



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF BULALACAO

# OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro  
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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON APRIL 01, 2024 AT THE SANGGUNIANG BAYAN SESSION HALL

**PRESENT:**

Hon. Ramon G. Magbanua	Municipal Vice Mayor/Presiding Officer
Hon. Ederlino C. Acheron	Sangguniang Bayan Member
Hon. Edezer F. Acheron	Sangguniang Bayan Member
Hon. Jess V. Sapungan	Sangguniang Bayan Member
Hon. Felix John C. Templanza	Sangguniang Bayan Member
Hon. Kieven E. Cantos	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr.	Sangguniang Bayan Member
Hon. Guillermo G. Salas, Jr	Sangguniang Bayan Member
Hon. Joejie R. Narciso	Sangguniang Bayan Member
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay
Hon. Acheron U. Calinog, Jr.	IPM-Representative

**ABSENT:**

Hon. Francis Dave C. Cantos SK Federation President-Leave

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## MUNICIPAL ORDINANCE NO. 24-04-384

**AN ORDINANCE ENACTING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF THE MUNICIPAL GOVERNMENT OF BULALACAO, ORIENTAL MINDORO**

**Sponsors:**

**Sangguniang Bayan Member GUILLERMO G. SALAS, JR.**  
Chairperson, Committee on Good Government, Public Ethics and Accountability

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

**WHEREAS**, Section 76 of Republic Act No. 7160 states that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, CSC Memorandum Circular (MC) No. 12, s. 2022 provides the "2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units";

**WHEREAS**, special laws and executive issuances were enacted and issued, respectively, after the implementation of R.A No. 7160, devolving the functions of the National Government to LGUs and creating new offices in LGUs (Annex A);

HON. FELIX JOHN C. TEMPLANZA  
HON. KIEVEN E. CANTOS  
HON. FELIX JOHN C. TEMPLANZA  
HON. JOEJIE R. NARCISO  
HON. JESS V. SAPUNGAN  
HON. EDEZER F. ACERON  
HON. EDERLINO C. ACERON  
HON. RAMON G. MAGBANUA  
HON. ENRICO C. VILLAS  
HON. GUILLERMO G. SALAS, JR.  
HON. FELPIDIO N. CONTRERAS, JR.  
HON. JOEJIE R. NARCISO  
HON. ENRICO C. VILLAS  
HON. ACERON U. CALINOG, JR.

**WHEREAS**, due to continuing industrialization of the municipality, development events in all aspects became so fast that a very functional government institution manned by capable and competent human resources/manpower is necessary, however, the existing LGU's staffing pattern seems outdated and therefore is a need of upgrading, enhancing, repositioning its manpower in order to appropriately and quickly respond to the need of the times;

**WHEREAS**, Section 447 (viii) of Republic Act No. 7160 categorically states one of the functions of the Sangguniang Bayan which is to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

**WHEREAS**, after an extensive and thorough deliberation of the subject matter with the executive and other resource persons, the body decided to approve the enhanced organizational structure of the LGU by recognizing the present organizational structure and staffing pattern with corresponding new position and additional positions in the various departments to effectively get things started;

**NOW, THEREFORE, BE IT ORDAINED**, as it is hereby ordained by the Sangguniang Bayan of Bulalacao, Oriental Mindoro, that:

**Section 1. Title.** This Ordinance shall be known as the "Revised Organizational Structure and Staffing Pattern (OSSP) of the Municipal Government of Bulalacao, Oriental Mindoro"

**Section 2. Purpose.** It is imperative for the LGU to revise the organizational structure and staffing pattern to meet the needs of the present demand of a very functional and responsive government institution thus, the Local Government of Bulalacao came up with the enactment of this ordinance as basis in the creation of new offices and plantilla position in the future.

**Section 3. Definition of Terms.** As used in this ordinance, the following terms shall mean:

- a. **Office/Department** refers to the highest structural unit/level headed by an employee with the rank of Department Head.
- b. **Division** refers to the second highest structural unit/level and may be composed of sections performing dissimilar tasks but related functions headed by an employee with the rank of Division Chief.
- c. **Section** refers to the lowest structural unit/level which may be composed of positions performing similar tasks headed by an employee with the rank of Section Chief.
- d. **Salary Grade** refers to the system used to determine the salary range for a particular job. It is based on the job's duties, responsibilities, and qualifications. Salary grades are typically assigned to each job and are used to determine the salary range for that job. It helps to ensure that employees are paid fairly and equitably for their work.

HON. JESS V. SAMPANGAN  
HON. JOEJIE R. NARCISO  
HON. FELIX JOHN C. TEMPLANZA  
HON. ENRICO C. VILLAS  
HON. KIEVIE CANTOS  
HON. ACERON J. CALINOG JR.  
HON. GUILLERMO G. SALAS JR.  
HON. EDEZERT ACERON  
HON. EDERLINO C. ACERON  
HON. RAMON G. MAGANUKA  
HON. ERNILDO C. VILLAS

**Section 4. Organizational Structure and Staffing Pattern (OSSP) of the Municipality of Bulalacao, Oriental Mindoro**

The following is organizational structure and staffing pattern reflecting the created/ funded and not created / funded department/ office, section and position. The unfunded / not created department / office, section and position are marked with asterisk which are subject for creation.

Furthermore, this organizational structure and staffing pattern comprised the suggestions and recommendations during the series of meeting and workshop of all concerned department heads and finalized during the Committee Hearing held last March 21, 2024 at the Sangguniang Bayan Office:

**I. EXECUTIVE DEPARTMENT**

**1. OFFICE OF THE MUNICIPAL MAYOR**

a. Municipal Mayor (SG-27) ^

**1.1. Executive Staff**

- a. Executive Assistant II (SG-17) ^
- b. Senior Administrative Assistant III (Private Secretary II) (SG-15) ^
- c. Administrative Assistant V (Private Secretary I) (SG-11) ^
- d. Security Agent I (SG-8) ^
- e. Administrative Aide IV (Driver II) SG-4 ^
- f. Administrative Aide III (SG-3) ^
- g. Administrative Aide II (SG-2) ^

**1.2. Administrative Support Services Section**

- a. Administrative Officer V (SG-18) \*
- b. Administrative Officer IV (SG-15)
- c. Administrative Officer II (SG-11)
- e. Administrative Assistant II (SG-8)
- f. Administrative Aide VI (DEMO) (SG-6)
- g. Administrative Aide IV (Driver II) (SG -4)
- h. Administrative Aide III (Security Guard I) (SG-3)
- i. Administrative Aide III (Security Guard I) (SG-3)
- j. Administrative Aide III (Driver I) (SG-3)
- k. Administrative Aide III (Utility Worker II) (SG-3)
- l. Administrative Aide II (Messenger) (SG-2)
- m. Administrative Aide II (SG-2)
- n. Administrative Aide II (SG-2)
- o. Administrative Aide I (SG-1)
- p. Administrative Aide I (SG-1)
- q. Administrative Aide I (SG-1)
- r. Administrative Aide I (SG-1) \*

