

Republic of the Philippines
 THE SANGGUNIANG PANLALAWIGAN OF ILOCOS NORTE
 Laoag City, 2900

NINTH SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE 129TH REGULAR SESSION
 OF THE SANGGUNIANG PANLALAWIGAN, HELD AT THE
 SANGGUNIAN SESSION HALL, PROVINCIAL CAPITOL,
 LAOAG CITY, AT 3:00 O'CLOCK P. M.
 MONDAY, 14 MARCH 2016.

Present:

Hon. Eugenio Angelo M. Barba, Vice-Governor,
 and Presiding Officer,
 Hon. Ria Christina G. Fariñas, Member,
 Hon. Albert D. Chua, Member,
 Hon. Da Vinci M. Crisostomo, Member,
 Hon. Ramon M. Gaoat, Member,
 Hon. Juan Conrado A. Respicio II, Member,
 Hon. Portia Pamela R. Salenda, Member,
 Hon. Vicentito M. Lazo, Member,
 Hon. Rogelio R. Balbag, Member,
 Hon. Joel R. Garcia, Member,
 Hon. Domingo C. Ambrocio, Jr., PCL-IN, Member,
 Hon. Charles L. Tadena, ABC-IN, Member.

Absent:

Hon. James Paul C. Nalupta, Member.

RESOLUTION NO. R2016-6805

REVIEW OF/ACTION ON ORDINANCE NO. 16 s. 2016
 ENACTED BY THE SANGGUNIANG BAYAN OF NUEVA
 ERA.

ON MOTION of Member Garcia, Chairman, Committee on Labor, duly seconded, the
 Body Resolved that:


Ordinance No. 16 S. 2016, be declared Valid pursuant to the recommendation of the
 Committee on Labor, provided that the condition stated therein shall be observed, a copy of
 which is being furnished the sanggunian concerned.

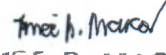
Copy of this Resolution be furnished to all concerned for their information and guidance.

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.


 MILDRED NIRMLA R. LAMOSTE
 Provincial Board Secretary

ATTESTED:


 EUGENIO ANGELO M. BARBA
 Vice-Governor
 and Presiding Officer

APPROVED MAR 28 2016
 DATE

 IMEE R. MARCOS
 PROVINCIAL GOVERNOR

MAR 14 2016

TIME 1:30 pm
SIGNATURE

9th SANGGUNIANG PANLALAWIGAN

COMMITTEE ON LABOR & CIVIL SERVICE

COMMITTEE REPORT

THE HONORABLE PRESIDING OFFICER
& MEMBERS OF THE SANGGUNIANG PANLALAWIGAN

RE MUNICIPAL ORDINANCE NO. 6 s. 2016 OF NUEVA ERA – “AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) OFFICER III (SG 18), MUNICIPAL AGRICULTURIST (SG 24), MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER I (SG 24), ENVIRONMENTAL MANAGEMENT SPECIALIST I (SG 11), ENGINEER I (SG 12), ADMINISTRATIVE AIDE VI (SG 6), AND DRIVER I (SG 3) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES”

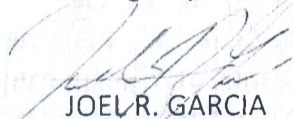
FINDINGS/OBSERVATIONS:

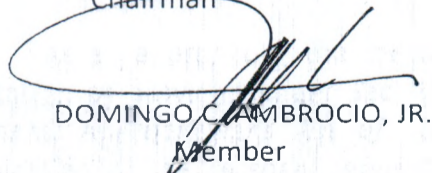
1. Subject ordinance creates the position of Disaster Risk Reduction and Management (DRRM) Officer III (SG 18) and six (6) other positions.
2. Sec. 76 of RA 7160 (Local Government Code of 1991) provides that: “Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.”
3. As a general rule, the creation of new positions is subject to the personal services limitation as provided under Sec. 325 and Sec. 331 of the Code. However, R. A. No. 10352 (*General Appropriations Act of 2013*) exempts Local Government Units from the strict application of the personal services cap so that the minimum four (4) mandatory positions under the Local Disaster Risk Reduction and Management Office as prescribed under R. A. No. 10121 (Philippine Disaster Risk Reduction and Management Act) could be created with dispatch.

