



REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF SANTA MARIA
PROVINCE OF BULACAN

OFFICE OF THE SANGGUNIANG BAYAN

PROVINCIAL BUDGET
RECEIVED
DATE: 3-13-24 TIME: 9:52

EXCERPTS FROM THE MINUTES OF THE 83RD REGULAR SESSION OF THE ELEVENTH SANGGUNIANG BAYAN OF SANTA MARIA, BULACAN HELD ON FEBRUARY 19, 2024 AT THE SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

HON. PABLO L. JUAN – MUNICIPAL VICE MAYOR

SANGGUNIANG BAYAN MEMBERS:

Hon. Marisa T. Tuazon (Online)
Hon. Neil B. Mateo
Hon. Nelson Carmelo V. Luciano
Hon. Jesus B. de Guzman, Jr.
Hon. Leovigildo A. Ramos
(Ex-Officio – LnB President)

Hon. Froilan C. Caguiat
Hon. Carl Gerard Castillo
Hon. Esperanza G. Ramos
Hon. Mark Angelo R. Clemente
Hon. Marco B. Trajano
(Ex-Officio – SK Federation Pres.)



ABSENT: N O N E

ORDINANCE NO. 668

Sponsored by: Coun. Neil B. Mateo

DATE: 3-13-24
TIME: 10:20
BY: Roca

AN ORDINANCE CREATING EIGHTEEN (18) NEW PLANTILLA POSITIONS IN VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF SANTA MARIA, BULACAN AND APPROPRIATING FUNDS THEREFOR

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a)(1)(vii) of the same Code provides that the Sangguniang Bayan, as the legislative body of the municipality, has the power to determine positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

WHEREAS, the Organizational Structure and Staffing Pattern shall be established within the financial capability of LGUs, taking into consideration the budgetary limitations provided for in Section 325 of R.A. No. 7160;

WHEREAS, to accelerate and improve the delivery of basic services to the constituency, the Municipality of Santa Maria, Bulacan has decided and caused the creation of eighteen (18) new plantilla positions in various offices;

WHEREAS, funds relative to the creation of these eighteen (18) new plantilla positions have been appropriated in the 2024 Annual Budget of the Municipal Government;

NOW, THEREFORE, on motion of Hon. Neil B. Mateo duly seconded by all Sangguniang Bayan Members

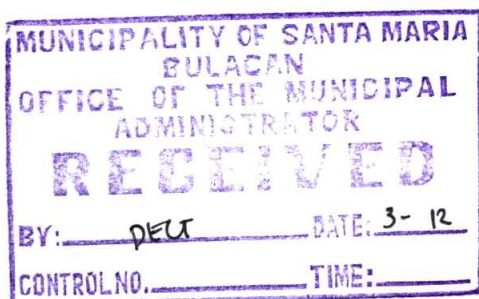
HRMO

SANTA MARIA, BULACAN

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BY: Shoya
DATE: 3/12/24 TIME: 8:54am

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BE IT ENACTED BY THE SANGGUNIANG BAYAN OF SANTA MARIA, BULACAN IN ITS REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE. This ordinance shall be known as "An Ordinance Creating Eighteen (18) New Plantilla Positions in Various Offices in the Municipal Government of Santa Maria, Bulacan and Appropriating Funds Therefor".

SECTION 2. PURPOSE. To effectively address the current demands placed upon a very responsive and functional government institution.

SECTION 3. CREATION OF POSITIONS. – To ensure efficient and effective delivery of services, the following eighteen (18) new plantilla positions in the different offices of the Municipal Government of Santa Maria, Bulacan are hereby created:

OFFICE OF THE MUNICIPAL MAYOR (PERSONAL STAFF)

One (1) Security Agent I – SG-8

OFFICE OF THE MUNICIPAL MAYOR (BUSINESS PERMITS & LICENSING OFFICE)

One (1) Licensing Officer III – SG-18

OFFICE OF THE MUNICIPAL MAYOR (YOUTH DEVELOPMENT UNIT)

One (1) Youth Development Officer II – SG-14

OFFICE OF THE MUNICIPAL MAYOR (PUBLIC EMPLOYMENT SERVICE OFFICE)

One (1) Senior Labor and Employment Officer – SG-19

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

One (1) Administrative Officer V (Records Officer III) – SG-18

OFFICE OF THE MUNICIPAL ADMINISTRATOR

One (1) Administrative Officer IV – SG-15

One (1) Administrative Officer II – SG-11

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER

One (1) Administrative Officer IV (Human Resource Management Officer II)
– SG-15

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

One (1) Registration Officer III – SG-18

OFFICE OF THE MUNICIPAL TREASURER

One (1) Local Revenue Collection Officer III – SG-18

OFFICE OF THE MUNICIPAL ASSESSOR

One (1) Local Assessment Operations Officer III – SG-18

OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

One (1) Social Welfare Officer III – SG-18

OFFICE OF THE MUNICIPAL HEALTH SERVICES

One (1) Population Program Officer III – SG-18

One (1) Medical Technologist III – SG-18

One (1) Nurse II – SG-16

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One (1) Midwife III – SG-13
One (1) Sanitation Inspector III – SG-11

OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES
One (1) Senior Environmental Management Specialist – SG-18

The corresponding salary grades, duties, functions and responsibilities of the eighteen (18) new plantilla positions are hereby attached on this Ordinance as *Annex A*.

