



Republic of the Philippines  
Province of Pangasinan  
**MUNICIPALITY OF CALASIAO**

MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALASIAO, PANGASINAN HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON FEBRUARY 8, 2021.

**PRESENT:**

VICE MAYOR MAHADEVA DAS B. MESINA	.....Presiding Officer
COUN. ARDIESON B. SORIANO	..... Acting Majority Floor Leader
COUN. NESTOR A. GABRILLO	.....M e m b e r
COUN. GERALD C. AFICIAL	.....M e m b e r
COUN. FELIPE K. DE VERA	..... M e m b e r
COUN. ROGELIO E. DANOLI	.....M e m b e r
S. K. FED. PRES. VANESSA S. ZULUETA	.....Member, Ex-Officio

**ABSENT:**

COUN. JOHN BENEDICT M. ACOSTA	.....Majority Floor Leader
COUN. KEVIN ROY Q. MACANLALAY	.....Minority Floor Leader
COUN. JERALD C. NAVARRO	.....Speaker Pro-Tempore
LIGA PRES. MAMILYN A. CARAMAT	.....Member, Ex-Officio

**ORDINANCE NO. 02, SERIES OF 2021**

*Sponsored by: COUN. FELIPE K. DE VERA*

***Brief Explanation Note***

The Office of the Municipal Mayor, had forwarded to the Sanggunian Bayan a letter proposing the Creation of New Permanent Positions under the Office of the Secretary to the Sanggunian Bayan, Administrative Aide III (Utility Worker II), Administrative Aide I (Utility Worker I) under the Municipal Health Office – Medical Officer IV, (Doctor of Medicine) and Medical Technologist II, citing as reasons the noted increase of the volume of work and the growing number of clientele.

The Members of the Sangguniang Bayan fully agree with the observation as well as the proposal, hence this Ordinance.

**ORDINANCE NO. 02, SERIES OF 2021**

*Sponsored by: Coun. FELIPE K. DE VERA*

**AN ORDINANCE CREATING THE HEREIN BELOW INDICATED NEW PERMANENT POSITION IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE SECRETARY TO THE SANGGUNIANG BAYAN - ADMINISTRATIVE AIDE III (UW II – (SG 3), and ADMINISTRATIVE AIDE I (UW I - SG 1), UNDER THE MUNICIPAL HEALTH OFFICE - MEDICAL OFFICER IV (DOCTOR OF MEDICINE) (SG 23), AND MEDICAL TECHNOLOGIST II (SG -15) IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

Section 1. There shall be created at the herein below indicated Departments and offices the new permanent positions, with its respective Salary Grade/Compensation, qualification, duties and functions as follows:

- 1. Office/Department** : LGU Calasiao, Pangasinan - (Office of the Secretary to the Sanggunian Bayan)  
**Position** : **Administrative Aide III (UW - II)**  
**Salary Grade** : SG-3 /S-1
- Qualification Standards**  
**Education** : Must be able to read and write  
**Experience** : None required  
**Training** : None required  
**Eligibility Requirement** : None required

**Duties and Responsibilities**

1. Responsible in Maintaining Cleanliness in the Office.
2. Responsible in the safekeeping of all office equipment and government facilities in the office.
3. Collects and delivers intra and inter office communications.
4. Exercise other functions/duties as maybe assigned by the immediate supervisor.

- 2. Office/Department** : LGU Calasiao, Pangasinan – (Office of the Secretary to the Sanggunian Bayan)  
**Position** : **Administrative Aide I (UW I)**  
**Salary Grade** : SG1 /S-1
- Qualification Standards:**  
**Education** : Must be able to read and write.  
**Experience** : None Required  
**Training** : None Required  
**Eligibility Requirement** : None Required

**Duties and Responsibilities**

1. Responsible in Maintaining Cleanliness in the Office.
2. Responsible in the safekeeping of all office equipment and government facilities in the office.
3. Collects and delivers intra and inter office communications.
4. Exercise other functions/duties as maybe assigned by the immediate supervisor.

