



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 **AUGUST 24, 2020** AT 9:00 O'CLOCK IN THE MORNING.

**PRESENT:**

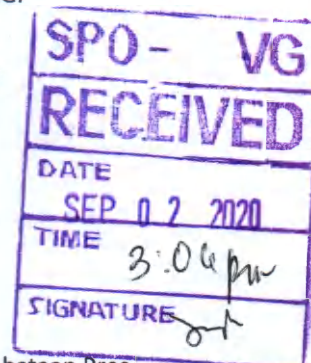
HON. CAROLINE A. GARVIDA  
HON. CATHERINE A. NAIRA  
HON. OSIAS O. BUENO  
HON. JERRY D. ALEJANDRO  
HON. BENABEL A. LALUGAN  
HON. ROGER O. ARZADON  
HON. AGRIFINA T. DURLAO  
HON. PETRONIO H. RIQUELMAN JR.  
HON. EDWIN B. YAGIN  
HON. AUSTINE MARK A. VALERA  
HON. FRANCISCO T. RAMBAUD

Vice Mayor & Presiding Officer  
Sangguniang Bayan Member

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Pederasyon ng Sangguniang Kabataan Pres.  
Liga ng mga Barangay President

**ABSENT: NONE**



**MUNICIPAL ORDINANCE NO. 34**

Series 2020

**AN ORDINANCE CREATING THE POSITIONS OF LOCAL TREASURY OPERATIONS OFFICER II (SG 15), DATA ENTRY MACHINE OPERATOR I (SG 6) AND DATA ENTRY MACHINE OPERATOR IV (SG 13) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES.**

**WHEREAS**, the services of a Local Treasury Operations Officer II, Data Entry Machine Operator 1 and Data Entry Machine Operator IV, 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**, 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 Treasury Operation Officer II –Salary Grade 15
- b. Data Entry Machine Operator I- Salary Grade 6
- c. Data Entry Machine Operator IV – Salary Grade 13

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

**2.1 Local Treasury Operations Officer II**

- a) Education – Bachelor's degree
- b) Experience- 1 year of relevant experience
- c) Training – 4 hours of relevant training
- d) Eligibility – CS professional/ second level eligibility

**2.2. Data Entry Machine Operator I**

- a) Education – Completion of two years in college or High School Graduate w/ relevant vocational trade/course
- b) Experience- None required
- c) Training – None required
- d) Eligibility – CS sub-professional or 1st level eligibility /  
Data encoder/MC 11, s.96-Cat 1)

**2.3. Data Entry Machine Operator IV**

- a. Education – Completion of two years in college or High School Graduate w/ relevant vocational trade/course
- b. Experience- None required
- c. Training – None required
- d. Eligibility – CS sub-professional or 1st level eligibility /  
Data encoder/MC 11, s.96-Cat 1)



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

**3.1. Local Treasury Operations Officer II**

- 1) Responsible for revenue generation and financial management.
- 2) Exercise proper management and disbursement of government funds.
- 3) Inspect private and commercial establishments within the jurisdiction in relation to the implementation of tax ordinance.
- 4) Maintain and update tax information system of the local government unit.
- 5) Perform such other duties and functions as may be prescribed by law.

**3.2. Data Entry Machine Operator I**

- 1) Collect and enter data in database within time limits.
- 2) Compile, verify accuracy and sort information to prepare source of data for computer entry
- 3) Review data for deficiencies of errors, correct any incompatibilities if possible and check output.
- 4) Research and obtain further information for incomplete documents
- 5) Maintain accurate records of valuable information.
- 6) Scan documents and print files when needed.
- 7) Ensure proper use of office equipment and address any malfunction
- 8) Perform such other duties and functions as may be prescribed by law.

**3.3. Data Entry Machine Operator IV**

- 1) Collect and enter data in database within time limits.
- 2) Compile, verify accuracy and sort information to prepare source of data for computer entry
- 3) Review data for deficiencies of errors, correct any incompatibilities if possible and check output.
- 4) Research and obtain further information for incomplete documents.
- 5) Maintain accurate records of valuable information.
- 6) Apply data program techniques and procedures.
- 7) Generate reports, store completed work in designated locations and perform back up operations.
- 8) Scan documents and print files when needed.
- 9) Keep information confidential
- 10) Ensure proper use of office equipment and address any malfunction.
- 11) Perform such other duties and functions as may be necessary.

