



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 JULY 10, 2018 AT 2 P.M. AT THE LIGA NG MGA BARANGAY BUILDING.

RECORDS OF ATTENDANCE

HON. ISMAEL P. MARTINEZ		Present
HON. PETER PAUL F. RENACIA	(Acting Presiding Officer)	Present
HON. HENRY E. CARREON, JR.		Present
HON. ERNESTO T. TIJING		Present
HON. MARK FIDENCIO L. AURELIA		Present
HON. JONAS M. TRIAS		Present
HON. SHARLOU F. JAMIN		Present
HON. NARCISO N. CASIPONG		Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. DANILO G. LAMIS		Present
HON. JUVY ANN G. ZAMORA	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 514

“WHEREAS, the Honorable Mayor Pryde Henry A. Teves, in his letter dated February 22, 2018 has requested the Sangguniang Panlungsod to create the Office of the Human Resource Management Officer and Office of the Information and Communication Technology Officer and to abolish certain vacant positions and create additional plantilla positions in the Different Offices/Departments of the Local Government Unit of Bayawan City.

“WHEREAS, the Committee on Personnel, Good Government and Ethics in its Committee Report dated April 2, 2018 has recommended for the approval of the request of the Honorable Mayor Pryde Henry A. Teves and to enact an Ordinance creating the Office of the Human Resource Management Officer and Office of the Information and Communication Technology Officer and abolishing the vacant positions and creating additional plantilla positions in the Different Offices/Departments of the Local Government Unit of Bayawan City.

“WHEREFORE, on motion of Honorable Councilor Trias and duly seconded by Honorable Councilor Lim, the Council

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

ORDINANCE NO. 29

AN ORDINANCE ABOLISHING CERTAIN VACANT POSITIONS AND CREATING ADDITIONAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES/DEPARTMENTS OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN.

Be it ordained that:

SECTION 1. The following positions are hereby abolished under the different offices of the Local Government Unit of Bayawan, to wit:

**Bayawan National High School**

Teacher I (2.2) – SG 11  
Teacher I (2.5) – SG 11  
Teacher I (2.6) – SG 11  
Teacher I (2.8) – SG 11  
Teacher I (2.10) – SG 11  
Teacher I (2.11) – SG 11

**Office of the City Treasurer**

Licensing Officer II (CTO-4) - SG 15

**Office of the City Health Officer**

Midwife II (CHO-20.6) – SG 11

Midwife II (CHO-20.11) – SG 11

**Office of the City Veterinarian**

Veterinarian IV (CVO-2) – SG 22

and to create the following positions in lieu of the abolished positions, to wit:

**Office of the City Mayor**

Supervising Administrative Officer (OM-11) – SG 22

**Office of the City Administrator**

City Government Assistant Department Head I (ADM-1.1) – SG 23

Supervising Administrative Officer (ADM-10) – SG 22

Administrative Officer V (ADM-11) – SG 18

Computer Operator I (ADM-12) – SG7

Clerk II (ADM-13) – SG4

**Office of the City Environment & Natural Resources Officer**

Administrative Officer V (CNR-2.1) – SG18

Environmental Management Specialist I (CNR 2.2) – SG 11

**Office of the City Health Officer**

Nurse III (CHO-19.5) – SG17

Nurse III (CHO-19.6) – SG17

Pharmacist I (CHO-21) – SG11

**Office of the City Budget Officer**

Budget Officer III (CBO-4.1) – SG18

**Office of the City Treasurer**

Fiscal Examiner II (CTO-4.1) – SG15

**Office of the City Accountant**

Supervising Administrative Officer (ACC-26) – SG22

**Office of the SP Secretary**

Local Legislative Staff Officer IV (SP 2) – SG19

Administrative Officer IV (SP 6) –SG15

**Office of the City Veterinarian**

Supervising Administrative Officer (CVO-2.1) - SG 22

Agriculturist II (CVO-5) –SG15

**Office of the City Agriculturist**

Agricultural Technician I (AGRI-13.1) – SG8

Agricultural Technician I (AGRI-13.2) – SG8

Agricultural Technician I (AGRI-13.3) – SG8

**Office of the City Engineer**

Engineer III (CEO-32.1) – SG 19

Architect II (CEO-40) – SG15

**SECTION 2. Duties and Responsibilities.**

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

SUPERVISING ADMINISTRATIVE OFFICER (OM-11) – SG 22  
(OFFICE OF THE CIY MAYOR)

