



Republic of the Philippines
Province of Zamboanga del Norte
MUNICIPALITY OF PIÑAN



Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 6th REGULAR SESSION OF THE
11th SANGGUNANG BAYAN OF THE MUNICIPALITY OF PIÑAN, ZAMBOANGA
DEL NORTE HELD ON AUGUST 8, 2022 AT ITS SESSION HALL**

Present:

Honorable Rommel I. Gudmalin

Municipal Vice-Mayor
Presiding Officer

Honorable Glecerio Y. Redillas, Jr.

Sangguniang Bayan Member

Honorable Benedicto C. Cainta II

Sangguniang Bayan Member

Honorable Gina R. Aleta

Sangguniang Bayan Member

Honorable Al Immanuel U. Cantila

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 Enrique P. Acoymo

Ex-Officio Sangguniang Bayan Member

Absent: Honorable Geselle Marie R. Saguin

(Liga ng mga Punong Barangay- President)

Ex-Officio Sangguniang Bayan Member

SKF President

RESOLUTION NO. 2022-139

**RESOLUTION CONCURRING THE APPOINTMENT OF MS. BERNADETTE M.
ICAO AS THE MUNICIPAL AGRICULTURIST OF PIÑAN, ZAMBOANGA DEL
NORTE, IN LIEU OF THE RETIREMENT OF MS. MERLIE G. REGENCIA, EFFECTIVE
AUGUST 1, 2022**

WHEREAS, pursuant to Rule XVIII, Article 119 of the Implementing Rules and Regulations of the Local Government Code of 1991, provides that the appointment of heads of departments by the Local Chief Executive must be concurred by the majority of all the members of the sanggunian;

WHEREAS, the position of the Municipal Agriculturist has been vacated due to the retirement of Ms. Merlie G. Regencia last March 31, 2022;

WHEREAS, the Personnel Selection Board through Resolution No. 1, Series of 2022 highly recommended Ms. Bernadette M. Icao as the Municipal Agriculturist after consideration of her qualification, educational attainment and appropriate eligibility;

WHEREAS, on August 1, 2022, Ms. Icao was appointed by the Municipal Mayor as the new Municipal Agriculturist after consideration of her qualifications as prescribed by existing laws and civil service laws, rules and regulations;

WHEREAS, having found the applicant possessed the minimum qualifications and none of the disqualifications as required for the position of Municipal Agriculturist, this Honorable Council concurs with her appointment made by the Municipal Mayor ;

NOW, THEREFORE, upon motion of Honorable Glecerio Y. Redillas, Jr., duly seconded by Honorable Jose Antonio L. Galan, it was;

RESOLVED, as it is hereby **RESOLVED**, to concur the appointment of Ms. Bernadette M. Icao as the Municipal Agriculturist of Piñan, Zamboanga del Norte, in lieu of the retirement of Ms. Merlie G. Regencia, effective August 1, 2022.

RESOLVED FURTHER, to furnish copy of this Resolution to Honorable Cecilia J. Carreon, Municipal Mayor; Mr. Frederick C. Ajecia, HRMO I; and Ms. Bernadette M. Icao; all of LGU, Piñan, Zamboanga del Norte, for proper information.

RESOLVED FURTHERMORE, to furnish copy of this hereof to Atty. Jerry N. Mayormita, Director II, Civil Service Commission, Zamboanga del Norte, for proper information and appropriate action.

CARRIED UNANIMOUSLY.

-- oOOo --

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.


MARIA CELESTE B. CANOY
Secretary to the Sangguniang Bayan

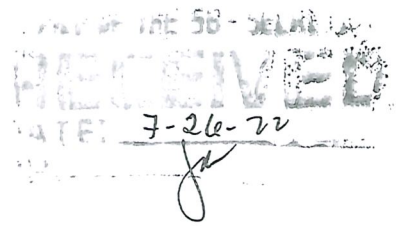
ATTESTED:


ROMMEL T. GUDMALIN
Municipal Vice Mayor
(Presiding Officer)

08 AUG 2022



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Piñan
www.pinan.gov.ph



OFFICE OF THE MUNICIPAL MAYOR/HR SECTION

July 25, 2022

The Honorable
Sangguniang Bayan Members
Piñan, Zamboanga del Norte

Thru: **The Honorable Presiding Officer**

Sirs/Madames:

Submitted to your good office the following resolutions for concurrence, to wit:

1. Resolution No. 01, series of 2022 re: Resolution highly recommending Ms. Bernadette M. Icao as the Municipal Agriculturist of Piñan, Zamboanga del Norte, in lieu of the retirement of Ms. Merlie G. Regencia, last March 31, 2022.
2. Resolution No. 02, series of 2022 re: Resolution highly recommending Ms. Maria Mae S. Salada as the Municipal Social Welfare and Development Officer of Piñan, Zamboanga del Norte, in lieu of the retirement of Ms. Dorita A. Fuentes, last June 12, 2022.

