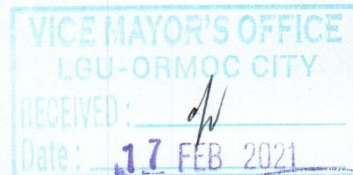
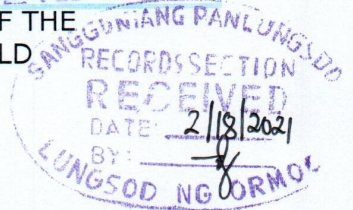


REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



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 FEBRUARY 16, 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  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member

Joan Marbie C. Simbajon,  
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

Ex-Officio SP Member, Chapter President,  
Liga ng mga Barangay ng Ormoc  
Ex-Officio SP Member, Chapter President,

**EXPLANATORY STATEMENT**

WHEREAS, the 15<sup>th</sup> Sangguniang Panlungsod ng Ormoc received a letter of endorsement dated December 1, 2020 from the Office of the City Mayor regarding the request for the creation of one (1) additional position – Administrative Officer II (SG 11) in the City Disaster Risk Reduction Management Office (CDRRMO);

WHEREAS, in consonance with the mandate of the City Disaster Risk Reduction Management Office (CDRRMO) which is to set the direction, development, implementation, and coordination of disaster risk management programs of the City, the said office shall be composed of a Disaster Risk Reduction and Management Officer to be assisted by three (3) staffs responsible for: (1) Administration and Training, (2) Research and Planning, and (3) Operations and Warning (Sec. 12, RA 10121);

WHEREAS, Ordinance No. 176, s. 2012, was enacted establishing the CDRRMO under the Office of the City Mayor and created the positions of (1) One Civil Defense Officer II SG-15, (2) One Civil Defense Officer I SG-2, and (3) One Administrative Aide I SG-I;

WHEREAS, Ordinance No. 176 was repealed by Ordinance No. 008, which was passed in 2014 retitling the aforesaid positions to three City Disaster Officer I;

WHEREAS, considering the significance and vast function of the CDRRMO, there is a need for an additional plantilla position to undertake the needed administrative work attached to the office relevant to its function;

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);



WHEREAS, the Committee on Good Government and Committee on Public Safety finds merit to the proposal of the City Mayor for said creation of the positions and is convinced that the move is directed towards the improvement of city operations and betterment of public service in relation to performing risk reduction and management services for the people of Ormoc City;

NOW, THEREFORE, on motion of SP Member Jasper M. Lucero, Chairman, Committee on Good Government and Oversight, and SP Member Eusebio Gerardo S. Penserga, Chairman, Committee on Public Safety and Disaster Management, severally seconded by SP Members Roiland H. Villasencio, Vincent L. Rama, Joan Marbie C. Simbajon, Gregorio G. Yrastorza, III, Tomas R. Serafica, Esteban V. Laurente, Peter M. Rodriguez and Lalaine A. Marcos; be it

RESOLVED, to enact:

**ORDINANCE NO. 056**  
**(Series of 2021)**

**AN ORDINANCE CREATING ONE (1) ADDITIONAL POSITION OF ADMINISTRATIVE OFFICER II AND TRANSFERRING ONE (1) VACANT POSITION OF ADMINISTRATIVE AIDE I FROM THE CITY GENERAL SERVICES OFFICE (CGSO) TO THE CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE (CDRRMO) AND APPROPRIATING NECESSARY FUNDS THEREOF.**

BE IT ORDAINED by the 15<sup>th</sup> Sangguniang Panlungsod of Ormoc City, in Regular Session assembled, that:

**SECTION 1. CREATION OF NEW POSITION** – There is hereby created one (1) new position under the City Disaster Risk Reduction Management Office and the corresponding Salary Grade as follows:

NO. OF ITEMS	POSITION TITLE	SG
1	Administrative Officer II	11

**SECTION 2. QUALIFICATIONS OF THE ADMINISTRATIVE OFFICER II** – The Administrative Officer II (SG 11) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor’s degree
Experience	None Required
Training	None Required
Eligibility	Career Service (Professional) Second Level Eligibility

**SECTION 3. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE OFFICER II** – The Administrative Officer II shall have the following duties and functions:



- a. Prepares and processes payrolls for all personnel under the CDRRMO;
- b. Assists in the budget preparation, controlling and monitoring of its utilization;
- c. Procures needed equipment and controls supplies for each office Section/Division;
- d. Conducts and maintains proper inventory of all equipment and supplies and record keeping of all office official documents;
- e. Prepares and submits required office reports;
- f. Conducts annual employees capacity development programs or activities;
- g. Takes charge and directs all Office Building maintenance and daily housekeeping;
- h. Provides personnel and logistical support to other office section/division if needed;
- i. Performs such other functions as may be directed by the Assistant Department Head/ City Mayor.

**SECTION 4. TRANSFER OF POSITION** – There is hereby transferred one (1) vacant position of Administrative Aide I (Utility Worker I), Item Number 336, Salary Grade 1 from the City General Services Office (CGSO) to the City Disaster Risk Reduction Management Office (CDRRMO).

**SECTION 5. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE AIDE I** – The Administrative Aide I shall have the following duties and functions:

- a. Assists in preparing and processing payrolls for all personnel under the CDRRMO;
- b. Assists in the preparation of documentary requirements for purposes in procuring needed equipment and controls supplies for each office Section/Division;
- c. Prepares and submits required office reports;
- d. Performs such other functions as may be directed by the Assistant Department Head.

**SECTION 6. SCREENING AND APPOINTMENT PROCEDURES** – Screening of prospective applicants including hiring procedures shall be in accordance with Civil Service Law, rules and regulations. The appointments of the respective positions created 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 7. APPROPRIATIONS** – The amount needed to carry out the provisions of this Ordinance for Calendar Year 2021 shall be sourced from the unutilized funds in the abolished positions in Ordinance No. 041, Series of 2020. For succeeding years, the appropriation for the newly created position shall be included in the Annual Budget of the City Disaster Risk Reduction Management Office (CDRRMO).

**SECTION 8. 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 9. 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 10. 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, February 16, 2021.


RESOLVED, FURTHER, to furnish copies of this ordinance one each to the City Mayor Richard I. Gomez, the City Administrator; the City Legal Officer; the City Budget Officer; the City Accountant; the City Treasurer; the City Auditor; the HRMO; CDRMO; CGSO; the Civil Service Commission - Ormoc; the City Local Government Operations Officer-DILG; and other offices concerned;

CARRIED UNANIMOUSLY.

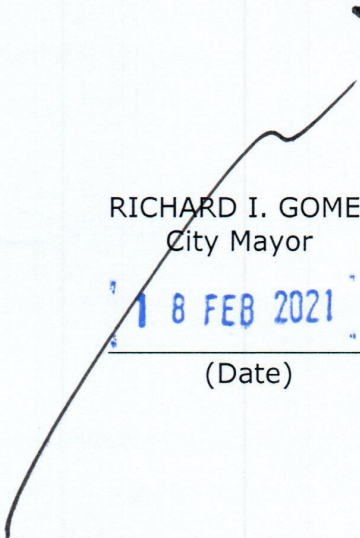
I HEREBY CERTIFY to the correctness of the above ordinance.

  
MARIA ANTONIETA G. CO HAT  
Secretary to the  
Sangguniang Panlungsod

ATTESTED:

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

APPROVED:

  
RICHARD I. GOMEZ  
City Mayor  
18 FEB 2021  
(Date)