



Republic of the Philippines
Province of Sorsogon
CITY OF SORSOGON



Office of the Sangguniang Panlungsod

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SEVENTH CITY COUNCIL HELD VIA ZOOM TELECONFERENCING ON APRIL 20, 2021 AT THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD.

PRESENT:

HON. MARK ERIC C. DIONEDA
City Vice Mayor/Presiding Officer

BACON DISTRICT

Hon. Jo Abegail C. Dioneda
Hon. Danilo A. Deladia

EAST DISTRICT

Hon. Ralph Walter R. Lubiano
Hon. Mary Ellen D. Jamisola
Hon. Franco Eric O. Ravanilla
Hon. Joven G. Laura

WEST DISTRICT

Hon. Nestor J. Baldon
Hon. Erwin J. Duana
Hon. Fernando David H. Duran, III
Hon. Rebecca D. Aquino

EX-OFFICIO MEMBERS

Hon. Ma. Teresa D. Perdigon
Hon. Lorenz S. Abenion

ABSENT:

Hon. Hilario D. Dioneda
Hon. Melchor P. Atutubo

Resolution No. 120, Series of 2021

(Authors: Hon. Ralph Walter R. Lubiano & Hon. Fernando David H. Duran, III)

RESOLUTION ENACTING AN ORDINANCE PROMULGATING THE NEW OFFICIAL PLANTILLA OF PERSONNEL OF THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD OF THE CITY GOVERNMENT OF SORSOGON

WHEREAS, RA 7160 otherwise known as the Local Government Code of 1991 provides that the Sanggunian shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from local funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the local government. (Section 447 (a)(1)(viii);

WHEREAS, Section 76 of RA 7160 empowers the LGUs to design and implement their own organizational structure and staffing pattern that will effectively address their respective development plans, programs, objectives and priorities;

WHEREAS, there are thirty six (36) regular employees/positions in the Office of the Secretary to the Sangguniang Panlungsod which are distributed to (a) Legal and Research Section, (b) Administrative Section, and (Records and Archive Section);

WHEREAS, the measure provides no additional position created and shall therefore understood as an adjustment or reorganization within the Department in compliance with the policy of the city government in its effort to be certified under ISO 9001: 2015 (Quality Management System);

WHEREAS, the thirty six (36) regular employees/positions of the Office of the Secretary to the Sangguniang Panlungsod shall be equitably distributed to six (6) equally important Sections to which are already and currently adopted to;

WHEREAS, positions under the new official plantilla of personnel of the Office of the Secretary to the Sangguniang Panlungsod shall be continuously provided with funding requirements;

NOW THEREFORE, on motion of **Hon. Ralph Walter R. Lubiano**, duly seconded by Hon. Lorenz S. Abenion, resolved as it is hereby resolve to enact an ordinance promulgating the new official plantilla of personnel of the Office of the Secretary to the Sangguniang Panlungsod of the City Government of Sorsogon.

City Ordinance No. 12, Series of 2021

AN ORDINANCE PROMULGATING THE NEW OFFICIAL PLANTILLA OF PERSONNEL OF THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD OF THE CITY GOVERNMENT OF SORSOGON

BE IT ORDAINED by the Sangguniang Panlungsod in session, that:

SECTION 1 TITLE

This ordinance shall be known as the “New OSSP Official Plantilla of Personnel”.

SECTION 2 SCOPE/COVERAGE

This ordinance shall cover the list of all positions in official plantilla of personnel under the Office of the Secretary to the Sangguniang Panlungsod that are adequately provided with the corresponding funding requirements.

SECTION 3 THE NEW OSSP OFFICIAL PLANTILLA OF PERSONNEL

It is hereby promulgated the official plantilla of personnel of the City Government of Sorsogon, comprising the following positions, to wit:

OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD

POSITION TITLE	SG
Secretary to the Sangguniang Panlungsod	25
City Government Assistant Department Head I (CGADH I)	

(A) AGENDA AND LEGISLATIVE SECTION

FUNCTIONS:

