



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 OCTOBER 28, 2019.

**PRESENT:**

|                                   |                                    |
|-----------------------------------|------------------------------------|
| VICE MAYOR MAHADEVA DAS B. MESINA | .....Presiding Officer             |
| COUN. JOHN BENEDICT M. ACOSTA     | .....Majority Floor Leader         |
| COUN. ARDIESON B. SORIANO         | .....Member                        |
| COUN. NESTOR A. GABRILLO          | .....Member                        |
| COUN. GERALD C. AFICIAL           | .....Member                        |
| COUN. FELIPE K. DE VERA           | .....Member                        |
| COUN. ROGELIO E. DANOLI           | .....Member                        |
| COUN. KEVIN ROY Q. MACANLALAY     | .....Minority Floor Leader         |
| COUN. JERALD C. NAVARRO           | .....Presiding Officer Pro-Tempore |
| LIGA PRES. MAMILYN A. CARAMAT     | .....Member, Ex-Officio            |

**ABSENT:**

S. K. FED. PRES. VANESSA S. ZULUETA .....Member, Ex-Officio

**Brief Explanation Note**

The Office of the Municipal Mayor, had forwarded to the Sangguniang Bayan a letter proposing the Creation of New Permanent Positions under the Office of the Municipal Local Civil Registrar, Municipal Budget Office, and Municipal Environment and Natural Resources Office, 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. 04, SERIES OF 2019**  
*Sponsored by: Coun. John Benedict M. Acosta*

**AN ORDINANCE CREATING THE HEREIN NEW PERMANENT POSITION IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE MUNICIPAL LOCAL CIVIL REGISTRAR OFFICE (ASSISTANT REGISTRATION OFFICER) - SG 8, UNDER THE MUNICIPAL BUDGET OFFICE ADMINISTRATIVE AIDE III (UTILITY WORKER II) - SG 3, UNDER THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE MUNICIPAL GOVERNMENT DEPARTMENT HEAD- 1 (MENRO) - SG 24, 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:

|                                |  |
|--------------------------------|--|
| <b>1. Office/Department</b>    | : LGU Calasiao, Pangasinan<br>(Municipal Local Civil Registrar Office) |
| <b>Position</b>                | : <i>Assistant Registration Officer</i>                                |
| <b>Item No.</b>                | : VIII - 3   |
| <b>Salary Grade</b>            | : SG-8 /S-1  |
| <b>Qualification Standards</b> |  |
| <b>Education</b>               | : Completion of two years studies in College                           |
| <b>Experience</b>              | : 1 year of relevant training  |
| <b>Training</b>                | : 4 hours of relevant training   |
| <b>Eligibility Requirement</b> | : CSC SubPro /First Grade Eligibility                                  |

**Duties and Responsibilities**

1. Assist in Registration of Birth, Marriage, Death, Court decrees and legal instruments.
2. File and keep in a secured place the registered documents and registry books.
3. Assist in the verification and issuance of certified of transcripts or copies of any certificate on registered documents.
4. Assist the applicants for marriage license in the proper filling up of marriage application.
5. Exercise other functions/duties as maybe assigned by the immediate supervisor.

*MDBM*

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**2. Office/Department** : LGU Calasiao, Pangasinan - Municipal Budget Office  
**Position** : *Administrative Aide III (Utility Worker II)*  
**Item No.** : IX -3  
**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 deliver intra and inter office communications.
4. Exercise other functions/duties as maybe assigned by the immediate supervisor.

**3. Office/Department** : LGU Calasiao, Pangasinan- Municipal Environment and Natural Resources Office (*MENRO*)  
**Position** : Mun. Government Department Head -1 (*MENRO*)  
**Item No.** : XIX-1  
**Salary Grade** : SG-24/S-1

**Qualification Standards**

**Education** : Bachelors Degree preferably in environment, forestry, agriculture, or any other related course.  
**Experience** : 3 years of experience on environmental and natural resources management, conservation, and utilization.  
**Training** : None required.  
**Eligibility Requirement** : CSC Pro/Second Grade Eligibility

**Duties and Responsibilities**

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor, as the case maybe, in carrying out measures to ensure delivery of basic services and provision of adequate facilities relative to environment and natural resources service as provided for under Section 17 of the Local Government Code of 1991.
2. Develop plans and strategies and upon approval thereof by the mayor, as the case maybe, implement the same, particularly those which have to do with environment and natural resources programs and projects which the sanggunian is empowered to provide under the Local Government Code of 1991.
3. Establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts, commercial forests and similar forest projects like industrial tree farms and agro-forestry projects if applicable to the municipality.
4. Provide extension services to beneficiaries of forest development projects and technical, financial, and infrastructure assistance.
5. Manage and maintain seedbanks and produce seedlings for forest and tree parks.
6. Provide extension services to beneficiaries of forests development projects and render assistance for natural resources related conservation and utilization activities.
7. Coordinate with government agencies and non-governmental organizations in the implementation of measures to prevent and control and, air and water pollution with the assistance of the Department of Environment and Natural Resources.
8. Be in the frontline of the delivery of services concerning the environment and natural resources particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural disasters and calamities;
9. Recommend to the sanggunian and advise the mayor, as the case maybe, on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology, and other matters related to the environment and natural resources, and;
10. Perform other related functions that may be assigned by the immediate supervisor.


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


UNANIMOUSLY APPROVED.  
28<sup>th</sup> day of OCTOBER 2019

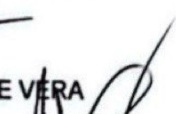
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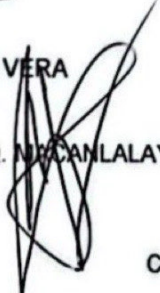
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(Continuation – Ordinance No. 04, Series of 2019 - Creation – Positions

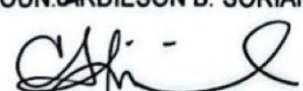
  
COUN. JOHN BENEDICT M. ACOSTA

  
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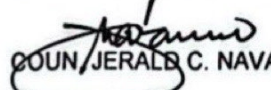
  
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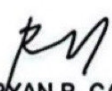
  
COUN. GERALD C. AFICIAL

  
COUN. ROGELIO E. DANOLI

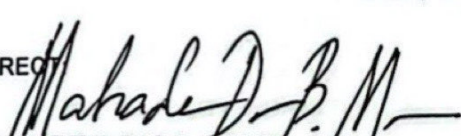
  
COUN. JERALD C. NAVARRO

  
COUN. MAMILYN A. CARAMAT

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