

EXCERPT FROM THE MINUTES OF THE 7TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON MARCH 7, 2001.

PRESENT:

HON. MARCELA P. GALOPE

Presiding Officer

HON. HILARIO B. PAUSANOS

Municipal Vice Mayor

HON. JERSON S. LEYSON

Sangguniang Bayan Member

HON. VINCENT Y. QUINGA

Sangguniang Bayan Member

HON. ROLANDA D. AGUDA

Sangguniang Bayan Member

HON. JULIAN A. TORRES

Sangguniang Bayan Member

HON. NICKARTER S. ONAHON

Sangguniang Bayan Member

HON. RICARDO C. DOYDORA

Sangguniang Bayan Member

HON. SERGIO T. HISONA

Sangguniang Bayan Member

HON. LEONILO G. TILAP

Sangguniang Bayan Member

HON. SALVADOR A. ALBARECE III

Liga ng mga Brgy. Rep.

Sangguniang Bayan Member

SK Federation Rep.

ABSENT:

NONE

ORDINANCE NO. 2001-162
(7th Regular Session)

AN ORDINANCE AMENDING ORDINANCE NO. 2000-157 OF THE SANGGUNIANG BAYAN ENACTED ON FEBRUARY 1, 2001 ENTITLED: **AN ORDINANCE AMENDING ORDINANCE NO. 2000-151 FOR THE INSERTION OF SOME ADDITIONAL PLANTILLA POSITIONS DEEMED NECESSARY FOR A MORE EFFECTIVE AND EFFICIENT MUNICIPAL OPERATIONS, FOR THE REVISION OF JUSTIFICATION OF THE CREATED PLANTILLA POSITIONS, AND EMBODYING THE DUTIES AND FUNCTIONS OF OFFICIALS AND EMPLOYEES.**

WHEREAS, the Sangguniang Panlalawigan of Bukidnon required the Municipality of Manolo Fortich, Bukidnon to amend Ordinance No. 2000-157 to incorporate the following in the body of the Ordinance itself;

1. Justification of the enactment of Ordinance No. 2000-157 which would specifically focus on the revision of plantilla positions of its offices.
2. Functions and duties of officials and employees.

3. Qualification Standard

WHEREAS, the organization and staffing pattern is made as attachment of this ordinance.

NOW THEREFORE

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

SECTION I. JUSTIFICATION

The Sangguniang Bayan of Manolo Fortich, Bukidnon is cognizant that the present organizational structure and staffing pattern of its Local Government Unit has to be reorganized taking into consideration its vision and mission. It also considers its priority needs and service requirements in order to render a more effective service to its constituents.

The revision of the plantilla positions with the creation of some additional positions was made in accordance with the pertinent laws and guidelines for the purpose. The 63 positions hereunder created are those considered relevant for effective and efficient municipal operations. Each created position carries distinct duties and functions enumerated in the succeeding sections would basically reinforce the effectiveness and efficiency of concerned offices to carry out its tasks and responsibilities in conjunction to the mission and vision of the LGU – that is, to extend better and more efficient delivery of basic services.

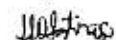
SECTION II. THE POSITIONS, ITS FUNCTIONS AND DUTIES.

A. MAYOR'S OFFICE

1. Human Resource Mngt. Officer I

G-11/1

- To complete work on the various forms, documents, and orders involved in the appointment of employees to the provincial civil service including permanent, probation, temporary and casual or job orders.
- To maintain leave records of all employees and 201 file and service records.
- To attend to cases involving retirement, workmen compensation, medical and PAG-IBIG and GSIS loans.
- To act as recorder in taking affidavits and statements in preliminary administrative investigations.
- To review payroll, salary adjustment and personnel status for submission the approving authority.



2. Human Resource Mngt. Officer III -

G - 18/1

- To plan and conduct a program to classify positions and writes position descriptions.
- To assist the HRMO IV in interviewing prospective candidates to obtain employment history and other personnel data.
- To give information to employees regarding personnel policies, procedures, office and civil service rules and regulations affecting their employment.
- To perform liaison activities with the Regional & Provincial Civil Service Office.

3. Human Resource Mngt. Officer IV -

G - 22/1

- Plans and directs human resource program which normally includes recruitment, hiring, training, classification, salary and wages, determination of labor relations. Benefits administration & personnel records keeping.
- Stimulates and encourages employee development through individual self-development and life long learning/education activities.
- Provides human resource development opportunities and activities which shall include training and scholarship grants and shall utilize alternative strategies or approaches for improving job performance such as coaching, counseling, job-rotation, on-the-job training and others.

