



Republic of the Philippines  
Region IX, Zamboanga Peninsula  
PROVINCE OF ZAMBOANGA DEL SUR  
Municipality of Kumalarang

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE 31<sup>ST</sup> REGULAR SESSION OF THE 8<sup>TH</sup> SANGGUNIANG BAYAN OF KUMALARANG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON February 24, 2014, 2014 AT EXACTLY 10:45 A. M.

OFFICERS/MEMBERS	POSITION/DESIGNATION	PRESENT	ABSENT	REMARKS
HON. ALLAN P. DAMAS, REE	Mun. Vice Mayor, Presiding Officer	/		
HON. PEDRO A. BARIATA	SB Member	/		
HON. DEMETRIO F. FUSILERO	SB Member, Asst. Floor Leader	/		
HON. BENITO L. ROFEROS	SB Member	/		
HON. ALTHEA GLENNE A. POLIRAN	SB Member	/		
HON. RAMON O. DECENA	SB Member	/		
HON. FRANCISCO H. MACA, JR.	SB Member Floor Leader			OB
HON. JAPAR M. TAIB	SB Member,	/		
HON. SAYDALI E. DAKULA	SB Member	/		
HON. MANUEL B. BIACO	LNB Pres./Ex-Officio Member	/		

**MUNICIPAL ORDINANCE NO. 2013 – 04**

**“AN ORDINANCE CREATING SUPPLEMENTAL PLANTILLA POSITIONS FOR THE LOCAL GOVERNMENT UNIT OF KUMALARANG, ZAMBOANGA DEL SUR”.**

Be it enacted by the Sangguniang Bayan of Kumalarang, Zamboanga del Sur in session assembled that:

**ARTICLE A. TITLE AND SCOPE**

**Section 1A. Title.** This Ordinance shall be known as: **“An Ordinance Creating Supplemental Plantilla Positions for the Local Government Unit of Kumalarang, Zamboanga del Sur.”**

**Section 2A. Scope.** This Ordinance shall create supplemental plantilla positions for the Local Government Unit of Kumalarang, Zamboanga del Sur as part of the human resource management program of the Local Government Unit.

**ARTICLE B. REGULATIONS**

**Section 1B.** In order to improve and enhance the human resource management and capability development of the Local Government Unit of Kumalarang, Zamboanga del Sur, there shall be created plantilla positions to supplement the present manpower of the different offices of the LGU.

**Section 2B.** The supplemental plantilla to be created with its corresponding salary grade shall be the following:

**a. Office of the Mayor:**

1) Regular Office Personnel:

- (a) Computer Operator IV – Salary Grade 14
- (b) Bookbinder III – Salary Grade 7
- (c) Utility Foreman – Salary Grade 6

2) Human Resource Development Office:

- (a) Supervising Administrative Officer (HRMO IV) – Salary Grade 22
- (b) Computer Operator I – Salary Grade 6

**b. Municipal Economic Enterprise Office:**

- 1) Heavy Equipment Operator – Salary Grade 4
- 2) Administrative Aide IV (Driver II) – Salary Grade 4
- 3) Data Controller IV – Salary Grade 13



**c. Municipal Health Office:**

- 1) Medical Technologist III – Salary Grade 18
- 2) Nurse IV – Salary Grade 18
- 3) Administrative Aide IV (Driver II) – Salary Grade 4
- 4) Administrative Aide I (Utility Worker I) – Salary Grade 1

**d. Office of the Sangguniang Bayan:**

- 1) Computer Operator IV – Salary Grade 14

**e. Municipal Agriculture Office:**

- 1) Meat Inspector – Salary Grade 11
- 2) Administrative Aide IV - Salary Grade 4
- 3) Computer Operator IV – Salary Grade 14

**Section 2B. Duties and Responsibilities.** The duties and responsibilities of the newly created positions shall be as follows:

**a. Office of the Mayor:**

**1) Computer Operator IV (Salary Grade 14):**

- a. Shall be responsible in maintaining the information technology equipment and Facilities;
- b. Shall perform on-line access, data gathering and encoding of official documents; and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**2) Bookbinder III (Salary Grade 7):**

- a. Shall be responsible in receiving official documents transmitted to the office;
- b. Keep accurate filing of documents after proper action has been taken; and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**4) Utility Foreman (Salary Grade 6):**

- a. Shall oversee the performance of duties and responsibilities of the personnel assigned to be specific tasks related to maintenance of government facilities and structures; and
- b. Shall perform such other duties and functions as may be necessary for the good of public service.

**5) Supervising Administrative Officer / HRMO IV (Salary Grade 22):**

- a. Shall take charge of the personal files and records of all employees of the LGU;
- b. Prepare and facilitate requirements and processing of appointments of new employees;
- c. Ensure the compliance of civil service rules and regulations related to human resources management; and
- d. Shall perform such other duties and functions as may be necessary for the good of public service.

