



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 **SEPTEMBER 20, 2021** AT 9:00 O'CLOCK IN THE MORNING.

PRESENT:

HON. CAROLINE A. GARVIDA
 HON. CATHERINE A. NAIRA
 HON. OSIAS O. BUENO
 HON. JERRY D. ALEJANDRO
 HON. BENABEL A. LALUGAN
 HON. ROGER O. ARZADON
 HON. AGRIFINA T. Dumlao
 HON. PETRONIO H. RIQUELMAN JR.
 HON. EDWIN B. YAGIN
 HON. AUSTINE MARK A. VALERA
 HON. FRANCISCO T. RAMBAUD

Vice Mayor & Presiding Officer
 Sangguniang Bayan Member

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Pederasyon ng Sangguniang Kabataan Pres.
 Liga ng mga Barangay President

ABSENT: NONE



MUNICIPAL ORDINANCE NO. 43-A
 Series 2021

AN ORDINANCE CREATING CERTAIN PERMANENT AND CASUAL PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF NUEVA ERA, ILOCOS NORTE AND APPROPRIATING FUNDS THEREFOR.

WHEREAS, the services of a **Meat Inspector 1, Licensing Officer I, Assistant Registration Officer, Planning Officer 1, Budget Officer 1, Engineer II, Draftsman 1, Nurse 1, Medical Technologist 1, Agriculturist 1, Local Legislative Staff Officer 111, Administrative Aide III – (Driver 1) (SG 3), and two Administrative Aide IV (Casuals)**, 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, Section 2 (a) of the Local Government Code (LGC) of 1991 (RA 7160) provides that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units (LGUs) shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government to the local government units;

WHEREAS, Executive Order No. 138, s. 2021 orders the full devolution of functions, services and facilities by the national government to local government units no later than the end of 2024. These shall include those devolved responsibilities indicated in Section 17 of RA 7160 and in other existing laws which subsequently devolved functions of the NGAs to LGUs;

WHEREAS, creation of positions are needed to augment manpower services for a more responsive, efficient and effective delivery of services and in conformity with the transition devolution plan of the municipality;

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

SECTION 1. The following permanent and casual positions are hereby created:

[Handwritten signatures and initials]

OFFICE	POSITION TITLE	SALARY GRADE
Mayor's Office	Meat Inspector I	6
	Licensing Officer I	11
Local Civil Registrar's Office	Assistant Registration Officer	8
Office of the Municipal Planning and Development Coordinator	Planning Officer I	11
Municipal Budget Office	Budget Officer I	11
Municipal Engineering Office	Engineer II	16
	Draftsman I	6
	Administrative Aide IV (Casual)	4
Municipal Health Office	Administrative Aide IV (Casual)	4
	Nurse I	15
	Medical Technologist I	11
Municipal Agriculturist Office	Administrative Aide III (Driver I)	3
	Agriculturist I	11
Office of the Sangguniang Bayan	Local Legislative Staff Officer III	16

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

POSITION TITLE	SALARY GRADE	EDUCATION	WORK EXPERIENCE	TRAINING	ELIGIBILITY
Meat Inspector I	6	Completion of 2 years in college	None	None	CS Sub-professional/ 1 st level eligibility
Licensing Officer I	11	Bachelor's Degree	None	None	CS Professional/ 2 nd level eligibility
Assistant Registration Officer	8	Completion of 2 years in college	1 year relevant experience	4 hours relevant training	CS Sub-professional/1 st level eligibility
Planning Officer I	11	Bachelor's Degree relevant to the job	None	None	CS Professional/2 nd level eligibility
Budget Officer I	11	Bachelor's Degree relevant to the job	None	None	CS Professional/2 nd level eligibility
Engineer II	16	Bachelor's Degree in Engineering relevant to the job	1 year relevant experience	4 hours relevant training	RA 1080
Draftsman I	6	Completion of two years in college or high school graduate with relevant vocational trade course	None	None	CS sub-professional/Draftsman or Illustrator (MC 11 s.96-CAT 1)
Administrative Aide IV (Casual)	4	Completion of two years in college or high school graduate with relevant vocational course	None	None	None
Administrative Aide IV (Casual)	4	Completion of two years in college or high school graduate with relevant vocational course	None	None	None
Nurse I	15	Bachelor of Science in Nursing	None	None	RA 1080 (Nursing Board)
Medical Technologist I	11	Bachelor's Degree in Medical Technologist or Bachelor of Science in Public Health	None	None	RA 1080 (Medical Technologist Board)