4. Clerk IV -

G - 8/1

- Supervise a group of clerical workers/clerks in administering the filing, disposal, routing, mailing and recording of the routine paperwork in which the office or unit is involved.
- To perform difficult searches for records when request are for order records, inadequately identified or require the bringing together of two or more documents on a related matter not necessarily contained in watching files.
- To do clerical work when the office work load demands or when leave schedules necessitates.
- To perform complex clerical function requiring complete knowledge of the organizations operation and that of officers or units.

5. 3 Utility Workers II -

G - 3/1

- To do light cleaning that needs immediate attention.
- Operates simple mimeo and other reproduction process.
- Takes messages to and from government offices or units within the municipality.
- Prepares meeting room by setting up sitting arrangements.
- Makes minor repairs or office furniture such as struck doors, loose hinges.

A.1. MUNICIPAL INFORMATION OFFICE

1. Information Officer IV

G - 22/1

- Acts as public relations officer in lieu of Information Officer IV, conducts research and gathers statistics and useful information for potential tourist operation. Formulates and integrates program regarding public information.
- Promotes tourism and tourist attractions of the municipality.
- Establishes standards of service, honesty, reasonableness and courtesy in relation to public information.
- Operates program of information, upgrading, identification of accommodation and sightseeing that assists in prompting tourist within the municipality.

2. Information Officer V

G 24/1

- Prepares itinerary for all distinguished visitors from different places including briefings on municipal affairs and programs.
- Prepares brochures, informational leaflets and booklets which summarizes the municipalities activities highlighting important projects, programs and financial capacity.
- Answers inquiries on aspects of national and local on facts of national, provincial and local operations and may prepare releases to convey viewpoints on events, conditions and policies of the local governance.
- Operates a complaint and information system with in the local government by which citizens complaints and inquiries are given prompt and responsive answers and actions.
- Makes periodic reports on the programs and problems involved with the public relation programs and makes suggestions and recommendation for improvements.

B. SANGGUNANG BAYAN OFFICE

1. Local Legislative Staff Employee II

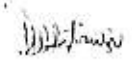
G - 4/1

- Acts/does routine messengerial and utility job under the Sangguniang Bayan Office.
- Collects and prepares for mailing outgoing correspondence and other records and reports assisted by clerical aides.
- Maintains the cleanliness/orderliness of the Sangguniang Bayan Office.

2. Local Legislative Staff Asst. III

G - 10/1

- Prepares meeting agenda, keeps records, attends meetings, takes and transcribed minutes of meetings or may arrange for stenographer to do these tasks. Prepares or reviews drafts of minutes of the meeting. Prepares correspondence related to the body's function, and other clerical duties related to the operation of the council.

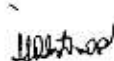


- Accepts and processes public requests for information and services which requires policies and procedures in the operation of the legislative body.
3. Board Secretary I G-14/1
 - Prepares meeting agenda , keeps records, attends meetings, takes and transcribe minutes of meetings.
 - To prepare or review drafts of the minutes of the meetings, prepares correspondence related to the body's function.
 - Processes public request for information and services.
 - Provides all possible and necessary administrative support to the Sanggunian.
 4. Board Secretary II G-17/1
 5. Records Officer II G-14/1
 - Plans, directs and supervises through subordinates the functions and activities of the records division.
 - Assumes full responsibility for the custody and safekeeping of records and documents of the municipal government.
 - Reviews accomplished work for the accuracy and conformity with standing policies and procedures and makes decisions in accordance with established policies.
 - Prepares annual reports, establishes and maintains an active continuing programs for the management, preservation and disposition of records.
 6. Records Officer III G-18/1
 - Performs highly routinary and repetitive tasks in the keeping of official records of a particular office.
 - Checks outgoing records and communication items to be sure that all have appropriate and recorded designations as prescribed by office or other operating rules and regulations.
 - Maintains clean, orderly and efficient record keeping system.
 7. Data Controller G-8/1
 - Encodes meeting agenda, transcribes minutes of meeting thru encoding.
 - Operates computer and encodes minutes, resolutions and ordinances.
 - Does other clerical duties related to Sangguniang Bayan proceedings.
 8. Driver II G-4/1
 9. Utility Worker I G-1/1

C. MPDC

1. Project Development Officer III G-18/1
 - Conducts or supervises the making of feasibility studies with regard to proposed infrastructure projects.





- Plans, lays out and supervises staff operation necessary to carry out development program associated with the infrastructure construction, agricultural production and social welfare improvement.
- Makes periodic reports on details of programs implemented and not implemented.

2. Project Evaluation Officer Officer III - G-18/1

- Monitors the progress and problem of specific projects such as Rural roads, special infrastructure projects, equipment pool construction and acquisition in the surplus road building equipment.
- Handles many details of funding, reporting and performs periodic evaluation of projects and programs and makes recommendation on re-programming.
- Monitors and evaluates projects implemented by the barangays and municipal projects.
- Adopts skills in the comprehensive planning process and evaluation of the same.

