

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

PRESENT:

HON. JULIANO C. LAVISORIS	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 C. DAGUNLAY	Sangguniang Bayan Member
HON. WARLEO A. GOYAN	Sangguniang Bayan Member
HON. FE Q. DONGALLO	Sangguniang Bayan Member
HON. LEONILLO G. TILAP	Sangguniang Bayan Member Liga ng mga Barangay Rep.

ABSENT:

HON. SALVADOR A. ALBARECE III	Sangguniang Bayan Member SK Federation Rep.
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ORDINANCE NO. 2002-212
(15th Regular Session)

AN ORDINANCE AMENDING ORDINANCE NO. 2001-181 TO READ AS
FOLLOWS: AN ORDINANCE CREATING THE POSITION OF A PRIVATE
SECRETARY I UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR OF THE
MUNICIPALITY OF MANOLO PORTICH, BUKIDNON.

WHEREAS, Corollary to the fast growth and development of the Municipality of
Manolo Portich, Bukidnon is the indispensable need for the creation of the position of the
Private Secretary I to assist the Municipal Vice Mayor for the smooth discharge of his
duties and responsibilities.

NOW THEREFORE,

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

SECTION I. The position of the Private Secretary I is hereby created.

SECTION II. Duties and functions of the Private Secretary I:

1. Maintains the appointment schedule of the Municipal Vice Mayor and acts as
receptionist, taking phone calls, directing walk-ins and handling inquiries,
prepares correspondence and reports when required.

2. Maintains files, types rough draft, straight draft or record materials of the Municipal Vice Mayor.
3. Handles social schedule and arranging for appearance or substitution of official function.

SECTION III. Said position shall carry a monthly compensation corresponding to ^{Grade} Salary 11 as presented under the Implementing Rules and Guidelines of RA 6758 otherwise known as SALARY STANDARDIZATION LAW.

SECTION IV. The amount necessary to carry out the provision of this Ordinance is hereby authorized to be appropriated in the first Supplemental Budget for CY 2002.


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

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


APPROVED: April 24, 2002 (Without 3rd reading.)

CERTIFIED CORRECT:

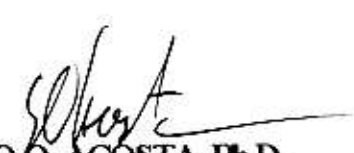
For and in the absence of the
Secretary to the Sanggunian:


JUDITH M. DOMINGO
Records Officer II

CERTIFIED AND ATTESTED TO BE DULY
APPROVED & ENACTED ON APRIL 24, 2002:


ATTY. JULIANO C. LAVISORES
Presiding Officer
Municipal Vice Mayor

APPROVED:


SOCORRO O. ACOSTA, Ph.D.
Municipal Mayor