

Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE 107<sup>TH</sup> REGULAR SESSION OF THE 15<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 17<sup>TH</sup> DAY OF SEPTEMBER 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. 24-013**  
Series of 2024

**AN ORDINANCE CREATING AND ABOLISHING PLANTILLA POSITIONS IN THE SANGGUNIANG BAYAN OFFICE OF THE LOCAL GOVERNMENT UNIT OF 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:

Positions	Salary Grade
Local Legislative Staff Assistant I	06
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:

**A) LOCAL LEGISLATIVE STAFF ASSISTANT I, SG-6**

Qualifications:

Education:	Completion of Two (2) years in College
Experience:	None required
Training:	None required
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

Duties and Functions:

- a) Takes charge the records of the Sanggunian;
- 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.

**B) 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.

**SECTION 3. ABOLITION OF POSITION.** The plantilla position of Records Officer I, SG-10 of the Sangguniang Bayan shall be abolished.

**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.

**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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SB MUNICIPAL ORDINANCE NO. 24-013, Series of 2024

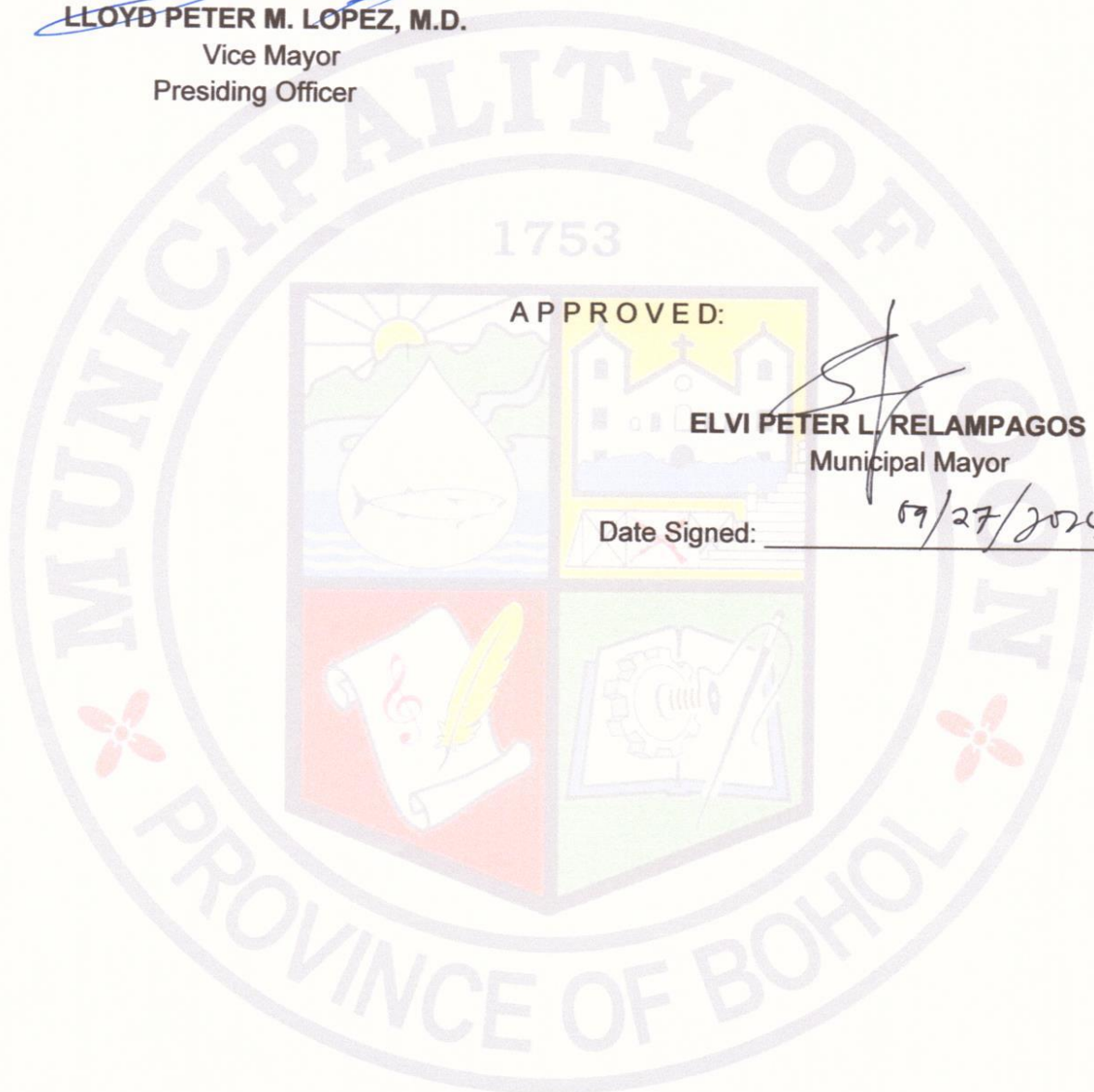
I hereby attest to the correctness of the above-quoted ordinance.

  
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: 09/27/2024