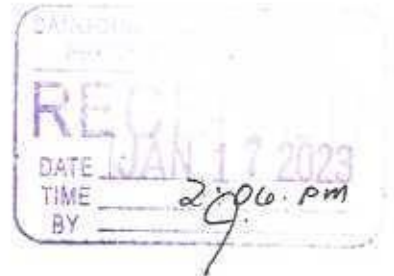




Republic of the Philippines
Province of Bukidnon
MUNICIPALITY OF MANOLO FORTICH
OFFICE OF THE SANGGUNIAN BAYAN
E-mail: sb@manolofortich.gov.ph



EXCERPT FROM THE MINUTES OF THE 18TH REGULAR SESSION OF THE 20TH SANGGUNIAN BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD AT SANGGUNIAN BAYAN SESSION HALL ON NOVEMBER 17, 2022.

PRESENT:

HON. REYNALDO L. BAGAYAS, JR.	Presiding Officer
HON. MIGUEL D. DEMATA	Municipal Vice Mayor
HON. JAY S. ALBARECE	Sangguniang Bayan Member
HON. RINA E. QUIÑO	Majority Floor Leader
HON. ELZEVIR A. DAGUNLAY	Sangguniang Bayan Member
HON. JOY L. CORDOVEZ	Sangguniang Bayan Member
HON. RAQUEL A. BAYACAG	Sangguniang Bayan Member
HON. JUNIDINI J. ARTAJO	Sangguniang Bayan Member
HON. JOHN ANTHONY G. LEYSON	SK Federation Rep.

ABSENT:

HON. CHRISTY L. SALABE	Sangguniang Bayan Member
HON. ALEX D. PAYANGGA	- On Official Business
HON. FLORAMAE D. PENASO	IP Mandatory Rep.
	- On Official Business
	Liga ng mga Barangay Rep.
	- On Leave

ORDINANCE NO. 2022-1772
(18th Regular Session)

AN ORDINANCE CREATING THE MUNICIPAL ECONOMIC ENTERPRISE OFFICE (MEEEO), ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN TO STRATEGICALLY MANAGE GOVERNMENT OWNED BUSINESSES AND INCOME GENERATING PROJECTS TO IMPROVE THE FINANCIAL AND ECONOMIC CAPABILITY OF THE MUNICIPALITY

WHEREAS, consistent with local autonomy and decentralization as mandated under RA No. 7160 also known as the Local Government Code of 1991, Local Government Units shall endeavour to be self-reliant and shall exercise such powers and discharge such other functions and responsibilities for the provision of basic services and facilities.

WHEREAS, Section 76 of the Local Government Code provides that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

WHEREAS, cognizant of the importance of Economic Enterprises (EE) in local development, the financial self-reliance of EE is a principal indicator for policy-based budgeting in the Public Financial Management Assessment Tool (PFMAT) for LGUs. Specifically, it contributes to the local governance through the following:

- a. ensures that local public utilities and services meet constituency needs
- b. publishes annual financial performance reports that provide transparency and accountability;
- c. provides opportunities for citizen involvement; and
- d. contributes to LGU revenue and resource mobilization because they could even generate modest financial surpluses through judicious control and tracking of EE revenues and expenditures if properly set up and operated

WHEREAS, Section 443 (c) of the Local Government Code likewise provides that "The Sangguniang Bayan may: (1) maintain existing offices not mentioned in subsection (a) and (b) hereof (mandatory and optional position); (2) create such other offices as may be necessary to carry out the purposes of the municipal government, or (3) consolidate the functions of any office with those of another in the interest of efficiency and economy".

WHEREAS, under Section 447 (vii) of the Local Government Code, it is the responsibility of the Sangguniang Bayan to determine the powers and duties of officials and employees of the Municipality subject to the relevant positions of the Code.

WHEREAS, Section 447 (vii) empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of program, projects, services, and activities of the municipal government.

WHEREAS, the creation of the Municipal Economic Enterprise Office (MEEO) aims to strategically manage government owned businesses and income generating projects to cater the needs of the consuming public with the purposes of improving the financial and economic capability of the municipality.

WHEREAS, MEEO could play critical roles in LGU development. Whereas, it could:

- a. provide wider access to good and services with pricing that is affordable to a larger segment of the LGU population;
- b. be a means to augment LGU revenues; and
- c. attract investors by providing key services not provided by the private sector

WHEREAS, in consonance with Section 22 (d) of the Local Government Code, the municipality shall enjoy full autonomy in the exercise of their proprietary

functions and in the management of their economic enterprises, there is a need to restructure and streamline the organization and management of municipal economic enterprises for purposes of optimizing human and physical resources for an efficient, effective pursuit of the LGU's objectives.

WHEREAS, Section 313 of the Local Government Code. Special Accounts to be maintained in the General Fund. Local government units shall maintain special accounts in the general fund for the following:

- a. Public utilities and other economic enterprises;

NOW THEREFORE

BE IT ORDAINED by the Sangguniang Bayan of Manolo Fortich, Bukidnon in session that;

ARTICLE I
CREATION OF THE MUNICIPAL ECONOMIC ENTERPRISE OFFICE AND ITS FUNCTIONS

SECTION 1. Creation of the Municipal Economic Enterprise Office

1. The Function of the Municipal Economic Enterprise Office

The Municipal Economic Enterprise Office shall exercise the following functions:

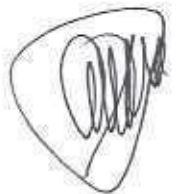
1. Performs managerial functions for all the divisions under the MEEEO.
2. Formulates ordinances, rules, and regulations that could foster economic growth and development.
3. Formulates objectives, goals, strategies and metrics to attain sustainability of each enterprise.
4. Prepares annual and supplemental budgets for each division under the MEEEO.
5. Coordinates and takes accountability on each economic enterprise division.
6. Provides wider access to goods and services with pricing that is affordable to a larger segment of the LGU population.
7. Be a means to augment LGU revenues.
8. Attracts investors by providing key services not provided by the private sector.
9. Supports the LGU development goals and objectives embodied in its Provincial Development and Physical Framework Plan (PDPFP) if it is a province or Comprehensive Development Plan (CDP) if it is a city/ municipality, and its corresponding Local Development Investment Program (LDIP) and Annual Investment Program (AIP).

10. Augments and does not compete with goods and services provided by the private sector.
11. Operates under the basic principle of financial self-sufficiency via cost recovery.
12. Uses a performance-based approach with efficiency and effectiveness in service delivery as requisites.
13. Publishes annual performance reports that will provide accountability and transparency.
14. Performs duties and functions such as but not limited to those prescribed by this ordinance.
15. The MEEEO is vested with the resources and responsibilities to directly supervise income generating establishments, specifically, six (6) economic enterprise divisions:

1. Mangima Spring Resort Division
2. Municipal Public Market Division
3. Heavy Equipment Division
4. Technical Skills Development Center Division
5. Municipal Slaughter House Division
6. Manolo Fortich Memorial Park Division

SECTION 2. The Economic Enterprise Office and Division

To achieve an efficient and effective functioning pursuant to its objectives, the following are the Functional Statements, Organizational Structures, and Staffing Pattern of the Municipal Economic Enterprise Office and Division:



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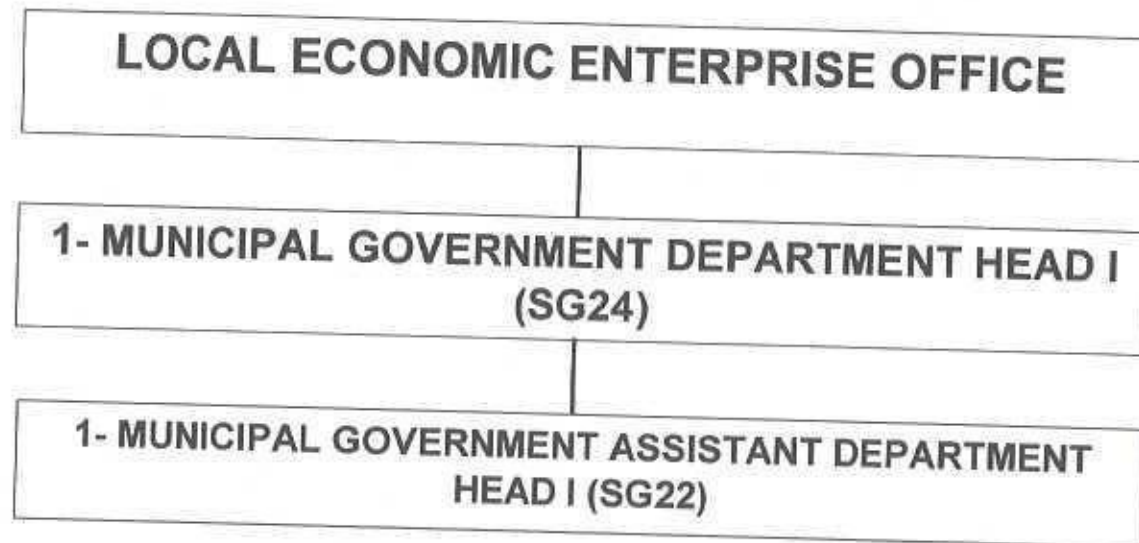
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A. Functional Statements

LOCAL ECONOMIC ENTERPRISE OFFICE

This office is vested with the resources and responsibilities to strategically manage government owned businesses and income generating projects that could cater the needs of the consuming public thereby improving financial and economic capability of the municipality. Further, it will work to directly supervise six (6) income generating establishments in the municipality of Manolo Fortich.

B. Organizational Structure



C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Municipal Government Department Head I	24
1	Municipal Government Assistant Department Head I	22

1. Finance and Accounting Division

A. Functional Statements

FINANCE AND ACCOUNTING DIVISION

This division is primarily responsible in ensuring efficient financial management of the Economic Enterprises. Keep track with all the financial accounts and takes charge with the analysis and control of financial information to assist in the day-to-day operations of the organization. Flags budget related concerns and issues an efficient and effective management of resources.

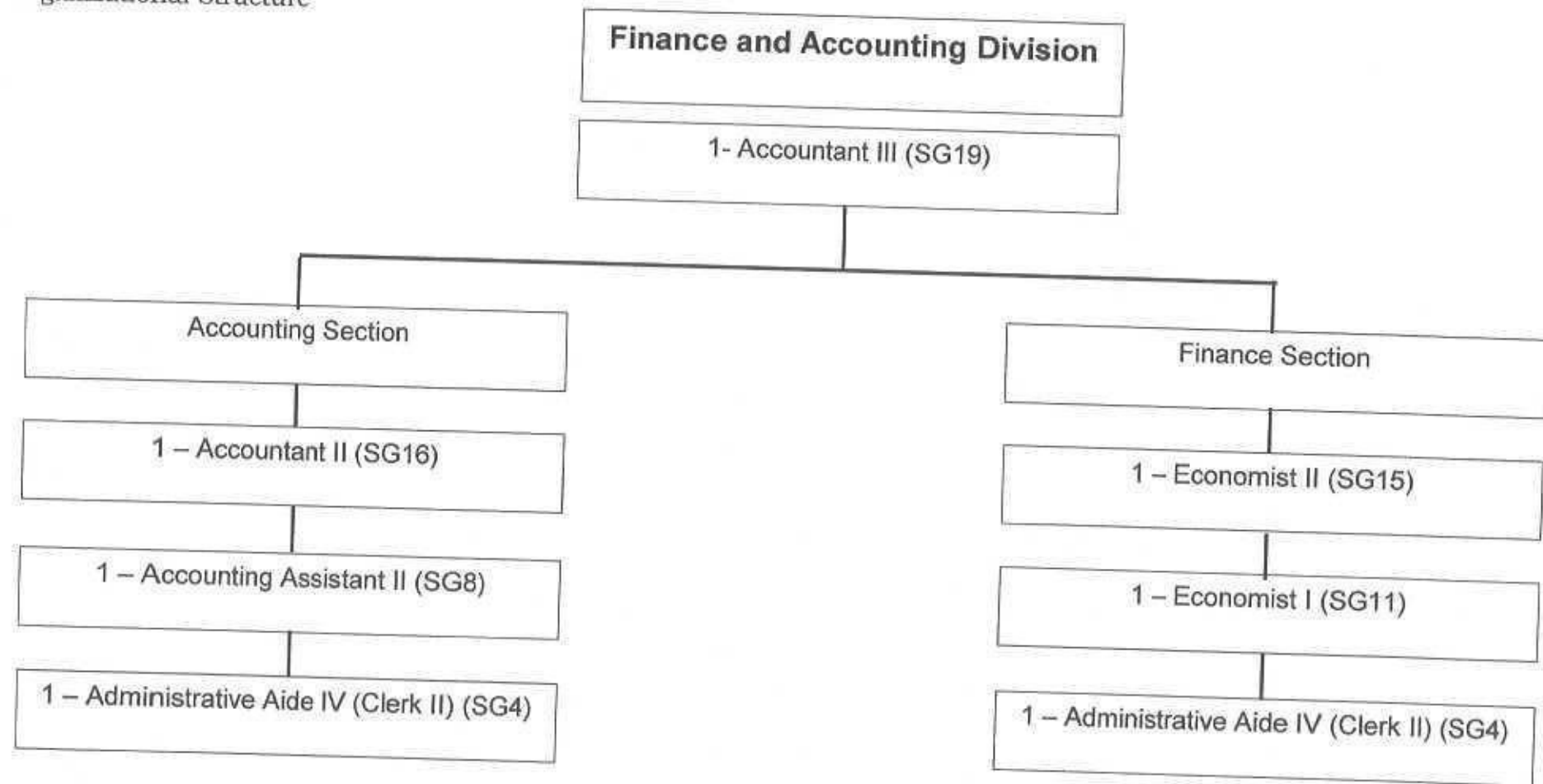
Accounting Section

This section facilitates accounting related services. Thus, it performs tracking of account receivables and payables, conduct inventory, facilitate the annual and supplemental budgeting, legal compliance and financial control, and all the needed financial record keeping to each of the Economic Enterprises.

Finance Section Section

This section is task to reconcile the Economic Enterprises financials to make suitable decisions for the business. Examines financial statements and reports the current financial status of the organization. Also, this section is task to prepare and forecast budgets both annual and supplemental budget. Thus, it manages the financial operations.

B. Organizational Structure



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C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Accountant III	19
Accounting Section		
1	Accountant II	16
1	Accounting Assistant II	8
1	Administrative Aide IV (Clerk II)	4
Finance Section		
1	Economist II	15
1	Economist I	11
1	Administrative Aide IV (Clerk II)	4

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1. Mangima Spring Resort Division

A. Functional Statements

MANGIMA SPRING RESORT DIVISION

This division is primarily responsible in facilitating recreational activities to the public situated within and outside the municipality. It provides the wants of the target market such as swimming pools, lodging, foods, convention halls, and other leisure activities. Also, it caters extreme outdoor activity such Enduro and Bike Trail that attracts enthusiasts from different municipalities and cities. Such division would generate income being spent for personnel services, maintenance and other operating expenditures, and other needed amenities that could greatly contribute in the economic growth.