**SECTION 4.** The funding requirements for the positions herein created were incorporated in the FY 2020 Supplemental Budget No. 3 of the Municipality.

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

**ENACTED this 24<sup>th</sup> day of August, 2020.**

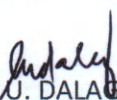
Voting Profile:

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

Against: N o n e

Abstained: N o n e

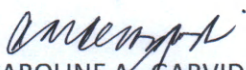
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**CERTIFIED CORRECT:**

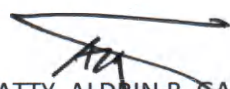
  
LILY U. DALAG

Secretary to the Sangguniang Bayan

**ATTESTED:**

**APPROVED:**

  
CAROLINE A. GARVIDA  
Vice Mayor & Presiding Officer  
SEP 01 2020

  
ATTY. ALDRIN R. GARVIDA  
Municipal Mayor  
SEP 01 2020



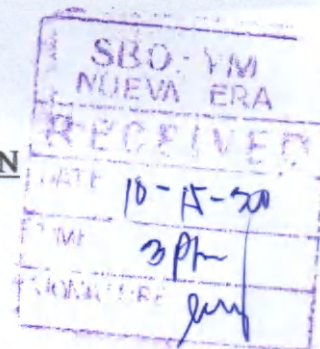


Republic of the Philippines  
THE SANGGUNIANG PANLALAWIGAN OF ILOCOS NORTE  
Laoag City, 2900

SPO-007-0

ELEVENTH SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE **56<sup>TH</sup>** REGULAR SESSION  
OF THE SANGGUNIANG PANLALAWIGAN, HELD AT THE  
SANGGUNIAN SESSION HALL, PROVINCIAL CAPITOL,  
LAOAG CITY, AT 10:14 IN THE MORNING,  
MONDAY, 28 SEPTEMBER 2020.



Present:

Hon. Cecilia Araneta-Marcos, Vice-Governor,  
and Presiding Officer,  
Hon. Medeldorf M. Gaoat, Member  
Hon. Domingo C. Ambrocio, Jr., Member,  
Hon. Da Vinci M. Crisostomo, Member,  
Hon. Rodolfo Christian G. Fariñas III, Member,  
Hon. Franklin Dante A. Respicio, Member,  
Hon. James Paul C. Nalupta, Member,  
Hon. Aladine T. Santos, Member,  
Hon. Saul Paulo A. Lazo, Member,  
Hon. Portia Pamela R. Salenda, Member,  
Hon. Donald G. Nicolas, Member,  
Hon. Handy T. Lao, PCL-IN, Member,  
Hon. Elmer C. Faylogna, ABC-IN, Member,  
Hon. Rafael Salvador C. Medina, PPSK-IN, Member.

Absent:

None.

RESOLUTION NO. R2020-3739

REVIEW OF/ACTION ON ORDINANCE NO. 34 s. 2020  
ENACTED BY THE SANGGUNIANG BAYAN OF  
NUEVA ERA.

ON MOTION of Member NICOLAS, Chairman, Committee on LABOR AND CIVIL  
SERVICE, duly seconded, the Body Resolved that:

**Ordinance No. 34 s. 2020 be declared VALID pursuant to the Recommendation of  
the Committee on LABOR AND CIVIL SERVICE, a copy of which is being furnished the  
Sanggunian concerned;**

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  
Provincial Board Secretary

ATTESTED:

CECILIA ARANETA-MARCOS  
Vice-Governor and  
Presiding Officer

SEP 30 2020





Republic of the Philippines  
Province of Ilocos Norte  
2900 Laoag City

11<sup>th</sup> Sangguniang Panlalawigan

**COMMITTEE ON LABOR AND CIVIL SERVICE**

**COMMITTEE REPORT**

SPO-025-0

SPO - VG
RECEIVED
DATE SEP 23 2020
TIME 3:15 PM
SIGNATURE 

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

**RE: MUNICIPAL ORDINANCE NO. 34 SERIES OF 2020 OF THE MUNICIPALITY OF NUEVA ERA –“AN ORDINANCE CREATING THE POSITIONS OF LOCAL TREASURY OPERATIONS OFFICER II (SG 15) DATA ENTRY MACHINE OPERATOR I (SG 6) AND DATA ENTRY MACHINE OPERATOR IV (SG 13) TO PERFORM THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES MANDATED BY LAW AND FOR OTHER PURPOSES.”**

