

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

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 16TH 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 JANUARY 25, 2017.

ORDINANCE NO. 2017-0162

"AN ORDINANCE CREATING THE POSITION OF PLANNING 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 the **Planning Development Officer II** under the office of the Municipal Planning and Development Coordinator (MPDC) with **Salary Grade 15**;

Section 2. Qualifications:

- The **Planning 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

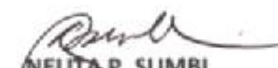
1. Perform Secretarial work to the Municipal Development Council MDC;
2. Evaluates Locational/Zoning Clearance Certification Applications;
3. Designate Barangay Affairs Functions;
4. Represents meetings/seminars/workshops in the absence of the MPDC;
5. In-Charge of the office in the absence of the MPDC;
6. Designate as one of the members of the Inspectorate Team;
7. Monitors municipal programs, projects and activities;
8. Performs other duties directed by the Department Head.

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

ENACTED and APPROVED this 25TH day of January, 2017, during the 16TH Regular session of the Sangguniang Bayan of San Pablo, Zamboanga del Sur..

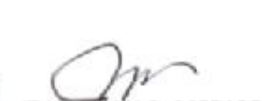
"UNANIMOUSLY APPROVED"

Certified Correct:


NELITA P. SUMBI
Sanggunian Secretary

Verified:


ALLAN S. CENO
Floor Leader

 CORNELIO M. ARELLANO Member
 ERLINDA P. CASTILLO Member
 MOSIDIC M. CALALAGAN Member
 JONATHAN B. MEDICO Member

 ARTEMIO C. DAYONDON Member
 ERNESTO A. UTLANG Member
 BIENVENIDO E. QUIRANTE Member
 ALMERIA A. AMBA Member

Attested:


ROBERT M. AGUILAR
Municipal Vice Mayor

Approved:


DANILO A. TAUCAN
Municipal Mayor

