



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF NUEVA ERA

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF NUEVA ERA, ILOCOS NORTE, HELD AT THE SESSION HALL AUGUST 8, 2005 IN THE MORNING, MONDAY.

PRESENT:

HON. JOSEPH B. ARZADON	Vice Mayor & Presiding Officer
HON. JO-ANNE M. ARZADON	S.B. Member
HON. ARNEL B. FARIÑAS	"
HON. ELMER B. AZURIN	"
HON. FERNANDO B. BALAGSO	"
HON. ROGER O. ARZADON	"
HON. ALEXANDER B. VALERA	"
HON. CARLITO M. TAMAYO	S. B. Member
HON. ORLANDINO G. CASTILLO	ABC President
HON. RUSSEL JEUN A. MANGOAGUI	S.K. Federated President

ABSENT:

HON. MARLON P. PAHINAG	S.B. Member
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ORDINANCE NO. 08

AN ORDINANCE CREATING THE POSITION OF CLERK IV

Whereas, the functions of Clerk IV in the Office of the Mayor is very necessary due to over increasing paper works and other related activities;

Wherefore, be it enacted by the Sangguniang Bayan of Nueva Era, Ilocos Norte, that:

Section 1. **Title.** This shall be known as AN ORDINANCE CREATING THE POSITION OF CLERK IV.

Section 2. **Qualifications.** The appointee must have completed two years in college, with one year of relevant experience and a holder of First Level Eligibility (sub professional).

Section 3. **Functions.**

1. Assist the private secretary in typing official communications.
2. Issues appearance slips to incoming visitors wanting to meet the local chief executive.
3. Prepares business permits and process same before signature of the mayor.
4. Issues mayor's clearances upon request.
5. Prepares certified true copies of documents as requested.

6. Release and distribute communications to various offices in this municipality.
7. Reproduces forms needed in the office.
8. Does other works assigned by the supervisor.

Section 4. **The Salary** of Clerk IV shall be in accordance with Qualification Standards (Revised 1997 Civil Service Commission) with Salary Grade 8.

Section 5. **Effectivity.** This Ordinance shall take effect upon review and approval by the concerned authorities.

Enacted this 8th day of August 2005.

[Voting Profile:

In favor : Members J. Arzadon, A. Farinas, E. Azurin, F. Balagso, R. Arzadon, A. Valera, O. Castillo & RJ Mangoagui.

Against : N o n e

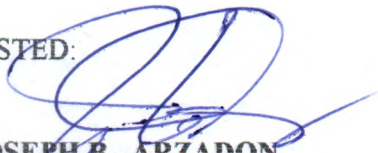
Abstained : N o n e]

CERTIFIED CORRECT:



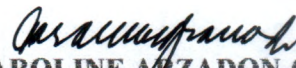
EDGARD G. BRINGAS
Secretary to the Sangguniang Bayan

ATTESTED:



JOSEPH B. ARZADON
Vice Mayor & Presiding Officer

APPROVED:



CAROLINE ARZADON-GARVIDA
Municipal Mayor