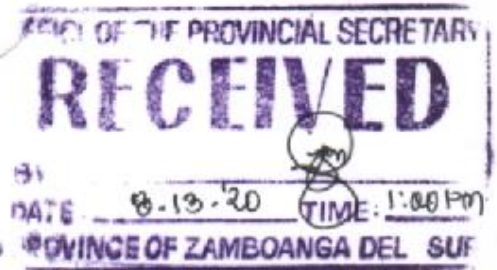




Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of San Pablo
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 19TH REGULAR SESSION OF THE 10TH MUNICIPAL COUNCIL (Under the Local Government Code of 1991) HELD AT THE OFFICE OF THE MUNICIPAL VICE MAYOR, SAN PABLO, ZAMBOANGA DEL SUR ON JULY 22, 2020.

ORDINANCE NO. 2020-0716

"AN ORDINANCE CREATING THE POSITION OF CLERK IV, SG 8 UNDER THE OFFICE OF THE MUNICIPAL MAYOR, BOOKBINDER II AND DRIVER II BOTH WITH SALARY GRADE 4 UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR AND CLERK IV, SALARY GRADE 8 UNDER THE OFFICE OF THE MUNICIPAL CIVIL REGISTRAR, SAN PABLO, ZAMBOANGA DEL SUR, DEFINING THE JOB DESCRIPTION AND GENERAL DUTIES AND SPECIFIC FUNCTION THEREOF".

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

Section 1. There shall be created the following positions, with corresponding salary grades, duties and functions and qualifications as follows:

1. Two (2) Clerk IV, SG 8 under the office of the Municipal Mayor and Municipal Civil Registrar
 - Completion of Two (2) years studies in college
 - One (1) year of relevant experience
 - Four (4) hours of relevant training
 - Career Service (Sub-professional) First level Eligibility
 1. Sorts, routes, indexes and file office correspondence and other documents.
 2. Files out for letters and routines indorsement.
 3. Meets public and answer routine questions about events of personnel
 4. Does typing work.
 5. Perform other duties and function as may be prescribed by law.
2. Bookbinder II, SG 4 under the office of the Municipal Vice Mayor
 - Elementary School Graduate.
 - Experience none required.
 - Training none required
 - Eligibility none required
 1. Perform highly skilled hand finishing operations, such as grooving and lettering to bind books
 2. Cuts binder boards to specified dimensions, using board shears, hand cutters or cutting machines, conduct survey and perform intake interviews, follow-ups collateral contact, and home visits to clients
 3. Cuts cover materials to specified dimensions, fit and glues materials to binder boards manually or by machine.
 4. Repairs, restores, and rebind old or damaged books including rate books.
 5. Perform such other duties and functions that may be assigned by the supervisor.
3. Driver II, SG 4 under the office of the Municipal Vice Mayor
 - Elementary School Graduate.
 - Experience none required.
 - Training none required
 - Eligibility none required
 - Driver License (MC II, S 96-Cat. II)
 1. Carrying out vehicles maintenance checks.
 2. Delivering packages to customer in a timely manner.
 3. Picking up office purchases or other administrative needs.

4. Arranging for vehicles repairs when necessary.
5. Working at night and on weekends.

Section 2. Amendments to this ordinance shall take effect only when subsequent ordinance shall be enacted by the Honorable Sangguniang Bayan Members of San Pablo, Zamboanga del Sur, amending, supplementing, or repealing any part hereof in line with the established policies, guidelines, laws, rules and regulations enforce.

Section 3 – This Ordinance shall take effect immediately upon its approval;

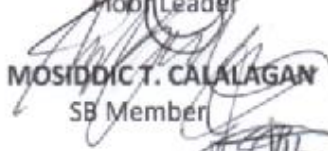
ENACTED and APPROVED this 22ND day of July, 2020, during the 19TH Regular session of the Sangguniang Bayan of San Pablo, Zamboanga del Sur.

"UNANIMOUSLY APPROVED".

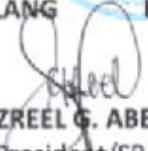
Certified Correct:

Verified:


ALLAN B. CENO
Floor Leader


MOSIDDIC T. CALALAGAN
SB Member


ERNESTO A. UTLANG
SB Member

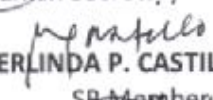

JEZREEL G. ABELIDAS
SKF President/SB Member

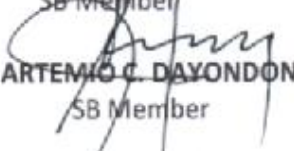

CORNELIO M. ARELLANO
SB Member


JONATHAN B. MEDICO
SB Member

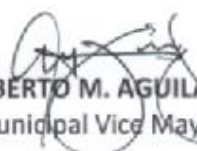

BIENVENIDO E. QUIRANTE
SB Member


NELITA P. SUMBI
Sanggunian Secretary


ERLINDA P. CASTILLO
SB Member


ARTEMIO C. DAYONDON
SB Member

Attested:


ROBERTO M. AGUILAR
Municipal Vice Mayor

Approved:


DANILO A. TAUCAN
Municipal Mayor