

Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of San Pablo

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 69TH REGULAR SESSION OF THE 8TH MUNICIPAL COUNCIL
(Under the Local Government Code of 1991) HELD AT THE OFFICE OF THE MUNICIPAL VICE
MAYOR, SAN PABLO, ZAMBOANGA DEL SUR ON JUNE 13, 2016.

Resolution No. 201606373

**"AN ORDINANCE CREATING THE POSITION OF PROJECT DEVELOPMENT OFFICER II, DEFINING THE JOB
DESCRIPTION AND GENERAL DUTIES AND SPECIFIC FUNCTIONS THEREOF".**

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

Section 1. There shall be created a position of **Project Development Officer II** under the Municipal Engineer's
Office (MEO) with **Salary Grade 15**;

Section 2. Qualifications:

- The **Project Development Officer II** must be a Bachelor's Degree relevant to the Job, with 1 year of
relevant experience, 4 hours of relevant training and a Career service (Professional).

Section 3. Duties and Functions of the Project Development Officer II

1. Coordinates training, program review, advocacy and promotional activities with internal and external
agencies;
2. Assist in planning strategy and formulating policies for evaluation/review;;
3. Assists in the implementation and evaluation of the program;
4. Participates and assists in organizing technical meetings and national conventions;
5. Facilitates monitoring of the programs progress in coordination with other stakeholders;
6. Provides administrative and technical support to ensure smooth attainment of the programs goals and
objectives.
7. Maintains Liaison with government and private agencies which are proponents of projects to facilitate
consideration and implementation of proposals;
8. Performs other related functions.

Section 4 – This Ordinance shall take effect immediately upon its approval;

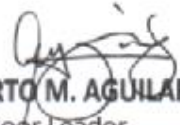
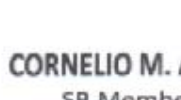
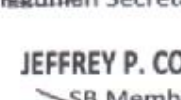
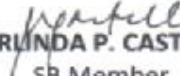
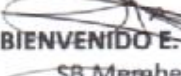
ENACTED and APPROVED this 13TH day of June, 2016, during the 69TH regular session of the
Sangguniang Bayan of San Pablo, Zamboanga del Sur.

"UNANIMOUSLY ADOPTED".

Certified Correct:

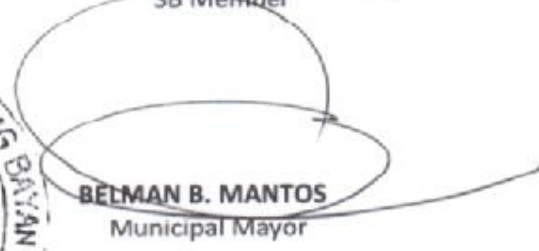

NELITA P. SUMBI
Sanggunian Secretary

Verified:

 ERNESTO A. UTLANG SB Member	 ROBERTO M. AGUILAR Floor Leader	 CORNELIO M. ARELLANO SB Member	 JEFFREY P. CORDERO SB Member
 ERLINDA P. CASTILLO SB Member	 JORGE R. GONZALES SB Member	 BIENVENIDO E. QUIRANTE SB Member	

Attested:


DANILO A. TAUCAN
Municipal Vice Mayor


BELMAN B. MANTOS
Municipal Mayor

