

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 JANUARY 17, 2017 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

HON. ISMAEL P. MARTINEZ	(Presiding Officer)	Present
HON. PETER PAUL F. RENACIA		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. WARLITO C. MAGDASAL	(LNMB, President)	On Leave

RESOLUTION NO. 20

“WHEREAS, the City Veterinarian Dra. Ma. Gretta G. Valledor, in her letter dated October 13, 2014 has requested the Sangguniang Panlungsod to abolish of the vacant position under the City Veterinary Office of the Local Government Unit of Bayawan City and to create two positions in lieu of the abolished positions in order to fulfill the service requirements of the said office.

“WHEREAS, the Committee on Personnel, Good Governance and Ethics in its committee report dated January 14, 2015 has recommended for the approval of the request of the City Veterinarian and to enact an ordinance abolishing the said position and to create the requested new positions in order to fulfill the service requirements of the said office.

“WHEREAS, similarly, the City Veterinarian Dra. Ma. Gretta Valledor in her letter dated November 18, 2016 has certified the urgency of creating such positions in order to fulfill the service requirement of the said office.

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

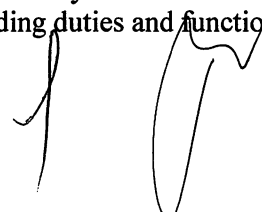
“RESOLVED, To enact, as it hereby enacts the following ordinance, to wit:

ORDINANCE NO. 4

AN ORDINANCE ABOLISHING THE POSITION OF VETERINARY IV (Item No. CVO-2) WITH A SALARY GRADED 22 UNDER THE OFFICE OF THE CITY VETERINARY OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY AND TO CREATE THE POSITIONS OF LIVESTOCK INSPECTOR (ITEM NO. CVO-2.1) WITH SALARY GRADE 6 AND ADMINISTRATIVE AIDE VI (ITEM NO. CVO-2.2) WITH A SALARY GRADE 6 IN LIEU OF THE ABOLISHED POSITION.

Be it ordained that:

Section 1. The position of Veterinary IV (Item No. CVO – 2) with Salary Grade 22 under the Office of the City Veterinary of Local Government Unit of Bayawan City is hereby abolished and to create the following positions in lieu of the abolished position with its corresponding duties and functions, to wit:



Livestock Inspector (Item No. CVO – 2.1) with Salary Grade 6

Duties and Functions:

- 40% They should conduct field work and offer basic veterinary services as per instruction of the Supervising Livestock Technician and/or the Veterinarian, guidance of Veterinary Assistant Surgeon, all scheme work followed, pregnancy and calf verification work, sample survey, inter census, livestock census, etc.
- 15% He shall maintain records of artificial insemination, pregnancy verification and calf verification will be prepared by the Livestock Inspector and appropriate records be maintained by him.
- 20% He shall attend to vaccination of Livestock in a routine manner and during out-break reports.
- 15% He shall dress minor injuries and wounds and render first aid to sick animals and to attend castration of large and small ruminants as per directions of the Veterinarian.
- 10% In addition to the above he will carry out all the instructions of the Veterinarian.

Job Qualifications of the Hiree are:

- Education : Completion of Four (4) year studies in college (preferably graduated in BS Agriculture major in Animal Science)
- Experience : 2 years relevant experience
- Training : 4 hours relevant training
- Eligibility : Relevant MC 11, s. 1996 / Career Sub-Professional (1st Level Eligibility)

Special Qualifications:

1. Conduct veterinary services like treatment, deworming, vitamin supplementation, castration in all domestic animals, administer vaccines for dogs (anti-rabies), hemosep vaccination for cattle, carabao and goats and hog cholera vaccination for swine
2. Perform simple veterinary procedures

Administrative Aide VI (Item No. CVO – 2.2) with Salary Grade 6

Duties and Functions of the City Veterinary Office

- 30% Drafts/Types communications
- 30% Receives, sort, files and releases communications and other documents
- 20% Takes charge of the reproduction of materials
- 15% Maintains records, reports and other pertinent documents
- 5% Performs other related functions

Section 2. This ordinance shall take effect after the compliance with the provisions of RA 7160, the 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:

DATE APPROVED: 23 MAR 2017

ISMAEL P. MARTINEZ
Vice Mayor
Presiding Officer

PRYDE HENRY A. TEVES
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City
- Office of the Civil Service Commission, Dumaguete City
- Office of the Human Resource Management, this city