

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 11, 2017 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

HON. ISMAEL P. MARTINEZ	(Vice Mayor)	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		On Leave
HON. SHARLOU F. JAMIN	(Acting Presiding Officer)	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)	Present

RESOLUTION NO. 423

“Final Reading of An Ordinance creating the position of Administrative Assistant IV (Bookbinder IV) under the Office of the Sangguniang Panlungsod.

“On motion of Honorable Councilor Aurelia and duly seconded by Honorable Councilor Lamis, the Council

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

ORDINANCE NO. 35

Be it ordained that:

Section 1. The position of Administrative Assistant IV (Bookbinder IV) with Salary Grade 10 under the Office of the Sangguniang Panlungsod is hereby created with its corresponding duties and functions, to wit:

Administrative Assistant IV (Bookbinder IV) – Item No. SP-7.5

Duties and Functions:

30% Classifies certificate or documents registered during the year
30% Binds classified documents registered during the year
30% Keeps all registry documents in the proper storage place
10% Does other tasks as may be assigned by superior.

Section 2. This ordinance shall take effect after the 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.

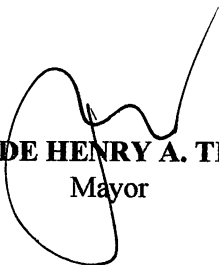
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JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:


SHARLOU P. JAMIN
Councilor
Acting Presiding Officer

DATE APPROVED: _____


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