



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

**OFFICE OF THE SANGGUNIANG BAYAN**

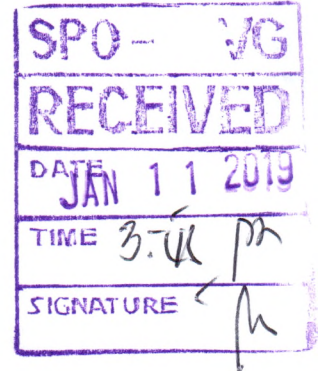
EXCERPT FROM THE MINUTES OF THE **REGULAR SESSION** OF THE SANGGUNIANG BAYAN OF NUEVA ERA, ILOCOS NORTE, HELD AT THE SESSION HALL ON JANUARY 7, 2019 AT 9:00 O'CLOCK IN THE MORNING, MONDAY.

**PRESENT:**

HON. ALDRIN R. GARVIDA  
HON. JOSEPH B. ARZADON  
HON. JERRY D. ALEJANDRO  
HON. ROGER O. ARZADON  
HON. BENABEL A. LALUGAN  
HON. OSIAS O. BUENO  
HON. PETRONIO JR. H. RIQUELMAN  
HON. AGRIFINA T. DUMLAO  
HON. JURLANDINO CASTILLO  
HON. EDWIN B. YAGIN  
HON. AUSTIN MARK VALERA

Vice Mayor & Presiding Officer  
SB Member  
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ABC President  
SK Federated President

**ABSENT:** NONE



**MUNICIPAL ORDINANCE NO. 22**  
**Series 2019**

**AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) OFFICER I, (SG 11), LOCAL DISASTER RISK REDUCTION AND MANAGEMENT ASSISTANT (SG 8), DISABILITY AFFAIRS OFFICER III (SG 18), AND DISABILITY AFFAIRS OFFICER 1 (SG 11) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES.**

**WHEREAS**, the services of a Local Disaster Risk Reduction and Management Officer I, Local Disaster Risk Reduction and Management Assistant, Disability Affairs Officer III and Disability Affairs Officer I, are very necessary with the management and administration related programs and projects which the Local Chief Executive is empowered to implement and which the sanggunian is empowered to provide for under Republic Act 7160 otherwise known as the Local Government Code;

**WHEREAS**, Republic Act No. 10070 otherwise known as "An Act Institutionalizing Mechanism to Ensure the Implementation of programs and services for persons with disabilities" mandates the establishment of Persons with disability Affairs Office (PDAO) and the appointment of personnel to head and man the office;

**WHEREAS**, NDCC-DILG-DBM-CSC Joint Memorandum Circular No. 2014-1 provides for the appointment of staff to assist the Local Disaster Risk Reduction and Management Officer (LDRRM Officer) in the implementation of DRRM programs, projects and activities;

**WHEREAS**, creation of positions are needed to augment manpower services for a more responsive, efficient and effective delivery of services;

**WHEREFORE**, be it enacted by the Sangguniang Bayan of Nueva Era, Ilocos Norte that...

**SECTION 1.** The positions enumerated herein are hereby created:

- a. Local Disaster Risk Reduction and Management Officer I, Salary Grade 11
- b. Local Disaster Risk Reduction and Management Assistant, Salary Grade 8
- c. Disability Affairs Officer III, Salary Grade 18
- d. Disability Affairs Officer 1, Salary Grade 11

**SECTION 2.** The positions herein created shall have the following minimum qualifications:

**2.1 Local Disaster Risk Reduction and Management Officer I**

- a) Education – Bachelor’s degree
- b) Experience- None required
- c) Training – None required
- d) Eligibility – CS professional/ second level eligibility

**2.2. Local Disaster Risk Reduction and Management Assistant**

- a) Education – Completion of two years in college
- b) Experience- 1 year of relevant experience on DRRM
- c) Training – 4 hours of relevant training
- d) Eligibility – CS sub-professional or 1st level eligibility

**2.3. Disability Affairs Officer III**

- a) Education – Bachelor’s degree.
- b) Experience- two years of relevant experience on disability affairs
- c) Training – eight hours of relevant training on disability affairs
- d) Eligibility – CS professional or second level eligibility

**2.4. Disability Affairs Officer 1**

- a) Education – Bachelor’s degree .
- b) Experience- None required
- c) Training – None required
- d) Eligibility – CS Professional or Second level eligibility.