Marketing and Promotions Section

Manages, develops, and implements sales promotion strategies, programs, and initiatives to maximize profit. Handles the resort's social media page and is responsible for online queries and reservations. Facilitates the crafting of income estimates and budgeting. Will propose promotions and development plan and oversee how the plan is being implemented.

Administrative Section

Facilitates the booking of guests. Keeps guest records and office files complete and orderly. Perform administrative tasks especially the services stipulated in the Citizen's Charter, receiving and sending of internal and external communication, and other office related tasks. Will generate financial reports including collection and actual costs. Handles budgeting, cost estimation, and is responsible in flagging budget related concerns.

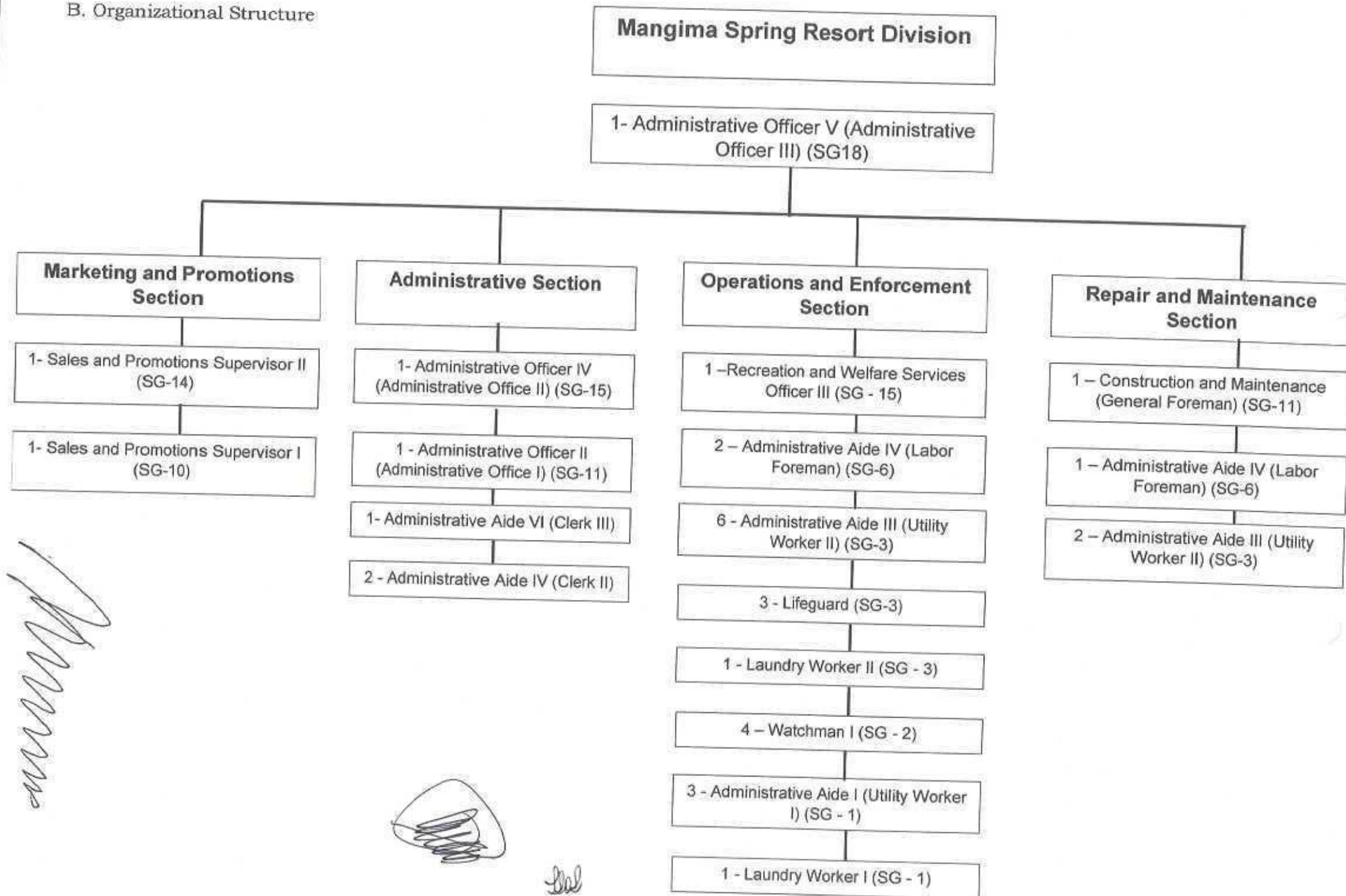
Operations and Enforcement Section

Provides prompt, efficient, and courteous service to all public areas that impact guests. Will maintain a perfect presentation of all areas of the resort. Will continuously meet and offer to exceed guest expectations. Ensures safety at the pools. Makes the swimming areas safe by getting rid of dangerous objects, encourages safe play in the water and watch out for weak swimmers.

Repair and Maintenance Section

Responsible for cleaning and maintaining resort premises and equipment. Involves maintaining the upkeep of resort facilities, repair broken equipment, and conduct room inspection against damages.

B. Organizational Structure



C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Administrative Officer V (Administrative Officer III)	18
Marketing and Promotions Section		
1	Sales and Promotions Supervisor II	14
1	Sales and Promotions Supervisor I	10
Administrative Section		
1	Administrative Officer IV (Administrative Office II)	15
1	Administrative Officer II (Administrative Office I)	11
1	Administrative Aide VI (Clerk III)	6
2	Administrative Aide IV (Clerk II)	4
Operations and Enforcement Section		
1	Recreation and Welfare Services Officer III	15
2	Administrative Aide IV (Labor Foreman)	6
6	Admin Aide III (Utility Worker II)	3
3	Lifeguard	3
1	Laundry Worker II	3
4	Watchman I	2
1	Laundry Worker I	1
3	Administrative Aide I (Utility Worker I)	1
Repair and Maintenance Section		
1	Construction and Maintenance (General Foreman)	11
1	Administrative Aide IV (Labor Foreman)	6
2	Administrative Aide III (Utility Worker II)	3

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2. Municipal Public Market Division

A. Functional Statements

MUNICIPAL PUBLIC MARKET DIVISION

This division is primarily responsible in the overall supervision and management of the Public Market specifically situated at Barangay Tankulan, Damilag, and Agusan Canyon. Also, it extends its management in the Commercial Complex and Food Park. Thus, this division is streamlining its operations in giving of quality services to people by providing stalls and spaces subject for lease to qualified tenants strictly abided with the stipulated Ordinances upon its management. Income generated of such division will be spent on personnel services, maintenance and other operating expenditures, and other improvements that could steadfast economic prosperity.

Planning, Research and Development Section

Facilitates the crafting of income estimates and budgeting. Will propose development plan and oversee how the plan is being implemented. Will also undertake researches, studies and surveys on matters relating to the betterment of the Public Market. Primarily takes charge to IAS findings and will delegate people to address IAS-related concerns.

Records Management Section

Keep track with vendor's records/files. Facilitates the monitoring of vendor fees. Also handles queries of vendors and prospective vendors. Will generate financial reports including collection and actual cost. Responsible in flagging budget related problems.

