



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. 11, SERIES OF 2021

Proponent: Coun. Gerald C. Aficial

AN ORDINANCE CREATING THE GENERAL SERVICES OFFICE (GSO), AND SUBSEQUENTLY CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD – I (GSO) IN THE MUNICIPALITY OF CALASIAO, PANGASINAN, AND FOR OTHER PURPOSES.

WHEREAS, the Philippine Constitution declares as a State policy to provide its territorial and political subdivision genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and as effective partners in the attainment of national goals;

WHEREAS, Article 100 of the Rules and Regulations implementing the Local Government Code of 1991 provides that the Sangguniang Bayan as a legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of the same Code;

WHEREAS, pursuant to Section 76 of R.A. 7160, the Local Government Code of the Philippines, stresses that "Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

WHEREAS, there is no existing Municipal Government Department Head – I (GSO) and its Office in this Municipality;

WHEREAS, the creation of the Municipal Government Department Head – I (GSO) position and its office is deemed necessary so as to serve as the implementing arm of the municipal government in the promotion of full employment and equality of employment opportunities among its inhabitants;

WHEREAS, considering the foregoing premises, there is an urgent need to create the Municipal Government Department Head – I (GSO) and its Office in this Municipality;

NOW, THEREFORE, on motion of *Councilor Gerald C. Aficial*, with the unanimous accord of the Members of the Sangguniang Bayan present, Be it enacted that;

Section 1. Creation of the Office. The Municipal Government Department Head – I (GSO) is hereby created which shall implement devolved powers and functions as set forth in the Local Government Code of 1991, national laws relative to public employment services.

Section 2. Creation of the Position. The Municipal Government Department Head – I (GSO) with a Salary Grade 24 is hereby created.

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The required qualifications of the supposed appointee shall be as follows:

A. Office/Department	: LGU Calasiao, Pangasinan (General Services Office)
Position	: (Municipal Government Department Head – I (GSO)
Salary Grade	: SG24 /S-1
Salary per Month	: P79,569.00
Qualification Standards:	
Education	: College Degree on Public Administration, Business Administration and Management
Training	: None
Experience	: 3 years experience in general services including management supply, property, solid waste disposal and general sanitation.
Eligibility Requirement	: CS Professional/ 2 nd Level Eligibility

SECTION 3. Duties and Responsibilities. The Municipal Government Department Head – I (GSO) shall take charge of the General Services Office and shall:

1. Formulate measures for the consideration of the sanggunian 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 adequate facilities pursuant to Section 17, of this Code and which require general services expertise and technical support services.
2. Develop 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 general services supportive of the inhabitants which the mayor is empowered to implement and which the sanggunian is empowered to provide;
3. Take custody of and be accountable for all properties, real or personal, owned by the Local Government Unit and those granted to it in the form of donation, preparation, assistance and counterpart of joint projects;
4. With the approval of the mayor, as the case may be assign building or land space to local officials or other public officials who by law are entitled to such space;
5. Recommend to the mayor, as the case may be, the reasonable rental rates for local government properties, whatever real or personal, which will be leased to public or private entities by the local government;
6. Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property whether owned or lease by the local government unit;
7. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
8. Perform archival and record management with respect to records of offices and departments of the local government unit;
9. Perform all other functions pertaining to supply and property management hereto for performed by the local government treasurer and enforce policies on records creation, maintenance and disposal;
10. Be in the frontline of general services related activities such as the possible or eminent destruction or damage to records supplies, properties and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural disasters and calamities;
11. Recommend to the sanggunian and advise the mayor, as the case may be on all other matters relative to general service;
12. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;

SECTION 4. - Effectivity Clause – this Ordinance shall take effect upon approval by the Sangguniang Panlalawigan.

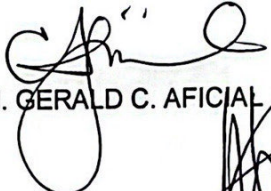
APPROVED UNANIMOUSLY.
29th day of NOVEMBER 2021

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The bottom of the page features several handwritten signatures and initials in black ink. From left to right, there is a large, stylized signature, followed by the letter 'g', then 'ju', then 'h', and finally a large 'A'.

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. JERALD C. NAVARRO
Presiding Officer/Pro-Tempore

APPROVED:


JOSEPH ARMAN C. BAUZON
Municipal Mayor