**1.3. Local Economic Enterprise Section**

- a. Market Supervisor II (SG-14)
- b. Market Supervisor I (SG-10)
- c. Slaughterhouse Master I (SG-10)
- d. Administrative Assistant II (SG-8) \*
- d. Market Inspector II (SG-8)
- e. Transportation Regulations Officer I (SG-11)
- f. Meat Inspector I (SG-6)
- g. Market Inspector I (SG-6)
- h. Cemetery Caretaker (SG-2) \*
- i. Administrative Aide II (SG-2)
- j. Administrative Aide II (SG-2)
- k. Administrative Aide II (SG-2)
- l. Administrative Aide I (SG-1) \*
- m. Administrative Aide I (SG-1) \*

PERMATA L. PAZ  
 HON. KIBEN E. CANTOS  
 HON. ACERON U. BALINOG, JR.  
 HON. ENRICO C. VILLAS  
 HON. FELIX JOHN C. TEMPLANZA  
 HON. JOE JIE R. NARCISO  
 HON. JESS V. SAMPAGAN  
 HON. GUILLERMO G. SALAS, JR.  
 HON. EDEZER F. ACERON  
 HON. EDERVINO C. ACERON  
 HON. FERMIN G. MARGANUA  
 HON. FERMIN G. MARGANUA  
 HON. FERMIN G. MARGANUA



**1.4. Legal Services Section**

- a. Legal Officer IV (SG-22)
- b. Legal Officer III (SG-18)
- c. Legal Assistant I (SG-10)
- d. Legal Aide (SG-5)
- e. Administrative Aide II (SG-2)
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)

  
 PERLA L. DIAZ  
  
 HON. ACERON UBALDO SALINOG JR.

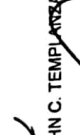

**1.5. Internal Audit Section**

- a. Administrative Officer IV (Management and Audit Analyst II) (SG-15)
- b. Administrative Officer II (Management and Audit Analyst I) (SG-11)
- c. Administrative Assistant II (SG-8)
- d. Administrative Aide II (SG-2)
- e. Administrative Aide II (SG-2)
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)

  
 HON. KIERNE CANTOS  
  
 HON. ENRICO C. VILLAS



**1.6. Information Technology Management Section**

- a. Information Technology Officer I (SG-19)
- b. Computer Programmer II (SG-15)
- c. Data Controller IV (SG-13)
- d. Computer Operator II (SG-9)
- e. Administrative Aide IV (SG-4)
- m. Administrative Aide I (SG-1)
- m. Administrative Aide I (SG-1)

  
 HON. FELIX JOHN C. TEMPLARA  
  
 HON. JOEJIE R. NARCISO

**1.7. Communications and Public Information Section**

- a. Administrative Officer V (SG-18)
- b. Information Officer II (SG-15)
- c. Information Officer I (SG-11)
- d. Administrative Officer I (SG-10)
- e. Administrative Aide II (SG-2)
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)


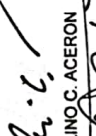

  
 HON. JESSY SPUNGUAN  
  
 HON. GUILLERMO G. SALAS JR.

**2. MUNICIPAL ADMINISTRATOR'S OFFICE**

- a. Municipal Administrator (SG-24) ^

**2.1. Administrative Support Services Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Officer II (SG-11)
- c. Administrative Assistant I (SG-7) \*
- d. Administrative Aide III (SG-3) \*
- f. Administrative Aide II (SG-2) \*
- g. Administrative Aide II (SG-2)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)
- j. Administrative Aide I (SG-1)

  
 HON. EDEZER F. ACERON  
  
 HON. EDERLING C. ACERON  
  
 HON. MAGBANUA



**2.2. Special Concerns Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Officer II (SG-11)
- c. Administrative Aide II (SG-2) \*
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide III (SG-3) \*
- f. Administrative Aide I (SG-1)

  
 HON. RAYON S. MAGBANUA  
  
 HON. EDERLING C. VILLAS

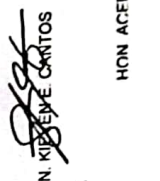

**2.3. Community and Public Affairs Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Officer I (SG-10)
- c. Administrative Aide II (SG-2) \*
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

  
PERLA L. PAZ  
  
HON. ACERON

**2.4. Records Management and Archive Section**

- a. Records Officer II (SG-14)
- b. Records Officer I (SG-10)
- c. Administrative Aide II (SG-2) \*
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

  
HON. KRYSNE CORTOS  
  
HON. ENRICO C. VILLAS

**3. MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

- a. Municipal Planning and Development Coordinator (SG-24)
- b. AMGDH I (Asst. Mun. Planning and Development Coordinator (SG -22))



**3.1. Planning Information Management Section**

- a. Information Systems Analyst II (SG-16)
- b. Statistician II (SG-15)
- c. Project Evaluation Officer I (SG-11)
- d. Assistant Statistician (SG-9)
- e. Administrative Aide I (SG-1)

  
HON. MARK JOHN C. TEMPLAZA  
  
HON. JOELLE R. NARCISO


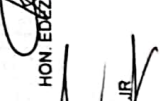
**3.2. Planning and Programming Section**

- a. Planning Officer III (SG-18) \*
- b. Planning Officer I (SG-11) \*
- c. Planning Officer II (SG-15)
- d. Administrative Aide I (SG-1)

  
HON. JESSY SABANGAN  
  
HON. JESSY SALAS



**3.3. Sectoral Coordination and People Participation Section**

- a. Project Development Officer III (SG-18)
- b. Administrative Assistant I (SG-7)
- c. Administrative Aide IV (SG-4) \*
- d. Administrative Aide I (SG-1)
- e. Administrative Aide I (SG-1)

  
HON. EDEZER F. ACERON  
  
HON. GUILLERMO G. SALAS

**3.4. Zoning Administration Section**

- a. Zoning Officer III (SG-18)
- b. Housing and Homesite Regulation Officer III (SG-16)
- c. Zoning Officer I (SG-11)
- d. Zoning Inspector II (SG-8)
- e. Administrative Aide IV (SG-4) \*
- f. Administrative Aide I (SG-1)

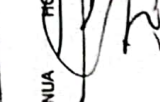
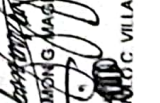

  
HON. EDRALINO C. ACERON  
  
HON. EDRALINO C. ACERON

**4. MUNICIPAL CIVIL REGISTRAR'S OFFICE**

- a. Municipal Civil Registrar (SG-24) \*

**4.1. Registración Sección**

- a. Registration Officer IV (SG-22)
- b. Registration Officer III (SG-18)
- c. Registration Officer II (SG-14)
- d. Registration Officer I (SG-10) \*
- e. Assistant Registration Officer (SG-8)

