



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 65th REGULAR SESSION OF THE 8th SANGGUNIANG BAYAN, TAYTAY, RIZAL, HELD ON MARCH 12, 2012 AT THE SESSION HALL OF THE MUNICIPAL BUILDING, TAYTAY, RIZAL

PRESENT:

Hon. Archie L. Calderon	- Councilor
Hon. Michell B. Bermundo	- "
Hon. Allan Martine S. de Leon	- "
Hon. Glenviano G. Valera	- "
Hon. Anastacio V. Alcantara	- "
Hon. Kristofer Charls S. Esguerra	- Coun.Temp/Presiding Officer
Hon. Ma. Jeca B. Villanueva	- SK President

ABSENT:

Hon. Janet DL. Mercado	- Vice Mayor/Presiding Officer
Hon. Jan Victor B. Cabitac	- Councilor
Hon. Carlito G. Gonzaga	- "
Hon. Joselito T. Calderon	- ABC President

Authored/Sponsored by: Coun. Michell B. Bermundo
Co-Sponsored by: TPO/ Coun. Kristofer Charls S. Esguerra
All SB Members Present

ORDINANCE NO. 4

CREATING THE POSITION OF DATA ENTRY MACHINE OPERATOR UNDER THE MANAGEMENT INFORMATION SERVICE SECTION, THIS MUNICIPALITY

WHEREAS, the Sangguniang Bayan find it necessary to create the plantilla of Data Entry Machine Operator under the Management Information Service Section, (MISS);

WHEREAS, the creation of the said position is essential in maintenance and continuous development of information technology in the municipality;

NOW THEREFORE, BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TAYTAY, RIZAL IN SESSION DULY ASSEMBLED:

SECTION 1. That, there is a need to created the plantilla position of Data Entry Machine Operator with Salary Grade 6 (SG 6) under the Management Information Service Section;

SECTION 2. That, the duties and responsibilities of Data Entry Machine Operator are as follows;

1. Updates the Municipal Information Technology Officer on the status of the utilization of computer hardware and other IT Equipment, and provides recommendations to ensure the optimum of investments and their protection.
2. In charge in providing preventive maintenance servicing of computer hardware equipment and other peripherals.

3. Assist different offices in evaluation computer equipment and commercial package software before they are finally purchased.
4. Responsible in the inspection of newly acquired computer equipment and commercial software upon delivery and installation to check if they adhere with specification provided, ensure warranty services.
5. Provide assistance to the Information Technology Officer I in maintaining inventory control list of acquired information technology equipment and software;
6. Provide Technical Assistance to the Technology Information Officer I in the education drive and training of Municipal Government staff relative to proper usage and maintenance of IT Equipment and commercial software.
7. May perform other functions as directed by the Chief MIS Officer.

SECTION 3. That, the Standards Qualification of Data Entry Machine Operator are as follows;

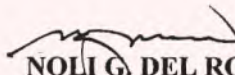
Education: Completion of 2 years studies in College
Eligibility: Career Service (Sub-Professional)

SECTION 4. That, the position shall be given an annual budget allocation within the municipality's yearly appropriation as to maintain its function and duties and as recommended through the Office of the Local Chief Executive.

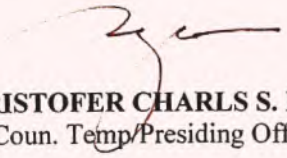
SECTION 5. That, this ordinance shall take effect immediately upon approval, without prejudice to existing laws and doctrines, revisions and amendment to this ordinance.

ENACTED, this 12th day of March 2012, at the Session Hall of the Municipal Building, Taytay, Rizal.

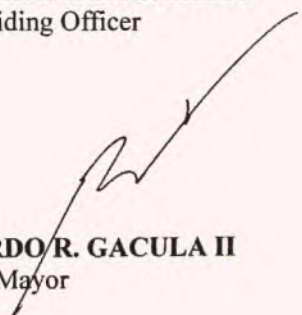
I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during Regular Session held on the 12th day of March, 2012.


NOLI G. DEL ROSARIO
SB Secretary

ATTESTED AND CERTIFIED TO BE DULY
ENACTED BY HIS HONOR


HON. KRISTOFER CHARLS S. ESGUERRA
Coun. Temp/Presiding Officer

APPROVED BY HIS HONOR
THE MUNICIPAL MAYOR


HON. GEORGE RICARDOR. GACULA II
Municipal Mayor