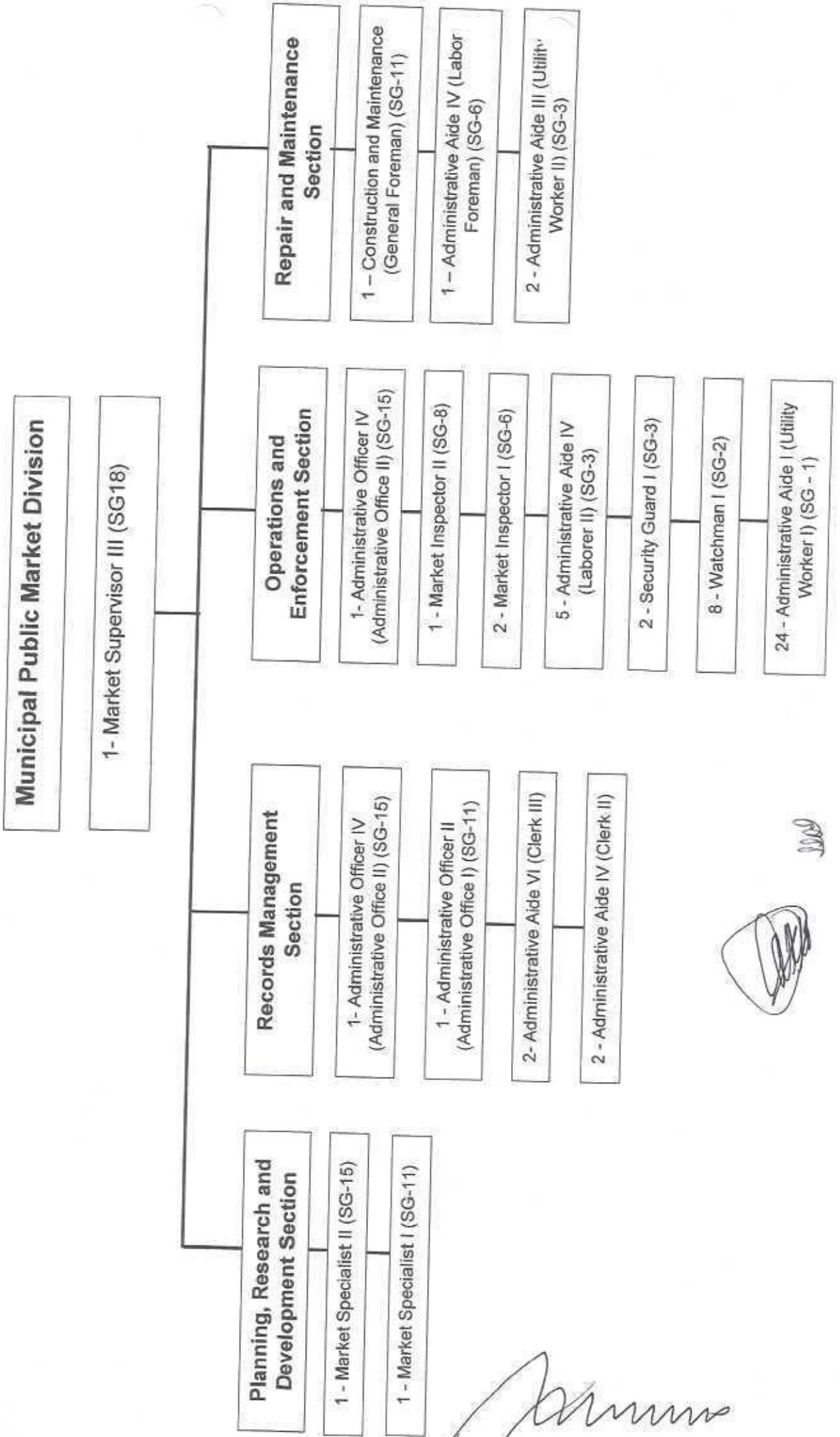
Operations and Enforcement Section

Primarily facilitates the monitoring of vendors' observance with the set market ordinances. Ensures orderliness of all premises in the public market. Also responsible in monitoring the cleanliness of the Public Market. Cleaning rooms inside a property and ordering cleaning supplies.

Repair and Maintenance Section

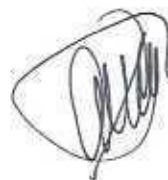
Monitors needed repairs and availability of repair related tools. Will handle carpentry works, masonry works, electrical and mechanical works, and plumbing works.

B. Organizational Structure



C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Market Supervisor III	18
Planning, Research and Development Section		
1	Market Specialist II	15
1	Market Specialist I	10
Records Management Section		
1	Administrative Officer IV (Administrative Office II)	15
1	Administrative Officer II (Administrative Office I)	11
2	Administrative Aide VI (Clerk III)	6
2	Administrative Aide IV (Clerk II)	4
Operations and Enforcement Section		
1	Administrative Officer IV (Administrative Office II)	15
1	Market Inspector II	8
2	Market Inspector I	6
5	Administrative Aide IV (Laborer II)	3
24	Administrative Aide I (Utility Worker I)	1
2	Security Guard I	3
8	Watchman I	2
Repair and Maintenance Section		
1	Construction and Maintenance (General Foreman)	11
1	Administrative Aide IV (Labor Foreman)	6
2	Administrative Aide III (Utility Worker II)	3


3. Heavy Equipment Division

A. Functional Statements

HEAVY EQUIPMENT DIVISION

This division is primarily responsible in the management of government owned heavy equipment. Services offered is to subject such equipment for lease which are particularly designed to execute construction tasks, most frequently involving earthwork operation, road maintenance, opening and rehabilitation. Also, it facilitates the needed maintenance and repairs of these equipment, as well as the supervision of personnel such as equipment operators, mechanics, and electricians. Income generated is subject for personnel services, maintenance and other operating expenditures, and other improvements needed that could foster economic development.

Administrative Section

Facilitates recording of all the relevant documents. Handles client and partnership-related concern. Generates financial reports including actual billing versus operational cost. Facilitates flagging of budget related constraints and proper appropriations. Performs other office related tasks.



Operations and Enforcement Section

Performs the needed operational works such as road maintenance, opening and rehabilitation. Operates tractors, backhoe, and front end loaders as required. Also responsible to operate excavating and loading equipment and heavy machinery performing functions such as backfilling excavations and breaking concrete or stones.

