



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON

OFFICE OF THE SANGGUNIANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE 38th REGULAR SESSION OF THE
10th SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE
17th DAY OF MARCH 2008 AT THE SANGGUNIANG BAYAN SESSION HALL-**

PRESENT:

Hon. Edwin R. Ladeza,	Vice-Mayor, Presiding Officer
Hon. Manuel R. Veloso,	SB Member
Hon. Damaso C. Pasilbas,	SB Member
Hon. Josephat B. Palma,	SB Member
Hon. Timoteo L. Legitimas,	SB Member
Hon. Ignacio M. Castil, Jr.,	SB Member
Hon. Priscila C. Branzuela,	SB Member
Hon. Narciso B. Neri,	SB Member

ON OFFICIAL

BUSSINES: Hon. Cesar R. Pedrigal, LnB President, Ex Officio Member

ABSENT:

Hon. Ricky U. Masamayor,	SB Member
Hon. Ivaraxel C. Ericson,	SKMF President, Ex Officio Member

MUNICIPAL ORDINANCE NO. 08- 001
Series of 2008

**AN ORDINANCE PRESCRIBING THE SELECTION/EMPLOYMENT OF A HIGH
SCHOOL TEACHER, ELEMENTARY TEACHER, AND A SUBSTITUTE TEACHER
WHO ARE HIRED AND WHOSE SALARIES AND WAGES ARE WHOLLY AND /
OR PARTLY PAID OUT OF THE MUNICIPAL FUNDS-**

Be it enacted by the 10th Sangguniang Bayan of Loon in session duly assembled:

Section 1. OBJECTIVES

The following are the objectives laid out for the viability/sustainability of this ordinance.

A. General – To provide an opportunity for BSEd, BEEd, to efficiently and effectively exercise their profession, thus achieving excellence in teaching.

B. Specific-

1. To provide quality and relevant education for the holistic formation of the students.
2. To uplift the intellectual, moral and social capabilities of the students through an integrated educational program to suit the growing needs of the youth of the country at large.
3. Produce students imbued with Christian values and attitudes, law-abiding and potential leaders in the community.

Section 2. DEFINITION OF TERMS

1. High School Teacher – one who has graduated Bachelor in Secondary Education (BSEd) with a specific major field of discipline and / or a minor field of discipline.
2. Elementary Teacher- one who has graduated Bachelor in Elementary Education (BSEEd) with a field of specification. Section 6 (2).
3. Substitute Teacher – one who is a high school teacher, elementary teacher, as defined herein. He or she teaches only when the designated/ appointed teacher is incapable of discharging his/ her duties and functions on account of the latter's resignation, sickness, death, incompetence, or latter's indefinite leave of absence.

Section 3. SELECTION COMMITTEE

There is hereby created a Selection Committee composed of the following:

1. The Mayor – Chairman
2. The Vice-Mayor – Vice-Chairman
3. The SB Chairman on Education – 1st Member
4. The Area Supervisor, Loon District – 2nd Member
5. The Head / Principal of the Target School – 3rd Member
6. HRMO - 4th Member
7. The Secretary of the Sangguniang Bayan – 5th Member, as automatic Secretary of the Selection Committee

Section 4. DUTIES AND FUNCTIONS OF THE SELECTION COMMITTEE

4.1. The Chairman- shall exercise the general supervision and control over all activities to be undertaken by the committee. At any proper time, he may convene the committee.

4.2. The Vice-Chairman- shall be the implementing arm of all the decisions and / or activities agreed upon in the meeting duly called for by at least five (5) including himself of the members of the committee.

4.3. The 1st, 2nd, 3rd, 4th and 5th Members – shall at all times ensure the black and white implementation of this ordinance pursuant to the objectives enshrined in Section 1 herein. The preparation and the conduct of the qualifying examination shall be their prime duty. In similar manner an interview shall be their task.

In order to improve operational efficiency, it is the primary duty of the committee to plan and implement a regular performance appraisal of teachers/employees – that is, every October and March of the teaching school year.

4.4. Each teacher shall be evaluated by his direct school superior, co-teachers, students and the selection committee members using a prescribed evaluation instrument (Annex "A")

4.5. The result of the evaluation shall be discussed with the teacher concerned by his/her immediate head who in turn shall render a report to the committee care of the Hon. Secretary to the Sangguniang Bayan. The performance appraisal report shall incorporate the following.

1. Summary of the evaluation rating
2. Course of action taken

3. Recommendations – this may include, after due process has been afforded to the teachers / employee concerned; a) oral warning b) written reprimand c.) suspension d.) dismissal

Section 5. MECHANICS ON THE SELECTION PROCESS

The following guidelines should be made known to the applicants:

1. He/she should submit an application letter. The resume and / or bio-data shall be attached to it;
2. He/she shall be entitled to be duly informed as to:
 - a. the date and time of the qualifying examination
 - b. the date and time of the interview
 - c. the date as to first day of employment

Section 6. DOCUMENTARY REQUIREMENTS

1. Transcript of Records
2. Teacher’s license as board passer of the Licensure Examination for Teachers (LET), or honor graduate such as *summa cum laude*, *magna cum laude* or *cum laude*
3. Police Clearance
4. Medical Certificate issued by a Government Physician
5. Barangay Clearance
6. Two ID passport size (2x2)
7. Certificate of Residency as Loonanon

SECTION 7. COMPENSATION

The basis of the teacher’s compensation shall be the minimum wage rate of at least Two Hundred Thirty Pesos (P230.00) per day. The teacher shall receive his/her salary bi-monthly that is, every 15th and 30th of the month.

The paying months shall be in the following schedule:

NO. OF YRS. OF SERVICE	NO. OF PAYING MONTHS
1	10 (June – March)
2	11 (June – April)
3	12 (June – May)

Within the 4th week of February of every teaching school year, the teacher shall be required to submit to the Head/Principal of the school the “letter of intent” copy furnished the Selection Committee care of the Hon. Secretary to the Sangguniang Bayan, for the selection committee to determine whether or not the teacher still wishes to continue the exercises of his/her profession.

Failure on the part of the teacher to submit the Letter of Intent as required, shall be construed as leaving his/her position/office and the same is deemed vacant.

Section 8. REPEALING CLAUSE. Any provision of any existing ordinance inconsistent thereof is hereby repealed or modified accordingly.

Section 9. EFFECTIVITY CLAUSE

This ordinance shall take effect immediately upon its approval by this August Body, the 10th Sangguniang Bayan of Loon, Bohol.

UNANIMOUSLY APPROVED.

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

EDWIN R. LADEZA
Vice-Mayor
(Presiding Officer)

ATTESTED:

FIDELINO P. CORITICO, LIB
Secretary to the Sanggunian

APPROVED:

LLOYD PETER M. LOPEZ, M.D.
Municipal Mayor

Date: _____