**6) Computer Operator I (Salary Grade 6):**

- a. Shall be responsible in maintaining the information technology equipment and facilities;
- b. Shall perform on-line access, data gathering and encoding of official documents; and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**b. Municipal Economic Enterprise Office:**

**1) Heavy Equipment Operator (Salary Grade 4):**

- a. Responsible to operate the heavy equipment facilities of the LGU;
- b. Take charge of the maintenance of the assigned unit; and



- c. Perform such other duties and functions as may be necessary for the good of public service.

**2) Administrative Aide IV /Driver II (Salary Grade 4):**

- a. Responsible to drive and operate government vehicle;
- b. Take charge of the maintenance of the assigned unit and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**3) Data Controller IV (Salary Grade 13):**

- a. Take charge of the listing and billing of the facilities of the Municipal Economic Enterprise Office (MEEEO) of the LGU;
- b. Control the schedule of services to be availed at the MEEEO;
- c. Shall be responsible in maintaining IT equipments in the office; and
- d. Shall perform such other duties and functions as may be necessary for the good of public service.

**c. Municipal Health Office:**

**1) Medical Technologist III (Salary Grade 18):**

- a. Shall be responsible to facilitate, accept and examine samples of tissues submitted for laboratory services as required by a physician;
- b. Shall take charge of the maintenance of the facilities at the laboratory room; and
- c. Shall perform such other duties and functions as may be provided by law or ordinances for the good of public service.

**2) Nurse IV (Salary Grade 18):**

- a. Attend to patients who need medical services and assistance;
- b. Assist the physician during treatment of patients; and
- c. Shall perform such other duties and functions as may be provided by law or ordinances for the good of public service.

**3) Administrative Aide IV / Driver II (Salary Grade 4):**

- a. Responsible to drive and operate the ambulance and other government vehicles;
- b. Take charge of the maintenance of the assigned unit and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**4) Administrative Aide I / Utility Worker I (Salary Grade 1):**

- a. Shall take charge of the orderliness and proper maintenance of the facilities at the Municipal Health Office; and
- b. Shall perform such other duties and functions as may be necessary for the good of public service.

**d. Office of the Sangguniang Bayan:**

**1) Computer Operator IV (Salary Grade 14):**

- a. Take charge of the information technology facilities of the Sangguniang Bayan;
- b. Ensure the proper recording and updating of all documents related to local legislations; and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**e. Municipal Agriculture Office:**

**1) Meat Inspector III (Salary Grade 11):**

- a. Shall be responsible to verify and inspect live animals before the same shall be slaughtered and determine if the same is fit for human consumption;
- b. Take charge of the operation and proper maintenance of the slaughter house of the LGU; and



- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**2)Administrative Aide IV / Clerk II (Salary Grade 4):**

- a. Responsible to prepare office reports and communications and other clerical jobs;
- b. Take charge of the IT equipment and its maintenance; and
- c. Shall perform such other duties and functions as may be necessary for the good of public service.

**3)Administrative Aide I / Utility Worker I (Salary Grade 1):**

- a)Shall take charge of the orderliness and proper maintenance of the facilities at the Municipal Agriculture Office; and
- b)Shall perform such other duties and functions as may be necessary for the good of public service.

**Section 3B. Qualifications.** Applicants to any of the newly created plantilla positions shall meet the minimum requirements as provided in the Qualification Standards of the Civil Service Commission.


**Section 4B.** The newly created plantilla positions shall be incorporated in the Revised Organizational Structure and Staffing Pattern of the Local Government Unit of Kumalarang, Zamboanga del Sur and shall form part thereof.

**ARTICLE C. EFFECTIVITY**

**Section 1C. Effectivity.** This Ordinance shall take effect fifteen (15) days upon its approval, after posting for publication on at least three (3) conspicuous places of the Municipal Building, Public Market and Barangay Halls of Kumalarang, Zamboanga del Sur, or in a newspaper of general circulation in the locality.

**ENACTED AND APPROVED** by the 8<sup>th</sup> Sangguniang Bayan of Kumalarang, Zamboanga del Sur on January 20, 2014 during its 26<sup>th</sup> Regular Session.

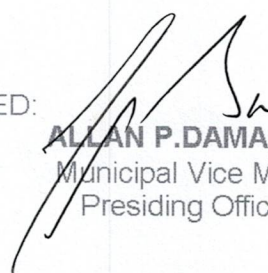
CERTIFIED CORRECT:

  
**NELLIER TOLEDO**  
Supervising Admin. Officer  
OIC Sangguniang Bayan Secretary

VERIFIED:

  
**DEMETRIO F. FUSILERO**  
Assistant Floor Leader

ATTESTED:

  
**ALLAN P. DAMAS, REE**  
Municipal Vice Mayor  
Presiding Officer

APPROVED:


  
**EUGENIO G. SALVA, JR.**  
Municipal Mayor

CONCURRED:

  
**PEDRO A. BARIATA**  
SB Member

  
**BENITO L. ROFEROS**  
SB Member

  
**ALTHEA GLENNE A. POLIRAN**  
SB Member

  
**RAMON O. DECENA**  
SB Member

  
**JAPAR M. TAIB**  
SB Member

  
**SAYDAL E. DAKULA**  
SB Member

  
**MANUEL B. BIACO**  
LNB President/Ex-Officio Member