3. Clerk IV - G-8/1

D. LCR

1. Registration Officer I - G-10/1

- Assists the Municipal Civil Registrar in the administration of marriage, births and deaths applications, filing, sorting and recording of the routine paperworks and posting notice of marriage and births in the bulletin board and transmits names to concerned parties.
- Performs difficult searches for records when request is required; may also do regular clerical work when the office work load demands or when leave schedule necessitates.

E. MUNICIPAL BUDGET OFFICE

1. Budgeting Aide - G-4/1

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

2. Budget Officer II - G-15/1

3. Budget Officer III - G-18/1

- Receives and examines all Municipal and Barangay budgets, including general and infrastructure and such supplemental budgets passed by the municipalities to the province. Checks figures submitted to validate their accuracy, proper computation. Receives the budget request

against existing laws, rules, regulations, national and municipal funding.

- Gathers data on budget request, estimates of revenues and fund income. Keeps records on budgetary progress during the year.
- Prepares periodic reports covering municipal, provincial, national and barangay budget data.

4. Budget Officer IV

G-22/1

- Act as Budget Officer V when the Budget Officer is out of office.
- Keeps records as budget, authorization, allotment and current expenditures of municipal budget.
- Reviews barangay budget and expenditures. Requests income estimates and funding proposals and passes on commentary to the budget examiner.
- Assembles forms used in preparing municipal and barangay budgets.

F. MUNICIPAL TREASURER'S OFFICE

1. 2 Local Revenue Collection Officer I

G-11/1

- Supervises and assigns the receiving and collection function among a group of collectors engaged in collection of taxes and other fees.
- Issue receipts to taxpayers for land taxes and other taxes collected. Prepares manual comparative report on land tax and other revenue collections in the municipality.
- Prepares the monthly report on land tax collection by barangays.

2. Local Revenue Collection Officer II

G-15/1

3. Local Revenue Collection Officer III

G-18/1

- Assists the Local Revenue Collection Officer IV in land tax campaign, assists in visiting delinquent taxpayers in checking over for first and second year arrears in carrying out program of land tax collection information.
- Assists in preparing annual comparative report on land tax and other revenue collection in the municipality and notifies the municipality's monthly condition of their tax campaign.

4. Local Revenue Collection Officer IV



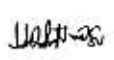
G-22/1

- Acts as supervisor officer of the revenue collection officers under the Municipal Treasurer's Office.
- Supervises some revenue Collection Officer in the collection of realty taxes, fees and fines and others pertaining to taxes.
- Makes recommendation to the Municipal Treasurer regarding progress of collection. Programs and schedules the outstanding balances of tax payors.
- Works with the Municipal Treasurer in operating the land tax campaign and maintains a liaison with the same.

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5. 3 Revenue Collection Clerk III - G-9/1
- Assists the Revenue Collection Officers in the daily collection operations and receives the appropriate receipt for cash turned over.
 - Makes daily cash deposits with record of receipts and maybe called upon to work. Summarizes monthly cash collected, outstanding accounts with the collector's assignment.
 - Makes turn-over to the appropriate supervisor all taxes payments, fees and others.
6. Cashier III - G-18/1
- Plans and assigns the receiving and disbursing of function among a group of employees engaged in the collection of obligations and other receipts.
 - Pay outs cash for voucher's government treasury checks or warrants payrolls, overtime services, transportation expenses, per diems and other refundable expenses of employees. Makes deposits and withdrawals and cash under rules and regulations.
 - Makes periodic written reports on the work of the division officer and files necessary documentation support of all receiving and disbursing functions in the division.
 - Prepares statement of cash accountability.
7. Driver II - G-4/1
8. Utility Worker I - G-1/1
- Same as enumerated above.

G. MUNICIPAL HEALTH OFFICE

1. 2 Nurse I - G-11/1
- To interview patient and to determine their health problems and to make preliminary examinations; takes and records patients blood pressure and other body chemistry.
 - Attends to the medical needs of the constituents.
 - To direct rural midwives in assisiting in and around the clinic and on house calls; counsels family planning and dispenses various devices for that purpose keeping careful records of patients treated w/ prevalent disease.
2. 4 Midwife I - G-6/1
- Visits expectant mothers and gives pre-natal advice and treatment as well as conference.
 - Attends expectant mothers at delivery. Provides post-natal care to the mother and conducts well-baby clinic as well as making sick calls for infants.
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- Assists the Rural Health Nurse in the administration of Rural Health clinic by administering a variety of tests, medical applications, bandaging, modulations, application of other ointment and powder.
- Keeps records of treatments of clients and facilitate recording of births, deaths and other records.
- Makes periodic reports on activities, problems and progress.