  
HON. EDRALINO C. ACERON  
  
HON. EDRALINO C. ACERON  
  
HON. ENRICO C. VILLAS

**4.2. General and Administrative Support Services**

- a. Administrative Officer IV (SG-15) \*
- b. Administrative Assistant IV (Bookbinder IV) (SG-10)
- c. Administrative Aide VI (SG-6) \*
- d. Administrative Aide III (SG-3) \*
- e. Administrative Aide II (SG-2)

**4.3. Legal Services Division**

- a. Senior Administrative Assistant IV (Supervising Bookbinder) (SG-16)
- b. Administrative Officer II (SG-11)
- c. Administrative Assistant (Bookbinder III) (SG-7)
- d. Administrative Aide III (SG-3) \*
- e. Administrative Aide I (SG-1)

**4.4. Records Management Services**

- a. Records Officer II (SG-14)
- b. Records Officer I (SG-11)
- c. Administrative Aide II (SG-2)

**5. MUNICIPAL BUDGET OFFICE**

- a. Municipal Budget Officer (SG-24) \*
- b. Administrative Officer V (SG-18)

**5.1. Municipal Budget Operation Section**

- a. Administrative Officer IV (SG-15) \*
- b. Administrative Assistant II (SG-8) \*
- c. Budgeting Aide (SG-4)
- d. Administrative Aide I (SG-1)

**5.2. Barangay Budget Operation Section**

- a. Administrative Officer II (SG-11)
- b. Administrative Aide V (SG-5) \*
- c. Administrative Aide I (SG-1)

**5.3. Administrative and Records Management Section**

- a. Information System Analyst II (SG-16)
- b. Administrative Aide V (SG-5) \*
- c. Administrative Aide III (SG-3) \*

**6. MUNICIPAL ACCOUNTING OFFICE**

- a. Municipal Accountant (SG-24) \*

**6.1. General Administrative and Support Services Division**

- a. Administrative Officer V (SG-18)

**6.1.1. Administrative Section**

- a. Information System Analyst II (SG-16)
- b. Administrative Officer I (SG-11)
- c. Administrative Aide VI (SG-6) \*
- d. Administrative Aide I (Utility) (SG-1)

**6.1.2. Records Management Section**

- a. Administrative Officer IV (Data Controller) (SG-15)
- b. Administrative Assistant I (Bookbinder III) (SG-7)
- c. Administrative Aide II (SG-2) \*
- d. Administrative Aide I (SG-1)

**6.2. Accounting Services Division**

- a. Accountant III (SG-19)

PERLA L. PIZ  
 HON. KENNETH E. SANTOS  
 HON. ENRICO C. VILLAS  
 HON. FELIX JOHN C. TEMPLANZA  
 HON. JOSE R. NARCISO  
 HON. JESUS V. JORDAN  
 HON. EDELMAR F. ACERON  
 HON. EDERLINO C. ACERON  
 HON. RAON G. MANGBANUA  
 HON. EPIFANIO CONTRERAS JR.  
 HON. GUILLERMO G. SALAS JR.  
 HON. ENRIQUE C. VILLAS

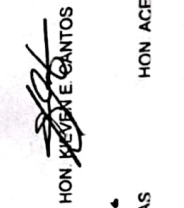
**6.2.1. Collection, Disbursement, and Fund Monitoring Section**


- a. Administrative Officer IV (Management and Audit Analyst II) (SG-15)
- b. Administrative Officer I (Management and Audit Analyst I) (SG-11)
- c. Bookkeeper III (SG-10) \*
- d. Administrative Assistant II (Accounting Clerk III) (SG-8)
- e. Administrative Aide II (SG-2)

  
REFUGIO L. DIAZ

**6.2.2. Financial Accounting Section**

- a. Accountant II (SG-16)
- b. Accountant I (SG-12)
- c. Administrative Assistant III (Senior Bookkeeper) (SG-9)
- d. Administrative Assistant III (Senior Bookkeeper) (SG-9)
- e. Administrative Assistant II (Accounting Clerk III) (SG-8)
- f. Administrative Assistant II (Accounting Clerk III) (SG-8)
- g. Administrative Aide V (SG-5) \*
- h. Administrative Aide III (SG-3) \*

  
HON. KEVIN E. SANTOS

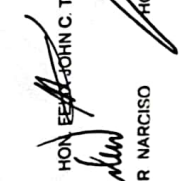
  
HON. ENRICO C. VILLAS

**7. MUNICIPAL TREASURY OFFICE**

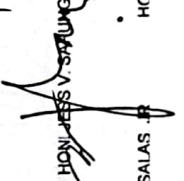
- a. Municipal Treasurer (SG-24) \*
- b. Assistant Municipal Treasurer (SG-22) \*

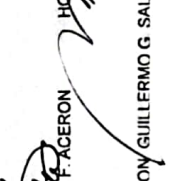
**7.1. Revenue Collection Section**

- a. Local Treasury Operations Officer III (SG-18)
- b. Local Treasury Operations Officer II (SG-15) \*
- c. Local Treasury Operations Officer I (SG-11) \*
- d. Local Revenue Collection Officer I (SG-11)
- e. Revenue Collection Clerk II (SG-7) \*
- f. Revenue Collection Clerk II (SG-7) \*
- g. Local Treasury Operations Assistant (SG-8)
- h. Revenue Collection Clerk I (SG-5) \*
- i. Process Server (SG-5) \*
- j. Administrative Aide IV (SG-4)
- k. Administrative Aide I (SG-1)
- l. Administrative Aide I (SG-1)

  
HON. EDER JOHN C. TEMPLANZA

  
HON. JOEJIE R. NARCISO

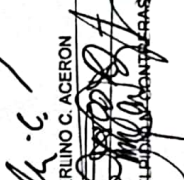
  
HON. JAMES V. SARRUIGAN

  
HON. EDER F. ACERON

  
HON. GUILLERMO G. SALAS JR.

**7.2. Cash Section \***

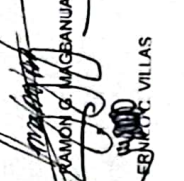
- a. Cashier II (SG-14)
- b. Administrative Officer I (Cashier I) SG-10
- c. Administrative Aide VI (SG-6) \*
- d. Administrative Aide VI (Cash Clerk II) SG-6
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

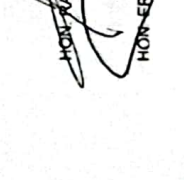
  
HON. EDERINO C. ACERON

  
HON. EDMAR B. ACERA

**7.3. Administrative Section \***

- a. Administrative Officer III (Record Officer II) SG-14
- b. Administrative Assistant II (Clerk IV) SG-8
- c. Computer Operator II (SG-9)
- d. Computer Operator II (SG-9)
- e. Administrative Aide III (SG-3) \*
- f. Administrative Aide III (SG-3) \*
- g. Administrative Aide I (SG-1)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)

