



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON NOVEMBER 11, 2024 AT 10:00 AM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor	On Leave
HON. MARK FIDENCIO L. AURELIA	Acting Presiding Officer	Present
HON. NARCISO N. CASIPONG		Present
HON. RUSMAR IAN D. TIJING		Present
HON. MERLITA R. GAUDIEL		OIC – Vice Mayor
HON. NICO ANGELO L. LIM		Present
HON. ROLANDO B. ABRASALDO		Present
HON. KARL T. SARAÑA		Present
HON. LUIS J. SUMALPONG		Present
HON. FELIPE O. SANTIAGO, JR.		Present
HON. MA. LUCIANA T. TIZON		Present
HON. SEVERINO SALVADOR M. CAPULSO	LNMB President	Present
HON. EDILBERT J. BOLTIADOR	SK Federated President	Present

RESOLUTION NO. 882

“Presented Resolution No. 968, current series, of the Sangguniang Panlalawigan, of Negros Oriental, returning Resolution No. 505, current series, of this August Body enacting Ordinance No. 38, creating thirty-four (34) plantilla positions in various departments of the Local Government Unit of Bayawan City in support to the Devolution Transition Plan, inviting attention to the comment of the Officer-In-Charge, Human Resource Management Division, embodied in her 2nd Indorsement dated August 28, 2024, to wit:

1. As per Index of Occupational Services 2021 (IOS), the position of Dentist III has a Salary Grade of 20.
2. As per the IOS, the position of Driver II – SG 4 shall be retitled to the generic position title of Administrative Aide IV (Driver II)
3. As per the IOS, the correct position title for Farm Superintendent-SG II is Farm Superintendent I.
4. As per the IOS, the correct position title for Supervising Agriculturist – SG 22 is Supervising Agriculturist I.

“WHEREAS, the said resolution of the Sangguniang Panlalawigan was referred to the Human Resource Management Officer for comments and compliance as to the comment of the Officer-In-Charge, Human Resource Management Division, of the Province of Negros Oriental.

“WHEREAS, Mrs. Veronica Grace P. Miraflor, CGDH I, of the Human Resource Management and Development Office, in her letter dated November 6, 2024 addressed to the SP Secretary, Mr. Julius T. Espartero, commented that items number 1 to 3 of the OIC of the Provincial Human Division Office should be complied with however, item number 4 should remain unchanged, as it aligns with the Index of Occupational Services, where the position title is designated as Supervising Agriculturist, consistent with our own designation.

“WHEREAS, considering the above-mentioned comments of the Officer-In-Charge, Human Resource Management Division, of the Province of Negros Oriental, and the succeeding comment of the CGDH I, of the Human Resource Management and Development Office, this city, the Body deems it proper to revise the said ordinance.

“WHEREFORE, on motion of Honorable Councilor Felipe O. Santiago, Jr. and duly seconded by Honorable Councilor Karl T. Saraña, the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance:

ORDINANCE NO. 63

A REVISED ORDINANCE CREATING THIRTY-FOUR (34) PLANTILLA POSITIONS IN THE VARIOUS DEPARTMENTS OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY IN SUPPORT TO THE DEVOLUTION TRANSITION PLAN PURSUANT TO SUPREME COURT RULING, EXECUTIVE ORDER NO. 138, SERIES OF 2021 AND ITS IMPLEMENTING RULES AND REGULATIONS.

Be it ordained that:

SECTION 1. The following positions are hereby created under the different departments, to wit:

