

Republic of the Philippines
Province of Iloilo
MUNICIPALITY OF OTON
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS from the Minutes of the Sangguniang Bayan of Oton, Iloilo in its Regular Session held at the Municipal Session Hall of Oton, Iloilo last July 24, 2002 at 2:00 in the afternoon.

PRESENT:	Hon. Jose V. Olivares, Jr. Hon. Jafet P. Salinas Hon. Eusebio G. Villavicencio, Jr. Hon. Vicente B. Flores, Jr. Hon. Honorato P. Nad Hon. Pablo S. Guevara, Jr. Hon. Felimon Gregorio M. Calvo Hon. Simplicio R. Carreon, Jr. Hon. Victoriano P. Burgos Hon. Edgar N. Javellana	Vice Mayor (Presiding Officer) SB Member (Asst. Floor Leader) SB Member SB Member (Floor Leader) SB Member SB Member SB Member SB Member SB Member (ABC Representative) SB Member (SK Representative)
ABSENT:	Hon. Mary Jean D. Santander	



ORDINANCE NO. 2002 – 105

AN ORDINANCE CREATING POSITIONS IN THE DIFFERENT OFFICES IN THE LOCAL GOVERNMENT UNIT OF OTON, ILOILO, NAMELY: ASSISTANT MUNICIPAL DEPARTMENT HEAD I (OFFICE OF THE MUNICIPAL ACCOUNTANT); AGRICULTURIST II; COOPERATIVE DEVELOPMENT SPECIALIST II; MIDWIFE III; LOCAL REVENUE COLLECTION OFFICER I; LOCAL TREASURY OPERATION ASSISTANT; LOCAL REVENUE COLLECTION CLERK II.

ON MOTION of the Committee on Legal Affairs, namely: Hon. Jafet P. Salinas, Hon. Edgar N. Javellana and Hon. Honorato P. Nad and duly seconded by Hon. Felimon Gregorio M. Calvo

BE IT ORDAINED by the Sangguniang Bayan of Oton, Iloilo an Ordinance, to wit:

SECTION 1. The Local Government Unit of Oton aims to deliver a more efficient and effective delivery of basic services to the Otonian constituency, hence positions are created in different offices to augment personnel in the said offices with appropriate functions and work designation.

SECTION 2. The following are the created positions with their respective job description:

- a. **Assistant Municipal Department Head I (Office of the Municipal Accountant)** – (Salary Grade 22) Assist the Municipal Accountant maintain the internal control system in the Local Government Unit; assist the Municipal Accountant in the supervision of the Barangay Treasurers regarding financial transactions; assist the accountant in preparing and submission of financial statements to agencies concerned; review and verify financial transactions of the Municipality and 37 barangays; assist the accountant maintain and keep all records related to financial transactions of the Local Government Unit; perform any duty maybe assigned from time to time.
- b. **Agriculturist II** – (Salary Grade 15) Should work with Municipal Agriculturist / Municipal Agricultural Officer and other Municipal Technical Staff in formulating plans, programs and activities on agricultural development in the municipal level; designated as Agriculture Report Officer of the Office of the Municipal Agriculture and Cooperatives; prepare, consolidate and submit all agricultural reports to Municipal Agricultural Office, Provincial Agricultural Office and Department of Agriculture, Region VI; exercise technical supervision over rice production and other agricultural commodities; prepare technical papers / documents required by the Office / agency; establish and maintain linkages with other government and non-government organizations for consultation; keep abreast with recent developments regarding agricultural and related fields through seminars, trainings and meetings that will lead to economic growth; perform other related job as may be required.

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- c. **Cooperative Development Specialist II** – (Salary Grade 15) Conduct organization and development of primary cooperative; provide technical and other forms of assistance to existing cooperatives for their enhancement as to the viability on the economic enterprises and social organizations; prepare project proposal and recommendations of plans and programs on cooperative development in the municipal level; conduct information dissemination on the vision, mission and objectives of cooperatives relative to principles of self – reliance and sustainability; assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in livelihood of the people and other community activities.
- d. **Midwife III** – (Salary Grade 11) Maternity and child health care; pre-natal care; delivery and health care; post-natal care; pre - school children care.
- e. **Local Revenue Collection Officer I** – (Salary Grade 11) Assist in preparation/ submission of real property taxes and business tax collection program; calibration of weight measure; branding of large cattle; assist in inspection of private commercial & industrial establishment within the jurisdiction of the local government concerned; issue cash ticket; perform other duties maybe assigned from time to time.
- f. **Local Treasury Operation Assistant** – (Salary Grade 8) Assist in sending tax reminders to update taxpayers; send tax bills to delinquent taxpayers; assist in the preparation of year end reports; assist in calibrating of weights and measures; issue cash tickets; perform other duties maybe assigned from time to time.
- g. **Local Revenue Collection Clerk II** – (Salary Grade 7) Collection of all taxes, fees and charges; calibrates and seal weights & measures; perform other duties maybe assigned from time to time.

SECTION 3. The creation of the above-mentioned positions is in accordance with the provision of Section 447 (a)(VIII) of RA 7160 and other pertinent laws of the Civil Service Commission.

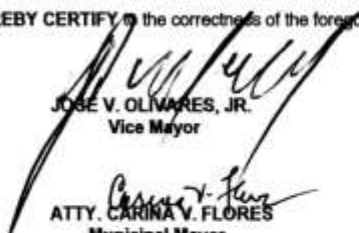
SECTION 4. This Ordinance shall take effect ten (10) days after approval and posting in at least two (2) conspicuous places of the Municipality.

SECTION 5. This Ordinance shall be furnished to the Office of the Mayor; HRMO; CSC; MBO; MTO; Acctg. Office; other concerned Offices; and the Sangguniang Panlalawigan of Iloilo for information and guidance.

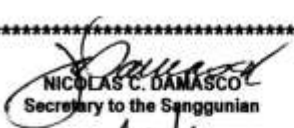
UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing Resolution.

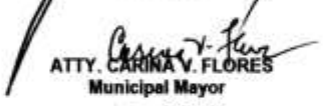
Attested:


JOSE V. OLIVARES, JR.
Vice Mayor

Concurred:


NICOLAS C. DAMASCO
Secretary to the Sanggunian

Approved:


ATTY. CARINA V. FLORES
Municipal Mayor


VICENTE B. FLORES, JR.
Floor Leader

Date Approved: AUG 6 2002

Date Posted: AUG 07 2002

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MD - *[Handwritten]*
HRMO & CSC - *[Handwritten]* 8-9-02
MBO - *[Handwritten]* 8/9/02
MTO - *[Handwritten]* 8/9/02
Acctg - *[Handwritten]* 8/9/02
MBO - *[Handwritten]* 8-10-02
MHO - *[Handwritten]* 8/9/02
MPDC - *[Handwritten]* 8-9-02