Administrative Aide III (Driver I)	3	Completion of two years in college or high school graduate with relevant vocational /trade course	None	None	Driver's License(MC 11 s.1996 CAT II)
Agriculturist I	11	Bachelor's Degree relevant to the job	None	None	CS Professional/RA 1080 (Agriculturist Board
Local Legislative Staff Officer III	16	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours relevant training	CS Professional/2 nd level eligibility

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

3.1. MEAT INSPECTOR I

A Meat Inspector ensures that meat is safe from contamination and that the process it goes through follows quality assurance regulations. They inspect all meat products including, poultry, seafood, beef, pork, etc. before the initial packaging.

- Inspect and grade various types and cuts of meat
- Inspect live animals, game or poultry for any signs of disease
- Making sure that unfit meat is destroyed properly
- Perform quality control analysis including tests and inspections of products and processes
- Serve as the on-site liaison with regulatory officials, safety inspectors, compliance auditors, and other external personnel
- Manage Vendor certification program
- Direct and perform shelf life and other inventory-related studies for product quality and safety; material freshness, aging, molding, and preservation
- Manage labelling and nutritional labelling requirements, in accordance with Food and

3.2. LICENSING OFFICER I

- The Business Permit and Licensing Officer (BPLO) is responsible in processing of business applications both new and renewal. Included in the responsibilities is to plan, develop, improve, implement, and evaluate policies and procedures governing applications and renewal of business permit;
- Review applications submitted under the One-Stop-Shop licensing program;
- Evaluates requirements of business permit applicants. Inspects business establishments around the municipality to determine those who have no permit, padlock erring business establishments;
- Issue business permits to commercial and industrial establishments;
- Issues retirement certificate on business establishment filling their closure;
- Issues certificate of No business and with business;
- Prepare monthly reports and other reports as required;
- Performs other works as required.

3.3. ASSISTANT REGISTRATION OFFICER

- Assist in the recording of specific information regarding vital events according to established methods and procedures
- Ensure compliance with registration law
- Ensure the accuracy and completeness of each record
- Adopt such measures as are required to enable them to be informed of the necessity, procedures and requirements of registration, and the value of vital statistics
- Ensure the completion of a statistical report for each registered vital event and its transmission according to a regular time schedule to the compiling agency, for data processing and dissemination
- Issue certificates or copies of the vital records upon request





- Provide customer services
- In the case of death registration, ensuring that the certification of the cause of death is part of the documentation
- Performs other related duties as required

3.4 PLANNING OFFICER I

- Gathers needed information and statistics from different offices necessary in the development of position paper and/or project plan/programs;
- Assists in developing project plans or programs whenever necessary;
- Prepares preliminary evaluation of all reports received in the progress of project;
- Assists in the monitoring of information to and from the DENR Planning and Policy Office;
- Assists in the preparation of summary of reports and other development materials received and gathered;
- Assists in coordinating activities of different offices that are linked in the preparation of particular problems; and
- Performs other duties the superior may assign.

3.5. BUDGET OFFICER I

- Elicits budget requests from departmental administrators; explains procedures to be followed in developing budget requests, provides current cost data for inclusion in requests.
- Supervises and participates in the review of budget requests for accuracy, completeness and conformance to instructions; evaluates the operational efficiency of requested programs to ensure that all program needs have been included; recommends changes in program requests to assure program success; writes justifications to clarify the need for, and the benefits to be derived from, requested programs.
- Discusses possible sources of outside funding with program personnel; negotiates with grantor agencies to establish reporting requirements, levels of funding, procedures for reimbursement and schedules of eligible costs; confers with representatives of the central accounting and budgeting agencies to establish mechanism for receiving and expending grants revenue.
- Meets with departmental administrators to discuss budget proposals and to establish the priority of different requests; recommends the deletion, inclusion or modification of different requests; participates in determining the strategy to be employed in requesting programs, such as implementing a program in phases over several budget years.
- Attends budget review hearings; makes presentations explaining and justifying budget requests; distributes decreases in budget requests according to pre-determined priorities and departmental policy.
- Receives projects to be requested in the capital program; elicits the priority for each project and the proposed construction schedule from departmental administrators; prepares capital budget request sheets by distributing cost data provided by architects and engineers according to established procedures; estimates increased operating expenses to be incurred by opening new and expanded facilities.
- Reviews requisitions for conformance to the budget; notifies administrators of requisitions for non-budgeted items; recommends the transfer of monies to cover non-budget items.
- Monitors expenditures and encumbrances to identify potential overdrafts and surpluses; structures encumbrance documents to retain a sufficient balance of unencumbered funds to absorb emergency expenditures.



