



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

**EXCERPT** from the Minutes of Session of the Sangguniang Bayan of Oton, Iloilo recorded during its Regular Session held at the SB Session Hall on **November 18, 2009** at 2:30 in the afternoon.

**PRESENT:**

Hon. Jose Neil P. Olivares	Vice Mayor (Presiding Officer)
Hon. Eusebio G. Villavicencio, Jr.	SB Member (Asst. Floor Leader)
Hon. Felix L. Flores	SB Member
Hon. Pablo S. Guevara, Jr.	SB Member (Floor Leader)
Hon. Francisca C. Ezpeleta	SB Member
Hon. Virginia F. Olivares	SB Member
Hon. Cesar B. Digao	SB Member
Hon. Simplicio R. Carreon, Jr.	SB Member
Hon. Antonio Hadji C. Gepeyo	SB Member
Hon. Margarito T. Clavel III	SB Member (Liga ng mga Barangay Representative)
Hon. Michelle G. Babiera	SB Member (SKMF Representative)

**ABSENT:** None.

**ORDINANCE NO. 2009 – 18 (219)**

**AN ORDINANCE APPROVING THE RE-ORGANIZATION OF THE ORGANIZATIONAL STRUCTURE AND PLANTILLA OF PERSONNEL AND THE CREATION OF THE MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE (MEEDO) OF THE MUNICIPALITY OF OTON, ILOILO.**

**ON MOTION** of the Committee on Legal Affairs, Human Rights and Local Governance namely Hon. Simplicio R. Carreon Jr., Hon. Francisca C. Ezpeleta and Hon. Felix L. Flores and duly seconded by Hon. Margarito T. Clavel III

**BE IT ORDAINED** by the Sangguniang Bayan of Oton, Iloilo, that

**SECTION 1. Introduction.** The Municipality of Oton is now a First Class Municipality, thus, there is a need for the re-organization of its Organizational Structure and Plantilla of personnel so as to streamline them, thus improving the services to the constituency.

The creation of the Municipal Economic Enterprise Development Office (MEEDO) is one of the initiatives of this municipality wherein the personnel under this office shall be supported and maintained by the income from the economic enterprise of the Municipality of Oton.

**SECTION 2. Organizational Structure**

The following shall be the organizational structure of the Municipality of Oton:

**I. OFFICE OF THE MAYOR**

**Staff Offices:**

- a. Municipal Administrator's Office
- b. Human Resource Management Office
- c. Municipal Budget Office
- d. General Services Office
- e. Municipal Planning & Development Office
- f. Municipal Accounting Office

**Line Offices**

- g. Municipal Treasurer's Office
- h. Municipal Civil Registrar's Office
- i. Municipal Engineering Office
- j. Municipal Social Welfare and Development Office
- k. Municipal Assessor's Office
- l. Municipal Health Office
- m. Municipal Agriculture and Cooperative Office
- n. Municipal Environment and Natural Resources Office
- o. Municipal Economic Enterprise Development Office

II. OFFICE OF THE SANGGUNIANG BAYAN

a. Office of the Secretary to the Sanggunian

SECTION 3. Staffing Pattern.

