



Republic of the Philippines
Province of Bukidnon
City of Valencia



SANGGUNIANG
CITY OF VALENCIA
RECORDS OFFICE
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Office of the Sangguniang Panlungsod

EXCERPTS FROM THE MINUTES OF THE 43RD REGULAR SESSION OF THE 6TH SANGGUNIANG PANLUNGSOD, CITY OF VALENCIA, BUKIDNON, HELD AT THE SP SESSION HALL ON JULY 1, 2014.

Present:

Hon. Rolando P. Laviña,	Vice Mayor/Presiding Officer
Hon. Oliver Owen L. Garcia	Member/Majority Floor Leader
Hon. Rodrigo A. Rosal,	Member
Hon. Glen G. Galario,	Member
Hon. John Lee B. Quillo,	Member
Hon. Camilo E. Pepito,	Member
Hon. Eduardo D. Chan,	Member
Hon. Rolando C. Centillas, Jr.,	Member
Hon. Arlando L. Cañete,	Member/ABC Fed. Pres.
Hon. Bernabe G. Lauga,	Member/IP Representative

Sick Leave:	Hon. Helen T. Bernal,	Member
On Leave:	Hon. Policarpo P. Murillo, IV, M.D.	Member/Minority Floor Leader

Absent: *NONE*

ORDINANCE NO. 42-2014
(43rd Regular Session)

AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS OF THE CITY TREASURER'S OFFICE, CITY OF VALENCIA, BUKIDNON, AMENDING FOR THE PURPOSE ORDINANCE NO. 14-2004.

Author: Hon. Eduardo D. Chan

Prefatory Statement

WHEREAS, the Office of the City Treasurer is considered as the backbone of our Local Government Unit;

WHEREAS, the contribution of the City Treasurer's Office towards the attainment of the Administrative Plans and Programs due to collection of taxes brought prestige and recognition to our Local Government Unit;

WHEREAS, vital positions in the office are overlooked in the initial preparation of the Organizational Structure (Staffing Pattern) in 2005;

WHEREAS, the following plantilla items/positions to be created shall remain inactive unless fund for salaries and wages shall be appropriated;

BE IT ORDAINED, by the Sangguniang Panlungsod in the City of Valencia, Bukidnon in a regular session assembled, that;

SECTION I. TITLE. This Ordinance shall be known as "An ordinance creating additional Plantilla Positions of the City Treasurer's Office, City of Valencia, Bukidnon, Amending for the purpose Ordinance No. 14-2004"

SECTION II. POSITIONS CREATED, QUALIFICATIONS AND ITS CORRESPONDING SALARY GRADE PER LOCAL BUDGET CIRCULAR NO.61, SERIES OF 1996.

POSITIONS	SG	EDUCATION	ELIGIBILITY
1. Administrative Officer V (Admin Officer III)	18	Bachelor's Degree	Career Service Prof.
2. Administrative Officer IV (Supply Officer III)	18	Bachelor's Degree	Career Service Prof.
3. Administrative Officer IV (Bookbinder IV)	10	Elem. Graduate	None Required
4. Administrative Assistant I (Bookbinder III)	7	Elem. Graduate	None Required
5. Administrative Assistant I (Watchman III)	7	Elem. Graduate	Security Guard License
6. Administrative Assistant I (Reproduction Machine Operator III)	7	Elem. Graduate	None Required
7. Administrative Aide IV (Reproduction Machine Operator II)	4	Elem. Graduate	None Required
8. Administrative Aide III (Driver I)	3	Elem. Graduate	Driver's License
9. Administrative Aide III (Utility II)	3	Able to read & write	None Required

SECTION III. ROLES AND FUNCTIONS.

Administrative Officer V (Admin Officer III)

1. prepare the formulation of budget making;
2. prepare reports and communications;
3. attend the matters of financial transaction such as payroll and itinerary of travel, purchase request and purchase order;
4. in charge of supplies and replenishment;
5. perform related jobs as directed by the City Treasurer;
6. performing different administrative tasks in the management and operation of the department, plans, direct and coordinate all administrative service function such as staff assignment, carrying out office policies, preparation of correspondence and other related functions;
7. analyses office operating practices such as record-keeping system, forms control and other office procedures;
8. plan, supervise and coordinate activities of employees that involved in administrative matters;
9. maintains personal records, requirements and performance standards, supervise and coordinate with the concerned offices as to the maintenance of City Treasurer's Office;
10. Performs other functions that may be assigned from time to time.

Administrative Office IV (Supply Officer III)

1. determines actual need of requisitions;
2. check requisitions and deliveries of supplies, materials and equipment;
3. acts as custodian and is primarily accountable for supplies, material equipment or books and makes periodical inventories thereof;
4. maintain a record of all accountable properties;

5. recommends disposal of unserviceable materials and equipment;
6. check affidavit covering loss of property;
7. checks and participates in the preparation of annual inventory reports;
8. directs and supervises opening of advertised bids, preparation of correspondence and requisitions;
9. prepare awards to lowest bidders, post and checks quotations from dealer on the abstract of bids;
10. responsible for the procurement of supplies and materials, office equipment and other needs of the office; prepare and process purchase request, purchase order obligation receipts and vouchers;
11. perform proper inventory and monitoring of all properties of the City Treasurer's Office, receive, store, manage stock levels and distribute supplies to concerned offices;
12. maintain stocks, record, using manual/computerized system, check supply invoices against purchase orders;
13. prepare reports on inventories spoiled or damaged stock and perform tasks assigned by the immediate supervisor; and
14. Performs other functions that may be assigned from time to time.

