



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON

**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 109<sup>TH</sup> REGULAR SESSION OF THE 15<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 1<sup>ST</sup> DAY OF OCTOBER 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. 24-014**  
Series of 2024

**AN ORDINANCE DECLARING THE PLANTILLA OF PERSONNEL (POP) POSITIONS OF LOCAL GOVERNMENT UNIT OF LOON, PROVINCE OF BOHOL**

*Be it enacted by the Sangguniang Bayan of the Municipality of Loon in session assembled, that:*

**SECTION 1. TITLE.** This ordinance shall be known as "An Ordinance Declaring the Plantilla of Personnel (POP) Positions of Local Government Unit of Loon, Province of Bohol.

**SECTION 2. UNIQUE PERMANENT ITEM NUMBERS FOR PLANTILLA OF PERSONNEL (POP) POSITIONS.** The following unique permanent item numbers for plantilla of personnel (POP) positions shall be assigned:

**PLANTILLA OF PERSONNEL (POP)**  
For Fiscal Year 2024-09-19  
(Updated as of October 8, 2024)

ITEM NO.	POSITION TITLE	SG
	<b>OFFICE OF THE MUNICIPAL MAYOR</b>	
MO-7160 01	Municipal Mayor	27
MO-2022-02	MGDH I (Municipal Administrator)	24
MO-2022-03	Internal Auditor III	18

SB MUNICIPAL ORDINANCE NO. 24-014, Series of 2024

MO-2000-04	Senior Administrative Assistant III (Private Secretary II)	15
MO-1973-05	Administrative Assistant II (Labor General Foreman)	08
MO-2000-06	Administrative Aide VI (Clerk III)	06
MO-1973-07	Administrative Aide I (Utility Worker I)	01
MO-1973-08	Administrative Aide III	03
MO1973-09	Administrative Aide I (Laborer I)	01
MO-2022-10	Administrative Officer V (HRMO III)	18
MO-1994-11	Administrative Officer II (HRMO I)	11
MO-1973-12	Administrative Aide III (Utility Worker II)	03
MO-1973-13	Administrative Aide III (Utility Worker II)	03
MO-2000-14	Administrative Aide I (Utility Worker I)	01
MO-1980-15	Administrative Aide III (Utility Worker II)	03
MO-2011-16	Administrative Aide I (Utility Worker I)	01
MO-2011-17	Administrative Aide I (Utility Worker I)	01
MO-2022-18	Administrative Aide I	01
MO-2022-19	Administrative Aide I	01
MO-2022-20	Environment Management Specialist II	15
MO-2024-21	Administrative Aide I	01
MO-2024-22	Administrative Aide I	01
MO-2024-23	Administrative Aide I	01
MO-2024-24	Administrative Aide I	01
MO-2024-25	Agriculture and Biosystems Engineer III	19
MO-2024-26	Senior Tourism Operations Officer I	18
MO-2024-27	Disability Affairs Officer III	18
MO-2024-28	Labor and Employment Officer III	16
MO-2024-29	Cooperatives Development Specialist 1	11
MO-2024-30	Youth Development Officer I	10
<b>OFFICE OF THE MUNICIPAL VICE MAYOR / SANGGUNIANG BAYAN</b>		
SB-7160-01	Municipal Vice-Mayor	25
SB-7160-02	SB Secretary	24
SB-7160 03	SB Member	24
SB-7160 04	SB Member	24
SB-7160 05	SB Member	24
SB-7160 06	SB Member	24
SB-7160 07	SB Member	24
SB-7160 08	SB Member	24
SB-7160 09	SB Member	24
SB-7160 10	SB Member	24
SB-7160 11	SB Member (ABC Federated Pres.)	24
SB-7160 12	SB Member (SKMF)	24
SB-2000 13	Administrative Aide IV (Clerk II)	04
SB-1973 14	Administrative Aide I (Utility Worker I)	01
SB-1973-15	Administrative Aide VI (Clerk III)	06
SB-2000-16	Administrative Aide I	01
SB-2006-17	Administrative Aide III (Driver I)	03
SB-2024-18	Local Legislative Staff Officer III	16
SB-2024-19	Local Legislative Staff Assistant I	06
SB-2024-20	Local Legislative Staff Employee II	04
SB-2024-21	Local Legislative Staff Employee II	04