**SECTION 3.** The positions herein created shall have the following duties and responsibilities:

**3.1. Local Disaster Risk Reduction and Management Officer I**

- 1) Design, program, and coordinate Disaster Risk Reduction and Management activities consistent with the national council’s standards and guidelines;
- 2) Facilitate and support risk assessments and contingency planning activities at the local level;
- 3) Consolidate local Disaster Risk information which includes natural hazards, vulnerabilities, and climate change risk, and maintain a local risk map;
- 4) Conduct research and development initiatives on DRRM;
- 5) Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional and provincial framework and policies on DRR in close coordination with the Local Development Council (LDC);
- 6) Prepare and submit to the Local Sanggunian the Local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
- 7) Maintain a database of human resource and their capacities, equipment, directories and location of critical infrastructures such as hospitals and evacuation centers;
- 8) Serve as the Secretariat and executive arm of the Local DRRM Council;
- 9) Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
- 10) Prepare and submit through the LDRRMC and the LDC the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
- 11) Involve the most vulnerable sectors (women, children, senior citizens and PWD) in risk assessment and planning.
- 12) Perform such other duties and functions as may be prescribed by law.

### 3.2. Local Disaster Risk Reduction and Management Assistant

- 1) Assist in the organization and conduct of training, orientation, and knowledge management activities on DRRM at the local level;
- 2) Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- 3) Assist in the Identification and implementation of cost-effective risk reduction measures/strategies.
- 4) Help develop, strengthen and operationalize mechanisms for partnership or networking
- 5) Assist in the organization, training, and supervising the local emergency response teams ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 6) Assist in responding to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children , endeavor to create a special place where internally-displaced mothers and children can find help with breast feeding, feed and care for their babies and give support to each others;
- 7) Coordinate other DRRM activities;
- 8) Give early warning to the most vulnerable sectors to respond to their needs;
- 9) Perform such other duties and functions as may be prescribed by law.

### 3.3. Disability Affairs Officer III

- 1) Manage and oversee the efficient operations oof the Persons with Disabilities Affairs office and general supervision of its personnel;
- 2) Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;
- 3) Ensure representation of persons with disabilities in the local development councils and other special bodies;
- 4) Build the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;
- 5) Establish coordination with the province, city or municipality, as the case maybe and ensure the inclusion of all disability concerns in all local government programs and services;
- 6) Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;
- 7) Develop and submit to the concerned municipal mayor annual Work and financial Plan.
- 8) Perform such other duties and functions as may be necessary for the promotion and protection of the welfare of persons with disabilities

### 3.4 Disability Affairs Officer 1

- 1) Planning and formulation/development of programs concerning mainstreaming the disability perspective in the local government unit's projects and activities and development of disability specific programs;
- 2) Monitor the implementation of the provisions of RA 10070, Batas Pambansa Blg 344, otherwise known as the Accessibility Law and other relevant laws at the local levels.
- 3) Assist in a day to day operations and maintain updated database on disability and ensure its availability.
- 4) Recommend and enjoin the participation of non-government organizations (NGOs) and People's organizations (POs)in the implementation of all disability related laws and policies;
- 5) Disseminate information including children with disability, training and employment opportunities for persons with disabilities;
- 6) Perform such other duties and functions as may be necessary for the promotion and protection of the welfare of persons with disabilities



**SECTION 4.** The funding requirements for the positions herein created were incorporated in the FY 2019 Budget of the Municipality.

**SECTION 5.** Unless otherwise specifically provided herein, this ordinance shall take effect immediately upon approval.

ENACTED this January 7, 2019.

Voting Profile:


In Favor: Members J. Arzadon, J. Alejandro, R. Arzadon, B Lalugan, O. Bueno,  
P. Riquelman Jr., A. Dumlao, J. Castillo, E. Yagin and A. Valera

Against: N o n e

Abstained: N o n e

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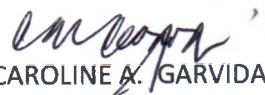
**CERTIFIED CORRECT:**

  
LILY U. DALAG  
Secretary to the Sangguniang Bayan

**ATTESTED:**

  
ATTY. ALDRIN R. GARVIDA  
Vice Mayor & Presiding Officer

**APPROVED:**

  
CAROLINE A. GARVIDA  
Municipal Mayor

JAN 10 2019

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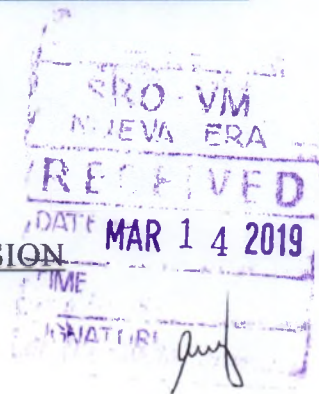




Republic of the Philippines  
THE SANGGUNIANG PANLALAWIGAN OF ILOCOS NORTE  
Laoag City, 2900

TENTH SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE **119<sup>TH</sup>** REGULAR SESSION  
OF THE SANGGUNIANG PANLALAWIGAN, HELD AT THE  
SANGGUNIANG SESSION HALL, PROVINCIAL CAPITOL,  
LAOAG CITY, AT 2:52 IN THE AFTERNOON,  
WEDNESDAY, 06 FEBRUARY 2019



Present:

Hon. Eugenio Angelo M. Barba, Vice-Governor,  
and Presiding Officer,  
Hon. Matthew Joseph M. Manotoc, Member,  
Hon. Ria Christina G. Fariñas, Member,  
Hon. Mariano V. Marcos II, Member,  
Hon. Juan Conrado A. Respicio II, Member,  
Hon. Ramon M. Gaoat, Member,  
Hon. Vicentito M. Lazo, Member,  
Hon. Da Vinci M. Crisostomo, Member,  
Hon. James Paul C. Nalupta, Member,  
Hon. Donald G. Nicolas, Member,  
Hon. Rogelio R. Balbag, Member,  
Hon. Domingo C. Ambrocio, Jr., PCL-IN, Member,  
Hon. Elmer C. Faylogna, ABC-IN, Member,  
Hon. Rafael Salvador C. Medina, PPSK-IN.