- 20% Exercise coordinate managerial control over the operations of various economic enterprise facilities as well as its support services units;
- 20% Maintain cleanliness and sanitation in all economic enterprise development facilities and its premises and ensure that all ordinance, policies and guidelines pertaining to the operation of economic enterprise facilities are implemented and complied with;
- 10% Advise the City Mayor and other special bodies that may thereafter be legally constituted, on all matters involving economic enterprises and development;
- 30% Develop policies and formulate rules and regulations; standards and procedures to improve and enhance revenue generation based on sound financial concept and principles for adequate delivery of services, subject to the approval of the Sangguniang Panlungsod;
- 10% Prepare the annual budget of each Economic Enterprise and the Department as a whole;
- 10% Exercise such other powers and perform such other duties and function as may be prescribed by law or ordinance incidental and necessary to this position.

CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ADM-1.1) – SG 23  
(OFFICE OF THE CITY ADMINISTRATOR)

- 30% Assists the City Administrative aspects of implementation of the various approved plans, programs and projects of the City.
- 25% Conducts consultation and coordination of works among departments of the LGU.
- 20% Keeps updated on organizational development programs of the LGU which brings about effective administrative reforms in the delivery of social services.
- 20% Be actively involved in the efficient and effective delivery of administrative support in time of disaster and calamities.
- 5% Does other duties as may be assigned by the Superior.

SUPERVISING ADMINISTRATIVE OFFICER (ADM-10) – SG 22  
(OFFICE OF THE CITY ADMINISTRATOR)

- 45% Direct and supervise the LGU's over-all procurement operation and the personnel involved therein, which tasks but not limited to the following: a) Procurement planning; b) Procurement milestones management; c) Procurement monitoring and evaluation
- 30% Provides full-time administrative support to the Bids and Awards Committee (BAC), ensuring their functions are carried out efficiently according to the mandates of government procurement law.
- 15% Initiate and consistently develop procedures for the improvement and effective operation of the Office.
- 10% Performs other functions as maybe assigned.

ADMINISTRATIVE OFFICER V (ADM-11) – SG 18  
(OFFICE OF THE CITY ADMINISTRATOR)

- 30% Assists in the direction of LGU procurement operation, ensuring the timely completion, cost effectiveness, adequacy of organization's operational needs, and strict adherence to the established rules and regulations in the procurement process.

- 40% Leads the management of bidding documents, which includes: a) Preparation and advertisement of bidding documents according to procurement standards. b) Distribution of bidding documents to prospective bidders. c) Monitor the safekeeping of submitted bidding proposals. d) Ensuring the completeness of bidding documents and the corresponding attachments. e) Ensuring all procurement-related information are properly documented.
- 20% Assist in the review and evaluation of overall performances of procurement staff to determine achievement and shortfall of targets, and possible gaps in the delivery of quality, timely and adequate support services.
- 10% Performs other functions as maybe assigned.

COMPUTER OPERATOR I (ADM-12) – SG 7  
(OFFICE OF THE CITY ADMINISTRATOR)

- 50% Consolidates results bidding and preparation of a) Abstract of Bids as Read and Abstract of Bids as calculated (with review of arithmetical computations); b) BAC Resolution recommending award/ failure of bidding; c) Certifications and endorsements of negotiated procurement after two failed biddings.
- 25% Assists in preparation of bidding documents (using Philippine Bidding Documents Standard).
- 15% Posting of Award notices and purchase contracts in PhilGEPS and other designated places.
- 10% Performs other functions as maybe assigned.

