits required reports (Trip Tickets).
- iii. Maintains condition of vehicle assigned by cleaning and checking the vehicle parts to assure safe transportation of official, personnel, and guests.
- iv. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|--|
| Education | : | Elementary School graduate |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | Driver's License (MC 11, s. 96-Category I) |

Utility Worker I

Duties and Functions:

- i. Perform janitorial works.
- ii. Perform messengerial functions.



- iii. Keep minor records and perform simple office administrative tasks.
- iv. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|------------------------|
| Education | : | Able to read and write |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | None |

Utility Worker II

Duties and Functions:

- i. Perform janitorial works.
- ii. Perform messengerial functions.
- iii. Keep minor records and perform simple office administrative tasks.
- iv. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|------------------------|
| Education | : | Able to read and write |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | None |

Planning Officer II

Duties and Functions:

- i. Integrate and coordinate all sector plans and studies undertaken by the different functional groups or agencies;
- ii. Monitor and evaluate the implementation of the different development programs, projects and activities in the local government unit concerned in accordance with the approved development plan
- iii. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Bachelor's Degree relevant to the job |
| Experience | : | One (1) year relevant experience |
| Training | : | Four (4) hours relevant training |
| Eligibility | : | CS Professional (2 nd Level Eligibility) |

Clerk I

Duties and Functions:

- i. Types and files correspondence and other documents.
- ii. Receives incoming and outgoing official papers.
- iii. Checks and verifies information of forms and other records of clients
- iv. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Completion of two (2) years studies in College |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | CS Sub-Professional (1 st Level Eligibility) |

Budget Officer II

Duties and Functions:

- i. Monitors and controls utilization of funds.
- ii. Evaluates the Budget and Financial Plans, Fund Utilization Reports and other periodic reports to analyze trend affecting budget needs.
- iii. Prepares information materials necessary in the conduct of internal budget consultations of offices.
- iv. Provides technical assistance on budgetary matters
- v. Perform miscellaneous job-related duties as assigned.



Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Bachelor's Degree relevant to the job |
| Experience | : | One (1) year of relevant experience |
| Training | : | Four (4) hours of relevant training |
| Eligibility | : | CS Professional (2nd Level Eligibility) |

Clerk II

Duties and Functions:

- i. Types and files correspondence and other documents.
- ii. Receives incoming and outgoing official papers.
- iii. Checks and verifies information of forms and other records of clients
- iv. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Completion of two (2) years studies in College |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | CS Sub-Professional (1 st Level Eligibility) |

Local Assessment Operations Officer I

Duties and Functions:

- i. Makes appraisal and assessment of all real properties in accordance with approved or duly enacted (SFMV) Schedule of Fair Market Values pursuant to RA 7160 and conduct frequent ocular inspection to determine if all properties are properly assessed, as bases for determining the amount of tax to be collected or levied thereat in the province.
- ii. Conduct frequent physical survey of agricultural, residential and commercial land, etc., to check and determine whether all properties within the locality are properly listed in the assessment rolls.
- iii. Prepare Field Appraisal and Assessment Sheets (FAAS's) and makes tax declaration for newly discovered properties and transactions involving transfers ownership, subdivisions, and consolidation of two (2) or more parcels, as well as assessment of real property for the approval of Provincial Assessor's Office.
- iv. Cancel Assessment in case of duplication of assessment on one property, eliminate from the assessment roll of taxable properties which have been destroyed or suffered permanent loss of value by reason of natural calamity and increase the assessment where improvements and repairs have been made upon the property subsequent to the last assessment.
- v. Review tax declaration, certification for the approval of the Municipal Assessor.
- vi. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Bachelor's Degree |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | CS Sub-Professional (2 nd Level Eligibility) |

Agriculturist II

Duties and Functions:

- i. Assist the Municipal Agriculturist in the preparation of technical papers and documents.
- ii. Acts as team member in the conduct of field surveys and inspection orders in specific areas of concern
- iii. Assist the Municipal Agriculturist in the organization of statistical data and in submission of necessary reports or recommendations.
- iv. Perform miscellaneous job-related duties as assigned.



Qualification Standards:

| | | |
|-------------|---|--|
| Education | : | Bachelor's Degree relevant to the job |
| Experience | : | One (1) year of relevant experience |
| Training | : | Four (4) hours of relevant training |
| Eligibility | : | Relevant eligibility pursuant to RA 1080 (Agriculturist/ Agricultural Engineer/ Veterinarian) |

Dentist I

Duties and Functions:

- i. Examine, diagnose and treat oral diseases.
- ii. Give dental prescription to patients as needed and orient on do's and don'ts after specific dental procedures.
- iii. Refer patients to appropriate specialists when needed
- iv. Perform simple surgical intervention on dental patients.
- v. Make requisition on dental equipment and medicines needed in the Rural Health Unit.
- vi. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|---|
| Education | : | Doctor of Dental Medicine or Dental Surgery |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | Relevant eligibility pursuant to RA 1080 |

Midwife I

Duties and Functions:

- i. Implement various health programs designed by Department of Health namely:
 - Expanded Program on Immunization (EPI)
 - Family Planning (FP)
 - National Tuberculosis Program (NTP)
 - Maternal and Child Health (MCH)
 - Nutrition
 - Healthy Lifestyle
 - Control of Diarrheal Disease (CDD)
 - Integrated Management on Childhood Illnesses (IMCI)
- ii. Conduct mother's class, health education programs and advocacy campaigns for different health programs.
- iii. Give counselling to health clients.
- iv. Do home visits for postpartum mothers, and newborns, and treat defaulters in EPI, FP, NTP, etc.
- v. Participate on Medical/ surgical missions.
- vi. Maintain, records of all patients seen.
- vii. Prepare and maintain master list of clients per program implemented.
- viii. Train and supervise BHWs, BNS, and health volunteers assigned in their respective stations.
- ix. Prepare and submit monthly and quarterly accomplishment reports of different programs implemented.
- x. Coordinate with barangay local official, and other line agencies regarding programs and projects for implementation.
- xi. Perform miscellaneous job-related duties as assigned.

Qualification Standards:

| | | |
|-------------|---|--|
| Education | : | Completion of Midwifery Course |
| Experience | : | None |
| Training | : | None |
| Eligibility | : | Relevant eligibility pursuant to RA 1080 |



SECTION 3. Should there be available personal services funds for the created positions, the above positions shall be filled-in by the Municipal Mayor and whose appointment shall be in accordance with the civil service laws, and that the appointee shall have met the minimum qualifications as provided for in this ordinance.


SECTION 4. In case any provision of this ordinance is declared unconstitutional, the other provisions shall remain in full force and effect.

SECTION 5. Ordinances, resolutions, and other issuances inconsistent with this ordinance are hereby repealed and modified accordingly.

SECTION 6. This ordinance shall take effect immediately upon compliance with the pertinent provisions of Republic Act. No. 7160 or the Local Government Code of 1991.

CARRIED, PASSED AND APPROVED BY UNANIMOUS VOTES OF ALL THE MEMBERS PRESENT ON AUGUST 19, 2020


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


IVY G. GEMARINO
Secretary to the SB

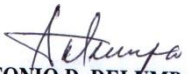
ATTESTED:


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


JUN CESAR GALILA
LnB Vice Pres./Ex-Officio Member


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

NEGATIVE VOTE: NONE