



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 96TH REGULAR SESSION OF THE 15TH SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 25TH DAY OF JUNE 2024 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL -

PRESENT:

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Ana Lisa O. Go	SB Member
Hon. Emerson S. Relampagos	SB Member
Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Willou C. Tan	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Marie Hazel R. Saavedra	SB Member
Hon. Jeanette M. Vidal	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Noel Y. Laniba	LnB President, Ex-Officio Member
Hon. Mariel L. Juntilla	SKMF Vice President, Ex-Officio Member

ABSENT:

NONE

MUNICIPAL ORDINANCE NO. 24-008
Series of 2024

AN ORDINANCE CREATING THE PLANTILLA POSITIONS FOR THE LOCAL GOVERNMENT UNIT OF LOON, BOHOL

Be it enacted by the 15th Sangguniang Bayan of Loon, Bohol in session duly assembled that:

SECTION 1. CREATION OF PLANTILLA POSITIONS. There shall be created the following positions, viz:

Positions	Salary Grade
Engineer III (Agriculture and Biosystems Engineer)	19
Disability Affairs Officer III	18
Senior Tourism Operations Officer	18
Labor and Employment Officer III	16
Cooperatives Development Specialist I	11
Youth Development Officer I	10
OSCA Head	Honorarium Equivalent to SG-10
Municipal Government Department Head I (College Administrator)	24

Registrar I	11
Librarian	11
Guidance Counsellor	11
Nurse I	15
Instructor I	12
Legislative Staff Officer III	16
Records Officer I	10
Local Legislative Staff Employee II	04

SECTION 2. QUALIFICATIONS, DUTIES, AND FUNCTIONS. The qualifications, functions and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission (CSC) and other relevant laws, viz:

1) ENGINEER III (AGRICULTURE AND BIOSYSTEMS ENGINEER), SG-19

Qualifications:

Education:	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering
Experience:	2 years of relevant experience in agricultural engineering or agricultural and biosystems engineering
Training:	8 hours of relevant training
Eligibility:	RA No. 10915 (ABE)

Duties and Functions:

- a) Provide agricultural and biosystems engineering services which include engineering survey, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGUs;
- b) Administer, supervise, and coordinate the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads and other agricultural, fisheries and biosystems infrastructure projects of the LGUs;
- c) Undertake the registration of agricultural and fishery machinery and facilities, enforcement of the PAES/PABES and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the RFO-RAED, concerned national government agencies and other offices of the LGUs;
- d) Coordinate with the concerned national government agencies with regard to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure;
- e) Be in the frontline of the delivery of basic agricultural and biosystems engineering services;



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- f) Provide training and extension activities to farmers and fisherfolk particularly in the installation, operation and maintenance of their irrigation, post harvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers. In line with this the ABE units shall coordinate and collaborate with state and Local Colleges and Universities, TESDA, and other concerned government agencies for the competency assessment and certification of agricultural and biosystems engineering technicians and operators including the establishment and operation of accredited Technical-Vocational Education Training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering at the provincial, city, and municipal levels;
- g) Undertake and/or coordinate the pilot testing and commercialization of matured agricultural, fisheries and biosystems technologies;
- h) Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the Municipal AFCs and serve as Vice Chairperson and Secretariat of said Committee, as well as in providing technical assistance and support to the local chapters of the PSABE and ABE's in the local implementation of agricultural and fisheries mechanization and infrastructure projects;
- i) Responsible in the planning, design and management of communal irrigation system devolved or to be devolved to the LGUs pursuant to Section 33 of RA No. 8435 (AFMA);
- j) Formulate Municipal Agricultural and Fisheries Mechanization Plans for approval by the Sanggunian pursuant to Section RA10601;
- k) Formulate Municipal Agricultural and Biosystems Engineering Master Plan/Program for approval by the Sanggunian pursuant to Joint DA-DILG MC No. 11, series of 2004 in relation to RA No. 10915. The master plan/program which supports and complements to the Comprehensive Land Use Plans, Local Development Plans, Local Food Security and Agri-Fisheries Modernization Plans shall have the following sub-components: (1) agricultural, fishery and biosystems mechanization; (2) soil and water conservation and irrigation; (3) farm-to-market road or farm access road development; (4) post-harvest, agro-processing and agro-industrial development; (5) agricultural and biological waste utilization and management; and (6) farm electrification and bio-energy development; and
- l) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

