



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 27, 2021 AT 2 PM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor & Presiding Officer	Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. RUSMAR IAN D. TIJING		Present
HON. LUIS J. SUMALPONG		On Leave
HON. JONAS M. TRIAS		Present
HON. NARCISO N. CASIPONG		Present
HON. ROLANDO B. ABRASALDO		OB – Brgy. Narra
HON. FELIPE O. SANTIAGO, JR.		Present
HON. SEVERINO SALVADOR M. CAPULSO	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 432

“Presented letter dated April 29, 2021 of Honorable Vice Mayor Henry E. Carreon, Jr., requesting for a creation of additional plantilla positions to uplift the current staffing pattern of the Office of the Sangguniang Panlungsod and Office of the Secretary to the Sangguniang Panlungsod to provide efficient delivery of public services and meeting the present demand of a functional and responsive legislative department of the city government which was approved by the Honorable Mayor Pryde Henry A. Teves.

“On motion of Honorable Councilor Rusmar Ian D. Tijing and duly seconded by Honorable Councilor Honorable Councilor Jonas M. Trias, the Council

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

ORDINANCE NO. 19

AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS IN THE OFFICE OF THE SANGGUNIANG PANLUNGSOD AND THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BAYAWAN.

Be it ordained that:

SECTION 1. The following positions are hereby created under the Office of the Sangguniang Panlungsod and the Office of the Secretary to the Sangguniang Panlungsod, to wit:

**Office of the Sangguniang Panlungsod**

Administrative Aide IV (SP-13) SG 4  
(Driver II)

Administrative Aide IV (SP-14) SG 4  
(Driver II)

**Office of the Secretary to the Sangguniang Panlungsod**

Local Legislative Staff Officer V (SP-11) – SG 22

Administrative Officer III (SP-9) – SG 14  
(Records Officer II)

Senior Administrative Assistant II (SP-12) – SG 14  
(Computer Operator IV)

Local Legislative Staff Officer II (SP-10) – SG 13

**SECTION 2. Duties and Responsibilities.**

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

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**Administrative Aide IV (SP-13) SG 4**

***Driver II***

- 30% Responsible for driving the Sangguniang Panlungsod service and taking care of officials, personnel and guests to and from various destination;
- 15% Maintain vehicle by cleaning and checking the vehicle parts to assure safe transportation of officials, personnel and guests;
- 10% Responsible for planning the route and requirements by studying the destination to avoid traffic-laden areas;
- 10% Interact with clients professionally at all times;
- 10% Arrive at destination on schedule;
- 10% Ensure that the vehicle is always fueled and ready for use;
- 5% Arrange for vehicle repairs as needed;
- 5% Keep mileage records and repair records up-to-date;
- 5% Perform other duties maybe assigned from time to time;

**Administrative Aide IV (SP-14) SG 4**

***Driver II***

- 30% Responsible for driving the Sangguniang Panlungsod service and taking care of officials, personnel and guests to and from various destination;
- 15% Maintain vehicle by cleaning and checking the vehicle parts to assure safe transportation of officials, personnel and guests;
- 10% Responsible for planning the route and requirements by studying the destination to avoid traffic-laden areas;
- 10% Interact with clients professionally at all times;
- 10% Arrive at destination on schedule;
- 10% Ensure that the vehicle is always fueled and ready for use;
- 5% Arrange for vehicle repairs as needed;
- 5% Keep mileage records and repair records up-to-date;
- 5% Perform other duties maybe assigned from time to time;

**OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD**

**Local Legislative Staff Officer V (SP-11) SG 22**

- 20% In the absence of the Secretary to the Sanggunian, acts as Officer in Charge;
- 15% Supervises the Franchising, Archival, Legislative Tracking & Information System and Appropriation, Evaluation and Control Section
- 15% Assigns work to the staff in the division. Supervises, monitors and evaluates the staff in the performance of their duties and responsibilities;
- 15% Reviews and evaluates the reports, recommendations of the Tracking and Monitoring Section regarding the implementation of ordinances and resolutions;
- 15% Performs specific research work that are referred to the division by the Vice Mayor, the Sangguniang Panlungsod Members, the SP Secretary and the general public which involves gathering and evaluation of data and coordinating with various departments and government agencies;
- 10% Supervises records management functions such as receiving, recording, indexing, sorting, filling and retrieving of approved ordinances, resolutions and other documents; and the updating of databases and web pages;
- 10% Proof read communications; review and sign transmittals and certifications; assists the Sangguniang Panlungsod Committee in the evaluation of documents relative to the accreditation of Non-Government Organizations;

**Administrative Officer III (SP-9) SG 14**  
***(Records Officer II)***

- 25% Establishes and maintains an active continuing program for management preservation and disposition of records using database;
- 20% Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the Sangguniang Panlungsod;
- 15% Checks and classifies signed correspondence before they are released for mailing;
- 15% Prepares annual and other required reports;
- 10% Authenticates copies of documents in possession of the office.
- 10% Post and release approved Ordinances.
- 5% Perform other related functions as directed by supervisor.

**Senior Administrative Assistant II (SP-12) SG 14**  
***Computer Operator IV***

- 50% To track, monitor and store communications, requests, Sangguniang Panlungsod Resolutions and Ordinances in the legislative tracking information system.
- 20% Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports;
- 20% Monitor the system for equipment failure or errors in performance;
- 10% Perform other works that maybe assigned from time to time.

**Local Legislative Staff Officer II (SP-10) SG 13**

- 20% Conduct legislative researches relevant to the preparation of draft resolution and ordinances and other legislative acts of the Sangguniang Panlungsod;
- 20% Responsible in making legislative oversight report of the Sangguniang Panlungsod;
- 15% Gather, review, analyze and interpret data, references, research materials relevant for effective legislative research;
- 15% Attends Sangguniang Panlungsod sessions and supervises the retrieval of records needed by the Sangguniang Panlungsod Members particularly resolutions, ordinances and other related documents;
- 15% Proof read Committee Reports of the Different Committees of the Sangguniang Panlungsod;
- 10% Coordinate and follow-up with National Agencies on the needed documents by the Sanggunian;
- 5% Perform other related functions as directed by the superior;

SECTION 3. This ordinance shall take effect after compliance with the provision of R.A. 7160 of the LGC of 1991.

“Enacted.”

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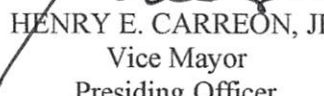
I hereby certify to the correctness of the foregoing resolution.

\* \* \*

  
JULIUS T. ESPARTERO  
Secretary to the Sangguniang Panlungsod

ATTESTED:

APPROVED:

  
HENRY E. CARREON, JR.  
Vice Mayor  
Presiding Officer

  
PRYDE HENRY A. TEVES

Mayor  
Date: 26 AUG 2021

Copy for:

- The Honorable Provincial Board, Dumaguete City