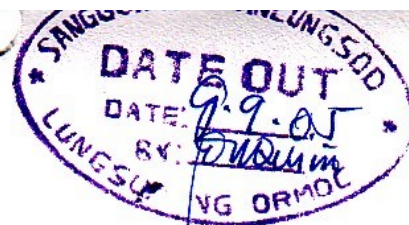


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



CITY MAYOR'S OFFICE
RECEIVED
DATE: 9/14/05

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE TENTH
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE HONORABLE
PLACIDO ENECIO HALL, SANGGUNIANG PANLUNGSOD
BUILDING ON SEPTEMBER 08, 2005



PRESENT:

Hon. Nepomuceno P. Aparis I,	Vice Mayor & Presiding Officer
Hon. Eduardo P. Tan,	City Councilor
Hon. Claudio P. Larrazabal,	City Councilor, Majority Floor Leader
Hon. Mariano Y. Corro,	City Councilor
Hon. Fe S. Lladoc,	City Councilor
Hon. Gregorio A. Yrastorza, Jr.	City Councilor
Hon. Sotero M. Pepito,	City Councilor
Hon. Jose C. Alfaro, Jr.,	City Councilor
Hon. Ruben R. Capahi,	City Councilor
Hon. Emeterio Y. Larrazabal, Jr.,	Ex-Officio City Councilor,
Chapter President,	Liga ng mga Barangay ng Ormoc
Hon. Cheryl L. Arcuino,	Ex-Officio City Councilor,
	SK Federation President

ABSENT:

Hon. Jose S. Serafica,	(Forced Leave),	City Councilor,
		Minority Floor Leader
Hon. Manuel T. Fiel,	(Special Leave),	City Councilor,
		Assist. Minority Floor Leader

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 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" (Article 99 with Par (1) and Sub-Par.(viii) thereof - Rules & Regulations Implementing the Local Government Code of 1991);

WHEREAS, at present, there is a need of creating new positions in the Sangguniang Panlungsod ng Ormoc for a better, efficient and effective services to the constituents;

WHEREFORE, foregoing premises considered and also taking into consideration the financial capability of the city, on motion of City Councilor Claudio P. Larrazabal, Majority Floor Leader, jointly seconded by City Councilors Mariano Y. Corro and Sotero M. Pepito; be it

RESOLVED, to adopt:

ORDINANCE NO. 125

[Handwritten signature]

AN ORDINANCE CREATING THE FOLLOWING POSITIONS AT THE
SANGGUNIAN PANLUNGSOD NG ORMOC:

1. ADMINISTRATIVE OFFICER II
2. RECORDS OFFICER I
3. ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)
4. ADMINISTRATIVE AIDE II (BOOKBINDER)
5. ADMINISTRATIVE AIDE I (UTILITY WORKER I)
6. ADMINISTRATIVE AIDE III (DRIVER)

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

SECTION 1. There shall be created six (6) new positions in the Sangguniang Panlungsod ng Ormoc.

SECTION 2. NOMENCLATURES OF NEW POSITIONS CREATED. The following are the newly created positions in the Sangguniang Panlungsod with their corresponding Salary Grade Levels and Salary:

- a) Administrative Officer II - SG 15 - P13,300.00/mo.
- b) Records Officer I - SG 10 - P 9,939.00/mo.
- c) Administrative Assist. I - SG 7 - P 8,139.00/mo.
(Computer Operator I)
- d) Administrative Aide II - SG 2 - P 5,540.00/mo.
(Bookbinder I)
- e) Administrative Aide I - SG 1 - P 5,082.00/mo.
(Utility Worker I)
- f) Administrative Aide III - SG 3 - P 6,039.00/mo.
(Driver I)

SECTION 3. QUALIFICATIONS, DUTIES & FUNCTIONS:

ADMINISTRATIVE OFFICER II

Education : Bachelor's degree in Public Adm. or any other degree or supplemented by 12 units in Public Adm./Management.

