



REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
FOURTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,  
ORMOC CITY HALL BUILDING  
ON FEBRUARY 18, 2019

PRESENT:

Leo Carmelo L. Locsin, Jr.  
Vincent L. Rama,  
Mario M. Rodriguez,  
Tomas R. Serafica,  
Benjamin S. Pongos, Jr.,  
Gregorio G. Yrastorza III,  
Nolito M. Quilang,  
John Eulalio Nepomuceno O. Aparis II,

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

Lea Doris C. Villar,  
Esteban V. Laurente,

Jasper C. Yerro,

ON LEAVE:

Eusebio Gerardo S. Penserga,

SP Member

**RESOLUTION NO. 2019-042**

**A RESOLUTION DECLARING BARANGAY ORDINANCE NO. 01, SERIES OF 2019 OF THE SANGGUNIANG BARANGAY OF BARANGAY TONGONAN, ORMOC CITY, ENTITLED: "AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT IN THE EXECUTIVE DEPARTMENT OF THE BARANGAY GOVERNMENT OF TONGONAN; DETERMINING ITS POWERS, DUTIES AND FUNCTIONS" UNDER REVIEW, TO BE NOT INCONSISTENT WITH EXISTING LAWS AND CITY ORDINANCES AND INTERPOSING NO OBJECTIONS TO THE IMPLEMENTATION THEREOF PROVIDED THAT HEREIN RECOMMENDED AMENDMENTS ARE ADOPTED BY THE SANGGUNIANG CONCERNED.**

WHEREAS, the Fourteenth Sangguniang Panlungsod ng Ormoc was in receipt of a copy of Barangay Ordinance No. 01, Series of 2019, from the Sangguniang Barangay of Tongonan, this City, entitled: "AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT IN THE EXECUTIVE DEPARTMENT OF THE BARANGAY GOVERNMENT OF TONGONAN; DETERMINING ITS POWERS, DUTIES AND FUNCTIONS", a copy of said Ordinance is hereto attached as Annex "A" and made an integral part hereof;



WHEREAS, the aforementioned Ordinance was submitted to this Sanggunian pursuant to its review powers over enacted ordinances of all barangays within its territory as provided for in Sections 458 and 57 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" (LGC), in order to find out whether the subject Ordinance approved by the concerned Sangguniang Barangay is within the scope of its prescribed powers, and also whether the same is not inconsistent with law or city ordinances;

WHEREAS, it is hereby declared the policy of the State under Article 3 of the LGC, that the territorial and political subdivision of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development and that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization, whereby Local Government Units (LGUs) shall be given more powers, authority, responsibility and resources;

WHEREAS, in addition, Section 76 of the LGC also provides that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, the Members of the Sangguniang Barangay of Tongonan, as public officials, aim to provide the constituents with commendable public service and responsive programs and projects, and considering that barangay officials are called to serve the constituents at any time of the day, there arose a need to create a position which shall serve and assist the Sangguniang Barangay in carrying out its mandate while serving the demands for public service and ensure efficiency and effectiveness in the performance of work;

WHEREAS, this Sanggunian, after thorough examination and review, although favoring the enactment of the Ordinance in its validity and legality as well as its noble ends and purposes, however, found that certain provisions of the same under review need to be further modified and amended in order to have them conform to and be compliant with applicable laws, ordinances and rules and regulations, and considering further that the subject recommended modifications are not that substantial and of the Ordinance's urgency, so that the outright return of the Ordinance is no longer deemed appropriate, hence this resolution, approving the same subject to the compliance of the modifications herein;

**WHEREAS, the recommended modifications to be effected on the Ordinance are the following:**

- 1. Section 2 entitled "Qualifications" shall be modified so that the position shall not require an AB Journalism course but a completion of at least two (2) years of college studies of any course; and,**
- 2. An additional Section for the Repealing Clause which shall read: "All existing ordinances and resolutions of this barangay found to be inconsistent herewith are hereby repealed or modified accordingly."**

