

EXCERPT FROM THE MINUTES OF THE 19TH REGULAR SESSION OF THE 13TH SANGGUNIANG BAYAN OF MANOLO FORTICH. BUKIDNON WHICH WAS HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON NOVEMBER 21, 2001.

PRESENT:

HON. JULIANO C. LAVISORES	Presiding Officer
HON. EVELIO E. CORDOVEZ	Municipal Vice Mayor
HON. DIOSDADO N. DITONA	Majority Floor Leader
HON. CLIVE D. QUIAN	Sangguniang Bayan Member
HON. RONULFO D. GANAS	Sangguniang Bayan Member
HON. VICTORIO G. DAGUNIAY	Sangguniang Bayan Member
HON. WARLEO A. GOAYAN	Sangguniang Bayan Member
HON. FE Q. DONGALLO	Sangguniang Bayan Member
HON. LEONTIO G. TILAP	Sangguniang Bayan Member
HON. SALVADOR A. ALBARECE III	Liga nga mga Brog. Rep. Sangguniang Bayan Member SK Federation Rep.

ABSENT:

HON. GERSON S. LEYSON	Sangguniang Bayan Member
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ORDINANCE NO. 2001-181
(19th Regular Session)

AN ORDINANCE CREATING THE POSITION OF A PRIVATE SECRETARY TO THE VICE MAYOR OF THE MUNICIPALITY OF MANOLO FORTICH. BUKIDNON.

WHEREAS, corollary to the fast growth and development of the Municipality of Manolo Fortich, Bukidnon in the indispensable need for the creation of the position of the Private Secretary to the Vice Mayor to assist the latter for the smooth discharge of his duties and responsibilities.

NOW THEREFORE

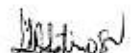
BE IT ORDAINED by the Sangguniang Bayan of Manolo Fortich, Bukidnon in session that:

SECTION 1. The position of the Private Secretary to the Vice Mayor is hereby created.

SECTION II. Duties & Functions of the Secretary to the Vice Mayor.

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.

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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 Salary Grade 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 seconded by majority of the members present.

APPROVED: November 21, 2001

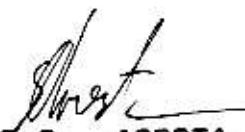
CERTIFIED CORRECT:


LYDIA O. LASTIMOSA
Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO BE DULY APPROVED
AND ENACTED ON NOVEMBER 21, 2001:


ATTY. JULIANO C. LAVISORES
Presiding Officer
Municipal Vice Mayor

APPROVED:


SOCORRO O. ACOSTA
Municipal Mayor