



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON FEBRUARY 24, 2017 AT THE SANGGUNIANG BARANGAY SESSION HALL, BARANGAY SAN FRANCISCO, BULALACAO, ORIENTAL MINDORO

PRESENT:

- | | | |
|--------------------------------|---|-------------------------------|
| Hon. Ramon G. Magbanua | - | Presiding Officer |
| Hon. Dexter R. Gonzales | - | Sangguniang Bayan Member |
| Hon. Dennes M. Faner | - | Sangguniang Bayan Member |
| Hon. Edezer F. Aceron | - | Sangguniang Bayan Member |
| Hon. Guillermo G. Salas, Jr. | - | Sangguniang Bayan Member |
| Hon. Elpidio N. Contreras, Jr. | - | Sangguniang Bayan Member |
| Hon. Edwin C. Aceron | - | Sangguniang Bayan Member |
| Hon. Tulay M. Caring | - | IPM-Representative |
| Hon. Enrico C. Villas | - | Pangulo, Liga ng mga Barangay |

ABSENT:

- | | |
|---------------------------|---------------------------------|
| Hon. German S. Acosta | -Sangguniang Bayan Member-Leave |
| Hon. Teresita S. Bantugan | -Sangguniang Bayan Member-Leave |

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ORDINANCE NO. 17-02-177

ORDINANCE PRESCRIBING POLICIES IN HIRING, MAINTAINING, AND TERMINATING JOB ORDER WORKERS IN THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO AND SETTING STANDARDS ON GRANTING THEIR WAGES

SPONSORS:

SB Member DEXTER R. GONZALES

Chairperson, Committee on Finance, Budget, and Appropriation

SB Member EDWIN C. ACERON

Chairperson, Committee on Good Government

SB Member ELPIDIO JR N. CONTRERAS

Chairperson, Committee on Ways and Means

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

SECTION 1. Statement of Policy. It is the policy of the Local Government Unit of Bulalacao, Oriental Mindoro (LGU of Bulalacao) to hire workers in job order basis in order to augment human resources and work force of the agency in accordance with the Comprehensive Development Plan, Annual Investment Plan, and other local plans as supported by appropriation ordinances. It is also the policy of the agency to determine, standardize and regulate wages of workers paid on a daily rate basis and hired through job order for local programs, projects, services, and activities authorized by the Sangguniang Bayan.

SEC. 2. Hiring and Termination. It shall be the responsibility of the hiring authority, with technical and administrative assistance from heads of office or key employees such as the highest ranking Human Resource Management Officer (HRMO) and the Local Finance Committee (LFC), to determine if hiring of workers is demand driven, service-oriented, qualification-based, appropriated with enough funds, and in accordance with existing plans, laws and policies.

Hired workers will render services for a period not longer than six (6) months and they may be terminated any time if there would be compelling, just, legal, and practical reasons that warrant such action. However, workers must receive termination order to be prepared and sent by the HRMO upon instruction by the authority issuing such order at least ten (10) working days prior to the effectivity except when the termination comes as a penalty which shall be effective immediately upon its receipt. Although hiring may be done any time as necessary, job order workers shall be hired or rehired, as far as practicable, in January and July each year. Orientation for newly hired workers shall be held within ten (10) working days after the first day of service, and during such activity, the HRMO shall discuss administrative policies and procedures, heads of office shall give inputs on services that must be rendered and work ethics that must be observed, and officials and officers of the LGU of Bulalacao must be presented to newly hired workers.

SEC. 3. Factors in Determining Wages. Factors such as job classification, education, related experience, eligibility, relevant training, and work location shall be considered in determining wages for workers hired in job order basis. A certain point shall be assigned to each factor specification, and the sum of earned points shall be converted to Philippine Peso for it to become the daily wage rate. This matrix shall be utilized in determining wages.

Factor	Specification	Point
Job classification	Supervisory – the job is supervisory if it is the head of a group consisting of at least ten (10) workers	80
	Specialized/Highly Technical/Skilled – the job falls under this specification if only a few can perform the tasks of the position and if it requires job-related skill or technical ability supported by certificate of competency or national certificate from the Technical Education and Skills Development Authority (TESDA)	80
	Non-skilled – the job is non-skilled if anybody within the agency can perform the tasks of the position	60
Education	Doctoral degree graduate	130
	Earned at least 18 units in doctoral degree	115
	Masteral degree graduate	110
	Earned at least 18 units in masteral degree	95
	Bachelor degree graduate	90
	Reached at least 2 nd year college or vocational course graduate (more than 1 year to 3 years)	85
	Technical course (6 months to 1 year) graduate	80
	High school graduate	75
	Reached at least 2 nd year high school	70
Elementary graduate	60	
Reached at least grade 3/Attended Alternative Learning System's basic literacy course	55	
Did not have formal education	50	

