



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 12TH DAY OF SEPTEMBER, 2023
AT 10:30 O'CLOCK IN THE MORNING.

PRESENT:

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| Hon. Luciano R. Caraang | Acting Vice-Mayor/Presiding Officer; |
| 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. 2023-20

AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I (SALARY GRADE 11), DISABILITY AFFAIRS OFFICER I (SALARY GRADE 11), SENIOR LABOR AND EMPLOYMENT OFFICER (SALARY GRADE 19) 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, section 12 of Republic Act No. 10121 otherwise known as Philippine Disaster Risk Reduction and Management Act provides that, there shall be established a Local Disaster Risk Reduction and Management Office (LDRRMO) in every province, city and municipality and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every Barangay which shall be responsible for setting the direction, development, implementation, and coordination of disaster risk management programs within their territorial jurisdiction. Further, the LDRRMOs shall be initially organized and composed of DRRMO to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning;

WHEREAS, section 3 of Republic Act 8759 otherwise known as Public Employment Service Office Act of 1999, as amended by R.A. No. 10691 provides that there shall be established in all provinces, cities, and municipalities a Public Employment Service Office (PESO), which shall be operated and maintained by local government units under the office of the governor, city or municipal mayor. The PESO shall be initially organized by and composed of a PESO manager and may be assisted by a labor and employment officer (LEO) as may be determined by the LGU;

WHEREAS, section 40 of Republic Act No.7277 otherwise known as the Magna Carta for Disabled Persons as amended by R.A. No. 10070, provides that There shall be created in every province, city, municipality a Persons with Disability Affairs Office. The Local Chief Executive shall appoint a Persons with disabilities (PWD) Officer who shall manage and oversee the operations of the office;

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;

WHEREAS, the Local Disaster Risk Reduction and Management officer I will be assigned to the Office of the Mayor - Disaster Risk Reduction and Management, the Disability Affairs Officer I will be assigned to the Office of the Municipal Social Welfare and Development Office, and the Senior Labor and Employment Officer will be assigned at the Office of the Mayor - Public Employment Service Office;

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 |
|--|--------------|-----------------------|--|---|
| Local Disaster Risk Reduction and Management Officer I | 11 | Bachelor's Degree | Career Service Professional / Second Level Eligibility | <div><div>20%</div><div>Design program and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;</div></div> <div><div>20%</div><div>Facilitate and support risk assessment and contingency which includes natural hazards, vulnerabilities and climate change risk and maintain a local risk map;</div></div> <div><div>15%</div><div>Conduct research and development initiatives on DRRM;</div></div> <div><div>10%</div><div>Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional and provincial framework and policies on DRR in close coordination with the Local Development Council (LDC);</div></div> <div><div>5%</div><div>Prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC;</div></div> |







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| | | | | <div>5% Maintain Database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation;</div> <div>5% Serve as Secretariat and Executive arm of the Local DRRM Council (LDRRMC);</div> <div>5% Prepare and submit, through LDRRMC and the LDC, the Report on the utilization of the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the Local Government Operation Officer of the DILG;</div> <div>5% Involve the most vulnerable Sector (women, children, senior citizens, and PWD) in risk assessment and planning; and</div> <div>5% Performs other works as may be directed by higher authorities.</div> <div>100% Total</div> |
| Disability Affairs Officer I | 11 | Bachelor's Degree | Career Service Professional/ Second Level Eligibility | <div>15% Oversee the efficient operation of the person with disability affairs office;</div> <div>15% Development, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;</div> <div>5% Ensure representation of persons with disabilities in the Local Development Councils and other special bodies;</div> <div>15% Build capacity of non-government organization to participate in the implementation of all disability related laws and policies;</div> <div>5% Establish coordination with the province, city or municipality as the case maybe and inclusion of</div> |



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| | | | | <p>disability concern in all local government programs and services;</p> <p>5% Network with local, national and international organizations and establish partnership programs and resource mobilizations;</p> <p>5% Develop and submit to the concerned municipality/city mayor or governor an annual work and financial plan;</p> <p>5% Prepare logistics requirements for the conduct of stock holder's meetings and consultations;</p> <p>5% Process PWD ID applications for new registration and renewal of IDs;</p> <p>5% Assist in day-to-day operations and maintain an updated database on disability and ensure its availability;</p> <p>5% Perform other duties and responsibilities as may be assigned from time to time.</p> <p>100% Total</p> |
| Senior Labor and Employment Officer | 19 | Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields. | Career Service Professional/Second Level Eligibility | <p>20% Performs employment facilitation process such as the conduct of preliminary interview, job matching, referral and follow up with employer;</p> <p>20% Develops action plans, budget proposals and do all reports and correspondences needed in the implementation of programs and services;</p> <p>20% Participate in meeting/trainings/activities conducted by DOLE, the LGU and other private institutions with related program on employment;</p> <p>10% Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of</p> |



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| | | | | labor market information between job seekers and employers by providing employment information services to job seekers; |
| | | | | 10% Organize job fairs and other DOLE programs in the local level and recruitment assistance to employers; |
| | | | | 10% Assist applicants in answering questions and help walk-in applicants about labor market information and application procedures; |
| | | | | 5% Prepared and submits required reports to proper authorities; and |
| | | | | 5% Performs such other functions as may be assigned. |
| | | | | 100% Total |

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, Civil Service Commission Memorandum Circular No. 12, Series of 2022, and 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, 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.

Local Disaster Risk Reduction-----Office of the Mayor - Disaster Risk Reduction
And Management Officer I and Management Section

Disability Affairs Officer I ----- Office of the Municipal Social Welfare and
Development Office

Senior Labor and Employment Officer-----Office of the Mayor – Public Employment
Service 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 Annual Budget for 2024 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.



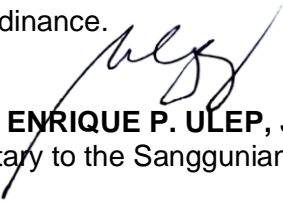





Voting on the foregoing ordinance was as follows:

AYES : Members Galing-Luna, Ruiz, Jr., Hernandez,
Pumaras, Sr., Dadiz, Jr., Ulep, Jr., Agustin, Palafox 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:


ATTY. LUCIANO R. CARAANG
Acting Vice-Mayor/Presiding Officer

APPROVED:


NAPOLEON L. HERNANDO
Acting Mayor

Approved on: September 15, 2023