DEPARTMENT	POSITION	ITEM NO.	BUDGETARY REQUIREMENTS	ABR
City Administrator's Office	Senior Administrative Assistant II (Computer Operator IV) (SG 14)	BPLO-1	601,753.60	601,753.60
Business Permits and Licensing Office	Licensing Officer II (SG 15)	BPLO - 2	647,454.59	647,454.59
Office of the Local Disaster Risk Reduction and Management	LDRRMO III (SG 18)	DRRM-3	813,828.56	813,828.56
	LDRRMA (SG 8)	DRRM-4	369,643.31	369,643.31
	Administrative Aide III (Utility Worker II) (SG 3)	DRRM-5.1	286,242.31	286,242.31
	Administrative Aide III (Utility Worker II) (SG 3)	DRRM-5.2	286,242.31	286,242.31
	Administrative Aide III (Utility Worker II) (SG 3)	DRRM-5.3	286,242.31	286,242.31
	Administrative Aide III (Utility Worker II) (SG 3)	DRRM-5.4	286,242.31	286,242.31
City Mayor's Office Local Housing Office	Housing and Homesite Regulation Officer IV (SG 19)	LHO-1	890,084.67	890,084.67
Office of the Building Official	Electrical Inspector II (less than 250 volts) (MC 10, s. 2013) (SG 8)	OBO-3	369,643.31	369,643.31
	Engineer II (SG 16)	OBO - 4	697,715.79	697,715.79
City Health Office	Administrative Officer III (Supply Officer II) (SG 14)	CHO - 30	630,014.35	630,014.35
	Nutrition Officer I (SG 10)	CHO - 31	451,737.95	451,737.95
	Dentist III (SG 20)	CHO - 32	1,235,231.00	1,235,231.00
	Laboratory Technician II (SG 8)	CHO - 33	394,379.31	394,379.31
	Administrative Aide IV (Driver II) (SG 4)	CHO - 34.1	324,887.11	324,887.11
	Administrative Aide IV (Driver II) (SG 4)	CHO - 34.2	324,887.11	324,887.11

	Administrative Aide IV (Driver II) (SG 4)	CHO – 34.3	324,887.11	324,887.11
	Pharmacist III (SG 18)	CHO – 35	845,309.81	845,309.81
City Environment & Natural Resources Office	Supervising Environmental Mgt Specialist (SG 22)	CENR-9	1,221,877.76	1,221,877.76
	Environmental Mgt Specialist I (SG 11)	CENR-10.1	489,098.04	489,098.04
	Environmental Mgt Specialist I (SG 11)	CENR-10.2	489,098.04	489,098.04
	Forest Ranger (SG 4)	CENR-11.1	301,190.61	301,190.61
	Forest Ranger (SG 4)	CENR-11.2	301,190.61	301,190.61
	Forest Ranger (SG 4)	CENR-11.3	301,190.61	301,190.61
	Forest Ranger (SG 4)	CENR-11.4	301,190.61	301,190.61
	Forest Ranger (SG 4)	CENR-11.5	301,190.61	301,190.61
	Forest Ranger (SG 4)	CENR-11.6	301,190.61	301,190.61
	City Agriculture Office	Engineer IV (SG 22)	AGRI - 23	1,221,877.76
Engineer I (SG 12)		AGRI - 24	524,740.20	524,740.20
Agriculturist II (SG 15)		AGRI - 25	647,454.59	647,454.59
Farm Superintendent I (SG 11)		AGRI - 26	489,098.04	489,098.04
Supervising Agriculturist (SG 22)		AGRI - 27	1,221,877.76	1,221,877.76
Ecosystem Management Specialist I (SG 11)		AGRI - 28	489,098.04	489,098.04
TOTAL			18,355,283.65	18,667,790.71

SECTION 2. Duties and Responsibilities:

The following are Duties and Responsibilities of the positions to be created:

Business Permits and Licensing Office

Position Title: Senior Administrative Assistant II (Computer Operator IV)

Item No.: BPLO – 1

Salary Grade: SG - 14

Statement of Duties

% of Working Time	Duties
30%	a. Maintains files, databases, and archive of relevant records;
20%	b. Entertains, and assists client's transactions;
15%	c. Screen calls and responds to or routes routine inquiries from external or internal sources with appropriate correspondence or other messaging.
10%	d. Obtains equipment, services, and supplies needed by the office by maintaining an inventory of office supplies, purchasing computers, office supplies and equipment, determining the appropriate method to pay for goods or services purchased by the office following the policy and procedures, and utilizing the appropriate process.
10%	e. Schedules and coordinates meetings, travel and other group activities.
5%	f. Attends professional development courses, software training classes and/or training sessions as directed by the superior.
5%	g. Responsible for facilitating payroll at the office.

5%	h. Perform other related functions as maybe assigned.
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Position Title: Licensing Officer II
Salary Grade: SG - 15

Item No.: BPLO - 2

Statement of Duties

% of Working Time	Duties
30%	a. Evaluate and process application and License to Operate (LTO) and other certifications;
20%	b. Provide technical assistance to clients regarding licensing and other certifications;
20%	c. Participate in the development of policies, and operational procedures in licensing and regulatory practices;
15%	d. Assist in the development systems related to licensing and regulatory practices;
10%	e. Assist in strengthening of intra – inter collaboration related to accreditation / licensing and monitoring;
5%	f. Perform other related functions as may be assigned.