CLERK II (ADM-13) – SG 4  
(OFFICE OF THE CITY ADMINISTRATOR)

- 40% Purchase request management: a) Verify that department requisitions are included in the Annual Procurement Plan, including the procurement modality; b) Ensure requisitions are aligned and consistent with PMPs and budget approvals; c) Recording, control and filing of prepared department purchase requests (PRs); d) Processing of approved purchased requests.
- 25% Monitoring and reporting of purchase request status and update of LGU procurement monitoring report (PMR).
- 25% Assist in reviewing the accuracy of encoded abstract of bids/resolution to award.
- 10% Performs other functions as maybe assigned.

ADMINISTRATIVE OFFICER V (CENR-2.1) – SG 18  
(OFFICE OF THE CITY ENVIRONMENT & NATURAL RESOURCES OFFICER)

- 25% Manage the administrative affairs of City ENRO;
- 25% Supervise all personnel under the administrative section;
- 35% Ensure that all administrative requirements concerning the department are complied satisfactorily such as but not limited to: submission of daily time records, personnel leave, inventory of PPEs, SPCR/IPCR, performance evaluation of Job Order workers, disciplinary actions; posting of official directives/office order/announcement from higher LGU authorities;
- 5% Enhance/improve the existing filing and documentation system of City ENRO;

- 5% Liaise with the City Administrator's office, HRMO and other LGU departments on administrative matters;
- 5% Devise and recommend appropriate measures to improve the administrative services.

ENVIRONMENTAL MANAGEMENT SPECIALIST I (CENR-2-2) – SG 11  
(OFFICE OF THE CITY ENVIRONMENT & NATURAL RESOURCES OFFICER)

- 25% Act as the direct assistant to the division head of the Urban Environmental Management Service division of City ENRO;
- 50% Manages the overall operation of BCWMEC including administrative supervision of BCWMEC personnel;
- 10% Ensure compliance of BCWMEC periodic monitoring reports for submission to mandated national agencies;
- 10% Prepare and submit accomplishment report of BCWMEC;
- 5% Performs other official functions within the scope of Urban Environmental Management Services division.

NURSE III (CHO-19.5) – SG 17  
(OFFICE OF THE CITY HEALTH OFFICER)

- 20% Assists Nurse IV in the supervision of personnel and activities of the Nursing Services Section;
- 40% Conducts consultations and makes referrals;
- 15% Participates in outreach program activities;
- 15% Provides SI VI with technical assistance in the implementation of Environmental Sanitation Programs
- 10% Does other tasks as may be assigned by superior

NURSE III (CHO-19.6) – SG 17  
(OFFICE OF THE CITY HEALTH OFFICER)

- 20% Assists Nurse IV in the supervision of personnel and activities of the Nursing Services Section;
- 40% Conducts consultations and makes referrals;
- 15% Participates in outreach program activities;
- 15% Provides SI VI with technical assistance in the implementation of Environmental Sanitation Programs
- 10% Does other tasks as may be assigned by superior

PHARMACIST I (CHO-21) – SG 11  
(OFFICE OF THE CITY HEALTH OFFICER)

- 15% Supervise the receiving, checking and proper storage of all drugs and medical supplies.
- 15% Fill the prescriptions and dispense drugs prescribed by a licensed Physician, Dentist.
- 10% Check the manufacture and expiration dates and label of drugs.

- 8% File prescriptions and maintain them for the required number of years as prescribed by law.
- 15% Make certain that the right patient takes the right drug and right dosage at the right time thru labeling.
- 12% Maintain inventory of Drugs.
- 10% Attends seminars, workshops and continuing education on drug related matters and hospital practices.
- 15% Prepare and segregate drugs/meds for BHS, outreach and disaster meds.

**BUDGET OFFICER III (CBO-4.1) - SG 18**  
**(OFFICE OF THE CITY BUDGET OFFICER)**

- 16% Heads the Appropriation Section;
- 50% Facilitates the preparation of Annual & Supplemental Budgets of the City;
- 10% Ensure that the supporting documents of Annual & Supplemental Budgets are complete and in order;
- 10% Keeps track of available sources of funds and supplemental Budget requests approved by Local Chief Executive;
- 5% Ensure that all supplemental budgets are backed-up with funds;
- 5% Coordinates with other Departments/offices for budgeting purposes;
- 2% Monitors the review of barangay budgets;
- 2% Provides technical assistance to component barangays on budgetary matter.