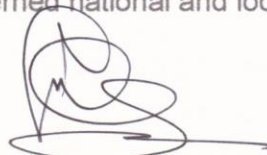
2) DISABILITY AFFAIRS OFFICER III, SG-18

Qualifications:

Education:	Bachelor's Degree
Experience:	2 years of relevant experience on disability affairs
Training:	8 hours of relevant training on disability affair
Eligibility:	Career Service Professional/ Second Level Eligibility

Duties and Functions:

- a) Formulate and implement policies, plans and programs for the promotion of the welfare of PWDs in coordination with concerned national and local government agencies;



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- b) Coordinate and implement the provisions of Batas Pambasa Blg. 344, otherwise known as the Accessibility Law and other relevant laws at the local level;
- c) Represent PWDs in the meetings of local development councils and other special bodies;
- d) Recommend and enjoin the participation of Non-Government Organizations (NGOs) and People's Organizations (POs) in the implementation of all disability-related laws and policies;
- e) Gather and compile relevant data on PWDs in their localities;
- f) Disseminate information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
- g) Submit reports to the office of the Local Chief Executive on the implementation of programs and services for the promotion of the welfare of PWDs in their respective areas of jurisdiction;
- h) Ensure that the policies, plans and programs for the promotion of the welfare of PWDs are funded by both the national and local government;
- i) Monitor fund raising activities being conducted for the benefit of PWDs;
- j) Seek donations in cash or in kind from local or foreign donors to implement the approved work plan for PWDs, in accordance with existing laws and regulations; and
- k) Perform such other functions as may be necessary for the promotion and protection of the welfare of PWDs.

3) SENIOR TOURISM OPERATIONS OFFICER, SG-18

Qualifications:

Education:	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration, or other related fields
Experience:	2 years of work experience and involvement in the tourism industry either in the private sector or the government
Training:	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: <ul style="list-style-type: none">• Tourism Awareness and Capability Building Seminar for LGU's• Seminar on Disaster Risk Reduction and Management• Basic Tourism Statistics Training (BTST)• Local Tourism Guidebook Orientation and;• Seminar of Gender and Development Orientation
Eligibility:	Career Service Professional/ Second Level Eligibility

Duties and Functions:

- a) Establish a tourist information and assistance center to assist tourists and tourism enterprises;



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- b) Shall be responsible for preparing, implementing, and updating local tourism development plans and enforcing tourism laws, ordinances, rules, and regulations;
- c) Shall coordinate with the DOT and its attached agencies in the performance of functions; and
- d) Shall promote the tourism industry of Loon per coordination with the Provincial Tourism Office and for making Bohol one of the leading tourism destinations in the country.

4) LABOR AND EMPLOYMENT OFFICER III, SG-16

Qualifications:

Education:	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields
Experience:	1 year of experience in program management relative to employment facilitation
Training:	4 hours of relevant training or employment facilitation
Eligibility:	Career Service (Professional)/Second Level Eligibility

Duties and Functions:

- a) Develop action plans, proposals, and other documents needed in the implementation of programs and PESO services;
- b) Identify training needs and arrange staff training as needed (i.e in-house or block release) training staff or delegating to appropriate unit/staff;
- c) Responsible for informal stages of staff discipline, including coaching and counseling;
- d) Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
- e) Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action;
- f) Maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions;
- g) Implement the Socio-Economic Transformation thrust of the Government by way of solving unemployment problem in line with the Philippine 2040 Vision duly supported by the Philippine Development Plan, per coordination with the private sector and other business establishments.