Position/Title	Number of Personnel needed	
<b>I. OFFICE OF THE MAYOR</b>		
1. Municipal Mayor	-	1
2. Administrative Officer VI	-	1
3. Private Secretary II	-	1
4. Executive Assistant I	-	1
5. Administrative Aide IV	-	2
6. Administrative Aide V	-	2
7. Administrative Aide I	-	1
<b>A. Municipal Administrator's Office</b>		
1. Municipal Administrator	-	1
2. Legal Officer II	-	1
3. Computer Maintenance Technician II	-	1
4. Computer Operator I	-	1
5. Administrative Aide I	-	1
<b>B. Human Resource Management Office</b>		
1. Municipal Government Department Head I	-	1
2. Municipal Assistant Department Head	-	1
3. Administrative Officer VI	-	1
4. Administrative Officer IV	-	1
5. Administrative Aide VI	-	1
6. Administrative Aide IV	-	2
<b>C. Municipal Budget Office</b>		
1. Municipal Budget Officer I	-	1
2. Administrative Officer IV	-	1
3. Administrative Aide I	-	1
4. Administrative Aide IV	-	1
<b>D. General Services Office</b>		
1. Municipal Government Department Head I	-	1
2. Municipal Government Asst. Dept. Head I	-	1
3. Administrative Officer I	-	1
4. Electrical Inspector II	-	1
5. Administrative Aide IV	-	4
6. Administrative Aide VI	-	1
7. Administrative Aide III	-	3
8. Administrative Aide I	-	6
<b>E. Municipal Planning and Development Office</b>		
1. Municipal Planning and Development Coordinator	-	1
2. Zoning Officer II	-	1
3. Project Development Officer I	-	1
4. Statistician	-	1
<b>F. Municipal Accounting Office</b>		
1. Municipal Accountant	-	1
2. Municipal Government Asst. Dept Head I	-	1
3. Accountant III	-	1
4. Administrative Officer IV	-	1
5. Administrative Assistant III	-	1
6. Administrative Assistant II	-	2
7. Administrative Aide VI	-	1
8. Administrative Aide I	-	1

<b>G. Municipal Treasurer's Office</b>		
1. Municipal Treasurer	-	1
2. Assistant Municipal Treasurer	-	1
3. Local Treasury Operations Officer II	-	1
4. Local Treasury Operations Asst.	-	1
5. Administrative Assistant II	-	1
6. Administrative Aide III	-	2
7. Administrative Aide VI	-	2
8. Administrative Officer I	-	1
9. Local Revenue Collection Officer II	-	1
10. Revenue Collection Clerk II	-	2
11. Administrative Aide I	-	1
12. Revenue Collection Clerk I	-	1
<b>H. Municipal Civil Registrar's Office</b>		
1. Municipal Civil Registrar	-	1
2. Administrative Officer III	-	1
3. Administrative Aide IV	-	1
4. Administrative Aide I	-	1
5. Liaison Aide	-	1
<b>I. Municipal Engineering Office</b>		
1. Municipal Engineer	-	1
2. Engineer III	-	1
3. Draftsman III	-	1
4. Administrative Assistant II	-	2
5. Administrative Aide I	-	1
6. Engineer II	-	1
7. Engineer I	-	2
<b>J. Municipal Social Welfare and Development Office</b>		
1. Municipal Social Welfare and Development Officer	-	1
2. Social Welfare Officer III	-	1
3. Social Welfare Officer II	-	1
4. Social Welfare Officer I	-	1
5. Day Care Worker I	-	1
6. Social Welfare Aide IV	-	1
7. Administrative Aide I	-	2
<b>K. Municipal Agriculture and Cooperative Office</b>		
1. Municipal Agriculturist	-	1
2. Municipal Agriculture Officer	-	1
3. Agriculturist II	-	1
4. Cooperative Development Specialist II	-	1
5. Agricultural Technologist	-	21
6. Farm Worker II	-	1
7. Administrative Aide IV	-	1
8. Meat Inspector	-	1
<b>L. Municipal Health Office</b>		
1. Municipal Health Officer	-	1
2. Nurse I	-	2
3. Midwife III	-	2
4. Midwife II	-	12
5. Sanitary Inspector	-	2
6. Nursing Attendant	-	2
7. Medical Officer V	-	1
8. Nurse II	-	1