- Reviews contract applications from delegate agencies participating in programs administered by the city; evaluates contract applications for conformance to program guidelines; evaluates reasonableness of items requested and cost data provided; recommends changes and contract applications to delegate agencies to cover additional costs under program guidelines; supervises the monitoring of expenditures made by delegate agencies to insure adequate documentation and conformance to contract stipulation; approves and disapproves reimbursement of expenditures.
- Prepares periodic reports on budget transactions including reports on the status of budgetary accounts, on the status of capital projects and on expenditures made by contract agencies; prepares or directs the preparation of financial and other reports required by funding and monitoring agencies, or as needed.
- Supervises a clerical staff engaged in maintaining accounts of budgeted allotments, processing purchasing requisitions, invoices and other fiscal documents, maintaining records, and typing and assembling the budget; prepares a variety of periodic and special reports showing the status of budgetary allotments and forecast of expenditures.
- Performs related work as required.

3.6. ENGINEER II

- Plans and conducts professional engineering work.
- Engaged on more responsible engineering assignments requiring substantial professional experience.
- Undertakes activities requiring application of technical knowledge, skills, and experience.
- Reviews, evaluates, and monitors projects and activities.
- Provides administrative and technical assistance.
- Perform tasks as may be assigned by supervisor/s .

3.7 DRAFTSMAN I



- Use computer-aided design software to create 3D and 2D technical drawings.
- Make changes to technical drafts based on the recommendations of the project engineers and architects.
- Calculate dimensions and material requirements.
- Outline the construction process of the project on the technical drawings.

3.8 NURSE I

- Record medical history and symptoms
- Collaborate with teams to plan for patient care
- Advocate for the health and wellbeing of patients
- Monitor patient health and record signs
- Administer medications and treatments
- Operate medical equipment
- Perform diagnostic tests
- Educate patients about management of illnesses
- Provide support and advice to patients

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3.9. MEDICAL TECHNOLOGIST I

- Conducts chemical analysis on various body fluids such as urine, blood, saliva, and bile.
 - Prepares blood and plasma for transfusions by performing compatibility tests.
 - Analyzes and identifies blood cells using a microscope.
 - Ensures that laboratory equipment is clean, functional, and calibrated.
 - Stocks and organizes laboratory supplies and maintains company inventory records.
 - Answers and responds to patient, physician, and vendor questions and concerns.
 - Compiles thorough and professional laboratory reports
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- Updates and maintains knowledge base by attending workshops, reading, and participating in professional organizations.
- Cleans laboratory area and adheres to sanitation guidelines and procedures.

Page 6 (Mun. Ordinance No. 2021-43-A)

- Properly and safely disposes of hazardous and infectious waste and materials.
- Respects patient confidentiality laws.

3.10. AGRICULTURIST I

- Carries out applied and field research into environmental conditions, product effectiveness and animal nutrition and health;
- Provides farmers with appropriate news, information or developments;
- Visits farms and production sites for evaluations;
- Responds to questions from individual farmers, farming associations, government agencies and the general public about health of food, soil and environment;
- Conducts information sessions, seminars and workshop with large numbers of farmers; and
- Demonstrates new products or services.
- Perform tasks as may be assigned by supervisor/s

3.11. LOCAL LEGISLATIVE STAFF OFFICER III

- Edit resolutions, amendments, legal memos, and other documents for grammar, spelling, punctuation, readability, and adherence to the Office's statutory style and format.
- Proofread and examine various materials
- Provide constructive feedback to legislators regarding the editing of bills and other documents.
- Communicate, both orally and in writing, with legislators, lobbyists, attorneys, government employees, and members of the public in a professional manner.
- Draft, or provide assistance in the drafting of, bills, resolutions, memorials, and related amendments.
- Perform legal and general research on Philippine statutes, other states' statutes, law, case law, etc.
- See, hear, and speak in order to respond rapidly and efficiently to immediate legislative needs, including drafting instructions.
- Provide general support to legislators in the office, including administrative work.
- Complete special projects and perform similar duties as assigned, such as monitoring and reporting on legislative committees.