RECOMMENDATION:

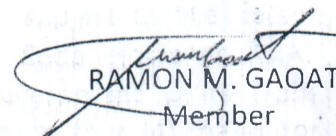
ORDINANCE NO. 6 s. 2016 should be declared VALID. LGU-Nueva Era is advised to adhere to the minimum standards and guidelines prescribed by the Civil Service Commission.

Laoag City; 14 March 2016.


JOEL R. GARCIA
Chairman


DOMINGO C. AMBROCIO, JR.
Member

VICENTITO M. LAZO
Vice-Chairman


RAMON M. GAOAT
Member

ROGELIO R. BALBAG
Member



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 ON JANUARY 22, 2016 AT 9:00 O'CLOCK IN THE MORNING, FRIDAY.

PRESENT:

HON. CAROLINE A. GARVIDA	Vice-Mayor & Presiding Officer
HON. JOSEPH B. ARZADON	SB Member
HON. REDENTOR B. VALERA	"
HON. BENABEL A. LALUGAN	"
HON. JERRY D. ALEJANDRO	"
HON. ROGER O. ARZADON	"
HON. OSIAS O. BUENO	"
HON. AGRIFINA T. DUMLAO	"
HON. JURLANDINO B. CASTILLO	"
HON. PETRONIO H. RIQUELMAN JR.	ABC President

ABSENT: NONE

MUNICIPAL ORDINANCE NO. 6 S. 2016

AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) OFFICER III, (SG 18), MUNICIPAL AGRICULTURIST-(SG 24), MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER 1, (SG 24), ENVIRONMENTAL MANAGEMENT SPECIALIST I (SG 11), ENGINEER 1 (SG 12), ADMINISTRATIVE AIDE VI (SG 6), AND DRIVER I (SG3) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES.

WHEREAS, the services of a Local Disaster Risk Reduction and Management Officer, Municipal Agriculturist, Municipal Social Welfare and Development Officer 1, Environmental Management Specialist I, Engineer I, Administrative Aide VI and Driver are very necessary with the management and administration related programs and projects which the Local Chief Executive is empowered to implement and which the sanggunian is empowered to provide for under Republic Act 7160 otherwise known as the Local Government Code;

WHEREAS, creation of positions are needed to augment manpower services for a more responsive, efficient and effective delivery of services;

WHEREFORE, be it enacted by the Sangguniang Bayan of Nueva Era, Ilocos Norte that...

SECTION 1. The positions enumerated herein are hereby created:

- a. Municipal Disaster Risk Reduction and Management Officer III, Salary Grade 18
- b. Municipal Agriculturist, Salary Grade 24
- c. Municipal Social Welfare and Development Officer I, Salary Grade 24
- d. Environmental Management Specialist I, Salary Grade 11
- e. Engineer I, Salary Grade 12
- f. Administrative Aide VI, Salary Grade 6
- g. Driver, Salary Grade 3

SECTION 2. The positions herein created shall have the following minimum qualifications:

2.1 Local Disaster Risk Reduction and Management Officer III

- a) Education – Bachelor's degree
- b) Experience- 2 years of relevant experience on DRRM
- c) Training – 8 hours relevant training
- d) Eligibility – CS professional/ second level eligibility

2.2. Municipal Agriculturist

- a) Education – Bachelor’s degree in Agriculture or any related course.
- b) Experience- 3 years acquired experience in agriculture or in any related field.
- c) Training – None required
- d) Eligibility – CS professional or second level eligibility

2.3. Municipal Social Welfare and Development Officer I

- a) Education – Bachelor’s degree in Social work or Bachelor’s degree preferably Sociology or any related course.
- b) Experience- 3 years acquired experience in practice of social work.
- c) Training – None required
- d) Eligibility – CS professional or second level eligibility

2.4. Environmental Management Specialist I

- a) Education – Bachelor’s degree relevant to the job.
- b) Experience- None required
- c) Training – None required
- d) Eligibility – CS Professional or Second level eligibility.

2.5. Engineer I

- a) Education – Bachelor’s degree in engineering relevant to the job.
- b) Experience- None required
- c) Training – None required
- d) Eligibility – RA1080

2.6. Administrative Aide VI

- a) Education – Completion of two years studies in college.
- b) Experience- None required
- c) Training – None required
- d) Eligibility – CS Sub-professional or First level eligibility.