H. MUNICIPAL ACCOUNTANT'S OFFICE

1. 2 Fiscal Examiner I - G-11/1
 - Examines books of accounts of municipal and barangay treasurers and other financial elements of government in the municipality to determine the financial conditions and soundness of accounting procedures.
 - Prepares and submits monthly/periodic report to the Municipal Mayor and makes recommendation concerning improprieties, delinquencies and other deficiencies that may be detected.
 - Supervises the conduct of the tax information campaign to work closely with Revenue Tax Collectors.
 - Promotes maximum collection of current and delinquent taxes.
2. 1 Senior Bookkeeper - G-9/1
 - Keeps records of financial transactions, verifies and prepares journal entries of transactions and posts some to the general ledger, balances books and prepares financial reports.
 - Provides guidelines in the examination, verification and journalization of disbursement revenues, production, sales issues of property or other accounting activities.
 - Supervises for proper recording transactions.
 - Prepares monthly reports and trial balances.

I. MUNICIPAL ENGINEER'S OFFICE

1. Engineer I - G-12/1
 - Compiles engineering data, makes minor calculation, drafts simple plans of structuring works out sketches is required.
 - Inspects and checks the quality and quantity of construction materials and electrical materials.
 - Supervises engineering assistant and electrician in the construction of projects by the municipality.
 - Keeps records on all delivered materials and makes reports every month.

9/12

12/20/12

12/20/12

2. Engineer III

G-19/1

- Plans, assigns and supervises the work of a small group of Engineer's and non-engineer's in the construction of a major infrastructure such as farm-to-market roads, bridges, irrigation structures and drainage system.
- Supervises the maintenance of principal and barangay infrastructure and participates in the planning, design and programming of future infrastructure.
- Makes frequent field inspection and spot checks on work-in-evaluation surveys and data collection for planning new projects.
- Checks and signs off on all orders for fund payment and reviews payrolls for appropriateness.

3. Engineer IV

G-22/1

4. Clerk IV

G-8/1

- (Same as enumerated above)

J. ECONOMIC ENTERPRISE OFFICE

J.1. Market

1. Market Supervisor IV

G-22/1

- In the absence of the Market Supervisor V, takes the general supervision of the market including the personnel in the office.
- Supervises the market maintenance in the cleanliness and sanitation of the market premises.
- Conducts daily, weekly and periodic inspection in the market premises and all market fees.
- Makes monthly reports.

2. Market Supervisor V

G-24/1

- Takes the general supervision of the market including the personnel in the office. Ensures that maximum services are extended to consumers or buying public as a whole including the cleanliness and proper sanitation of goods and facilities. Enforces rules and regulations relating to market administration. Conducts spot checks and inspections of the prices of goods and groceries in the market.

3. Security Guard I

G-3/1

- Checks validity of individual credentials. Protects property against fire, theft, vandalism and unlawful entry.
- Upon assuming his post and shift, checks doors, windows and other entry devices for their effective operation and their safety devices including locks, latches, night switches, night lites. Makes periodic checks.
- Reports all security, hazard to health, safety and fire during his tour.

- Keeps records of all work done by worker and by equipment; keeps careful inventory of supplies and order additional stock before it is exhausted. Keeps time, absences and work records on all assigned employees, reports on problems encountered and proposed solutions.

J.4. Waterworks System

1. Plumbing & Tinning Inspector II - G-10/1
 - Coordinates and schedules work as per job order submitted by complain section.
 - Schedules work in the preventive leak in the service is detected.
 - Sets program in the preventive maintenance of service connection.
 - Submits accomplishment report.
 - Performs related task as directed.
2. Meter Reader - G-4/1
 - Reads all water meter in the monthly system, delivers customer bills, and disconnection.
 - Performs skilled task using tools, paperwrench used the repairs.
 - Reports to the officer any illegal acts made connection by the concessionaires.
3. 3 Water Pump Operator - G-4/1
 - Assists the plumber in the repair of leakage and maintenance of service connection and mainlines.
 - Tap water mainline under pressure, installs service piping from main water meter.
 - Performs related task as directed.

SECTION III. QUALIFICATION STANDARDS

To strengthen the bureaucracy of the Local Government Unit, the qualification standards of the said positions are strictly adhered to following the requirement set forth by law and the Civil Service Commission.

SECTION IV. FUNCTIONAL PATTERN.

The creation of the above plantilla positions under this Local Government Unit of the Municipality of Manolo Fortich reinforces the functions of the respective offices as presented in general thereto allowing an effective and efficient municipal operations;

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MUNICIPALITY OF MANOLO FORTICH FUNCTIONAL CHART

MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL MAYOR

1. Exercises, controls & supervises overall local administrative affairs in the municipality.
2. Appoints all municipal employees in accordance with civil service, laws, rules and regulations.
3. Represents the municipality in its business transactions.
4. Coordinates the implementation of the technical services rendered by nat'l offices.
5. Directs the formulation of mun. development plans and programs.
6. Grants licenses & permits in accordance with existing laws or municipal ordinances and revoke them for violation of the condition upon which they have been granted.
7. Maintains peace and order in the municipality.
8. Performs other duties and exercise other powers provided by law.

