



# OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 10<sup>TH</sup> SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON OCTOBER 11, 2021 AT THE SANGGUNIANG BAYAN SESSION HALL

**PRESENT:**

Hon. Ramon G. Magbanua	Municipal Vice Mayor/Presiding Officer
Hon. Dexter R. Gonzales	Sangguniang Bayan Member
Hon. Dennes M. Faner	Sangguniang Bayan Member
Hon. Edezer F. Aceron	Sangguniang Bayan Member
Hon. German S. Acosta	Sangguniang Bayan Member
Hon. Kieven E. Cantos	Sangguniang Bayan Member
Hon. Jess V. Sapungan	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr	Sangguniang Bayan Member
Hon. Edwin C. Aceron	Sangguniang Bayan Member
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay
Hon. Tulay M. Caring	IPM Representative
Hon. Kim Jonh Elco E. Cantos	SK Federation President

**ABSENT: NONE**

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**MUNICIPAL ORDINANCE NO. 21-10-301**

**AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL ADMINISTRATOR IN THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO, DEFINING THE QUALIFICATIONS, POWERS, AND FUNCTIONS OF THE MUNICIPAL ADMINISTRATOR, AND APPROPRIATING FUNDS THEREFOR**

Sponsor and Author:

**Sangguniang Bayan Member DEXTER R. GONZALES**  
Chairperson, Committee on Finance, Budget and Appropriation

Sponsor:

**Sangguniang Bayan Member EDEZER F. ACERON**  
Chairperson, Committee on Rules and Privileges, Ordinances and Legal Matters

Co-Sponsor

**Sangguniang Bayan Member ELPIDIO N. CONTRERAS, JR.**

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

**Section 1. Creation of Office.** The Office of the Municipal Administrator (OMA) is hereby created in order to carry out the provisions of Section 443 of the Republic Act No. 7160 (Local Government Code of 1991) which mandates that:

*"Officials of the Municipal Government. (a) There shall be each municipality a municipal mayor, a municipal vice-mayor, sangguniang bayan members, a secretary to the sangguniang bayan, a municipal treasurer, a municipal assessor, a municipal accountant, a municipal budget officer, a municipal planning and development coordinator, municipal engineer/building official, a municipal health officer, and a municipal civil registrar.*

HON. JESS V. SAPUNGAN  
HON. KIEVEN E. CANTOS  
HON. GERMAN S. ACOSTA  
HON. EDWIN C. ACERON  
HON. ENRICO C. VILLAS  
HON. DEXTER R. GONZALES  
HON. DENNES M. FANER  
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HON. JESS V. SAPUNGAN

(b) In addition thereto, the mayor may appoint a municipal administrator, a municipal legal officer, a municipal agriculturist, a municipal environment and natural resources officer, a municipal social welfare and development officer, a municipal architect, and a municipal information officer."

**Section 2. Appointment.** The OMA shall be headed by the Municipal Administrator (M.A.) whose appointment shall be coterminous with the Municipal Mayor, the appointing authority. The rank, compensation, and appurtenant benefits of the M.A. shall be that of a department head of the agency, with salary grade 24. The M.A. shall be appointed by the Municipal Mayor with the concurrence of majority of all the members of the Sangguniang Bayan.

**Section 3. Qualifications, Powers and Duties.** In accordance with Section 480 of R.A 7160:

3.1. No person shall be appointed administrator unless he is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in public administration, law, or any other related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in management and administration work for at least three (3) years.

The term of municipal administrator shall be coterminous with that of the appointing authority and shall be optional.

3.2. The Municipal Administrator shall take charge of the Office of the Municipal Administrator and shall perform the following powers and functions as provided under Section 480 of R.A No. 7160:

3.2.1. Develop plans and strategies and upon approval thereof by the Municipal Mayor implement the same particularly those which have to do with the management and administration-related programs and projects which the Mayor is empowered to implement and which the Sanggunian is empowered to provide for under the Code;

3.2.2. Assist in the coordination of the work of all the officials of the LGU of Bulalacao, under the supervision, direction, and control of the Mayor, and for this purpose, may convene the heads/chief of offices and other officials of the local government unit;

3.2.3. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;

3.2.4. Conduct a continuing organizational development of the local government unit with the end-view of instituting effective administrative reforms;

3.2.5. Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disaster and calamities;

3.2.6. Recommend to the sanggunian and advice the mayor on all other matters relative to the management and administration of the local government unit;

HON. JESS V. SAPUNGAN  
PERLA L. LAZ  
HON. KIEVENE CANTOS  
HON. KIM JOHN ENJO E. CANTOS  
HON. GERMA S. AGOSTA  
HON. TULAY M. CARING  
HON. TEDEZAR F. ACERON  
HON. ENRICO C. VILLAS  
HON. DENNES M. FANER  
HON. EDWIN C. ACERON  
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HON. ELPIDIO L. CONTRERAS, JR.  
HON. RAMON C. MANGBAYUA  
HON. ERNIE C. VILLAS

