



Republic of the Philippines
Province of Zamboanga del Norte
MUNICIPALITY OF PIÑAN
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Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 112TH REGULAR SESSION OF THE
10TH SANGGUNIANG BAYAN OF PIÑAN, ZAMBOANGA DEL NORTE HELD ON
SEPTEMBER 20, 2021 AT ITS SESSION HALL**

Present:

Honorable Deogracias T. Cimafranca

Municipal Vice-Mayor
(Presiding Officer)

Honorable Rommel I. Gudmalin

Sangguniang Bayan Member

Honorable Saturnino P. Sorronda

Sangguniang Bayan Member

Honorable Greg C. Belangoy

Sangguniang Bayan Member

Honorable Nestor E. Protacio

Sangguniang Bayan Member

Honorable Gina R. Aleta

Sangguniang Bayan Member

Honorable Jose Antonio L. Galan

Sangguniang Bayan Member

Honorable Celso M. Montemayor

Sangguniang Bayan Member

Honorable Enrique P. Acoymo

Ex-Officio Sangguniang Bayan Member

(Liga ng mga Punong Barangay- President)

Honorable Lucino A. Gumial

Ex-Officio Sangguniang Bayan Member

(IP Mandatory Representative)

Honorable Geselle Marie R. Saguin

Ex-Officio Sangguniang Bayan Member

(SK Federated President)

Absent: Honorable Al Immanuel U. Cantila

Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 2021-016

Series of 2021

**AN ORDINANCE CREATING VARIOUS POSITIONS IN DIFFERENT OFFICES
OF THE LOCAL GOVERNMENT UNIT OF PIÑAN, ZAMBOANGA DEL NORTE**

Sponsored by: Honorable Rommel I. Gudmalin

*Be it enacted by the Sangguniang Bayan Council of Piñan, Zamboanga del Norte in a session duly assembled,
that:*

SECTION 1. TITLE– This Ordinance shall be known as “An Ordinance Creating Various Positions in Different Offices of the Local Government Unit of Piñan, Zamboanga del Norte.”

SECTION 2. AUTHORITY. Pursuant to Section 76 of RA 7160, otherwise known as the Local Government Code of 1991, Local Government Units being in the frontline in the delivery of basic services are authorized to design and implement their own organizational structure and staffing pattern based on its service requirement and

financial capability, thus, the herein creation of positions in the different offices of the Local Government Unit of Piñan, Zamboanga del Norte.

With the advent of Executive Order No. 138 dated June 1, 2021 and its Guidelines on the Preparation of Devolution Transition Plans as provided under Joint Memorandum Circular (JMC) No. 2021-1, dated August 11, 2021, this Local Government Unit of Piñan conforms to its issuances and thereby create some positions necessary for the devolved offices.

3. CREATION OF NEW POSITIONS– The following positions and its corresponding Salary Grade are hereby created in the different offices of this Local Government Unit of Piñan, Zamboanga del Norte, *to wit*:

I. OFFICE OF THE MUNICIPAL MAYOR:

- 3.1. Tourism Officer I, SG 11/1
- 3.2. Licensing Officer I, SG 11/1
- 3.3. Environmental Management Specialist I, SG 11/1

II. OFFICE OF THE SANGGUNIANG BAYAN:

- 3.4. Administrative Assistance (Bookbinder III), SG 7/1

III. OFFICE OF THE MUNICIPAL ENGINEER:

- 3.5. Construction and Maintenance Foreman- SG 8/1

IV. OFFICE OF THE MUNICIPAL HEALTH OFFICER:

- 3.6. Medical Technologist II, SG 15/1 (First Class Annex A-LBC 132)

V. OFFICE OF THE MUNICIPAL AGRICULTURIST:

- 3.7. Farm Supervisor, SG 8/1

VI. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT:

- 3.8. Social Welfare Officer I, SG 11/1

VII. OFFICE OF THE MUNICIPAL TREASURER:

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

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

4.1. Position Title: Tourism Officer I, SG 11, Step 1

a. Job Summary: Under general supervision, responsible for key areas such as marketing, visitor management and the development of tourism campaigns, products, services and facilities.

b. Qualification requirements:

Education: Bachelor's Degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: Career Service Professional (Second Level Eligibility)

c. Duties and Functions:

1. Formulation of plans, programs and projects for the development of tourism as an engine of socio-economic and cultural growth;
2. Supervise and coordinate the implementation of tourism developmental plans;
3. Advancing and promoting the protection, maintenance and preservation of historical, cultural and natural endowment in cooperation with government appropriate agencies and the private sector;
4. Assist in the evaluation of the tourism development for the issuance of permits and the grant of incentives by appropriate government agency, encourage private sector investment and participation in tourism activities and projects;
5. Receive and investigate complaints concerning tourism enterprise and act on such complaint;
6. Organize special and seasonal events and festivals;
7. Develop e-tourism platforms, including websites, and construct business databases;
8. Carry out strategic planning and development, such as commissioning and/or producing tourism strategies and economic impact studies for implementation, or lobbying, devising and implementing marketing campaigns; and
12. Perform other related tasks.