SECTION 4. APPROPRIATIONS. For the effective and continuous implementation of this Ordinance, funds for the salaries, allowances, bonuses, benefits, premiums and other expenditures relative to the creation of these eighteen (18) new plantilla positions shall be sourced out from the appropriation for Personal Services embodied in the Municipality's 2024 Annual Budget.

SECTION 5. APPLICABILITY CLAUSE. – All other related matters not specifically provided in this Ordinance shall be governed by the pertinent provisions of existing applicable laws or ordinances.

SECTION 6. REPEALING CLAUSE. – All existing ordinances, rules and regulations or parts thereof in conflict or inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.


SECTION 7. EFFECTIVITY. – This Ordinance shall take effect immediately upon approval of the Sangguniang Panlalawigan and in accordance with the provisions of Republic Act No. 7160.

ENACTED by the 11th Sangguniang Bayan of Santa Maria, Bulacan on its 83rd Regular Session this 19th day of February, 2024.

APPROVED.

X=====X

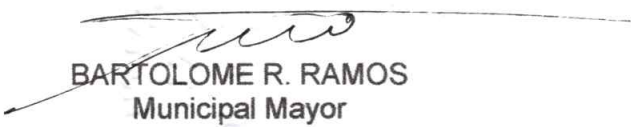
I hereby certify that this Ordinance has been approved by the Sangguniang Bayan.


EVELYN B. DILAG
Secretary to the Sangguniang Bayan

ATTESTED BY:


PABLO L. JUAN
Municipal Vice Mayor

APPROVED BY:


BARTOLOME R. RAMOS
Municipal Mayor





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"ANNEX A"

SALARY GRADES, DUTIES, FUNCTIONS AND RESPONSIBILITIES
OF THE EIGHTEEN (18) NEW PLANTILLA POSITIONS

POSITION : (1) SECURITY AGENT I
SALARY GRADE : -8
OFFICE : OFFICE OF THE MUNICIPAL MAYOR
(CONFIDENTIAL STAFF)

DUTIES AND FUNCTIONS

- Ensures safety of the Municipal Mayor and the properties within his jurisdiction;
- Investigates and reports hazards and suspicious activities to the proper authority for corrective actions;
- Observes the activity in the assigned area and alerting the visitors of any case of infractions;
- Assists the people in the building or on the grounds requiring directions or information;
- Does other duties that maybe assigned from time to time.

POSITION : (1) LICENSING OFFICER III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL MAYOR (BPLO)

DUTIES AND FUNCTIONS

- Evaluates requirements of business permit applicants;
- Inspects business establishments around the municipality to determine those establishments operating without permit;
- Issues notice of closure to the erring business establishments;
- Determines those establishments that did not comply with the notices/advisories at certain dates;
- Prepares communications for the office as well as draft communications for signature of the Local Chief Executive;
- Does site inspection to validate complaints;



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- Performs such other duties as may be assigned by the Local Chief Executive.

POSITION : (1) YOUTH DEVELOPMENT OFFICER II
SALARY GRADE : -14
OFFICE : OFFICE OF THE MUNICIPAL MAYOR

DUTIES AND FUNCTIONS

- Registers and verifies youth and youth-serving organizations (Subject to the Revitalized Youth Organizations Registration Program (YORP) guidelines;
- Provides technical assistance to the Local Youth Development Council in the formulation of the Local Youth Development Plan;
- Facilitates the election of the Local Youth Development Council (LYDC) representatives in the municipality;
- Serves as secretariat of the Local Youth Development Council (LYDC);
- Conducts the mandatory and continuing training of SK officials and Local Youth Development Council (LYDC) members in accordance with the programs jointly designed and implemented by the commission and the Department of Interior and Local Government (DILG);
- Provides technical, logistical, and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
- Coordinates with the Commission, with regard to the youth programs within their jurisdiction;
- Performs such other functions as may be prescribed by law, ordinance or the Local Chief Executive, the Commission, or the DILG may require.

