



Republic of the Philippines  
Province of Zamboanga del Norte  
MUNICIPALITY OF PIÑAN  
[www.pinan.gov.ph](http://www.pinan.gov.ph)



**Office of the Sangguniang Bayan**

**EXCERPT FROM THE MINUTES OF THE 103<sup>RD</sup> REGULAR SESSION OF THE  
10<sup>TH</sup> SANGGUNIANg BAYAN OF PIÑAN, ZAMBOANGA DEL NORTE HELD ON  
JULY 12, 2021 AT ITS SESSION HALL**

**Present:**

Honorable Deogracias T. Cimafranca

Honorable Rommel I. Gudmalin  
Honorable Al Immanuel U. Cantila  
Honorable Saturnino P. Sorronda  
Honorable Greg C. Belangoy  
Honorable Gina R. Aleta  
Honorable Jose Antonio L. Galan  
Honorable Celso M. Montemayor  
Honorable Enrique P. Acoymo

Honorable Lucino A. Gumial

Honorable Geselle Marie R. Saguin

Municipal Vice-Mayor  
(Presiding Officer)

Sangguniang Bayan Member  
Sangguniang Bayan Member  
Sangguniang Bayan Member  
Sangguniang Bayan Member  
Sangguniang Bayan Member  
Sangguniang Bayan Member  
Sangguniang Bayan Member  
Ex-Officio Sangguniang Bayan Member  
(Liga ng mga Punong Barangay- President)  
Ex-Officio Sangguniang Bayan Member  
(IP Mandatory Representative)  
Ex-Officio Sangguniang Bayan Member  
(SK Federated President)  
Sangguniang Bayan Member

On Vacation Leave: Honorable Nestor E. Protacio

**MUNICIPAL ORDINANCE NO. 2021-012**  
Series of 2021

*Sponsored by: Honorable Al Immanuel U. Cantila*

**AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT) WITH SALARY GRADE 8 AND CREATING THE POSITION OF BOOKBINDER II WITH SALARY GRADE 4 AND DEFINING ITS FUNCTIONS AND QUALIFICATION STANDARDS ALL IN THE OFFICE OF THE MUNICIPAL BUDGET OFFICER, LOCAL GOVERNMENT UNIT OF PIÑAN, ZAMBOANGA DEL NORTE**

*Be it enacted by the Sangguniang Bayan of Pinan in a session duly assembled, that:*

**SECTION 1. Title** – This Ordinance shall be known as “An Ordinance Abolishing the Position of Budgeting Assistant II (Budgeting Assistant) with Salary Grade 8 and Creating the Position of Administrative Aide IV (Bookbinder II), Salary Grade 4, and Defining its Functions and Qualification Standards, all in the Office of the Municipal Budget Officer of the Local Government Unit of Piñan, Zamboanga del Norte”.

**SECTION 2. ABOLITION OF POSITION.** The vacant position of Administrative Assistant II (Budgeting Assistant) Salary Grade 8 in the Office of the Municipal Budget Officer is hereby abolished on the approved Personnel Schedule of the Annual Budget FY 2021 of this municipality as hereunder reflected:



Item No.	Position Title	Name of Incumbent	Salary Grade/Step
3	Administrative Assistant II ( Budgeting Assistant)	Vacant	8/1

**SECTION 3. CREATION OF NEW POSITION** – The position and its corresponding Salary Grade is hereby created in the Office of the Municipal Budget Officer:

3.1. Administrative Aide IV (Bookbinder II), SG 4/1

**SECTION 4. JOB SPECIFICATION, QUALIFICATION REQUIREMENT AND DUTIES AND FUNCTIONS OF THE HEREIN NEWLY CREATED POSITION** – Prescribed below are the job specification, qualification requirements and duties and functions of the herein newly created position, viz:

4.1. **Position Title:** Administrative Aide IV (Bookbinder II) SG 4, Step 1

**a. Job Summary:** Under immediate supervision, takes charge in bookbinding the different book of accounts maintained in the workplace; and compile the budgetary documents and papers necessary in the office.

**b. Qualification requirements:**

Education: Elementary School Graduate

Experience: None Required

Training: None Required

Eligibility: None Required (MC 11, S.96-Cat. III)

**c. Duties and Functions:**

1. Compiles, sorts and binds in the various book of accounts maintained in the workplace.
2. Prepares materials and/or tools for binding; sorts out/repairs loose pages of bounded documents, files, and other reading materials and compilations with turn-over spines;
3. Assists in office work, compile/bookbinding of Official Receipts books, and accountable forms;
4. Compile/Binds different correspondence/vouchers/reports about the operation in the workplace;
5. Maintains records on bounded and sorted official documents as well as records on active and inactive files for proper disposition; and
5. Does other related duties as maybe assigned from time to time.

