



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. 5

CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE, THIS MUNICIPALITY

WHEREAS, the Sangguniang Bayan found it necessary to create the plantilla of Municipal Government Department Head I under the Human Resource Management Office;

WHEREAS, as one department that is considered the core of Public Service, the creation of the said position is essential in the establishment and maintenance of a transparent and reliable personnel office;

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

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SECTION 1. That, there is a need to create the plantilla position of Municipal Government Department Head I with Salary Grade 24 (SG 24) under the Human Resource Management Office;

SECTION 2. That, the duties and responsibilities of Municipal Government Department Head I are as follows;

1. Establish and maintain a sound personnel program for our municipality designed to promote career development and uphold the merit principle in the agency services.
2. Ensure that a person appointed in the career services can satisfactorily perform the duties and assume the responsibilities of the position to which he/she is being appointed.
3. Prepare a comprehensive annual training and development plan based on periodic assessment of organizational need and skill, knowledge and work attitudes required to deliver effective basic services to the public
4. Design, implement and evaluate in-service training and development program solely or in coordination with the Civil Service and/or other government agencies and institutions.
5. Approve the agency's annual human resource development program and accredit such courses or programs for the purpose of personnel action in accordance with the guidelines set by the Civil Service Commission.
6. Provide other human resource development opportunities and activities which shall include training and scholarship grant, both local and foreign. In addition, shall utilize alternative strategies or approaches for improving job performance such as coaching, counseling, job rotation, on-the-job training and other.
7. Ensure that each agency personnel shall have undergone at least one planned human resource development intervention during the year.
8. Stimulate and encourage employee development through individual self-development and life-long learning/education activities.

SECTION 3. That, the Standards Qualification of Municipal Government Department Head I are as follows;

Education: Bachelor's Degree relevant to the job

Experience: 3 years of relevant experience

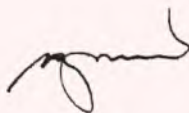
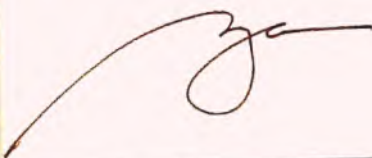
Training: 16 hours of relevant training

Eligibility: Career Service (Professional) 2nd Level Eligibility

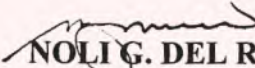
SECTION 4. That, the position shall be given an annual budget allocation within the municipality's yearly appropriation as to maintain its function and duties and as recommended through the Office of the Local Chief Executive.

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

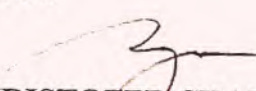
ENACTED, this 12th day of March 2012, at the Session Hall of the Municipal Building, Taytay, Rizal.



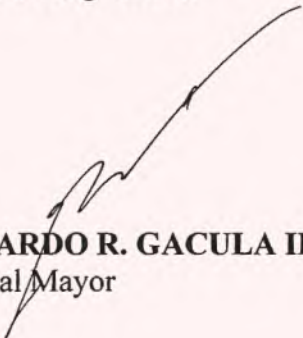
I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during Regular Session held on the 12th day of March, 2012.


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 RICARDO R. GACULA II
Municipal Mayor