Executive Assistant

1. Coordinates administrative function of local offices & division.
2. Supervises & coordinates the budget preparation & control function characterized.
3. Performs variety of office works.

Personal Staff

1. Provides secretarial & security services & assistance to the office of the municipality in general.
2. Follow-up works with the other offices either local & national in the municipality.
3. Entertains visitors of the LCE.

10/1/77

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MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL MAYOR

SPECIAL MEDICAL
OUTREACH PROGRAM

1. Promotes health services of the LGU.
2. Provides health information and education.

CIVIL SECURITY UNITS

1. Adopts recommended measures to safeguard all property rights of the municipality.
2. Calls upon proper authority to suppress disorder, riots, lawless, violence, rebellion on seditious conspiracy or to apprehend violators of law.

GENERAL SERVICES
DIVISION

1. Performs supply & property procurement & maintenance function and such other general services & activities.

HUMAN RESOURCE MANAGEMENT
DIVISION

1. Takes appropriate functions on personnel matters such as appointments, vacation, sick or maternity leave of employees & officers and authorized commutations of money value.
2. Keeps 201 rank & file records.

LICENSES & PERMITS

1. Grants licenses and permits in accordance with existing laws or municipal ordinances and revoke them for violation upon which they have been granted.

INTERNAL CONTROL DIV.

1. Ensures that all taxes and other revenues of the municipality are collected and that municipal funds are spent in accordance with law, ordinances and regulations.

OFFICE OF THE MUNICIPAL MAYOR

MARKET & SLAUGHTERHOUSE

1. Maintains direct administrative supervision and control over all economic enterprise owned & operated by the municipality.
2. Formulates & recommends rules & regulation on proper administration of economic enterprise of the mun.

WATERWORKS

1. Streamlines the planning of programs & operations, logistics, financial & maintenance of the waterworks system.
2. Responsible in the preparation of plans & program for expansion of the water system, the dev't. of rivers, springs, intake box & reservoir for distribution system & other water utilities & facilities.

HEAVY EQUIPT/POOL DIVISION

1. Maintains the earthmoving of heavy equipment to determine its working condition needed for preventive & maintenance of large scale overhaul, repair & parts replacement.
2. Records & make periodic reports of equipment, gasoline, diesel.
3. Performs workload demand in servicing of heavy equipment.

MUNICIPAL TOURISM

1. Promotes tourism w/in the municipality & provinces & operate program of information upgrading identification of accommodations & sight-seeing.
2. Involves in program preparation, tourism collection of statistics preparation of tours to historic & scenic sights, promotion of cottage industries & writing promotion brochures & press release.

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MUNICIPAL MAYOR

LOCAL CIVIL REGISTRAR

1. Administers marriage application, birth deaths in accordance with the regulation embodied in the registry manual.
2. Responsible for civil registration program in the municipality.
3. Files, keeps and preserved in a secure places the book of registration.
4. Transmits duplicate copies of registered documents with the prescribed period to the Office of the Civil Registrar General.

ASSESSOR'S OFFICE

1. Establishes systematic method of assessment of real property.
2. Installs & maintains a real property identification and accounting system.
3. Prepares install & maintain a system of tax mapping, showing graphically all property subject to assessment in the municipality.
4. Appraises all items or real property at current market value in accordance with law and conduct regular ocular inspection.

BUDGET OFFICE

1. Reviews and consolidates the budget estimates of different offices of the municipal government and of the barangays under the jurisdiction of the municipality.
2. Prepares the executive and special budget of the municipality.
3. Evaluates allotment request and prepare corresponding recommendation.
4. Prepares forms, orders & circulars embodying instruction on budgetary matters for the approval of the Municipal Mayor.

ACCOUNTANT'S OFFICE

1. Makes annual reports to the Mayor all income disbursements & acquisition and disposition of all assets of the municipality.
2. Keeps records of payrolls, vouchers payments in operation of funds of the municipality.

MUNICIPAL HEALTH OFFICE

1. Formulates health policy & development.
2. Takes charge of the National health planning and programming.
3. Formulates guidelines and standard targets priorities & indicators.
4. Issues rules and regulations, licenses & accreditation pursuant to existing laws.
5. Formulates health programs & projects development initiation of health legislation & health advocacy.

MUNICIPAL AGRICULTURE'S OFFICE

1. Provides implementing procedures & standards for developed programs & services as well as technical support system & services.
2. Adops the procedures, guidelines and standards for delivery of services under the various municipal agricultural, agriculture technology to clientele.