  
HON. RAMON G. MACBANUA

  
HON. ENRICO C. VILLAS

**8. MUNICIPAL ASSESSMENT OFFICE**

- a. Municipal Assessor (SG-24)
- b. AMGDH (Assistant Municipal Assessor (SG-22))

**8.1. Appraisal and Assessment Section**

- a. Local Assessment Operations Officer III (SG-18)
- b. Local Assessment Operation Officer II (SG-15) \*
- c. Assessment Clerk I (SG-4)
- d. Administrative Aide II (SG-2)
- e. Administrative Aide I (SG-1)

  
PERITA L. PAZ

CALINOG JR

**8.2 Tax Mapping Section**

- a. Tax Mapper II (SG-15)
- b. Tax Mapper I (SG-11)
- c. Tax Mapping Aide (SG-4) \*
- d. Administrative Aide I (SG-1)
- e. Administrative Aide I (SG-1) \*

  
HON. KIYOME CANTOS

HON. ACERON

**8.3 Administrative and Assessment Records Management Section**

- a. Administrative Officer IV (Record Officer III) SG-15
- b. Assessment Clerk III (SG-9) \*
- c. Administrative Assistant II (Data Controller II) SG-8
- d. Administrative Assistant IV (SG-10)
- e. Administrative Aide IV (SG-4) \*
- f. Administrative Aide I (Utility Worker I) SG-1

  
HON. FELMO C. TEMPLANZA

HON. ENRICO C. VILLAS

**9. MUNICIPAL HEALTH OFFICE**

- a. Municipal Health Officer (SG-24) \*
- b. Medical Officer V (SG-22) \*

  
HON. JOEJIE R. NARCISO

**9.1. Medical and Nursing Services Section**

- a. Nurse III (SG-17) \*
- b. Nurse III (SG17) \*
- c. Nurse II (SG-16) \*
- d. Nurse I (SG-15) \*
- e. Midwife III (SG-13)
- f. Midwife III (SG-13)
- g. Midwife II (SG-11) \*
- h. Midwife II (SG-11) \*
- i. Midwife II (SG-11) \*
- j. Midwife II (SG-11) \*
- k. Midwife II (SG-11) \*
- l. Midwife I (SG-9)
- m. Midwife I (SG-9)
- n. Nursing Attendant I (SG-4) \*
- o. Nursing Attendant I (SG-4) \*
- p. Nursing Attendant I (SG-4) \*
- q. Nursing Attendant I (SG-4) \*
- r. Administrative Aide I (SG-1)
- s. Administrative Aide I (SG-1)

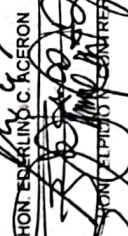
  
HON. JESS V. SAPUNGAN

HON. GUILLERMO G. SALAS JR.

**9.2 Dentistry Section**

- a. Dentist III (SG-19)
- b. Dental Aide (SG-4)
- c. Administrative Aide II (SG-1)
- d. Administrative Aide I (SG-1)

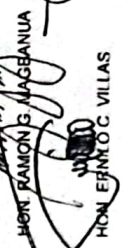
  
HON. EDEZER F. ACERON

  
HON. EDILINO C. ACERON

HON. ENRICO C. VILLAS

**9.3. Nutrition and Dietetics Section**

- a. Nutrition Officer II (SG-15)
- b. Nutritionist-Dietitian I (SG-10)
- c. Administrative Aide III (SG-3)
- d. Administrative Aide II (SG-2)
- e. Administrative Aide I (SG-1)

  
HON. RAMON G. MAGANUA

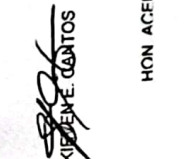
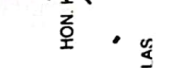
**9.4. Health and Sanitation Section**

- a. Sanitation Inspector V (SG-15) \*
- b. Sanitation Inspector III (SG-11)
- c. Food-Drug Inspector (SG-8)
- d. Sanitation Inspector I (SG-6)
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

  
 PERLYTA L. DIAZ  
  
 HON. ACERON

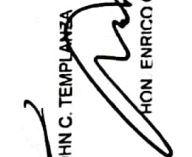

**9.5. Health Education and Promotion Section**

- a. Health Education and Promotion Officer II (SG-14)
- b. Health Education and Promotion Officer I (SG-10)
- c. Administrative Assistant III (SG-9) \*
- d. Administrative Aide I (SG-1)
- e. Administrative Aide I (SG-1)

  
 HON. KIEFER C. SANTOS  
  
 HON. ENRICO C. VILLAS

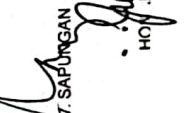
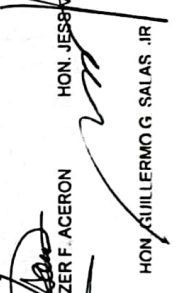
**9.6. Laboratory Services Section**

- a. Medical Technologist III (SG-18)
- b. Medical Technologist II (SG-15)
- c. Medical Technologist I (SG-11)
- d. Radiologic Technologist II (SG-10)
- e. Laboratory Technician (SG-6)
- f. Laboratory Aide II (SG-4) \*
- g. Administrative Aide I (SG-1)

  
 HON. FELIX JOHN C. TEMPIANZA  
  
 HON. JOELLE R. NARCISO

**9.7. Administrative Services Section**

- a. Administrative Officer V (SG-18)
- b. Administrative Officer II (SG-11)
- c. Administrative Assistant II (SG-8)
- d. Administrative Aide IV (Driver II) (SG-4) \*
- e. Administrative Aide IV (Driver II) (SG-4) \*
- f. Driver I- (SG-3) \*
- g. Administrative Aide III (SG-3) \*
- h. Administrative Aide II (SG-2) \*
- i. Administrative Aide II (SG-2) \*
- j. Administrative Aide I (SG-1) \*
- k. Administrative Aide I (SG-1)
- l. Administrative Aide I (SG-1)
- m. Administrative Aide I (SG-1)
- n. Administrative Aide I (SG-1)
- o. Administrative Aide I (SG-1)
- p. Administrative Aide I (SG-1)

  
 HON. JESSY SAPUNGAN  
  
 HON. GUILLERMO G. SALAS, JR.

