



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

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE SECOND REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 7TH DAY OF NOVEMBER, 2022 AT 11:00 O’CLOCK IN THE MORNING.

PRESENT:

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| Hon. Napoleon L. Hernando | Vice-Mayor/Presiding Officer; |
| Hon. Luciano R. Caraang | Member; |
| Hon. Moera Joy N. Galing-Luna | Member; |
| Hon. Erico R. Ruiz, Jr. | Member; |
| Hon. Chona P. Hernandez | Member; |
| Hon. Jessie Julito P. Pumaras, Sr. | Member; |
| Hon. Norberto S. Dadiz, Jr. | Member; |
| Hon. Juanito P. Ulep, Jr. | Member; |
| Hon. Cesar R. Agustin | Member; |
| Hon. Inno Ma. Angelo Paulo O. Hernando | Member/PPSK President. |

ON SICK-LEAVE:

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| Hon. Jorge Cesar T. Palafox | Member//Liga ng mga Barangay President. |
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ABSENT:

None.

“MUNICIPAL ORDINANCE NO. 2022-23

AN ORDINANCE CREATING THE POSITIONS OF ADMINISTRATIVE AIDE III (DRIVER I), HEAVY EQUIPMENT OPERATOR II, LDRRMO I AND NURSE I OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE AND APPROPRIATING FUNDS THEREFOR.

“Be it enacted by the Sangguniang Bayan in session duly assembled:

SECTION 1. Creation of Positions. The following positions are hereby created with their respective salary grade, qualifications and other functions, to wit:

Position	Salary Grade	Education Requirement	Eligibility Requirement	Duties and Functions
Administrative Aide III (Driver I)	3	Elementary School Graduate	Driver’s License MC 11, S.96, Cat. II	50% Drivers light automotive equipment such as cars, and ambulance to transport patients and personnel to and from places of destination. 10% Assist in loading and unloading of medical healthcare supplies and other office equipment. 10% Prepares trip tickets and report fuel consumption from proper authorities. 10% Cleans municipal vehicles, keep vehicles in good running condition at all times.
Heavy Equipment Operator II	6	High School Graduate of Completion of relevant vocational/trade course	Heavy Equipment Operator MC 10 S. 2013- Cat II	50% Operates heavy equipment of the municipality. 10% Reports damage of equipment and all necessary repairs needed. 10% Makes status report of every operation attended.

				<p>10% Prepares trip tickets and report fuel consumption from proper authorities.</p> <p>10% Makes a periodic report on the condition of heavy equipment operated.</p> <p>10% Performs other work as may be directed by higher authorities.</p>
LDRRMO I	11	Bachelor's Degree	Career Service Professional; Appropriate Eligibility for Second Level Position	<p>20% Operate a multi-hazard warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities.</p> <p>20% Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private group and organized volunteers, to utilize their facilities and resource for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures.</p> <p>20% Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups</p> <p>105 Respond to and manage the adverse effects or emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally displaced mothers can find help in breastfeeding, feed and care for their babies and give support to each other;</p> <p>5% Coordinate other DRRM activities;</p> <p>5% Establish linkage and/or network with other LGUs for DRR and emergency response purposes;</p> <p>5% Establish a provincial, city or municipal, and barangay DRRM Operation Center;</p> <p>5% Give early warning to the most sectors (women, children, senior citizens, and PWD) to respond to their needs; and</p> <p>5% Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable sectors;</p> <p>5% Performs other works as may be directed by higher authorities.</p>

Nurse I	15	Bachelor's Degree in Nursing	RA 1080 (Nurse)	20% Carries out doctor's order like intravenous fluid insertion, injecting intramuscular injections, wound care and first aid; 20% Helps in dispensing medication to patients; 20% Refers/transport patients to other health care facilities for further evaluation and management; 10% Assists the Municipal Health Officer and co-workers in minor surgical procedures; 10% Conducts health education and patient counseling 10% Admits patients for consultation 10% Performs other work as may be directed by higher authorities.
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SECTION 2. Additional Requirements. In addition, appointee to any of the said positions shall be of good moral character, a citizen of the Republic of the Philippines and a bona fide resident of the local government unit of San Nicolas, Ilocos Norte.

The respective duties and functions shall be extant and pertinent to his/her profession or position as provided for by the Index of Occupational Services and as may be prescribed by the concerned department and/or the appointing authority.

SECTION 3. Appointing Authority. The above created positions shall be appointed by the Local Chief Executive of the municipality consistent with Section 444 (b) (1) (v) of the Local Government Code.

SECTION 4. Appropriations. The required funds for the salaries, allowances and benefits accruing in the said positions shall be included in the municipal Annual Budget for FY 2023 and, thereafter, to subsequent annual appropriations subject to personal services limitations provided for under Section 345 of the Local Government Code.


SECTION 5. Effectivity. This ordinance shall take effect ten (10) days after posting the same in the Bulletin Board at the entrance of the Municipal Hall and two (2) other conspicuous places in the municipality.

UNANIMOUSLY APPROVED.”


Voting on the foregoing ordinance was as follows:

- AYES : Members Caraang, Galing-Luna, Ruiz, Jr., Hernandez, Pumaras, Sr., Dadiz, Jr., Ulep, Jr., Agustin 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: 
NAPOLEON L. HERNANDO
 Vice-Mayor/Presiding Officer

APPROVED: 
ANGEL MIGUEL L. HERNANDO
 Municipal Mayor
 Approved on: November 7, 2022