



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 124th REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PIÑAN, ZAMBOANGA DEL NORTE HELD ON DECEMBER 16, 2024 AT ITS SESSION HALL

Present:

Honorable Rommel I. Gudmalin

Municipal Vice-Mayor
 Presiding Officer

Honorable Glicerio Y. Redillas, Jr.

Sangguniang Bayan Member

Honorable Benedicto C. Cainta II

Sangguniang Bayan Member

Honorable Gina R. Aleta

Sangguniang Bayan Member

Honorable Ricardo R. Sabandal

Sangguniang Bayan Member

Honorable Celso M. Montemayor

Sangguniang Bayan Member

Honorable Jose Antonio L. Galan

Sangguniang Bayan Member

Honorable Greg C. Belangoy

Sangguniang Bayan Member

Honorable Ignacio L. Galan

Ex-Officio Sangguniang Bayan Member

(Liga ng mga Punong Barangay- President)

Honorable Joel Audrey Cristal P. Galvez

Ex-Officio Sangguniang Bayan Member

(SKF President)

Honorable Jodilyn P. Tatad

Ex-Officio Sangguniang Bayan Member

(IPMR)

Absent:

Honorable Al Immanuel U. Cantila

Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 2024-017

Series of 2024

AN ORDINANCE CREATING THE POSITIONS OF INTERNAL AUDITOR II, SALARY GRADE 15, STEP 1; LABOR AND EMPLOYMENT OFFICER III, SALARY GRADE 16, STEP 1; YOUTH DEVELOPMENT ASSISTANT II, SALARY GRADE 8, STEP 1; AND SUPERVISING ADMINISTRATIVE OFFICER, SALARY GRADE 22, STEP 1, ALL UNDER THE OFFICE OF THE MUNICIPAL MAYOR; AND ENGINEERING II, SALARY GRADE 16, STEP 1; AND HEAVY EQUIPMENT OPERATOR II, SALARY GRADE 6, STEP 1, ALL UNDER THE OFFICE OF THE MUNICIPAL ENGINEER, LOCAL GOVERNMENT UNIT OF PIÑAN, ZAMBOANGA DEL NORTE

Sponsored by: Honorable Gina R. Aleta

Be it enacted by the Sanggunian 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 the Positions of Internal Auditor II, SG 15-Step 1; Labor and Employment Officer III, SG 16- Step 1; Youth Development Assistant II, SG 8-Step 1, and Supervising Administrative Officer, SG 22-Step 1, all under the Office of the Municipal Mayor; and Engineering II, SG 16-Step 1, and

Heavy Equipment Operator II, SG 6-Step 1, all under the Office of the Municipal Engineer, 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 creation of positions in the above-mentioned offices.

SECTION 3. CREATION OF NEW POSITIONS- The creation of new positions is hereby reflected:

I. OFFICE OF THE MUNICIPAL MAYOR

- 3.1. Internal Auditor II, SG 15, Step 1
- 3.2. Labor & Employment Officer III, SG 16, Step 1
- 3.3. Youth Development Assistant II, SG 8, Step 1
- 3.4. Supervising Administrative Officer, SG 22, Step 1

II. OFFICE OF THE MUNICIPAL ENGINEER

- 3.5. Engineer II, SG 16, Step 1
- 3.6. Heavy Equipment Operator II, SG 6, Step 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: Internal Auditor II, SG 15/1

- a. **Job Summary:** Undergeneral supervision, conducts research and obtains relevant documents, information on the internal system and processes to be audited.
- b. **Qualification requirements:**
 - Education: Bachelor's Degree relevant to the job
 - Experience: One (1) year of relevant experience
 - Training: 4 hours of relevant training
 - Eligibility: Career Service (Professional) Second Level Eligibility
- c. **Duties and Functions:**
 - 1. Advise the Local Chief Executive on all matters relating to management control and operations audit of the Executive Branch;
 - 2. Conduct management and operations audit, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
 - 3. Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agencies/units covered;

4. Analyze and evaluate control deficiencies and assist top management to solve the problems by recommending realistic courses of action; and
5. Perform such other related duties and responsibilities as may be assigned or delegated by the LCE, or as may be required by law.