**SECTION 4. FUNDING REQUIREMENTS-** Fund for the herein newly created position shall be accordingly provided out of any source of the FY 2021 General Fund Supplemental Budget of this municipality.

**SECTION 5. AMENDMENT OF PERSONNEL SCHEDULE-** In view of the newly created position, the Personnel Schedule of the Office of the Municipal Budget Officer is hereby amended, so as to incorporate therein such additional position, thus:

**OFFICE OF THE MUNICIPAL BUDGET OFFICER**

ITEM NO.		POSITION TITLE	SALARY GRADE
Old	New		
1		Municipal Budget Officer	24
2		Administrative Officer II (Budget Officer I)	11
	3	Administrative Aide IV ( Bookbinder II)	4

**SECTION 6. DECLARATION OF INTENT TO CONFORM THE LAW** – This ordinance is subject to national laws, rules and regulations governing its subject matter.

**SECTION 7. EFFECTIVITY** – This ordinance shall take effect upon its approval by the reviewing authority.


**CARRIED UNANIMOUSLY.**

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**I HEREBY CERTIFY** to the correctness of the aforementioned Municipal Ordinance.

  
**MARIA CELESTE B. CANOY**  
*Secretary to the Sangguniang Bayan*

**CERTIFIED CORRECT AS TO ITS PASSAGE  
ON THE THIRD AND FINAL READING:**

  
**DEOGRACIAS T. CIMAFRANCA**  
*Municipal Vice Mayor*  
*(Presiding Officer) 07/12/2021*

**APPROVED:**

  
**CECILIA J. CARREON**  
*Municipal Mayor*

13 JUL 2021



OFFICE CODE NO.: 3-01-008  
OFFICE: MUNICIPAL BUDGET OFFICER  
PROGRAM: BUDGETING SERVICES  
PROJECT/ACTIVITY: PERSONAL SERVICES

Item Number		Position Title	Name of Incumbent	Current Year Authorized CY 2021		Budget Year Proposed CY 2021		Increase
				Rate/Annum		Rate/Annum		
				SG/Step	Amount	SG/Step	Amount	
Old	New				LBC 121- Jan. 24, 2020 1st Tranche 4th Class Municipality		LBC 132- Jan. 6, 2021 2nd Tranche 4th Class Municipality	
1	2	3	4	5	6	7	8	7
1		Municipal Budget Officer	Asuncion N. Saludsod	24/8	857,544.00	24/8	874,368.00	(16,824.00
2		Administrative Officer II (Budget Officer I)	Mirasol H. Suan	11/6	214,008.00	11/6	228,048.00	(14,040.00
3		Administrative Assistant II (Budgeting Assistant)	Vacant	8/1	157,548.00	8/1	157,548.00	-
	1	Administrative Aide (Bookbinder II)	Vacant		-	4/1	54,000.00 (Effective August 1, 2021)	(54,000.00
		TOTAL			1,229,100.00		1,313,964.00	(84,864.00

Prepared by:

Reviewed by:

Approved:

FREDERICK C. AJECIA  
Administrative Officer II (HRMO-I)

ASUNCION N. SALUDSOD  
Municipal Budget Officer

CECILIA J. CARREON  
Municipal Mayor

CERTIFIED TRUE COPY:

MARIA CELESTE B. CANOY  
Secretary to the Sangguniang Bayan

OFFICE CODE NO.: 3-01-008  
OFFICE: MUNICIPAL BUDGET OFFICER  
PROGRAM: BUDGETING SERVICES  
PROJECT/ACTIVITY: PERSONAL SERVICES

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PROJECT/ACTIVITY: PERSONAL SERVICES

Item Number		Position Title	Name of Incumbent	Current Year Authorized CY 2021		Budget Year Proposed CY 2021		Increase
				Rate/Annum		Rate/Annum		
				S/Step	Amount	SG/Step	Amount	
Old	New				LBC 121- Jan. 24, 2020 1st Tranche 4th Class Municipality		LBC 121- Jan. 24, 2020 1st Tranche 4th Class Municipality	
1	2	3	4	5	6	7	8	7
1		Municipal Budget Officer	Asuncion N. Saludsod	24/8	857,544.00	24/8	857,544.00	-
2		Administrative Officer II (Budget Officer I)	Mirasol H. Suan	11/6	214,008.00	11/6	214,008.00	-
3		Administrative Assistant II (Budgeting Assistant)	Vacant	8/1	157,548.00	8/1	157,548.00	-
		TOTAL			1,229,100.00		1,229,100.00	-