Local Disaster Risk Reduction and Management Office

Position Title: Local Disaster Risk Reduction and Management Officer III
Item No.: DRRM-3

Section : Administration and Training

Salary Grade: SG - 18

Statement of Duties

% of Working Time	Duties
20%	a. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
20%	b. Identify and implement cost-effective risk reduction measures and strategies;
20%	c. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
10%	d. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
10%	e. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed; 10%
10%	f. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
10%	g. Perform other duties as assigned by supervisor.

Position Title: Local Disaster Risk Reduction and Management Assistant

Item No.: DRRM-4

Salary Grade: SG - 8

Statement of Duties

% of Working Time	Duties
30%	a. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs).
30%	b. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
30%	c. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area.
10%	d. Perform other duties as assigned by supervisor.

Position Title: Administrative Aide III (Utility Worker II)

Item No.: DRRM-5.1

Section: Admin

Salary Grade: SG - 3

Statement of Duties

% of Working Time	Duties
30%	a. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level.
30%	b. Promote and raise public awareness of, and compliance with RA10121 and legislative provisions relevant to the purpose of the latter.
30%	c. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.
10%	d. Perform other duties as assigned by supervisor

Position Title: Administrative Aide III (Utility Worker II)

Item No.: DRRM-5.2

Section: Research & Planning

Salary Grade: SG - 3

Statement of Duties

% of Working Time	Duties
30%	a. Facilitate and support risk assessments and contingency planning activities at the local level.
30%	b. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map.
30%	c. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG.

10%	d. Perform other duties as assigned by supervisor.
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Position Title: Administrative Aide III (Utility Worker II) (2 Slots)

Item No.: DRRM-5.3 & DRRM-5.4

Section: Operations & Warning

Salary Grade: SG - 3

Statement of Duties

% of Working Time	Duties
30%	a. Participate in training and preparedness activities to maintain and enhance search and rescue skills and knowledge.
30%	b. Develop and implement disaster risk reduction and management policies and plans, including the integration of search and rescue activities into risk reduction strategies.
30%	c. Conduct search and rescue operations in response to disasters or emergencies, including assessing the situation, determining the appropriate search and rescue strategies and tactics, and coordinating with other search and rescue personnel and stakeholders.
10%	d. Perform other duties as assigned by supervisor.

City Mayor's Office

Position Title: Housing and Homesite Regulation Officer IV

Item No.: LHO - 1

Section: Local Housing Office

Salary Grade: SG - 19

Statement of Duties

% of Working Time	Duties
20%	a. Supervise the Local Housing Office.
10%	b. Act as Secretariat to the Local Housing Board.
10%	c. Spearhead in the preparation and implementation of the Local Shelter Plan.
15%	d. Link with NGAs, NGOs, ODAs, and other partners for funding technical assistance related to housing projects.
10%	e. Coordinate with key offices in the implementation of new housing projects and prepare necessary documents.
10%	f. Monitor the operations and address issues and concerns of resettlement sites and socialized housing sites of the LGU.
10%	g. Conduct community development programs in LGU housing sites and organize capacity development activities for HOAs.
10%	h. Supervise, advice, and facilitate the registration of Local Homeowners Associations and monitor compliance with regular reportorial requirements.
5%	i. Perform other duties as may be assigned by the superior.

OFFICE OF THE BUILDING OFFICIAL

Position Title: Electrical Inspector II (less than 250 volts)
 Salary Grade: SG - 8

Item No.: OBO-3

Statement of Duties

% of Working Time	Duties
40%	a. Conduct building and electrical inspector as per request prior to approval of building permit application
10%	b. Monitor safety aspects when dealing with electrical installation.
20%	c. Enforce Electrical Codes, Standards and Review schedule of loads for electrical plan.
10%	d. Examine and inspect electrical wiring installation during inspection.
10%	e. Report findings to the building inspector for any violations of building and electrical code and assist in the distribution of notice of violations.
10%	f. Performs other function as may be assigned by the section head/ department head.

