



Republic of the Philippines  
Province of Camarines Norte  
**MUNICIPALITY OF TALISAY**

*Office of the Sangguniang Bayan*

**EXCERPT FROM THE MINUTES OF THE 7TH REGULAR SESSION, SERIES 2015 OF THE SANGGUNIAN BAYAN (2013-2016) OF TALISAY, CAMARINES NORTE ON FEBRUARY 24, 2015 AT 9:00 A.M. IN THE SESSION HALL OF THE MUNICIPAL BUILDING.**

**Present:**

Hon. Juancho Z. Ramores	: Vice Mayor/Presiding Officer
Hon. Elmer E. Ibis	: Councilor
Hon. Noli E. Abanto	: Councilor
Hon. Angelo L. Calimlim	: Councilor
Hon. Aida P. Sac	: Councilor
Hon. Eric A. Balauro	: Councilor
Hon. Isagani E. Recodo	: Councilor
Hon. Leticia V. Ibita	: Councilor
Hon. Randy E. Abante	: Councilor
Hon. Jerry P. Abuyo	: Ex-Officio/LNB Representative

**Absent:**

None

**Resolution No. 028, s. 2015**

**"A RESOLUTION ADOPTING AN ORDINANCE ENACTING THE RE-ORGANIZATION OF THE PRESENT ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE OFFICE OF MUNICIPAL AGRICULTURIST IN THE MUNICIPALITY OF TALISAY, CAMARINES NORTE."**

**Sponsors: Councilors Elmer E. Ibis, Noli E. Abanto, Angelo L. Calimlim, Aida P. Sac, Eric A. Balauro, Isagani E. Recodo, Leticia V. Ibita, Randy E. Abante and Jerry P. Abuyo**

**WHEREAS**, Section 76 of R.A. 7160 otherwise known as the Local Government Code of 1991, states among others that; every Local Government Unit shall design and Implement its Organizational Structure and Staffing Pattern taking into consideration its service requirement and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, Section 447, a (1) (viii) of the same Code, states further that; the Sangguniang Bayan is vested with the power to determine the positions and the salaries, wages allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the Municipal Government;

**WHEREAS**, the devolution of the Agriculture Office from the National to Local Government provides neither promotion nor upgrading of positions of devolved personnel thus, no movement was in ~~effect~~ since then hence, their original devolved positions remain as is, except for the Municipal Agricultural Officer who was automatically appointed as the Municipal Agriculturist;

**WHEREAS**, the present Organizational Structure and Staffing Pattern in the Office concerned shows a pronounced disparity with regards to the salary and other personnel benefits between the Municipal Agriculturist (SG 24) and Agricultural Technologist (SG 10);

**WHEREAS**, a number of the devolved employees of the same Office have rendered almost 24 years of service to this LGU yet not a single movement of position took place since their devolvment to the same LGU;



**WHEREAS**, herein listed positions were under the Qualification Standard of Civil Service Commission ranked from the highest to the lowest position, to wit; Municipal Agriculturist (SG 24), Senior Agriculturist (SG 18), Agriculturist II (SG 15), Agriculturist I (SG 11), Agricultural Technologist (SG 10) and Agricultural Technician (SG 6); and

**WHEREAS**, to have humane and just personnel compensation in the said Office concerned, there is an immediate need for the re-organization of the present Organizational Structure and Staffing Pattern of its personnel;

**WHEREFORE**, on motion of **Councilors Elmer E. Ibis, Noli E. Abanto, Angelo L. Calimlim, Aida P. Sac, Eric A. Balauro, Isagani E. Recodo, Leticia V. Ibita, Randy E. Abante and Jerry P. Abuyo** and unanimously seconded; so be it- -

**RESOLVED**, as it is hereby resolved, to adopt;

**Municipal Ordinance No. 03, s. 2015**

**"AN ORDINANCE ENACTING THE RE-ORGANIZATION OF THE PRESENT ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE OFFICE OF MUNICIPAL AGRICULTURIST IN THE MUNICIPALITY OF TALISAY, CAMARINES NORTE."**

**BE IT ORDAINED**, by the Sangguniang Bayan in Session Assembled;

**Section 1. TITLE.** This Ordinance shall be known otherwise as the Municipal Agriculturist Office Organizational Structure and Staffing Pattern of 2015.