Absent:

None.

RESOLUTION NO. R2019-4193

REVIEW OF/ACTION ON ORDINANCE NO. 23, s 2019  
**ENACTED** BY THE SANGGUNIANG BAYAN OF  
NUEVA ERA.

ON MOTION of District Board Member AMBROCIO, duly seconded, the Body Resolved that:

Ordinance No. 23, s 2019 be **REFERRED** to the Committees on **FAMILY WELFARE** and **LAWS**;

Copy of this Resolution be furnished to all concerned for their information and guidance.

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.

*Mildred Nirmla R. Lamoste*  
P/A: MILDRED NIRMLA R. LAMOSTE  
Provincial Board Secretary

ATTESTED:

*Eugenio Angelo M. Barba*  
EUGENIO ANGELO M. BARBA  
Vice-Governor and  
Presiding Officer

*Mario A. Marcos*  
21 FEB 2019  
MARIO A. MARCOS  
PROVINCIAL GOVERNOR



Republic of the Philippines  
Province of Ilocos Norte  
2900 Laoag City

SPO-025-0

10<sup>th</sup> Sangguniang Panlalawigan

**COMMITTEE ON LABOR AND CIVIL SERVICE**

**COMMITTEE REPORT**

SPO- VG
RECEIVED
DATE JAN 29 2019
TIME 10:09 AM
SIGNATURE

**THE HONORABLE PRESIDING OFFICER  
& MEMBERS OF THE SANGGUNIANG PANLALAWIGAN**

**RE: Municipal Ordinance No. 22 Series of 2019 of the Municipality of Nueva Era**

**“AN ORDINANCE CREATING THE POSITIONS OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) OFFICER I (SG 11), LOCAL DISASTER RISK REDUCTION AND MANAGEMENT ASSISTANT (SG 8), DISABILITY AFFAIRS OFFICER III (SG 18), AND DISABILITY AFFAIRS OFFICER I (SG 11) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES”**

**FINDINGS/OBSERVATIONS:**

1. A municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160) subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, *supra*).
2. It would be appropriate and helpful if the section, division, department or office under which the aforesaid positions shall be attached will be specified in accordance with the municipal government's organizational structure and staffing pattern.

**RECOMMENDATION:**

In view of the foregoing findings and observations, the Committee hereby recommends that **Municipal Ordinance No. 22 Series of 2019 of the Municipality of Nueva Era** be declared **VALID**.

Laoag City, 23 January 2019.

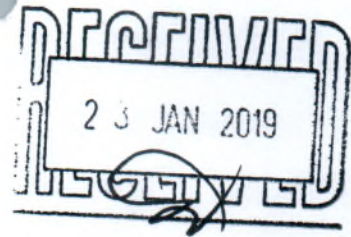
**DONALD G. NICOLAS**  
Chairman

**VICENTITO M. LAZO**  
Vice-Chairman

**DOMINGO C. AMBROCIO, JR.**  
Member

**RAMON M. GAOAT**  
Member

**ROGELIO R. BALBAG**  
Member



January 21, 2019

**Hon. DONALD G. NICOLAS**  
Office of the Sangguniang Panlalawigan  
Laoag City 2900 Ilocos Norte

Dear Sir:

This pertains to your endorsement dated January 15, 2019 relative to Municipal Ordinance No. 22, s. 2019 of the Municipal Government of Nueva Era, which essentially refers to the creation of the positions of **Local Disaster Risk Reduction and Management Officer I** with Salary Grade 11, **Local Disaster Risk Reduction and Management Assistant** with Salary Grade 8, **Disability Affairs Officer III** with Salary Grade 18, and **Disability Affairs Officer I** with Salary Grade 11.

Firstly, this Office notes that a municipal government, through its *Sangguniang Bayan*, has the power to create such offices or positions deemed necessary (Section 443.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, *supra*).

Secondly, it would also be appropriate and helpful if the section, division, department, or office under which the aforesaid positions shall be attached will be specified in accordance with the municipal government's organizational structure and staffing pattern.

We hope to have assisted you on the matter.

Very truly yours,

  
Atty. REX R. AMI  
OIC-Director II  
CSCFO Ilocos Norte

cscfo/