- To prepare the agenda or order of business for the next scheduled regular and/or special sessions of the Sangguniang Panlungsod.
- To prepare the Minutes of the regular and special session of the City Council.
- To act as Committee Secretary for committee/public hearings conducted by any City Councilor.
- To draft resolutions, ordinances, committee reports, notices and other auxiliary related works.
- To prepare communication letters to persons/offices/agencies with concerns in the regular/special sessions and those directed or upon order/instruction by the council during the session.
- To prepare the final excerpt copies of resolutions and ordinances for signature of the SP Secretary and of the Presiding Officer.
- To transmit copies of approved ordinances enacted by the Sanggunian Panlungsod to the Office of the City Mayor, for her/his approval/signature.
- To transmit to the Sangguniang Panlalawigan for review action, copies of ordinance enacted by the Sanggunian Panlungsod.
- To transmit to the concerned offices, agencies and/or individuals, copies of approved ordinances and resolutions.
- To prepare the accreditation documents of Civil Society Groups/Associations after approval thereof by the SP.
- To gather, compile, sort out and distribute documents before and after the session.
- To delivers documents, communications and other official acts of the OSSP.

POSITION TITLE:

Local Legislative Staff Officer III	16
Board Secretary I	14
Administrative Assistant I (Computer Operator I)	7
Administrative Aide III (Utility Worker II)	3
Administrative Aide III (Driver I)	3
Watchman I	2
Administrative Aide II (Messenger)	2

(B) LEGAL AND RESEARCH SECTION

FUNCTIONS:

- To prepare Certificates of with pending or no pending administrative case for barangay elective officials.
- To receive, keep safe and preserve the integrity of records/documents/files of all administrative cases.
- To acts as Committee Secretary for committee/public hearings conducted by the Committee on Barangay Affairs (for the amicable settlement in administrative cases).
- To attend and prepare the minutes of every proceedings in administrative cases.
- To draft orders and decisions for administrative cases.

- To conduct researches necessary in drafting ordinances and decisions for administrative cases.

POSITION TITLE:

Local Legislative Staff Officer V	22
Administrative Assistant I (Bookbinder III)	7
Administrative Aide IV (Clerk II)	4
Watchman II	4
Administrative Aide IV (Driver II)	4
Administrative Aide II (Messenger)	2

(C) RECORDS AND PUBLICATION SECTION

FUNCTIONS:

- To manage and provide an efficient records management system.
- Performs encoding tasks.
- Transcribes stenographic/short hand notes of the whole proceedings of the regular/special sessions, administrative cases and committee/public hearings.
- To reproduce copies of resolutions, ordinances and other legislative measures/documents calendared and approved by the Sangguniang Panlungsod in its sessions.
- To respond/attend to the request of any member of the City Council for the availability and production of documents during the regular and special sessions and committee hearings.
- To maintain a record book for all approved ordinance, resolutions, committee reports, proceedings of administrative cases enacted or adopted by the SP, with the dates of passage and publication thereof.
- To post and publish, as the case may be, all approved ordinances of the Sangguniang Panlungsod in the official Bulletin Board of the Sangguniaing Panlungsod and of the city government.
- To keep all non-confidential records open to the public during the usual business hours.
- To issue upon request of any interested party, certified copies of resolutions, ordinances and other legislative documents, upon payment to the City Treasurer’s Office of fees prescribed by an ordinance.
- To supplement/update data files in the Sangguniang Information System (SIS).

POSITION TITLE:

Local Legislative Staff Officer I	11
Administrative Assistant IV (Bookbinder IV)	10
Administrative Aide IV (Bookbinder II)	4
Reproduction Machine Operator II	4
Administrative Aide III (Utility Worker II)	3
Administrative Aide II (Messenger)	2

(D)ADMINISTRATIVE AND PERSONNEL SECTION

FUNCTIONS:

- To maintain a record book for all office orders and memoranda concerning the operation of the OSSP and all of its employees.
- To maintain an employment records of all employees in the OSSP, in coordination and direct supervision of the CHRMO.
- To monitor attendance and compliance of OSSP employees to all CSC and office policies, orders and memoranda issued by the OSSP, Office of the Sangguniang Panlungsod, Office of the City Vice Mayor and of the city government.
- To countersign the DTRs, IPCRs, Accomplishment Reports of employees who are in compliance with the office policies.
- To process applications for leave of employees in the OSSP and submission of monthly daily time records to the CHRMO.
- To prepare and consolidate unit work plan, office performance commitment and review form and individual accomplishment reports of OSSP Personnel.