**Section 2. DEFINITION OF TERMS**

- a. **Agricultural Development Workers** shall mean all persons who are engaged in agricultural development activities, and all persons employed in the Department of Agriculture including its bureaus and attached agencies, Local Government Units (LGUs) and concerned government and private institutions, and shall include agriculturists, veterinarians, agricultural extension workers, agricultural technicians and operators, allied agricultural professionals, administrative and support personnel employed regardless of their employment status.
- b. **Agriculturist** shall refer to a person who is a graduate of four year course in agriculture and related course performing any of the specialized activities such as agronomy, horticulture animal husbandry, entomology, plant pathology plant-breeding, agricultural economics, agricultural extension and marketing.
- c. **Aqua Culturist** shall refer to a person who is graduate of a four year course in fishery and aquaculture and fishery and processing.
- d. **Agricultural Technician** shall refer to a trained or skilled agricultural worker but not necessarily a college graduate performing activities such as plant nursery propagator, plant breeder, farm mechanics, etc.
- e. **Agricultural Extension Worker** shall refer to an agriculturist, veterinarian, agricultural engineer, aqua culturist home extension who helps farmers and fishermen in the promotion of agricultural and fishery development plan, program and projects through the use of extension methodologies, concepts and principles.
- f. **CSC** refers to the Civil Service Commission.
- g. **DA** refers to the Department of Agriculture.
- h. **LGU** refers to the Local Government Unit.

**Section 3. RE-ORGANIZATION.** The Office of the Municipal Agriculturist in the Municipality of Talisay, Camarines Norte is hereby re-organized, structurally and functionally in accordance with the provisions of this Municipal Ordinance and the Local Government Code of 1991.



**Section 4. STAFFING PATTERN.** The Municipal Agriculture Office of this LGU shall adopt the following staffing pattern:

**a. (1) MUNICIPAL AGRICULTURIST (SG 24) Department Head**

**i. QUALIFICATIONS:**

**EDUCATION:** Must be a Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology and Veterinary Medicine.

**EXPERIENCE:** Three (3) years' experience in agriculture or in a related field.

**ELIGIBILITY:** Career Service Professional (Second Level Eligibility).

**ii. DUTIES AND FUNCTIONS:**

The Municipal Agriculturist shall be the Head of the Municipal Agriculture Office who shall be responsible for the following:

1. Formulate measures for approval of the Sanggunian and provide technical assistance and support to the Mayor, as the case may be, in carrying out said measures to ensure the delivery of basic services and provision of adequate facilities relative to agricultural services as provided in Rule V of the Rules and Regulations Implementing the Local Government Code of 1991;
2. Develop plans and strategies on agricultural programs and projects and implement them upon approval by the Mayor;
3. Ensure that maximum assistance and access to resources in the production, processing and marketing of agricultural and aquaculture and marine products are extended to farmers, fishermen and local entrepreneurs;
4. Conduct or cause to be conducted location-specific agricultural researches and assist in making available the appropriate technology arising out of, and disseminate information on, basic research on crops, prevention and control of plant diseases and pests, and other agricultural matters which will maximize productivity;
5. Assist the Mayor in the establishment and extension services of demonstration farms or aquaculture and marine products;
6. Enforce rules and regulations relating to agriculture and aquaculture;
7. Coordinate with NGAs and NGOs which promote agricultural productivity through appropriate technology compatible with environmental integrity;
8. Be in front line of delivery of basic agricultural services particularly those needed for the survival of the inhabitants during and in the aftermath of man-made and natural disasters;
9. Recommend to the Sanggunian and advise the Mayor on all other matters related to agriculture which will improve the livelihood and living conditions of the inhabitants; and
10. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.

