

EXCERPT FROM THE MINUTES OF THE 15TH REGULAR SESSION OF THE 13TH SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON APRIL 24, 2002.

PRESENT:

HON. JULIANO C. LAVISORES

**Municipal Vice Mayor
Presiding Officer**

HON. EVELIO E. CORDOVEZ

Majority Floor Leader

HON. DIOSDADO N. DITONA

Sangguniang Bayan Member

HON. CLIVE D. QUIÑO

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

Liga ng mga Barangay Rep.

ABSENT:

HON. SALVADOR A. ALBARECE III

**Sangguniang Bayan Member
SK Federation Rep.**

**ORDINANCE NO. 2002-211
(15th Regular Session)**

ORDINANCE CREATING SOME PLANTILLA POSITIONS FOR THE LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF MANOLO FORTICH, BUKIDNON.

WHEREAS, the Executive Department found it necessary to create some plantilla positions deemed necessary to carry out better governance in the Local Government Unit.

WHEREAS, as provided for under the Local Government Code of 1991, LGUs are encouraged to design and implement its own organization its priority needs, service requirements and financial capabilities consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability, subject to the minimum standards and guidelines prescribed therefore.

NOW THEREFORE

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

SECTION 1. The following plantilla positions correspondingly with their respective duties and qualifications are hereby created for a more effective structural staffing pattern;



A. MAYOR'S OFFICE:

1. Executive Assistant V

G-24/1

- Manages, keeps track, oversees and follow-up projects and programs, policies and guidelines, rules and regulations, directions and disposition which are implementative and applicative in nature belonging to executive function for and in behalf of the Local Chief Executive, oversees the executive records and files.
- Keeps and oversees all appointment to the Municipal Mayor, oversees correspondence, communications of the Municipal Mayor.
- Exercises general planning, direction and control over of the Municipal Mayor, relating to administration responsibilities for competence and effective services to the people.

2. Watchman II

G-4/1

- Guards against fire, theft, vandalism and unlawful entry at an assigned area or building; checks locks to see they are secured.
- Perform custodial tasks such as sweeping floor, cleaning offices and rest areas.
- Performs other labor duties on an incidental basis such as watching & inspection of properties within the work area.
- Acts as watcher of the bundy clock, records and checks the in and out of employees. Keeps sure that all whereabouts of employees going out is properly monitored.

B. GENERAL SERVICES DIVISION:

1. Clerk II (3)

G-4/1

- Prepares purchase request, canvass, bill of construction materials and all office supplies of the municipality.
- Prepares all bidding procedures such as bill of materials for construction and projects.
- Processes forms involving requisitions, requests for services, classifications of materials to be purchased/ordered.
- Types requisition of office supplies, sorts and prepares memorandum receipt for the head of office signature.

2. Clerk III

G-6/1

- Makes immediate decision out of the normal routine, performs all the tasks described in example for clerks.
- May supervise clerks on the discharge of these functions, sometime it involved decision making in routing, sorting and approvals of request of purchase orders and bill of materials, memorandum receipt and others.

C. MOTORPOOL

1. Mechanic I (2)

G-4/1

- Performs skilled repair and maintenance of light motor equipment, inspects and troubleshoots gasoline and diesel internal combustion engine, powered vehicles and other engine powered equipment.
- Performs auto body work and related welding and metal working duties, does tune-ups, repairs electrical systems, adjusts brakes and clutches, adjusts or replaces carburetors, does wheel alignment, removes and replaces clutches and transmissions and performs engine overhauls.
- Performs preventive maintenance task such as lubrication and replacement of oil filters and other similar duties.

2. Mechanic II

G-6/1

- Same with Mechanic I. The difference revolves on the added emphasis given to a greater experiences and familiarity with a variety of light and heavy equipment, thus enabling Mechanic II to work as leadman under more general supervision.

3. Driver II (7)

G-4/1

- Drives official vehicles 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 working condition.
- Reports any defects or suspected function of the vehicle to the motorpool supervisor. Abides with the rules and regulations on gas tickets after properly signed by the authorized persons.

4. Electrician I

G-4/1

- Prepares electrical supplies or other journeyman with tools and materials during the course of a job, holdwire, fixtures, switches, metals or other metals of electrical components.
- Prepares all vehicles and may do simple tasks such as soldering flux, splices, shreds wire ends, clearing of wire ends.
- Keeps in good repair the usual tools used by the journeyman, stores materials and supplies when completed.

5. Watchman I

G-2/1

- Guards the motorpool are against fire, theft, vandalism and unlawful entry.
- Inspects, monitors and checks municipal vehicles before going out the motorpool.
- Performs custodial tasks in the respective office and rest area.
- Dispenses gasoline or small hand tools as mixed variation on watchman's work.

D. MUNICIPAL TOURISM

1. Clerk III

G-6/1

- Formulates an integrated program on promotion of tourism in the municipality. Prepares and disseminates brochures on the tourist attraction of the municipality.
- Performs clerical works about tourism and provides information as well as accommodation and establishes standards of service, honesty, reasonableness and courtesy in relation to tourist coming to the municipality.

E. ECONOMIC ENTERPRISE

1. Revenue Collection Clerk I (4)

G-5/1

- Receives cash, directs personal contact with payees, examines cash for and for negotiability when required.
- Maintains individual record of taxes, livelihood payments and other transactions which involves collection.
- Prepares list and regular billing to individuals due for collection.
- Issues receipts and posting of monies collected to be remitted to the Municipal Treasurer at the end of each day.

F. SLAUGHTERHOUSE

1. Driver II

G-4/1

- Drives the Municipal Meat Van.
- Transports/delivers meat from the Municipal Slaughterhouse to the Municipal Market.
- Keeps vehicle clean. Reports any problem encountered and makes sure the vehicle is fully gassed, lubricated and in sound mechanical condition before usage.

G. MUNICIPAL ENGINEER'S OFFICE

1. Electrician I

G-4/1

H. MPDC

1. Project Development Officer IV

G-22/1

- Performs a variety of tasks that are delegated by the MPDC under general supervision and direction of the coordinator within commonly understood guidelines and procedures. Serves as office manager in the internal management.
- Performs as major assistant to the MPDO in the details of operations, complex work involving a moderate delegation of decision making.
- Monitors the progress and problem of specific projects carried out by the municipal government.

SECTION II. QUALIFICATION STANDARDS

Qualifications of the above positions are based on the merit and fitness set forth by the Personnel Selection Board of the Local Government Unit and of the standards required by the Civil Service Commission.

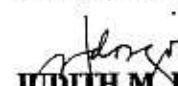
SECTION III. This Ordinance shall take effect upon the availability of funds.

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

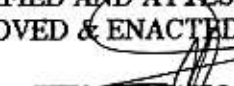
APPROVED: May 8, 2002.

CERTIFIED CORRECT:


For and in the absence of the
Secretary to the Sanggunian:


JUDITH M. DOMINGO
Records Officer II

**CERTIFIED AND ATTESTED TO BE DULY
APPROVED & ENACTED ON MAY 8, 2002:**


ATTY. JULIANO C. LAVISORES
Presiding Officer
Municipal Vice Mayor

APPROVED:


SOCORRO O. ACOSTA, Ph.D.
Municipal Mayor