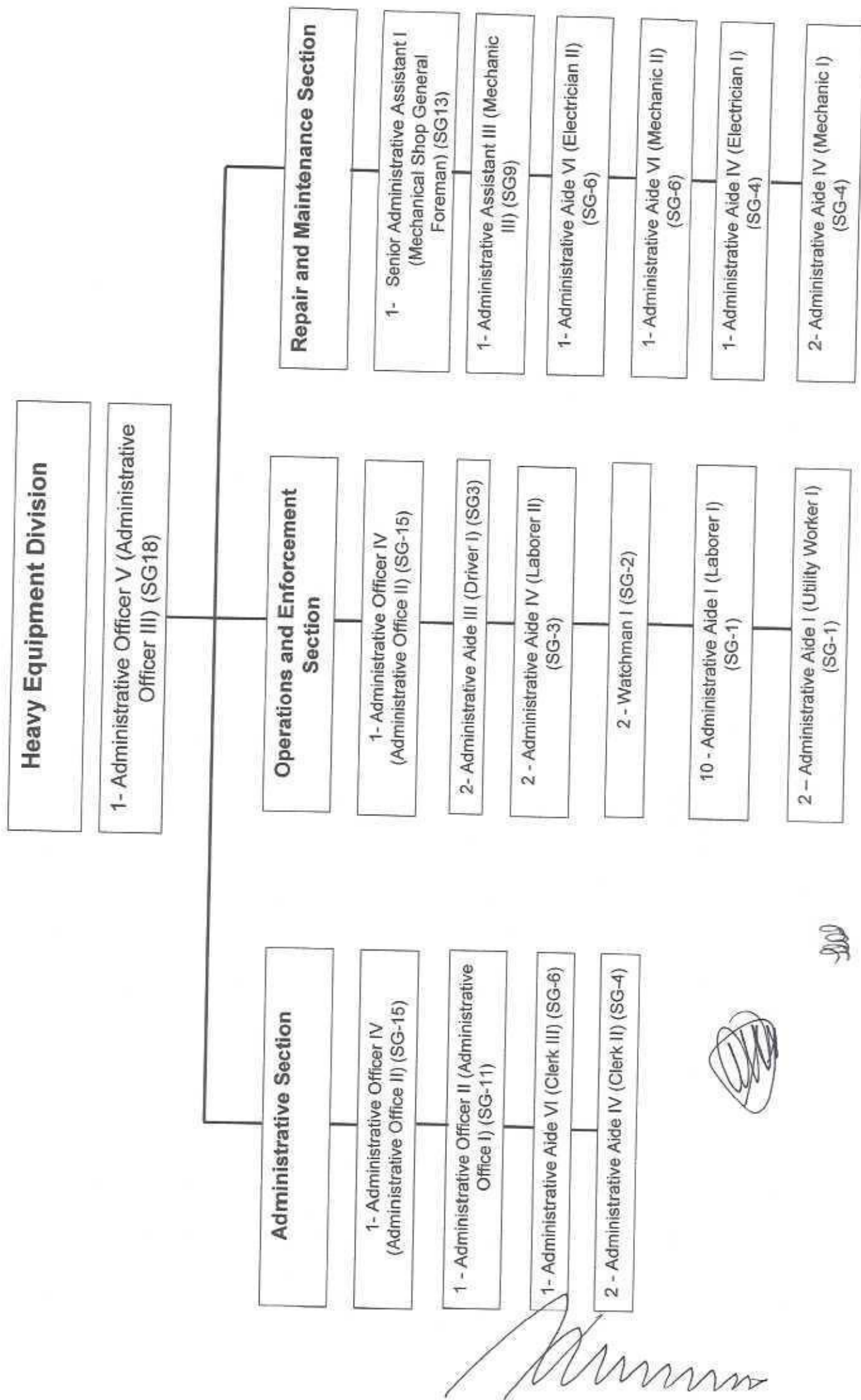


Repair and Maintenance Section

Checks and maintains the functionality of equipment. Performs routine inspection and maintenance on heavy equipment such as but not limited to checking tires, gas, and oil. Facilitates the repairs on equipment as often as needed.

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B. Organizational Structure



C. Staffing Pattern

NO. POSITION	OF	POSITION TITLE	SALARY GRADE
1		Administrative Officer V (Administrative Officer III)	18
Administrative Section			
1		Administrative Officer IV (Administrative Office II)	15
1		Administrative Officer II (Administrative Office I)	11
1		Administrative Aide VI (Clerk III)	6
2		Administrative Aide IV (Clerk II)	4
Operations and Enforcement Section			
1		Administrative Officer IV (Administrative Office II)	15
2		Administrative Aide III (Driver I)	3
2		Administrative Aide IV (Laborer II)	3
2		Watchman I	2
10		Administrative Aide I (Laborer I)	1
2		Administrative Aide I (Utility Worker I)	1
Repair and Maintenance Section			
1		Senior Administrative Assistant I (Mechanical Shop General Foreman)	13
1		Administrative Assistant III (Mechanic III)	9
1		Administrative Aide VI (Electrician II)	6
1		Administrative Aide VI (Mechanic II)	6
1		Administrative Aide IV (Electrician I)	4
2		Administrative Aide IV (Mechanic I)	4

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4. Technical Skills Development Center Division

A. Functional Statements

TECHNICAL SKILLS DEVELOPMENT CENTER DIVISION

This division is primarily responsible in developing accreditation system for skills involved in middle level manpower development. It conducts seminars, programs, and skills training geared toward quality assured technical vocational education and skills development. It provides certification to trainees such as NCII and NCIII certificates

Administrative Section

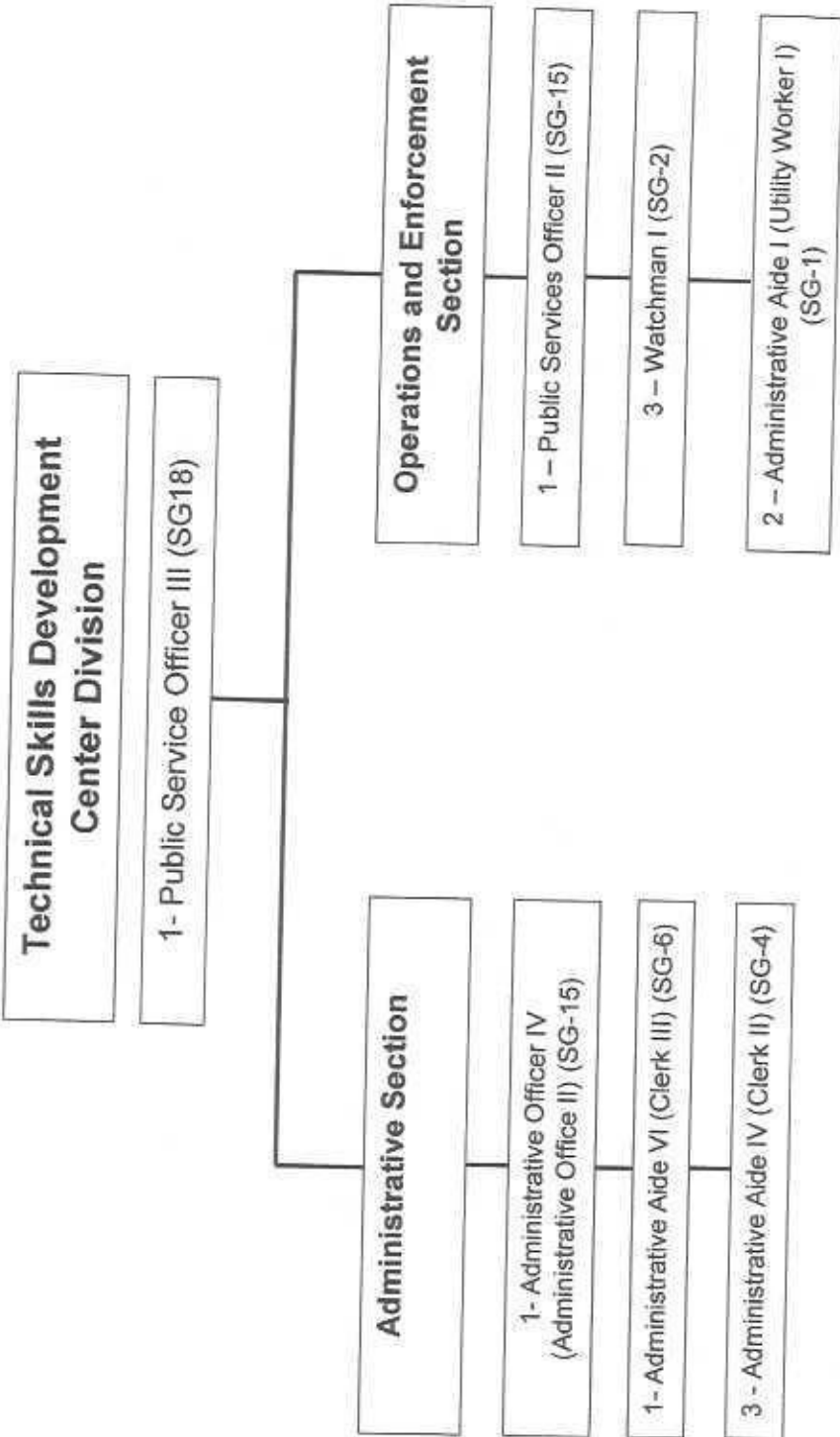
Develops procedures and techniques in assessing TVET needs in the formulation of training programs for the trainings and the training center. Conduct monitoring and evaluation of training programs. Assists in the provision of technical services to the Training Center's clients/training providers and partners. Submits periodic and terminal technical reports. Monitor contracts of trainers, payroll, resolutions and all other pertinent documentations as required by LGU. And facilitates UTPRAS and Assessment Center applications and validates updates as required by TESDA.

