



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 ng Oton, Iloilo recorded during its Regular Session held at the SB Session Hall on **November 03, 2023** at 9:00 in the morning.

<b>PRESENT:</b>	Vice Mayor Jose Neil Portugalete Olivares	Vice Mayor and Presiding Officer
	Hon. Jimmy Robles Olivares	SB Member
	Hon. Ma. Loma Tumambo Geonigo	SB Member
	Hon. Dennis Quillo Geroche	SB Member
	Hon. Ernesto Cordova Ticao	SB Member
	Hon. Grace Marie Escanlar-Cruz	SB Member
	Hon. Rodolfo Zurita Alconga, Jr.	SB Member
	Hon. Antonio Prias Masculino, Jr.	SB Member (LNB Representative)
	Hon. Ella Mae Seguiza Yeoh	SB Member (PPSK Representative)
<b>ON OFFICIAL BUSINESS:</b> None.		
<b>ABSENT:</b>	Hon. Lee Cereneo Alison – Bretafia	SB Member
	Hon. Vanessa Turita Salinas	SB Member



**ORDINANCE NO. 2023 – 429**

**AN ORDINANCE PROVIDING GRATUITY PAY TO CONTRACT OF SERVICE (COS) AND JOB ORDER (JO) WORKERS IN THE MUNICIPALITY OF OTON, ILOILO.**

**ON MOTION** of the proponent Hon. Ernesto C. Ticao, Chair Committee on Legal Affairs, Human Rights and Good Governance, together with Hon. Vanessa T. Salinas and Hon. Antonio P./ Masculino, Jr. and **DULY SECONDED** by Hon. Jimmy R. Olivares,

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

**SECTION 1. RATIONALE**

The Municipality recognizes the importance and the vital role of its Contract of Service and Job Order workers in providing the best and quality services to its people;

The Municipality aims to provide competitive benefit packages to improve their productivity and to attract and keep best Contract of Service and Job Order workers;

The Municipality wishes to boost the morale of its Contract of Service and Job Order workers and wishes to provide them good benefits to show its appreciation for their hard work;

The State affirms labor as a primary social economic force and promotes the welfare of workers;

**SECTION 2. LEGAL BASES**

Section 447 (viii), Article III of the Local Government Code provides the power of Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

COA-DBM Joint Circular No.2 Series of 2020, Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government;

Administrative Order No. 20, Authorizing the Grant of Gratuity Pay for Fiscal Year 2019 to Job Order and Contract of Service Workers in Government;

Administrative Order No. 2 (s. 2017) authorized the grant of Gratuity Pay to JO and COS workers for fiscal year 2016;

**SECTION 3. TITLE.** – This ordinance shall be known as “The Gratuity Pay Ordinance of the Municipality of Oton.”

**SECTION 4. DEFINITION OF TERMS** – For purposes of this Ordinance, the following terms shall mean:

a.) **Contract of Service** refers to the engagement of the services of an individual, who is a licensed professional or technical expert to undertake special project or job within a specific period.

- b.) **Gratuity Pay** refers to benefit granted to JO/COS workers who have rendered an aggregate of fifteen (15) years of service or ten (10) years of consecutive service upon his/ her separation from service.
- c.) **Job Order** – Job Order refers to piece of work or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/ man-made disasters/occurrences, and other manual/trades and crafts services such as carpentry, plumbing, electrical, and the like and those assigned in the offices doing office work not included in the job description of the regular personnel. These jobs are of short duration and for a specific piece of work.
- d.) **Support services** may include janitorial, security, driving, data encoding, equipment and grounds maintenance, and other services that support the day-to-day operations of the agency.

**SECTION 5. GRANT OF GRATUITY PAY**

- A. All JO and COS workers in the Municipality of Oton who have rendered an aggregate of 15 years of service or ten (10) years of consecutive service shall be granted a Gratuity Pay upon separation from service amounting to Five Thousand Pesos (₱5,000.00) for each year of service. Provided that a certification attesting to the number of years of service rendered by such JO and COS Worker shall be issued by the HRMO.
- B. If a COS or JO employee is already on his 9<sup>th</sup> consecutive year or 14<sup>th</sup> year of aggregate service, the HRMO is obliged to notify the COS/JO personnel that he/she is qualified to receive a gratuity benefit on the following year. If the COS /JO is interested to receive the benefit, he/she shall notify the HRMO through a letter of his intention. The needed budget shall be included in the annual budget of the following year.

**SECTION 6. FUNDING SOURCE.** Funds necessary for the implementation of this Ordinance shall be taken from appropriate and available Local Government Unit funds.

**SECTION 7. REPEALING CLAUSE.** All other ordinances, inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 8. SEPARABILITY CLAUSE.** If for certain reasons some provisions of this Ordinance are found to be invalid or unconstitutional, all other provisions hereof not affected shall remain in full force and effect.

**SECTION 9. EFFECTIVITY CLAUSE.** This Ordinance shall take effect upon approval.

**SECTION 10. COPIES.** This Ordinance shall be furnished to the Office of the Mayor, HRMO, MTO, MBO, MPDC, Accounting, Administration Office, Other Departments, MLGOO and the Sangguniang Panlalawigan of Iloilo for information, guidance and review respectively.

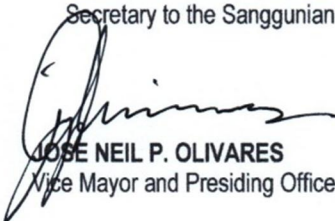
**UNANIMOUSLY APPROVED.**

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I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

Concurred:   
**JIMMY R. OLIVARES**  
 Vice Chair - Committee on Rules and Privileges

  
**KERRY ANN T. LACIFICAR**  
 Secretary to the Sanggunian

Attested:   
**JOSE NEIL P. OLIVARES**  
 Vice Mayor and Presiding Officer

Approved:   
**SOFRONIO L. FUSIN, JR.**  
 Municipal Mayor

Date Approved: NOV 14 2023

Date Posted: NOV 14 2023