Please acknowledge receipt hereof.

Thank you and more power.

Very truly yours,


FREDERICK C. AJECIA
AO II (HRMO I)
Acting HRMPSB Secretary

NOTED:


CECILIA J. CARREON
Municipal Mayor
Personnel Selection Board-Chairwoman



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Piñan
www.piñan.gov.ph

EXCERPT FROM THE MINUTES OF THE PERSONNEL SELECTION BOARD OF
PIÑAN, ZAMBOANGA DEL NORTE HELD ON JULY 21, 2022 AT THE OFFICE OF
THE MUNICIPAL MAYOR

PRESENT:

HON. CECILIA J. CAREON	Municipal Mayor (PSB Chairman)
ATTY. ELMA L. AWIT., CPA	Member
MS. MELISSA EMPEYNADO	Member
MS. MARIA MAE SALADA	Member
MS. MIRASOL H. SUAN	Member
MR. FREDERICK C. AJECIA	Member

ABSENT: NONE

RESOLUTION NO. 01
SERIES OF 2022

RESOLUTION HIGHLY RECOMMENDING MS. BERNADETTE M. ICAO AS THE MUNICIPAL AGRICULTURIST OF PIÑAN, ZAMBOANGA DEL NORTE, IN LIEU OF THE RETIREMENT OF MS. MERLIE G. REGENCIA, LAST MARCH 31, 2022

WHEREAS, the Personnel Selection Board convened last July 21, 2022 purposely for the selection of the applicants of the vacant position for Municipal Agriculturist, as Ms. Merlie G. Regencia retired last March 31, 2022;

WHEREAS, the applicants were screened based on the procedures and criteria formulated in accordance with pertinent civil service law, rules and regulations;

WHEREAS, there are two (2) applicants submitted to the Board, one (1) of them, currently employed in Provincial Government while the other applicant employed at Agricultural Training Institute, Pagadian City;

WHEREAS, after exhaustive review and perusal on their application together with their qualifications, educational attainment, the appropriate eligibility and other required documents, except the residency of one (1) applicant;

WHEREAS, the merit of fitness goes to the applicant, Ms. Bernadette M. Icao, as she is a resident of this municipality


WHEREAS, pursuant to Article 119, Rule XVIII, of the Rules and Regulations Implementing the Local Government Code of 1991, otherwise known as Republic Act 7160, (a) Unless otherwise provided in this Rule, head of offices and departments in the LGUs shall be appointed by the Local Chief Executive concerned with the concurrence of a majority of all members of the sanggunian, subject to civil service laws, rules and regulations; and

NOW, THEREFORE, on motion of PSB Member, Ms. Melissa B. Empeynado, duly seconded by Ms. Mirasol H. Suan, it was;

RESOLVED, as it is hereby RESOLVED, to highly recommend Ms. Bernadette M. Icao, to fill up the vacant position of a Municipal Agriculturist of Piñan, Zamboanga Del Norte in Lieu of Ms. Merlie G. Regencia who retired last March 31, 2022.

Carried Unanimously.

I HEREBY CERTIFY to the correctness of the above-quoted resolution,


FREDERICK C. AJECIA
Administrative Officer II
Acting PSB Secretary

APPROVED:


CECILIA J. CARREON
Municipal Mayor
Personnel Selection Board-Chairwoman



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**EXCERPT FROM THE MINUTES OF THE PERSONNEL SELECTION BOARD OF
PIÑAN, ZAMBOANGA DEL NORTE HELD ON JULY 21, 2022 AT THE OFFICE OF
THE MUNICIPAL MAYOR**

PRESENT:

HON. CECILIA J. CAREON	Municipal Mayor (PSB Chairman)
ATTY. ELMA L. AWIT., CPA	Member
MS. MELISSA EMPEYNADO	Member
MS. MIRASOL H. SUAN	Member
MR. FREDERICK C. AJECIA	Member

ABSENT: NONE

**RESOLUTION NO. 02
SERIES OF 2022**

**RESOLUTION HIGHLY RECOMMENDING MS. MARIA MAE S. SALADA AS THE
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER OF PIÑAN,
ZAMBOANGA DEL NORTE, IN LIEU OF THE RETIREMENT OF MS. DORITA A. FUENTES,
LAST JUNE 12, 2022**

WHEREAS, the Personnel Selection Board convened last July 21, 2022 purposely for the selection of the applicants of the vacant position for Municipal Social Welfare and Development Officer, as Ms. Dorita A. Fuentes retired last June 12, 2022;

WHEREAS, the applicants were screened based on the procedures and criteria formulated in accordance with pertinent civil service law, rules and regulations;

WHEREAS, there are three (3) applicants submitted to the Board, one (1) of them, currently employed in Provincial Government while the other applicant at Sun Life Grepa Financial and the last applicant assigned at the Office of MSWDO, this municipality;

WHEREAS, after exhaustive review and perusal on their application together with their qualifications, educational attainment, the appropriate eligibility and other required documents, except one (1) applicant;