Operations and Enforcement Section

In charge of the housekeeping and maintenance around lobby, hallway, comfort room – male, workshops, housekeeping room and storage room. Assists in the set-up whenever an activity is scheduled at the lobby. Attends other errands as requested. Prevents illegal activity towards the whole property/premises. Investigates unusual conditions or disturbances in and out of the perimeter. Deters admittance of unauthorized persons.



B. Organizational Structure



C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Public Service Officer III	18
Administrative Section		
1	Administrative Officer IV (Administrative Office II)	15
1	Administrative Aide VI (Clerk III)	6
3	Administrative Aide IV (Clerk II)	4
Operations and Enforcement Section		
1	Public Services Officer II	15
3	Watchman I	2
2	Administrative Aide I (Utility Worker I)	1

5. Municipal Slaughter House Division

A. Functional Statements

MUNICIPAL SLAUGHTER HOUSE DIVISION

This division is primarily responsible to supply slaughtered meat to the consuming public. It offers slaughtering services: inspection and evaluation of fitness for human consumption through checking the animals upon arrival (ante-mortem inspection) as well as the carcasses and other parts such as organs of the slaughtered animals (post-mortem inspection). The income generated for such services would be spent for personnel services, maintenance and other operating expenditures, and other needed projects for the expansion of such division.

Records Management Section

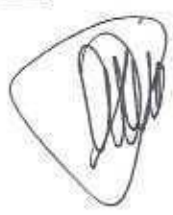
Keeps track with all the relevant documents. Also handle client and partnership-related concern. Will generate financial reports including collection and actual cost. Handles budgeting and cost estimates. Responsible in flagging budget related problems.

Operations Section

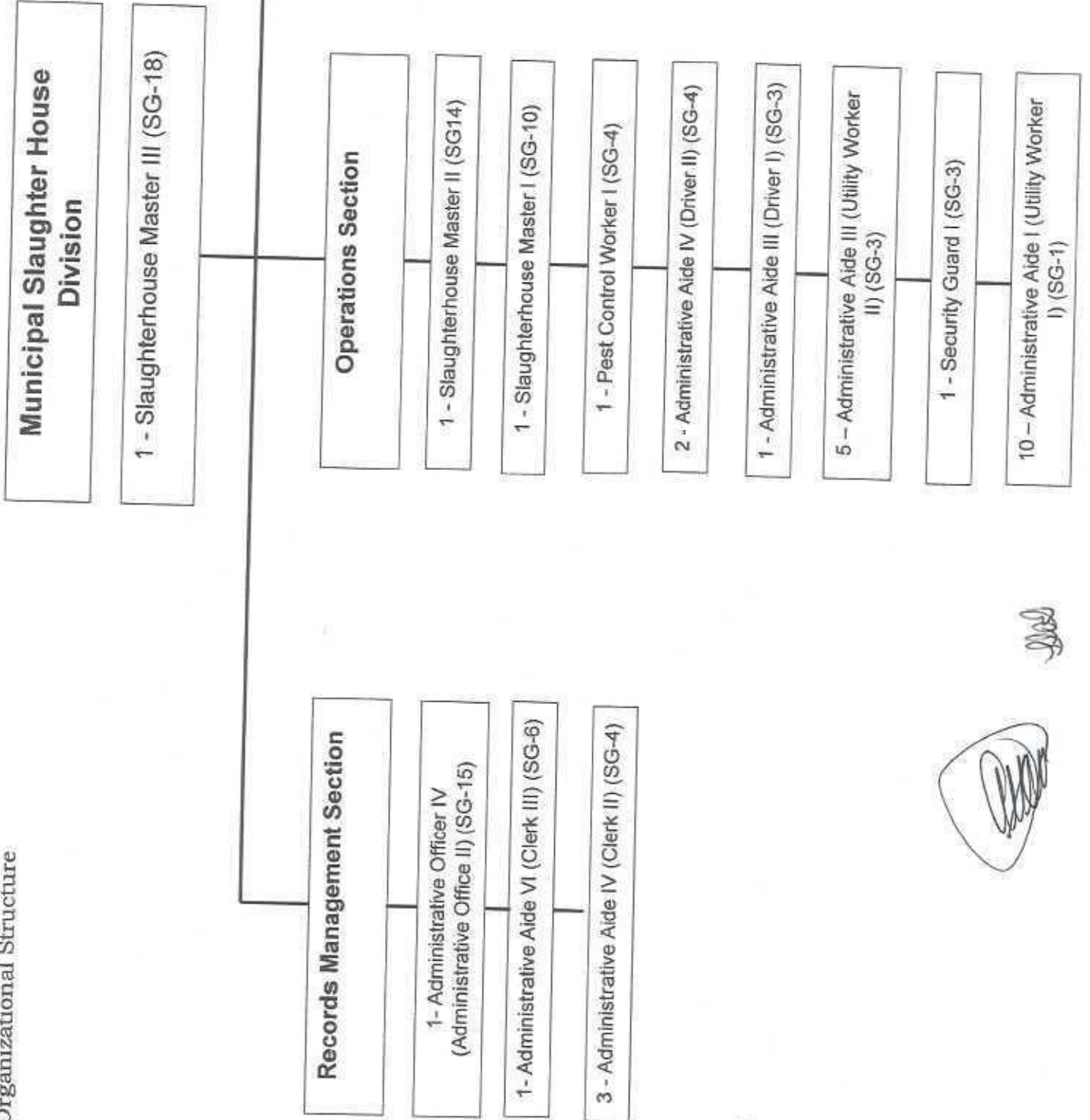
Facilitates actual processing operation. Evaluates, classifies, and accredits overall operation as to compliance to hygiene and sanitation standard. Primarily responsible in the delivery and slaughtering of meat. Will practice sterilization of equipment in between uses to ensure its compliance with good manufacturing practices.

Repair and Maintenance Section

Monitors needed repairs and availability of repair related tools. Will handle carpentry works, masonry works, electrical and mechanical works, and plumbing works.



B. Organizational Structure



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C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Slaughterhouse Master III	18
Records Management Section		
1	Administrative Officer	15
1	Administrative Aide VI (Clerk III)	6
3	Administrative Aide IV (Clerk II)	4
Operations Section		
1	Slaughterhouse Master II	14
1	Slaughterhouse Master I	10
1	Pest Control Worker I	4
2	Administrative Aide IV (Driver II)	4
1	Administrative Aide III (Driver I)	3
5	Administrative Aide III (Utility Worker II)	3
1	Security Guard I	2
10	Administrative Aide I (Utility Worker I)	1
Repair and Maintenance Section		
1	Construction and Maintenance (General Foreman)	11
1	Administrative Aide IV (Labor Foreman)	6
2	Administrative Aide III (Utility Worker II)	3

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6. Manolo Fortich Memorial Park Division

A. Functional Statements

MANOLO FORTICH MEMORIAL PARK DIVISION

This division is primarily responsible in facilitating burial services within the municipality. It offers services such as the dignified disposition of human remains in accordance with the provincial statutes and local ordinances. It also provides passive recreation green spaces within its premises. The division ensures the maintenance and overall management to provide quality services to the community. Income generated of such division would be spent for personnel services, maintenance and other operating expenditures, and other needed improvements that would cater the demands of the public.

