



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SAN NICOLAS**

## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE FIFTH REGULAR SESSION OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 31<sup>ST</sup> DAY OF JANUARY, 2022 AT 10:30 O'CLOCK IN THE MORNING.

**PRESENT:**

- |  |  |
|--|--|
| Hon. Edistio P. Valdez                 | Vice-Mayor/Presiding Officer;          |
| Hon. Angel Miguel L. Hernando          | Member;                                |
| Hon. Moera Joy N. Galing-Luna          | Member;                                |
| Hon. Joseph Lister B. Butay            | Member;                                |
| Hon. Norberto D. Dadiz, Sr.            | Member;                                |
| Hon. Erico R. Ruiz, Jr.                | Member;                                |
| Hon. Jessie Julito P. Pumaras, Sr.     | Member;                                |
| Hon. Juanito P. Ulep, Jr.              | Member/Liga ng mga Barangay President. |
| Hon. Inno Ma. Angelo Paulo O. Hernando | Member/PPSK President.                 |

**ABSENT:**

- |                         |   |
|-------------------------|---|
| Hon. Luciano R. Caraang | Member; ( <i>On Quarantine-Leave</i> ). |
|-------------------------|---|

### “MUNICIPAL ORDINANCE NO. 2022-06

#### AN ORDINANCE CREATING TEN (10) CASUAL POSITIONS FOR THE OFFICE OF THE MAYOR OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE.

**WHEREAS**, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, provides 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**, during the committee hearing of the Committee on Finance, Budget and Appropriations of the Sangguniang Bayan various department heads requested for the creation and allocation of funds of casual positions in their respective offices which shall address and sustain the prevailing operational and manpower needs of their respective offices;

**WHEREAS**, the funding requirements for the salaries and other benefits and payment of statutory obligations have been duly allocated in the Annual General Fund Budget for CY 2022 and included in the General Provisions of the Municipal Ordinance No. 2021-31 and AIP for FY 2022;

**NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN IN SESSION DULY ASSEMBLED THAT:**

**SECTION 1.** Ten (10) Administrative Aide I (Casual) are hereby created for the Office of the Mayor and to be assigned to the different offices of the municipality;

**SECTION 2.** The following are the qualifications of the newly created casual plantilla positions:

POSITION	SALARY GRADE	EDUCATION	WORK EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Aide I (Casual)	1	None required	None required	None required	None required

**SECTION 3.** The newly created casual plantilla positions shall have the following functions, duties and responsibilities:

POSITION TITLE	FUNCTIONS, DUTIES AND RESPONSIBILITIES
Administrative Aide I (Casual)	1. Maintain cleanliness and orderliness; 2. Performs messengerial services; and 3. Performs other duties as may be assigned by immediate supervisor.

**SECTION 4.** Appropriations, Salaries and Benefits of the newly created casual plantilla positions have been included in the Annual General Fund Budget for FY 2022 under Municipal Ordinance No. 2021-31 and shall be then included in the succeeding annual budgets.

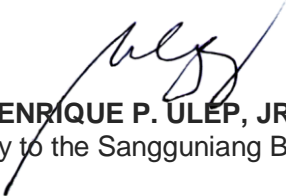
**SECTION 5. Effectivity.** - This ordinance shall take effect upon approval.

**UNANIMOUSLY APPROVED.”**

Voting on the foregoing ordinance was as follows:

- AYES : Members Hernando, A., Galing-Luna, Butay, Dadiz, Sr., Ruiz, Jr., Pumaras, Sr., Ulep, Jr. and Hernando, I.
- NAYS : None.
- ABSTAINED : None.


I hereby certify to the correctness of the foregoing ordinance.

  
**ENRIQUE P. ULEP, JR.**  
 Secretary to the Sangguniang Bayan I

ATTESTED:

  
**EDISTIO P. VALDEZ**  
 Vice-Mayor/Presiding Officer

APPROVED:

  
**ALFREDO P. VALDEZ, JR., M.D.**  
 Municipal Mayor  
 Approved on: January 31, 2022