- 3. Office/Department** : LGU Calasiao, Pangasinan - Municipal Health Office  
**Position** : **Medical Officer IV**  
**Salary Grade** : SG-23/S-1
- Qualification Standards**  
**Education** : Doctor of Medicine  
**Experience** : 1 year of relevant experience  
**Training** : 4 hours of relevant training  
**Eligibility Requirement** : RA 1080 – Licensed Doctor

**Duties and Responsibilities**

1. Plans, directs and supervises health care services provided by the rural health unit staff;
2. Conducts physical and medical examination and evaluate the medical needs of patients provide medical services and treatment to such patients in a rational discretion as a physician;
3. Formulate medical assessment and diagnosis;
4. Assists in the development of new normal, triage and emergency service policies to be adopted and implement in the Municipal Health Office;
5. Assist in the management and treatment of COVID-19 cases admitted at the Community isolation unit of Municipal Health Office;

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6. Make necessary referrals and laboratory requests to appropriate agencies/hospitals;
7. Conducts and community outreach health activities through medical mission;
8. Accommodates medical/psychiatrics referral from other centers/institutions/agencies;
9. Prepares and maintains updated clinical records of clients and coordinate with the IT section of the Municipal Health Office to ensure the efficient data management and proper delivery of service to its patient;
10. Generates institutes and manages the operational policies, procedures and guidelines in the ancillary services of the Municipal Health Office which include physical therapy, electrocardiography, ultrasound and x-ray services.
11. Conducts orientation and supervises active net working with volunteer health workers, government and non-government community organizations on the various health programs, activities and projects.
12. Certifies physical fitness of clients.
13. Maintains adequate supplies, facilities and equipment needed by the medical services.
14. Attend meetings
15. Makes certain that the required monthly, quarterly and annual reports of his/her services rendered are submitted regularly
16. Performs other related functions as may be assigned

4. **Office/Department** : LGU Calasiao, Pangasinan - Municipal Health Office  
**Position** : **Medical Technologist - II**  
**Salary Grade** : SG-15/S-1

**Qualification Standards**

**Education** : Bachelors Degree in Medical Technology or  
Bachelor of Science in Public Health  
**Experience** : One year of relevant experience.  
**Training** : 4 hours of relevant training.  
**Eligibility Requirement** : RA 1080/ Licensed Medical Technologist

**Duties and Responsibilities**

1. Formulate annual program and procurement plans for laboratory services;
2. Performs various laboratory tests;
3. Performs regular inventory and submit purchase forms for supplies and reagents before buffer stocks will be utilized;
4. Ensures safekeeping of laboratory equipments and supplies;
5. Conducts proper recording of laboratory results in a logbook and/or computers;
6. Records result of PhilHealth beneficiaries laboratory tests;
7. Submits monthly reports on specific laboratory health programs;
8. Performs proper labeling and storage of specimen required for inspection and quality assurance activities;
9. Regularly checks reagents for purchase and inventory;
10. Performs other related functions as may be assigned.

Section 2. This Ordinance shall take effect immediately upon approval by the Sangguniang Panlalawigan and publication.

UNANIMOUSLY APPROVED.  
8<sup>th</sup> day of FEBRUARY 2021


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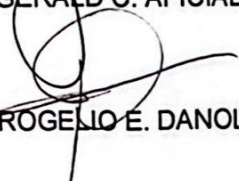


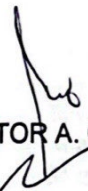


UNANIMOUSLY APPROVED.

  
COUN. ARDIESON B. SORIANO

  
COUN. GERALD C. AFICIAL

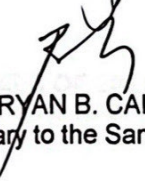
  
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COUN. NESTOR A. GABRILLO


  
COUN. FELIPE K. DE VERA

  
COUN. VANESSA S. ZULUETA

ATTESTED:

  
BRYAN B. CALAUNAN  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:

  
MAHADEVA DAS B. MESINA  
Vice Mayor/Presiding Officer

APPROVED:

  
JOSEPH ARMAN C. BAUZON  
Municipal Mayor