



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 OCTOBER 24, 2022 AT 10:00 AM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

| | | |
|-----------------------------------|--------------------------------|----------|
| HON. HENRY E. CARREON, JR. | Vice Mayor & Presiding Officer | Present |
| HON. MARK FIDENCIO L. AURELIA | | Present |
| HON. NARCISO N. CASIPONG | | Present |
| HON. RUSMAR IAN D. TIJING | | Present |
| HON. MERLITA R. GAUDIEL | | OB-Bohol |
| HON. NICO ANGELO L. LIM | | Present |
| HON. ROLANDO B. ABRASALDO | | Present |
| HON. KARL T. SARAÑA | | Present |
| HON. LUIS J. SUMALPONG | | Present |
| HON. FELIPE O. SANTIAGO, JR. | | Present |
| HON. MA. LUCIANA T. TIZON | | Present |
| HON. SEVERINO SALVADOR M. CAPULSO | (Acting LNMB President) | Present |
| HON. TRISTAN GOLD T. TORRILLO | (SK Federated President) | Present |

RESOLUTION NO. 797

“Presented letter dated October 10, 2022 of the Honorable Mayor John T. Raymond, Jr., requesting for creation of plantilla positions to have a more responsive and accountable local government structure;

“WHEREAS, Supreme Court Ruling, Executive Order (EO) No. 138, series of 2021 order the full devolution of functions, services, and facilities by the National Government to the LGUs not later than the end of FY2021;

“WHEREAS, Section 10 of Executive Order No. 138, series of 2021, instructs all LGUs to formulate and prepare their Devolution Transition Plans (DTPs) to guide the transition in their full assumption of the devolved roles and responsibilities shall be funded from the share of the LGUs in the proceeds of the national taxes and other local revenues;

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

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

ORDINANCE NO. 34

AN ORDINANCE CREATING TWENTY-NINE (29) PLANTILLA POSITIONS IN THE CITY HEALTH OFFICE AND ONE (1) PLANTILLA POSITION IN THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY.

Be it ordained that:

SECTION 1. The following positions are hereby created under the City Health Office and the City Social Welfare and Development Office, to wit:

City Health Office

Laboratory Technician III (CHO-23.1) SG 10

Laboratory Technician III (CHO-23.2) SG 10

Medical Technologist II (CHO-24.1) SG 15

Medical Technologist II (CHO-24.2) SG 15

Medical Technologist II (CHO-24.3) SG 15

Midwife III (CHO-25.1) SG 13

Midwife III (CHO-25.2) SG 13

Midwife III (CHO-25.3) SG 13

Midwife III (CHO-25.4) SG 13

Midwife III (CHO-25.5) SG 13

Midwife III (CHO-25.6) SG 13

Nurse III (CHO-26.1) SG 17

Nurse III (CHO-26.2) SG 17

Nurse III (CHO-26.3) SG 17

Nurse III (CHO-26.4) SG 17

Nurse III (CHO-26.5) SG 17

Nurse III (CHO-26.6) SG 17

Medical Officer VI (CHO-27.1) SG 24

Medical Officer VI (CHO-27.2) SG 24

Nurse IV (CHO-28.1) SG 19

Nurse IV (CHO-28.2) SG 19

Nurse IV (CHO-28.3) SG 19

Nurse IV (CHO-28.4) SG 19

Nurse IV (CHO-28.5) SG 19

Nurse IV (CHO-28.6) SG 19

Nurse III (CHO-29) SG 17

Administrative Officer V (CHO-30) SG 18
(Administrative Officer III)

Nurse III (CHO-26.7) SG 17

Psychologist II (CHO-34) SG 15

City Social Welfare and Development Office

Psychologist I (CSWD-15) SG 11

SECTION 2. Duties and Responsibilities.

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

CITY HEALTH OFFICE

Laboratory Technician III (CHO-23.1) SG 10

- 25% Performs various laboratory tests such as hematology, fecalysis, and urinalysis;
- 20% Monitors the activities involved for a laboratory analysis such as the preparation of chemical reagents and other medical microscopic examinations and specimens;
- 15% Trains subordinates on laboratory equipment operation and laboratory analysis Research;
- 20% Monitors the cleanliness and upkeep of laboratory equipment and area;
- 15% Reviews and ensures accuracy of laboratory results prior to release;
- 5% Performs other related functions as may be assigned.

Laboratory Technician III (CHO-23.2) SG 10

- 25% Performs various laboratory tests such as hematology, fecalysis, and urinalysis;
- 20% Monitors the activities involved for a laboratory analysis such as the preparation of chemical reagents and other medical microscopic examinations and specimens;
- 15% Trains subordinates on laboratory equipment operation and laboratory analysis research;
- 20% Monitors the cleanliness and upkeep of laboratory equipment and area;
- 15% Reviews and ensures accuracy of laboratory results prior to release;
- 5% Performs other related functions as may be assigned.