Eligibility : Career Service Professional

Experience : One year of progressively responsible experience, thorough knowledge of Management Principles and techniques in planning, directing and coordinating various admin. functions.

Duties:

- Draft correspondence appertaining to personnel matters and the like, also including various official correspondence.
- Review and check payrolls and vouchers for approval.
- Prepare and process application for leave.
- Compute and Record employees earned leaves
- Keep and maintain individual records of employees for office file.
- Recommends requisition involving office supplies and the reproduction of office forms.
- Type vouchers for payment to creditors.
- Assist employees in the preparation of the necessary papers/requirement when the following circumstances arise: Retirement, Separation, Terminal Leave, Leave Commutation, Loan Application, etc.
- Does other related duties as directed by the Supervisor.

RECORDS OFFICER I

Education : Completion of at least 2 years college studies
Eligibility : Career Service (Sub. Prof.) Second Grade or any general first level eligibility.
Experience : One year in filing, custody and security of records and general office operations.

Duties:

- Keeps and records resolutions and ordinances approved by the Sangguniang Panlungsod.
- Keeps and records communications and other correspondence for office file.
- Takes charge of office files
- Performs such other related duties & functions as the need arises and as directed by the Supervisor.

ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)

Education : Completion of at least two years studies in College/or H.S. graduate with relevant vocational course.
Eligibility : C.S. Subprof., Data Encoder, 1st Level Eligibility
Experience : One (1) year of relevant experience, four (4) hrs. of relevant training.

Duties:

- Feeds communications to the computer
- Prints communications
- Takes care of the computer
- Safeguards the diskettes
- Perform other related duties & functions as the need arises.

ADMINISTRATIVE AIDE II (BOOKBINDER)

Education : Elementary School Graduate
Eligibility : None required (MC - 11, S. 96 - CAT III)
Experience : None required

Duties:

- Work is done under supervision, where some subject or document still has to be place din its proper order. Work is made under a set procedure, which is routine and repetitive.

ADMINISTRATIVE AIDE I (UTILITY WORKER I)

Education : Must be able to read and write.
Eligibility : None required
Experience : None required

Duties:

- To clean the office premises.
- To perform official errand as directed by the supervisor
- To perform other related duties & functions as the needs arises.

ADMINISTRATIVE AIDE III (DRIVER I)

Education : Completion of a relevant secondary trades, technical or vocational course.
Eligibility : Driver
Experience : One (1) year experience which must have demonstrated competence in driving vehicle and with a professional driver's license.

Duties:

- Drives out official vehicle carrying passengers on official business under direct request of a known and responsible official.
- Makes sure that the vehicle is fully gassed, lubricated, watered and in sound mechanical condition before usage.
- Checks brakes and tires to be certain that these are in good working order
- Complies with the rules and regulations on gas tickets, driving authorization and trip tickets.
- Keeps interior and exterior of motor vehicle clean and presentable;
- Fills out appropriate mileage, time and passenger log
- Reports any defects or suspected malfunctions in the vehicle.
- Submits reports as required
- Performs other related duties & functions as the need arises;


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

ENACTED, September 08, 2005.

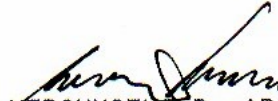
RESOLVED, FURTHER, to furnish copies of this Ordinance each to His Honor, the City Mayor; the City Administrator, the City Treasurer, the City Budget Officer, the City Auditor, the Human Resource Management Office, the Civil Service Field Office and others concerned, -in Ormoc City;

CARRIED UNANIMOUSLY.


I HEREBY CERTIFY to the correctness of the foregoing ordinance.


JOEL S. DUERO
OIC - Secretary the SP
(Loc. Leg. Staff Officer V)

ATTESTED:


NEPOMUCENO P. APARIS I
Vice Mayor & Presiding Officer

APPROVED:


ERIC C. CODILLA
City Mayor

SEP 14 2005

(Date)