



PAMAHALAANG BAYAN NG TAYTAY TANGGAPAN NG SANGGUNIANG BAYAN

**EXCERPT FROM THE MINUTES OF THE 79th REGULAR SESSION OF THE 11th
SANGGUNIANG BAYAN, TAYTAY, RIZAL, HELD ON MARCH 2, 2021, 1:32 PM AT
THE SESSION HALL OF THE MUNICIPAL BUILDING, TAYTAY, RIZAL**

PRESENT:

Hon. Michell B. Bermundo	-	Vice Mayor/Presiding Officer
Hon. Ma. Jeca B. Villanueva	-	Councilor
Hon. Patrick John P. Alcantara	-	"
Hon. Joanne Marie P. Calderon	-	"
Hon. Ceferino R. Resurreccion Jr.	-	"
Hon. Kyle Georic Y. Gacula	-	"
Hon. Ma. Elaine T. Leonardo	-	"
Hon. Philip Jeison J. Cruz	-	"
Hon. Frank Luster L. Santos	-	LnB President
Hon. Roda May A. Diño	-	SK Federation President

ABSENT:

Hon. Sophia Priscilla L. Cabral	-	Councilor
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Authored & Sponsored by:	Coun. Kyle Georic Y. Gacula
Co-Sponsored by:	Vice Mayor Michell B. Bermundo
	Coun. Sophia Priscilla L. Cabral
	Coun. Ma. Jeca B. Villanueva
	Coun. Patrick John P. Alcantara
	Coun. Joanne Marie P. Calderon
	Coun. Ceferino R. Resurreccion Jr.
	Coun. Ma. Elaine T. Leonardo
	Coun. Philip Jeison J. Cruz
	LnB Pres. Frank Luster L. Santos
	SK Fed. Pres. Roda May A. Diño

ORDINANCE NO. 696 series of 2021

AN ORDINANCE CREATING TWO PLANTILLA POSITIONS FOR ADMINISTRATIVE ASSISTANT I UNDER THE OFFICE OF ACCOUNTING AND INTERNAL AUDIT SERVICES OF THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL, AND FOR THE OTHER RELATED PURPOSES

WHEREAS, Ordinance No. 684 s. 2020 has recently abolished the supervisory plantilla position for Administrative Officer IV in the existing organizational chart of the Accounting and Internal Audit Services of this Municipal Government;

WHEREAS, the abolition of such supervisory position was primarily intended to effect minor reorganization in the office through which two plantilla positions for Administrative

Assistant I will be created therein, to achieve a much enhanced and defined segregation of duties and responsibilities amongst its employees;

WHEREAS, explicit is the provision of R.A 7160 which under its section 447 par. a, sub-par. 1 (viii) empowers the Sangguniang Bayan to determine among others the position and salaries of officials and employees of the Municipal Government;

WHEREAS, the funds needed for the creation of such plantilla positions has already been appropriated and included in the Annual Budget for the year 2021, enacted thru Ordinance No. 687 s. 2020, under the personal services of the office herein sought to be reorganized;

NOW THEREFORE, be it enacted, as it is hereby enacted, by the Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

Section 1. There is hereby created two plantilla positions for Administrative Assistant I, under the Office of Accounting and Internal Audit Services of the Municipal Government of Taytay, Rizal, with corresponding Salary Grade of 7 and possessing the qualifications standards or level of competency prescribed below;

Qualification Standards or Level of competency:

- a. College Graduate
- b. Organize and adaptable
- c. Good MS Office skills
- d. Knowledgeable in web-based applications

Section 2. Duties and Responsibilities - The plantilla position for Administrative Assistant I herein created shall perform the duties and responsibilities as follows:

- a. Handles the arrangement of hand operations, assembly of documents, affixing of covers to forms and reports based on a prescribed manner and binding the same thereafter.
- b. Analysis of GSIS remittance entries and preparation of the actual remittance documents.
- c. Reconciliation of prior years' GSIS remittances and safekeeping of GSIS remittance reports.
- d. Performs other related work as may be delegated or required in the discharge of his/her functions.

Section 3. Organizational Chart - The New Organizational Chart of the Accounting and Internal Audit Services reflecting the plantilla positions herein created shall be appended to and made as an integral part of this ordinance.

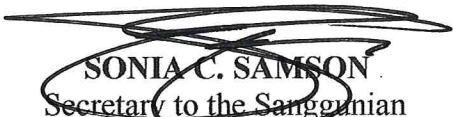
Section 4. Separability Clause - If for any reason, any section or provision of this ordinance shall be declared to be unconstitutional or invalid by competent authority, such declaration shall not affect or impair the other sections or provisions not affected thereby.

Section 5. Repealing Clause - All ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this ordinance are hereby repealed and modified accordingly.


Section 6. Effectivity - This ordinance shall take effect 15 days upon approval hereof.

ENACTED, this 2nd day of March, 2021, 4:09 PM 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 on second reading on March 2, 2021 and was passed on third and final reading on March 2, 2021, during the 79th Regular Session held on the 2nd day of March, 2021.


SONIA C. SAMSON
Secretary to the Sanggunian
Officer-in-Charge

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HER HONOR


HON. MICHELLE B. BERMUNDO
Municipal Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR
DATE 11 MAR 2021


HON. GEORGE RICARDO R. GACULA II
Municipal Mayor