**b. (1) SENIOR AGRICULTURIST (SG 18)**

**i. QUALIFICATIONS:**

**EDUCATION:** Must be Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology and Veterinary Medicine

**EXPERIENCE:** Two (2) years' experience in Agriculture or in a related field

**TRAININGS:** Eight (8) hours of relevant training

**ELIGIBILITY:** Career Service Professional (Second Level Eligibility)



ii. DUTIES AND FUNCTIONS:

The Senior Agriculturist shall:

1. Perform actions with the division chief in the implementation of approved projects/activities assigned to the division;
2. Prepare technical documents such as research proposals, feasibility study and others;
3. Analyze statistical data and prepare necessary reports/recommendation to the chief of the division; and
4. Perform such other functions that may be assigned by the immediate supervisor.

c. **(1) AGRICULTURIST II (SG 15)**

i. QUALIFICATIONS:

**EDUCATION:** Must be a Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology and Veterinary Medicine

**EXPERIENCE:** One (1) year experience in Agriculture or in related field

**TRAININGS:** Eight (8) hours of relevant training

**ELIGIBILITY:** Career Service Professional (Second Level Eligibility)

ii. DUTIES AND FUNCTIONS:

The Agriculturist II shall:

1. Formulate for approval agricultural dev't program in three (#) Barangays covered and implement the same in the area of coverage;
2. Conduct economic farm and home survey, gather and update data which serve as the basis in formulating plans and programs;
3. Disseminate information to farmers and other clientele, demonstrate and improve farm and home management practices and techniques;
4. Assist individual farmers/clientele, in preparing farm and home plan and budget and/in conducting agribusiness project and recommend suitable loans and schedule of payments and repayments;
5. Coordinate and monitor the implementation of agricultural plans, programs and projects in accordance with the basic needs and potential resources of the Barangays covered;
6. Coordinate with the local and national agencies in securing their assistance and services;
7. Visit regularly individual farmers, homes and farms;
8. Promote, establish and maintain clientele organization or group for multiplier effect in the transfer of package technology including agrarian reform and other laws and regulations;
9. Conduct meetings, classes and trainings to upgrade the competence of farmers and clientele;
10. Assist in the monitoring/implementation of regulatory and quarantine laws, rules and regulations; and
11. Submit monthly and periodic accomplishment reports and perform such other functions as may be required.

d. **(1) AGRICULTURIST I (SG 11)**

i. QUALIFICATIONS:

**EDUCATION:** Must be a Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology and Veterinary Medicine

**ELIGIBILITY:** Career Service Professional (Second Level Eligibility)



ii. DUTIES AND FUNCTIONS:

1. Undertake general supervision and supervise different agricultural projects of the station;
2. Assist in the collection, multiplication and preservation of germ plasm of fruit trees, vegetables and cereals;
3. Assist in the conduct of adaption, research as technology adaption verification and dissemination; and
4. Perform such other related functions designated by the immediate supervisor.

e. **(3) AGRICULTURAL TECHNOLOGIST (SG 10)**

i. QUALIFICATIONS:

*EDUCATION:* Must be Bachelor's Degree relevant to the job

*ELIGIBILITY:* Career Service Professional (Second Level Eligibility)

ii. DUTIES AND FUNCTIONS:

1. Formulate for approval, agricultural development programs in three (3) Barangays covered and implement the same in the area of coverage;
2. Conduct economic farm and home survey, gather and update data which serve as the basis in formulating plans and programs;
3. Disseminate information to farmers and other clientele and demonstration of improved farm and home management practices and techniques;
4. Assist individual farmers/clientele in preparing farm and home plan and budget and in conducting agribusiness project and recommend suitable loan and schedules of payment and repayment;
5. Coordinate and monitor the implementation and agricultural plans, programs and projects in accordance with the basic needs potentials and resources of the Barangay covered;
6. Coordinate with the local and national agencies in securing their assistance and services;
7. Promote, establish and maintain clientele organization or groups for multiplier effect in the transfer of package of technology including agrarian reform programs and other laws and regulations;
8. Visit regularly individual farmers, homes and farms;
9. Conduct meetings, classes and trainings to upgrade the competence of farmers and clientele;
10. Assist in monitoring/implementation of regulatory and quarantine laws and regulations; and
11. Submit monthly and periodic accomplishments reports and performs such other functions as may be required.