4.2. Position Title: Licensing Officer I SG 11, Step 1

a. Job Summary: Under immediate supervision, prepares/encodes business permits for approval of the Mayor, prepares certifications of with business, non-business or surrendered business, and evaluates the requirements of business permit applicants.

b. Qualification requirements:

Education: Bachelor's Degree

Experience: None Required

Training: None Required

Eligibility: Career Service Professional (Second Level Eligibility)

c. Duties and Functions:

1. Evaluates requirements of business permit applicants;
2. Inspects business establishments around the Municipality of Piñan to determine those who have no permit;
3. Validates complaints;
4. Prepares inspection reports and other reports relative to business and submit to the Municipal Mayor; and
5. Performs other related works.

4.3. Position Title: Environmental Management Specialist SG 11, Step 1

a. Job Summary: Under general supervision, analyze samples, surveys, and other information to identify and assess threats to the environment. Develop plans to prevent, control, or fix environmental problems, such as land or water pollution.

b. Qualification requirements:

Education: Bachelor's Degree

Experience: None Required

Training: None Required

Eligibility: Career Service Professional (Second Level Eligibility)

c. Duties and Functions:

1. Assist in the formulation of measures for the consideration of the Sangguniang Bayan and to provide assistance and support in carrying out measures to ensure the delivery of basic services and provision of facilities relative to environment and natural resources as provided under Section 17 of the Local Government Code of 1991.
2. Assist the department head in the development of plan and strategies, and upon approval by the Municipal Mayor, implement the same, particularly those which have to do with the environment and natural resources programs and projects which the Municipal Mayor and the Sangguniang Bayan are empowered to implement under the Local Government Code of 1991.
3. Coordinate with barangay officials in the preparation of Solid Waste Management Plans as mandated by law and monitor the implementation thereof.
4. Coordinate with government and non-government organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of Department of Environment and Natural Resources and submit pertinent reports relative thereto when necessary.
5. Performing related field work as required; and
6. Performing other duties as assigned.

4.4. Position Title: Administrative Assistant (Bookbinder III) SG 7, Step 1

a. Job Summary: Under immediate supervision, takes charge in bookbinding the different journals/transcripts of records, magazines, periodicals and other official documents maintained in the workplace; and compile the budgetary documents and papers necessary in the office; and provides administrative support in the legislative department.

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. Complies, sort and binds in numerical order the minutes, journals/transcripts of records, magazines, periodicals and other official documents;
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, labelling books, pamphlets;
4. Maintains records on bounded and sorted official documents as well as records on active and inactive files for proper disposition;
5. Organize the hard bounded books and papers with corresponding period;
6. Record the legislative documents to be complied and subject for hand bound.
7. Does other related duties as maybe assigned from time to time.

4.5. Position Title: Construction and Maintenance Foreman SG 8, Step 1

a. Job Summary: Under immediate supervision, takes charge in the supervision of maintenance and repairs; assigned duties related to plumbing, heating, electrical, mechanical, and other plant equipment; and prepares work reports.

b. Qualification requirements:

Education: High School Graduate

Experience: 1 yr relevant experience

Training: 4 hrs relevant training

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

c. Duties and Functions:

1. Direct skilled and semi-skilled workers engaged in building small structures or in altering, and painting existing buildings; plans, lay outs, and assigns duties to subordinates; checks periodically to assure established specifications are met;

2. Supervises the maintenance and repair of plumbing, heating, electrical, mechanical, and other plant equipment;
3. Supervises the maintenance of grounds and outside structures;
4. Prepares work reports concerning types of repairs made, materials used, and cost of completed work assignments; purchases parts, tools and supplies;
5. Maintains inventory of materials and equipment; and
6. Performs related work as required.