POSITION : (1) SENIOR LABOR AND EMPLOYMENT OFFICER
SALARY GRADE : -19
OFFICE : PUBLIC EMPLOYMENT SERVICE OFFICE

DUTIES AND FUNCTIONS

- Develops action plans, proposals and other documents needed in the implementation of programs and services;



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- Identifies training needs and arrange staff training as needed;
- Responsible for informal stages of staff discipline, including coaching and counselling;
- Maintains a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from client;
- Conducts review of daily procedures being implemented in order to update and trim down unnecessary processes and carry-out remedial actions;
- Maintains effective communication with the Local Chief Executive to appraise and provide recommendations for policy directions;
- Conducts with different institutions in the conduct of Job Fairs;
- Coordinates with TESDA in the formulation and conduct of skills and livelihood training.

POSITION : (1) ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)
SALARY GRADE : -18
OFFICE : OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

DUTIES AND FUNCTIONS

- Establishes and maintains an active continuing program for management preservation and disposition of records using database;
- Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the Sangguniang Bayan;
- Ensures that the Legislative Tracking System is updated;
- Assists the Sangguniang Bayan Members during Committee Hearings and Regular/Special Session;
- Does other related duties as may be assigned by the immediate supervisor.



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POSITION : (1) ADMINISTRATIVE OFFICER IV
SALARY GRADE : -15
OFFICE : OFFICE OF THE MUNICIPAL ADMINISTRATOR

DUTIES AND FUNCTIONS

- Prepares Memorandum of Agreement/Contracts with different institutions for signature of the appointing authority;
- Prepares memoranda, office orders, internal announcements for distribution to all concerned;
- Prepares Executive Orders and Sangguniang Bayan endorsements;
- Prepares Local School Board Resolutions and requests;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) ADMINISTRATIVE OFFICER II
SALARY GRADE : -11
OFFICE : OFFICE OF THE MUNICIPAL ADMINISTRATOR

DUTIES AND FUNCTIONS

- Prepares graphic designs, templates, lay-outs of tarpaulin for printing and for Facebook posting;
- Prepares lay-out for tarpaulin, sticker, banner, sintra boards, standee as requested by the different offices;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE
MANAGEMENT OFFICER II)
SALARY GRADE : -15
OFFICE : OFFICE OF THE MUNICIPAL HUMAN RESOURCE
MANAGEMENT OFFICER

DUTIES AND FUNCTIONS

- Prepares appointment papers and other pertinent documents relative to appointment;
- Prepares service card of newly appointed employees;
- Prepares plantilla of casual appointments and report on appointments issued;



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- Prints-out payslip of all municipal officials and employees;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) REGISTRATION OFFICER III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

DUTIES AND FUNCTIONS

- Accepts all civil registry documents and judicial decrees affecting the civil status of persons;
- Files, keeps and preserves in a secure place the books required by law;
- Issues certified transcripts of copies of any certificate or registered documents upon payment of the prescribed fees at the Treasurer's Office;
- Receives applications for the issuances of marriage license and after all requirements have been complied with, issue the license upon payment of the authorized fees at the Treasurer's Office;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) LOCAL REVENUE COLLECTION OFFICER III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL TREASURER

DUTIES AND FUNCTIONS

- Balances all accountable forms, official receipts and verifies if all accountable forms are properly accounted;
- Prepares treasurer's monthly report of accountability for accountable forms;
- Prepares statement of Income and Expenditures;
- Supervises the procurement and issuance of accountable forms by the revenue collection unit;
- Posts daily collections in cash books according to funds;
- Does other related duties as may be assigned by the immediate supervisor.

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POSITION : (1) LOCAL ASSESSMENT OPERATIONS OFFICER III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL ASSESSOR

DUTIES AND FUNCTIONS

- Issues certified copy of tax declaration and other certifications;
- Encodes Real Property Appraisal and Assessment to the system which includes Simple Transfer of Ownership, Consolidation/Subdivision, Correction of Location, Reclassification/Reassessment, Discovery, New Assessment and Depreciation of Market Value;
- Issues tax declaration, no improvement, no property, property holdings with improvement and other assessment records;
- Verifies boundaries on lots subject for updating of assessment records;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) SOCIAL WELFARE OFFICER III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

DUTIES AND FUNCTIONS

- Conceptualizes, prepares and implements programs, plans, goals/objectives and ensures its achievements upon approval of the Local Chief Executive;
- Reviews and signs certifications, social case study reports of indigent clients for emergency assistance program;
- Assists the Local Chief Executive in the implementation of barangay projects/programs for the development and protection of children;
- Provides psycho-social intervention or therapeutic counselling to clients-victims of child abuse, wife-battering and other forms of family violence, including juvenile delinquent minors;



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- Assists in the formation of organization and other related social welfare program in the municipality's relocation area;
- Prepares case study reports;
- Prepares plans and initiates the evacuation and relief operation;
- Provides assistance in the aftermath of the man-made disaster and natural calamities.