4.2. Position Title: Labor & Employment Officer III, SG 16/1

a. Job Summary: Developing and implementing labor and employment policies and procedures in compliance with Philippine laws and regulations. Providing advice and guidance on labor and employment matters, including employment contracts, employee benefits, disciplinary actions, and termination.

b. Qualification requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

c. Duties and Functions:

1. Prepares and/or analyzes and reviews existing and relevant literature, technical documents, policy review papers and reports of the division/unit;
2. Reviews labor laws, rules, policies, guidelines and submits appropriate recommendations/implement labor laws, rules, policies, guidelines and submits regular and special reports of accomplishments as well as necessary recommendations;
3. Recommends programs and projects related to the organization's area of concern;
4. Assists in developing and conducting training programs/information dissemination on the organization's programs and projects;
5. Serves as field coordinators in surveys conducted by the Division and may act as Liaison Officer with other institution;
6. Writes preliminary draft of research findings and other technical reports;
7. Assists in providing consultative service to trade union in matter of trade union administrative;
8. Provides support staff functions to other divisions whenever necessary;
9. Monitors implementation of programs and projects;
10. Assists in the implementation of labor laws policies, rules, regulations and standards;
11. Providing advice and guidance on labor and employment matters, including employment contracts, employee benefits, disciplinary actions, and termination;
12. Ensuring compliance with tax laws and regulations in relation to employee compensation, benefits, and payroll;
13. Collaborating with internal stakeholders, including HR, finance, and legal teams, to ensure consistent and compliant practices; and
14. Performance such other functions as may be assigned.

d. Competency:

Common Knowledge and Skills

- a. Labor Standards updates
- b. CSC policies and standards

Basic Knowledge and Skills

- a. Statistical data interpretation
- b. Basic computer knowledge

Core Knowledge and Skills

- a. Research methods

4.3. **Position Title:** Youth Development Assistant II, SG 8/1

a. **Job Summary:** Concerned with rendering assistance in gathering relevant information and data needed for the formulation of better and effective programs and policies related to youth development and welfare.

b. **Qualification requirements:**

Education: Completion of two years studies in college

Experience: One (1) year of experience relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Sub Professional) First Level Eligibility

c. **Duties and Functions:**

1. Serves as the core of the advocacy on youth participation in nation-building and youth empowerment;
2. Finalize the three (3) year LYDP that is anchored in the PYDP and development plans of the local government units;
3. Monitor and evaluate the implementation of the Local Youth Development Plan;
4. Coordinate feedback from Youth Advisory Group to Council regarding issues important to the youth to assist the council's decision making, by providing considered contributions to reports regarding youth activities as required;
5. Give plans to the youth empowerment and give priority to programs, projects and activities that will promote and ensure the meaningful youth participation in nation-building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, social protection, capability building and sports development; and
6. Perform such other job/functions as may be prescribed by law or ordinance.

4.4. **Position Title:** Supervising Administrative Officer, SG 22/1 (Co-Terminus)

a. **Job Summary:** Concerned with planning, directing, coordinating, and supervising all administrative services functions, personnel administration, general services, supply/ records management, and budgeting.

b. **CSC Minimum Qualification requirements:**

Education: Bachelor's Degree relevant to the job

Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

c. Preferred Qualification Standards:

Education: Bachelor's Degree preferably in law, public administration and other related course

Experience: 3 years of relevant experience in management & administrative works

Training: 16 hours of relevant training

c. Duties and Functions:

1. Confer and provide technical guidance to section heads for the effective and efficient operationalization of divisions/section/unit key result areas and requirements;
2. Assist in the conduct of various activities and functions of the Division relating to support services to operations;
3. Provide technical support in the performance review and evaluation of the personnel;
4. Assist in the development of measures to ensure a cooperative and well-coordinated work-force;
5. Coordinate/cooperate with other divisions and/or organizational units within the Department;
6. Review existing operational mechanisms and come up with appropriate recommendation for enhancement;
7. Review and provide input along annual work planning and programming;
8. Review, oversee, and provide assistance in the crafting and execution of office performance contracts and individual performance contracts for all administrative units and personnel;
9. Assist in the provision of technical assistance to support the implementation and enhancement of policies, programs and systems within the administrative units;
10. Assist in planning, organizing, directing, supervising and conduct of various activities and functions of the division relating to support services to operations in field office/centers and other care facilities;
11. Assist in the review of documents and correspondences relative to the operation of the division;
12. Assist in the execution of management functions such as planning, directing, organizing, staffing and controlling of the operation of the division;
13. Assist in the coordination of the work of all the officials of the local government unit, under the supervision, direction, and control of the local government unit;
14. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;
15. Conduct a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms; and
16. Perform such other duties and functions as may be prescribed by law or ordinance.