**FISCAL EXAMINER II (CTO-4.1) – SG 15**  
**(OFFICE OF THE CITY TREASURER)**

- 60% Examine the books of accounts and pertinent records of Businessmen;
- 15% Assess and verify gross sales/receipts of Businessmen;
- 15% Preparation and submission of reports in relation to the conduct of examination etc;
- 10% Do other tasks as maybe assigned to him/her.

**SUPERVISING ADMINISTRATIVE OFFICER (ACC-26) – SG 22**  
**(OFFICE OF THE CITY ACCOUNTANT)**

- 15% Supervise Special Education Fund/Trust Fund and Barangay Section.
- 10% Prepare monthly and annual financial statements of Special Education Fund/Trust Fund.
- 10% Prepare annual financial statement of 28 Barangays of the City.
- 10% Prepare Bank reconciliation statements of all depository banks of Special Education Fund/Trust Fund accounts.
- 5% Prepare bank reconciliation statements of all barangays with Land Bank of the Philippines
- 20% Review Statements of Receipts and Disbursements (SORD) of all Trust Funds.

- 10% Review all journal entries pertaining to Special Education Fund/Trust Fund.
- 20% Review all disbursement vouchers paid out from Special Education Fund/Trust Fund.

LOCAL LEGISLATIVE STAFF OFFICER IV (SP-2) – SG 19  
(OFFICE OF THE SP SECRETARY)

- 20% Assists the Secretary to the Sanggunian in the performance of his duties such as but not limited to legal research;
- 20% In the absence of the Secretary to the Sanggunian, acts as Officer in Charge;
- 20% Drafts approved/for pending approval Sangguniang Panlungsod Ordinances and Resolutions;
- 10% Attends and monitors the flow of Sangguniang Panlungsod sessions;
- 10% Proofreads Sangguniang Panlungsod draft agenda, session minutes, committee meeting report and/or minutes, resolutions, and ordinances;
- 10% Takes and prepares minutes of the Sangguniang Panlungsod and public hearings;
- 5% Prepares documents required by the Department of Interior and Local Government (DILG);
- 5% Performs other tasks assigned from time to time.

ADMINISTRATIVE OFFICER IV (SP-6) – SG 15  
(OFFICE OF THE SP SECRETARY)

- 30% Supervises purchasing, budget preparation and control, conducting transactions and acting for a superior in all routine matters in his absence.
- 15% Assists in the budget management activities.
- 15% Has full responsibility for administering a special fund, law, or other specific programs of the office.
- 10% Supervises the technical and clerical employees in its execution.
- 10% Analyzes administrative problems and makes recommendations for new or revised policies and procedures.
- 5% Disseminates information involving interpretation of policies, laws, and activities of the office.
- 5% Represents the office administrative personnel at meetings, conferences and institutes for which the office has primary responsibility.
- 5% Assist in the formulation of office policies and procedures.
- 5% Perform related duties as required.

SUPERVISING ADMINISTRATIVE OFFICER (CVO-2.1) – SG 22  
(OFFICE OF THE CITY VETERINARIAN)

- 20% Plans and supervise the administrative responsibilities and routine operations of the office;

- 20% Works hand in hand with the City Mayor's Office in formulating, developing and implementing policies and procedures to ensure the delivery of basic services relative to the Veterinary and Livestock Program of the City;
- 20% Supervise on the enforcement on the rules and regulations relating to animal production;
- 10% Prepares accomplishment reports for submission to the City Mayor and/or National Offices;
- 10% Does other tasks that will be assigned by the City Mayor;
- 10% Access resources and assistance in the production, processing and marketing of livestock and poultry products of farmers;
- 10% Provides and assist in making available appropriate production technologies to maximize animal production.