f. **(1) AGRICULTURAL TECHNICIAN (SG 6)**

i. QUALIFICATIONS:

*EDUCATION:* Completion of two years studies in college

*ELIGIBILITY:* Career Service Sub-Professional (First Level Eligibility)

ii. DUTIES AND FUNCTION:

The Agricultural Technician shall:

1. Perform job such as plan nursery propagators, farm machine and agricultural machinery operator and other related skill job in agricultural production, processing and marketing.



**Section 5. NEW STRUCTURE AND PATTERN.** Upon approval of this Municipal Ordinance, the Officer and Employees of the Office of the Municipal Agriculturist shall in a hold over capacity, continue to perform their respective duties and responsibilities and receive the corresponding salaries and benefits for the meantime they are under re-organization. The New Structure and Staffing Pattern for the Office of the Municipal Agriculturist shall be approved and prescribed by the Sangguniang Bayan within the 120 days upon the submission of this Municipal Ordinance and the authorized positions created hereunder shall be filled with regular appointments by the Municipal Mayor as the case maybe. Those incumbents whose positions are not included therein or who are not reappointed shall be deemed separated from the service. Those separated from the service shall receive the retirement benefits to which they may be entitled under existing laws, rules and regulations.

**Section 6. PROHIBITION AGAINST ORGANIZATIONAL CHANGE.** No change in the re-organization herein prescribed shall be valid except upon approval of the Sangguniang Bayan for the purpose of promoting efficiency and effectiveness in the delivery of public service.

**Section 7. FUNDING.** Fund needed to carry-out the provisions of this Municipal Ordinance shall be taken from the funds available in the Office of the Municipal Agriculturist and shall be included in the Municipal Budget of the year following its enactment into law and every year thereafter.

**Section 8. IMPLEMENTING AUTHORITY.** The Office of the Mayor shall issue such rules, regulations and other issuances as may be necessary to ensure the effective implementation of the provisions of this Municipal Ordinance.

**Section 9. REPEALING CLAUSE.** All Ordinances, resolutions, executive orders or rules and regulations, or parts thereof, whose provisions are inconsistent with or contrary to the provisions of this Municipal Ordinance, are hereby deemed repealed, amended, or modified accordingly.


**Section 10. SEPARABILITY CLAUSE.** Any portion of provisions of this Municipal Ordinance that may be declared unconstitutional shall not have the effect of nullifying other portions of provisions that can still subsist and be given effect in the entirety.

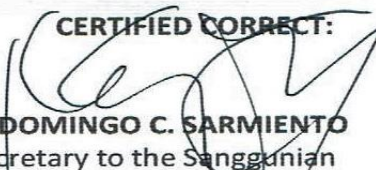
**Section 11. EFFECTIVITY CLAUSE.** This Ordinance shall take effect immediately upon approval.

**RESOLVED FURTHER,** to furnish copies hereof other offices concerned for information, record, guidance and/or appropriate action.

**UNANIMOUSLY CARRIED.**

**ATTESTED:**

  
**JUANCHO Z. RAMORES**  
Vice-Mayor/ Presiding Officer

**CERTIFIED CORRECT:**  
  
**DOMINGO C. SARMIENTO**  
Secretary to the Sanggunian

**APPROVED BY HIS HONOR THIS \_\_\_\_ DAY OF MARCH 2015.**

**RONNIE P. MAGANA**  
Municipal

*"Lunlunang Talisay, Ani'y Tagumpay"*