



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of San Pablo
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE INAUGURAL SESSION OF THE 12TH SANGGUNIANG BAYAN MEMBERS OF SAN PABLO, ZAMBOANGA DEL SUR, HELD AT THE MULTI-PURPOSE BUILDING, ON JULY 02, 2025.

Municipal Ordinance No. 02-12

"AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV), SALARY GRADE 10, UNDER THE OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER."

WHEREAS, the current workload and growing volume of documents and reports within the department necessitate the creation of an additional mid-level administrative position to support the efficient management of physical records, filing systems, and documentation task related to HR operations;

WHEREAS, the Administrative Assistant IV (Bookbinder IV) shall be primarily responsible for the binding, repair, and preservation of office documents, records, and other printed materials essential to maintaining organized and accessible personnel files and reports;

WHEREAS, the scope of duties for the position includes a variety of technical and clerical task such as preparing, sorting, and binding records; maintaining the integrity of physical documents; and potentially assisting in basic reporting and document control to support Human Resource Management functions;

WHEREAS, the salary grade for the Administrative Assistant IV (Bookbinder IV) shall be set at Grade 10, to reflect the increased responsibilities and qualifications required for the position.

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF SAN PABLO, ZAMBOANGA DEL SUR, IN SESSION ASSEMBLED:

Section 1. The position of Bookbinder IV, Salary Grade VI under the office of the Human Resource Management Officer, San Pablo, Zamboanga del Sur is hereby created;

Section 2. Key Responsibilities of the Bookbinder IV, Salary Grade 10:

1. Binding and Repair: Operating various binding machines, assembling, drilling, gluing folding, cutting, and binding printed materials. This includes repairing damaged books, periodicals, and other documents.
2. Document Management: Sorting, classifying, and maintaining records of materials that are bound, including compiling statistics and preparing accomplishment reports,
3. Record keeping: maintaining accurate records of materials bound and the time spent on specific tasks.
4. Supervision: may supervise others involved in binding activities.
5. Other Related Duties: include tasks assigned by supervisors, such as assisting with the delivery of materials, maintaining files, and proofreading documents.

Section 3. Education Requirement of Administrative Assistant IV (Bookbinder IV), Salary Grade 10:

- Education: Elementary Graduate
- Experience : Two Years of relevant experience

- Training: Eight (8) Hours of relevant training
- Eligibility : (CSC MC II, s. 96, as amended Cat. III)

Section 4. This ordinance shall take effect immediately upon its approval and publication as required by law.

ENACTED AND APPROVED on this 2ND day of July, 2025, during the Inaugural Session of the Honorable Sangguniang Bayan Members of San Pablo, Zamboanga del Sur.

Verified:

ANDRÉS M. VILLANUEVA, III
Acting Floor Leader

DENNIS P. CORDERO
SB Member

JOEFEL G. MEDICO
SB Member

RONALD M. TAGANOS
SB Member

DANILO A. TAUCAN
SB Member

ESMAEL M. ABELLANOSA
SB Member

GLID B. BINAG
SB Member

AMIR A. YAP
SB Member

Attested:

ATTY. FLAVIO P. CORDERO, JR.
Vice Mayor/Presiding Officer

Approved:

DIVINE NELEH A. TAUCAN-ANGHAD
Municipal Mayor

I HEREBY CERTIFY that the foregoing is accurate and a true excerpt of the Minutes of the Session specified above per available records of this office.

NELITA P. SUMBI
Sanggunian Secretary