4.6. Position Title: Medical Technologist II SG 15, Step 1

a. Job Summary: Analyzes various biological samples to treat or diagnose different diseases, getting biological samples ready to test, conducting blood tests and creating reports of their findings.

b. Qualification requirements:

Education: Bachelor's Degree in Medical Technology

Experience: 1 yr relevant experience

Training: 4 hrs relevant training

Eligibility: R.A. 1080

c. Duties and Functions:

1. Use established lab protocol to perform laboratory tests and correctly log the results of those tests;
2. Determine specimen validity within the first 20 minutes of receiving the specimen;
3. Inform clients of recollection protocols if a specimen is rejected;
4. Identify, diagnose and repair issues that may arise with the laboratory equipment;
5. Verify all test results and ensure that they are correctly matched with the specimen;
6. Label and organize all tests appropriately to make sure that they are easily retrievable.

4.7. Position Title: Farm Supervisor SG 8, Step 1

a. Job Summary: Collaborate with other farm personnel to develop farm schedules and meet processing goals, duties can include hiring and training personnel, ordering supplies and budgeting. In general, a farm supervisor needs to have strong leadership and communication skills.

b. Qualification requirements:

Education: High School Graduate

Experience: 1 yr relevant experience

Training: 1 yr. relevant training

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

c. Duties and Functions:

1. Coordinates with administrators and research project leaders on work plans and programs and makes recommendation for improvements, land preparation, fertilizing, planting crops, cultivation, and harvesting of experimental feed plots;
2. Determines soil use and rotation of crops;
3. Inspect dairy, garden, poultry, orchard, and other units; confers with and advises project leaders on problems; requisitions equipment and materials; approves work schedule;
4. Plans and supervises the planting, cultivating, harvesting and storing of field and garden crops on large and complex institutional farms;
5. Supervises all operations of one of the larger and more complex institutional farms;
6. Makes reports on time, equipment, materials, and production; keeps records and prepares estimates of needs;
7. Direct the repair and maintenance of farm buildings and equipment; and
8. Perform related work as required.

4.8. Position Title: Social Welfare Officer I SG 4, Step 1

a. Job Summary: Conducts interviews, case counselling, case management/conferences and home visits to clients; prepares and submits case studies/assessments and other related reports.

b. Qualification requirements:

Education: Bachelor's Degree relevant to the Job

Experience: none required

Training: none required

Eligibility: Career Service Professional (Second Level Eligibility)

c. Duties and Functions:

1. To mobilize community development in collaboration with NGOs civil society;
2. Capacity building of voluntary Social Welfare agencies/NGOs and to provide professional guidance and implementation of their schemes;
3. To plan organize and coordinate social development activities like national days, tree plantation and creation social awareness;
4. To carry out the instruction of the department to be issued from time to time;
5. To conduct surveys when required and to undertake emergency relief work in collaboration with NGOs and civil society; and
6. Any other assignment given by the seniors.

4.9. Position Title: Administrative Aide IV (Bookbinder II), SG 4/1

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 Graduate

Experience: none required

Training: none required

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

c. Duties and Functions:

1. 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, labelling books, pamphlets;
4. Responsible for finishing and binding books, magazines, brochures, and calendars by cutting, assemble, glue, and stitch the papers together according to desired specifications.
5. Glue outside endpapers to covers;
6. Imprint and emboss lettering, designs, or numbers on covers, and stamping machines;
7. Insert book bodies in devices that form back edges of books into convex shapes and produce grooves that facilitate attachment of covers; and
8. Does other related duties as maybe assigned from time to time.

4.10. Position Title: Administrative Aide IV (Bookbinder II)

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 Graduate

Experience: none required

Training: none required

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

c. Duties and Functions:

1. 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, labelling books, pamphlets;
4. Responsible for finishing and binding books, magazines, brochures, and calendars by cutting, assemble, glue, and stitch the papers together according to desired specifications;

5. Glue outside endpapers to covers;
6. Imprint and emboss lettering, designs, or numbers on covers, and stamping machines;
7. Insert book bodies in devices that form back edges of books into convex shapes and produce grooves that facilitate attachment of covers; and
8. Does other related duties as maybe assigned from time to time.

SECTION 5. FUNDING REQUIREMENT- Funds for the herein newly created positions shall be accordingly provided out from any source of the FY 2022 General Fund Annual Budget of this municipality.

SECTION 6. INCORPORATING CREATED POSITIONS IN THE PERSONNEL SCHEDULE - The Personnel Schedule of various offices shall incorporate the newly created positions under the FY 2022 Annual Budget.

SECTION 7. DECLARATION OF INTENT TO CONFORM THE LAW – This ordinance is subject to national laws, rules and regulations governing its subject matter.

SECTION 8. 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 Resolution.


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) 09/20/2021

APPROVED:


CECILIA J. CARREON
Municipal Mayor

28 SEP 2021