



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

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Ordinance No. 2011-015
August 1, 2011

EXCERPTS FROM THE MINUTES OF THE SANGGUNIANG PANLUNGSOD ON ITS 29th REGULAR SESSION HELD ON AUGUST 1, 2011 AT THE SANGGUNIANG PANLUNGSOD SESSION HALL, CITY OF LIGAO, PROVINCE OF ALBAY.

Present:

- | | |
|-----------------------------------|-------------------------------------|
| Hon. Patricia G. Alsua | - City Vice Mayor/Presiding Officer |
| 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. Jorian T. Guanzon | - City Councilor |
| Hon. Noel M. Cerillo | - City Councilor |
| Hon. Alfonso B. Saret | - City Councilor |
| Hon. Peter S. Vega II | - City Councilor |
| Hon. Jowe G. Cañaverall | - City Councilor / Liga Pres. |
| Hon. Shieresa Pauline R. Capulong | - City Councilor / SKF Pres. |

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ORDINANCE NO. 2011-015
(Author: COUNCILOR SHERWIN P. QUISING)

AN ORDINANCE APPROVING THE CREATION OF SOME POSITIONS AT THE OFFICE OF THE MAYOR, TO BE SOURCED FROM CY-2011 LUMP-SUM APPROPRIATIONS FOR PS BENEFITS.

EXPLANATORY NOTE;

The Chief Executive has requested the Sangguniang Panlungsod to enact an ordinance for the creation of positions at the Office of the Mayor to streamline the present staffing pattern of her office, to wit;

- | | | |
|---------------------------|-----------|-------|
| 1.) Executive Assistant I | | SG-14 |
| 2.) Private Secretary II | (3 items) | SG-10 |
| 3.) Security Agent II | | SG-10 |

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

SECTION 1 – It is hereby ordered approving the creation of some positions at the office of the Office of the Mayor, to be sourced from CY 2011 Lump-Sum Appropriation for PS benefits, to wit;





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OFFICE OF THE CITY MAYOR – One (1) Executive Assistant1 (SG 14)

Duties and Functions:

- * Assist the Chief Executive in the implementation of the different government programs of the City.
- * Assist the Chief Executive in the supervision and Administration of the Local Government Unit.
- * Exercise such other powers and performs other duties and function that may be assigned by the Chief Executive.

OFFICE OF THE MAYOR - Three (3) Private Secretary II (SG 10)

Duties and Functions:

- * Serves as personal secretary of the City Mayor, keeps daily schedule of activities;
- * Takes dictations & transcribe notes either official and private correspondence, speeches;
- * Conducts legal, statistical, literary and miscellaneous researches;
- * Arrange & notes of official appointments, interviews and screen callers and visitors;
- * Maintains confidential files and records;
- * Transmits and follow-up orders and request of subordinates offices and does related work.

OFFICE OF THE MAYOR – One (1) Security Agent II (SG 10)

Duties and Functions:

- * Perform duties pursuant to PD 51, LOI 52-3 and other existing laws and regulations;
- * Perform other duties and tasks as delegated by immediate supervisor.





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SECTION 2 – THAT THE FUNDING REQUIREMENTS OF THE NEWLY CREATED POSITIONS ARE AS FOLLOWS;

OFFICE OF THE MAYOR:

A) Executive Assistant I – SG 14

Basic Salary -	P194,940.00
PERA	2,000.00
Clothing	4,000.00
Productivity	2,000.00
Cash Gift	5,000.00
Year End	16,245.00
GSIS	23,392.80
Pag-ibig	3,898.80
PHIC	2,400.00
ECC	1,200.00
	<u>P255,076.60</u>

B) Private Secretary II – SG 10
(3 Items)

Basic Salary -	P149,340.00
PERA	2,000.00
Clothing	4,000.00
Productivity	2,000.00
Cash Gift	5,000.00
Year End	12,445.00
GSIS	17,920.80
Pag-ibig	2,986.80
PHIC	1,800.00
ECC	1,200.00
	<u>P198,692.60</u>

C) Security Agent II - SG 10

Basic Salary -	P149,340.00
PERA	2,000.00
Clothing	4,000.00
Productivity	2,000.00
Cash Gift	5,000.00
Year End	12,445.00
GSIS	17,920.80
Pag-ibig	2,986.80
PHIC	1,800.00
ECC	1,200.00
	<u>P198,692.60</u>

SECTION 3–EFFECTIVITY – This Ordinance shall take effect upon approval.

DATE ENACTED – August 1, 2011.

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Republic of the Philippines
Province of Albay
CITY OF LIGAO




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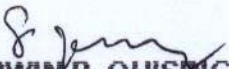
RESOLVED FURTHER, that copies of this resolution be furnished the City Human Resource Management Officer, the City Budget Officer, the City Accountant and the City Treasurer, for their information and guidance.

UNANIMOUSLY APPROVED.

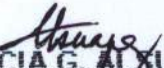
WE HEREBY CERTIFY to the correctness of the foregoing ordinance.


ARMANDO S. ABO
Secretary to the Sanggunian


AUTHOR:


SHERWIN P. QUISING
SP Chairman Committee on Appropriation

ATTESTED:


PATRICIA G. ALSUA
City Vice Mayor

APPROVED: 19 AUG 2011


LINDA P. GONZALEZ
City Mayor

yah!!!