3.12. ADMINISTRATIVE AIDE III (DRIVER I)

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

3.13. ADMINISTRATIVE AIDE IV (Casual)

- Collect and emptied garbage trash found at area assigned.
- Maintain cleanliness of office.
- Sort out and arrange files.
- Deliver official communication to different offices.
- Records incoming and outgoing communications.
- Does other works assigned by supervisor.







SECTION 4. The funding requirements for the positions herein created will be incorporated in the FY 2022 Annual Budget of the Municipality.

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

ENACTED this 20th day of September, 2021.


Voting Profile:

In Favor: Members C. Naira, O. Bueno, J. Alejandro, B Lalugan, R. Arzadon, A. Dumlao
P. Riquelman Jr., E. Yagin, A. Valera and F. Rambaud

Against: N o n e

Abstained: N o n e

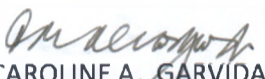
CERTIFIED CORRECT:


LILY U. DALAG

Secretary to the Sangguniang Bayan

ATTESTED:

APPROVED:


CAROLINE A. GARVIDA
Vice Mayor & Presiding Officer

SEP 22 2021


ATTY. ALDRIN R. GARVIDA
Municipal Mayor

SEP 23 2021



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

ELEVENTH SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE 113TH REGULAR SESSION
 OF THE SANGGUNIANG PANLALAWIGAN, HELD AT THE
 SANGGUNIANG SESSION HALL, PROVINCIAL CAPITOL,
 LAOAG CITY, AT 9:47 IN THE MORNING,
 MONDAY, 07 FEBRUARY 2022.

Present:

Hon. Cecilia Araneta-Marcos, Vice-Governor,
 and Presiding Officer,
 Hon. Medeldorf M. Gaoat, Member,
 Hon. Domingo C. Ambrocio, Jr., Member,
 Hon. Da Vinci M. Crisostomo, Member,
 Hon. Rodolfo Christian G. Fariñas III, Member,*
 Hon. Franklin Dante A. Respicio, Member,
 Hon. James Paul C. Nalupta, Member,*
 Hon. Aladine T. Santos, Member,
 Hon. Saul Paulo A. Lazo, Member,
 Hon. Portia Pamela R. Salenda, Member,*
 Hon. Donald G. Nicolas, Member,
 Hon. Handy T. Lao, PCL-IN, Ex-officio Member,*
 Hon. Elmer C. Faylogna, ABC-IN, Ex-officio Member,
 Hon. Rafael Salvador C. Medina, PPSK-IN, Ex-officio Member.

Absent:

None.

RESOLUTION NO. R2022-5919

REVIEW OF/ACTION ON ORDINANCE NO. 43-A s. 2021
 ENACTED BY THE SANGGUNIANG BAYAN OF
 NUEVA ERA.

ON MOTION of Member NICOLAS, Chairman, Committee on LABOR AND CIVIL SERVICE, duly seconded, the Body Resolved that:

Ordinance No. 43-A s. 2021 be declared **VALID** pursuant to the Committee Report of the Committee on LABOR AND CIVIL SERVICE, 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.

ATTESTED:


 CECILIA ARANETA-MARCOS
 Vice-Governor and
 Presiding Officer

FEB 14 2022


 MILDRED NIRMLA R. LAMOSTE
 Provincial Board Secretary

**via zoom meeting*



Republic of the Philippines
Province of Ilocos Norte
2900 Laoag City

11th Sangguniang Panlalawigan

COMMITTEE REPORT

COMMITTEE ON LABOR AND CIVIL SERVICE

THE HONORABLE PRESIDING OFFICER
& MEMBERS OF THE SANGGUNIANG PANLALAWIGAN

RE: MUNICIPAL ORDINANCE NO. 43-A, SERIES OF 2021 OF THE MUNICIPALITY OF NUEVA ERA –“AN ORDINANCE CREATING CERTAIN PERMANENT AND CASUAL POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF NUEVA ERA, ILOCOS NORTE AND APPROPRIATING FUNDS THEREFOR.”