Position Title: Engineer II
 Salary Grade: SG - 16

Item No.: OBO - 4

Statement of Duties

% of Working Time	Duties
50%	a. Check plans and specifications if it conforms to the technical requirements of the National Building Code and other applicable laws and ordinances.
30%	b. Conduct monitoring and inspection of all existing and new buildings and establishments.
10%	c. Prepare computation and issuance of billing for permit fees (building and electrical)
10%	d. Performs other functions as may be assigned by the section head / department head.

City Health Office

Position Title: Administrative Officer III (Supply Officer II)
 Salary Grade: SG - 14
 Section : Supply Section

Item No.: CHO - 30

Statement of Duties

% of Working Time	Duties
20%	a. Ensuring office supplies are maintained, including checking inventory and working with Administrative Officer V to ensure adequate levels of necessary supplied at all time.
20%	b. Reacting to changes in demand and logistics.
20%	c. Meeting BAC employees, suppliers and negotiating terms of contract.
20%	d. Purchase goods and services that the office needs.

20%	e. Keep accurate records of payment and delivery of goods and services.
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Position Title : Nutrition Officer I
Salary Grade : SG – 10
Section : Supply Section

Item No.: CHO - 31

Statement of Duties

% of Working Time	Duties
20%	a. Assist in the procurement of the regular work plan, program planning, draft and schedule of consultative meetings, monitoring and evaluation activities at the regional office.
20%	b. Assist in the conduct of field visits and in analyzing reports.
20%	c. Assist in the collection and collation of relevant information for regional nutrition database and prepare feedback to field cooperators.
20%	d. Assist in the conduct of training activities.
15%	e. Assist in the monitoring, distribution, and utilization of Information, Education and Communication (IEC) materials.
5%	f. Perform such related functions as may be assigned.

Position Title : Dentist III
Salary Grade : SG – 20

Item No.: CHO - 32

Statement of Duties

% of Working Time	Duties
20%	a. Fixing and removing damage teeth.
20%	b. Performing exams and evaluating x-rays to determine a patient's health.
15%	c. Developing treatment plans to deal with any dental health issues.
20%	d. Administering or prescribing medication to decrease pain and improve patient health.
15%	e. Interacting with patients and instruct them on proper oral care.
5%	f. Measuring and fitting dental appliances.
5%	g. Referring patients to a specialist as needed.

Position Title :Laboratory Technician II
Salary Grade : SG – 8

Item No.: CHO – 33

Statement of Duties

% of Working Time	Duties
30%	a. Assist Medical Technologist in performing various laboratory tests such as hematology, fecalysis and urinalysis.

30%	b. Perform the activities involved for a laboratory analysis such as the preparation of chemical reagents and other medical and microscopic examinations and specimens.
30%	c. Performs the cleanliness and upkeep of laboratory equipment and area.
10%	d. Performs other related functions as may be assigned.

Position Title : Administrative Aide IV (Driver II) (3 slots) Item No.: CHO – 34.1 ; CHO – 34.2 ; CHO – 34.3

Salary Grade : SG – 4

Statement of Duties

% of Working Time	Duties
20%	a. Drive the office vehicle to transport authorized persons to destinations as directed.
15%	b. Maintain a log of all trips, daily mileage, and fuel consumption.
20%	c. Keeps the service vehicle in good condition and performs troubleshooting and maintenance activities as needed.
15%	d. Recommends repair or replacement of damaged parts to General Services Office and follow up to ensure vehicle service availability at all times;
10%	e. Accompany staff, visitors and other authorized passengers to and from the airport / seaports / bus terminals and assist them with their baggage, if necessary;
10%	f. Transport equipment, supplies and other materials to venues outside the office during meetings, trainings and other events;
5%	g. Assist in setting up venues during meetings, in packaging reports and documents and other-related administrative task when directed;
5%	h. Perform other related functions as may be assigned

Position Title : Pharmacist III

Item No.: CHO – 35

Salary Grade : SG – 18

Statement of Duties

% of Working Time	Duties
20%	a. Dispense drugs and medicines to patients and performs patient counseling.
20%	b. Checks quantity and quality of incoming medicines and medical supply.
15%	c. Performs inventory and monitors stock level of drugs and medicines.
15%	d. Prepare required reports.
10%	e. Allocates medicine and medical supplies to BHS.
10%	f. Supervise all activities related to pharmaceutical activities.
10%	g. Performs other related duties as may be assigned.

