

EXCERPT FROM THE MINUTES OF THE 8TH REGULAR SESSION OF THE 13<sup>TH</sup>  
SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD  
AT THE SANGGUNIANG BAYAN SESSION HALL ON MARCH 3, 2004.

PRESENT:

HON. JULIANO C. LAVISOIRES	Presiding Officer
HON. EVELIO E. CORDOVEZ	Municipal Vice Mayor
HON. DIOSDADO N. DITONA	Majority Floor Leader
HON. CLIVE D. QUIAO	Sangguniang Bayan Member
HON. JERSON S. LEYSON	Sangguniang Bayan Member
HON. RONULFO D. GANAS	Sangguniang Bayan Member
HON. VICTORIO G. DAGUNLAY	Sangguniang Bayan Member
HON. WARLEO A. GOAYAN	Sangguniang Bayan Member
HON. FE Q. DONGALLO	Sangguniang Bayan Member
HON. LEONILO G. TILAP	Sangguniang Bayan Member
HON. KARLO ENRICO A. ALOMBRO	Liga ng mga Brgy. Rep. Sangguniang Bayan Member SK Federation Rep.

**ORDINANCE NO. 2004-304**  
(8<sup>th</sup> Regular Session)

**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS, THIS LOCAL  
GOVERNMENT UNIT.**

WHEREAS, there is a felt need of creating additional plantilla positions, this local government unit both in the executive and legislative department;

WHEREAS, the proposed creation has been thoroughly deliberated upon by the Sangguniang Bayan following the urgent request of some department heads as deemed very vital to their respective offices.

**NOW THEREFORE**

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

SECTION I. The following positions are hereby created to add to the current plantilla positions of the Local Government Unit, this municipality;

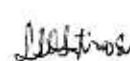
**A. EXECUTIVE DEPARTMENT**

**1. Municipal Social and Welfare Office**

a. 2 Social Welfare Aide - G 4/1

**Duties and Functions:**

- Conducts survey, interview people and assess the immediate needs of the clients;



- Acts as liaison worker to bridge communication gap between the government and the rural families;
- Organizes senior citizens, differently abled persons, youth organizations and parents and motivates them to participate in social planning and income-generating activities;
- Assists in the distribution and crisis management in time of disaster and trains volunteers in facilitating activities for a speedy response during disasters;
- Monitors activities of Senior Citizens, differently abled persons, youth organizations and parents regularly by attending monthly meeting and initiate activities for social and economic upliftment;
- Assists in the preparation and processing of the senior citizens applications for national ID and update the list of new senior citizens members;
- Assists clients especially in difficult circumstances and provide counseling services;
- Makes social case study report for referral purpose to other agencies with available services needed by the client; assists mentally-ill clients and facilitates referral to any mental institutions; home visits clients especially in difficult circumstances and assesses their family situation to be able to come up with a possible solution to alleviate the situation;
- Assists and makes case findings for clients who need financial assistance to defray cost of medicine and food assistance.

## 2. Municipal Budget Office

a. 1 Budgeting Aide - G 4/1

### Duties and Functions:

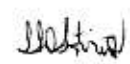
- Keeps records on municipal and Barangay budget requests and expenditures;
- Assembles forms used in preparing Municipal and Barangay requests and provincial budget forms;
- Makes preliminary review of budget requests, income estimates, and funding proposals and passes on commentary to the budget examiner.

## B. LEGISLATIVE DEPARTMENT

1. 1 Driver II - G 4/1

### Duties and Functions

- Drives official vehicle carrying passengers on official business of the municipality under direct request of a known and responsible municipal officials.
- Makes sure that the vehicle is fully gassed, lubricated and in sound mechanical condition before usage; checks brakes and tires to be certain that they are in good condition.

- Reports any defect or suspected malfunction in the vehicle to the motorpool supervisor, or conflicts with the rules and regulations on gas tickets.


SECTION II. This Ordinance shall take effect upon its approval.

This Ordinance was passed and approved on motion of Hon. Diosdado N. Ditona and seconded by majority of the members present.

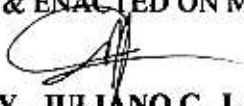
APPROVED: March 3, 2004. Without 3<sup>rd</sup> Reading.

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CERTIFIED CORRECT:

  
**LYDIA O. LASTIMOSA**  
Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO BE DULY  
APPROVED & ENACTED ON MARCH 3, 2004:

  
**ATTY. JULIANO C. LAVISORES**  
Presiding Officer  
Municipal Vice Mayor

APPROVED:

  
**SOCORRO O. ACOSTA**  
Municipal Mayor