5) COOPERATIVES DEVELOPMENT SPECIALIST I, SG-11

Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)/Second Level Eligibility



Duties and Functions:

- a) Take charge of the office for the development of the cooperatives registered with the Cooperative Development Authority;
- b) Formulate measures for the consideration of the Sanggunian, and provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provisions of facilities through the organizing, promotion and development of cooperatives, and in providing access to such services and facilities;
- c) Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the mayor, implement the same, particularly those which have to do with the integration of cooperatives values, principles and practices in programs and projects which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this Code;
- d) Take the lead in identifying groups, sectors, or communities that can be organized into cooperatives with objective that the cooperatives to be organized shall be vehicles in poverty reduction, job creation and socio-economic development of the municipality;
- e) In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration;
- f) In partnership with the CDA, Department of Trade and Industry, other government agencies, cooperatives unions and federations, the academe, and other private organizations provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organizations including, but not limited to, training and education, business management, finance and financial management;
- g) Assist cooperatives in establishing linkages with the government agencies, cooperative unions and federations, the academe and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities; and
- h) Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation.

6) YOUTH DEVELOPMENT OFFICER, SG-10

Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)/Second Level Eligibility



Duties and Functions:

- a) Serve as the core of the advocacy on youth participation in nation-building and youth empowerment;
- b) Finalize the three (3) year LYDP that is anchored in the PYDP and the development plans of the Local Government Unit;

(The LYDP shall be initially drafted by the SK Pederasyon and shall be finalized by the LYDC. This shall be submitted to the LCE for inclusion in the Local Development Plan and subsequently endorsed to the Sanggunian of the Local Government Unit concerned for approval.)

- c) Monitor and evaluate the implementation of the Local Youth Development Plan;
- d) Serve as the head of the SKMF task force in the day-to-day implementation of the municipal youth development plan, programs, projects and activities in unison with the SK programs, projects and activities of the 67 barangays;
- e) Implement the Youth Welfare and Development Code and other related ordinances for the welfare of the youth, including the sports and socio-cultural affairs with due respect to its moral values;
- f) Assist the functions of the SKMF President who serves within the SKMF office; and
- g) Perform such other functions as may be prescribed by law or ordinance.

7) OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA) HEAD, Honorarium relevant to SG-10

Qualifications:

1. A Filipino citizen and resident of the municipality or city for at least one (1) year;
2. A registered voter of the concerned city or municipality;
3. Able to read and write;
4. Must be physically and mentally capable of performing the tasks of OSCA Head;
5. A bonafide member of a duly registered senior citizens organization which has a track record of at least three consecutive years;
6. Good moral character; and
7. At least a high school graduate.

Selection and Term of Office:

The OSCA Head shall be chosen from a list of three (3) nominees as recommended by a general assembly of DSWD-accredited or LGU-registered senior citizens organization in the city or municipality. He/she shall be appointed by the mayor for a term of three (3) years without reappointment but without prejudice to an extension not exceeding three (3) months, if exigency so requires.

Duties and Functions:

- a) To plan, implement and monitor yearly work programs in pursuance of the objectives of the Senior Citizens Act;



- b) To draw up a list of available and required services which can be provided by the senior citizens;
- c) To maintain and regularly update on a quarterly basis the list of senior citizens and to issue national individual identification cards, free of charge, which shall be valid everywhere in the country;
- d) To serve as a general information and liaison center for senior citizens;
- e) To monitor compliance of the provisions of this Act, particularly the grant of special discounts and privileges to senior citizens;
- f) To report to the Mayor, any individual, establishment, business entity, institution or agency found violating any provision of this Act; and
- g) To assist the senior citizens in filing complaints or charges against any individual establishment, a business entity, institution, or agency refusing to comply with the privileges under this Act before the Department of Justice (DOJ), the Provincial Prosecutor's Office, the regional or the municipal trial court, the municipal trial court in cities, or the municipal circuit trail court.

8) MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (COLLEGE ADMINISTRATOR), SG-24

Qualifications:

Education:	Master's Degree or Certificate in Leadership and Management from the CSC
Experience:	5 years of supervisory/management experience
Training:	120 hours of supervisory/management learning & development intervention undertaken within the last 5 years
Eligibility:	Career Service Professional/Second Level Eligibility

Duties and Functions:

- a) Act as College President in the overall planning, development, implementation, monitoring and evaluation of University-wide operations/programs;
- b) Supervision and administration and overall management of human resource, physical and financial resources of the Municipal College; and
- c) Monitors the implementation and compliance of administrative, financial and quality requirements of the Municipal College.