4.5. **Position Title:** Engineer II, SG 16/1

b. Job Summary: Concerned with rendering assistance in the implementation of all infrastructure project in the municipality, and assistance in preparing all necessary documents, like feasibility studies, surveys, detailed engineering design of all infrastructure that will be conducted or implemented within the municipality.

b. Qualification requirements:

Education: Bachelor's Degree in Engineering relevant to the job.

Experience: One (1) year of experience related to the job

Training: 4 hours of relevant formal training

Eligibility: RA 1080 (Civil Engineer)

c. Duties and Functions:

1. Prepare draft technical report on the result of field monitoring;
2. Assist in monitoring and preparation of project requirements by the Barangay's particularly the detailed engineering design and program of works, and provide technical assistance to barangay to facilitate the completion of Detailed Engineering Designs (DED)/Program of Works (POWs);
3. Assist in the evaluation of project impacts in accordance with the M&E framework;
4. Prepare a monthly travel plan consistent with the target outputs and based on the current need of the Barangays/projects;
5. Monitor Barangay's compliance with the Projects/Programs Implementing Guidelines of the LGU;
6. Attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved, as necessary;
7. Prepares Post Activity Report (PAR) every travel; and
8. Performs other duties as may be assigned by the immediate supervisor.

4.6. Position Title: Heavy Equipment Operator II, SG 6/1

a. Job Summary: Performs heavy manual labor such as: digging, lifting, hauling, spraying, etc., and performing routine maintenance to assigned equipment.

b. Qualification requirements:

Education: High School Graduate or Completion of relevant vocational trade course.

Experience: None Required

Training: None Required

Eligibility: Heavy Equipment Operator (MC 11, s.96-Cat I)

c. Duties and Functions:

1. Maintain the proper condition of the Heavy Equipment vehicles;
2. Operates Heavy Equipment vehicles in loading and hauling services;
3. Prepares and submits of oil consumption reports;
4. Checks equipment for gas, oil and water before and after each trip;
5. Assists in minor repairs and/or preventive maintenance requirements of the equipment; and
5. Does other related works as needed.

SECTION 6. FUNDING REQUIREMENT- Funds for the herein newly created positions shall be accordingly provided out from the Annual Budget FY 2025.

SECTION 7. INCORPORATING CREATED POSITIONS IN THE PERSONNEL SCHEDULE - The Personnel Schedule of various offices shall incorporate the newly created position under the FY 2025 Annual Budget and Plantilla of Positions in the concerned offices.

SECTION 8. DECLARATION OF INTENT TO CONFORM THE LAW – This ordinance is subject to national laws, rules and regulations governing its subject matter.

SECTION 9. EFFECTIVITY – This ordinance shall take effect upon its approval by the reviewing authority.

CARRIED BY THE MAJORITY VOTES.

Ayes: Hons. Redillas, Cainta, Aleta, Montemayor, J. Galan, Belangoy, I. Galan, Galvez and Tatad
Nays: Hon. Sabandal
Abstained: None


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I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance.


