



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

**EXCERPT FROM THE MINUTES OF THE REGULAR
SESSION OF THE SANGGUNIANG BAYAN, TAYTAY, RIZAL,
HELD ON JANUARY 8, 2010, AT THE SESSION HALL
OF THE MUNICIPAL BUILDING, TAYTAY, RIZAL**

PRESENT:

Hon. Janet DL. Mercado	-	Vice Mayor/ Presiding Officer
Hon. Arturo R. Valle	-	Councilor
Hon. Reggie Lynn G. Mascardo	-	"
Hon. Anastacio V. Alcantara	-	"
Hon. Trece S. Cayton	-	"
Hon. Dianne Eliza G. Esguerra	-	"
Hon. Chito J. Esguerra	-	ABC President

ABSENT:

Hon. Joselito T. Calderon	-	Councilor
Hon. Sharon DL. Macabebe	-	"
Hon. Glenviano G. Valera	-	"
Hon. Jean Antonette M. Bermillo	-	SK President

Authored by:	Coun. Trece S. Cayton
Co- Authored by:	Vice Mayor Janet DL. Mercado
Co-.Sponsored by:	Coun. Arturo R. Valle
	Coun. Reggie Lynn G. Mascardo
	Coun. Anastacio V. Alcantara
	Coun. Dianne Eliza G. Esguerra
	ABC Pres. Chito J. Esguerra

ORDINANCE NO.4

**CREATING THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCE
OFFICE (MENRO) AND DESIGNATING ITS OFFICER AND STAFF IN THE
MUNICIPALITY OF TAYTAY, PROVINCE OF RIZAL**

WHEREAS, the Sangguniang Bayan of Taytay Enacted Ordinance No.15 Adopting the Taytay Municipality's Solid Waste Management Code of 2008.

WHEREAS, there is a need to establish an Environment and Natural Resources Office and its Officer in this Municipality;

WHEREAS, this office is established for the purpose of maintaining and regulating the Municipal's environmental and natural resources;

WHEREAS, this office is created and is provided for in Section 454 of the Local Government Code of 1991 and its Officer as per RA 7160 Article 3 Section 447-1.

NOW THEREFORE, BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TAYTAY BY VIRTUE OF POWER VESTED IN IT BY LAW, THAT:

ARTICLE 1: PREAMBLE

1.1 TITLE

This Ordinance shall be known and cited as the "An Ordinance Creating the Municipal Environment and Natural Resources Office (MENRO) and designating its Officer and staff in the Municipality of Taytay, Province of Rizal", hereinafter referred to as "this Ordinance".

1.2 PURPOSE

It shall be for the purpose of this ordinance to maintain the Municipal's Environment and Natural Resources.

ARTICLE 2:

THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO)

2.1 The Office

The Office of the Environment and Natural Resources, hereinafter referred to as "the Office," is hereby created under this Ordinance.

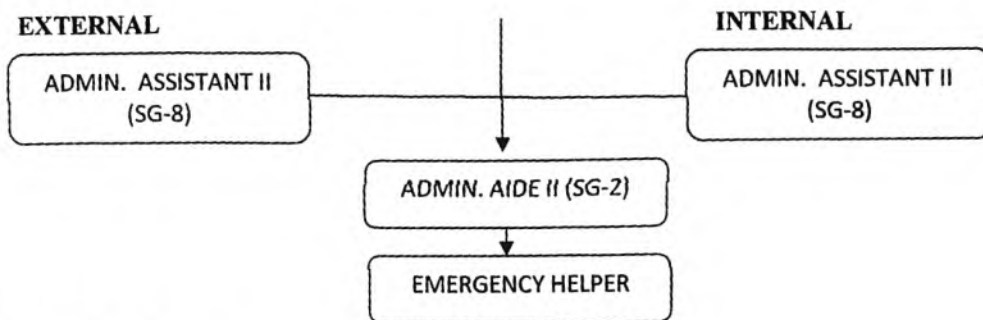
1. Formulate measures; develop plans and strategies on basic services and provision of adequate facilities relative to environment and natural resources thus to the protection, conservation, wise utilization, application of appropriate technology and other related matters. Perform other task as may be provided for by law or ordinance, order and circular.
2. Establish, maintain, protect and preserve communal forest, watersheds, tree parks, mangroves, greenbelts and other related municipal environmental development projects.