SB MUNICIPAL ORDINANCE NO. 24-014, Series of 2024

<b>OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT</b>		
MPDO-7160-01	MGDH I (Mun. Planning & Development Coordinator)	24
MPDO-1973-02	Project Development Officer I	11
<b>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</b>		
MCR-7160-01	MGDH I (Local Civil Registrar)	24
MCR-1973-02	Assistant Registration Officer	08
<b>OFFICE OF THE MUNICIPAL BUDGET OFFICER</b>		
MBO-7160-01	MGDH I (Municipal Budget Officer)	24
MBO-1973-02	Administrative Assistant II (Budgeting Assistant)	08
MBO-2022-03	Administrative Aide I	01
<b>OFFICE OF THE MUNICIPAL ACCOUNTANT</b>		
MACO-7160-01	MGDH I (Municipal Accountant)	24
MACO-1990-02	Administrative Officer II (Management & Audit Analyst I)	11
MACO-1998-03	Administrative Officer IV (Management & Audit Analyst II)	15
MACO-1973-04	Administrative Assistant II (Bookkeeper)	06
MACO-2024-05	Administrative Aide I	01
MACO-2024-06	Administrative Aide I	01
MACO-2024-07	Administrative Aide I	01
MACO-2024-08	Administrative Aide I	01
MACO-2024-09	Administrative Aide I	01
<b>OFFICE OF THE MUNICIPAL TREASURER</b>		
MTO-7160-01	MGDH I (Municipal Treasurer)	24
MTO-2022-02	Local Revenue Collection Officer II	15
MTO-1973-03	Revenue Collection Clerk III	09
MTO-2022-04	Revenue Collection Clerk III	09
MTO-1990-05	Revenue Collection Clerk II	07
MTO-1990-06	Revenue Collection Clerk II	07
MTO-1990-07	Revenue Collection Clerk II	07
MTO-1990-08	Administrative Officer I (Supply Officer I)	10
MTO-2022-09	License Inspector II	08
MTO-2022-10	Administrative Aide III (Utility Worker II)	03
MTO-2022-11	Administrative Aide III (Utility Worker II)	03
MTO-1990-12	Administrative Aide I (Utility Worker I)	01
MTO-1990-13	Administrative Aide I (Utility Worker I)	01
MTO-2008-14	Administrative Aide I (Utility Worker I)	01
MTO-2024-15	Administrative Aide III	03
MTO-2024-16	Administrative Aide III	03
MTO-2024-17	Administrative Aide III	03
MTO-2024-18	Administrative Aide III	03
<b>OFFICE OF THE MUNICIPAL ASSESSOR</b>		
MASO-7160-01	MGDH I (Municipal Assessor)	24
MASO-1973-02	Assessment Clerk III	09
MASO-2022-03	Administrative Aide III (Utility Worker II)	03
MASO-2022-04	Administrative Aide III (Utility Worker II)	03
<b>OFFICE OF THE MUNICIPAL ENGINEER</b>		
ME-7160-01	MGDH I (Municipal Engineer)	24
ME-2022-02	Engineering Assistant	08
ME-2022-03	Engineering Aide	04

SB MUNICIPAL ORDINANCE NO. 24-014, Series of 2024

<b>OFFICE OF THE MUNICIPAL HEALTH OFFICER</b>		
RHU1-2005-01	MGDH I (Municipal Health Officer)	24
RHU2-2022-02	Municipal Government Assistant Department Head I (MHO-RHU 2)	22
RHU1-2021-03	Nurse II	16
RHU2-2021-04	Nurse II	16
RHU2-2021-05	Nurse II	16
RHU1-2021-06	Nurse II	16
RHU2-1973-07	Midwife III	13
RHU2-1973-08	Midwife III	13
RHU1-1973-09	Midwife III	13
RHU1-1973-10	Midwife II	11
RHU2-1973-11	Midwife II	11
RHU2-1973-12	Midwife II	11
RHU1-1973-13	Midwife II	11
RHU1-1973-14	Midwife II	11
RHU2-1973-15	Midwife II	11
RHU1-1973-16	Midwife II	11
RHU2-1973-17	Midwife II	11
RHU2-1973-18	Midwife II	11
RHU2-1973-19	Sanitation Inspector I	06
RHU1-1973-20	Sanitation Inspector I	06
RHU1-2024-21	Nurse I (Disease Surveillance Officer)	15
<b>OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT</b>		
MSWD-2020-01	MGDH I (Mun. Social Welfare and Development Officer)	24
MSWD-2022-02	Social Welfare Officer II	15
MSWD-1973-03	Social Welfare Assistant	08
MSWD-2022-04	Administrative Aide III (Utility Worker II)	03
MSWD-2024-05	Day Care Worker II	08
MSWD-2024-06	Administrative Aide I	01
<b>OFFICE OF THE MUNICIPAL AGRICULTURE</b>		
MAO-2009-01	MGDH I (Municipal Agriculturist)	24
MAO-2022-02	Administrative Officer IV	15
MAO-1973-03	Agricultural Technologist	10
MAO-2024-04	Farm Worker I	02
MAO-2024-05	Farm Worker I	02
MAO-2024-06	Farm Worker I	02
MAO-2025-07	Farm Worker I	02
MAO-2026-08	Farm Worker I	02
<b>OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT</b>		
MDRR-2022-01	MGDH I (LDRRMO)	24
MDRR-2024-02	Local Disaster Risk Reduction Management Officer I	11
MDRR-2015-03	LDRRM Assistant (Research & Planning)	08
MDRR-2015-04	LDRRM Assistant (Administration & Training)	08
MDRR-2015-05	LDRRM Assistant (Operation & Warning)	08
MDRR-2024-06	Administrative Aide III	03
<b>ECONOMIC ENTERPRISE – LOON WATERWORKS SYSTEM</b>		
LWS-2024-01	MGDH I (LWS Manager)	24

