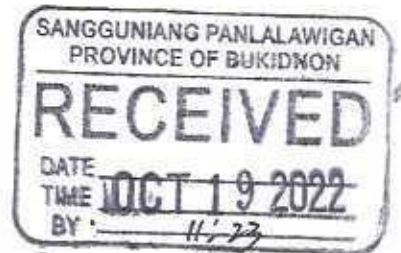




Republic of the Philippines  
Province of Bukidnon  
MUNICIPALITY OF MANOLO FORTICH  
**OFFICE OF THE SANGGUNIANG BAYAN**  
E-mail: sb@manoloportich.gov.ph



**EXCERPT FROM THE MINUTES OF THE 12<sup>th</sup> REGULAR SESSION OF THE  
20<sup>th</sup> SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS  
HELD AT SANGGUNIANG BAYAN SESSION HALL ON OCTOBER 6, 2022.**

**PRESENT:**

HON. REYNALDO L. BAGAYAS, JR.	Presiding Officer
HON. MIGUEL D. DEMATA	Municipal Vice Mayor
HON. JAY S. ALBARECE	Sangguniang Bayan Member
HON. RINA E. QUIÑO	Majority Floor Leader
HON. ELZEVIR A. DAGUNLAY	Sangguniang Bayan Member
HON. JOY L. CORDOVEZ	Sangguniang Bayan Member
HON. CHRISTY L. SALABE	Sangguniang Bayan Member
HON. JUNIDINI J. ARTAJO	Sangguniang Bayan Member
HON. ALEX D. PAYANGGA	IP Mandatory Rep.
HON. FLORAMAE D. PENASO	Liga ng mga Barangay Rep.
HON. JOHN ANTHONY G. LEYSON	SK Federation Rep.

**ABSENT:**

HON. RAQUEL A. BAYACAG	Sangguniang Bayan Member - On Sick Leave
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**ORDINANCE NO. 2022-1743**  
(12<sup>th</sup> Regular Session)

**AN ORDINANCE CREATING THE ORGANIZATIONAL STRUCTURE AND  
STAFFING PATTERN OF THE EXTERNAL AFFAIRS DIVISION UNDER  
THE OFFICE OF THE MUNICIPAL MAYOR**

**WHEREAS**, Section 76 of the Local Government Code of 1991 provides, "Every Local Government shall design and implement its own organizational structure and staffing pattern taking Into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission".

**WHEREAS**, the Local Government Unit of Manolo Fortich endeavors to provide for a more responsive and accountable local government structure through the institution of effective and operative and dynamic mechanism that will meet the priority needs and service requirements of its communities.

**WHEREAS**, the Local Government Unit of Manolo Fortich envisions itself as catalyst of people's participation and good governance in partnership with Barangay Government, Civil Society Organizations (CSOs) and Private Sectors (PS) towards the realization of an inclusive and sustainable development in the Municipality of Manolo Fortich, Bukidnon.

**WHEREAS**, the Local Government Unit of Manolo Fortich's mission is to serve, guided by the principles of dedication, responsibility, empowerment, accountability and motivation, in collaboration with the Barangay Government, Civil Society Organizations (CSOs) and Private Sectors (PS).

### **NOW THEREFORE**

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

### **SECTION 1. DUTIES AND FUNCTIONS**

The External Affairs Division under the Office of the Municipal Mayor shall perform the following functions and programs;

1. Primary arm of the municipal government in bringing the government closer to the people. Our work mainly involves dealing with people in the community and the municipal barangay units in order to determine their reactions to government plans, programs, and projects.
2. Continuous monitoring and gathering of data on community problems, complaints, and concerns that are directly accepted by the people serve as our basis in the formulation of relevant actions and plans responsive to the needs of the municipal dwellers.
3. Ensures that services are promptly, properly and actually delivered or referred to the respective departments/offices of the municipal government concerned for immediate solutions/actions.
4. Responsibles for the review of community and barangay based - activities and ensure that all programs and projects are aligned with the Local Chief Executive, three-year development Agenda as approved by the Local Legislative Body.





5. Provides technical support and capacity development programs for all barangay units on a regular basis to ensure barangay officials are fully equip with the basic knowledge of the Local Government Code, Auditing Rules and other relevant laws, regulations and/or other issuances to ensure efficient, effective and dynamic local governance.
6. Responsible for the development of sustainable programs in coordination with the Planning Office, Cooperative Development focal in charge, other government agencies, non-governmental agencies, civil society groups and volunteer groups.
7. Responsible for the strengthening of the Implementation of the different governmental programs and undertaking designed to uplift the quality of life of every citizenry.
8. Ensures the delivery of basic community service and assistance to the constituents of the Municipality, including the formation and strengthening of NGOS/POS that will function hand in hand with the Local Chief Executive to improve the quality of life of all citizenry.
9. Takes charge in the formulation of programs & policies on community development through social, political, economic, & cultural development of the Municipality.

## **SECTION 2. FUNCTIONAL STATEMENTS OF EACH SECTION**

### **A. ADMINISTRATIVE SERVICES**

It provides administrative and operational requirements of the division particularly on the budget preparation, management of personnel, properties, supplies, facilities and finances. It is also designed to effectively maintain office records/data file being the Secretariat of the 22 barangays, accredited Civil Society Organizations (CSOs)/People's Organizations (POS), Volunteer Groups of this Municipality as well as to promote and enhance effective barangay/community government administration.

