



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNJANG BAYAN

Municipal Building, Poblacion, Bulalacao, Oriental Mindoro, 5214

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON FEBRUARY 20, 2008 AT THE SANGGUNIANG BAYAN SESSION HALL

PRESENT:

Hon. Juan L. Salas, Sr.	-	Temporary Presiding Officer
Hon. Gabriel C. Hermitao	-	Sang. Bayan Member
Hon. Leonardo A. Andallon	-	-do-
Hon. Sanny O. Madra	-	-do-
Hon. Roberto A. Hilario	-	-do-
Hon. Eric Michael R. Pajotal	-	-do-
Hon. Joseph Rey S. Amparo	-	SK Fed. President

ABSENT:

Hon. Salvador A. Magalay	-	Mun. Vice Mayor- O.B.
Hon. Hon. Guillermo G. Salas, Jr.	-	Sang. Bayan Member
Hon. Efen S. Acosta	-	-do- O.B.
Hon. Rosalinda M. Cabagay	-	-do-

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SPECIAL ORDINANCE NO. 06-02-02

AN ORDINANCE ADOPTING BUDGET CIRCULAR NO. 2004-3, DATED MARCH 6, 2004 PRESCRIBING THE "CONVERSION OF POSITIONS PERFORMING STAFF/NON-TECHNICAL FUNCTIONS AS AMENDED BY BUDGET CIRCULAR NO. 2004-3A, DATED DECEMBER 14, 2004

SPONSOR: Councilor Roberto A. Hilario
CHAIRMAN: Committee on Good Government
VICE CHAIRMAN: Committee on Finance, Budget and Appropriation

BE IT ORDAINED by the Sangguniang Bayan of Bulalacao, Oriental Mindoro:

SECTION 1. To streamline the numerous classes concerned with the provision of administrative/support functions included under the General Administrative Service, Financial Service and other Services of the Index of Occupational Services, Position Titles and Salary Grades, the Administrative Service Group under the General Administrative Service is hereby modified by including under it the following classes of positions;

A. Sub-Professional Level

i. Administrative Aide I	-	1
ii. Administrative Aide II	-	2
iii. Administrative Aide III	-	3
iv. Administrative Aide IV	-	4

Salary Grade

1
2
3
4

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JW, RAH, R, JH, SA, R

v. Administrative Aide V	-	5
vi. Administrative Aide VI	-	6
vii. Administrative Assistant I	-	7
viii. Administrative Assistant II	-	8
ix. Administrative Assistant III	-	9
x. Administrative Assistant IV	-	10
xi. Administrative Assistant V	-	11
xii. Administrative Assistant VI	-	12
xiii. Senior Administrative Assistant I	-	13
xiv. Senior Administrative Assistant II	-	14
xv. Senior Administrative Assistant III	-	15
xvi. Senior Administrative Assistant IV	-	16
xvii. Senior Administrative Assistant V	-	18

B. Professional Level

i. Administrative Officer I	-	10
ii. Administrative Officer II	-	11
iii. Administrative Officer III	-	14
iv. Administrative Officer IV	-	15
v. Administrative Officer V	-	18
vi. Supervising Administrative Officer	-	22
vii. Chief Administrative Officer	-	24

SECTION 2. In line with the local autonomy, the conversion of positions in all LGUs performing staff and non-technical functions to the new classes authorized under Budget Circular No. 2004-3 shall be done by the LGUs and included in the Permanent Schedule of the 2005 LGU budgets to be submitted to the Sangguniang Panlalawigan/DBM for review. If the conversion of said positions is not included in the FY 2005 budgets of LGUs due to time constraints, a special provision in the respective appropriation ordinance for FY 2005 budgets may be cited that the local chief executive may cause the conversion of said positions during FY 2005 budget execution phase, provided that such conversion shall not involve any change in salary grade. If such special provision is not included, then the conversion of said positions may be effected through a Sangguniang Resolution.

SECTION 3. In conformity of the abovementioned mandate from the Department of Budget and Management, the following existing positions are hereby converted into the above listed new classes of positions; to wit:

A. Office of the Municipal Mayor

- i. Driver II, SG-4 - Administrative Aide IV- SG-4
- ii. Communication Equipmt. Operators III - SG-9 - Administrative Assistant III- SG-9
(2)
- iii. Human Resource Mgmt. Officer-1-SG-11 - Administrative Officer II -SG-11
- iv. Utility Worker II-SG-3 - Administrative Aide III -SG-3
- v. Utility Worker I-SG-1 - Administrative aide I - SG-1
(2)
- vi. Data Entry Machine Operator I -SG-6 - Administrative Aide VI - SG-6

B. Municipal Planning and Development Office

- i. Computer Operator I - SG-7 - Administrative Assistant I-SG-7

C. Office of the Municipal Treasurer

- i. Clerk I - SG-3 - Administrative Aide III - SG-3


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- D. Office of the Local Civil Registrar
 - i. Data Entry Machine Operator I-SG-6 - Administrative Aide VI- SG-6
- E. Office of the Municipal Engineer
 - i. Clerk-II - SG4 - Administrative Aide IV - SG-4
- F. Office of the Municipal Accountant
 - i. Accounting Clerk-I - SG-4 - Administrative Aide IV- SG-4
 - ii. Data Entry Machine Operator I -SG-6 - Administrative Aide VI- SG-6
- G. Office of the Municipal Budget
 - i. Data Entry Machine Operator I - SG-6 - Administrative Aide VI -SG-6
- H. Office of the Secretary to the Sanggunian
 - i. Clerk-II - SG-4 - Administrative Aide IV- SG-4
 - ii. Data Entry Machine Operator I -SG-6 - Administrative Aide VI- SG-6
- I. Office of the Sangguniang Bayan
 - i. Driver II - SG-4 - Administrative Aide IV- SG-4

SECTION 4. This special ordinance shall take effect immediately;

ENACTED this 20th day of February 2006, Bulalacao, Oriental Mindoro.


GABRIEL C. HERMILAO
 SB Member


LEONARDO A. ANDALLON
 SB Member


SANNY O. MADRA
 SB Member


ROBERTO A. HILARIO
 SB Member


ERIC MICHAEL R. PAJOTAL
 SB Member


JOSEPH REY S. AMPARO
 SK Fed. President


CERTIFIED TRUE AND CORRECT:


JUAN L. SALAS, SR.
 Temporary Presiding Officer

ATTESTED:


SIXTO O. BARRIENTOS
 Secretary to the Sanggunian

APPROVED:


ERNILO C. VILLAS
 Municipal Mayor
 Date signed: Feb. 28, 2006