CHRISMAE B. FLORA
LLSA-III

OIC- Sec. to the SB
per Memorandum Order No. 2024-70
dated December 13, 2024

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


ROMMEL GUDMALIN
Municipal Vice Mayor
(Residing Officer)

APPROVED:


CECILIA J. CARREON
Municipal Mayor

26 DEC 2024

PERSONNEL SCHEDULE CY 2025

Piñan, Zamboanga del Norte

OFFICE CODE NO.: 3-01-001

OFFICE: MUNICIPAL MAYOR

PROGRAM: ADMINISTRATIVE SERVICES

PROJECT/ACTIVITY: PERSONAL SERVICES

Item Number		Position Title	Name of Incumbent	Current Year Authorized CY 2024		Budget Year Proposed CY 2025		Increase/ Decrease
				Rate/Annum		Rate/Annum		
Old	New			SG/Step	Amount	SG/Step	Amount	
1	2	3	4	5	6	7	8	9
		Municipal Mayor	Cecilia J. Carreon	27/2	1,252,152.00	27/2	1,252,152.00	-
		PERSONAL STAFF						
		PERSONAL SERVICES						
		Private Secretary II	Zerra Nelfe V. Dondoyano	15/1	345,720.00	15/1	345,720.00	-
		TOURISM						
		Tourism Operation Officer I	Vacant	11/1	256,608.00	11/1	256,608.00	-
		ENVIRONMENTAL						
		Environmental Mgmt. Specialist I	Jerome G. Navarette	11/1	256,608.00	11/1	256,608.00	-
		HRM SERVICES						
		Administrative Officer II (HRMO-1)	Rechel P. Sabandal	11/1	256,608.00	11/1	256,608.00	-
		PERMITS & LICENSES						
		Administrative Aide VI (Clerk III)	Honey Bless G. Guitarte	6/1	164,292.00	6/1	164,292.00	-
		Licensing Officer I	Maribeth L. Alap-ap	11/1	256,608.00	11/1	256,608.00	-
		Administrative Aide VI (Comm. Equpt. Operator II)	Alberto J. Enot	6/7	172,032.00	6/7	172,032.00	-
		Administrative Aide IV (Driver III)	Marlo P. Sorronda	4/1	145,884.00	4/1	145,884.00	-
		Administrative Officer III (Supply Officer II)	Karl Wilfredo H. Acaylar	14/4	328,752.00	14/4	328,752.00	-
		Administrative Assistant II (Labor General Foreman)	Dwight A. Delana	8/1	184,812.00	8/1	184,812.00	-
		Administrative Aide VI	Andrew A. Cantoja	6/1	164,292.00	6/1	164,292.00	-
		Administrative Aide III (Utility Worker II)	Razi L. Lumayag	3/1	137,388.00	3/1	137,388.00	-
		Administrative Aide III	Jose M. Makintura, Jr.	3/2	138,456.00	3/2	138,456.00	-
		Administrative Aide III	Edwin P. Pahuway	3/2	138,456.00	3/2	138,456.00	-
		Administrative Aide I	Jerry Q. Jimenez	1/1	121,776.00	1/1	121,776.00	-
		Administrative Aide I	Danilo G. Nodalo	1/7	127,920.00	1/7	127,920.00	-
		Administrative Aide I	Esterlita A. Analos	1/3	123,732.00	1/3	123,732.00	-
		Administrative Aide I	Rey M. Hibaya	1/1	121,776.00	1/1	121,776.00	-
		Local Disaster Risk Reduction & Management Officer II	Noel P. Grancapal	15/1	345,720.00	15/1	345,720.00	-
		Supervising Labor and Employment Officer	Vacant	22/1	-	22/1	-	-
		Municipal Disaster Risk Reduction & Management Officer I	Vacant	11/1	256,608.00	11/1	256,608.00	-
1		Labor & Employment Officer III	Vacant	16/1	-	16/1	374,544.00	374,544.00
2		Youth Development Assistant II	Vacant	8/1	-	8/1	184,812.00	184,812.00
3		Supervising Administrative Officer (Administrative Officer IV)	Vacant	22/1	-	22/1	673,524.00	673,524.00
4		Internal Auditor II	Vacant	15/1	-	15/1	345,720.00	345,720.00
TOTAL					5,296,200.00		6,874,800.00	1,578,600.00



**OFFICE OF THE MUNICIPAL MAYOR
(HUMAN RESOURCE MANAGEMENT SECTION)**

October 3, 2024

MS. MARIA CELESTE B. CANOY
SB Secretary
Piñan, Zamboanga del Norte

Ma'am:

Greetings!

Submitting herewith the list of positions for creation in the Office of the Municipal Mayor with corresponding duties and functions, to wit:

1. LABOR & EMPLOYMENT OFFICER III SG 16

EDUCATION: Bachelor's degree.