Medical Technologist II (CHO-24.1) SG 15

- 25% Supervise the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans;
- 20% Monitors and evaluates the implementation of health programs and projects;
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation;
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation;
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Medical Technologist II (CHO-24.2) SG 15

- 25% Supervise the Rural Health Midwives in order to promote nursing care to patient;

- 20% Develops program plans;
- 20% Monitors and evaluates the implementation of health programs and projects;
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation;
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation;
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Medical Technologist II (CHO-24.3) SG 15

- 25% Supervise the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans;
- 20% Monitors and evaluates the implementation of health programs and projects;
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation;
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation;
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Midwife III (CHO-25.1) SG 13

- 20% Act as Birthing Station Manager;
- 15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;
- 15% Accomplish patient's pantograph and monitor progress of labor;
- 10% Monitor and record vital signs of patient on imminent labor;
- 10% Review history & record laboratory results of pregnant clients;
- 10% Attend normal prenatal, natal & post-natal consultations of clients in the birthing station;
- 5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;
- 10% Conduct Newborn Screening activities to babies delivered at Birthing Station;
- 5% Perform other duties and responsibilities as may be assigned from time to time.

Midwife III (CHO-25.2) SG 13

- 20% Act as Birthing Station Manager;

- 15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;
- 15% Accomplish patient's pantograph and monitor progress of labor;
- 10% Monitor and record vital signs of patient on imminent labor;
- 10% Review history & record laboratory results of pregnant clients;
- 10% Attend normal prenatal, natal & post-natal consultations of clients in the birthing station;
- 5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;
- 10% Conduct Newborn Screening activities to babies delivered at Birthing Station;
- 5% Perform other duties and responsibilities as may be assigned from time to time.

Midwife III (CHO-25.3) SG 13

- 20% Act as Birthing Station Manager;
- 15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;
- 15% Accomplish patient's pantograph and monitor progress of labor;
- 10% Monitor and record vital signs of patient on imminent labor;
- 10% Review history & record laboratory results of pregnant clients;
- 10% Attend normal prenatal, natal & post-natal consultations of clients in the birthing station;
- 5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;
- 10% Conduct Newborn Screening activities to babies delivered at Birthing Station;
- 5% Perform other duties and responsibilities as may be assigned from time to time.

Midwife III (CHO-25.4) SG 13

- 20% Act as Birthing Station Manager;
- 15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;
- 15% Accomplish patient's pantograph and monitor progress of labor;
- 10% Monitor and record vital signs of patient on imminent labor;
- 10% Review history & record laboratory results of pregnant clients;
- 10% Attend normal prenatal, natal & post-natal consultation of clients in the birthing station;
- 5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;
- 10% Conduct Newborn Screening activities to babies delivered at Birthing Station;

5% Perform other duties and responsibilities as may be assigned from time to time.

Midwife III (CHO-25.5) SG 13

20% Act as Birthing Station Manager;

15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;

15% Accomplish patient's pantograph and monitor progress of labor;

10% Monitor and record vital signs of patient on imminent labor;

10% Review history & record laboratory results of pregnant clients;

10% Attend normal prenatal, natal & post-natal consultation of clients in the birthing station;

5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;

10% Conduct Newborn Screening activities to babies delivered at Birthing Station;

5% Perform other duties and responsibilities as may be assigned from time to time.

Midwife III (CHO-25.6) SG 13

20% Act as Birthing Station Manager;

15% Perform basic physical examinations such as Leopold's Maneuver, Initial Examination, among other;

15% Accomplish patient's pantograph and monitor progress of labor;

10% Monitor and record vital signs of patient on imminent labor;

10% Review history & record laboratory results of pregnant clients;

10% Attend normal prenatal, natal & post-natal consultations of clients in the birthing station;

5% Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;

10% Conduct Newborn Screening activities to babies delivered at Birthing Station;

5% Perform other duties and responsibilities as may be assigned from time to time.

Nurse III (CHO-26.1) SG 17

25% Supervises the Rural Health Midwives in order to promote nursing care to patient;

20% Develops program plans.

20% Monitors and evaluates the implementation of health programs and projects.

10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.

- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Nurse III (CHO-26.2) SG 17

- 25% Supervises the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans.
- 20% Monitors and evaluates the implementation of health programs and projects.
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Nurse III (CHO-26.3) SG 17

- 25% Supervises the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans.
- 20% Monitors and evaluates the implementation of health programs and projects.
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Nurse III (CHO-26.4) SG 17

- 25% Supervises the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans.
- 20% Monitors and evaluates the implementation of health programs and projects.
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;



5% Performs other related functions as may be assigned.

Nurse III (CHO-26.5) SG 17

25% Supervises the Rural Health Midwives in order to promote nursing care to patient;

20% Develops program plans.

20% Monitors and evaluates the implementation of health programs and projects.

10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.

10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.

10% Prepares regional program reports, and;

5% Performs other related functions as may be assigned.

Nurse III (CHO-26.6) SG 17

25% Supervises the Rural Health Midwives in order to promote nursing care to patient;

20% Develops program plans.

20% Monitors and evaluates the implementation of health programs and projects.

10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.

10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.