SB MUNICIPAL ORDINANCE NO. 24-014, Series of 2024

LWS-1995-02	Administrative Assistant II	08
LWS-2002-03	Administrative Aide V (Plumber II)	05
LWS-1995-04	Administrative Aide III	03
LWS-1995-05	Administrative Aide III	03
LWS-1995-06	Administrative Aide III	03
LWS-1995-07	Administrative Aide III	03
LWS-1995-08	Administrative Aide III	03
LWS-1995-09	Administrative Aide III	03
LWS-1995-10	Administrative Aide III	03
LWS-1995-11	Administrative Aide III	03
LWS-1998-12	Administrative Aide III	03
LWS-2022-13	Administrative Aide III (Utility Worker II)	03
LWS-2022-14	Administrative Aide III (Utility Worker II)	03
LWS-2022-15	Administrative Aide III (Utility Worker II)	03
	<b>ECONOMIC ENTERPRISE – MARKET OPERATION</b>	
MRKT-2011-01	Administrative Officer II	11
MRKT-2022-02	Administrative Assistant IV	10
MRKT-1980-03	Market Inspector II	08
MRKT-1980-04	Market Inspector II	08
MRKT-1980-05	Administrative Aide III	03
MRKT-1980-06	Administrative Aide III	03
MRKT-1980-07	Administrative Aide I (Utility Worker I)	01
	<b>ECONOMIC ENTERPRISE – SLAUGHTERHOUSE OPERATION</b>	
ABTR-1980-01	Meat Inspector II	08
	<b>MUNICIPAL COLLEGE OFFICE (COLEGIO DE LOON)</b>	
CDL-2024-01	MGDH I (College Administrator)	24
CDL-2024-02	Registrar I	11
CDL-2024-03	Librarian I	11
CDL-2024-04	Guidance Counselor I	11
CDL-2024-05	Nurse I	15
CDL-2024-06	Instructor I	12

**SECTION 3. RATIONALE.** The assignment of unique permanent item numbers on plantilla of personnel (POP) positions is for certainty of item numbers to avoid the mismatch of item numbers of plantilla of personnel that leads to grounds of disapproval of an appointment.

**SECTION 4. REPEALING CLAUSE.** Any ordinance inconsistent thereto is hereby repealed and modified accordingly.

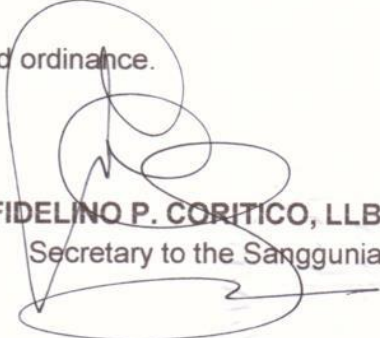
**SECTION 5. EFFECTIVITY CLAUSE.** This ordinance shall take effect upon its approval and compliance of the necessary requirements set by law.

**UNANIMOUSLY APPROVED.**

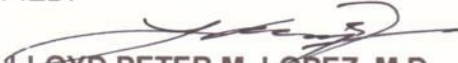


SB MUNICIPAL ORDINANCE NO. 24-014, Series of 2024

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

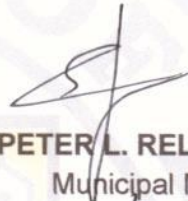
  
**FIDELINO P. CORITICO, LLB, JD**  
Secretary to the Sanggunian

CERTIFIED:

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

APPROVED:

1753

  
**ELVI PETER L. RELAMPAGOS**  
Municipal Mayor

Date Signed: 10/07/2024