MUNICIPAL SOCIAL WELFARE & DEV.

1. Implements welfare programs & services with in area of coverage.
2. Conducts community surveys as basic for planning and services delivery.
3. Delivers the DSWD program services & inventions to qualified ind., group and communities.
4. Enhances the effective applications of the each method as called for by nature of the client's problems.

MUNICIPAL MAYOR

MUNICIPAL TREASURER'S OFFICE

1. Collects all monies & revenue accruing to the municipality.
2. Disburse all municipal funds & other funds entrusted to it by law.
3. Submits to the mayor certified statements of actual and estimated income in connection with the preparation of annual & supplemental budget of the municipality.
4. Deposits all funds accruing for the municipality with the provincial treasurer.

MUNICIPAL PLANNING & DEV. COORDINATOR

1. Formulates & integrates economic social infra. & other dev. Objectives & policies for the municipality.
2. Monitors & evaluates the implementation of diff. Projects, programs & activities in the municipality.
3. Exercises general supervision & control of the day to day activities of the municipal planning & dev. Office personnel.
4. Exercises such powers & performed such other duties & function in accordance with law.

CASH DIVISION

1. Disburses all municipal funds and other funds entrusted to him by law or by competent authority in accordance with duly authorized appropriation and upon properly executed vouchers bearing the approval of the proper authorities.

BUSINESS TAXES & FEES DIVISION

1. Collects taxes throughout the municipality including national, provincial, municipal and barangay taxes and other revenues authorized by law.
2. Serves notification of delinquent taxpayers of the municipality.

PLANS & PROGRAMS

1. Prepares comprehensive plans & other development planning documents.
2. Integrates & coordinates all sectoral plans and studies undertaken by the different functional group and agencies.

RESEARCH & DOCUMENTATION

1. Conducts continuing studies, researches & relevant training necessary to evolve plans & programs for implementation.
2. Analyzes municipal and expenditure pattern.
3. Formulates & recommends fiscal plans & policies for the municipality.



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MUNICIPAL MAYOR

**POPULATION
DEVELOPMENT OFFICE**

1. Takes charge of the following functions:
 - a. Population dev. Info. & education.
 - b. Population dev. Assistance.
 - c. Responsible parenthood promotion.

MUNICIPAL ENGINEER'S OFFICE

1. Initiates reviews, and recommends changes in policies & objectives, plans and programs, techniques, procedure and practices in infrastructure development & public works in general of the municipality.
2. Provides engineering services to the barangay project of the municipality.
3. Administers, coordinates, supervises & controls construction and maintenance.

**MUNICIPAL INFORMATION
OFFICE**

1. Makes known to the people of the municipality by proclamation or communication.
2. Delivers to barangays all general laws or governmental orders affecting them.

**CONSTRUCTION &
MAINTENANCE**

1. Performs services in connection with public improvement especially in construction & maintenance.

PLAZA, PARKS, MONUMENTS

1. Maintains the cleanliness of the plaza, parks and monuments and doing light cleaning that needs immediate action.



MUNICIPAL MAYOR

OFFICE OF THE SANGGUNIAN BAYAN

The Mun. Vice Mayor & 8 SB Members

1. Legislates for the general welfare of the municipal constituents, concerning public interest & in achieving municipality's goal.

OFFICE OF THE SECRETARY TO THE
SANGGUNIAN

1. Provides aid in legislation, proceedings & facilitates operations of the SB.




SECTION VI. All ordinances found to be contrary to this ordinance are hereby repealed.

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


This Ordinance was passed and approved on motion of Hon. Hilario B. Pausanos duly seconded by majority of the members present.

APPROVED: March 7, 2001.

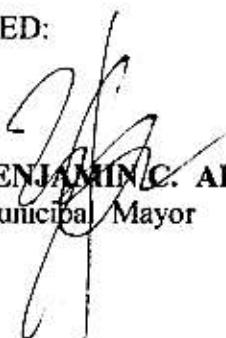
CERTIFIED CORRECT:


LYDIA O. LASTIMOSA
Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO BE DULY
APPROVED AND ENACTED ON MARCH 7, 2001:


MARCELA P. GALOPE
Presiding Officer
Municipal Vice Mayor

APPROVED:


BENJAMIN C. ALBARECE
Municipal Mayor

ORGANIZATIONAL CHART

Municipality of Manolo Fortich

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MUNICIPALITY OF MANOLO FORTICH ORGANIZATIONAL CHART

OFFICE OF THE MUNICIPAL MAYOR

BENJAMIN C. ALBARECE
Municipal Mayor

VICTORIO G. DAGUNLAY Executive Assistant II
CLERK III Vacant
CLERK II Vacant
DRIVER II Vacant

