



Republic of the Philippines  
Province of Bukidnon  
MUNICIPALITY OF MANOLO FORTICH  
**OFFICE OF THE SANGGUNIAN BAYAN**  
E-mail: sbmanolofortich@yahoo.com

SANGGUNIAN PANLALAWIGAN  
PROVINCE OF BUKIDNON

**RECEIVED**  
DATE: 06-18-2021  
TIME: 10:29 AM

OFFICE OF THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR  
**RECEIVED**  
DATE: 06-02-2021

**EXCERPT FROM THE MINUTES OF THE 18<sup>TH</sup> REGULAR SESSION OF THE 19<sup>TH</sup> SANGGUNIAN BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD AT SANGGUNIAN BAYAN SESSION HALL ON MAY 6, 2021.**

**PRESENT:**

HON. MIGUEL D. DEMATA

Presiding Officer

HON. JUANITO I. QUIÑO

Municipal Vice Mayor

HON. REYNALDO L. BAGAYAS, JR.

Sangguniang Bayan Member

HON. RAUL S. MIÑOZA

Temporary Majority Floor Leader

HON. WARLEO A. GOAYAN

Sangguniang Bayan Member

HON. JOY L. CORDOVEZ

Sangguniang Bayan Member

HON. CHRISTY LEPARTO SALABE

Sangguniang Bayan Member

HON. ALEX D. PAYANGGA

Sangguniang Bayan Member

HON. NELSON S. BINAYAO

IP Mandatory Rep.

HON. JOHN ANTHONY G. LEYSON

Liga ng mga Bry. Rep.

SK Federation Rep.

OFFICE OF THE MAYOR  
1:55pm  
**RECEIVED**  
JUN 02 2021  
DATE: \_\_\_\_\_  
MUNICIPALITY OF MANOLO FORTICH

**ABSENT:**

HON. ELIEZER S. ONAHON

Sangguniang Bayan Member

- On Sick Leave

HON. ALBERTO B. TINOY

Sangguniang Bayan Member

**ORDINANCE NO. 2021-1440**

(18<sup>th</sup> Regular Session)

**AN ORDINANCE ESTABLISHING THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) IN MANOLO FORTICH, BUKIDNON, APPROVING ITS ORGANIZATIONAL STAFFING PATTERN AND APPROPRIATING FUNDS THEREFOR.**

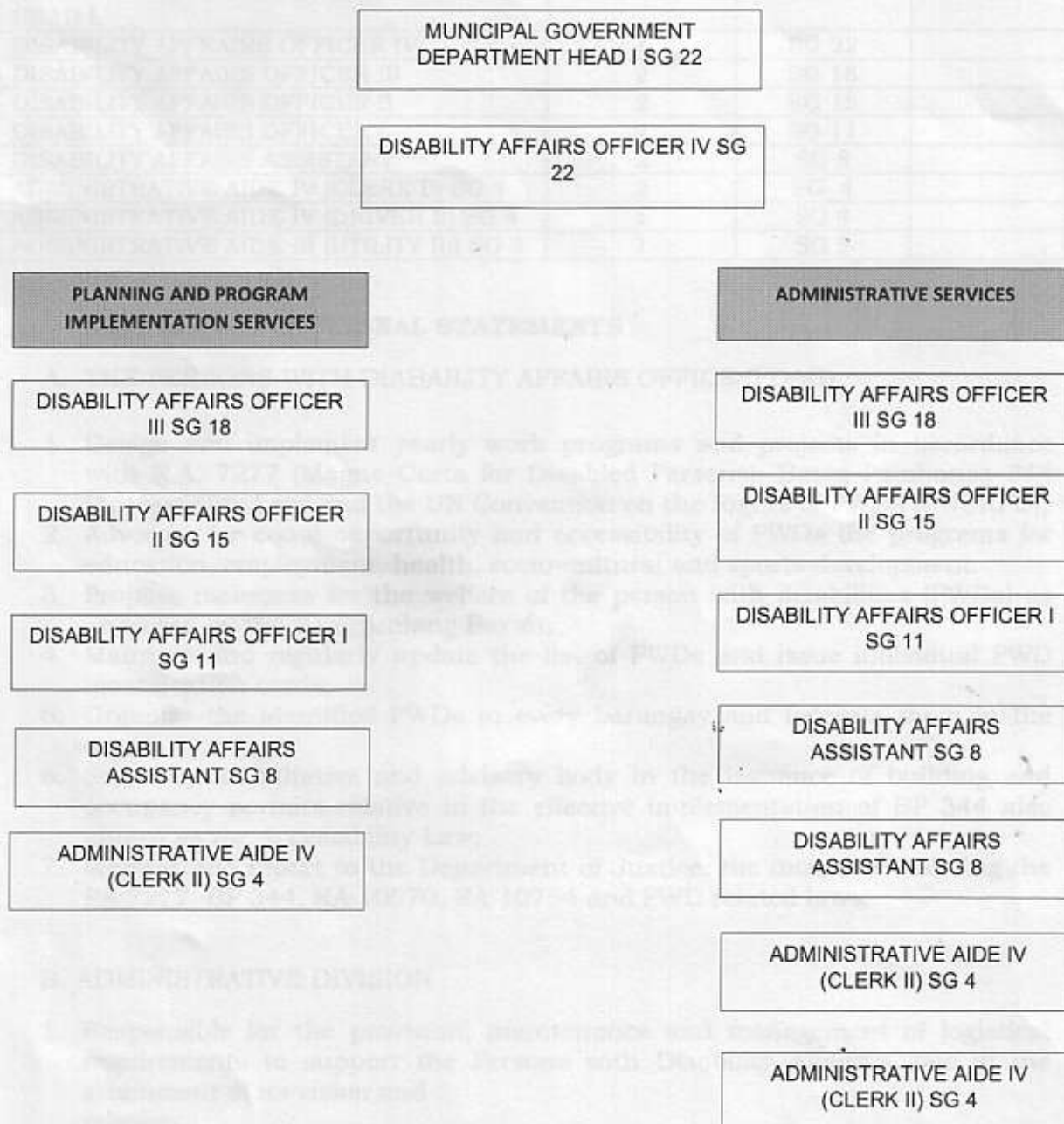
WHEREAS, there is a need to sustain and continuously carry out the task of monitoring, evaluation, data gathering, assessment, planning, establishment of production center, creation of job opportunities and advocacy in our municipality; the need for establishing an office for Persons With Disability Affairs (PDAO) to serve as its structural organization for the implementation of the abovementioned purpose.

