

Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 22ND REGULAR SESSION OF THE 13TH SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 13TH DAY OF DECEMBER 2016 AT THE SANGGUNIANG BAYAN (SB) OFFICE, LOON, BOHOL-

PRESENT:

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Emerson S. Relampagos	SB Member
Hon. Lydia L. Almasa	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Nilo P. Branzuela	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Kristel P. Tecson	SB Member
Hon. Cesar R. Pedrigal	Ex-Officio Member

ABSENT:

NONE

MUNICIPAL ORDINANCE NO. 16-004
Series of 2016

AN ORDINANCE CLASSIFYING CONTRACTUAL AND JOB ORDER WORKERS OF THE MUNICIPALITY OF LOON, PROVINCE OF BOHOL

Be it enacted by the 13th Sangguniang Bayan of Loon, Bohol in session duly assembled:

Section 1. DECLARATION OF POLICY. It is hereby declared the Policy of LGU-Loon to hire the services of contractual workers and job order workers based on office or field necessity as recommended by the Department/ Office Head concerned with its specific description of duties and functions, subject to close monitoring by the Human Resource and Management Officer (HRMO) in coordination with the Department Head or Office concerned, and approved by the Mayor or Vice Mayor.

Section 2. DEFINITION OF TERMS. The following terms shall be understood to mean:

- a) Contractual Workers – those hired by the Local Chief Executive or the Vice Mayor based on their respective budgets pursuant to a resolution authorizing him to hire the services of workers to perform skilled or specialized or professional services for a specific period depending on the need/length of service by virtue of a Contract of Service, subject to renewal or upon discretion of the hiring authority.
- b) Job Order Workers - those hired by the Mayor or Vice Mayor to perform office or field services upon recommendation of the office head specifying its functions on a daily basis and which may be rehired depending on its performance and necessity of services.

Section 3. CLASSIFICATION OF CONTRACTUAL WORKERS.

There shall be two classes of Contractual Workers:

1. Individual contractual workers – subject to the position, definition and weight of functions, and their corresponding monthly efficient performance, Individual Contractual Workers (ICW) are classified as follows:

Class A – consultants, office/unit head such as but not limited to physicians, dentists, medical technologists, veterinarian, economic enterprise chief, MIAO, and related professions/position

Class B – skilled office assistant/ project manager such as but not limited to project engineers, executive assistant, legislative assistant, accounting assistant

Class C – technical /special skills & health personnel such as but not limited to heavy equipment operator, community organizer, events planner/organizer, traffic head, municipal nutrition coordinator, rural health midwife with or without Barangay Health Station (BHS), main painter, main carpenter, engine mechanic, welder

Class D – office or field workers with special skills or with mastery of the job for a period of not less than five (5) years

2. Group contractual workers – who are paid on group basis for specific works and mission on weekly or monthly basis:

Class A – those involving risky tasks such as but not limited to Law Enforcement Task Force (Motersiklo Law Enforcement Task Force), Bantay Dagat Task Force

Class B – those works such as but not limited to package cleaning and maintenance or pakyaw system by women's league or other NGOs/POs or other interested parties.

Section 4. CLASSIFICATION OF JOB ORDERS. LGU Job Order Workers are classified into:

- 1) Class A - Job Order Workers– such as:

- a) Office clerks – those computer literates with bachelor's degree or those computer literates with at least two years in college who are assisting the functions of the office for at least three (3) years.

- b) Market/revenue collectors who are college graduates or having performed such functions for at least three (3) years.

- c) Office/ Field maintenance workers –those with Bachelor's degree or with high experience or skills assigned by the Department/ Office Heads to perform essential functions for a minimum of three (3) years, including garbage collectors

- d) Drivers

- 2) Class B

- a) Coastal law enforcers

- b) Traffic Aids

- a) Office janitors, messengers, Plaza or street / market or public building cleaners

- c) Office helpers – those hired as office helpers/assistants with educational qualification or expertise but are serving for at least five (5) months

- d) Field workers – those hired for field works with educational qualification or expertise but are serving for at least five (5) months

- e) Construction workers- such as laborers, carpentry/mason helpers, painting assistants

- 3) Class C

Other workers on 15-day or per month specific assignment with job description, without need of experience or educational qualification, but not to exceed a total of five (5) LGU workers per batch and for a specific performance report signed by the office head

Section 5. REQUIREMENTS. The requirements for all applicants shall be submitted to the Human Resource and Management Officer (HRMO), copy furnished the hiring authority, viz:

- a) application letter

- b) resume with attached documents (Transcript of Records or diploma/ certificate of employment)

- c) barangay clearance

An additional police clearance shall be required for the contractual applicants.