2.2 ORGANIZATIONAL CHART



[Signature] 2

[Signature] murado



2.3 Budgetary Requirement

The Office shall be given an annual budget allocation within the Municipality's yearly appropriations as to maintain its functions and duties and as recommended by the Environment and Natural Resources Officer through the office of the Local Chief Executive.

ARTICLE 3: THE OFFICER

3.1 The Officer

The Environment and Natural Resources Officer, hereinafter referred to as "the Officer," shall be appointed by the Local Chief Executive pursuant to Sections 454 and 484 of the Code.

3.1.1 The said Officer shall enjoy the Salary Grade of 18 (SG 18).

3.1.2 The Creation of position for the Office is not limited to MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO).

3.1.3 If the need arises, creation of other positions will be considered.

3.2 Qualifications

The qualifications of the Officer shall be as required in Section 484 of the Local Government Code of 1991 particularly Article 14.

... No person shall be appointed Environment and Natural Resources Officer unless he is a citizen of the Philippines, a resident of the Local Government Unit concerned, a good moral character, a holder of a college degree preferably in environment, forestry, agriculture and or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in environmental and natural resources management, conservation and utilization, of at least five (5) years in the case of the municipal and environment and natural resources officer (MENRO).

3.3 Duties and Functions of the Environmental and Natural Resource Officer:

The Office shall be bound by section but not limited to Section 484 of the Local Government Code of 1991, hereinafter referred to as "the Code," and by duties and necessities that be needed in functions and responsibilities parallel to the Office.

The environmental and natural resources management officer shall take charge of the office of the environment and natural resource and shall:

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the municipal mayor, as the case may be, in carrying out measures ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources as provided for under Section 17 of Local Government Code.

3

Handwritten signature: Mercado

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 Environment and Natural Resources programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for under the LGC.
3. In addition to the foregoing duties and functions, the Environmental and Natural Resource Officer shall:
 - a) Establish, maintain, protect and preserve communal forest, watersheds, tree parks, mangroves, greenbelts and similar forest development projects;
 - b) Provide extension services to the beneficiaries of forest development projects and technical, financial and infrastructure assistance.
 - c) Manage and maintain seed banks and produce seedlings for forest development projects and technical, financial and infrastructure assistance.
 - d) Provide extension services to the beneficiaries of forest development projects and render assistance for natural resources related conservation and utilization activities consistent with ecological balance.
 - e) Coordinate with government agencies and non-government organizations in the implementation of measures to prevent and control land, air, and water pollution with the assistance of DENR.
4. Be in the frontline of the delivery of services concerning the environmental and natural resources, particularly in the renewal and rehabilitation of the environment during and in aftermath of man-made and natural calamities and disasters;
5. Recommend to the sanggunian and advice the mayor, as the case may be, on all matters relative to the protection, conservation, wise utilization, application of appropriate technology and other matters related to environment and natural resources.
6. Perform other tasks as may be provided by the law or ordinance.

ARTICLE 4: THE STAFF

4.1 Composition

The Office Staff shall be composed of the following:

- a. Internal Staff (Admin Asst II) with salary grade of 8 (SG-8)
- b. External Staff (Admin Asst. II) with salary grade of 8 (SG-8)
- c. Clerk (Admin. Aide II) with salary grade of 2 (SG-2)
- d. Emergency Helper

4.2 Internal Staff (Admin Asst II)

The Internal Staff shall enjoy the salary grade of 8 (SG-8)

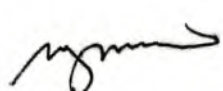
Qualification

Graduate of any Environmental related degree / course not necessary a board passer

Must be computer literate

Must be able to interpret simple verbal and written instruction

Duties and Responsibilities

1. Formulates environmental projects
 2. Determines the approval of application for permit
 3. Other works as be required by his/her head
 4. Assess proposed and existing projects to be established in the municipality, to determine impacts that might cause environmental hazard
 5. Provide measures to mitigate impacts as per type of project established
- 
- 
- 

4.3 External Staff (Admin Asst II)

The External Staff shall enjoy the salary grade of 8 (SG-8)

Qualification

Graduate of any Environmental related degree / course not necessary a board passer
With 2 year experience in related field
Must be computer literate
Must be able to interpret simple verbal and written instruction

