



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 19, 2021.

PRESENT:

VICE MAYOR MAHADEVA DAS B. MESINAPresiding Officer
COUN. JOHN BENEDICT M. ACOSTAMajority Floor Leader
COUN. ARDIESON B. SORIANOMember
COUN. NESTOR A. GABRILLOMember
COUN. GERALD C. AFICIALMember
COUN. FELIPE K. DE VERAMember
COUN. ROGELIO E. DANOLIMember
COUN. KEVIN ROY Q. MACANLALAYMinority Floor Leader
COUN. JERALD C. NAVARROSpeaker Pro-Tempore
LIGA PRES. MAMILYN A. CARAMATMember, Ex-Officio
S. K. FED. PRES. VANESSA S. ZULUETAMember, Ex-Officio

ABSENT: N O N E

ORDINANCE NO. 03, SERIES OF 2021

Sponsored by: COUN. JOHN BENEDICT M. ACOSTA

Brief Explanation Note

The Office of the Human Resource, had forwarded to the Sanggunian Bayan a letter proposing the Creation of New Permanent Positions, under the Municipal Health Office (2 Administrative Aide I (Utility Worker I), under the Office of the MDRRMO (2 Administrative Aide I (Utility Worker I), under the Municipal Environment Natural Resources Office (2 Administrative Aide I (Utility Worker I), under the Municipal Social Welfare Development Office (2 Administrative Aide I (Utility Worker I), under the Public Order and Safety Office (2 Administrative Aide I (Utility Worker I), under the Office of the Municipal Agriculture (2 Administrative Aide I (Utility Worker I), 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. 03, SERIES OF 2021

Sponsored by: Coun. John Benedict M. Acosta

AN ORDINANCE CREATING THE HEREIN NEW PERMANENT POSITIONS IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE MUNICIPAL HEALTH OFFICE (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), UNDER THE MDRRMO (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), UNDER THE MUNICIPAL ENVIRONMENT NATURAL RESOURCES OFFICE (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), UNDER THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), UNDER THE PUBLIC ORDER AND SAFETY OFFICE (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), UNDER THE OFFICE OF THE MUNICIPAL AGRICULTURE (2 ADMINISTRATIVE AIDE I (UTILITY WORKER - I), 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:

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1. Office/Department : LGU Calasiao, Pangasinan
(Municipal Health Office)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

2. Office/Department : LGU Calasiao, Pangasinan
(Office of the MDRMO)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

3. Office/Department : LGU Calasiao, Pangasinan
(Municipal Environment Natural Resources Office)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

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4. Office/Department : LGU Calasiao, Pangasinan
(Municipal Social Welfare Development Office)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

5. Office/Department : LGU Calasiao, Pangasinan
(Public Order and Safety Office)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

6. Office/Department : LGU Calasiao, Pangasinan
(Municipal Agriculture Office)
Position : (2) Administrative Aide I (Utility Worker 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. Collects and delivers intra and inter office communications.
3. Exercise other functions/duties as maybe assigned by the immediate supervisor.

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

UNANIMOUSLY APPROVED.
19th day of APRIL 2021

UNANIMOUSLY APPROVED.

COUN. JOHN BENEDICT M. ACOSTA

COUN. NESTOR A. GABRILLO

COUN. FELIPE K. DE VERA

COUN. KEVIN ROY Q. MACANLALAY

COUN. MAMILYN A. CARAMAT

COUN. ARDIESON B. SORIANO

COUN. GERALD C. AFICIAL

COUN. ROGELIO E. DANOLI

COUN. JERALD C. NAVARRO

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