OFFICE CODE NO.: 3-01-009  
OFFICE: MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR  
PROGRAM: PLANNING SERVICES  
PROJECT/ACTIVITY: PERSONAL SERVICES

PROJECT/ACTIVITY: PERSONAL SERVICES								
Item Number		Position Title	Name of Incumbent	Current Year Authorized CY 2021		Budget Year Proposed CY 2021		Increase
				Rate/Annum		Rate/Annum		
Old	New			SG/Step	Amount	SG/Step	Amount	
			LBC 121- Jan. 24, 2020 1st Tranche 4th Class Municipality		LBC 121- Jan. 24, 2020 1st Tranche 4th Class Municipality			
1	2	3	4	5	6	7	8	7
1		Municipal Planning and Development Coordinator	Rosalie J. Morandarte	24/8	857,544.00	24/8	857,544.00	-
2		Assistant Statistician	Vilma Q. Paguigui	9/1	169,056.00	9/1	169,056.00	-
		TOTAL			1,026,600.00		1,026,600.00	-

CERTIFIED TRUE COPY:

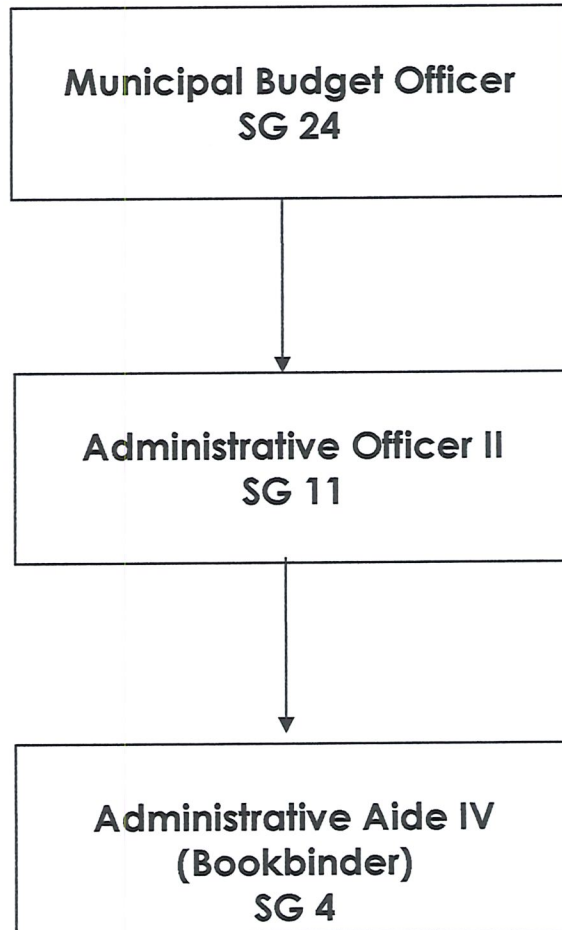
*Maria Celeste B. Canoy*  
MARIA CELESTE B. CANOY  
Secretary to the Sangguniang Bayan



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## OFFICE OF THE MUNICIPAL MAYOR/HR SECTION

### ORGANIZATIONAL STRUCTURE MUNICIPAL BUDGET OFFICE



Submitted by:

  
**FREDERICK C. AJECIA**  
Administrative Officer II





Republic of the Philippines  
**PROVINCE OF ZAMBOANGA DEL NORTE**  
*Municipality of Piñan*  
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**OFFICE OF THE MUNICIPAL MAYOR (HRMO Section)**

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## **CERTIFICATION**

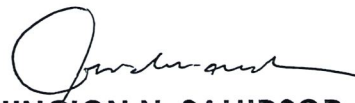
TO WHOM IT MAY CONCERN:

This is to certify that the position of **ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)** in the Municipal Budget Office this municipality was declared vacant for almost 3 years.

This certification is being issued for whatever legal purpose it may serve.

Issued this June 14, 2021, at Piñan Government Center, Piñan, Zamboanga del Norte, Philippines.

  
**FREDERICK C. AJECIA**  
*Administrative Officer II (HRMO I)*

  
**ASUNCION N. SALUDSOD**  
*Municipal Budget Officer*

  
**CECILIA J. CARREON**  
*Municipal Mayor*