3.2.7. Attend to tasks and concerns related to and supervise the performance of all personnel in all divisions and sections under the Office of the Municipal Administrator; and

3.2.8. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

**Section 4. Organizational Structure.** The organizational structure and the attached herewith organizational chart of the Office of the Municipal Administrator as submitted by the Executive Department and which shall be reflected in the 2022 Plantilla of Personnel of LGU of Bulalacao, is hereby adopted, to wit:

4.1. Municipal Administrator - Salary Grade 24 (SG-24)

4.1.1. Administrative Support Services Division

Item	No.	No. of	Name/Title/Nomenclature of Positions	Salary
Old	New	Position		Grade
25	9	1	Municipal Administrator	24
Administrative Support Services Division				
	10	1	Administrative Assistant V	11
Special Concerns Section				
57	11	1	Administrative Aide IV	4
26	12	1	Administrative Aide II	2
27	13	1	Administrative Aide I	1
Community and Public Affairs Section				
15	14	1	Administrative Assistant I	7
76	15	1	Administrative Aide II	2
28	16	1	Administrative Aide I	1

4.1.2. Human Resource Development Services Division

Item	No.	No. of	Name/Title/Nomenclature of Positions	Salary
Old	New	Position		Grade
	17	1	Administrative Officer V	18
Personnel Movement Section				
29	18	1	HRMO II to Administrative Officer IV	15
	19	1	Administrative Aide II	2
72	20	1	Administrative Aide I	1
Training and Personnel Development Section				
30	21	1	HRMO I to Administrative Officer II	11
	22	1	Administrative Aide II	2
67	23	1	Administrative Aide I	1

4.1.3. Communication and Information Technology Division

Item	No.	No. of	Name/Title/Nomenclature of Positions	Salary
Old	New	Position		Grade
	24	1	Administrative Officer V	18
Information Technology Section				
31	25	1	Administrative Aide VI	6
77	26	1	Administrative Aide II	2
90	27	1	Administrative Aide I	1
Communication Section				
55	28	1	Computer Operator III to Adm. Asst. VI	12
148	29	1	Administrative Aide II	2
89	30	1	Administrative Aide I	1

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 HON. KIM NOMELO E. CANTOS  
 HON. GEMAR A. ACOSTA  
 HON. EDGER F. ACERON  
 HON. ENRICO C. VILLAS  
 HON. DENNES M. FANER  
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 HON. ERIC S. MAGBANWA  
 HON. ELPIDIO N. CONTRERAS, JR.  
 HON. ERNILDO VILLAS

4.1.4. Supplies and Records Management Division

Item No.		No. of Position	Name/Title/Nomenclature of Positions	Salary Grade
Old	New			
4	31	1	Supply Officer I to Adm. Officer I	10
			Procurement Planning and Supplies Management Section	
	32	1	Administrative Aide V	5
32	33	1	Administrative Aide II	2
78	34	1	Administrative Aide I	1
			Records Management and Archive Section	
91	35	1	Process Server	5
12	36	1	Administrative Aide II	2
7	37	1	Administrative Aide I	1

**Section 5. Appropriations.** The amount of eleven million five hundred seventy eight thousand eight hundred fifty one pesos and fifty seven centavos (PhP 11,578, 851.57) is hereby appropriated from the 2022 General Fund of the LGU of Bulalacao for the personnel services, maintenance and other operating expenses, and capital out-lay of OMA.

**Section 6. Repealing Clause.** Any ordinance inconsistent with the provisions of this Ordinance is hereby amended, or repealed, or modified accordingly.

**Section 7. Separability Clause.** If any provision of this Ordinance is declared invalid, the remainder or any provision hereof not affected thereby shall remain in force and effect.

**Section 8. Effectivity.** This Ordinance shall take effect immediately after fifteen (15) days of posting in bulletin board at the entrance of the municipal hall and in at least two (2) other conspicuous places in the Local Government Unit of Bulalacao.

ENACTED this 11<sup>th</sup> day of October 2021 Bulalacao, Oriental Mindoro.

Hon. DEXTER R. GONZALES  
Sangguniang Bayan Member

Hon. DENNES M. FANER  
Sangguniang Bayan Member

Hon. EDEZER F. ACERON  
Sangguniang Bayan Member

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Hon. ENRICO C. VILLAS  
Pangulo, Liga ng mga Barangay

Hon. TULAY M. CARING  
IPM-Representative

Hon. KIM JONH ELCO E. CANTOS  
SK Federation President

CERTIFIED TRUE AND CORRECT:

PERLITA L. PAZ  
Secretary to the Sangunian

ATTESTED:

Hon. RAMON G. MAGBANUA  
Municipal Vice Mayor/Presiding Officer

APPROVED:

Hon. ERNILO C. VILLAS  
Municipal Mayor  
Date Signed: Dec 2, 2021