



OFFICE OF THE SANGGUNIANG PANLUNGSOD
Tel No. (052) 485-12-37; 485-12-55

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Ordinance No. 2011-009
June 13, 2011

EXCERPTS FROM THE MINUTES OF THE SANGGUNIANG PANLUNGSOD ON ITS 23rd REGULAR SESSION HELD ON JUNE 13, 2011 AT THE SANGGUNIANG PANLUNGSOD SESSION HALL, CITY OF LIGAO, PROVINCE OF ALBAY.

Present:

- | | |
|-----------------------------------|---|
| Hon. Patricia G. Alsua | - City Vice Mayor |
| Hon. Sherwin P. Quising | - City Councilor |
| Hon. Eva Josephine L. Ribaya | - City Councilor |
| Hon. Ana P. Manlangit | - City Councilor |
| Hon. Edgardo M. Gonzales | - City Councilor |
| Hon. Manuel L. Garcia | - City Councilor |
| Hon. Teodorico A. Residilla, Jr. | - City Councilor |
| Hon. Jorlan T. Guanzon | - City Councilor /Temp. Presiding Officer |
| Hon. Noel M. Cerillo | - City Councilor |
| Hon. Alfonso B. Saret | - City Councilor |
| Hon. Peter S. Vega II | -City Councilor |
| Hon. Jowe G. Cañaverál | - City Councilor / Liga Pres. |
| Hon. Shieresa Pauline R. Capulong | - City Councilor / SKF Pres. |

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ORDINANCE NO. 2011-009
(Author: COUNCILOR SHERWIN P. QUISING)

AN ORDINANCE APPROVING THE CREATION OF TWO (2) ASSISTANT GOVERNMENT DEPARTMENT HEAD POSITIONS WITH A SALARY GRADE 23 TO BE SOURCED FROM CY 2011 LUMP SUM APPROPRIATION FOR PS BENEFITS , SUCH AS: 1) ASSISTANT CITY ACCOUNTANT AND ASSISTANT CITY INTERNAL AUDITOR.

EXPLANATORY NOTE;

On June 10, 2011, the Chief Executive has requested the Sangguniang Panlungsod to enact an ordinance for the creation of Two (2) Assistant Government Department Head position with a salary grade 23 for Assistant City Accountant and Assistant City Internal Auditor. Such creation of vital position is imperative and urgent for the smooth delivery of services, as the City's main thrust towards urbanization.

BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD IN SESSION ASSEMBLED THAT;

SECTION 1 – it is hereby ordered approving the creation of Two (2) Assistant Government Department Head position with a salary grade 23 to be sourced from CY 2011 Lump-Sum Appropriation for PS benefits, to wit;

(1)POSITION – Assistant City Accountant, the following are its duties and functions, Under direction, assists in taking charge of the accounting services of the LGU and shall:

- 1) Assist in the preparation and submission of financial statements to the Mayor and to the Sanggunian concerned.
- 2) Assist in the review of supporting documents before preparation of vouchers to determine completeness of requirements;
- 3) Assist in the preparation of statements of cash advances, liquidation, salaries, allowances, reimbursements and remittances pertaining to the LGU;
- 4) Assist in the preparation of journal vouchers and liquidation of the same and other adjustments related thereto;





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- 5) Assist in the posting of individual disbursements to the subsidiary ledger and index cards;
- 6) Assist in maintaining individual ledgers for officials and employees of the LGU pertaining to payrolls and deductions;
- 7) Assist in the recording and posting in index cards details of purchased furniture, fixtures and equipment, including disposal thereof, if any;
- 8) Exercise such powers and performs such other duties and functions.

(2) POSITION – Assistant City Internal Auditor;

Under direction, assists in supervising the department tasked with the internal audit functions of the LGU and shall:

- 1) Review internal audit plans;
- 2) Discuss the internal audit plans with the concerned internal audit staff;
- 3) Advise the staff on the need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
- 4) Review status report of audit being conducted;
- 5) Review written internal audit reports;
- 6) Train new internal auditors;
- 7) Rate performance of audit staff;
- 8) Exercise such other powers and performs such other duties and functions.

SECTION 2 –EFFECTIVITY – This Ordinance shall take effect upon approval.

DATE ENACTED – June 13, 2011.

VOTATION – 10 AYES 1 (ABSTAIN – Councilor Vega)

RESOLVED FURTHER, that copies of this resolution be furnished the City Human Resource Management Officer, the City Budget Officer, the City Accountant and the City Treasurer, for their information and guidance.

UNANIMOUSLY APPROVED.

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

ARMANDO S. ABO
Secretary to the Sanggunian

AUTHOR:

SHERWIN P. QUISING
SP Chairman Committee on Appropriation

ATTESTED:

JORLAN T. GUANZON
City Councilor / Temporary Presiding Officer

APPROVED:

18 JUL 2011

LINDA P. GONZALEZ
City Mayor

