



**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 99<sup>TH</sup> REGULAR SESSION OF THE 15<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 16<sup>TH</sup> DAY OF JULY 2024 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL -**

**PRESENT:**

- |                              |  |
|------------------------------|--|
| Hon. Ana Lisa O. Go          | SB Member, Acting Presiding Officer    |
| 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 |

**SICK LEAVE:**

- |                                 |            |
|---------------------------------|------------|
| Hon. Lloyd Peter M. Lopez, M.D. | Vice Mayor |
|---------------------------------|------------|

**MUNICIPAL ORDINANCE NO. 24-009**  
Series of 2024

**AN ORDINANCE CREATING PLANTILLA POSITIONS OF LGU LOON, UNFUNDING SOME PLANTILLA POSITIONS ASSIGNED AT THE MAYOR'S OFFICE, MUNICIPAL ACCOUNTING OFFICE, MUNICIPAL TREASURER'S OFFICE, MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE AND MUNICIPAL AGRICULTURE OFFICE AND DISSOLVING ONE PLANTILLA POSITION AT THE MDRRMO OF MUNICIPALITY LOON, BOHOL**

*Be it enacted by the 15<sup>th</sup> Sangguniang Bayan of Loon, Bohol in session duly assembled that:*

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

| OFFICES             | POSITIONS             | SALARY GRADE |
|---------------------|-----------------------|--------------|
| Office of the Mayor | Administrative Aide I | 01           |
|                     | Administrative Aide I | 01           |
|                     | Administrative Aide I | 01           |
|                     | Administrative Aide I | 01           |

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|   |  |    |
|---|--|----|
| Municipal Accounting Office                             | Administrative Aide I                                  | 01 |
|   | Administrative Aide I                                  | 01 |
|   | Administrative Aide I                                  | 01 |
|   | Administrative Aide I                                  | 01 |
|   | Administrative Aide I                                  | 01 |
| Municipal Treasurer's Office                            | Administrative Aide III                                | 03 |
|   | Administrative Aide III                                | 03 |
|   | Administrative Aide III                                | 03 |
|   | Administrative Aide III                                | 03 |
| Municipal Social Welfare and Development Office         | Day Care Worker II                                     | 08 |
|   | Administrative Aide I                                  | 01 |
| Municipal Health Office                                 | Nurse I (Disease Surveillance Officer)                 | 15 |
| Municipal Agriculture Office                            | Farm Worker I  | 02 |
|   | Farm Worker I  | 02 |
|   | Farm Worker I  | 02 |
|   | Farm Worker I  | 02 |
|   | Farm Worker I  | 02 |
| Municipal Disaster Risk Reduction and Management Office | Local Disaster Risk Reduction and Management Officer I | 11 |
|   | Administrative Aide III                                | 03 |

**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. OFFICE OF THE MAYOR

Administrative Aide I-SG 01 (4 Positions)

Qualifications:

Education: Must be able to read and write and atleast Elementary Graduate  
 Experience: None required  
 Training: None required  
 Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

- Utility work; Assist with office day to day activities; Simple clerical and messenger tasks

2. MUNICIPAL ACCOUNTING OFFICE

Administrative Aide I-SG 01 (5 Positions)



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Qualifications:

Education: Must be able to read and write and atleast Elementary Graduate  
Experience: None required  
Training: None required  
Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

- Utility work; Assist with office day to day activities; Simple clerical and messenger tasks

3. MUNICIPAL TREASURER'S OFFICE

Administrative Aide III-SG 03 (4 Positions)

Qualifications:

Education: Must be able to read and write and atleast Elementary Graduate  
Experience: None required  
Training: None required  
Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

- Utility work; Assist with office day to day activities; Clerical tasks

4. MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

a) Day Care Worker II-SG 08

Qualifications:

Education: High School Graduate  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

- Demonstrates general understanding of the child's development across different domains;
- Demonstrates general understanding of how children learn;
- Shows respect for individual differences by designing differentiated sets of learning activities;
- Shows accountability in the promotion of health, nutrition, safety and total well-being of children;
- Demonstrates mastery of the developmental domains, standards and indicators, and the content of the curriculum for target/age levels (zero (0) to four (4));
- Establishes a caring and nurturing environment;
- Tracks progress and development of every child aligned to the indicators for specific domain;



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- h) Builds partnerships with families through frequent and effective communication about their child's experiences and development;
- i) Demonstrates mutual and harmonious relationship with families and communities for the holistic development of children;
- j) Shows initiative and accountability for personal growth and professional development, health and well-being;
- k) Maintains inventory and distributes Center supplies;
- l) Supervises the Child Development Workers and its staff; and
- m) Performs other duties related to the primary job duties.

b) Administrative Aide I-SG 01

Qualifications:

|              |   |
|--------------|---|
| Education:   | Must be able to read and write and at least Elementary Graduate |
| Experience:  | None required   |
| Training:    | None required   |
| Eligibility: | None required (MC 11, s.1996 - Category III)                    |

Duties and Functions:

- Utility work; Assist with office day to day activities; Simple clerical and messenger tasks

5. MUNICIPAL HEALTH OFFICE

Nurse I (Disease Surveillance Officer) - SG 15

Qualifications:

|              |                                |
|--------------|--------------------------------|
| Education:   | Bachelor of Science in Nursing |
| Experience:  | None required                  |
| Training:    | None required                  |
| Eligibility: | RA 1080 (Nurse)                |

Duties and Functions:

- in general, monitor, investigate and report the occurrence of any disease and to warn the public and health authorities on sudden increase in the number of notifiable diseases that may lead to an outbreak under the supervision of the MHO
- shall perform the following duties and responsibilities:
  - a) Organize data collection of all the notifiable diseases, epidemics, and health events of public health concern;
  - b) Gather epidemiological data from the health facilities under their jurisdiction including hospitals and clinics;
  - c) Analyze and interpret surveillance data;
  - d) Prepare surveillance updates;
  - e) Provide feedback to health facilities and local leaders;
  - f) Immediately inform concerned personnel of any disease or condition in their areas that:
    - Exceeds an epidemic threshold;
    - Occurs in locations where it was previously absent; and
    - Occurs more often in a population group that previously presents unusual trends or patterns.