Section 6. RATE DETERMINATION. The hiring Authority shall determine the rate of the contractual and job order workers based on the requirements taking into consideration the academic competence, years of LGU service and other experiences or skills on the matter, the volume of works as embodied in the job description, the monthly performance rating, and other considerations as provided for in this ordinance.

Section 7. PROHIBITIONS/PROVISIONS.

1. No contractual or job order worker shall be hired in the absence of the existence of necessity, specifying its functions, with corresponding performance reports.
2. No contractual or job order worker shall be exempted from the biometrics.
3. No contractual or job order worker shall be exempted from rendering its semestral or monthly accomplishment report, respectively.
4. The functions and responsibilities of the regular employees shall be maximized in order to minimize the hiring of job orders.
5. No contractual or job order worker shall be allowed to continue his service if only to report on duty without corresponding performance of functions, or loitering or staying at any corner or premises inside or outside of the municipal hall, nor to receive wages without work, at the expense of the Loonanon taxpayers. Any violation thereof shall, after due notice and hearing by the Performance Management Team, be a ground for the withholding of his honorarium/ compensation.

Section 8. WORK SERVICES AND ASSIGNMENTS.

- 1) Contractual or Job Order workers shall perform their specific functions at the office or field where they are assigned by the Hiring Authority upon recommendation of the office head.
- 2) The services of the contractual or job order workers shall be terminated in any of the following instances:
 - a) Termination of the contract or monthly service for job order, without renewal
 - b) Successive absences for 5 days in case of contractual workers, or 3 days for job orders, without any justifiable reason, or without permission from the office head
 - c) Disappearance or incapacity to continue in the performance of functions or duties assigned to him
 - d) Waiver or resignation duly accepted by the hiring authority
 - e) Poor performance per monthly rating

Section 9. MONITORING.

- a) Biometrics Use – contractual and job order workers, like other regular employees, are required to use biometric attendance records to support its daily performance of functions, except consultants
- b) Field Attendance –contractual or job order workers who are performing functions at the field shall fill-up the necessary forms before or after its field function
- c) Daily Time Record. The DTR of contractual and job order workers shall be signed by the office head, or its immediate supervisor.
- d) Office heads shall be responsible in monitoring the daily performance of functions of the contractual or job order workers.

Section 10. WAGES.

- A. Contractual Compensation – the specific compensation for contractual workers shall be specified in the Memorandum of Agreement, provided, it shall be more than the rate of the Class A Job Orders.
 - a) Individual contractual workers –
 - Class A – minimum of P601.00 per day
 - Class B – P501-P600.00
 - Class C – P401-500.00
 - Class D – P350-400.00
 - b) Group contractual workers –
 - Class A – P10,000.00 per month/pakyaw
 - Class B – P5,000.00 per month/pakyaw
- B. Job Order Wages – the daily wage for job order workers shall be based on the classifications enumerated in Section 4, viz:

Class A – P310.00
Class B- P260.00
Class C- P210.00

The daily wage basis shall be understood to mean “no work, no pay”. In no case shall there be daily wage fir “stand-by day/s”, in the absence of daily performance output.

Section 11. IMPLEMENTING EXECUTIVE ORDER. For specific implementation of this ordinance, the Honorable Mayor is hereby authorized to issue an executive order.

Section 12. REFUND SCHEME. Any excess payment received by the contractual or job order worker who is found to be unworthy having failed to meet the required qualifications shall be subject for a refund by the concerned worker, or with the concerned official/s, should a complaint to the contrary is proven after due process.

Section 13. REPEALING CLAUSE. Municipal Ordinance Nos. 05-008, series of 2005, 07-013, series of 2007, and 09-007, series of 2009 are hereby repealed or modified accordingly.

Section 14. EFFECTIVITY. This ordinance shall take effect after its publication in a newspaper of general circulation.

UNANIMOUSLY APPROVED.

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

FIDELINO P. CORITICO, LLB
Secretary to the Sanggunian

ATTESTED:

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

APPROVED:

ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date: _____

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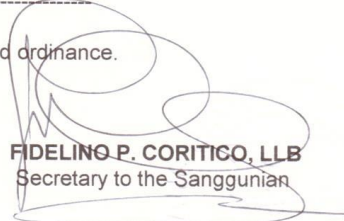
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ATTESTED:



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

APPROVED:



ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date: 12/16/16

In signing and approving this ordinance, it is understood that the lifting/deletion of the prohibition earlier provided under sec. 7 hereof on the matter of putting a limit/cap on the hiring of job order workers as explained in my veto goes the same way too in sec. 4(3) thereof regarding class C job order workers. 4