

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 NOVEMBER 15, 2016 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

HON. ISMAEL P. MARTINEZ	Vice Mayor & 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)	Present

RESOLUTION NO. 700

“Presented for consideration Resolution No. 390, current series, of the Sangguniang Panlalawigan, returning to this Body the herein Resolution No. 140, series of 2016, enacting Ordinance No. 8, abolishing the position of Administrative Officer I (Records Officer I), Salary Grade 10 under the City Public Safety Office and creating two (2) positions of Administrative Aide I (Utility Worker I), Salary Grade I in lieu of the abolished position of same office with the comments from the Human Resource Management Officer III, Mrs. Ma. Flor I. Ciudadano of the Province of Negros Oriental requesting for the duties and functions of the position and organizational chart of the unit where the subject position will be found.

“WHEREAS, the Committee on Personnel, Good Government and Ethics in its report dated November 8, 2016 recommended for the approval of the duties and functions and Organizational Chart submitted by Mrs. Cindy Salimbagat, CPSO, and to submit it to the Sangguniang Panlalawigan considering it is required by Mrs. Ma. Flor I. Ciudadano, HRMO III, Province of Negros Oriental, Office of the Governor in its Endorsement dated May 11, 2016.

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

“RESOLVED, To adopt and approve the report of Committee on Personnel, Good Government and Ethics.

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

ORDINANCE NO. 54

AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) WITH SALARY GRADE 10 UNDER THE OFFICE OF THE CITY PUBLIC SAFETY AND TO CREATE THE POSITIONS OF TWO (2) UTILITY WORKERS UNDER THE SAME OFFICE.

Be it ordained that:

Section 1. The position of Administrative Officer I (Records Officer I) with Salary Grade 10 under the Office of the City Public Safety is hereby abolished and to create the positions of two (2) Utility Workers in lieu of the abolished position also under the said office.

Section 2. The following are the duties and functions of the Utility Worker I (Item No. 5.1) under the City Public Safety Office.

- 30 % Maintain cleanliness and Orderliness in the Office
- 30 % Does messengerial
- 40 % Does other tasks as may be assigned by the Department Head
  - 10 % Conduct routinary roving of the different guarding posts of the CPSO
  - 10 % Conduct IECs and drills on disaster preparedness
  - 5 % Prepare regular duty detail of CPSO watchmen
  - 5 % Conduct checking of log books of CPSO Personnel
  - 5 % Assist in the conduct of Search and Rescue Operations if needed
  - 5 % Conduct background investigation of LGU applicants


Section 2. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the LGC of 1991.

“Enacted.”

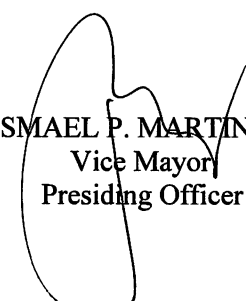
\* \* \*

I hereby certify to the correctness of the foregoing resolution.

\* \* \*

  
JULIUS T. ESPARTERO  
Secretary to the Sangguniang Panlungsod

ATTESTED:

  
ISMAEL P. MARTINEZ  
Vice Mayor  
Presiding Officer

DATE APPROVED: DEC 01 2016

  
PRYDE HENRY A. TEVES  
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City