



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 89TH REGULAR SESSION OF THE 14TH SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 18TH DAY OF MAY 2021 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL

PRESENT:

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Lydia L. Almasa	SB Member
Hon. Kristel P. Tecson	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Priscila C. Branzuela	SB Member
Hon. Emalinda A. Veloso	LnB President, Ex-Officio Member
Hon. April Joseph L. Corciega	SKMF President, Ex-Officio Member

VIRTUAL PRESENCE:

Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Ana Lisa O. Go	SB Member

MUNICIPAL ORDINANCE NO. 21-003

Series of 2021

AN ORDINANCE CREATING THE PLANTILLA POSITIONS: INTERNAL AUDITOR IV OF THE MUNICIPAL INTERNAL AUDIT OFFICE AND SENIOR ADMINISTRATIVE ASSISTANT V OF THE OFFICE OF THE MAYOR, MUNICIPALITY OF LOON, PROVINCE OF BOHOL

Be it enacted by the 14th Sangguniang Bayan of Loon, Bohol in session duly assembled that:

SECTION 1. CREATION OF PLANTILLA POSITIONS. There shall be created two permanent positions at the Office of the Municipal Mayor, viz:

- a. INTERNAL AUDITOR IV- SG 22
- b. SENIOR ADMINISTRATIVE ASSISTANT V- SG 18

SECTION 2. QUALIFICATIONS, FUNCTIONS AND RESPONSIBILITIES. 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) Internal Auditor IV (SG 22)
 - a) Qualifications:
 - i. Education: Bachelor's degree relevant to the job, preferably Certified Public Accountant (CPA)
 - ii. Experience: 3 years of relevant experience
 - iii. Training: 16 hours of relevant training
 - iv. Eligibility: Career Service (Professional)/ Second Level Eligibility

- b) Functions
- i. Ensure compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection;
 - ii. Provide an assessment on the adequacy and effectiveness of the Local Government Unit's process for controlling its activities and managing its risks;
 - iii. Report significant issues related to the processes for controlling activities of the organization, including potential improvements to those processes and provide information concerning such issues for further actions by management;
 - iv. Responsible for the prompt payment and liquidation of LGU financial obligations;
 - v. Render proper advices on accounting procedures to facilitate transactions for the rapid growth and development of the municipality;
 - vi. Facilitate implementation of the LGU projects in partnership with the private sector/s in due observance and guidance on behalf of the Commission on Audit, so as to guide the LGU Officials in the observance of the pertinent accounting rules without however sacrificing the good interest of the public welfare.
- 2) Senior Administrative Assistant V (SG 18)
- a) Qualifications
- i. Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course; preferably a graduate in Law or Master in Public Administration
 - ii. Experience: 4 years of relevant experience
 - iii. Training: 24 hours of relevant training
 - iv. Eligibility: Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
- b) Functions
- i. Serves as an executive assistant to the Local Chief Executive;
 - ii. Manage and coordinate the implementation of special programs, projects, activities and events of the Local Government Unit;
 - iii. Prepare drafts of Memorandum of Agreement, Executive Orders, contracts, affidavits and other paralegal documents for the Local Chief Executive
 - iv. Prepare drafts of resolutions and ordinances in support of the Local Chief Executive's public service thrusts for endorsement to the Sangguniang Bayan;
 - v. And perform other tasks in support of or in fulfillment of the public service functions of the office of the Local Chief Executive.

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.

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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 Signed: _____


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




ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date Signed: 05/26/2021