



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. 433

“1<sup>st</sup> Endorsement dated June 22, 2021 of the Honorable Mayor Pryde Henry A. Teves, requesting to abolish and create permanent positions under the Office of the City Engineer to meet the present demand of a functional, responsive and technical aspect of the department of the city government.

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

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

ORDINANCE NO. 20

AN ORDINANCE ABOLISHING TWO VACANT POSITIONS AND CREATING TWO ADDITIONAL PLANTILLA POSITIONS IN THE OFFICE OF THE CITY ENGINEER IN THE CITY GOVERNMENT OF BAYAWAN

Be it ordained that:

SECTION 1. The following positions are hereby abolished under the Office of the City Engineer, to wit:

**ADMINISTRATIVE AIDE III (SG 3) –CEO27**

**ADMINISTRATIVE AIDE III (SG 3) –CEO39**

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

**ENGINEERING AIDE (CEO-27) - SG4**

**ENGINEERING AIDE (CEO-39) - SG4**

SECTION 2. Duties and Responsibilities.

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

**OFFICE OF THE CITY ENGINEER**

**ENGINEERING AIDE (CEO-27) SG 4**

20% Assist the survey team for infrastructure project surveys;

- 20% Assist in project monitoring and preparation of project monitoring reports;
- 15% Assist in the preparation of monthly accomplishment reports;
- 15% Performs project documentation such as photos, maps and filing of necessary documents;
- 10% Analyzes data files, physical and computerized records for producing accurate analytical results;
- 10% Assists in providing general information and resolving queries of the general public and other non-technical agencies;
- 10% Encodes various communication letters

**ENGINEERING AIDE (CEO-39) SG 4**

- 15% Takes charge of inventory of all property and equipment of the department;
- 15% Acts as Property Custodian;
- 10% Prepares and submits Requisition Details (RD);
- 10% Issues/releases spare parts and equipment;
- 10% Prepares and submits Requisition and Issue Slips;
- 10% Prepares and submits Waste Material Report;
- 10% Assist in Payroll Preparation;
- 10% Prepares and submits Project Procurement Management Plan (PPMP);
- 4% Issues/releases office supplies to various sections and department;
- 3% Electronic Document tracking
- 2% Prepares and submits Monthly Accomplishment Report;
- 1% Performs such other task as may be assigned by superior

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

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