



Republic of the Philippines  
Province of Zamboanga del Norte  
Municipality of Polanco

-oOo-

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE 106<sup>th</sup> REGULAR SESSION OF THE 10<sup>TH</sup> SANGGUNIANG BAYAN OF POLANCO, ZAMBOANGA DEL NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL, THIS MUNICIPALITY, ON OCTOBER 6, 2021.

**PRESENT:**

Hon. Alfredo S. Bait-it	Municipal Vice Mayor (Presiding Officer)
Hon. Venson O. Opulentisima	Sangguniang Bayan Member
Hon. Romer B. Ladera	Sangguniang Bayan Member
Hon. Jennifer O. Rodrigo	Sangguniang Bayan Member
Hon. Gaudioso B. Dagpin	Sangguniang Bayan Member
Hon. Conceso R. Regencia, Jr.	Sangguniang Bayan Member
Hon. Ivo M. Mandantes	Sangguniang Bayan Member
Hon. Cristoven E. Insoy	Sangguniang Bayan Member
Hon. Mara Michelle C. Gonzales	Sangguniang Bayan Member
Hon. Charito C. Ombalino	Liga President/SB Member
Hon. Aldrin Gwin C. Baluntang	SK Federation President/SB Member

**ABSENT:**

None

**MUNICIPAL ORDINANCE NO. 21-49**

**AN ORDINANCE CREATING VARIOUS POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF POLANCO, ZAMBOANGA DEL NORTE, SETTING THE QUALIFICATION STANDARDS, DEFINING THEIR DUTIES, RESPONSIBILITIES AND FUNCTIONS AND APPROPRIATING FUNDS FOR THE PURPOSE.**

Be it ordained by the Sangguniang Bayan of Polanco, Zamboanga del Norte, in a session assembled, that:

**SECTION I. Title** – This Ordinance shall be known as “An Ordinance creating various positions in the different offices of the Local Government of Polanco, Zamboanga del Norte, setting the qualification standards, defining their duties, responsibilities and functions and appropriating funds for the purpose.”

**SECTION II. Creation** – There is hereby created in the Local Government of Polanco, Province of Zamboanga del Norte, the positions of Local Disaster Risk Reduction and Management Officer I (LDRRMO I), Salary Grade 11, Office of the Municipal Mayor; Local Legislative Staff Officer II, Salary Grade 13, Office of the Sangguniang Bayan (SB) Secretariat; Administrative Officer III (Records Officer II), Salary Grade 14, Office of the SB Secretariat; Administrative Officer IV (HRMO II), Salary Grade 15, Office of the Municipal Administrator; Administrative Assistant II, Salary Grade 8, Office of the Municipal Civil Registrar; Administrative Assistant II, Salary Grade 8, Office of the Municipal Budget Officer; Tax Mapper I, Salary Grade 11, Office of the Municipal Assessor; Nurse II, Salary Grade 16, Office of the Municipal Health Officer; Social Welfare Officer II, Salary Grade 15, Municipal Social Welfare and Development Office; and, Agriculturist II, Salary Grade 15, Office of the Municipal Agriculturist.

**SECTION III. Source of Funds** – Appropriation for Personal Services of the herein newly created position is sourced from the FY 2022 General Fund Annual Budget and the succeeding years' General Fund Annual Budget of the Local Government of Polanco, Zamboanga del Norte.

**Nurse II**

1. Identify the needs and concerns of individuals, groups, families and the community;
2. Formulate health plans; interprets and implements nursing plans and programs;
3. Advocate health programs in the community through Information Education and Communication materials;
4. Conduct and facilitate necessary training or educational orientation to other health team members of the community;
5. Coordinate health services with concerned individuals and families through community health team members, government organizations and non-government organizations;
6. Render direct care to various clients with different needs; at home, in school, clinics or work settings;
7. Utilize various effective data gathering techniques in keeping an eye on the health status of all recipients of care;
8. Conduct researchers concerning the health of the community;
9. Analyze and interpret consolidated data for monitoring the development in the health matters of the whole community; and
10. Perform such other functions and duties as may be prescribed by law or ordinance.

**Social Welfare Officer II**

1. Conduct interview and assessment to clients needing transportation, medical, burial, educational, food and cash assistance;
2. Prepare necessary documents to facilitate the claims for financial and material assistance;
3. Record the information data/profile of clients served;
4. Conduct hospital visits to assess other needs of clients; and, coordinate to partner hospitals and other health care units for clients' discount;
5. Prepare referral letters to partner stakeholders for other needs of clients; and
6. Perform other related tasks.

**Agriculturist II**

1. Shall assist the Municipal Agriculturist in the discharge of the office functions and responsibilities under Article 122 (i), paragraph 2 (I to IV) of R.A. 7160.

**SECTION VII. Separability Clause** - If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other part/s or provision/s hereof.

**SECTION VIII. Repealing Clause** - All ordinances contrary to or inconsistent with this ordinance are hereby repealed or modified accordingly.

**SECTION IX.** - This Ordinance shall take effect upon its approval.

Carried unanimously.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance to the best of my knowledge and belief.

**LORIMER J. OLARIO, MPA, REA, REB**  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT AS TO ITS PASSAGE:

**ALFREDO S. BAIT-IT**  
Municipal Vice Mayor  
(Presiding Officer)

APPROVED: OCT 26 2021

**EVAN HOPE D. OLVIS**  
Municipal Mayor

3. Make an in-depth study and analysis of new proposed measures and submit the same to the Sangguniang Bayan Secretary to be submitted to the Sangguniang Bayan for its proper disposition;
4. Assist in preparation of Committee Reports of the different committees of the Sangguniang Bayan; and
5. Perform other related functions as directed by his/her supervisor.