CITY ENVIRONMENT & NATURAL RESOURCES OFFICE

Position Title: Supervising Environmental Management Specialist
Salary Grade: SG - 22

Item No.: CENR-9

Statement of Duties

% of Working Time	Duties
40%	a. Directs, supervises and coordinates the implementation of plans/programs pertaining to Forest and Forestland Management like Fuelwood project, WPA, e -NGP, Barangay Tree Parks, Nursery Operation, Claims Mapping and Land Verification Survey as well as the monitoring of its implementation to ensure the effectiveness of the program.
10%	b. Assist the City ENR Officer in planning and conduct of Monitoring and Evaluation of all local and other environment related special programs/projects of the city in compliance with the environment laws and regulations.
10%	c. Develop and implements environmental management strategies and policies to continually improve, promote and ensure environmentally sustainable development;
10%	d. Provides technical support for funded programs and other special projects, and undertake field visits to monitor the implementation of activities as may be required.
10%	e. Directs, supervises and coordinated the maintenance and updating of GIS database and ensure the integrity of the system;
10%	f. Assists in the implementation of forest land use planning activities;
5%	g. Implements appropriate silvicultural system to improve the productivity of forest / forestlands;
5%	h. Performs other functions as may be assigned by the division head / department head.

Position Title: Environmental Management Specialist I (2 SLOTS)
Item No.: CENR-10.1; CENR-10.2
Salary Grade: SG - 11

Statement of Duties

% of Working Time	Duties
50%	a. Assists the Forest Management Section in the implementation of forest land use planning activities;
10%	b. Keeps data timber and non-timber products for generation of statistics, information and base data as basis for planning and performs resource mapping utilizing GIS application;
10%	c. Implements appropriate silvicultural systems to improve the productivity of forest/forestlands;
10%	d. Implements activities in the establishments and maintenance of forest nurseries;
10%	e. Assists in the conduct of information dissemination activities for forestry laws, rules and regulations to ensure its strict enforcement;
10%	f. Performs other function as may be assigned by the division head / department head.

Position Title: Forest Ranger (6 SLOTS)

Item No.: CENR-11.1; CENR-11.2; CENR-11.3; CENR-11.4; CENR-11.5; CENR-11.6

Salary Grade: SG - 4

Statement of Duties

% of Working Time	Duties
45%	a. Acts as enforcer of forestry laws, rules and regulations after being deputized;
10%	b. Assists in the conduct of information dissemination activities for forestry laws, rules and regulations;
10%	c. Assists in the implementation of appropriate silvicultural systems to improve the productivity of forest/forestlands;
10%	d. Assists in the establishment and maintenance of forest nurseries;
10%	e. Maintains and updates data of timber and non-timber products for generation of statistics, information and base data as basis for planning and performs resource mapping utilizing GIS application;
10%	f. Assist in the establishment and maintenance of mangroves in the coastal areas;
5%	g. Performs other functions as may be assigned by the division head / department head

CITY AGRICULTURE OFFICE

Position Title: Engineer IV

Item No.: AGRI-23

Salary Grade: SG - 22

Statement of Duties

% of Working Time	Duties
25%	a. Spearheads and supervise the planning, coordination, implementation and monitoring of all programs, projects and activities of the division;
25%	b. Establishes the strategic framework of the division as basis for setting division's operational targets;
25%	c. Spearheads the review of agricultural and fishery engineering proposals, designs, guidelines for recommending approval of the department head;
15%	d. Oversee the compliance of policies and regulations related to agricultural and biosystems engineering standards and practices ; and
10%	e. Performed other task assigned by the department head or higher authorities.

