



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 SEPTEMBER 14, 2018 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. German S. Acosta	Sangguniang Bayan Member
Hon. Edezer F. Acheron	Sangguniang Bayan Member
Hon. Guillermo G. Salas, Jr.	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr	Sangguniang Bayan Member
Hon. Edwin C. Acheron	Sangguniang Bayan Member
Hon. Teresita S. Bantugan	Sangguniang Bayan Member
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay
Hon. Tulay M. Caring	IPM Representative

**ABSENT:**

Hon. Kim Jonh Elco E. Cantos SK Federation President -Leave

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**MUNICIPAL ORDINANCE NO. 18-09-214**

**ORDINANCE GRANTING ANNUAL SERVICE INCENTIVE TO WORKERS IN JOB ORDER OR CONTRACT OF SERVICE STATUS RENDERING SERVICES TO THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO AND THEREBY MODIFYING SPECIAL ORDINANCE NO. 2017-01-03**

**Author and Sponsor**

Sangguniang Bayan Member Dexter R. Gonzales  
Chairperson, Committee on Finance, Budget & Appropriation

**Sponsor**

Sangguniang Bayan Member Dennes M. Faner  
Chairperson, Committee on Social Welfare and Community Development

**Co-Sponsors**

Sangguniang Bayan Member Elpidio N. Contreras, Jr.  
Sangguniang Bayan Member German S. Acosta

**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 to recognize annually its workers rendering selfless, committed, and honest services in spite of small wage consideration. Granting of the annual service incentive to qualified workers shall be always included in the Human Resource Development Plan of the agency.

*(Handwritten signatures of the Sangguniang Bayan members and officials)*

**SECTION 2. ENTITLEMENT.** Every worker of the Local Government Unit of Bulalacao, Oriental Mindoro in job order or contract of service status who has rendered at least twelve (12) months of service to the agency shall be granted with annual service incentive in the amount of one thousand pesos (PhP1,000.00) to be given on the natal day anniversary of such worker.

The highest ranking Human Resource Management Officer (HRMO) shall issue service record and certificate of eligibility to become the bases of every office in preparing necessary payrolls and vouchers monthly. The HRMO shall prepare the payroll for succeeding month within the second week of the current month so as to ensure that the incentive shall be disbursed by the Disbursing Officer on the exact birthday anniversary of recipients, provided they are still in service.

**SECTION 3. FUND.** There shall be annual allocation for annual service incentive in every office under maintenance and other operating expenses. The heads of office or the HRMO shall submit budget proposal regarding this purpose to the Municipal Budget Office within July 1-15 every year. The Municipal Budget Officer shall ensure that the budget necessary for the implementation of this Ordinance is included in yearly appropriation. The fund allocated for this incentive shall not be allowed for realignment and not be certified as savings unless all qualified workers shall have already received it.

**SECTION 4. FUND DISBURSEMENT.** Disbursement shall be made only with the actual appearance of the recipient or the representative upon presentation of the representative's valid identification card and authorization letter duly signed by the recipient. The Disbursing Officer shall have the option to require additional documents for proper identification.

**SECTION 5. PENALTY.** Any officer or employee who shall disregard or neglect the implementation of this Ordinance shall be administratively dealt with and such shall be a ground for suspension or dismissal subject to the pertinent provisions of the Civil Service Laws and Rules.

**SECTION 6. REPEALING CLAUSE.** Provisions of Special Ordinance No. 17-01-03, or of any other ordinances, 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 14<sup>th</sup> day of September, 2018. Bulalacao, Oriental Mindoro.

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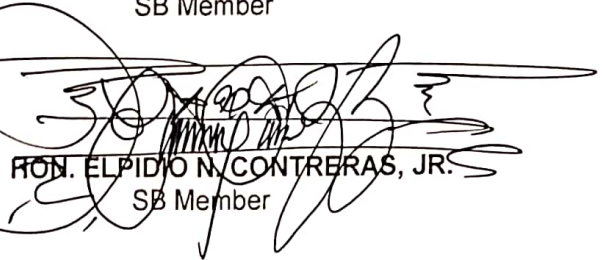
  
HON. DEXTER R. GONZALES  
SB Member

  
HON. DENNIS M. FANER  
SB Member

  
HON. GERMAN S. ACOSTA  
SB Member

  
HON. EDEZER F. ACERON  
SB Member

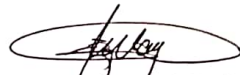
  
HON. GUILLERMO G. SALAS, JR.  
SB Member

  
HON. ELPIDIO N. CONTRERAS, JR.  
SB Member

  
HON. EDWIN C. ACERON  
SB Member

  
HON. TERESITA S. BANTUGAN  
SB Member

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

  
HON. TULAY M. CARING  
IPM Representative

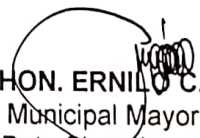
CERTIFIED TRUE AND CORRECT:

  
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: 11/22/2018