9) REGISTRAR I, SG-11

Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)/ Appropriate Eligibility for Second Level Position



Duties and Functions:

- a) Assists in the enforcement of policies for the realization of the general and specific objectives of the institution;
- b) Enforces government and approved school policies and regulations regarding entrance requirements, enrollment, load, transfer, promotions, subject sequence, graduation, suspension or dismissal of students and other disciplinary measures;
- c) Prepares of bulletins and other announcements on matters concerning registration, examinations, graduation and other matters that concern the Registrar's Office;
- d) Prepares the school calendar for submission to the Commission on Higher Education (CHED) V, upon approval by the College President;
- e) Consolidates and posts the schedule of classes for each term submitted /prepared by heads of academic departments;
- f) Participates in the deliberations of policies regarding course requirements, transfer, graduation and other matters pertaining to student accounting;
- g) Prepares and submits periodic reports and statistical data;
- h) Checks examination schedules one week before the exams;
- i) Assists in the revision of the new curricula;
- j) Maintains good public relations with the general public; and
- k) Performs other duties that may be requested from the office.

10) LIBRARIAN I, SG-11

Qualifications:

Education: Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Experience: None Required
Training: None Required
Eligibility: RA 1080 (Librarian)

Duties and Functions:

- a) Establish and implement library policies and procedures;
- b) Prepare and administer the budget for the library;
- c) Allocate funds and monitor expenditure;
- d) Determine and implement cost-effective and accurate methods for information retrieval;
- e) Develop, organize and maintain library collections to meet the demands of specific user groups;



- f) Coordinate print and electronic subscription requests;
- g) Select, order and catalog relevant publications and multimedia;
- h) Carry out cataloging and classification of all library resources;
- i) Ensure a current and accurate inventory of library materials;
- j) Maintain records and prepare statistical and analytical reports;
- k) Assist users in the location of specific material and information;
- l) Guide users regarding internet resources;
- m) Train users in the discovery and management of information;
- n) Respond rapidly and reliably to information requests through the use of all appropriate resources;
- o) Conduct bibliographic searches to support user and organizational information needs;
- p) Conduct in-depth research using both online and print resources;
- q) Produce abstracts and reports using the research data collected;
- r) Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors;
- s) Develop and maintain relationships with external bodies such as vendors and suppliers;
- t) Promote awareness of research resources, library services and learning opportunities; and
- u) Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources.

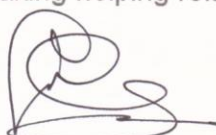
11) GUIDANCE COUNSELLOR I, SG-11

Qualifications:

Education:	Master's Degree in Guidance and Counseling
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Guidance Counselor)

Duties and Functions:

- a) Conducts individual counseling to walk-in referred students;
- b) Conducts group Guidance activities or sessions relevant to student's concerns;
- c) Consults with faculty members, parents and other individuals that might lead to a better understanding of the students, thus making helping relationships more effective;



- d) Performs referral to proper individuals/agencies depending on the need of particular students;
- e) Coordinates with other agencies in the conduct of symposia related to academic, personal, and social concerns of the students;
- f) Provide update to the students about mental health in the bulletin board;
- g) Prepares forms, inventories, questionnaires and other instruments needed for gathering of information about the student; and
- h) Performs other functions as may be assigned by the immediate superior.

12) NURSE I, SG-15

Qualifications:

Education:	Bachelor of Science in Nursing
Experience:	None required
Training:	None required
Eligibility:	RA 1080

Duties and Functions:

- a) Perform a physical examination to assess the student's health needs and problems;
- b) Prescription, treatment, infusion, dosing, and interpretation of special tests;
- c) Providing direct care to patients injured, disabled, ill, or convalescent;
- d) Review and maintain medical records;
- e) Implement and develop a care plan;
- f) Patient condition Arrangement and Evaluation of Diagnostic Tests to Evaluate and Needs;
- g) Supervise the work of licensed practical nurses, nursing assistants and assistants;
- h) About the medical conditions and treatment plans, educate the students;
- i) Safe and hygienic maintain a comfortable working environment;
- j) Room, prepare medical equipment and decontaminate the equipment; and
- k) Provide emotional and psychological support.



