

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. 703

“Presented for consideration Resolution No. 316, series of 2016, of the Sangguniang Panlalawigan of Negros Oriental returning to this Body Resolution No. 737, series of 2015, of the Sangguniang Panlungsod of Bayawan, this province, enacting Ordinance No. 48, creating the position of Forty (40) Administrative Aide I (Utility Worker I) positions under the Support Services of the City Mayor’s Office, and appropriating funds thereof, superseding Resolution No. 103, enacting Ordinance No. 2, same series, inviting attention to the comment of the Human Resource Management Officer III embodied in her 2<sup>nd</sup> Indorsement dated April 6, 2016 recommending that the existing Organizational Structure and the Staffing Pattern of the City shall be submitted.

“WHEREAS, the Honorable Mayor Ismael P. Martinez in his letter dated September 10, 2015 has requested the Honorable Sangguniang Panlungsod to amend the creation of 40 casuals positions to 40 Administrative Aide I (Utility Worker I) positions with corresponding daily wage of Php388/day anchored on Salary Grade 1, to conform to the index of position titles as stipulated in LBC No. 61.

“On motion of Honorable Councilor Trias and duly seconded by Honorable Councilor Tijing, the Council

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

ORDINANCE NO. 56

AN ORDINANCE CREATING THE POSITION OF FORTY (40) ADMINISTRATIVE AIDE I (UTILITY WORKER I) UNDER THE SUPPORT SERVICES OF THE OFFICE OF THE CITY MAYOR.

Be it ordained that:

SECTION 1. There shall be created the positions of Forty (40) Administrative Aide I (Utility Worker I) under the Support Services of the Office of the City Mayor.

SECTION 2. The following are the position description and Functional Statement of the Office of the City Mayor of the Forty (40) Administrative Aide I (Utility Worker I) under the Support Services of the Office of the City Mayor to be created:

Position Description:

ADMINISTRATIVE AIDE I (CASUAL)

- Provide administrative support and coordination for an assigned department.
- Develop, maintain and archive a variety of files and records for information related to the department.
- Based on technical expertise and background, may supervise, plan, and participate in special projects as assigned.
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service.
- Does other task as may be assigned by the superior.

Functional Statement of the Office of the City Mayor:

1. To exercise general supervision and control over all programs, projects, services and activities of the city.
2. To implement all approved policies, programs, projects, services and activities of the city.
3. To enforce all laws and ordinances relative to the governance of the city and in the exercise of the appropriate corporate powers provided in Rule IX of the Local Government Code of 1991.
4. To initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development, plans, programs objectives and priorities as provided in Section 18 of the Code, particularly the resources and revenues programmed for agro-industrial development and countryside growth and progress; and
5. To ensure the delivery of basic services and the provisions of adequate facilities as provided in Rule V of the Local Government Code of 1991.


SECTION 2. Effectivity Clause. This ordinance shall take effect upon the approval of the Local Chief Executive.

“Enacted.”

\* \* \*


I hereby certify to the correctness of the foregoing resolution.


\* \* \*

  
JULIUS T. ESPARTERO  
Secretary to the Sangguniang Panlungsod

ATTESTED:

DATE APPROVED: DEC 27 2016

  
ISMAEL P. MARTINEZ  
Vice Mayor  
Presiding Officer

  
PRYDE HENRY A. TEVES  
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City