**10. MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

- a. Municipal Social Welfare and Development Officer (SG-24) \*

**10.1. Family Welfare Division**

**10.1.1. Case Management Section**

- a. Social Welfare Officer II (SG-15)
- b. Social Welfare Officer I (SG-11) \*
- c. Administrative Officer II (SG-11)
- d. Administrative Aide I (SG-1) \*

  
 HON. EDER LIND C. ACERON  
  
 HON. EDILBERTO CONTRERAS

**10.1.2. Disaster Management Section**

- a. Social Welfare Officer I (SG-11) \*
- b. Administrative Officer I (SG-10)
- c. Administrative Aide I (SG-1) \*

  
 HON. RAMON B. MABANUA  
  
 HON. ENRICO C. VILLAS

**10.1.3. PMOC Section**

- a. Social Welfare Assistant
- b. Social Welfare Aide \*

**10.2. Child Welfare Division**

**10.2.1. Case Management Section**

- a. Social Welfare Officer I (SG-11)
- b. Social Welfare Aide (SG-4) \*

**10.2.2. CICL/CAR Section**

- a. Social Welfare Officer I (SG-11)
- b. Administrative Aide II (SG-2) \*

**10.2.3. OSY Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Aide II (SG-2) \*
- c. Administrative Aide I (SG-1) \*

**10.3. ECCD Division**

**10.3.1. SNP Section**

- a. Day Care Worker I (SG-6)
- b. Social Welfare Aide (SG-4)

**10.3.2. SFP Section**

- a. Day Care Worker II (SG-8) \*
- b. Day Care Worker I (SG-6)
- c. Administrative Aide II (SG-11)
- d. Social Welfare Aide (SG-4)

**10.4. Community Welfare Division**

**10.4.1. IP Welfare Section**

- a. Administrative Aide III (SG-3)
- b. Administrative Aide II (SG-2)

**10.4.2. Sustainable Livelihood Section**

- a. Administrative Aide III (SG-3)
- b. Administrative Aide II (SG-2)

**10.4.3. Housing and Relocation Section**

- a. Administrative Aide III (SG-3)
- b. Administrative Aide II (SG-2)

**10.5. Solo Parent Welfare Division**

- a. Social Welfare Assistant (SG-8)
- b. Administrative Aide II (SG-2) \*

**10.6. Person with Disability Division**

**10.6.1. Children with Disability Section**

- a. Social Welfare Assistant (SG-8)
- b. Administrative Aide I (SG-1) \*

**10.6.2. SPED Section**

- a. Administrative Aide II (SG-2)








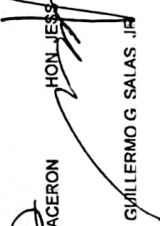



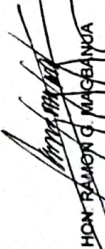

**10.6.3. Registration and Records Management Section**

- a. Administrative Aide II (SG-2)

**10.7. Senior Citizens Division**

**10.7.1. Social Pension Section**

- a. Social Welfare Aide (SG-4)
- b. Administrative Aide II (SG-2)

  
 PERITA L. PAZ  
  
 HON. KARELLE CANTOS  
  
 HON. ACERON U. CALINOG JR.  
  
 HON. ENRICO C. VILLAS  
  
 HON. FEAX JOHN C. TEMPLANZA  
  
 HON. JOEJIER NARCISO  
  
 HON. JESSY A. SAUNGAN  
  
 HON. GUILLERMO G. SALAS JR.  
  
 HON. EDER F. ACERON  
  
 HON. EDLERINO C. ACERON  
  
 HON. EDERINO CONTRERAS JR.  
  
 HON. RAMON G. MACABANCA  
  
 HON. EBANIO C. VILLAS

**10.7.2. Program Management Section**

- a. Social Welfare Aide (SG-4)
- b. Administrative Aide I (SG-1) \*

**10.7.3. Registration and Records Management Section**

- a. Administrative Aide I (SG-1)

**10.8. Administrative Division**

**10.8.1. Records Management Section**

- a. Administrative Aide III (SG-3)
- b. Administrative Aide II (SG-2)
- c. Administrative Aide I (SG-1)
- d. Driver I (SG-3)

**11. MUNICIPAL AGRICULTURE OFFICE**

- a. Municipal Agriculturist (SG-24) \*
- b. Senior Agriculturist (SG-18)

**11.1. Crops and Livestock Development Section**




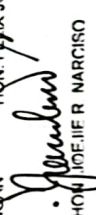

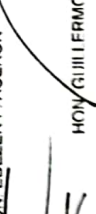




- a. Agriculturist II (SG-15)
- b. Agriculturist I (SG-11)
- c. Agricultural Technologist (SG-10)
- d. Agricultural Technologist (SG-10)
- e. Agricultural Technologist (SG-10)
- f. Agricultural Technician I (SG 6)
- g. Veterinarian III (SG-19)
- h. Livestock Inspector I (SG-6) \*
- i. Farm Foreman (SG-6) \*
- j. Animal Keeper I (SG-4)
- k. Animal Keeper I (SG-4)
- l. Farm Worker I (SG-1)
- m. Farm Worker I (SG-1)
- n. Farm Worker I (SG-1)
- o. Farm Worker I (SG-1)

**11.2. Fisheries Development and Coastal Management Section**

- a. Aquaculturist II (SG-15)
- b. Aquaculturist I (SG-11)
- c. Fishing Regulations Officer II (SG-15)
- c. Aquacultural Technologist (SG-10)
- d. Aquacultural Technician I (SG-6)
- e. Administrative Aide III (SG-3) \*
- f. Administrative Aide II(SG-2)
- g. Administrative Aide I (SG-1)

**11.3. Administrative and Record Management Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Officer II (SG-11) \*
- c. Administrative Assistant II (Data Controller II) (SG-8)
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1) \*
- f. Administrative Aide I (SG-1) \*
- g. Administrative Aide I (SG-1)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)
- j. Administrative Aide I (SG-1)
- k. Administrative Aide I (SG-1)

  
 PERLA P. Z  
 HON. ACERON CALINGOG, JR.  
  
 HON. KIEFER CANTOS  
  
 HON. ACRON VILLAL  
  
 HON. ENRICO C. VILLAS  
  
 HON. JOHN C. TEMPLANZA  
  
 HON. R. NARCISO  
  
 HON. JESS V. SAPUNGAN  
  
 HON. EDEZER F. ACERON  
  
 HON. ERLINO C. ACERON  
  
 HON. FLORENTINO COMTE

**12. MUNICIPAL ENGINEERING OFFICE**

- a. Municipal Engineer (SG-24) \*
- b. AMGDH (Assistant Municipal Engineer (SG-22)

**12.1. Motor Pool Operation and Maintenance Section**

- a. Engineer II (SG-16)
- b. Motor Pool Supervisor II (SG-9)
- c. Mechanic III (SG-9)
- d. Heavy Equipment Operator II (SG-6)
- e. Heavy Equipment Operator I (SG-4)
- f. Heavy Equipment Operator I (SG-4)
- g. Heavy Equipment Operator I (SG-4)
- h. Driver II (SG-4) \*
- i. Driver II (SG-4)
- j. Driver I (SG-3) \*

**12.2. Planning and Designing Section**

- a. Architect III (SG-19)
- b. Engineer I (SG-12) \*
- c. Draftsman II (SG-8) \*
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1) \*
- f. Administrative Aide I (SG-1) \*
- g. Administrative Aide I (SG-1) \*

