



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 104th REGULAR SESSION OF THE 8th SANGGUNIANG BAYAN, TAYTAY, RIZAL, HELD ON DECEMBER 20, 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	- "
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. Aniel C. Cruz	- ABC President

Authorized by: Coun. Michell B. Bermundo
Co-Sponsored by: T.P.O. Coun. Allan Martine S. de Leon
All SB Members Present

ORDINANCE NO. 18

CREATING THE POSITIONS OF DATA ENTRY MACHINE OPERATOR IV AND DRIVER I IN THE OFFICE OF THE MUNICIPAL ASSESSOR

WHEREAS, The Sangguniang Bayan found it necessary to create the plantilla positions of Data Entry Machine Operator IV and Driver I under the Tax Mapping Division Operator of our Municipal Assessor's Office;

WHEREAS, The creation of the said positions is essential in providing improved public service under the Tax Mapping Division Operation;

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

ARTICLE 1. That, there is need to create the plantilla positions of Date Entry Machine Operator IV with Salary Grade 13 (SG 13) and Driver I with Salary Grade 3 (SG 3) under the Tax Mapping division Operation of our Municipal Assessor's Office;

ARTICLE 2. THE DATA ENTRY MACHINE OPERATOR IV

Section 1. Duties and Responsibilities

1. Performs program coding, documentation, testing and debugging of application program. Modifies existing applications to improve performance or correct;

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2. Assists users in the conversion of manual data to the computerized system;
3. Coordinates with MIS Head all applications development;
4. Conduct monthly backup files on PC's and daily backup of data archives and logical logs;
5. Assists Tax payers in the verification of Real Property owners through computerized system;
6. Performs other related function a required;

Section 2. Qualifications

Education: Completion of 2 years Studies in College
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Sub Professional)
 (Data Encoder (MC 11 s. 96 Cat. 1)

Section 3. Salary

The Data Entry Machine Operator IV shall be compensated with Salary Grade 13 (SG 13)

ARTICLE 3. THE DRIVER 1

Section 1. Duties and Responsibilities

1. Drives the Office vehicle for employee on official trip, upon instruction of the Chief of Office;
2. Prepares official trip tickets for each trip and the proper signatories signed first before leaving and keeps record of trips made;
3. Schedules the vehicle for its periodic service and oversee oversee the servicing if need be;
4. Maintains the cleanliness of the vehicle at all times and makes minor repairs to it;
5. Processes application for monthly gasoline allowances;
6. Does related duties as may be required by the Chief of Office;

Section 2. Qualifications

Education: Elementary Graduate
Experience: None
Training: None
Eligibility: Drivers' License

Section 3. Salary

The Driver 1 shall be compensated with Salary Grade 3 (SG 3)

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

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ARTICLE 5.

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

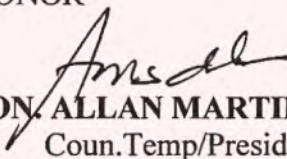
ENACTED, this 20th day of December, 2012 at the Session Hall of the Municipal Building, Taytay, Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during 104th Regular Session held on the 20th day of December, 2012.

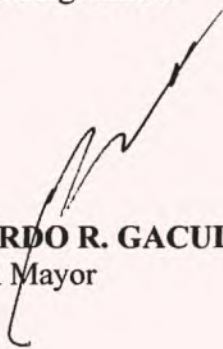
JULIETA M. JUANILLO

Board Secretary I

ATTESTED AND CERTIFIED TO BE DULY
ENACTED BY HIS HONOR


HON. ALLAN MARTINE S. DE LEON
Coun.Temp/Presiding Officer

APPROVED BY HIS HONOR
THE MUNICIPAL MAYOR


HON. GEORGE RICARDO R. GACULA II
Municipal Mayor