In addition, this program also aims to assist the barangay officials in the facilitation of benefits due to the barangay officials in accordance with existing laws and ordinances, such as civil service eligibility, free tuition fee privileges, burial claims, etc.

1. Receives and acts upon communications, requests and complaints emanating from barangays, city, national and other agencies.
2. Prepares/facilitates the appointment/oath of office/bonding requirements of the newly appointed barangay officials.
3. Provides updated directory of barangay officials to the municipal/national agencies and the general public.
4. Assists the municipal government in the reproduction of informative material regarding city programs for dissemination to the 22 Barangays and/or accredited CSOs.
5. Prepares pertinent documents and facilitate the processing of burial reimbursement claims of Barangay/SK Officials or any other form of financial assistance.
6. Provision of Philippine Flag for Barangay Officials/BPSOS who died in line of duty during their incumbency and;
7. Provides any assistance and liaison services which concerns other departments within the LGU.

#### **B. BARANGAY AFFAIRS SECTION**

1. Monitors and coordinates barangay/community meetings / assemblies, programs projects, activities and implementation of policies.
2. It aims to ensure that Barangay/SK Officials are performing their mandated functions, duties and responsibilities such as holding of barangay assemblies, regular council meetings, implementation of barangay policies and regulations, organization of barangay development council, etc.

#### **C. BARANGAY MONITORING AND MOBILIZATION PROGRAM SECTION**

1. Monitors barangay meetings, such as Regular Council Meetings, Barangay General Assemblies, Liga ng mga Barangay Meetings, Association of Barangay Treasurers, Kagawads, Secretaries, and barangay activities.



2. Assists and coordinates regarding barangay meetings, dialogues, fora and orientation, seminars and some barangay activities relative to the Municipal 's programs, projects like Solid Waste Management, Traffic Management, Peace and Order/Crime Prevention, Medical and Dental Services, etc. and Turn-Over of Barangay properties.
3. Inspects/investigates of barangay complaints and other incidents that occurred in the barangay
4. Schedules/coordinates/facilitates the projects/activities of the Municipal Mayor.
5. Assists and coordinates with different offices/departments/agencies with respect to the implementation of barangay projects and activities.

#### **D. BARANGAY CAPACITY DEVELOPMENT PROGRAM SECTION**

1. Provides for appropriate individual and organizational enhancement interventions (on structure, management system, enabling policies, knowledge and learning) to address priority capacity development needs along with the defined LGU performance outcomes.

#### **E. COMMUNITY RELATIONS PROGRAM SECTION**

1. It aims to implement community development programs, projects and activities in partnership with the Non-Government Organizations (NGOs) and Peoples Organizations (POS).

#### **F. BARANGAY PROGRAM AWARENESS SECTION**

1. It aims to encourage the active participation of barangays and all sectors in the community in the promotion of the city's barangay programs, projects and activities.

#### **G. SPECIAL PROJECT AND COORDINATING SECTION**

- a. Coordinates the barangay for the implementation of special priority projects the Local Chief Executive.
- b. Ensures that other departments/offices including national agencies and the of private sector are properly coordinated in the implementation of special projects.

- c. Facilitates the review and monitoring or adoption of an effective mechanism of feedbacking to ensure that appropriate measures or interventions could be adopted to address gaps in the implementation of the special project.
- d. Liaises with other departments to ensure representative personnel are assigned when projects require appropriate technical assistance or support mechanism.
- e. Evaluates, reviews, and revises the responsiveness of the special project to ensure its responsiveness to the present need of the community in general.

## **SECTION 2. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN**

### **STAFFING PATTERN**

<b>POSITION TITLE</b>	<b>SALARY GRADE</b>	<b>NUMBER OF POSITIONS</b>
Community Affairs Officer III	18	1
Community Affairs Officer II	15	1
Public Services Officer II	15	1
Records Officer II	14	1
Community Affairs Officer I	11	1
Project Evaluation Officer I	11	1
Administrative Assistant II (Clerk IV)	8	1
Public Services Inspector II	8	1
Community Affairs Assistant II	8	1
Community Affairs Assistant I	5	1
Administrative Aide IV (Clerk II)	4	1
Messenger I	2	1

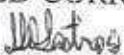
**SECTION 4. EFFECTIVITY.** This Ordinance shall take effect upon its approval and appropriations

This Ordinance was enacted on motion of Hon. Jay S. Albarece and unanimously seconded by the members present.

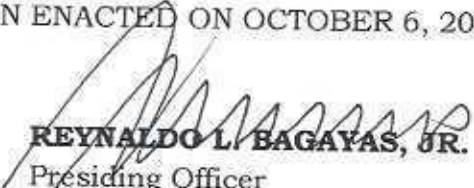
ENACTED: October 6, 2022.

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CERTIFIED CORRECT:

  
**LYDIA O. LASTIMOSA**  
Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO HAVE  
BEEN ENACTED ON OCTOBER 6, 2022:

  
**REYNALDO L. BAGAYAS, JR.**  
Presiding Officer  
Municipal Vice Mayor

APPROVED:

  
**ROGELIO N. QUIÑO**  
Municipal Mayor