



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 APRIL 3, 2023

PRESENT:

VICE MAYOR NESTOR A. GABRILLOPresiding Officer
COUN. MANNY V. DATUINMember
COUN. FELIPE K. DE VERAMajority Floor Leader
COUN. ARDIESON B. SORIANOMember
COUN. HAVERDANI DAS B. MESINAMember
COUN. GERALD C. AFICIALSpeaker Pro-Tempore/Minority Floor Leader
COUN. ELIAS S. VILLANUEVAMember
COUN. MYC D. SISONMember
S. K. FED. PRES. VANESSA S. ZULUETAMember, Ex-Officio

ABSENT:

ABC PRES. CARLITO A. DION (On-Leave)Member, Ex-Officio
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ORDINANCE NO. 2, SERIES OF 2023

Sponsored by: COUN. HAVERDANI DAS B. MESINA

Brief Explanation Note

The Office of the Mayor, had forwarded to the Sanggunian Bayan a letter proposing the Creation of New New Plantilla Positions, Under The Municipal Health Office (Nurse III SG- 17), Under The Mayor's Office (Local Youth Development Section) Youth Development Officer I SG- 10), Under The Office Of The Municipal Engineer (Engineer III SG-19), Under The Secretary To The SB- Library (Administrative Officer V SG- 18), 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. 2, SERIES OF 2023

Sponsored by: COUN. HAVERDANI DAS B. MESINA

AN ORDINANCE CREATING THE HEREIN NEW PERMANENT POSITIONS IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE MUNICIPAL HEALTH OFFICE (NURSE III SG- 17), UNDER THE MAYOR'S OFFICE (LOCAL YOUTH DEVELOPMENT SECTION) YOUTH DEVELOPMENT OFFICER I SG- 10), UNDER THE OFFICE OF THE MUNICIPAL ENGINEER (ENGINEER III SG-19), UNDER THE SECRETARY TO THE SB- LIBRARY (ADMINISTRATIVE OFFICER V SG- 18)

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

**1. Office/Department : LGU Calasiao, Pangasinan
(Municipal Health Office)**

Position : Nurse III
Salary Grade : SG17 /S-1

Qualification Standards:

Education : Bachelor of Science in Nursing
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility Requirement : RA 1080/ Registered Nurse

DUTIES AND RESPONSIBILITIES

1. Perform harmonize nursing plans and programs with health programs and projects of health officer.
2. Render direct health services to various clients with different health needs
3. Record and report health status and presence of health problems in the community
4. Formulate health plans, to be approved by the Municipal Health Officer or Rural Health Physician.
5. Utilize various effective data gathering techniques and a systematic process of monitoring the health status of the community through the conduct of surveys and supervisory.
6. Record data systematically and ensures its validity through accurate and complete data gathering.
7. Analyze and interpret consolidated data for monitoring the development of health concerns in the community.
8. Consolidate and review reports efficiently.
9. Promote and motivate changes in the community in their health practices and lifestyle behaviors for them to promote and maintain good health.
10. Perform other health office staff in implementing other health programs.
11. Act as resource speaker on health and health related services.
12. Advocates health programs in the community through dissemination of IEC or information education and communication materials.
13. Organizes orientation/training of concerned target groups like pregnant mothers.
14. Identifies and interprets training needs of health office staff and formulate appropriate training program for them.
15. Conducts and facilitates necessary training or educational orientation to other health team members in the community.
16. Coordinates health services with concerned individuals and families through the community health team members, organizations and NGO.
17. Perform other task which assigned by the supervisor.

**2. Office/Department : LGU Calasiao, Pangasinan
(Mayor's Office – Local Youth Development Section)**

Position : Youth Development Officer I
Salary Grade : SG 10 /S-1

Qualification Standards:

Education : Bachelors Degree relevant to the job
Experience : none
Training : none
Eligibility Requirement : CS Professional/2nd Level Eligibility

Duties and Responsibilities

1. Lead and manage the staff and programs of the Youth Services ensuring they are pro-active in meeting the needs of young people, are well promoted, effective and efficient;
2. Develop and implement strategies that facilitate robust youth development outcomes for young people, including those who may be marginalized or considered at risk, and ensure the service can respond to emerging needs;
3. Provide technical assistance to the LYDC of the concerned LGU in the formulation of LYDP;
4. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
5. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
6. Perform such other functions as may be assigned by the Local Chief Executive.

3. Office/Department : **LGU Calasiao, Pangasinan –**
 : **(Office of the Mun. Engineer)**
Position : **Engineer III**
Salary Grade : **SG- 19 /S-1**

Qualification Standards:

Education : Bachelor's Degree in Engineering relevant to the job
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility Requirement : RA 1080 (Civil Engineer)

Duties and Responsibilities

1. Perform duties requiring the application of extensive professional engineering knowledge;
2. Makes some original contributions or apply new professional engineering approaches and techniques to the design or development of equipment or special aspects of products, facilities and buildings;
3. Makes responsible decisions on matters assigned, including the establishment of professional engineering standards and procedures, consults, recommends and advises in specialty engineering areas;
4. Outlines and assigns work, reviews it for technical accuracy and adequacy, plan, direct, coordinate and supervise the work of other professional and technical staff;
5. Perform supervision on the construction of high rise building and;
6. Perform other tasks as assigned by supervisor.

4. Office/Department : **LGU Calasiao, Pangasinan**
 : **(Sec to the Sanggunian Bayan - Library)**
Position : **Administrative Officer V**
Salary Grade : **SG 18 /S-1**

Qualification Standards

Education : Bachelors Degree relevant to the job
Experience : 2 years relevant experience
Training : 8 hours relevant training
Eligibility Requirement : CS Professional /Second Level Eligibility

Duties and Responsibilities

1. Responsible for the implementation of the plans, programs and office procedures;
2. Responsible for the overall supervision and management of all the processes under the division;
3. Responsible for the supervision and monitoring of personnel in performing all activities under the division;
4. Analyze administrative problems and make recommendations for new or revised policies and procedures;
5. Perform other duties and responsibilities as may be assigned by the immediate supervisor.


SECTION 2. This Ordinance shall take effect immediately upon approval by the Sangguniang Panlalawigan and published in local publication.

UNANIMOUSLY APPROVED.
3rd day of APRIL 2023

UNANIMOUSLY APPROVED.


COUN. MANNY V. DATUIN


COUN. ARDIESON B. SORIANO


COUN. GERALD C. AFICIAL


COUN. MYC D. SISON

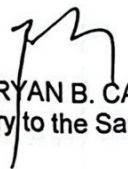

COUN. FELIPE K. DE VERA


COUN. HAVERDANI DAS B. MESINA



COUN. ELIAS S. VILLANUEVA


COUN. VANESSA S. ZULUETA

ATTESTED:


BRYAN B. CALAUNAN
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:


HON. NESTOR A. GABRILLO
Municipal Vice Mayor/Presiding Officer

APPROVED:


HON. KEVIN ROY O. MACANLALAY
Municipal Mayor