WHEREAS, the merit of fitness goes to the applicant, Ms. Maria Mae S. Salada as she already assigned in the MSWDO where the vacant position occur;

WHEREAS, pursuant to Article 119, Rule XVIII, of the Rules and Regulations Implementing the Local Government Code of 1991, otherwise known as Republic Act 7160, (a) Unless otherwise provided in this Rule, head of offices and departments in the LGUs shall be appointed by the Local Chief Executive concerned with the concurrence of a majority of all members of the sanggunian, subject to civil service laws, rules and regulations; and

NOW, THEREFORE, on motion of PSB Member, Atty. Elma L. Awit, duly seconded by Ms. Mirasol H. Suan, it was;

RESOLVED, as it is hereby RESOLVED, to highly recommend Ms. Maria Mae S. Salada, to fill up the vacant position of a Municipal Social Welfare and Development Officer of Piñan, Zamboanga Del Norte in Lieu of Ms. Dorita A. Fuentes who retired last June 12, 2022.

Carried Unanimously.

I HEREBY CERTIFY to the correctness of the above-quoted resolution,


FREDERICK C. AJECIA
Administrative Officer II
Acting PSB Secretary

APPROVED:


CECILIA J. CARREON
Municipal Mayor
Personnel Selection Board-Chairwoman

CS Form No. 33-A
Revised 2018

(Stamp of Date of Receipt)



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Piñan
www.pinan.gov.ph

Mr./Ms.: **BERNADETTE M. ICAO**

You are hereby appointed as

Municipal Agriculturist
(Position Title)

(SG/JG/PG) **24**

under **Permanent** status at the **Office of the Municipal Agriculturist, LGU-Piñan, Zamboanga del Norte**
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of **Sixty Six Thousand Three Hundred Eight (P66,308.00)** pesos per month.

The nature of this appointment is

Original
(Original, Promotion, etc.)

vice

Merlie G. Regencia

who

retired
(Transferred, Retired, etc.)

with Plantilla Item No. **1**, Page **133**.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

CECILIA J. CARREON
Municipal Mayor
(Appointing Officer/Authority)
8/1/2022

Date of Signing

CSC ACTION:

ATTY. JERRY N. MAYORMITA
Director II

Authorized Official

Date

(Stamp of Date of Release)

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2018)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Municipal Agriculturist			
2. ITEM NUMBER 1		133			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class			
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Local Government Unit of Piñan		6. BUREAU OR OFFICE Office of the Municipal Agriculturist			
7. DEPARTMENT / BRANCH / DIVISION Municipal Agriculture's Office		8. WORKSTATION / PLACE OF WORK Piñan, Zamboanga del Norte			
9. PRESENT APPROP ACT Appropriation Ordinance No. 21-04, dated November 15, 2021	10. PREVIOUS APPROP ACT None	11. SALARY AUTHORIZED P 66,308.00/month	12. OTHER COMPENSATION PERA - P 2,000.00/month		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Municipal Mayor		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Municipal Mayor			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE N/A		ITEM NUMBER N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computers, Laptop					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Office and Field Works					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Supervise Agricultural Technologist and Technical Assistance to Farmers					



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Municipality of Piñan
www.pinan.gov.ph

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATION

THIS IS TO CERTIFY that the appointment of **BERNADETTE M. ICAO** as **Municipal Agriculturist** is in keeping with the LGUs mission and continuous operations of this municipality.

This is to certify further that the appointment made is within the general limitation in the use of municipal funds.

This certification is issued upon the request of the above-named person in connection with her desire to support in her appointment.

August 1, 2022, Piñan, Zamboanga del Norte, Philippines.


CECILIA J. CARREON
Municipal Mayor

REPUBLIC OF THE PHILIPPINES
(PIÑAN, ZAMBOANGA DEL NORTE)

OATH OF OFFICE

I, BERNADETTE M. ICAO of POB. SOUTH, PIÑAN, ZAMBOANGA DEL NORTE having been appointed to the position of Municipal Agriculturist hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


BERNADETTE M. ICAO
(Signature over Printed Name of the Appointee)

Subscribed and sworn to before me this 1st day of August 2022 in Piñan, Zamboanga del Norte, Philippines.


CECILIA J. CARREON
(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Piñan
www.pinan.gov.ph

OFFICE OF THE MUNICIPAL ACCOUNTANT

CERTIFICATION

THIS IS TO CERTIFY that the appropriation for the position of **Municipal Agriculturist** has been set aside in the duly approved Plantilla CY 2022, Item No. 1, Page 133 of the Local Expenditure Program (LEP), through Appropriation Ordinance No. 21-04, series of 2021 under the Office of the Municipal Agriculturist, Piñan, Zamboanga del Norte, and that funds are available.

August 1, 2022, Piñan, Zamboanga del Norte, Philippines.


Atty. ELMA L. AWIT, CPA
Municipal Accountant