Duties and Responsibilities

1. Performs inspections and monitoring activities for projects considered an ECP (Environmental Critical Project) & ECA (Environmental Critical Area)
2. Coordinates with the agencies concerned
3. Responsible for all the field works
4. Submit monitoring / inspection report to the head
5. Other works as be required by his/her head

4.4 The Staff (Administrative Aid 2/Clerk)

The said staff shall enjoy the salary grade of 2 (SG-2)

Qualifications

At least a graduate of a 2 year course
With 2 years experience in related field
Must be able to interpret simple verbal and written instruction
License or Certificate are not required

Duties and Responsibilities

1. Typing, prepares all kinds of correspondence and documents pertaining to the office
2. Receives and keep records of incoming and outgoing correspondence
3. Fill out forms, letters, entertains the public and answers simple questions about places and events.
4. Other works as be required by his/her superior

4.5 Emergency Helper

Qualifications

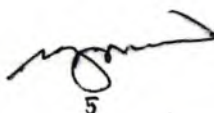
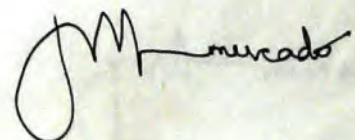
At least a graduate of a 2 year course
Must be able to interpret simple verbal and written instruction
License or Certificate are not required

Duties and Responsibilities

1. Works as be required by his/her head

4.6 Time of Appointment

For immediate appointment only the Municipal Environment Natural Officer and a Staff (Administrative Aid 2/Clerk) will be appointed for year 2010 to facilitate the immediate needs of the municipality. Other positions will be appointed if the need arises at any point in time.


5

**THE FOLLOWING ARE THE PRIORITY PROGRAMS AND SERVICES OF THE SAID
OFFICE BUT NOT LIMITED TO:**

A. PROGRAMS:

Protection, Conservation, Wise Utilization and Application of Appropriate Technology and can be formulated and expanded by the office itself.

B. SERVICES:

INTERNAL SERVICES

Proper Coordination in Implementing Ecological Solid Waste Management Code

A- IEC on capability building for the promotion of Environmental Solid Waste Management
Municipal wide

B- Organizing municipal Ecological Solid Waste Management Board/BESWMC

C- Sustaining functionality of Ecological Solid Waste Management Board

D- Segregation and lessen volume garbage

E- Collection of garbage

F- Recycling Program

G- Maintenance of Materials Recovery Facility

H- Composting

I- Management of Control Dumpsite

J- Establishment of Sanitary Landfill

- MGB Geological Assessment

- Preparation of Site Development Plan

I. Coastal Resource Management

- Coastal Maintenance

II. Flood Control

- Canal Excavation

- Development Water Waste

III. Reforestation

- Tree planting

- Maintenance of forest trees planted

- Moratorium of Development Permit

- Building Permit

- Occupancy Permit

EXTERNAL SERVICES - Pre-requisites of Environmental Clearance
(Must formulate a particular Implementing Rules and Regulations)

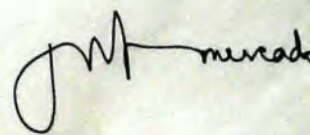
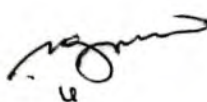
- Business Permit

- Transport Classification

- Implementation of Municipal Ordinance

ARTICLE 5:

This ordinance shall take effect immediately upon approval, without prejudice to existing laws and doctrines, revision and amendments to this ordinance.



ENACTED, this 8th day of January, 2010 at the Session Hall of the Municipal Building, Taytay, Rizal.

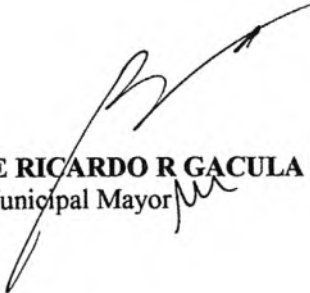
I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during Regular Session held on the 8th day of January, 2010.


NOLI G. DEL ROSARIO
SB Secretary

ATTESTED AND CERTIFIED TO BE DULY
ENACTED BY HER HONOR


HON. JANET DL. MERCADO
Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR
THE MUNICIPAL MAYOR


HON. GEORGE RICARDO R GACULA II
Municipal Mayor