Planning, Research and Development Section

Facilitates the formulation of plans, policies, standards, and guidelines needed to foster improvements for the said Division. Undertakes researches, studies, and surveys on matters relating to the IAS areas of functional interests. Will facilitate the crafting of income estimates and the needed budget appropriations for personnel and for the maintenance and other operating expenditures.

Administrative Section

Keeps track with all the relevant documents of the deceased. Performs administrative tasks especially the services stipulated in the Citizen's Charter. Caters internal and external communication and other office related tasks. Generates financial reports, income estimates and cost allocation.

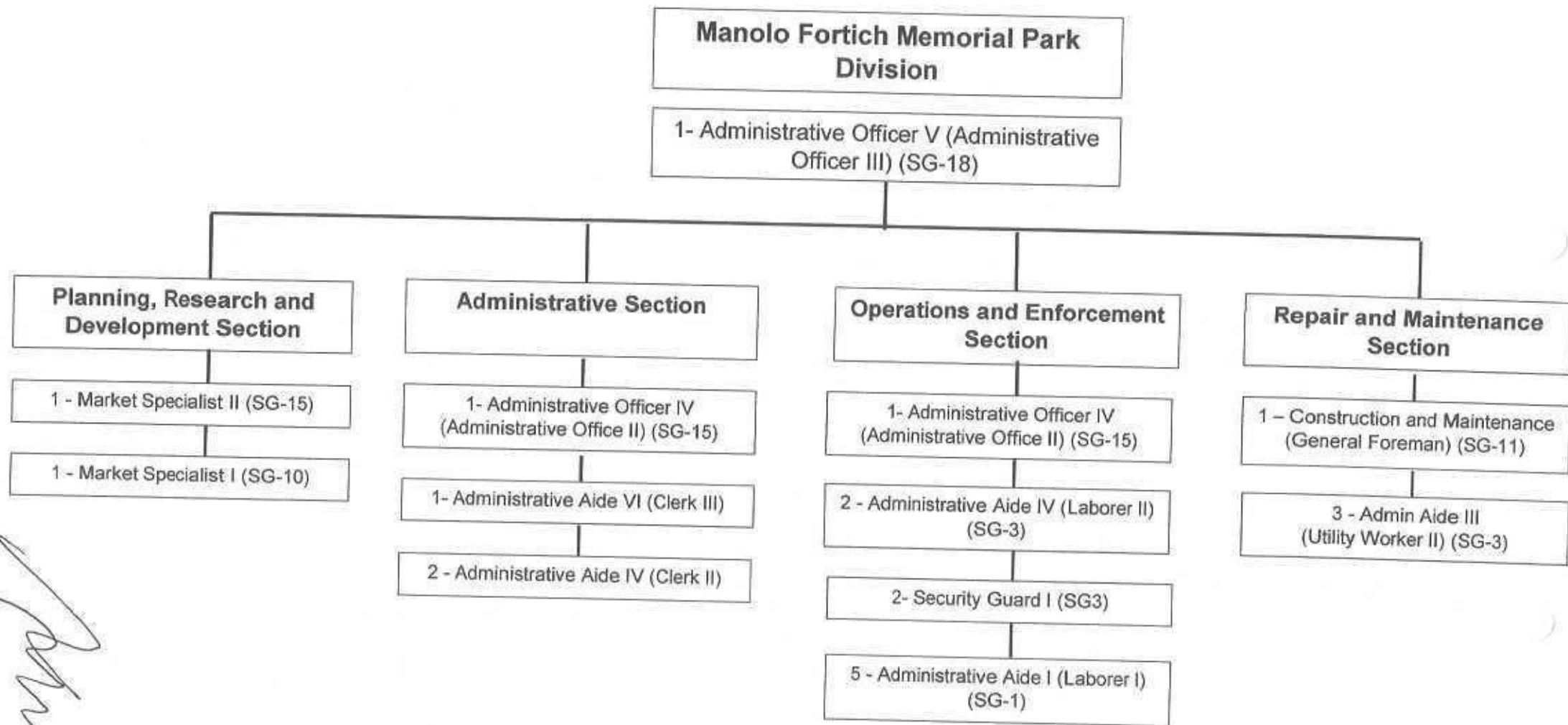
Operations and Enforcement Section

Facilitates the needed operational services. Performs basic maintenance tasks on cemetery grounds, such as but not limited to weeding and trimming trees and bushes. Restores damaged headstones or other grave markers using mortar and other materials.

Repair and Maintenance Section

Responsible for the needed repairs. Performs custodial services such as sweeping, mopping, dusting, shampooing carpets, and other cleaning tasks.

B. Organizational Structure



C. Staffing Pattern

NO. OF POSITION	POSITION TITLE	SALARY GRADE
1	Administrative Officer V (Administrative Officer III)	18
Planning, Research and Development Section		
1	Market Specialist II	15
1	Market Specialist I	10
Administrative Section		
1	Administrative Officer	15
1	Administrative Aide VI (Clerk III)	6
2	Administrative Aide IV (Clerk II)	4
Operations Section		
1	Administrative Officer IV (Administrative Office II)	15
2	Administrative Aide IV (Laborer II)	3
2	Security Guard I	3
5	Administrative Aide I (Laborer I)	1
Repair and Maintenance Section		
1	Construction and Maintenance (General Foreman)	11
3	Admin Aide III (Utility Worker II)	3

SECTION 3. To be abolished Plantilla Positions

The following are the Plantilla Position of the Municipal Economic Enterprise Office subject for abolishment:

NO. OF POSITION	POSITION TITLE	SALARY GRADE
Mangima Spring Resort Division		
1	Revenue Collection Clerk I	5
Municipal Public Market Division		
1	Market Supervisor V	24
1	Market Supervisor IV	22
2	Revenue Collection Clerk I	5
Heavy Equipment Division		
9	Heavy Equipment II	6
Municipal Slaughter House Division		
2	Revenue Collection Clerk I	5

ARTICLE II FINANCIAL OPERATIONS

SECTION 1. Creation of Separate Account

A separate account for each economic enterprise division shall be administered, whereas income derived from the operation shall be appropriated to personnel, maintenance and other operating expenses, and other development benefiting each division. Any excess of such income generated shall be added to the general fund.

SECTION 2. The Municipal Economic Enterprise Office Budget and Funding Requirement

The MEEO budget is separate from the general income. However, in cases of insufficiency to fund the needed financial requirement, such deficient shall be subsidized by the general fund.

SECTION 3. Rates and Fees

Any rates and fees charge to the clients must be in accordance to the promulgated Municipal Ordinance and/or the Revenue Code of the Local Government Unit.

**ARTICLE III
FINAL PROVISION**

SECTION I. Personnel Transition

All personnel movements shall conform to Section 235 of RA No. 7160 otherwise known as the Local Government Code of 1991.

SECTION 2. Repealing Clause

All ordinances, resolution, orders, and decrees or parts thereof which are contradictory with any provisions of the Ordinance shall hereby repealed or modified accordingly.

SECTION 3. Separability Clause

If for any reason/s any part of this Ordinance shall be invalid or unconstitutional, other parts or provisions hereof that are not affected shall continue to be effective.