SPECIAL MEDICAL OUTREACH PROGRAM
(2) Nurses
(3) Midwives

CIVIL SECURITY UNITS
SECURITY OFFICER Vacant
CRESENCIO M. BINAYAO Security Guard I
WATCHMAN Vacant

HUMAN RESOURCE MANAGEMENT DIVISION	
HUMAN RES. MNGT. OFFICER IV To be created	VILMA A. MACABALE Human Resource Mngt. Assistant
HUMAN RES. MNGT. OFFICER III To be created	HUMAN RESOURCE MNGT. AIDE Vacant
ANNIE B. FRANCISCO Human Resource Mngt. Officer II	CLERK II Vacant
HUMAN RES. MNGT. OFFICER I To be created	

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MUNICIPAL MAYOR

MUNICIPAL MAYORS OFFICE

INTERNAL CONTROL DIVISION
MANAGEMENT ANALYST II Vacant
JANET F. ABRIJO Management Analyst I
CLERK IV To be created
DANIEL O. LAHAYON Clerk II

LICENSES & PERMITS DIVISION
LICENSE OFFICER II Vacant
MA. CARIDAD A. BOCON License Inspector I
CLERK II Vacant

PUBLIC AFFAIRS INFORMATION ASSISTANT
INFORMATION OFFICER V To be created
INFORMATION OFFICER IV To be created
INFORMATION OFFICER I Vacant
CLERK II Vacant

MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE
MUN. SOC. WEL. & DEV. OFFICER To be created
ROSARIO A. ESCALERA Social Welfare Officer III
ALFREDO M. MAGABANG Social Welfare Assistant

MUNICIPAL AGRICULTURES OFFICE

MUNICIPAL AGRICULTURIST To be created	DR. BEN PANCURDO Agricultural Technologist	LUCIA BETH NADAYAG Agricultural Technologist	CYNTHIA VELASCO Agricultural Technologist
ERNESTO L. DUCISIN Municipal Agricultural Officer	AGRICULTURAL TECHNOLOGIST Vacant	GLORIA P. CALOPEZ Agricultural Technologist	AGRICULTURAL TECHNOLOGIST Vacant
ALICIA TABACO Agricultural Technologist	AGRICULTURAL TECHNOLOGIST Vacant	JOSEPHINE NERCUTT Agricultural Technologist	AGRICULTURAL TECHNOLOGIST Vacant
AGRICULTURAL TECHNOLOGIST Vacant	PACITA ALECEER Agricultural Technologist	ANTONIO CHILLERMO Agricultural Technologist	AGRICULTURAL TECHNOLOGIST Vacant

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MUNICIPAL MAYOR

MUNICIPAL PLANNING & DEV'T. COORDINATOR

NENA B. VALLECERA
Mun. Planning & Dev't. Coord.

PROJECT DEV'T. OFFICER III
To be created

JUDY L. PANCRUDO
Project Dev't. Officer II

PROJECT DEV'T. ASST.
Vacant

CLERK IV
To be created

VIRGINIA B. QUINIO
Clerk III

ELSA A. TOLENTINO
Clerk II

CLERK I
Vacant

PLANS & PROGRAMS

REYNALDO VERADOR
Draftsman II

DRAFTSMAN II
Vacant

RESEARCH EVALUATION & STATISTICS

PROJ. EVALUATION OFFICER III
To be created

ENGR. RAUL O. VERDEJO
Project Evaluation Officer II

ECONOMIC RESEARCHER
Vacant

BUSINESS TAX DIVISION

LOCAL REVENUE COLL. OFF. IV
To be created

LOCAL REV. COLL. OFF. III
To be created

LOCAL REV. COLL. OFF. II
To be created

LOCAL REV. COLL. OFF. I
To be created

LOCAL REV. COLL. OFF. I
Vacant

EDGARDO C. ESCALERA
Local Revenue Collection Officer I

3 REV. COLL. COLL. CLERK III
To be created

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MUNICIPAL MAYOR

MUNICIPAL ASSESSORS OFFICE

LANI C. AGUIRO Municipal Assessor
DANNY SALVADOR R. BOCON Local Assessment Operation Officer II
ASSISTANT STATISTICIAN Vacant
ASSESSMENT CLERK II Vacant
LOTA L. QUINTO Assessment Clerk II
CRISOSTOMO BINAYAO Assessment Clerk II
ADELFA S. RAPOSALA Clerk II

MUNICIPAL ACCOUNTANTS OFFICE

DOMINIC O. CINCHER Municipal Accountant
ACCOUNTANT II Vacant
EDITILIA B. SALIGUMBIA Senior Bookkeeper
SENIOR BOOKKEEPER To be created
2 FISCAL EXAMINER I To be created
CONRADA A. RAGANDANG Bookkeeper
NENIAN B. ENERIO Accounting Clerk III
ACCOUNTING CLERK II Vacant