**12.3 Administrative Section**

- a. Administrative Officer III (SG-14)
- b. Administrative Assistant II (SG-8)
- c. Administrative Aide II (SG-2) \*
- d. Administrative Aide II (SG-2) \*
- e. Administrative Aide II (SG-2) \*
- f. Administrative Aide II (SG-2) \*
- g. Administrative Aide I (SG-1) \*

**12.4. Project Implementation and Monitoring Section**

- a. Engineer III (SG-19)
- b. Engineer II (SG-16)
- c. Construction Maintenance and General Foreman (SG-12) \*
- d. Plumber II (SG-5)
- e. Pipefitter Foreman (SG-8) \*
- f. Laborer Foreman (SG-6) \*
- g. Administrative Aide I (SG-1) \*
- h. Administrative Aide I (SG-1) \*

**12.5. Building Inspection Section**

- a. Engineer II (SG-16)
- b. Building Inspector (SG-11)
- c. Engineering Aide (SG-4) \*
- d. Administrative Aide III (SG-3) \*
- e. Administrative Aide III (SG-3) \*
- f. Administrative Aide III (SG-3) \*

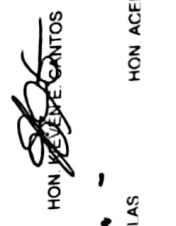
**13. MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE**

- a. Municipal Cooperative Development Officer (SG-24) \*

**13.1. Cooperative Promotion and Development Division**

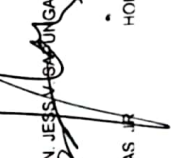
- a. Senior Cooperatives Development Specialist (SG-18)

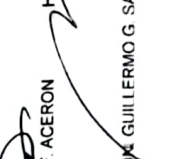
  
PERLA L. PIZ

  
HON. ACERON

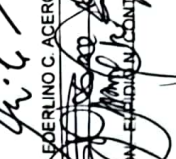
  
HON. ENRICO C. VILLAS

  
HON. JEFF R. NARCISO

  
HON. GUILLERMO G. SALAS, JR.

  
HON. EDZEF. ACERON

  
HON. EDERLINO C. ACERON

  
HON. EDERLINO C. ACERON

  
HON. ENRICO C. VILLAS

  
HON. ENRICO C. VILLAS

**13.1.1. Cooperative Registration and Regulation Support Services Section**

- a. Cooperative Development Specialist I (SG-11)
- b. Administrative Aide II (SG-2) \*
- c. Administrative Aide I (SG-1) \*

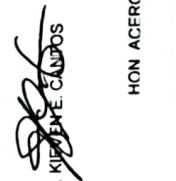

  
PEARL L. PIZ  
  
HON. ACERON

**13.2. Marketing, Promotion and Organizational Development Section**

- a. Development Management Officer I (SG-11)
- b. Administrative Aide II (SG-2) \*
- c. Administrative Aide I (SG-1)

**13.3. Association Promotion and Development Division**

- a. Administrative Officer IV (SG-15) \*

  
HON. KIERSTE CAUDOS  
  
HON. ACERON

**13.3.1. Association Registration and Regulation Support Services Section**

- a. Community Development Assistant I (SG-7)
- b. Administrative Aide II (SG-2) \*
- c. Administrative Aide I (SG-1) \*

  
HON. ENRICO C. VILLAS

**13.3.2. Capacity Building and Training Section**

- a. Administrative Assistant (SG-8)
- b. Audio Visual Aids Technician I (SG-6)
- c. Administrative Aide I (SG-1)

  
HON. FELIX JOHN C. TEMPLANA  
  
HON. ENRICO C. VILLAS

**13.4. Investment and Enterprise Promotion and Development Division**

- a. Development Management Officer II (SG-15)

**13.4.1. Investment Promotion and Development Section**

- a. Community Development Assistant I (SG-7)
- b. Bookbinder I (SG-2)
- c. Administrative Aide I (SG-1)

  
HON. JOEJIE R. NARCISO

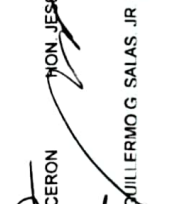
**13.4.2. Economic Enterprise Promotion and Development Section**

- a. Community Affairs Assistant II (SG-8)
- b. Administrative Aide II (SG-2)
- c. Administrative Aide I (SG-1)

  
HON. JESSY SAPUNGAN

**13.5. Project Development and Administrative Division**

- a. Administrative Officer IV (SG-15)

  
HON. GUILLERMO G. SALAS, JR.

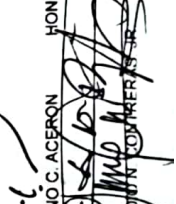
**13.5.1. Project Development Support Services Section**

- a. Project Development Assistant (SG-8)
- b. Administrative Aide II (SG-2)
- c. Administrative Aide I (SG-1) \*

  
HON. EDEZER F. ACERON

**13.5.2. Administrative Service Section**

- a. Administrative Officer III (SG-11)
- b. Data Entry Machine Operator I (SG-6) \*
- c. Messenger (SG-2)
- d. Administrative Aide II (SG-2) \*

  
HON. EDLERINO C. ACERON

**13.5.3. Technical Assistance Section**

- a. Administrative Assistant (SG-8)
- b. Administrative Aide III (SG-3) \*
- c. Administrative Aide I (SG-1) \*

  
HON. EDLERINO C. ACERON

**14. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

- a. Municipal Gov't Department Head I (MDRRMO) (SG-24)
- b. AMGDH I (Asst. MDRRMO) (SG-22)

  
HON. RAMON C. MAGBANUA  
  
HON. EDLERINO C. ACERON

**14.1. Administration and Training Division**

- a. Local Disaster Risk Reduction and Management Officer III (SG-18) \*

**14.1.1. Administrative Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Assistant V (SG-11)
- c. Data Encoder (SG-7)
- d. Radio Operator (SG-7)
- e. Administrative Aide III (SG-3)
- f. Driver I (SG-3)
- g. Administrative Aide II (SG-2) \*
- h. Administrative Aide I (SG-1) \*

**14.1.2. Training and Capacity Development Section**

- a. Local Disaster Risk Reduction and Management Officer II (SG-15) \*
- b. Local Disaster Risk Reduction and Management Officer I (SG-11)
- c. Administrative Assistant I (SG-7)
- d. Driver II (SG-4)
- e. Administrative Aide II (SG-2) \*
- f. Administrative Aide II (SG-2) \*
- g. Administrative Aide I (SG-1) \*
- h. Administrative Aide I (SG-1) \*

**14.2. Research and Planning Division**

- a. Local Disaster Risk Reduction and Management Officer III (SG-18)

**14.2.1. Research Section**

- a. Local Disaster Risk Reduction and Management Officer II (SG-15)
- b. Local Disaster Risk Reduction and Management Officer I (SG-11) \*
- c. Local Disaster Risk Reduction and Management Assistant (SG-8)
- d. Administrative Aide IV (SG-4)
- e. Driver II (SG-4)
- f. Administrative Aide I (SG-1) \*