POSITION TITLE:

Administrative Officer II (Admin. Officer I)	11
Watchman II	4
Administrative Aide IV (Driver II)	4
Administrative Aide III (Utility Worker II)	3
Administrative Aide II (Messenger)	2

(E) ACCOUNTING, SUPPLY AND PROPERTY SECTION

FUNCTIONS:

- To repair and upgrade computer sets in the Office of the Secretary to the Sangguniang Panlungsod, offices of the SP members and Office of the City Vice Mayor.
- To conduct regular routine for the maintenance of computer sets and other IT equipment of the Office of the Secretary to the Sangguniang Panlungsod, offices of the SP members and Office of the City Vice Mayor.
- To Keep safe and preserve the integrity of records/entry/documents and files of all purchases and other similar transactions of the OSSP.
- To maintain a record book keep documents of Project Procurement Management Plan of the OSSP and all such other similar documents.
- To prepare documents for all purchases or procurements of the OSSP.
- To provide security for the personnel, documents, properties and premises of the office.
- To manage the operation and maintenance of all vehicles, supplies, materials and equipment issued to the OSSP.
- To attend to the audio-visual gadget/s during the conduct of regular and special sessions and committee hearings.
- To conduct daily hygiene routine for the maintenance of orderliness and cleanliness of the session hall and of the office.
- To drive the vehicle/s issued to the Office of the Secretary to the Sangguniang Panlungsod on official purpose.

POSITION TITLE:

Local Legislative Staff Officer IV	19
Watchman II	4
Administrative Aide IV (Driver II)	4
Administrative Aide III (Utility Worker II)	3

(F) TRICYCLE FRANCHISING SECTION

FUNCTIONS:

- To draft and prepare resolutions passed and approved by the Sangguniang Panlungsod concerning tricycle franchise transactions.
- To perform encoding tasks for all tricycle franchise transactions.
- To inspect physical stability/roadworthiness of the tricycle unit subject of any tricycle franchise transactions and issue the corresponding roadworthy certificate thereof.
- Filing of documents relative to Tricycle Franchise Transactions.
- To provide technical assistance to the applicants relative to any tricycle franchise transactions.

POSITION TITLE:

Local Legislative Staff Officer II	13
Administrative Assistant I (Bookbinder III)	7
Administrative Aide IV (Bookbinder II)	4
Administrative Aide III (Utility Worker II)	3
Administrative Aide II (Messenger)	2

SECTION 4 ADJUSTMENTS OF RECORDS

The City Human Resource Management Office, Office of the City Budget Officer, and all other concerned Departments, shall after approval of this ordinance, make the adjustments and recording to its respective records the new official plantilla of personnel of the Office of the Secretary to the Sangguniang Panlungsod as herein enumerated for the purpose.

SECTION 5 REASSIGNMENT, DETAIL AND DESIGNATION

The Reassignment Orders (movement of an employee across the organizational structure within the same department or agency) or Detail Orders (temporary movement of an employee from one department or agency to another), or Designation Orders (in an acting capacity to another position), or any movement of employees allowed under the 2017 Omnibus Rules on Appointment and other Human Resource Actions (2017 ORAOHRA) shall not affect the operation of the new official plantilla of personnel of the OSSP.

SECTION 6 WORK LOADS

The SP Secretary, with the approval of the City Vice Mayor, may from time to time, in the exigency of service and/or when the need arises, issue an Office Order re-assigning, reallocating, reassigning or reshuffling the employees from one section to another with the corresponding workload assigned in writing.

Any employee may be given additional works/workload, the City Vice-Mayor, members of the Sangguniang Panlungsod and Secretary to the Sangguniang Panlungsod may direct from time to time.

SECTION 7 REPEALING CLAUSE

All ordinances, resolutions and regulations, or any part(s) thereof which are inconsistent with any provision of this ordinance are hereby repealed or modified accordingly.

SECTION 8

SEPARABILITY CLAUSE

If for any reason or reasons, any part of provision of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 9

EFFECTIVITY

This ordinance shall take effect immediately upon its approval by the Sangguninag Panlungsod and after compliance with the law on public dissemination and publication.

DATE APPROVED: APRIL 20, 2021

I HEREBY CERTIFY to the correctness of the foregoing resolution and ordinance.


ROVAN E. DOMASIAN

Secretary to the Sangguniang Panlungsod

Attested:


MARK ERIC C. DIONEDA
City Vice Mayor/Presiding Officer

Approved:


MA. ESTER E. HAMOR
City Mayor