10% Prepares regional program reports, and;

5% Performs other related functions as may be assigned.

Medical Officer VI (CHO-27.1) SG 24

15% Directs treatment, management, and care of conditions classified as medical cases under one's area of specialization;

15% Guides medical physicians in the diagnosis, management, and care of complicated and unusual medical cases;

10% Educates, trains, and mentors physicians undergoing training for medical specialization;

10% Organizes and conducts conferences and scientific activities for the department;

5% Attends to emergency calls for special medical cases;

10% Prepares work and financial plans for the department;

5% Performs other related functions as may be assigned;

15% Evaluates performance of Medical Officers and other direct subordinates;

5% Coordinates public health programs as assigned;

10% Ensures completeness of relevant medical documentation.

Medical Officer VI (CHO-27.2) SG 24

- 15% Directs treatment, management, and care of conditions classified as medical cases under one's area of specialization;
- 15% Guides medical physicians in the diagnosis, management, and care of complicated and unusual medical cases;
- 10% Educates, trains, and mentors physicians undergoing training for medical specialization;
- 10% Organizes and conducts conferences and scientific activities for the department;
- 5% Attends to emergency calls for special medical cases;
- 10% Prepares work and financial plans for the department;
- 5% Performs other related functions as may be assigned;
- 15% Evaluates performance of Medical Officers and other direct subordinates;
- 5% Coordinates public health programs as assigned;
- 10% Ensures completeness of relevant medical documentation.

Nurse IV (CHO-28.1) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment's and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;
- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse IV (CHO-28.2) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;
- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse IV (CHO-28.3) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment's and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;
- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse IV (CHO-28.4) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment's and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;
- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse IV (CHO-28.5) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment's and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;
- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse IV (CHO-28.6) SG 19

- 20% Prepares monthly schedule of duties and off duties of nursing personnel;
- 25% Coordinates all activities of nursing service with other services and make sure to provide the unit adequate personnel, equipment's and facilities to be in good condition;
- 25% Observes and evaluates nursing activities and the performance of personnel to determine whether they are meeting the desired standards;

- 20% Formulates and recommends policies for improvement of patient care, participates in planning of personnel policies and interprets the needs and interest of the nursing personnel;
- 10% Perform other related functions required by his/her immediate supervisor.

Nurse III (CHO-29) SG 17

- 25% Supervises the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans.
- 20% Monitors and evaluates the implementation of health programs and projects.
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.
- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

***Administrative Officer V (CHO-30) SG 18
(Administrative Officer III)***

- 20% Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary DOH and LGU news and information.
- 20% Ensuring the confidentiality and security of files and filing systems.
- 10% Operating copy equipment, fax machines, printers or other equipment necessary.
- 10% Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.
- 10% Occasionally traveling off-site to deliver reports or files to other departments.
- 20% Formulate Annual budget proposal.
- 10% Collect and monitor monthly DTRs, leaves, day-off, and compensatory overtime credits of employees.

Nurse III (CHO-26.7) SG 17

- 25% Supervises the Rural Health Midwives in order to promote nursing care to patient;
- 20% Develops program plans.
- 20% Monitors and evaluates the implementation of health programs and projects.
- 10% Provides technical assistance to LGUs and other partner organizations relevant to program implementation and evaluation.

- 10% Coordinates with the LGUs, other government agencies, NGOs, and other stakeholders for an effective and integrated health program implementation.
- 10% Prepares regional program reports, and;
- 5% Performs other related functions as may be assigned.

Psychologist II (CHO-34) SG 15

- 20% Gather patient medical history.
- 20% Perform patient assessments and interviews to identify psychiatric issues.
- 20% Develop treatment plans to reduce or eliminate psychological problems.
- 20% Follow up with patients to determine effectiveness of treatment and make adjustments when necessary.
- 20% Work with families, groups, and individuals on specific psychological issues.

City Social Welfare and Development Office

Psychologist I (CSWD-15) SG 11

- 30% Develops intervention program for clients;
- 30% Recommends and refers social cases to appropriate partner agencies;
- 20% Conducts counseling sessions to clients;
- 10% Conducts psychological assessment to clients
- 10% Provides technical support to social workers.

SECTION 3. Implementing Guidelines. The City Human Resource Management Office is hereby mandated and shall see to it that the plantilla positions as herein created for Local Government Unit of Bayawan City is in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

SECTION 4. Separability Clause. If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.

SECTION 5. This ordinance shall take effect after compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

“Enacted.”

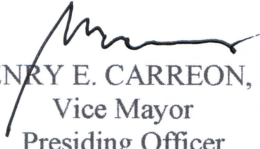
* * *

I hereby certify to the correctness of the foregoing resolution.

* * *



JULIUS T. ESPARTERO
 Secretary to the Sangguniang Panlungsod

ATTESTED:



HENRY E. CARREON, JR.
Vice Mayor
Presiding Officer

APPROVED:



JOHN T. RAYMOND, JR.
Mayor
Date: 16 NOV 2022

Copy for:

- The Honorable Provincial Board, Dumaguete City