AGRICULTURIST II (CVO-5) – SG 15  
(OFFICE OF THE CITY VETERINARIAN)

- 20% Supervises personnel and activities within the area of responsibility.
- 20% Implement planned projects in animal production.
- 20% Facilitates training activities to enhance skills and knowledge of agricultural technicians, member of organizations and associations, and barangay officials for project sustainability and increase in productivity.
- 20% Implements support activities for the delivery of various inputs needed for the area project interventions.
- 10% Prepares/plans for programs and projects of the area in line with the thrust and priorities of CVO.
- 5% Prepares and submit monthly accomplished reports.
- 5% Does other tasks as may be assigned by superior.

AGRICULTURAL TECHNICIAN I (AGRI-13.1) – SG 8  
(OFFICE OF THE CITY AGRICULTURIST)

- 40% Leads a minimum of 6 laborers and a specific crop technicians assigned in the Agriculture Development Center and Barangay;
- 20% Act as subject matter specialist to at least one program crop/agriculture concern in the City;
- 10% Implements local agricultural plans and program in coordination with the national and regional government;
- 15% Assist the field supervisor in implementing special concerns and project(s);
- 15% Submit reports and does other tasks as maybe assigned by the superior.

AGRICULTURAL TECHNICIAN I (AGRI-13.2) – SG 8  
(OFFICE OF THE CITY AGRICULTURIST)

- 35% Assists the field crop supervisors and City Agriculturist in monitoring CAO Projects.
- 20% Collate monthly supervisors report and help CA in analyzing the same;

- 20% Produce the periodic and special reports of the office;
- 25% Generate and update the data-base of the office of the Agriculturist and do other tasks as maybe assigned by the superior;

AGRICULTURAL TECHNICIAN I (AGRI-13.3) – SG 8  
(OFFICE OF THE CITY AGRICULTURIST)

- 40% Act as coordinator and focal person (SMS) for all concern programs related but not limited to Crop Management;
- 25% Update, maintain and analyze data relevant to crop management, etc;
- 20% Liaise with national and provincial offices on agricultural program and recommend appropriate actions;
- 15% Submits periodic and special reports and does other task as maybe assigned by the superior.

ENGINEER III (CEO-32.1) – SG 19  
(OFFICE OF THE CITY ENGINEER)

- 50% Supervise roads and bridges construction and maintenance, building construction, water system, irrigation and other similar major projects implemented by the LGU of Bayawan City;
- 20% Supervises schedule and operation of light and heavy equipment for the construction, improvement and maintenance of farm to market roads;
- 15% Attends training, seminars, workshops, and etc. as part of service career enhancement;
- 5% Attend LGU scheduled activities, monthly meeting, etc.;
- 5% Submit Monthly reports;
- 5% Does other tasks as may be assigned by superior.

ARCHITECT II (CEO-40) – SG 15  
(OFFICE OF THE CITY ENGINEER)

- 35% Conducts site inspection for various proposed infrastructure projects;
- 35% Prepares detailed drawings, design and specifications of proposed infrastructure projects, including quality of materials for procurement purposes;
- 15% Attends training, seminars, workshops, and etc. as part of service career enhancement;
- 5% Attends LGU scheduled activities, monthly meetings, etc.
- 5% Submit Monthly reports;
- 5% Does other tasks as may be assigned by superior.

SECTION 3. This ordinance shall take effect after compliance with the provision of R.A. 7160, Local Government Code of 1991.

“Enacted.”

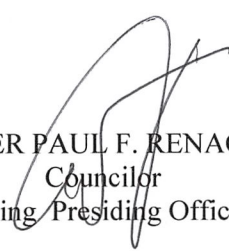
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I hereby certify to the correctness of the foregoing resolution.

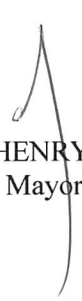
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JULIUS T. ESPARTERO  
Secretary to the Sangguniang Panlungsod

ATTESTED:

  
PETER PAUL F. RENACIA  
Councilor  
Acting Presiding Officer

APPROVED: 02 AUG 2018

  
PRYDE HENRY A. TEVES  
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City