Position Title: Engineer I

Item No.: AGRI - 24

Salary Grade: SG - 12

Statement of Duties

% of Working Time	Duties

25%	a. Assists in the planning and implementation of all programs, projects, and activities of the division in his cluster;
25%	b. In – charge of the agri-fishery engineering projects, irrigation facilities, farm machinery and equipment services and related activities in his cluster area;
20%	c. Collaborate with stakeholders before project implementation and make necessary negotiation for the right of way if needed;
25%	d. Serve as immediate supervisor for agri – infra and farm machinery services workers in the cluster;
5%	e. Performed other task as assign by the direct supervisor or higher authorities

Position Title: Agriculturist II
Salary Grade: SG – 15

Item No.: AGR - 25

Statement of Duties

% of Working Time	Duties
20%	a. Conduct surveillance and assessment of pest and disease incidence under field / plantation crops and HVCC of different barangays of Bayawan City;
15%	b. Implement a mitigating / preventive measure for the control of pest and disease infestation;
10%	c. Assist the section head and division chief in the preparation of POWs, Implementing Guidelines and Project and Activity Proposals/Designs;
15%	d. Supervise the conduct of monthly light trapping operations, insect and disease monitoring & surveys;
15%	e. Conduct Seminars / IEC on pest management and control;
10%	f. Submit reports / updates of commodity under supervision
10%	g. Conduct local pest and disease forecasting;
5%	h. Do other task as may be assigned by the supervisors and the City Agriculturist.

Position Title: Farm Superintendent I Item No.: AGRI - 26
Salary Grade: SG - 11

Statement of Duties

% of Working Time	Duties
20%	a. Assist the focal person of HVCDP to facilitate the development and improvement of Agro – Forestry, Forestry and Nursery System;
20%	b. Assist in the planning and implementations of training courses to enhance the Agro – Forestry, Forestry and Nursery Systems and farmers management skills;
15%	c. Work closely with the focal person of HVCDP to prepare and develop work plans and progress report;
10%	d. Serve as technical resource person during training activities and farmer group visits;

15%	e. Design and implement training priority Agro – Forestry and Nursery topics;
15%	f. Assist with the development of production of training material and related technical documents;
5%	g. Do other tasks as may be assigned by the supervisors and the City Agriculturist.

Position Title: Supervising Agriculturist
Salary Grade: SG - 22

Item No.: AGR-27

Statement of Duties

% of Working Time	Duties
15%	a. Acts as Division Head of Technology , Extension and Marketing Division;
15%	b. Assists the City Agriculturist in the formulation of plans, programs, projects and activities in line with the vision of the Local Government Units;
10%	c. Oversees the implementation of PPAs under the TEAM Division;
10%	d. Implements support activities / services for the delivery of various farms inputs in ADCs or in the field / area.
10%	e. Supervises the implementation of PPAs in the assigned cluster;
10%	f. Performs administrative functions for the effective and efficient delivery of services;
10%	g. Oversees the operations of the City Agricultural and Fishery Council (CAFC)
10%	h. Coordinates with the Department of Agriculture and other national agencies for the availment of agricultural programs and projects;
5%	i. Prepares accomplishment reports ; and
5%	j. Do other tasks as may be assigned by superior

Position Title: Ecosystem Management Specialist I
Salary Grade: SG - 11

Item No.: AGRI - 28

Statement of Duties

% of Working Time	Duties
25%	a. Collect and analyze data on ecosystem health, species distribution, and environmental factors to inform decision-making;
20%	b. Educate the farmers and agricultural technicians about the importance of balanced ecosystem and the need for their conservation;
20%	c. Monitor and assess the diversity and abundance of different pests within ecosystems to detect changes and threats;
15%	d. Monitoring of the use of Biocon agent in the various areas with different commodities;

10%	e. Prepares initial periodic reports and other pertinent documents related to project implementation for monitoring and evaluation purposes;
10%	f. Performs other duties the superior may assign.

SECTION 3. **Implementing Guidelines.** The City Human Resource Management and Development Office is hereby mandated and shall see to it that the plantilla positions as herein created for Local Government Unit of Bayawan City is in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

SECTION 4. **Separability Clause.** If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid enforceable.

SECTION 5. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

“Enacted.”

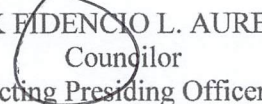
* * *

I hereby certify to the correctness of the foregoing resolution.


* * *


 JULIUS T. ESPARTERO
 Secretary to the Sangguniang Panlungsod

ATTESTED:


 MARK FIDENCIO L. AURELIA
 Councilor
 Acting Presiding Officer

APPROVED:


 JOHN T. RAYMOND JR.
 City Mayor
 Date: NOV 27 2024

Copy for:

- The Honorable Provincial Board, Dumaguete City