9. Medical Technologist I	-	1
10. Administrative Aide IV	-	1
11. Administrative Aide III	-	1
12. Administrative Aide I	-	2
13. Medical Officer IV	-	2
14. Radio Technologist	-	1
15. Medical Lab. Technologist	-	1
<b>M. Municipal Assessor's Office</b>		
1. Municipal Assessor	-	1
2. Local Operation Assessment Officer II	-	1
3. Local Operation Assessment Officer I	-	1
4. Tax Mapper I	-	2
5. Administrative Aide IV	-	2
<b>N. Municipal Environment and Natural Resources Office</b>		
1. Municipal Environment and Natural Resources Officer	-	1
2. Environment Management Specialist	-	1
3. Administrative Aide	-	1
<b>O. Municipal Economic Enterprise Development Office</b>		
<b>Management and Support Services:</b>		
1. Local Government Department Head	-	1
2. Administrative Officer II	-	1
3. Administrative Assistant II	-	1
4. Market Inspector II	-	1
5. Meat Inspector II	-	1
6. Administrative Aide IV	-	2
7. Agricultural Technologist	-	1
8. Revenue Collection Officer I	-	1
9. Revenue Collection Clerk II	-	2
10. Revenue Collection Clerk I	-	
11. Administrative Aide VI	-	1
<b>Fish Landing Services:</b>		
12. Aquaculture Technologist	-	2
13. Administrative Assistant II	-	1
<b>Property Maintenance Unit:</b>		
14. Administrative Aide III	-	2
15. Administrative Aide IV	-	2
16. Administrative Aide I	-	3
<b>Cemetery Operation:</b>		
17. Administrative Aide II	-	1
<b>Health Services:</b>		
18. Medical Technologist I	-	1
<b>II. OFFICE OF THE SANGGUNIANG BAYAN</b>		
1. Municipal Vice Mayor	-	1
2. Regularly elected SB Members	-	8
3. Ex-Officio Member (Liga ng mga Barangay President)	-	1
4. Ex - Officio Member (SK Federation President)	-	1
<b>A. Office of the Secretary to the Sanggunian</b>		
1. Secretary to the Sanggunian	-	1
2. Local Legislative Staff Officer III	-	1
3. Local Legislative Staff Asst. II	-	2
4. Administrative Asst. II	-	1
5. Administrative Aide VI	-	1
6. Administrative Aide I	-	2
7. Administrative Officer III	-	1

**SECTION 4. Functional Allocation and Pay Scale.** Manpower developments, Retirement scheme and other benefits are governed by the Civil Service Laws , Rules and Regulations, Memorandum Circulars, Qualification Standards, the Local Government Code of 1991 (RA 7160) and their Implementing Rules and Procedures and other pertinent Laws.

**SECTION 5. Limitation on filling – up of Position.** Vacant and newly created positions shall only be filled up if the Budget for Personal Services does not exceed the 45% PS ceiling.

**SECTION 6. Organizational Chart of LGU – Oton Personnel.** The Organizational Chart of LGU–Oton shall be attached to this ordinance as reference in the implementation and/or interpretation of this ordinance in order to settle doubts as to the hierarchical structure, inter-office coordination and communication flow.

**SECTION 7. Effectivity Clause.** This Ordinance shall take effect January 1, 2010.

**SECTION 8. Repealing Clause.** All municipal ordinances or parts of any municipal ordinance inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.


**SECTION 9. Separability Clause.** If any provision of this Ordinance is held invalid, the other provisions not affected thereby shall continue in operation.

**SECTION 10. Copies.** This Ordinance shall be furnished to the Office of the Mayor; HRMO, MTO, MBO, Municipal Accounting Office; MLGOO, CSC Region VI, and the Sangguniang Panlalawigan of Iloilo for information, guidance and review respectively.


**UNANIMOUSLY APPROVED.**

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

Concurred:


  
PABLO S. GUEVARA, JR.  
Floor Leader

Approved:

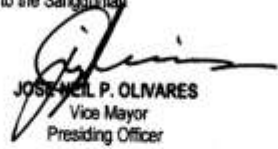
  
VICENTE B. FLORES, JR.  
Municipal Mayor

Date Approved:

DEC 21 2009

  
KERRY ANN T. LACIFICAR  
Secretary to the Sangguniang

Attested:

  
JOSE NEIL P. OLIVARES  
Vice Mayor  
Presiding Officer

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