EXPERIENCE: 1 year of relevant experience

TRAINING: 4 hours of relevant training

ELIGIBILITY: Career Service (Professional)/ Second Level Eligibility

DUTIES AND FUNCTIONS:

1. Prepares and/or analyzes and reviews existing and relevant literature, technical documents, policy review papers and reports of the division/unit;
 2. Reviews labor laws, rules, policies, guidelines and submits appropriate recommendations/implements labor laws, rules, policies, guidelines and submits regular and special reports of accomplishments as well as necessary recommendations;
 3. Recommends programs and projects related to the organization's area of concern;
 4. Assists in developing and conducting training programs/information dissemination on the organization's programs and projects;
 5. Serves as field coordinator in surveys conducted by the Division and may act as Liaison Officer with other institution;
 6. Writes preliminary drafts of research findings and other technical reports;
 7. Assists in providing consultative service to trade union in matter of trade union administration;
 8. Provides support staff functions to other divisions whenever necessary;
 9. Monitors implementation of programs and projects;
- or Assists in the implementation of labor laws, policies, rules, regulations and standards*

11. Providing advice and guidance on labor and employment matters, including employment contracts, employee benefits, disciplinary actions, and termination.
12. Ensuring compliance with tax laws and regulations in relation to employee compensation, benefits, and payroll.
13. Collaborating with internal stakeholders, including HR, finance, and legal teams, to ensure consistent and compliant practices.
14. Performs such other functions as may be assigned.

Competency:

Common Knowledge and Skills

- a. Labor Standards updates
- b. CSC policies and standards

Basic Knowledge and Skills

- a. Statistical data interpretation
- b. Basic computer knowledge

Core Knowledge and Skills

- a. Research methods

2. YOUTH DEVELOPMENT ASSISTANT II SG 8

EDUCATION: Completion of two years studies in college.

EXPERIENCE: 1 year of relevant experience

TRAINING: 4 hours of relevant training

ELIGIBILITY: Career Service (Sub Professional) First Level Eligibility

DUTIES AND FUNCTIONS:

1. Serve as the core of the advocacy on youth participation in nation-building and youth empowerment;
2. Finalize the three (3) year LYDP that is anchored in the PYDP and the development plans of the local government units.
3. Monitor and evaluate the implementation of the Local Youth Development Plan;
4. Coordinate feedback from Youth Advisory Group to Council regarding issues important to the youth to assist the council's decision making, by providing considered contributions to reports regarding youth activities as required.
5. Give plans to the youth empowerment and give priority to programs, projects and activities that will promote and ensure the meaningful youth participation in nation-building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, social protection, capability building and sports development; and
6. Perform such other job/functions as may be prescribed by law or ordinance.

3. SUPERVISING ADMINISTRATIVE OFFICER SG 22

CSC Minimum Qualification Standards:

EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
TRAINING: 16 hours of relevant training
EXPERIENCE: 3 years of relevant experience
ELIGIBILITY: Career Service (Professional) Second Level Eligibility

Preferred Qualification Standards:

EDUCATION: Bachelor's Degree relevant with the Job including Masteral Units
TRAINING: 16 HOURS OF RELEVANT TRAININGS
EXPERIENCE: Three (3) years of relevant experience

DUTIES AND FUNCTIONS:

1. Confer and provide technical guidance to section heads for the effective and efficient operationalization of division/section/unit key result areas and requirements;
2. Assist in the conduct of various activities and functions of the Division relating to support services to operations;
3. Provide technical support in the performance review and evaluation of the personnel;
4. Assist in the development of measures to ensure a cooperative and well-coordinated work-force;
5. Coordinate/coöperate with other divisions and/or organizational units within the Department;
6. Review existing operational mechanisms and come up with appropriate recommendation for enhancement;
7. Review and provide input along annual work planning and programming;
8. Review, oversee, and provide assistance in the crafting and execution of office performance contracts and individual performance contracts for all administrative units and personnel;
9. Assists in the provision of technical assistance to support the implementation and enhancement of policies, programs and systems within the administrative units;
10. Assists in planning, organizing, directing, supervising and conduct of various activities and functions of the division relating to support services to operations in field office/centers and other care facilities.
11. Assists in the review of documents and correspondences relative to the operation of the division;
12. Assists in the execution of management functions such as planning, directing, organizing, staffing and controlling of the operation of the division;
13. Assist in the coordination of the work of all the officials of the local government unit, under the supervision, direction, and control of the mayor and for this purpose, he/she may convene the chiefs-of-offices and other officials of the local government unit.
14. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service.
15. Conduct a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms.
16. Perform such other duties and functions as may be prescribed by law or ordinance.