**Administrative Officer III (Records Officer II)**

1. Prepare annual and other required reports;
2. Establish and maintains an active continuing program for management preservation and disposition of records using database;
3. Check and classify signed correspondence before they are released;
4. Take custody and safekeeping of official records and documents of the office; and
5. Perform other duties as directed by the immediate supervisor.

**Administrative Officer IV (HRMO II)**

1. Formulate for approval of the Local Chief Executive, as the case maybe, a human resource development plan that will enhance personnel management processes in the Local Government Unit concerned with emphasis in the areas of recruitment and selection, career development, performance management, welfare, rewards and incentives for service excellence;
2. Institutionalize a centralized records of human resource documents;
3. Conduct continuing resource development programs and other capacity building interventions to enhance the competency of employees and officials;
4. Advise the Local Chief Executive, heads of offices and departments, as the case may be, and the Sanggunian on matters pertaining to Civil Service Rules and Regulations.
5. Ensure that Civil Service Law and rules on personnel matters are properly executed;
6. Establish linkages/partnership with human resource organizations and other Local Government Unit; and
7. Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

**Administrative Assistant II (Office of the Local Civil Registrar)**

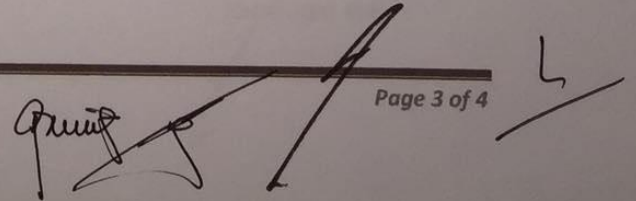
1. Prepare and type Certified true copies of live birth, marriage and death; Certificate of Live Birth; Application of Marriage License and Marriage Certificate; Certificate of Death; and, Affidavits;
2. Assist in the preparation of regularly scheduled reports;
3. Help in maintaining computer and manual filing system
4. Provide general support to visitors and clients; and
5. Perform other related offices works and activities that may be assigned by the immediate supervisor.

**Administrative Assistant II (Office of the Municipal Budget Officer)**

1. Assist in the preparation of fiscal documents and accounts relating to disbursement of funds; budget execution; and, reporting activities;
2. Assist in the preparation of vouchers, payroll, etc. covering payments chargeable against authorized allotments;
3. Assist and follow up documents in connection with budgetary matters;
4. Assist in the preparation of schedules of expenditures in the performance of budget; and
5. Perform other duties that may be assigned from time to time.

**Tax Mapper I**

1. Supervise, coordinate and direct all phases of the tax mapping operations;
2. Establish permanent link between the real properties in the field and the property assessment and tax records in the office;
3. Shall be responsible for the preparation and maintenance of the tax maps and Tax Map Control Roll (TMCR);
4. Shall be responsible for the recording, cataloguing and cross referencing of all maps and related records of the tax mapping division; and
5. Perform other related works and activities that may be assigned by the immediate supervisor.



**SECTION IV. Amendment of Personnel Schedule** – The Personnel Schedule of the Local Government of Polanco is hereby amended so as to incorporate the herein newly created positions and hereto attached marked as Annex “A” and made an integral part of this ordinance for ready reference.

**SECTION V. Qualification Standards** – A competent person who meets the minimum qualifications as provided hereunder shall qualify to the herein newly created positions subject to Civil Service Rules and Regulations.

Position Title/ Salary Grade	Level	Education	Experience	Training	Eligibility
Local DRRM Officer I, SG 11	2	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2 <sup>nd</sup> Level Eligibility
Local Legislative Staff Officer II, SG 13	2	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ 2 <sup>nd</sup> Level Eligibility
Administrative Officer III (Records Officer II), SG 14	2	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level Eligibility
Administrative Officer IV (HRMO II), SG 15	2	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level Eligibility
Administrative Assistant II, SG 8	1	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ 1 <sup>st</sup> Level Eligibility
Tax Mapper I, SG 11	2	Bachelor's degree relevant to the job	1 year of experience	4 hours of training	Career Service Professional/ 2 <sup>nd</sup> Level Eligibility
Nurse II, SG 16	2	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)
Social Welfare Officer II, SG 15	2	Bachelor's degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080 (Social Worker)
Agriculturist II, SG 15	2	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080 (Agriculturist)

**SECTION VI. FUNCTIONS AND RESPONSIBILITIES:**

**Local DRRMO I**

1. Take charge in the preparation of training plans and proposals relative to disaster management for approval by the head of the unit;
2. Responsible in supervising, communicating and overseeing personnel with the activities, performance and duties relative to disaster preparedness and management;
3. Prepare reports and documentations, accomplishment reports to be submitted to concern agencies or units;
4. In-charge in the assessment and planning on vulnerable sections like women, children, senior citizens and PWDs;
5. Perform such other function that may be assigned from time to time by the immediate supervisor.

**Local Legislative Staff Officer II**

1. Gather, review, analyze and interpret data, references, research materials relevant for effective legislative research;
2. Conduct legislative researches relevant to the preparation of draft resolution and ordinances and other legislative acts of the Sangguniang Bayan;