

REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE ELEVENTH
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE HONORABLE
PLACIDO ENECIO HALL, SANGGUNIANG PANLUNGSOD
BUILDING ON APRIL 24, 2008

PRESENT:

Hon. Nepomuceno P. Aparis I,	Vice Mayor & Presiding Officer
Hon. Sotero M. Pepito,	City Councilor, Assist. Floor Leader
Hon. Demosthenes F. Tugonon,	City Councilor
Hon. Ruben R. Capahi,	City Councilor
Hon. Mariano Y. Corro,	City Councilor
Hon. Fe S. Lladoc,	City Councilor
Hon. Filomeno P. Maglasang,	City Councilor
Hon. Rafael C. Omega, Jr.,	City Councilor
Hon. Fernando P. Parrilla,	City Councilor
Hon. Jose C. Alfaro, Jr.,	City Councilor
Hon. Corinne M. Corro,	Ex-Officio City Councilor, SK Federation President

ABSENT:

Hon. Claudio P. Larrazabal,	(Special Leave),	City Councilor, Floor Leader
Hon. Lea Doris C. Villar,	(Special Leave),	Ex-Officio City Councilor, Chapter President, Liga ng mga Barangay ng Ormoc

PREFATORY STATEMENT

WHEREAS, the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances X X X and appropriate funds for the general welfare of the city X X X pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the city as provided in Rule IX of these Rules, and shall approve ordinances and pass resolutions necessary for the efficient and effective city government and relative thereto, shall determine the positions and the salaries wages X X X and other emoluments and benefits of officials and employees paid wholly, or mainly from city funds x x x x (Articles 99 with Par. (1) and Sub-Par. (viii) thereof - Rules & Regulations Implementing the Local Government Code of 1991);

WHEREAS, anent said provisions of the law, the Honorable City Mayor through a letter dated, April 2, 2008, has requested this sanggunian to cause the creation of the position - EXECUTIVE ASSISTANT V with Salary Grade 24 under the Office of the City Mayor;

WHEREAS, said request was made in view of the abolition of the position, SECRETARY TO THE MAYOR, in pursuance to Local Budget Circular No. 61 dated March 18, 1996;

WHEREAS, in order not to hamper the smooth operation of the City Mayor's Office and to ensure the continuous delivery of prompt and efficient services to the public, there is a necessity to immediately create the aforementioned position;

WHEREFORE, foregoing premises considered, on motion presented by City Councilor Mariano Y. Corro, Vice Chairman, Committee on Good Government, jointly seconded by City Councilors Ruben R. Capahi and Rafael C. Omega, Jr.; be it

RESOLVED, to adopt:

ORDINANCE NO. 143

AN ORDINANCE CREATING THE POSITION - EXECUTIVE ASSISTANT V, SALARY GRADE 24 AT THE OFFICE OF THE CITY MAYOR, THIS CITY.

BE IT ENACTED, by the Eleventh Sangguniang Panlungsod ng Ormoc, That:

SECTION 1. There shall be created one (1) new position in the Office of the City Mayor.

SECTION 2. NOMENCLATURE OF NEW POSITION CREATED. The newly created position in the Office of the City Mayor and the corresponding Salary Grade Level and Salary is as follows:

EXECUTIVE ASSISTANT V - SG 24 - P22,905.00/MO.

SECTION 3. QUALIFICATIONS, DUTIES & FUNCTIONS:

QUALIFICATIONS:

Education : Bachelor's Degree
Experience : Four (4) Years of Experience
Training : Twenty Four (24) Hours of Training
Eligibility : Career Service (Professional)
2nd Level Eligibility

DUTIES & FUNCTIONS:

- Assists the City Mayor in implementing laws, policies and regulations affecting the local government operations and functions.
- Coordinates with the City Mayor, and other Local Government Officials with regards to current trends, issues and other problems affecting local government mission and objectives.
- Plans, directs and supervises the works of lower level Executive Assistants.
- Participates in policy formulation or decision making at top management level.
- Perform executive tasks in the Office of the City Mayor.
- Conducts researches.


SECTION 4. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.

ENACTED, April 24, 2008.

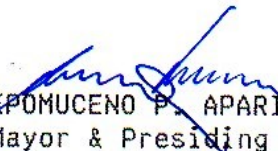
RESOLVED, FURTHER, to furnish copies of this Ordinance each to His Honor, the City Mayor Eric C. Codilla, the City Administrator, the City Treasurer, the City Budget Officer, the City Accountant, the Human Resource Management Officer, the City Auditor, the Civil Service Office, Tacloban City, and all other concerned offices;

CARRIED UNANIMOUSLY.


I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ELIZABETH C. BANEZ
OIC - Secretary to the
Sangguniang Panlungsod

ATTESTED:


NEPOMUCENO P. APARIS I
Vice Mayor & Presiding Officer

APPROVED:


ERIC C. CODILLA
City Mayor

APR 28 2008
(Date)