



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 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 30<sup>TH</sup> DAY OF JANUARY, 2023 AT 10:00 O'CLOCK IN THE MORNING.

**PRESENT:**

- 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. Jorge Cesar T. Palafox Member//Liga ng mga Barangay President;
- Hon. Inno Ma. Angelo Paulo O. Hernando Member/PPSK President.

**ABSENT:**

None.

**“MUNICIPAL ORDINANCE NO. 2023-04**

**AN ORDINANCE CREATING THE POSITIONS OF ADMINISTRATIVE AIDE III (DRIVER I), HEAVY EQUIPMENT OPERATOR II, LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I AND NURSE I OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE AND APPROPRIATING FUNDS THEREFOR.**

**WHEREAS**, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991 empowers the Sangguniang Bayan to 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**, the Sangguniang Bayan of San Nicolas resolved and deems it appropriate, to create plantilla positions in some offices of the municipality for it to address and sustain the delivery of basic services to its constituencies;

**NOW, THEREFORE**, be it **ENACTED** by the Sangguniang Bayan in session duly assembled, that:

**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
<b>Administrative Aide III (Driver I)</b>	3	Elementary School Graduate	Driver's License MC 11, S.96, Category 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

				<p>proper authorities.</p> <p>10% Cleans municipal vehicles, keep vehicles in good running condition at all times.</p> <p>10% Responsible for the safety of the vehicles assigned to him and safe travel of passengers.</p> <p>10% Performs other works as may be directed by higher authorities.</p>
<b>Heavy Equipment Operator II</b>	6	High School Graduate of Completion of relevant vocational/trade course	Heavy Equipment Operator MC 10 S. 2013- Category II	<p>50% Operates heavy equipment of the municipality.</p> <p>10% Reports damage of equipment and all necessary repairs needed.</p> <p>10% Makes status report of every operation attended.</p> <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>
<b>Local Disaster Risk Reduction and Management Officer I</b>	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>10% Respond to and manage the adverse effects or emergencies and carry out recovery activities in the affected area, ensuring that</p>

				<p>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>
<b>Nurse I</b>	15	Bachelor's Degree in Nursing	RA 1080 (Nurse)	<p>20% Carries out doctor's order like intravenous fluid insertion, injecting intramuscular injections, wound care and first aid;</p> <p>20% Helps in dispensing medication to patients;</p> <p>20% Refers/transport patients to other health care facilities for further evaluation and management;</p> <p>10% Assists the Municipal Health Officer and co-workers in minor surgical procedures;</p> <p>10% Conducts health education and patient counseling</p> <p>10% Admits patients for consultation</p> <p>10% Performs other work as may be directed by higher authorities.</p>

**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 as per Local Budget Circular No. 137 dated July 13, 2021 and 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units as per Civil Service





Commission Memorandum Circular No. 12, Series of 2022 and as may be prescribed by the concerned department and/or the appointing authority.

**SECTION 3. Office Assignments.** The above created positions shall be assigned to the following offices in the LGU.

- Administrative Aide III (Driver I)----- Municipal Health Office
- Heavy Equipment Operator II ----- Municipal Engineering Office
- Local Disaster Risk Reduction and Management Officer I --- Office of the Mayor – DRRM Section
- Nurse I ----- Municipal Health Office

**SECTION 4. 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 5. Appropriations.** The required funds for the salaries, allowances and benefits accruing in the said positions shall be included in the first Supplemental Budget for CY 2023 and, thereafter, to subsequent annual appropriations subject to personal services limitations provided for under Section 325 (a) of the Local Government Code.

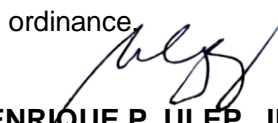
**SECTION 6. Effectivity.** This ordinance shall take effect upon approval.

**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, Palafox and Hernando, I.
- NAYS : None.
- ABSTAINED : None.

I hereby attest to the correctness of the foregoing ordinance.

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

**CERTIFIED TRUE AND CORRECT:**

  
**NAPOLEON L. HERNANDO**  
 Vice-Mayor/Presiding Officer

**APPROVED:**   
**ANGEL MIGUEL L. HERNANDO**  
 Municipal Mayor  
 Approved on: February 03, 2023