WHEREFORE, FOREGOING PREMISES CONSIDERED, on motion of SP Member Benjamin S. Pongos, Jr., Chairman, Committee on Laws and Ordinances, severally seconded by SP Members Vincent L. Rama, Mario M. Rodriguez, Tomas R. Serafica, Gregorio G. Yrastorza III, John Eulalio Nepomuceno O. Aparis II, Esteban V. Laurente and Jasper C. Yerro; be it



RESOLVED, AS IT IS HEREBY RESOLVED, to pass a RESOLUTION DECLARING BARANGAY ORDINANCE NO. 01, SERIES OF 2019 OF THE SANGGUNIANG BARANGAY OF BARANGAY TONGONAN, ORMOC CITY, ENTITLED: "AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT IN THE EXECUTIVE DEPARTMENT OF THE BARANGAY GOVERNMENT OF TONGONAN; DETERMINING ITS POWERS, DUTIES AND FUNCTIONS" UNDER REVIEW, TO BE NOT INCONSISTENT WITH EXISTING LAWS AND CITY ORDINANCES AND INTERPOSING NO OBJECTIONS TO THE IMPLEMENTATION THEREOF PROVIDED THAT HEREIN RECOMMENDED AMENDMENTS ARE ADOPTED BY THE SANGGUNIAN CONCERNED;

ADOPTED, February 18, 2019.

RESOLVED, FURTHER, that copies of this resolution be furnished each to the City Mayor Richard I. Gomez; the City Administrator, Mr. Vincent L. Empas; the City Legal Officer, Atty. Josephine Mejia-Romero; the Office of the Liga ng mga Barangay ng Ormoc; the Sangguniang Barangay of Barangay Tongonan; the OIC-City Director, DILG; and all other offices concerned for their information and guidance.

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the above resolution.

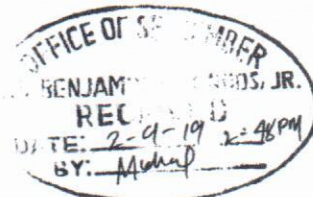
  
MARIA ANTONIETA G. CO HAT  
(OIC - SP Secretary)  
Supervising Administrative Officer

ATTESTED:

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

"Annex A"

Republic of the Philippines  
OFFICE OF THE BARANGAY COUNCIL  
Barangay Local Government of Tongonan  
Ormoc City



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE BARANGAY COUNCIL OF TONGONAN HELD AT THE BARANGAY HALL OF TONGONAN, ORMOC CITY, ON 4 JANUARY 2019 AT 9:30 IN THE MORNING.

PRESENT:

Isagani R. Bañez	Punong Barangay/Presiding Officer
Wilma P. Taneo	SB Member
Leonilo C. Lagata Sr.	SB Member
Periander R. Bañez	SB Member
Clifford B. Victorio	SB Member
Severino R. Buera	SB Member
Leonardo M. Abadilla Jr.	SB Member
Marilyn P. Rebuyas	SB Member
Ryan A. Hermoso	SK Chairman/Ex-Officio SB Member

ALSO PRESENT:

Barangay Secretary Fritz G. Bobor  
Barangay Treasurer Alma Potoy

**Barangay Ordinance No. 01**  
Series of 2019

**AN ORDINANCE CREATING THE POSITION ONE (1) ADMINISTRATIVE ASSISTANT IN THE EXECUTIVE DEPARTMENT OF THE BARANGAY GOVERNMENT OF TONGONAN; DETERMINING ITS POWER, DUTIES AND FUNCTIONS.**

**WHEREAS**, the Honorable Punong Barangay, in his verbal request for the creation of Administrative Officer under the Executive Department of the Barangay, because under its manpower composition, the office does not have a technical employee who can handle and monitor the administrative works hand in hand with the Barangay Secretary;

**WHEREAS**, RA7160 or the Local Government Code of the Philippines, under Book III, Title One, Chapter 2, Section 387 (b) provides that the Sangguniang Barangay may create such other positions or offices as may be deemed necessary to carry out the purposes of the barangay government in accordance with the needs of public service, subject to the budgetary limitations on personal services prescribed under Title Five, Book II of the Code.