2.7. Driver

- a) Education – Elementary School Graduate.
- b) Experience- None required
- c) Training – None required
- d) Eligibility – Driver License (MC 11 s.1996 CAT II)

SECTION 3. The positions herein created shall have the following duties and responsibilities:

3.1. Local Disaster Risk Reduction and Management Officer III

- 1) Set the direction, development, implementation and coordination of Disaster Risk Management Programs within the territorial jurisdiction.
- 2) Design, program, and coordinate Disaster Risk Reduction and Management activities consistent with the national council’s standards and guidelines;
- 3) Facilitate and support risk assessments and contingency planning activities at the local level;
- 4) Consolidate local Disaster Risk information which includes natural hazards, vulnerabilities, and climate change risk, and maintain a local risk map;
- 5) Organize and conduct training, orientation, and knowledge management activities on Disaster Risk Reduction and Management at the local level;
- 6) Operate a multi-hazard early warning system, ,linked to Disaster Risk Reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;

- 7) Formulate and implement a comprehensive and integrated Local Disaster Risk Reduction and Management Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction in close coordination with the Municipal Development Council (MDC).
- 8) Prepare and submit to the local sanggunian through the MDRRMC and MDC the annual Municipal Disaster Risk Reduction and Management Office (MDRRMO) plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the Municipal Disaster Risk Reduction and Management Office (MDRRMO);
- 9) Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGU, CSO, private groups, and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- 10) Identify, assess and manage the hazards vulnerabilities and risks that may occur in the locality;
- 11) Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- 12) Identify and implement cost-effective risk reduction measures/strategies.
- 13) Maintain a database of human resource, equipment, directories and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- 14) Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSO's, and volunteer groups;
- 15) Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of or to otherwise make available, suitability-trained and competent personnel for effective civil defense and disaster risk reduction and management in the area;
- 16) Organize, train, equip and supervise the local emergency response teams ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 17) Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children , endeavor to create a special place where internally-displaced mothers and children can find help with breast feeding, feed and care for their babies and give support to each others;

3.2. Municipal Agriculturist:

1. Formulate measures for the approval of the sanggunian and provide technical assistance and support to the mayor in carrying out said measures to ensure the delivery of basic services and provision of adequate facilities relative to agricultural services as provided in Section 17 of the Local Government Code;
2. Develop plans and strategies and upon approval thereof by the mayor and implement the same particularly those which have to do with agricultural programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for under the Local Government Code;
3. In addition to the foregoing duties and functions, the agriculturist shall:
 - a. Ensure the minimum assistance and access to resources in the production, processing and marketing of agricultural and aqua-cultural and marine products are extended to farmers, fishermen and local entrepreneurs;
 - b. Conduct or cause to be conducted location –specific agricultural researches and assist in making available the appropriate technology arising out of and disseminating information on basic research on crops, preventive and control of plant diseases and pests and other agricultural matters which will maximize productivity;
 - c. Enforce rules and regulations relating to agriculture an aqua-culture;

- d. Coordinate with government agencies and non-governmental organizations which promote agricultural productivity through appropriate technology compatible with environmental integrity;
- e. Be in the frontline of delivery of basic agricultural services, particularly those needed for the survival of the inhabitants during and in the aftermath of man-made and natural disasters;
- f. Recommend to the sanggunian and advise the mayor on all other matters related to agriculture and aqua-culture which will improve the livelihood and living conditions of the inhabitants; and
- g. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