Related Experience	5 years or more	100
	More than 4 years but less than 5 years	90
	More than 3 years but less than 4 years	80
	More than 2 years but less than 3 years	75
	More than 1 year but less than 2 years	70
	More than 6 months but less than a year	65
	Less than 6 months or none	60
Eligibility	Career service professional or its equivalent	70
	Career service sub-professional or its equivalent	50
	Career service eligibility pursuant to CSC MC, s.	30
	No eligibility	10
Relevant Training	40 hours or more	50
	Less than 40 but at least 32 hours	45
	Less than 32 but at least 24 hours	40
	Less than 24 but at least 16 hours	35
	Less than 16 but at least 8 hours	30
	Less than 8 but at least 4 hours	20
	Less than 4 hours or none	10
Work Location	Upland/geographically isolated and depressed area/island (Abintang, Umabang, Bailan, Balditan, Waring, Upper Yunot, Balagway, Silad, Agong, Maasin, Ugyong, and other similar areas)	30
	5 kilometer away from the residence	10

Adjustments of wages from the current rate shall be partially implemented every year but the full implementation shall not be longer than three (3) years from the approval of this Ordinance.

The HRMO shall compute the points corresponding to the wage of each worker. Job order workers shall submit the applicable or appropriate documents to serve as bases for computation:

For job classification – list of workers being supervised as attested by the concerned head of office, certificate of competency, or national certificates from TESDA;

For education – diploma, transcript of records, or certificate;

For related experience – service record, certificate of employment, or employment contract;

For eligibility – certificate of eligibility;

For relevant training – training certificate;

For work location – certification from the Municipal Engineering Office of estimated distance in kilometer from residence to work location

The computation shall be submitted to the Local Finance Committee (LFC) for review. The appointing authority shall approve the wage rates only upon favorable recommendation by the LFC.

SEC. 4. Appointment. The HRMO shall prepare the appointment paper for approval by the hiring authority and shall send the approved appointment paper to the hired worker who was chosen by the latter from among the applicants initially screened and shortlisted by the former and recommended by the Personnel Selection Board (PSB) at least within ten (10) days before the effectivity. It shall state the name of hired worker, job description, wage rate as favorably recommended by the LFC and approved by the appointing authority, period of service, specific work days in a week, office or area assignment, name of immediate supervisor, and other pertinent information. Upon receipt of a copy of such document, the worker shall immediately report and present it to the head of office or immediate supervisor who shall at once give necessary instructions in connection with the assumption to duty of the former. The HRMO shall post list of job order workers and its update in bulletin board at the entrance of municipal hall.

SEC. 5. Payment of Wages. In no case the Municipal Treasury Office thru the Disbursing Officer shall pay wages to job order workers without the payroll prepared by the HRMO and approved by the concerned hiring authority. Reference to electronic or written daily time record and to daily work accomplishment signed by the worker and attested by the head of office or immediate supervisor shall be made by the HRMO prior to payroll preparation. Payment for overtime service actually rendered as certified by the head of office or immediate supervisor shall not be considered provided such overtime service shall have been requested in detail by the head of office or immediate supervisor and approved by the concerned appointing authority.

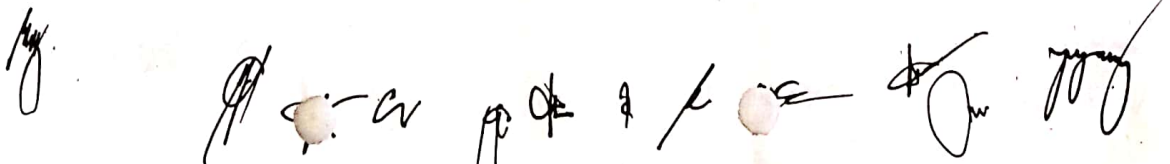
Equivalent amount for tardiness and under time shall be computed and deducted from the corresponding wages of workers.

Services covering January 16 to 31 and July 16 to 31 shall not be paid unless job order workers submit updated personal data sheet, barangay clearance, and other practical and allowable documents the HRMO may require such as but not limited to papers that shall become bases for the computation of wages.

Services actually rendered but not covered by any job order appointment shall be considered as charity works and therefore shall not be paid by the LGU of Bulalacao.