MUNICIPAL CIVIL REGISTRAR

VIRGIE A. COQUILLA Municipal Civil Registrar
REGISTRATION OFFICER II Vacant
REGISTRATION OFFICER I To be created
CONCEPTION GUMALING Asst. Registration Officer
ARNIE TRESSIE C. MANCAWAN Clerk III

MUNICIPAL BUDGET OFFICE

ANITA S. TAOAS Municipal Budget Officer
BUDGET OFFICER IV To be created
BUDGET OFFICER III To be created
BUDGET OFFICER II To be created
CECILIA O. REIAS Budget Officer I
VIRGINIA V. JUARRO Budgeting Assistant
BUDGETING ASSISTANT To be created

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MUNICIPAL MAYOR

MUNICIPAL HEALTH OFFICE

MUNICIPAL HEALTH OFFICER To be created	VICTORIA VALCUIRZA Midwife II
DR. RAYMUNDO N. DITONA Rural Health Physician	LILIAN L. UMPAY Midwife II
DR. RONALDYNE NACALABAN Dentist II	NOEMI TINAMPAY Midwife II
MA. BELLEZA ROJO Medical Technologist II	FE C. VILLAREAL Midwife II
2 NURSE I To be created	ERLINDA PALACA Midwife II
ROSA S. PAYANGA Midwife II	VILMA P. BALAO Midwife II
VILMAS MINOZA Midwife II	NIDA A. BAYHON Midwife II
NIDA B. RABANES Midwife II	RAMIL T. PANIZA Sanitary Inspector
ADELINA CARUAN Midwife II	MAGDALENA SOLIS Dental Aide
EMELIA CULANAG Midwife II	GLECERIA C. ABAS Midwife II
GRACE CHIONG Midwife II	4 MIDWIVES To be created

MUNICIPAL ENGINEERS OFFICE

ENGR. RICARDO M. MADRID Municipal Engineer	CLERK IV To be created
ENGINEER IV To be created	ANNABELLE ULEP Clerk III
ENGINEER III To be created	STOREKEEPER I Vacant
ENGR. DOLOROSA E. ARABALA Engineer II	MA CHRISTINA R. GALICIA Electrician General Foreman
ENGINEER I Vacant	PLUMBER I Vacant
ENGINEER I To be created	CRAFTS & TRADES HELPER Vacant
CIVIL ENGINEERING ASSISTANT Vacant	WINNIE P. CLEMENTER Laborer I
ARCHITECT I Vacant	LABORER I Vacant

11/10/2013

MUNICIPAL MAYOR

ECONOMIC ENTERPRISES

MARKET AND SLAUGHTERHOUSE

VACANT SUPERVISOR II To be created
VACANT SUPERVISOR II To be created
MARKET INSPECTOR II Vacant
LEODEGARIO OLIVERA Meat Inspector II
UTILITY WORKER I Vacant
SECURITY GUARD I To be created
SECURITY WORKER I To be created
ALTERNATIVE II To be created
SECURITY GUARD I To be created
UTILITY WORKERS I To be created

WATERWORKS SYSTEM

CHIEF PUBLIC UTILITIES REG. OFF. Vacant
GEMMA AMORA Bookkeeper
DELLA M. HISONA Clerk III
VENUS GUMALING Clerk II
ROSEVILMA JOY VEGA Clerk II
VIRGO MAR ANTHONY HISONA Maintenance Supervisor
PIVABING A. TININGTAN II To be created
ALFRED REAMERI To be created
WATERMAIN OPERATORS To be created

MOTORPOOL

MOTORPOOL SUPERVISOR II To be created
MICHAEL A. SHOFJORDIAN To be created

MUNICIPAL MAYOR

SANGUNIANG BAYAN OFFICE

MARCELA P. GALOPE Municipal Vice Mayor
DR. HILARIO B. PAUSANOS SB Member
ATTY. JERSON LEYSON SB Member
VINCENT QUINTA SB Member
ROLANDO D. AGUDA SB Member
JULIAN A. TORRES SB Member
NICKARTER S. ONAHON SB Member
RICARDO M. MADRID SB Member
LEONILLO G. TILAP SB Member ABC President
SALVADOR A. ALBARECEB III SB Member PKNB President

LYDIA O. LASTIMOSA SB Secretary
LIBRARIAN Vacant
JUDITH M. DOMINGO Records Officer I
JANICE L. BACOL Stenographic Rep. I
CLERK II Vacant
RECORDS OFFICER III To be created
BOARD SECRETARY II To be created
BOARD SECRETARY I To be created
RECORDS OFFICER III To be created
LOCAL LEGISLATION STAFF ASST. III To be created
LOCAL LEG. STAFF EMPLOYEE II To be created
DATA CONTROLLER To be created
DRIVER II To be created
UTILITY WORKER I To be created

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