POSITION : **(1) POPULATION PROGRAM OFFICER III**
SALARY GRADE : **-18**
OFFICE : **OFFICE OF THE MUNICIPAL HEALTH SERVICES**

DUTIES AND FUNCTIONS

- Coordinates with local departments and offices including barangays for the planning and conduct of critical strategies for the full implementation of the program on population and family planning which is community/barangay based within the locality;
- Mobilizes community workers to map and locate couples and individuals with unmet need for modern family planning methods;
- Conducts intensive community-based demand generation and referral activities, and ensure provision of quality modern Family Planning Information and services guided by the principle of informed choice and voluntarism;
- Engages, collaborates and partners with relevant government agencies such as DOH and POPCOM, CSO's and other private sector in attaining and sustaining unmet need for modern family planning methods;
- Generates and mobilizes necessary resources for the implementation of the program within the locality; and,
- Sustains continuing training and capacity-building activities to be designed and supported by the national government program under Joint Memorandum Circular No. 2019-01, series of 2018, of DOH NEDA-POPCOM, recruitment and deployment of Barangay Service Point Officers (BSPO) and other community-based population volunteers and continually support them through logistics provision and monetary and/or non-monetary incentives as appropriate and allowable.



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POSITION : (1) MEDICAL TECHNOLOGIST III
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL HEALTH SERVICES

DUTIES AND FUNCTIONS

- Performs sputum examination to all symptomatic patients such as collection of sputum, smearing, staining, reading and reporting;
- Performs laboratory work-ups;
- Maintains all records pertaining to T.B. patients and submits reports;
- Conducts inventory of all logistics in the laboratory;
- Attends in-service trainings, meeting and convention;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) NURSE II
SALARY GRADE : -16
OFFICE : OFFICE OF THE MUNICIPAL HEALTH SERVICES

DUTIES AND FUNCTIONS

- Supervises and provides technical assistance to all midwives assigned in the station;
- Conducts pre-marital counselling seminars;
- Prepares nursing care plan for newly referred T.B. patients;
- Conducts medicine/logistics inventories and process request if necessary;
- Assists in the preparation of operational health plan;
- Prepares and consolidates reports of accomplishments for assessment and submission;
- Does other related duties as may be assigned by the immediate supervisor.



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POSITION : (1) MIDWIFE III
SALARY GRADE : -13
OFFICE : OFFICE OF THE MUNICIPAL HEALTH SERVICES

DUTIES AND FUNCTIONS

- Provides direct care to normal childbearing women during pregnancy until the end of puerperium as well as to normal newborn infants;
- Immunizes infants (0-11 mos.) with specific antigens;
- Attends to normal deliveries in the lying-in clinics;
- Participates in the education and motivation of couples in planning their families;
- Informs and disseminates healthcare programs in the assigned areas;
- Identifies T.B. symptomatics and encourage them to undergo sputum smear examination;
- Assesses and manages diarrheal and acute respiratory infection cases;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) SANITATION INSPECTION III
SALARY GRADE : -11
OFFICE : OFFICE OF THE MUNICIPAL HEALTH SERVICES

DUTIES AND FUNCTIONS

- Conducts sanitary inspection of all business establishments in accordance with the sanitation code;
- Issues sanitary permits to establishments and health care certificates to all personnel when found complying with the rules and regulations, ordinances & other pertinent laws adopted by the municipality;
- Conducts water quality surveillance inspection, sampling and disinfection;
- Recommends through the Municipal Health Officer prosecution of any violation of sanitary laws, ordinances and other pertinent laws;
- Performs and supervises excreta disposal activities;



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- Consolidates and submits reports of accomplishments for assessment of all sanitation inspectors in different health units;
- Does other related duties as may be assigned by the immediate supervisor.

POSITION : (1) SENIOR ENVIRONMENTAL MANAGEMENT
SPECIALIST
SALARY GRADE : -18
OFFICE : OFFICE OF THE MUNICIPAL ENVIRONMENT AND
NATURAL RESOURCES

DUTIES AND FUNCTIONS

- Implements Solid Waste Management Programs of the municipality;
- Monitors and validates compliance of business establishments to the provisions of Republic Act No. 9003 or the Ecological Solid Waste Management Act of 2000;
- Conducts Information Education Campaign pertaining to solid waste management programs;
- Supervises the processing and production of bio-wastes into organic soil conditioner;
- Executes, serves, endorses and complies Notices of Violations;
- Assists in the conduct of Solid Waste Management Board meetings;
- Does other related duties as may be assigned by the immediate supervisor.