



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF NUEVA ERA

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF NUEVA ERA, ILOCOS NORTE, HELD AT THE SESSION HALL AUGUST 8, 2005 IN THE MORNING, MONDAY.

PRESENT:

HON. JOSEPH B. ARZADON	Vice Mayor & Presiding Officer
HON. JO-ANNE M. ARZADON	S.B. Member
HON. ARNEL B. FARINAS	"
HON. ELMER B. AZURIN	"
HON. FERNANDO B. BALAGSO	"
HON. ROGER O. ARZADON	"
HON. ALEXANDER B. VALERA	"
HON. CARLITO M. TAMAYO	S. B. Member
HON. ORLANDINO G. CASTILLO	ABC President
HON. RUSSEL JEUN A. MANGOAGUI	S.K. Federated President

ABSENT:

HON. MARLON P. PAHINAG	S. B. Member
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ORDINANCE NO. 07

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL ADMINISTRATOR

Whereas, the services of the Municipal Administrator is very necessary with the management and administration-related programs and projects which the Mayor is empowered to implement and which the sanggunian is empowered to provide for under R.A 7160.

Wherefore, be it enacted by the Sangguniang Bayan of Nueva Era, Ilocos Norte that:

Section 1. **Title.** This shall be known as AN ORDINANCE CREATING THE POSITION OF MUNICIPAL ADMINISTRATOR.

Section 2. **The Administrator (Qualifications and Functions).**

1. No person shall be appointed Municipal Administrator unless he is a citizen of the Philippines, a resident of the LGU concerned, of good moral character, a holder of a college degree preferably in public administration law, or any other related course from a recognized college or university, and a holder of a first grade civil service eligibility or its equivalent. He must have acquired experience in management and administration work for at least three (3) years.
2. The Administrator shall take charge of the Office of the Administrator and shall:
 - a) Develop plans and strategies on management and programs and projects and implement them upon approval thereof by the Mayor,
 - b) Assist in coordinating the work of all the officials of the LGU under the supervision, direction, and control of the mayor, and for this purpose, he may convene the chiefs of offices and other officials of the LGU;
 - c) Establish and maintain a sound personnel program for the LGU designed to promote career development and uphold the merit principle in the local government service;
 - d) Conduct in continuing organizational development of the LGU with end in view of instituting effective administrative reforms.

e) Be in the frontline of the delivery of administrative support services, particularly those related to situations during and in the aftermath of man made and natural disasters and calamities;

f) Recommend to the Sanggunian and advise the Mayor, as the case may be, on all other matters relative to the management and administration of the LGU; and

g) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 3. **The Term of Office** of the Local Administrator is co-terminus with that of the appointing authority.

Section 4. **The Salary** of the Local Administrator shall be based on DBM's Local Budget Circular No. 74 dated June 16, 2001 with Salary Grade 24.

Section 5. **Effectivity.** This Ordinance shall take effect upon review and approval by the concerned authorities.

Enacted this 8th day of August 2005.

[Voting Profile:

In favor : Members J. Arzadon, A. Farinas, E. Azurin, F. Balagso, R. Arzadon, A. Valera, O. C. Tamayo, Castillo & RJ Mangoagui.

Against : N o n e

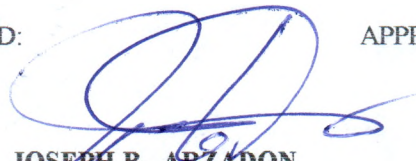
Abstained : N o n e]

CERTIFIED CORRECT:



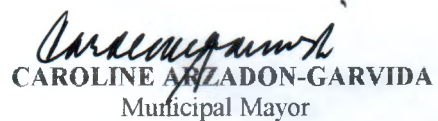
EDGARD G. BRINGAS
Secretary to the Sangguniang Bayan

ATTESTED:



JOSEPH B. ARZADON
Vice Mayor & Presiding Officer

APPROVED:



CAROLINE ARZADON-GARVIDA
Municipal Mayor