3.3 Municipal Social Welfare and Development Officer I.

- 1) Formulate measures for the approval of the sanggunian and provide technical assistance and support to the Mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services as provided for under Section 17 of the Local Government code;
- 2) Develop plans and strategies and upon approval thereof by the Mayor, implement the same particularly those which have to do with social welfare programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for under the Local Government code;
- 3) In addition to the foregoing duties, the social welfare and development officer shall:
 - h. Identify the basic needs of the needy, the disadvantaged and the impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions;
 - i. Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to deter further abuse and exploitation;
 - j. Assist the mayor in implementing the barangay level program for the total development and protection of children up to six (6) years of age;
 - k. Facilitate the implementation of welfare programs for the disabled, elderly and victims of drug addiction, the rehabilitation of prisoners and parolees, the prevention of juvenile delinquency and such other activities which would eliminate or minimize the ill effects of poverty;
 - l. Initiate and support youth welfare programs that will enhance the role of the youth in nation-building;
 - m. Coordinate with government agencies and non governmental organizations which have for their purpose the promotion and the protection of all needy, disadvantaged, underprivileged or impoverished groups or individuals, particularly those identified to be vulnerable and high risk to exploitation, abuse or neglect;
 - n. Be in the frontline of service delivery, particularly those which have to do with immediate relief during and assistance in the aftermath of man-made and natural disaster and natural calamities;
 - o. Recommend to the sanggunian and advise the mayor on all other matters related to social welfare and development services which will improve the livelihood and living conditions of the inhabitants; and
 - p. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

3.4. Environmental Management Specialist I

- 1. Stay updated with local, state and federal environmental regulations.
- 2. Develop and enforce environmental guidelines and practices.
- 3. Review and recommend improvements to existing environmental programs for compliance assurance.

4. Generate environmental reports as requested by regulatory agencies.
5. Provide guidance and direction to management for ensuring environmental compliance.
6. Prepare permit applications and agreements as needed by regulatory agencies.
7. Obtain, maintain modify and renew environmental permits and licenses.
8. Work with emergency response team to address environmental incidents such as chemical leaks and spills.
9. Identify and solve environmental violations.
10. Conduct regular environmental inspections to determine pollution level.
11. Investigate environmental accidents and propose corrective actions.
12. Write environmental related articles, newsletters and press releases.
13. Assist in developing project proposals and statement of work and determine overall budget and schedules.
14. Maintain inventory control and oversee shipping and transportation arrangements.

3.5. Engineer I

1. Assist the Municipal Engineer perform such duties as the latter may assign to him.
2. Assist the Municipal Engineer in providing engineering services on investigation and survey, engineering designs, feasibility studies and project management.
3. Prepare plans, program of works and specifications.
4. Assist in the supervision of construction, maintenance, improvement and repair of roads, bridges and other engineering and public works projects of the municipality.
5. Does other work assigned.

3.6. Administrative Aide VI

1. Assist the private secretary in encoding/typing official communications.
2. Issue appearance slips to incoming visitors wanting to meet the Local Chief Executive.
3. Prepare business permits with complete requirements for signature of the Mayor .
4. Receive and file official documents.
5. Issue mayor's clearance/certifications upon request.
6. Prepare certified copies of documents as requested.
7. Release and distribute documents/communications to various offices in the municipality.
8. Reproduce forms needed in the office.
9. Does other work assigned by the Local chief Executive.

3.7. Driver I

1. Drive motor/ambulance vehicle.
2. Transport patients/passengers for referral and emergency cases.
3. Assist in loading and unloading of supplies and equipment.
4. Perform emergency roadside repairs such as changing of tires, light bulbs fuses, etc.
5. Prepare trip tickets and reports on fuel and oil consumption and distance travelled.
6. Inspect and check vehicle and parts to ensure that vehicle is in good condition.
7. Maintain cleanliness of vehicle.
8. Keep the vehicle and his patient/passengers safety while in transit.
9. Does other related tasks.

SECTION 4. The funding requirements for the positions herein created were incorporated in the FY 2016 Budget of the Municipality.

SECTION 5. Unless otherwise specifically provided herein, this ordinance shall take effect immediately upon approval.

ENACTED this JANUARY 29, 2016.

[Voting Profile:

In Favor: Members R. Valera, B Lalugan, J. Alejandro, R. Arzadon,
O. Bueno, A. Dumlao, J. Castillo, P. Riquelman Jr.

Against: NONE

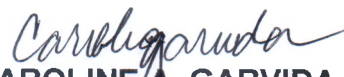
Abstained: NONE]

CERTIFIED CORRECT:


LILY U. DALAG

Secretary to the Sangguniang Bayan

ATTESTED:


CAROLINE A. GARVIDA
Vice Mayor & Presiding Officer

JAN 22 2016

Date

APPROVED:


ATTY. ALDRIN R. GARVIDA
Municipal Mayor

FEB 03 2016

Date