



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



Office of the Sangguniang Bayan

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

**Present:**

Honorable Rommel I. Gudmalin

Honorable Glicerio Y. Redillas, Jr.

Honorable Benedicto C. Cainta II

Honorable Gina R. Aleta

Honorable Al Immanuel U. Cantila

Honorable Ricardo R. Sabandal

Honorable Celso M. Montemayor

Honorable Jose Antonio L. Galan

Honorable Greg C. Belangoy

Honorable Enrique P. Acoymo

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

Sangguniang Bayan Member

Ex-Officio Sangguniang Bayan Member

*(Liga ng mga Punong Barangay- President)*

Ex-Officio Sangguniang Bayan Member

*SKF President*

**Absent:** Honorable Geselle Marie R. Saguin

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**RESOLUTION NO. 2022-140**

**RESOLUTION CONCURRING THE APPOINTMENT OF 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, 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**, due to the retirement of Ms. Dorita A. Fuentes last June 12, 2022, the position of the Municipal Social Welfare and Development Officer had been vacated;

**WHEREAS**, the Personnel Selection Board through Resolution No. 2, Series of 2022 highly recommended Ms. Maria Mae S. Salada as the Municipal Social Welfare and Development Officer after consideration of her qualification, educational attainment and appropriate eligibility;

**WHEREAS**, the Municipal Mayor appointed Ms. Maria Mae S. Salada on August 1, 2022 as the new Municipal Social Welfare and Development Officer after consideration of her qualifications as prescribed by existing laws and civil service laws, rules and regulations;

**WHEREAS**, after careful review and deliberation, it was found out that the applicant possessed the minimum qualifications and none of the disqualifications as required for the position of Municipal Social Welfare and Development Officer;

**WHEREAS**, this Honorable Council hereby signified its concurrence on the appointment issued by the Municipal Mayor;

**NOW, THEREFORE**, upon motion of Honorable Glicerio Y. Redillas, Jr., duly seconded by unanimous body, it was;

**RESOLVED**, as it is hereby **RESOLVED**, to concur the appointment of 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, 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. Maria Mae S. Salada ; 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:

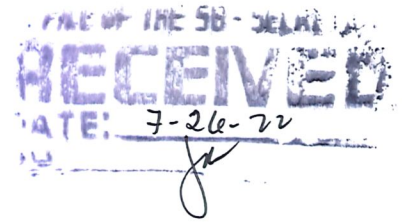
  
**ROMMEL I. GUDMALIN**  
*Municipal Vice Mayor*  
*(Presiding Officer)*

08 AUG 2022





*Republic of the Philippines*  
PROVINCE OF ZAMBOANGA DEL NORTE  
Municipality of Piñan  
[www.pinan.gov.ph](http://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](http://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

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**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

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**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](http://www.pinan.gov.ph)

Mr./Mrs./Ms.: MARIA MAE S. SALADA

You are hereby appointed as Municipal Social Welfare and Development Officer (SG/JG/PG) 24  
(Position Title)

under Permanent status at the Office of the Municipal Social Welfare and Development Officer, 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 Promotion vice Dorita A. Fuentes  
(Original, Promotion, etc.)

who retired with Plantilla New Item No. 1, Page 134.  
(Transferred, Retired, etc.)

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)




<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2018)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>			
		Municipal Social Welfare and Development Officer			
<b>2. ITEM NUMBER</b>					
1		134			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
Local Government Unit of Piñan			Office of the Municipal Social Welfare and Development Officer		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
Municipal Social Welfare and Development Officer			Piñan, Zamboanga del Norte		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>
Appropriation Ordinance No. 21-04, dated November 15, 2021		None	₱ 66,308.00/month		PERA - ₱ 2,000.00/month
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
Provincial Social Welfare Officer			Municipal Mayor		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)					
<b>POSITION TITLE</b>			<b>ITEM NUMBER</b>		
N/A			N/A		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
typewriter, laptop, computer, table and filing cabinet					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Others (Please Specify):					
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Directly responsible for helping individuals, families and the community in general who are in need of social services.					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>					
Act as manager, supervisor and as a direct service worker on community organization					

REPUBLIC OF THE PHILIPPINES  
(PIÑAN, ZAMBOANGA DEL NORTE)

OATH OF OFFICE

I, MARIA MAE S. SALADA of POB. SOUTH, PIÑAN, ZAMBOANGA DEL NORTE having been appointed to the position of Municipal Social Welfare and Development Officer 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.

  
MARIA MAE S. SALADA  
(Signature over Printed of the Appointee)

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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)





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*Municipality of Piñan*  
[www.pinan.gov.ph](http://www.pinan.gov.ph)

**OFFICE OF THE MUNICIPAL MAYOR**

**CERTIFICATION**

THIS IS TO CERTIFY that the appointment of **MARIA MAE S. SALADA** as **Municipal Social Welfare and Development Officer** 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  
PROVINCE OF ZAMBOANGA DEL NORTE  
Municipality of Piñan  
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## OFFICE OF THE MUNICIPAL ACCOUNTANT

### CERTIFICATION

THIS IS TO CERTIFY that the appropriation for the position of **Daycare Worker** has been set aside in the duly approved Plantilla CY 2022, Item No. 3, Page 134 of the Local Expenditure Program (LEP), through Appropriation Ordinance No. 21-04, series of 2021 under the Office of the Municipal Social Welfare and Development Officer, Piñan, Zamboanga del Norte, and that funds are available.

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

  
**Atty. ELMA L. AWIT, CPA**  
Municipal Accountant