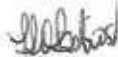
SECTION 4. Effectivity

This Ordinance shall take effect fifteen (15) days after the general publication.

This Ordinance was enacted on motion of Honorable Jay S. Albarece and unanimously seconded by the members present.

ENACTED: November 17, 2022.

CERTIFIED CORRECT:



LYDIA O. LASTIMOSA
Secretary to the Sanggunian




CERTIFIED AND ATTESTED TO HAVE
BEEN ENACTED ON NOVEMBER 17, 2022:


REYNALDO L. BAGAYAS, JR.

Presiding Officer
Municipal Vice Mayor

APPROVED:


ROGELIO N. QUIÑO

Municipal Mayor



Annex 1: Summary of the Staffing Pattern of the Municipal Economic Enterprise Office

NO. OF POSITION	POSITION TITLE	SALARY GRADE	REMARKS
1	Municipal Government Department Head I	24	To be created
1	Municipal Government Assistant Department Head I	22	To be created
Finance and Accounting Division			
1	Accountant III	19	To be created
A. Accounting Section			
1	Accountant II	16	To be created
1	Accounting Assistant II	8	To be created
1	Administrative Aide IV	4	To be created
B. Finance Section			
1	Economist II	15	To be created
1	Economist I	11	To be created
1	Administrative Aide IV (Clerk II)	4	To be created
Mangima Spring Resort Division			
1	Administrative Officer V (Administrative Officer III)	18	To be created
A. Marketing and Promotions Section			
1	Sales and Promotions Supervisor II	14	To be created
1	Sales and Promotions Supervisor I	10	To be created
B. Administrative Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
1	Administrative Officer II (Administrative Office I)	11	To be created
1	Administrative Aide VI (Clerk III)	6	Existing - Vacant
2	Administrative Aide IV (Clerk II)	4	To be created
1	Revenue Collection Clerk I	5	Existing - Vacant - To be abolish
C. Operations and Enforcement Section			
1	Recreation and Welfare Services Officer III	15	To be created
2	Administrative Aide IV (Labor Foreman)	6	To be created
6	Admin Aide III (Utility Worker II)	3	To be created
3	Lifeguard	3	To be created
1	Laundry Worker II	3	To be created
2	Watchman I	2	Existing - Vacant
2	Watchman I	2	To be created
1	Laundry Worker I	1	To be created
3	Administrative Aide I (Utility Worker I)	1	To be created
D. Repair and Maintenance Section			
1	Construction and Maintenance (General Foreman)	11	To be created
1	Administrative Aide IV (Labor Foreman)	6	To be created
2	Administrative Aide III (Utility Worker II)	3	To be created

Municipal Public Market Division			
1	Market Supervisor V	24	Existing - Vacant- To be Abolish
1	Market Supervisor IV	22	Existing - Vacant - To be abolish
1	Market Supervisor III	18	Existing - Occupied Position
A. Planning, Research and Development Section			
1	Market Specialist II	15	To be created
1	Market Specialist I	10	To be created
B. Records Management Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
1	Administrative Officer II (Administrative Office I)	11	To be created
2	Administrative Aide VI (Clerk III)	6	To be created
2	Administrative Aide IV (Clerk II)	4	To be created
2	Revenue Collection Clerk I	5	Existing - Vacant - To be abolish
C. Operations and Enforcement Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
1	Market Inspector II	8	Existing - Vacant
2	Market Inspector I	6	To be created
5	Administrative Aide IV (Laborer II)	3	To be created
1	Administrative Aide I (Utility Worker I)	1	Existing - Occupied Position
3	Administrative Aide I (Utility Worker I)	1	Existing - Vacant
20	Administrative Aide I (Utility Worker I)	1	To be created
1	Security Guard I	3	1- Existing - Vacant
1	Security Guard I	3	To be created
8	Watchman I	2	To be created
D. Repair and Maintenance Section			
1	Construction and Maintenance (General Foreman)	11	To be created
1	Administrative Aide IV (Labor Foreman)	6	To be created
2	Administrative Aide III (Utility Worker II)	3	To be created
Heavy Equipment Division			
1	Administrative Officer V (Administrative Officer III)	18	To be created
A. Administrative Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
1	Administrative Officer II (Administrative Office I)	11	To be created
1	Administrative Aide VI (Clerk III)	6	To be created
2	Administrative Aide IV (Clerk II)	4	To be created
B. Operations and Enforcement Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
9	Heavy Equipment Operator II	6	Existing - Vacant - To

2	Administrative Aide III (Utility Worker II)	3	To be created
Manolo Fortich Memorial Park Division			
1	Administrative Officer V (Administrative Officer III)	18	To be created
A. Planning, Research and Development Section			
1	Market Specialist II	15	To be created
1	Market Specialist I	10	To be created
B. Administrative Section			
1	Administrative Officer	15	To be created
1	Administrative Aide VI (Clerk III)	6	To be created
2	Administrative Aide IV (Clerk II)	4	To be created
C. Operations Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
2	Administrative Aide IV (Laborer II)	3	To be created
2	Security Guard I	3	To be created
5	Administrative Aide I (Laborer I)	1	To be created
D. Repair and Maintenance Section			
1	Construction and Maintenance (General Foreman)	11	To be created
3	Admin Aide III (Utility Worker II)	3	To be created

2	Administrative Aide III (Driver I)	3	be abolish
2	Administrative Aide IV (Laborer II)	3	To be created
2	Watchman I	2	To be created
10	Administrative Aide I (Laborer I)	1	To be created
2	Administrative Aide I (Utility Worker I)	1	To be created
C. Repair and Maintenance Section			
1	Senior Administrative Assistant I (Mechanical Shop General Foreman)	13	To be created
1	Administrative Assistant III (Mechanic III)	9	To be created
1	Administrative Aide VI (Electrician II)	6	To be created
1	Administrative Aide VI (Mechanic II)	6	To be created
1	Administrative Aide IV (Electrician I)	4	To be created
2	Administrative Aide IV (Mechanic I)	4	To be created
Technical Skills Development Center Division			
1	Public Service Officer III	18	To be created
A. Administrative Section			
1	Administrative Officer IV (Administrative Office II)	15	To be created
1	Administrative Aide VI (Clerk III)	6	To be created
3	Administrative Aide IV (Clerk II)	4	To be created
B. Operations and Enforcement Section			
1	Public Services Officer II	15	To be created
3	Watchman I	2	To be created
2	Administrative Aide I (Utility Worker I)	1	To be created
Municipal Slaughter House Division			
1	Slaughterhouse Master III	18	To be created
A. Records Management Section			
1	Administrative Officer	15	To be created
1	Administrative Aide VI (Clerk III)	6	To be created
3	Administrative Aide IV (Clerk II)	4	To be created
2	Revenue Collection Clerk	5	Existing - Vacant - To be abolish
B. Operations Section			
1	Slaughterhouse Master II	14	To be created
1	Slaughterhouse Master I	10	Existing- Vacant
1	Pest Control Worker I	4	To be created
1	Administrative Aide IV (Driver II)	4	Existing - Vacant
1	Administrative Aide IV (Driver II)	4	To be created
1	Administrative Aide III (Driver I)	3	To be created
5	Administrative Aide III (Utility Worker II)	3	To be created
1	Security Guard I	2	Existing - Vacant
3	Administrative Aide I (Utility Worker I)	1	Existing
7	Administrative Aide I (Utility Worker I)	1	To be created
C. Repair and Maintenance Section			
1	Construction and Maintenance (General Foreman)	11	To be created
1	Administrative Aide IV (Labor Foreman)	6	To be created