**FINDINGS/OBSERVATIONS:**

The Committee hereby adopts the recommendation of Civil Service Commission, Ilocos Norte Field Office thus:

“Municipal or City governments, through their respective Sanggunian, has the power to create such offices or positions deemed necessary (Section 443.c.2 and Section 454.c.2, Republic Act 7160), subject to existing limitations like the prescribed budgetary limitations on personal services (Section 325, supra). It may be mentioned that this Office shall be using the qualification standards duly approved by the Civil Service Commission as basis in reviewing the appointments that may later be issued for such created positions.”

**RECOMMENDATION:**

In view of the foregoing findings and observations, the Committee hereby recommends that **Municipal Ordinance No. 34 Series of 2020 of the Municipality of Nueva Era** be declared **VALID**.

Laoag City, 16 September 2020.

**DONALD G. NICOLAS**  
Chairman

**SAUL PAULO A. LAZO**  
Vice-Chairman

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

**FRANKLIN DANTE A. RESPICIO**  
Member

**MEELDORFER M. GAOAT**  
Member





Ilocos Norte Field Office



September 11, 2020

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

Dear Sir:

This pertains to your endorsement dated September 9, 2020 relative to the following municipal issuances:

1. Municipal Ordinance No. 2020-11-017 of the Municipal Government of Dingras, which refers to the abolition of the positions of Administrative Officer III from the Office of the Mayor, LDRMO I from the MDRMO, Revenue Collection Clerk II from the Municipal Treasurer's Office, two Midwife III positions from the Municipal Health Office, and Assessment Clerk II from the Municipal Assessor's Office.
2. City Ordinance Nos. 2020-031, 2020-032, and 2020-033 of the City Government of Laoag, which refers to the creation of three Administrative Aide 1 (Utility Worker) positions under the *Sangguniang Panlungsod* Office, creation of two License Inspector I positions under the Permits and License Division of the Office of the City Mayor, and abolition of the position of City Government Assistant Department Head I under the Office of the City Mayor, respectively.
3. Municipal Ordinance No. 34 of the Municipal Government of Nueva Era, which refers to the creation of the positions of Local Treasury Operations Officer II, Data Entry Machine Operator I and Data Entry Machine Operator IV.
4. Municipal Ordinance No. 2020-19 of the Municipal Government of San Nicolas, which refers to the creation of the positions of Social Welfare Officer I under the Office of the Municipal Social Welfare and Development and Local DRRM Assistant under the Office of the Municipal Disaster Risk Reduction and Management.

As to City Ordinance Nos. 2020-031 and 2020-032 of the City Government of Laoag, Municipal Ordinance No. 34 of the Municipal Government of Nueva Era, and Municipal Ordinance No. 2020-19 of the Municipal Government of San Nicolas, please note that municipal or city governments, through their respective *Sanggunian*, have the power to create such offices or positions deemed necessary (*Section 443.c.2 and Section 454.c.2, Republic Act 7160*), subject to existing limitations like the prescribed budgetary limitations on personal services (*Section 325, supra*). It may be mentioned that this Office shall be using the qualification standards duly approved by the Civil Service Commission as basis in reviewing the appointments that may later be issued for such created positions. You may likewise seek more enlightenment from the Department of Budget and Management, which has the mandate

Page 1 of 2

Bawat Kawani, Lingkod Bayani


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to establish and administer a unified Compensation and Position Classification System in the government.

As to Municipal Ordinance No. 2020-11-017 of the Municipal Government of Dingras and City Ordinance No. 2020-033 of the City Government of Laoag, please note further that the abolition of vacant non-mandatory positions depends on the wisdom of the local government unit concerned pursuant to its authority under the Local Government Code

We hope to have assisted you on the matter.

Very truly yours,

  
**Atty. REX R. AMI**  
Director II  
CSCFO Ilocos Norte

cscfo/