**NOW THEREFORE**

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

**SECTION 1. TITLE.** This Ordinance shall be known as AN ORDINANCE ESTABLISHING THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) OF THE MUNICIPALITY OF MANOLO FORTICH, BUKIDNON.

**SECTION 2. ORGANIZATIONAL STRUCTURE .**



**B. STAFFING PATTERN OF PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO)**

POSITIONS	NUMBER OF POSITIONS	SALARY GRADE	REMARKS
MUNICIPAL GOVERNMENT DEPARTMENT HEAD I	1	SG 24	
DISABILITY AFFAIRS OFFICER IV	1	SG 22	
DISABILITY AFFAIRS OFFICER III	2	SG 18	
DISABILITY AFFAIRS OFFICER II	2	SG 15	
DISABILITY AFFAIRS OFFICER I	2	SG 11	
DISABILITY AFFAIRS ASSISTANT	2	SG 8	
ADMINISTRATIVE AIDE IV (CLERK II) SG 4	2	SG 4	
ADMINISTRATIVE AIDE IV (DRIVER II) SG 4	1	SG 4	
ADMINISTRATIVE AIDE III (UTILITY III) SG 3	1	SG 3	

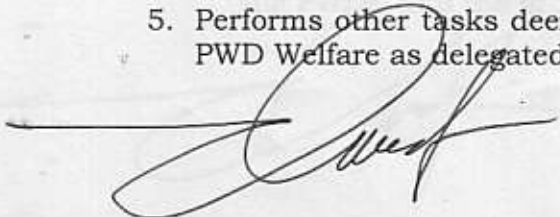
**SECTION 3. FUNCTIONAL STATEMENTS**

**A. THE PERSONS WITH DIABAILITY AFFAIRS OFFICE (PDAO)**

1. Design and implement yearly work programs and projects in accordance with R.A. 7277 (Magna Carta for Disabled Persons), Batas Pambansa 344 (Accessibility Law) and the UN Convention on the Rights of PWDs (UNCRPD);
2. Advocate for equal opportunity and accessibility of PWDs the programs for education, employment, health, socio-cultural and sports development.
3. Propose measures for the welfare of the person with disabilities (PWDs) as approved by the Sangguniang Bayan;
4. Maintain and regularly update the list of PWDs and issue individual PWD identification cards;
5. Organize the identified PWDs in every barangay, and federate them in the city;
6. Serve as consultative and advisory body in the issuance of building and occupancy permits relative to the effective implementation of BP 344 also known as the Accessibility Law;
7. Monitor and report to the Department of Justice, the incidents violating the RA 7277, BP 344, RA 10070, RA 10754 and PWD related laws.

