

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

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 3RD REGULAR SESSION OF THE 9TH MUNICIPAL COUNCIL (Under the Local Government Code of 1991) HELD AT THE OFFICE OF THE MUNICIPAL VICE MAYOR, SAN PABLO, ZAMBOANGA DEL SUR ON AUGUST 3, 2016.

ORDINANCE NO. 20160809

"AN ORDINANCE CREATING THE POSITION OF THE BUDGET 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 the Budget Officer II under the office of the Municipal Budget Officer with Salary Grade 15;

Section 2. Qualifications:

- The **Budget 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 Budget Officer II

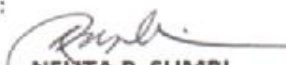
1. Provides technical assistance to the different Barangay Treasurers of the municipality of San Pablo, Zamboanga del Sur regarding the computation and preparation of Annual/Supplemental Budgets;
2. Assists in the preparation of reports of expenditures of different barangays;
3. Assists in the review of Appropriation Ordinances.
4. Does other related works..

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

ENACTED and APPROVED this 3RD day of August, 2016, during the 3RD regular session of the Sangguniang Bayan of San Pablo, Zamboanga del Sur..

"UNANIMOUSLY APPROVED"

Certified Correct:

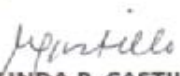

NELITA P. SUMBI
Sanggunian Secretary

Verified:


ALLAN S. CEÑO
Floor Leader

CORNELIO M. ARELLANO

Member


ERLINDA P. CASTILLO

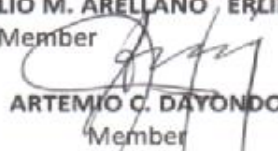
Member


MOSIBDIC M. CALALAGAN

Member

JONATHAN B. MEDICO

Member


ARTEMIO C. DAYONDON

Member

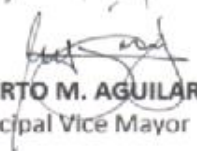

ERNESTO L. LUJAN

Member


BIENVENIDO E. QUIRANTE

Member

Attested:


ROBERTO M. AGUILAR
Municipal Vice Mayor


DANILO A. TAUCAN
Municipal Mayor

