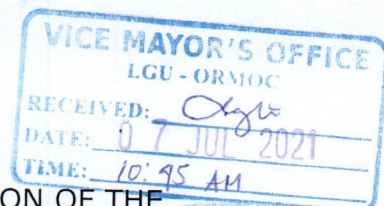


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,
ORMOC CITY HALL BUILDING
ON JULY 6, 2021

PRESENT:

Leo Carmelo L. Locsin, Jr.
Benjamin S. Pongos, Jr.,
Roiland H. Villasencio,
Tomas R. Serafica,
Nolito M. Quilang,
Eusebio Gerardo S. Penserga,
Jasper M. Lucero,
Peter M. Rodriguez,
Vincent L. Rama,
Gregorio G. Yrastorza III,
Lalaine A. Marcos,
Esteban V. Laurente,

City Vice Mayor & Presiding Officer
SP Member, Majority Floor Leader
SP Member, 1st Asst. Majority Floor Leader
SP Member, Presiding Officer "Pro-Tempore"
SP Member, 2nd Asst. Majority Floor Leader
SP Member
SP Member
SP Member
SP Member
SP Member
SP Member
Ex-Officio SP Member, Chapter President,
Liga ng mga Barangay ng Ormoc
Ex-Officio SP Member, Chapter President,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

PREFATORY STATEMENT

WHEREAS, the 15th Sangguniang Panlungsod ng Ormoc received a letter of endorsement dated June 9, 2021 from the Office of the City Mayor regarding the request for the transfer of ADMINISTRATIVE AIDE III (DRIVER I) position, with Plantilla Item No. 631 of the City Engineering Office, Motorpool Division, to the Office of the City Administrator;

WHEREAS, considering the significance and vast function of the Office of the City Administrator, there is a need for an Administrative Aide III (Driver I) position, because the office has no designated driver;

WHEREAS, the Sangguniang Panlungsod as the legislative Body of the City, has the responsibility to enact ordinances, approve resolutions and appropriate funds for the general welfare of the city (Sec. 458, LGC of 1991). Furthermore, the Code provides that the Sangguniang Panlungsod shall approve ordinances to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees and provide for expenditures necessary for the proper conduct of programs, services, and activities of the city government (Sec. 458 (1)(viii) of LGC of 1991);

NOW, THEREFORE, on motion of SP Member Jasper M. Lucero, Chairman, Committee on Good Government and Oversight, severally seconded by SP Members Joan Marbie C. Simbajon, Peter M. Rodriguez, Vincent L. Rama, Tomas R. Serafica, Esteban V. Laurente, Lalaine A. Marcos and Roiland H. Villasencio; be it

RESOLVED, to enact:

ORDINANCE NO. 065
(Series of 2021)

AN ORDINANCE TRANSFERRING ONE (1) VACANT POSITION OF ADMINISTRATIVE AIDE III (DRIVER I) FROM THE CITY ENGINEERING OFFICE (CEO), MOTORPOOL DIVISION, TO THE OFFICE OF THE CITY ADMINISTRATOR.

BE IT ORDAINED by the 15th Sangguniang Panlungsod of Ormoc City, that:

SECTION 1. TRANSFER OF POSITION– There is hereby transferred one (1) vacant position of Administrative Aide III (Driver I), Item Number 631, Salary Grade 3 from the City Engineering Office (CEO), Motorpool Division, to the Office of the City Administrator.

SECTION 2. QUALIFICATIONS OF THE ADMINISTRATIVE AIDE III (DRIVER I)– The Administrative Aide III (Driver I) (SG 3) position has the following qualifications:

Qualifications	Requirement
Education	Elementary School Graduate
Experience	None Required
Training	None Required
Eligibility	Driver's License (MC 11, s. 96 Cat II)

SECTION 3. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE AIDE III (DRIVER I) – The Administrative Aide III (Driver I) shall have the following duties and functions:

- a. Drives official vehicle carrying passengers on official business of the City under direct request of the known and responsible official;
- b. Mechanically makes sure that vehicle is fully gassed, lubricated and sound mechanical before usage;
- c. Checks brakes and tires tube, certain that these are in good working condition;
- d. Reports any defects or suspected malfunction in the vehicle to the motorpool supervisor;
- e. Offer courteous service and gives clear request;
- f. Submit reports to the City Administrator.

SECTION 4. SCREENING AND APPOINTMENT PROCEDURES– Screening of prospective applicants including hiring procedures shall be in accordance with Civil Service Law, rules and regulations. The appointment of the respective position transferred under Section 1 shall be issued by the City Mayor in accordance with Civil Service Law, rules and regulations, in relation to the provisions of RA 7160, the Local Government Code of 1991. Qualified, screened, selected and appointed applicants shall be entitled to appropriate compensations and benefits upon assumption to office and after their appointments shall have been attested to by the Civil Service Commission.

SECTION 5. REPEALING CLAUSE– Any provision of ordinances, rule and regulations and/or parts thereof inconsistent with the provisions of this ordinance are hereby modified, amended, and/or repealed accordingly.

SECTION 6. SEPARABILITY CLAUSE– Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions that are not affected thereby shall continue to be in full force and effect.

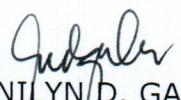
SECTION 7. EFFECTIVITY– This Ordinance shall take effect immediately upon approval and after compliance with the requirements of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

ENACTED, July 6, 2021.

RESOLVED, FURTHER, to furnish copies of this Ordinance each to the City Mayor; the City Administrator; the City Legal Officer; the Human Resource & Management Office; the City Budget Officer; the City Accountant; the City Treasurer; the City Auditor; the City Engineering Office; the CEO - Motorpool Division; the Civil Service Commission - Ormoc Field Office; the City Local Government Operations Officer-DILG; and other offices concerned;

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the above ordinance.


NONILYN D. GALANO
OIC-SP Secretary
Supervising Administrative Officer
(Board Secretary IV)

ATTESTED:



LEO CARMELO L. LOCSIN, JR.
City Vice Mayor & Presiding Officer

APPROVED:


RICHARD I. GOMEZ
City Mayor

(Date)

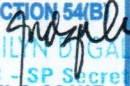
CERTIFICATION

DATE RECEIVED BY THE CITY MAYOR: 7/8/2021


DATE DEEMED APPROVED BY THE CITY MAYOR'S INACTION IN ACCORDANCE WITH SECTION 54(B) OF RA7160: 7/19/2021



MARIA ANTONIETA S. CO HAT
SECRETARY TO THE
SANGGUNIANG PANGUNGSD



NONILYN B. GALANO
OIC - SP Secretary



IN-CHARGE OF RECORDS