Administrative Assistant IV (Bookbinder IV)

1. supervise and provides administrative support through bookbinding of tax declaration records and other pertinent documents of the department;
2. knowledgeable and proficient in binding voluminous documents in bounded form;
3. bind books, according to specification, using automatic and manually operated machines, hand tools, and equipment;
4. specialize in repairing and rebinding damaged or worn books;
5. maintenance of tax declarations to ensure their proper dispositions; and
6. Perform duties as may be assigned.

Administrative Assistant I (Bookbinder III)

1. book binds all tax declaration and other documents in the department;
2. proficient in binding voluminous documents in bounded form;
3. bind books, according to specifications, using automatic and manually operated machines, hand tools, and equipment;
4. specialize in repairing and rebinding damaged or worn books;
5. maintenance of tax declarations to ensure their proper dispositions; and
6. Perform duties as may be assigned.

Administrative Assistant I (Watchman III)

1. performs such tasks as counting items as a check against stealing walk-in watch in an area or unit where equipment and materials are stored or stockpiled or gate where entry and exit is obtained only through the gate, periodically potential hazards to fire on the like may exist;
2. guard an assigned area or building against the fire theft, vandalism and unlawful entry checks on locks to see to it that they are properly secured;
3. immediate reports situations that cannot be handled to proper supervisor or authority set out in standard procedures given to him by the City authorities; and
4. Perform other labour duties on an incidental basis.

Administrative Assistant I (Reproduction Machine Operator III)

1. set up and adjust machines, and monitor them from unusual noises or movements;
2. load supplies and tender run the machines and observe them during production;
3. test and measures finish products, and records their activities and manufacturing levels;
4. weighed ingredients to specific quantities using calibrated scales and balances;
5. if they detect problems, they can stop processes and make minor repairs, or refer major problems to mechanics for fixes;
6. maintain quality and quantity with strong sense of accountability and high standards; and
7. Clean and maintain equipment and work area.

Administrative Aide IV (Reproduction Machine Operator II)

1. loaded, aligned and operated machines for productions;
2. monitored machines for problems and troubleshooting
3. checked raw materials for quality and quantity ahead of loading into machine;
4. prepared raw materials to be loaded into the machines;
5. prepared tooling for changeovers and performed machine changeovers;
6. followed production instructions of supervisors to ensure quality;
7. followed written instructions and batch records;
8. completed relevant documentation; and
9. Clean and maintain equipment and work area.

Administrative Aide III (Driver I)

1. drives official vehicles carrying an official business of the City Treasurer under direct request of known and responsible officials;
2. submits reports on fuel and oil consumption and distance travelled;
3. make sure that vehicle is fully gassed, lubricated, and in sound mechanical condition;
4. checks brakes and tires to be certain that these are in good running condition;
5. reports and defects or suspected malfunctions in the vehicle to the immediate supervisors;
6. make minor mechanical repair on the vehicle; and
7. Does other related works.

Administrative Aide III (Utility Worker II)

1. sweeps, scrubs, wash, mops floors, hallways, verandas, comfort rooms in the City Building, clean windows woodworks, furniture's and performs other cleaning jobs to maintain orderliness and cleanliness in the working area of the office;
2. receives loads and unloads and stores various housekeeping supplies, collect, disposes waste and wash dishes, cups and glasses used in the office;
3. cleans in and out decorations of the city building for public display, may lower and raise the Philippine flag at the beginning and at the end of the week; sees to it that all doors and windows are properly closed at the end of every working day; and

4. May performs other related works assigned to him by his supervisor from time to time.

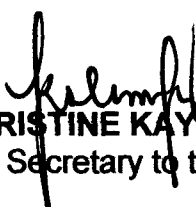
SECTION IV. FUNDING REQUIREMENT. Funds needed to carry out the provisions of this ordinance shall be incorporated in the annual budget.

SECTION V. REPEALING CLAUSE. All ordinances, executives orders, rules and regulations inconsistent or in conflict with the provisions of the ordinance are hereby repealed, amended, or modified accordingly.

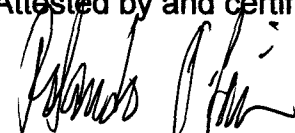
SECTION VI. EFFECTIVITY CLAUSE. This ordinance shall take effect upon approval, to be posted in at least three (3) conspicuous places in the City of Valencia, Bukidnon.

PASSED AND ENACTED this 1st day of July, 2014

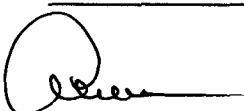
I **HEREBY CERTIFY** that the foregoing Ordinance is true and accurate copy of the Ordinance which was duly approved by the 6th Sangguniang Panlungsod during the 43rd Regular Session held on July 1, 2014.


ATTY. KHRISTINE KAY M. LAZARITO-CALINGIN
Secretary to the Sanggunian

Attested by and certified to be duly adopted:


ROLANDO P. LAVIÑA
City Vice Mayor/Presiding Officer

Approved: JUL 17 2014
Vetoed : _____


AZUCENA P. HUERVAS
City Mayor