FINDINGS/OBSERVATIONS:

The Committee hereby adopts the recommendation of Civil Service Commission, Ilocos Norte Field Office thus:

“This office notes that a municipal government, through its Sangguniang Bayan, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). This Office, in reviewing the appointments that may later be issued for such created positions, shall be using the qualification standards prescribed by law or duly approved by the Civil Service Commission. It may be mentioned that the eligibility requirement for Draftsman I is Draftsman (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013- Cat. II) and that for Administrative Aide III (Driver I) is Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 – cat. IV). For Agriculturist I, the educational requirement is Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine and the eligibility requirement is Relevant RA 1080 (CSC MC 1, s. 2013). It may be mentioned further that the eligibility required for the created casual positions of Administrative Aide IV is Career Service Subprofessional/First Level Eligibility, as provided under CSC Memorandum Circular No. 10, s. 2005, although eligibility is not required for appointment, except those whose duties involve the practice of a profession and/or require licenses under Category IV of CSC MC No. 11, s. 1996, as amended (Section 9.g of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended).

And the Local Finance Committee to wit:

“Municipal Ordinance No. 43-A- Nueva Era- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.”

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DATE JAN 31 2022

TIME

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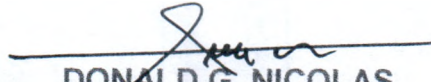
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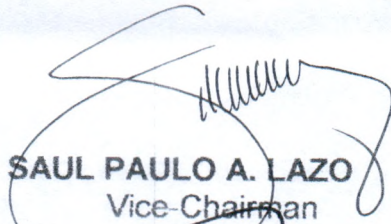
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RECOMMENDATION:

In view of the foregoing findings and observations, the Committee hereby recommends that **Municipal Ordinance No. 43-A of the Municipality of Nueva Era** be declared **VALID** provided that they adhere to the recommendations thus stated.

Laoag City, 28 January 2022.


DONALD G. NICOLAS
Chairman


SAUL PAULO A. LAZO
Vice-Chairman


MEELDORF M. SAJAT, M.D.
Member


DOMINGO C. AMBROCIO, JR.
Member


FRANKLIN DANTE A. RESPICIO
Member



Ilocos Norte Field Office

January 18, 2022

Hon. DONALD G. NICOLAS
Office of the Sangguniang Panlalawigan
Provincial Government of Ilocos Norte
Laoag City 2900 Ilocos Norte

Dear Sir:

This pertains to your endorsement dated January 13, 2022 relative to the following issuances:

1. Ordinance No. 2021-009 of the Municipal Government of Bacarra, which essentially refers to the creation of the position of Municipal Government Department Head I (Municipal Environment and Natural Resources Officer) with Salary Grade 24;
2. Ordinance No. 11-06-2021 of the Municipal Government of Bangui, which refers to the creation of various positions in different offices;
3. Ordinance No. 2021-12-09 of the Municipal Government of Currimaog, which refers to the creation of eight additional plantilla positions under different offices;
4. Resolution No. 11-2021-1088 of the Municipal Government of Marcos, which refers to the amendment of the Approved Guidelines in Hiring Contract of Service and Job Order Workers;
5. Ordinance No. 43-A of the Municipal Government of Nueva Era, which refers to creation of certain permanent and casual plantilla positions in different offices;
6. Ordinance No. 250-1922 of the Municipal Government of Pinili, which refers to the creation of the positions of Environmental Management Specialist II, Disability Affairs Officer I, Social Welfare Officer II, Medical Technologist I, Nurse I, Population Program Officer I, and two casual Administrative Aide III.

As to Ordinance No. 2021-009 of the Municipal Government of Bacarra, this Office notes that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). It has to be pointed out that the correct format for the position title is Municipal Government Department Head I (Municipal Environment and Natural Resources Officer) and not Municipal Government Department Head I-Municipal Environment and Natural Resources Officer.

As to Ordinance No. 11-06-2021 of the Municipal Government of Bangui, please note that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing

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Bawat Kawani, Lingkod Bayani

limitations like the prescribed budgetary limitations on personal services (Section 325, supra). This Office, in reviewing the appointments that may later be issued for such created positions, shall be using the qualification standards prescribed by law or duly approved by the Civil Service Commission. It should be mentioned that the eligibility required for the created casual positions of Administrative Assistant I and two Administrative Aide III under the Office of the Mayor is Career Service Subprofessional/First Level Eligibility, as provided under CSC Memorandum Circular No. 10, s. 2005, although eligibility is not required for appointment, except those whose duties involve the practice of a profession and/or require licenses under Category IV of CSC MC No. 11, s. 1996, as amended (Section 9.g of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended).