4. INTERNAL AUDITOR II SG 15

CSC Minimum Qualification Standards:

EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
TRAINING: Four (4) hours of relevant training
EXPERIENCE: One (1) year of relevant experience
ELIGIBILITY: Career Service (Professional) Second Level Eligibility

DUTIES AND FUNCTIONS:

1. Advise the LCE on all matters relating to management control and operations audit of the Executive Branch;
2. Conduct management and operations audit, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
3. Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agencies/units covered;
4. Analyze and evaluate control deficiencies and assist top management to solve the problems by recommending realistic courses of action;
5. Perform such other related duties and responsibilities as may be assigned or delegated by the LCE, or as may be required by law.

Please acknowledge receipt hereof.

Thank you and more power.

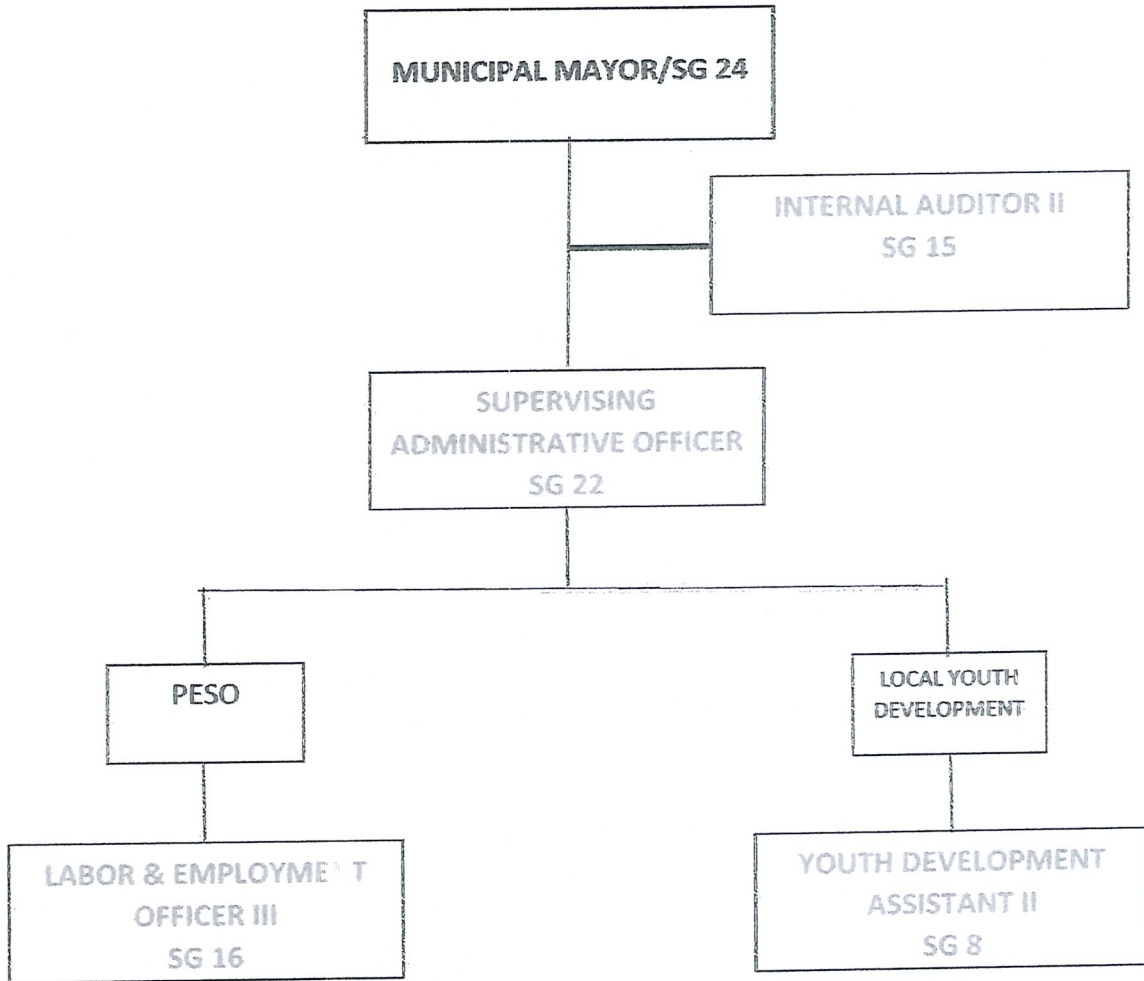
Very truly yours,


RECHEL P. SABANDAL, MBA, LPT
Administrative Officer II (HRMO I)



16-7-24
[Signature]

OFFICE OF THE MUNICIPAL MAYOR



Prepared by:
[Signature]
RECHEL P. SABANDAL, MBA, LPT
Administrative Officer II

LEGEND:
■ Existing
■ New Position

Reviewed by:
[Signature]
ASUNCION N. SALUDSOD
Municipal Budget Officer

PERSONNEL SCHEDULE CY 2025
Piñan, Zamboanga del Norte

OFFICE CODE NO.: 3-01-010
 OFFICE: MUNICIPAL ENGINEER
 PROGRAM: ENGINEERING SERVICES
 PROJECT/ACTIVITY: PERSONAL SERVICES

Item Number		Position Title	Name of Incumbent	Current Year Authorized CY 2024		Budget Year Proposed CY 2025		Increase/ Decrease
				Rate/Annum		Rate/Annum		
				SG/Step	Amount	SG/Step	Amount	
1	2	3	4	5	6	7	8	9
1		Municipal Engineer	Eugene Del Niño D. Mayon	24/1	847,188.00	24/1	847,188.00	-
	1	Engineer II	Vacant	16/1	-	16/1	374,544.00	374,544.00