**14.2.2. Planning and Program Implementation Section**

- a. Planning Officer II (SG-15)
- b. Planning Officer I (SG-11)
- c. Computer Operator I (SG-7)
- d. Administrative Aide IV (SG-4)
- e. Driver I (SG-3)
- f. Administrative Aide II (SG-2) \*

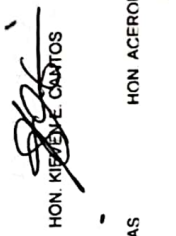
**14.3. Operation and Warning Division**

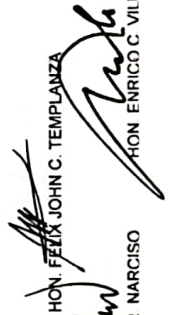
- a. Local Disaster Risk Reduction and Management Officer III (SG-18)


**14.3.1. Rescue and Response Section**

- a. Local Disaster Risk Reduction and Management Officer II (SG-15)
- b. Local Disaster Risk Reduction and Management Assistant (SG-8) \*
- c. Computer Operator I (SG-7)
- d. Radio Operator (SG-7)
- e. Administrative Aide IV (SG-4)
- f. Driver II (SG-4)
- g. Administrative Aide III (SG-3)
- h. Driver I (SG-3)
- i. Administrative Aide II (SG-2) \*
- j. Administrative Aide I (SG-1) \*
- k. Administrative Aide I (SG-1) \*

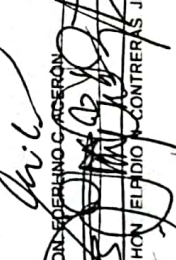
  
 PERITA L. PUA

  
 HON. KIYEME CORTOS

  
 HON. FELIX JOHN C. TEMPLANZA

  
 HON. JOEJIE R. NARCISO

  
 HON. JESS V. SAPANGAN

  
 HON. EDEZER F. ACERON

  
 HON. EDERLINO C. ACERON

  
 HON. RAMON G. MACBANUA

  
 HON. FELIPIO N. CONTRERAS, JR.

**15. MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (MPESO)**

- a. PESO Manager (SG-24)
- b. Supervising Labor and Employment Officer V (SG-22)

**15.1. Employment Facilitation Section**

- a. Senior Labor and Employment Officer (SG-19)
- b. Administrative Officer IV (SG-15) \*
- c. Labor and Employment Officer I (SG-11)
- d. Labor and Employment Assistant (SG-8)
- e. Administrative Aide III (SG-3)
- f. Administrative Aide I (SG-1)

**15.2. Migrant Workers and Manpower Development Section**

- a. Manpower Development Officer II (SG-15)
- b. Administrative Assistant V (SG-11) \*
- c. Manpower Development Assistant (SG-8)
- d. Labor and Employment Assistant (SG-8)
- e. Administrative Aide V (SG-5)
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)

**15.3. Training and Education Services Section**

- a. Labor and Employment Officer III (SG-16)
- b. Labor and Employment Officer I (SG-11)
- c. Administrative Assistant V (SG-11) \*
- d. Labor and Employment Assistant (SG-8)
- e. Administrative Assistant I (SG-7) \*
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)

**15.4. Administrative Support Services Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Assistant II (SG-11)
- c. Administrative Assistant IV (SG-10) \*
- d. Computer Operator II (SG-9)
- e. Computer Operator II (SG-9)
- f. Administrative Aide II (SG-2)
- g. Administrative Aide I (SG-1)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)
- j. Administrative Aide I (SG-1)

**16. MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**

- a. Municipal Environment and Natural Resources Officer (SG-24)
- b. Senior Environmental Management Specialist (SG-18)

**16.1 Environmental Management Section**

- a. Environmental Management Specialist II (SG-15)
- b. Environmental Management Specialist I (SG-11) \*
- c. Community Development Asst. I (SG-7)
- d. Administrative Aide II (SG-2) \*
- e. Administrative Aide II (SG-2) \*
- f. Administrative Aide I (SG-1)
- g. Administrative Aide I (SG-1)
- h. Administrative Aide I (SG-1)

PERJUAL FAZ  
 HON ACERON J TALING JR  
 HON KIMBERE CANTOS  
 HON ENRICO C VILLAS  
 HON FELIX JOHN C. TEMPLANZA  
 HON ENRICO C VILLAS  
 HON JOSE R NARCISO  
 HON JOSE V. SAPUNGAN  
 HON JOSE R NARCISO  
 HON EDUARDO F. ACERON  
 HON GUILLERMO G SALAS JR  
 HON EDERLINO C. ACERON  
 HON ALBERTO C. ACERON  
 HON RAMON G MGBA NUA  
 HON ENRICO C VILLAS



**18.2. Personnel Management Section**

- a. Human Resource Management Officer II (SG-15)
- b. Human Resource Management Officer I (SG-11)
- c. Human Resource Management Assistant (SG-8)
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

**18.3. Compensation and Benefits Section**

- a. Human Resource Management Officer II (SG-15)
- b. Human Resource Management Officer I (SG-11)
- c. Human Resource Management Aide (SG-4)
- d. Administrative Aide I (SG-1) \*
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

**18.4. Records Management Section**

- a. Information System Analyst II (SG-16)
- b. Administrative Officer I (Records Officer I) SG-10
- c. Administrative Aide VI (SG-6) \*
- d. Administrative Aide II (SG-2) \*
- e. Administrative Aide I (SG-1)

**19. MUNICIPAL TOURISM OFFICE**

- a. MGDH I (Municipal Tourism Officer)

**19.1. Tourism Development Planning and Coordination Section**

- a. Tourism Operations Officer II (SG-15) \*
- b. Tourism Operations Officer I (SG-11)
- c. Tourism Receptionist I (SG-8)
- d. Tourism Operations Assistant (SG-7)
- e. Administrative Assistant II (SG-8)
- f. Administrative Aide I (SG-1) \*

**19.2. Tourism Public Affairs and Culture and Arts Section**

- a. Senior Tourism Operation Officers (SG-18)
- b. Tourism Operations Officer II (SG-15)
- c. Tourism Operations Officer I (SG-11)
- d. Tourism Operations Assistant (SG-7)
- e. Tourism Receptionist I (SG-8)
- f. Administrative Assistant II (SG-8)
- g. Administrative Aide IV (SG-4)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)

**19.3. Marketing and Promotion Section**

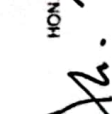
- a. Tourism Operations Officer II (SG-15)
- b. Sales and Promotion Supervisor (SG -10)
- c. Tourism Operations Assistant (SG-7)
- d. Tourism Receptionist I (SG-8)
- e. Photographer (SG-5)
- f. Administrative Aide II (SG-2)
- g. Administrative Aide II (SG-2)
- h. Administrative Aide I (SG-1)
- i. Administrative Aide I (SG-1)

**19.4. Administrative Services Section**

- a. Administrative Officer IV (SG-15)
- b. Administrative Assistant II (SG-8)
- c. Administrative Aide II (SG-2)

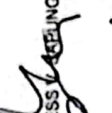
  
PERLA L. PAZ

  
HON. MEDY M. SANTOS


  
HON. ENRIQUE C. VILLAS

  
HON. JOHN C. TEMPERRA

  
HON. JOE R. NARCISO

  
HON. JESS A. LINGAN

  
HON. GUILLERMO G. SALAS JR.