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- g) Conduct outbreak investigations;
- h) Implement preliminary control measures immediately, if required; and forward epidemiological data to the next higher level on a regular basis and in accordance with national surveillance protocol.

6. MUNICIPAL AGRICULTURE OFFICE

Farm Worker I-SG 02 (5 Positions)

Qualifications:

Education: Elementary School Graduate  
Experience: None required  
Training: None required  
Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

- a) Performs day-to-day duties necessary in the operation of the municipal nursery;
- b) Responsible for the production and maintenance of planting materials raised in the nursery;
- c) Performs semi-skilled farm tasks such as the care and maintenance of crops and livestock raised in the municipal nursery and other LGU projects;
- d) Operates and maintain farm equipment and other common tools/machinery used in farming operations;
- e) Carry out routine oral and written instructions as directed by the office head;
- f) Provides agricultural extension support to farmers and other clients;
- g) Conducts regular monitoring of agricultural farm areas in the municipality and submits monthly reports to the office head; and
- h) Performs other related task as required.

7. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

a) Local Disaster Risk Reduction and Management Officer I- SG 11

Qualifications:

Education: Bachelor's Degree  
Experience: None required  
Training: None required  
Eligibility: Career Service Professional/ 2nd Level Eligibility

Duties and Functions:

- a) Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- b) Identify, assess, and manage the hazards, vulnerabilities and risks that may occur in the locality;
- c) Identify and implement cost-effective risk reduction measures and/or strategies;
- d) Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- e) Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;



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- f) Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs) ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- g) Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
- h) Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
- i) Assist in the formulation of LDRRM Plan in accordance with national, regional and provincial framework and policies on DRR in close coordination with LDRRMC; and
- j) Performs other related duties from time to time as directed by his/her superior.

b) Administrative Aide III-SG 03

Qualifications:

Education: Must be able to read and write and at least Elementary School Graduate  
 Experience: None required  
 Training: None required  
 Eligibility: None required (MC 11, s.1996 - Category III)

Duties and Functions:

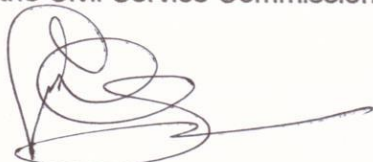
- Driver; Utility work; Assist with office day to day activities.

**SECTION 3. UNFUNDING.** The following positions shall be unfunded, viz;

| OFFICES   | POSITIONS                   | SALARY GRADE | PLANTILLA NO. |
|---|-----------------------------|--------------|---------------|
| Office of the Mayor                             | Administrative Aide IV      | 04           | 06            |
|   | Administrative Aide IV      | 04           | 13            |
| Municipal Accounting Office                     | Administrative Assistant II | 08           | 50            |
|   | Administrative Aide VI      | 06           | 51            |
| Municipal Treasurer's Office                    | Administrative Officer I    | 10           | 59            |
|   | Administrative Aide VI      | 06           | 60            |
|   | License Inspector I         | 06           | 62            |
| Municipal Agriculture Office                    | Agricultural Technologist   | 10           | 102           |
|   | Agricultural Technologist   | 10           | 103           |
| Municipal Social Welfare and Development Office | Social Welfare Assistant    | 08           | 98            |

**SECTION 4. DISSOLUTION.** The Local Disaster Risk Reduction and Management Officer III under the Municipal Disaster Risk Reduction and Management Office shall be dissolved.

**SECTION 5. 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.



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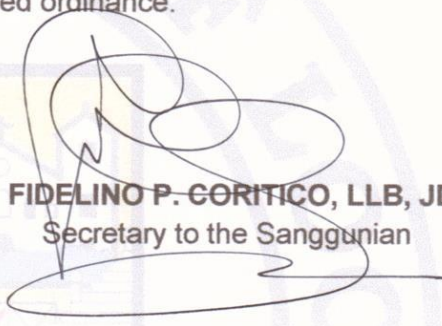
**SECTION 6. FUNDING SUPPORT.** The newly-created positions shall form part of the Plantilla of the Local Government Unit of Loon and shall be automatically funded from the Personal Services (PS) component of the budget of the municipality.

**SECTION 7. EFFECTIVITY CLAUSE.** This ordinance shall take effect upon its approval and compliance of the necessary requirements set by law.

**UNANIMOUSLY APPROVED.**


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




**FIDELINO P. GORITICO, LLB, JD**  
Secretary to the Sanggunian

CERTIFIED:



**ANA LISA O. GO**  
SB Member  
Acting Presiding Officer

NOTED:



**LLOYD PETER M. LOPEZ, M.D.**  
Vice Mayor

APPROVED:



**ELVI PETER L. RELAMPAGOS**  
Municipal Mayor

Date Signed: 07/31/2024