2		Engineering Assistant	Vacant	8/1	(184,812.00)	8/1	-	(184,812.00)
3		Heavy Equipment Operator II	Ronald D. Pedriña	6/1	164,292.00	6/1	164,292.00	-
4		Heavy Equipment Operator II	Marcial P. Yngoc	6/6	170,712.00	6/6	170,712.00	-
	2	Heavy Equipment Operator II	Vacant	6/1	-	6/1	164,292.00	164,292.00
5		Construction & Maintenance Foreman	Vacant	8/1	(184,812.00)	8/1	-	(184,812.00)
TOTAL					812,568.00		1,721,028.00	169,212.00



**OFFICE OF THE MUNICIPAL MAYOR
(HUMAN RESOURCE MANAGEMENT SECTION)**

October 30, 2024

MS. MARIA CELESTE B. CANOY
SB Secretary
Piñan, Zamboanga del Norte

Ma'am:

Greetings!

Submitting herewith the list of positions for creation in the **Office of the Municipal Engineer** with corresponding duties and functions, to wit:

1. ENGINEER II

EDUCATION: Bachelor's Degree in Engineering relevant to the job.

EXPERIENCE: One (1) year of experience related to the job

TRAINING: 4 hours of relevant formal training

ELIGIBILITY: RA 1080 (Civil Engineering)

DUTIES AND FUNCTIONS:

1. Prepare draft technical report on the result of field monitoring;
2. Assist in monitoring and preparation of project requirements by the Barangay's, particularly the detailed engineering design and program of works, and provide technical assistance to barangay to facilitate completion of Detailed Engineering Designs (DED)/ Program of Works (POWs);
3. Assist in the evaluation of project impacts in accordance with the M&E framework;
4. Prepare a monthly travel plan consistent with the target outputs and based on the current need of the Barangays/projects;
5. Monitor Barangay's compliance with the Projects/Programs Implementing Guidelines of the LGU;
6. Attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved, as necessary;
7. Prepares Post Activity Report (PAR) every travel;
8. Performs other duties as may be assigned by the immediate supervisor.