As to Ordinance No. 2021-12-09 of the Municipal Government of Currimao, please note that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). It should be pointed out that the correct position title for Labor Employment Officer I is Labor and Employment Officer I and that for Aquaculture Technologist is Aquacultural Technologist. This Office, in reviewing the appointments that may later be issued for the created positions, shall be using the qualification standards prescribed by law or duly approved by the Civil Service Commission. It may be mentioned that the education requirement for Tourism Operations Officer I is Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields (CSC MC 4, s. 2018), that for Environmental Management Specialist II is Bachelor's degree relevant to the job (1997 QS Manual), that for Agriculturist I is Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine (CSC MC 1, s. 2013), and that for Aquacultural Technologist is Bachelor's degree relevant to the job (1997 QS Manual). It may be mentioned further that the eligibility requirement for Environmental Management Specialist II and Aquacultural Technologist is Career Service Professional/Second Level Eligibility (1997 QS Manual).

As to Resolution No. 11-2021-1088 of the Municipal Government of Marcos, please note that contracts of service and job order contracts are primarily governed by the rules of the Commission on Audit (CSC Memorandum Circular No. 1, s. 2007). Hence, the hiring of contract of service and job order workers by the municipal government shall still be subject to review by said Office.

As to Ordinance No. 43-A of the Municipal Government of Nueva Era, please note that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). This Office, in reviewing the appointments that may later be issued for such created positions, shall be using the qualification standards prescribed by law or duly approved by the Civil Service Commission. It may be mentioned that the eligibility requirement for Draftsman I is Draftsman (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II) and that for

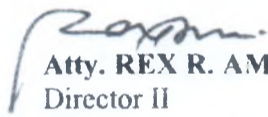
Administrative Aide III (Driver I) is Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV). For Agriculturist I, the education requirement is Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine and the eligibility requirement is Relevant RA 1080 (CSC MC 1, s. 2013). It may be mentioned further that the eligibility required for the created casual positions of Administrative Aide IV is Career Service Subprofessional/First Level Eligibility, as provided under CSC Memorandum Circular No. 10, s. 2005, although eligibility is not required for appointment, except those whose duties involve the practice of a profession and/or require licenses under Category IV of CSC MC No. 11, s. 1996, as amended (Section 9.g of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended).

As to Ordinance No. 250-1922 of the Municipal Government of Pinili, this Office notes that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). It should be pointed out that the correct position title for Environment Management Specialist II is Environmental Management Specialist II. This Office, in reviewing the appointments that may later be issued for the created positions, shall be using the qualification standards prescribed by law or duly approved by the Civil Service Commission.

You may likewise seek more enlightenment from the Department of Budget and Management, which has the mandate to establish and administer a unified Compensation and Position Classification System in the government.

We hope to have assisted you on the matter.

Very truly yours,


Atty. REX R. AMI
Director II
CSCFO Ilocos Norte

cscfo/



Republic of the Philippines
PROVINCE OF ILOCOS NORTE
 Laoag City

PROVINCIAL FINANCE COMMITTEE

January 26, 2022

SPO- VG
RECEIVED
DATE JAN 28 2022
TIME 1:00 PM
SIGNATURE <i>[Signature]</i>

HON. DONALD G. NICOLAS
 Chairman, Committee on Appropriations & Finance
 Sangguniang Panlalawigan of Ilocos Norte

Sir:

We are returning herewith various Ordinance/Resolution with the following recommendations/observations.

1. Municipal Ordinance No. 2021-009- Bacarra- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.
2. Municipal Ordinance No. 11-06-2021-Bangui- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.
3. Municipal Ordinance No. 2021-11-045- Dingras- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.
4. Municipal Ordinance No. 43-A- Nueva Era- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.
5. Municipal Ordinance No. 11-01-2022- Badoc- Valid subject to the provisions of CSC Memorandum Circular No. 19, s. 1992 dated May 07, 1992 and the provisions of Local Budget Circular No. 137 dated July 13, 2021 of the DBM.

Wherefore, the Provincial Finance Committee hereby recommends that said Ordinance be acted upon based on the above mentioned findings/recommendations.

Very truly yours,

[Signature]
LEAH F. BLAS
 Supervising Administrative Officer
 & OIC-PBO

[Signature]
JOSEPHINE P. CALAJATE
 Provincial Treasurer

[Signature]
PEDRO S. AGCAOILI, JR.
 Prov'l Planning & Dev'l Officer