  
HON. EDZER F. ACERON

  
HON. ERLING C. ACERON

  
HON. RAMON G. MAGBANUA

  
HON. ENRIQUE C. VILLAS



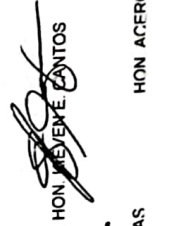
**24. OFFICE OF THE SENIOR CITIZENS AFFAIRS**

- a. Community Affairs Officer I (SG-10) (Section 6, RA 9994 "The head of the OSCA shall be entitled to receive an honorarium of an amount at least equivalent to Salary Grade 10 to be approved by the LGU concerned.)
- b. Administrative Assistant II (SG-8)
- c. Administrative Aide II (SG-2)
- d. Administrative Aide I (SG-1)
- e. Administrative Aide I (SG-1)

  
PERITA L. PAZ

**25. PERSONS WITH DISABILITY AFFAIRS OFFICE**

- a. Disability Affairs Officer II (SG-15)
- b. Disability Affairs Officer I (SG-11) \*
- c. Disability Affairs Assistant (SG-8)
- d. Administrative Aide II (SG-2)
- e. Administrative Aide I (SG-1)
- f. Administrative Aide I (SG-1)

  
HON. EUSEBIO SANTOS

**26. OFFICE OF BARANGAY AFFAIRS**

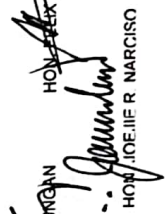
- a. President of Liga ng mga Barangay (SG-24) ^
- d. Administrative Officer II (SG-11)
- e. Administrative Aide II (SG-2)
- f. Administrative Aide I (SG-1)

  
HON. ENRICO C. VILLAS

**II. LEGISLATIVE DEPARTMENT**

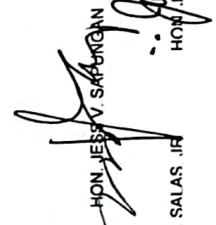
**1. OFFICE OF THE MUNICIPAL VICE MAYOR**

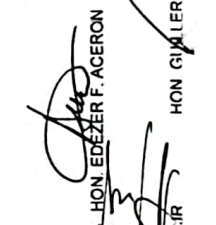
- a. Municipal Vice-Mayor (SG-25) ^
- b. Private Secretary I (SG-11) ^
- c. Security Agent I (SG-8) ^
- d. Administrative Aide III (SG-3) \*
- e. Administrative Aide II (SG-2)
- f. Administrative Aide I (SG-1)
- g. Driver II (SG-4)
- h. Administrative Officer IV (SG-15) \*
- i. Administrative Officer II (SG-11) \*

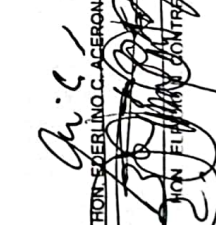
  
HON. JOHN C. TEMPIANZA

**1.2. SANGGUNIANG BAYAN OFFICE**

- a. 8 Sangguniang Bayan Members (SG-24) ^
- b. ABC President (SG-24) ^
- c. SKMF President (SG-24) ^
- d. IP's Mandatory Representative ^
- d. SB Member Women Sector (SG-24) ^
- e. SB Member Agriculture, Industrial, and Labor Sector (SG-24) ^
- f. SB Member Urban Poor Sector (SG-24) ^
- g. Administrative Officer IV (SG-15)
- h. Local Legislative Staff Assistant III (SG-10) ^
- i. Local Legislative Staff Assistant III (SG-10) ^
- j. Local Legislative Staff Assistant III (SG-10) ^
- k. Local Legislative Staff Assistant III (SG-10) ^
- l. Local Legislative Staff Assistant III (SG-10) ^
- m. Local Legislative Staff Assistant III (SG-10) ^
- n. Local Legislative Staff Assistant III (SG-10) ^
- o. Local Legislative Staff Assistant III (SG-10) ^
- p. Local Legislative Staff Assistant III (SG-10) ^
- q. Local Legislative Staff Assistant III (SG-10) ^
- r. Administrative Aide VI (SG-6)
- s. Driver II (SG-4)
- t. Administrative Aide IV (SG-4) \*

  
HON. JESS V. SAPANGAN

  
HON. EDEZER F. ACERON

  
HON. EDERLINO C. ACERON

  
HON. RAMON G. MACEBANUA

  
HON. EMILIO C. VILLAS

**1.3. Office of the Secretary to the Sangguniang Bayan**

- a. Secretary to the Sangguniang Bayan (SG-24) \*






**Section 5. Administrative Provision.** All creations for new position shall be in accordance with this Ordinance.

**Section 6. Repealing Clause.** Any ordinance inconsistent with the provisions of this Ordinance is hereby 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. Higher laws or policies inconsistent with the provisions of this Ordinance shall prevail.

**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 1<sup>st</sup> day of April 2024 Bulalacao, Oriental Mindoro.

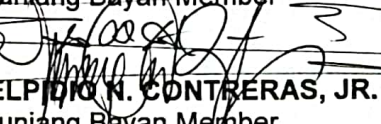
  
**Hon. EDERLINO C. ACERON**  
Sangguniang Bayan Member

  
**Hon. EDEZER F. ACERON**  
Sangguniang Bayan Member


  
**Hon. JESS V. SAPUNGAN**  
Sangguniang Bayan Member


  
**Hon. FELIX JOHN C. TEMPLANZA**  
Sangguniang Bayan Member

  
**Hon. KIEVEN E. CANTOS**  
Sangguniang Bayan Member

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

  
**Hon. GUILLERMO G. SALAS, JR.**  
Sangguniang Bayan Member

  
**Hon. JOEJIE R. NARCISO**  
Sangguniang Bayan Member

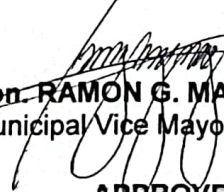
  
**Hon. ENRICO C. VILLAS**  
Pangulo, Liga ng mga Barangay

  
**Hon. ACERON U. CALINOG, JR.**  
IPM-Representative

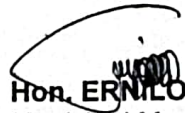
**CERTIFIED TRUE AND CORRECTED:**

  
**PERLITA L. PAZ**  
Secretary to the Sanggunian

**ATTESTED:**

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

**APPROVED:**

  
**Hon. ERNILO C. VILLAS**  
Municipal Mayor  
Date Signed: May 13, 2024