13) INSTRUCTOR I, SG-12

Qualifications:

Education: Master's Degree in the area of specialization or its allied/related fields
Experience: None required
Training: None required
Eligibility: For SUC's
None required
RA 1080 (For courses requiring BAR or BOARD eligibility)
For NON-SUC's
(PBET/Teacher/RA 1080)

Duties and Functions:

- a) Designing, planning, and delivering lectures, seminars, and workshops on their subject of expertise;
- b) Creating engaging learning environments and interactive classes;
- c) Grading assignments, tests, and papers, and providing feedback to students;
- d) Keeping accurate student assessment records and reporting grades promptly;
- e) Advising students on academic, career, and personal matters;
- f) Keeping current in their field of expertise through continuous learning and research;
- g) Preparing course materials, such as syllabi, homework assignments, and handouts;
- h) Participating in campus and community events;
- i) Developing curriculum and participating in departmental and college-wide decision making;
- j) Maintaining office hours to meet with students;
- k) Contributing to academic research in their field by publishing scholarly articles and presenting at conferences; and
- l) Contributing to academic research in their field by publishing scholarly articles and presenting at conferences.

14) LEGISLATIVE STAFF OFFICER III, SG-16

Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: at least 4 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility



Duties and Functions:

- a) Assist the functions of the Sanggunian Secretary especially in the codification works;
- b) In-charge for Legislative Tracking per coordination with the Office of the Vice-Mayor and the Office of the Mayor in the status of implementation of ordinances;
- c) Coordinate with the Sanggunian Members on the necessity for whatever amendments of the ordinances and Codes;
- d) In-charge in the conduct of public hearings and district consultations;
- e) In-charge in the Information and Education Campaign (IEC) of ordinances and codes for its smooth implementation; and
- f) Perform such other functions as delegated by the Vice-Mayor or SB Members through the Sanggunian Secretary.

15) LOCAL LEGISLATIVE STAFF EMPLOYEE II, SG-4

(Utility Worker, Messenger)

Qualifications:

Education:	at least Elementary School Graduate
Experience:	None required
Training:	None required
Eligibility:	None required (MC 11. S. 96-Cat. III)

Duties and Functions:

- a) Consolidates all Proposed Ordinances/ Codes and Resolutions, Committee Reports and other administrative, legislative and quasi-judicial matters for inclusion in the Order of Business;
- b) Print final copies of the Minutes and Journal for the signature of the SB Members;
- c) Prepare communications especially the notice of special sessions;
- d) Coordinate for the conduct of District Consultation and related forum and gatherings; and
- e) Perform other functions per directive by the Vice Mayor.

16) RECORDS OFFICER I, SG-10

Qualifications:

Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional)/Second Level Eligibility



Duties and Functions:

- a) Take charge of all the records of the Sangguniang Bayan, including its archiving per coordination with the Municipal Librarian;
- b) Update the monthly performance in the passage of ordinances and resolutions of Sangguniang Members and other requirements for Local Legislative Award;
- c) Prepare documents for IEC;
- d) Consolidate performance for every employee and division of the Sanggunian for submission to the Performance Management Team; and
- e) Perform other functions delegated by the Vice Mayor and Sangguniang Members.

SECTION 3. APPOINTMENTS. The appointments for those who will be occupying the herein mentioned positions shall be within the prescribed qualification standards and guidelines set by the Civil Service Commission (CSC) and other relevant laws.

SECTION 4. FUNDING SUPPORT. The newly-created positions shall form part of the Plantilla of the Local Government Unit of Loon and shall be automatically funded from the Personal Services (PS) component of the budget of the municipality.

SECTION 5. EFFECTIVITY CLAUSE. This ordinance shall take effect upon its approval and compliance of the necessary requirements set by law.

UNANIMOUSLY APPROVED.

I hereby attest to the correctness of the above-quoted ordinance.

FIDELINO P. CORITICO, LLB, JD
Secretary to the Sanggunian

CERTIFIED:

LLOYD PETER M. LOPEZ, M.D.
Vice Mayor
Presiding Officer

APPROVED:

ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date Signed: 06/28/2024