**B. ADMINISTRATIVE DIVISION**

1. Responsible for the provision, maintenance and management of logistical requirements to support the Persons with Disability Affairs Office in the attainment of its vision and mission.
2. Prepares the budgetary requirements (Purchase Request, Obligation Request and etc.) to be submitted to the PDAO Head
3. Monitors the supplies and equipment of PDAO Employees.
4. Collates the PDAO employees' forms (leave forms, locator forms and etc.) to be submitted to Human Resource Management Office as deemed necessary.
5. Performs other tasks deemed necessary for the promotion and protection of PWD Welfare as delegated.







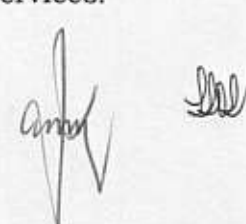
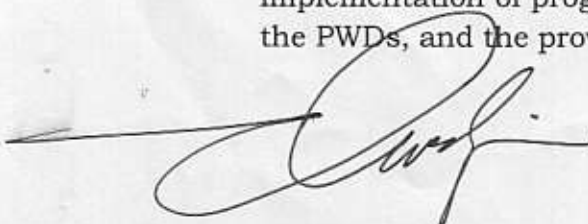
6. Provides trainings and technical assistance to other PDAO Employees for more effective and efficient provision of services.
7. Submit reports of the implemented activities to the PDAO Head.
8. Performs other tasks deemed necessary for promotion and protection of PWD Welfare as delegated by the PDAO Head.

#### C. PLANNING AND PROGRAM IMPLEMENTATION DIVISION

1. Primarily responsible in the planning, monitoring and evaluation of programs and services for Persons with Disabilities.
2. Assist in the planning, formulation and development of programs concerning PWD Affairs.
3. Functions as Research Unit in the international, national and local best practices for replication in the PWDs of the Municipality of Manolo Fortich, Bukidnon.
4. Monitors the accomplishment of PDAO as indicated in the AIP and PPMP by submitting monthly accomplishment report to the PDAO Head.
5. Performs other tasks deemed necessary for promotion and protection of PWD Welfare as delegated by PDAO Head programs and services for Persons with Disabilities.
6. Assist in the planning, formulation and development of programs concerning persons with disability.
7. Policy Formulation and Development.
8. Networking with NGOs, NGAs and other government offices.
9. Identify and implement different programs and projects for the promotion of the general welfare of persons with disability.

#### **SECTION 4. APPROPRIATION OF FUNDS/FUNDING SCHEDULE.**

1. Section 4 of Republic Act 10070 mandates that LGUs shall ensure that the necessary fund from any available local revenues is allocated for the implementation of the PDAO activities for the benefit of PWDs in their jurisdictions. For the succeeding years of implementation, PDAO funding shall be included in the Municipality's Annual Plans and Budget. The fund shall be used exclusively for the Persons with Disability Affairs Office (PDAO), including but not limited to its operational costs, implementation of programs that will promote and alleviate the welfare of the PWDs, and the provision of basic services.



2. Initial funding for the position of Disability Affairs Assistant (SG 8) is will be provided for the current year. Other positions shall be funded only when necessary and which shall be determined based on the priority agenda as identified annually. (As provided for under paragraph 2, Section 7, Rule 7 of the Implementing Rules and Regulations of RA 10070)

**SECTION 5. SEPARABILITY CLAUSE.** If for whatever reason, any provision of the Ordinance is declared to be unconstitutional or invalid, the other provisions hereof not so affected shall continue in full force and effect.

**SECTION 6. EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

This Ordinance was enacted on motion of Hon. Reynaldo L. Bagayas, Jr. and unanimously seconded by the members present.

ENACTED: May 6, 2021.

CERTIFIED CORRECT:



**LYDIA O. LASTIMOSA**

Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO HAVE  
BEEN ENACTED ON MAY 6, 2021:

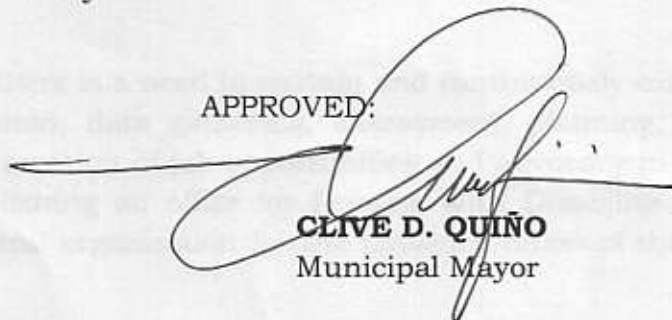


**MIGUEL D. DEMATA**

Presiding Officer

Municipal Vice Mayor

APPROVED:



**CLIVE D. QUIÑO**

Municipal Mayor