



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 NOVEMBER 29, 2021.

PRESENT:

COUN. NESTOR A. GABRILLOMember
COUN. GERALD C. AFICIALMember
COUN. ROGELIO E. DANOLIMember
COUN. KEVIN ROY Q. MACANLALAYMinority Floor Leader
COUN. JERALD C. NAVARROPresiding Officer/Pro-Tempore
LIGA PRES. MAMILYN A. CARAMATMember, Ex-Officio

ABSENT:

VICE MAYOR MAHADEVA DAS B. MESINAPresiding Officer
COUN. JOHN BENEDICT M. ACOSTAMajority Floor Leader
COUN. ARDIESON B. SORIANOMember
COUN. FELIPE K. DE VERAMember
S. K. FED. PRES. VANESSA S. ZULUETAMember, Ex-Officio

ORDINANCE NO. 09, SERIES OF 2021

Sponsored by: COUN. GERALD C. AFICIAL

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 office of the Municipal Disaster Risk Reduction Management Office (LDRRMO IV- SG 22), under the Municipal Health Office (Medical Officer III - SG 21, Nurse III - SG 17, Sanitation Inspector III - SG 11, Pest Control Worker II - SG 6, Administrative Aide I (Utility Worker I) SG 1), under the Municipal Environment Natural Resources Office- (Administrative Assistant I - SG 7) under the Municipal Agriculture Office (Slaughterhouse Master III - SG 18, Farm Supervisor- SG 8) under the Public Employment Service Office (Labor and Employment Assistant - SG 8) under the Mayor's Office (Cooperatives Development Specialist I - SG 11) under the Municipal Social Welfare and Development Office (Social Welfare Officer III - 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. 09, SERIES OF 2021

Sponsored by: Coun. Gerald C. Aficial

AN ORDINANCE CREATING THE NEW PERMANENT POSITIONS IN THE MUNICIPAL GOVERNMENT OF CALASIAO: UNDER THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE (LDRRMO IV- SG 22), UNDER THE MUNICIPAL HEALTH OFFICE (MEDICAL OFFICER III- SG 21, NURSE III- SG 17, SANITATION INSPECTOR III- SG 11, PEST CONTROL WORKER II- SG 6, ADMINISTRATIVE AIDE I (UTILITY WORKER I) SG 1), UNDER THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (ADMINISTRATIVE ASSISTANT I - SG 7) UNDER THE MUNICIPAL AGRICULTURE OFFICE (SLAUGHTERHOUSE MASTER III - SG 18, FARM SUPERVISOR- SG 8) UNDER THE PUBLIC EMPLOYMENT SERVICE OFFICE (LABOR AND EMPLOYMENT ASSISTANT - SG 8) UNDER THE MAYOR'S OFFICE (COOPERATIVES DEVELOPMENT SPECIALIST I - SG 11) UNDER THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (SOCIAL WELFARE OFFICER III -SG 18), 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:

(page one)

1. Office/Department : LGU Calasiao, Pangasinan
(MDRRMO)
Position : (Local Disaster Risk Reduction Management Officer IV)
Salary Grade : SG22 /S-1

Qualification Standards:

Education : Bachelors Degree
Experience : 3 years experience in involving management and supervision
Training : 16 hours of training in management and supervision
Eligibility Requirement : CS Professional/2nd Level Eligibility

Duties and Responsibilities

1. Assist in DRRM Research and planning.
2. Assist in DRRM Administration and training.
3. Assist in DRRM Operations and Warning.
4. Does other related tasks which may be assigned by the immediate supervisor.

2. Office/Department : LGU Calasiao, Pangasinan
(Municipal Health Office)
Position : (Medical Officer III)
Salary Grade : SG21 /S-1

Qualification Standards:

Education : Doctor of Medicine
Experience : One 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. Assists in the management and treatment of COVID 19 cases admitted at the Community Isolation Unit of Municipal Health Office
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.

(page two)



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

Position : (Nurse III)

Salary Grade : SG17/IS-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 of 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.

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

Position : (Sanitation Inspector III)

Salary Grade : SG11/IS-1

Qualification Standards:

Education : Completion of two years studies in college

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility Requirement : CS Subprofessional/ First Level Eligibility

Duties and Responsibilities

1. Leads in the inspection of business establishments regarding sanitation and compliance of relevant requirements;
2. Monitor the Survey household water supply and sanitary toilets and maintain/update records and reports;
3. Monitor safe water supply, conduct water sampling and decontaminate water source, if needed with the Sanitation Inspector -I;
4. Monitor water refillers for the issuance of drinking water site clearance for new water refilling station for monthly bacteriological examination;
5. Monitor commercial sex workers and assist in inspection of videoke bars;
6. Issue and deliver sanitary order & sanitary permit and acts on complaints/petition on environmental sanitation concerns;
7. Perform other duties that may be assigned by the immediate supervisor.

5. Office/Department : LGU Calasiao, Pangasinan
(Municipal Health Office)
Position : (Pest Control Worker II)
Salary Grade : SG6 /S-1

Qualification Standards:

Education : Elementary School Graduate
Experience : None Required
Training : None Required
Eligibility Requirement : None Required

Duties and Responsibilities

1. Responsible for inspecting buildings and the surrounding property for signs of insects rodents and other pests.
2. Assist determine which treatment is best and use the proper baits or traps to remove them.
3. In charge in creating barriers to prevent insects and rodents from re-entering.
4. Perform other task assigned by the immediate supervisor.

6. Office/Department : LGU Calasiao, Pangasinan
(Municipal Health Office)
Position : (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.