SEC. 6. Insurances. Qualified job order workers rendering services to the LGU of Bulalacao shall be given priority in PhilHealth enrolment through sponsorship program by the agency itself or by other government agencies or through voluntary payment scheme. Furthermore, LGU of Bulalacao shall facilitate membership application of its job order workers, sponsor at least one (1) month contribution, and encourage them to allocate certain percent of their wages to regularly pay contribution to the Social Security System (SSS). Mandatory deduction of monthly SSS and PAG-IBIG contribution or amortization from the wage due to workers may be done by virtue of a local ordinance.

The LGU of Bulalacao shall likewise help the workers in securing tax identification number from the Bureau of Internal Revenue. The Public Employment Service Unit of the Office of the Municipal Mayor is hereby tasked to attend to such PhilHealth, SSS, PAG-IBIG, and BIR concerns.



SEC. 7. Budget. Heads of office and key persons shall prepare annual work and financial plan to reflect the financial need of their respective programs, projects, and activities in order to compensate necessary services to be rendered by job order workers. Appropriation of adequate funds for every office or unit based on the work and financial plan shall have significant consideration in the enactment of annual appropriation ordinance. No supplemental or realignment of funds for this purpose shall be approved unless justifications are provided by requesting office.

Disbursement of funds shall be subject to usual budgeting and accounting rules and regulations. It shall be the responsibility of the heads of office, fiscal managers or the Local Finance Committee, Municipal Vice Mayor, and Municipal Mayor to make sure that fund allocation and utilization in relation with job order services are all in accordance with laws, ordinances, rules, and policies.

SEC. 8. Penalty. Job order workers who shall violate this Ordinance and other agency and office rules and policies shall suffer the following penalties:

1st offense – suspension for a period of ten (10) days

2nd offense – termination from service

The hiring authority is the disciplining authority hence it shall be the duty of either the Municipal Mayor or Municipal Vice Mayor to initiate investigation on the alleged violation before rendering final decision.

Officials and employees of LGU of Bulalacao who shall violate this Ordinance and other laws, ordinances, rules, and policies pertinent to job order services and fund allocation and utilization for that purpose shall be dealt with administratively or criminally dependent on the nature of violation subject to the pertinent provisions of the Civil Service Laws and Rules, the Local Government Code, and other laws and policies.

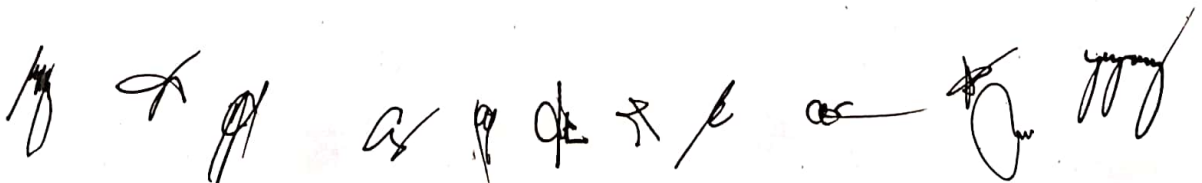
SEC. 9. Implementing Rules and Regulations. Within ninety (90) days after the approval of this Ordinance, the Office of the Municipal Mayor thru the Human Resource Management Officer shall prepare, issue, and disseminate the Implementing Rules and Regulations of this Ordinance (IRR) preferably in Filipino.

SEC. 10. Repealing Clause. Any ordinance inconsistent with the provisions of this Ordinance is hereby repealed or modified accordingly.


SEC. 11. 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.

SEC. 12. Effectivity. Unless otherwise stated herein, this Ordinance shall take effect immediately upon approval of the Municipal Mayor. A copy of the approved ordinance shall be given to agencies, offices, and incumbents of positions mentioned herein and shall be posted 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 24th day of February 2017. Bulalacao, Oriental Mindoro.

A series of approximately ten handwritten signatures in black ink, arranged horizontally across the bottom of the page. The signatures vary in style and length, representing the official approval of the ordinance.


HON. DEXTER R. GONZALES
SB Member



HON. DENNES N. FANER
SB Member

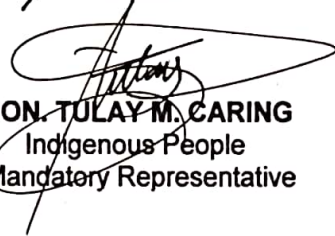

HON. EDEZER F. ACERON
SB Member


HON. GUILLERMO G. SALAS, JR.
SB Member


HON. ELPIDIO N. CONTRERAS, JR.
SB Member


HON. EDWIN C. ACERON
SB Member



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


HON. TULAY M. CARING
Indigenous People
Mandatory Representative


CERTIFIED TRUE AND CORRECT:


PERITA 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: 03-09-17

170303/PLP/jpc