**FOREGOING PREMISES CONSIDERED** and on motion of Hon. Wilma P. Taneo duly seconded by all Members of the Sangguniang Barangay;

**BE IT RESOLVED** that the Sangguniang Barangay of Tongonan, Ormoc City, in session duly assembled hereby resolves to enact **Barangay Ordinance No. 01**, Series of 2019, to wit:

Section 1. *Creation.* – There shall be created one (1) Administrative Assistant (SG-8) position attach to the Office of the Punong Barangay in the Barangay of Tongonan, Ormoc City.

Section 2. *Qualifications Standards of the Position.* – No person shall be appointed Administrative Assistant unless he/she is a citizen of the Philippines and of good moral character.



- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- AB Journalism of two (2) years college studies.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Knowledge of the Local Government Code, Revised Penal Code, and investigation procedure
- At least five (5) years working as a writer in any local community newspaper, preferably.

Section 3. *Duties, Functions and Responsibilities of the Position.* – The Administrative Assistant shall have the following duties and responsibilities, viz:

Providing administrative support to ensure efficient operation of the office. Supports the Punong Barangay, members of the Sanggunian, and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to the Punong Barangay.

- Prepare Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Oversee and supervise the work of junior staff
- Greet and assist visitors to the office
- Coordinate office procedures
- Handle sensitive information in a confidential manner
- Write letters and emails for or draft a letter for the Punong Barangay and Sangguniang Barangay members
- Contribute to team effort by accomplishing related results as needed
- Maintain professional and technical knowledge
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Research and creates presentations
- Provide information by answering questions and requests

Section 5. *Compensation.* – The Administrative Assistant SG-8 (Section 3.3, Local Budget Circular No. 63, October 22, 1996) and receive a monthly honorarium of SIXTEEN THOUSAND TWO HUNDRED EIGHTY-TWO PESOS (PhP16,282.00) (Annex "A-1", Local Budget Circular No. 115, January 3, 2018).

Section 6. *Appropriation.* – The sum of ONE HUNDRED NINETY FIVE THOUSAND THREE HUNDRED EIGHTY-FOUR PESOS (PhP195,384.00) shall be appropriated annually for the honorarium/compensation of one (1) Administrative Assistant.

Section 7. *Appointment.* – The Administrative Assistant shall be appointed by the Punong Barangay with the concurrence of the majority of the Sangguniang Barangay members. The appointment of the administrative assistant shall not be subject to attestation by the Civil Service Commission, being co-terminus with the appointing officer.

Section 8. *Separability Clause.* – If for any reason, any section or provision of this Code or any part thereof, or the application of such section, provision or portion is declared invalid or unconstitutional, the remainder thereof shall not be affected by such declaration.

Section 9. *Effectivity:* This Ordinance shall take effect on January 16, 2019.

ENACTED: 4 January 2018

**AUTHORS:** HON. WILMA P. Taneo  
Chairman, SB Committee on  
Appropriation

HON. CLIFFORD B. VICTORIO  
Chairman, SB Committee on  
Peace and Order

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

Certified true and correct by:

**FRITZ G. BOHOL**  
Barangay Secretary

**ATTESTED & APPROVED:**

**HON. ISAGANI R. BAÑEZ**  
Punong Barangay

**CONCURRED BY ALL KAGAWAD:**

**Hon. Wilma P. Taneo**  
SB Member

**Hon. Periander R. Bañez**  
SB Member

**Hon. Severino R. Buera**  
SB Member

**Hon. Marilyn P. Rebuvas**  
SB Member

**Hon. Leonilo C. Lagata Sr.**  
SB Member

**Hon. Clifford B. Victorio**  
SB Member

**Hon. Leonardo M. Abadilla Jr**  
SB Member

**Hon. Ryzza Hermoso**  
Ex-Officio SB Member/SK Chairman