7. Office/Department : LGU Calasiao, Pangasinan
(MENRO Office)
Position : (Administrative Assistant I)
Salary Grade : SG7 /S-1

Qualification Standards:

Education : Completion of two years studies in College or High School graduate with relevant vocational trade/course
Experience : None Required
Training : None Required
Eligibility Requirement : Relevant MC 11s 1996/ First Level Eligibility

Duties and Responsibilities

1. Assist in coordinating with the government agencies and non-governmental organization 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.
2. 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 disaster and calamities.
3. Maintain the records in the MENRO.
4. Perform other related functions that may be assigned by the immediate supervisor.

8. Office/Department : LGU Calasiao, Pangasinan
(MAO Office)
Position : (*Slaughterhouse Master III*)
Salary Grade : SG18 /S-1

Qualification Standards:
Education : Bachelors Degree
Experience : 2 years relevant experience
Training : 8 hours relevant training
Eligibility Requirement : CS Professional/ 2nd Level Eligibility

Duties and Responsibilities

1. Supervise the operation of the Slaughterhouse.
2. Coordinate with Economic Enterprise Office regarding management and operation of the slaughterhouse.
3. Formulate plans and programs
4. Shall head the meat inspector during evaluation by national agencies.
5. Perform other function/duties as may be assigned by the immediate supervisor.

Note: Provided that this position be vacant until such time that the slaughterhouse is completed and operational

9. Office/Department : LGU Calasiao, Pangasinan
(MAO Office)
Position : (*Farm Supervisor*)
Salary Grade : SG8 /S-1

Qualification Standards:
Education : High School Graduate
Experience : one year of relevant experience
Training : 4 hours relevant training
Eligibility Requirement : None required

Duties and Responsibilities

1. In charge of the operation of the Municipal Nursery.
2. Propagate seedlings and other planting materials.
3. Monitor and supervise farm worker.
4. Perform other function/duties as may be assigned by the immediate supervisor.

10. Office/Department : LGU Calasiao, Pangasinan
(PESO Office)
Position : (*Labor and Employment Assistant*)
Salary Grade : SG8 /S-1

Qualification Standards:
Education : Completion of Two years studies in College
Experience : one year relevant experience
Training : 4 hours relevant training
Eligibility Requirement : CS Subprofessional/ First Level Eligibility

Duties and Responsibilities

1. Assist in all technical and administrative activities of the Public Employment Service Office.
2. Assist in the development of action plans, proposals and other documents needed in the implementation of programs and projects.
3. Assist in identifying training needs and arrange staff training as needed (i.e. in-house or block release) training staff or delegating to appropriate unit/staff;
4. Assist in conducting reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action;
5. Perform other function/duties as may be assigned by the immediate supervisor.

11. Office/Department : LGU Calasiao, Pangasinan
(Mayor's Office)
Position : (Cooperatives Development Specialist I)
Salary Grade : SG11 /S-1

Qualification Standards:

Education : Bachelors Degree relevant to the job
Experience : None Required
Training : None Required
Eligibility Requirement : CS Professional/ Second Level Eligibility

Duties and Responsibilities

1. Assist in formulating measures for the consideration and provide technical assistance and support to the mayor, as the case may be in carrying out measures to ensure the delivery of basic services and provision of facilities through the development of cooperatives and in providing access to such services and facilities.
2. Assist in the development plans and strategies and upon approval thereof by the mayor, as the case may be, implement the same, particularly those which have to do with the integration of cooperatives principles and methods in programs and projects which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide.
3. Assist in organization cooperatives.
4. Assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.
5. Assist in providing technical and other forms of assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization.
6. Assist in recommending to the sanggunian and advise to the mayor as the case may be, on all other matters relative to cooperatives development and viability enhancement which will improve the livelihood and quality of life of the inhabitants.
7. Assist in cooperative organization, rehabilitation, or viability- enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters to aid in their survival and, if necessary subsequent rehabilitation.
8. Perform other function/duties as may be assigned by the immediate supervisor.

12. Office/Department : LGU Calasiao, Pangasinan
(MSWDO Office)
Position : (Social Welfare Officer III)
Salary Grade : SG18 /S-1

Qualification Standards:

Education : Bachelor of Science in Social Worker
Experience : one year relevant experience
Training : 8 hours relevant training
Eligibility Requirement : RA 1080 / Social Worker


Duties and Responsibilities

1. Act as the Head of Social Services Unit
2. Responsible in monitoring efficient delivery of casework, group work, and community related services.
3. Handles limited caseload such as court related cases and special cases;
4. Networking, collaborating and coordination with NGO's, LGU's and other partner organizations/agencies to sustain the quality of services to the clientele;
5. Facilitates interdisciplinary coordination among the Rehabilitation Team Members to fast track case movement;
6. Makes representation of the Social Services Unit during planning of activities and for the allocation of program funds necessary in implementing programs and services related to social services;
7. Conducts regular supervisory case review/conference with the social workers for better understanding and interpretation of their function and programs;
8. Supervises the preparation of statistical and narrative reports pertaining to the social service accomplishment and activities;
9. Evaluates and recommends the efficiency rating of the Social Workers to the MSWDO;
10. Attends and speak on behalf of the MSWDO on the important role played by the office towards development of clients;
11. Maintains data banking and management;
12. Performs other related task as maybe assigned.

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

UNANIMOUSLY APPROVED.
29th day of NOVEMBER 2021

UNANIMOUSLY APPROVED.


COUN. NESTOR A. GABRILLO



COUN. GERALD C. AFICIAL

COUN. ROGELIO E. DANOLI


COUN. KEVIN ROY Q. MACANLALAY


COUN. MAMILYN A. CARAMAT

ATTESTED:


LUZVIMINDA E. USON
Administrative Officer III
Acting Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:


COUN. GERALD C. NAVARRO
Presiding Officer/Pro-Tempore

APPROVED:


JOSEPH ARMAN O. BAUZON
Municipal Mayor