2. HEAVY EQUIPMENT OPERATOR II

EDUCATION: High School Graduate or Completion of relevant vocational trade course.

EXPERIENCE: None Required

TRAINING: None Required

ELIGIBILITY: Heavy Equipment Operator (MC II, s. 96-Cat. I)

DUTIES AND FUNCTIONS:

1. Maintain the proper condition of the Heavy Equipment vehicles;
2. Operates Heavy Equipment vehicles in loading and hauling services;
3. Prepares and submits of oil consumption reports;
4. Checks equipment for gas, oil and water before and after each trip;
5. Assists in minor repairs and/or preventive maintenance requirements of the equipment; and
6. Does other related works as needed.

Please acknowledge receipt hereof.

Thank you and more power.

Very truly yours,

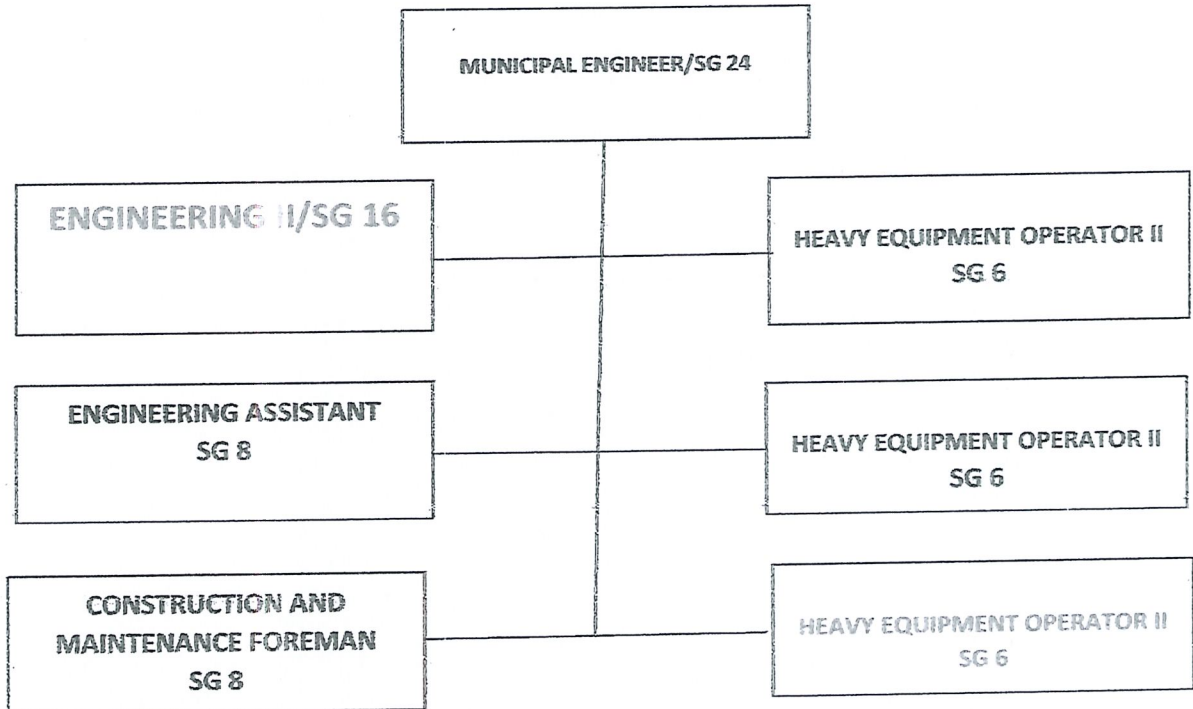

RECHEL P. SABANDAL, MBA, LPT
Administrative Officer II (HRMO I)



OFFICE OF THE SECRETARY TO THE SE

RECEIVED
DATE: 10-7-24
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OFFICE OF THE MUNICIPAL ENGINEER



Prepared by:

[Signature]
RECHEL P. SABANDAL, MBA, LPT
Administrative Officer II

Reviewed by:

[Signature]
ASUNCION N. SALUDSOD
Municipal Budget Officer

LEGEND:



Existing



New Position