



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

EXCERPT FROM THE MINUTES OF THE 26TH 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 SEPTEMBER 2, 2020.

ORDINANCE NO. 2020-0926

"AN ORDINANCE CREATING THE POSITION OF LOCAL REVENUE COLLECTION OFFICER III, SG 18/1 UNDER THE OFFICE OF THE MUNICIPAL TREASURER, SAN PABLO, ZAMBOANGA DEL SUR, 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 **LOCAL REVENUE COLLECTION OFFICER III**, under the office of the Municipal Treasurer, San Pablo, Zamboanga del Sur, with Salary Grade 18/1;

Section 2. Qualifications:

- Bachelor's Degree
- SG 18
- Two (2) years of relevant experience
- Eight Hours of relevant Training
- Career Service (Professional) Second Level Eligibility.

Section 3. Duties and Functions of the **LOCAL REVENUE COLLECTION OFFICER III**.

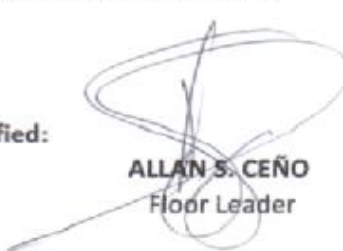
1. Collection of taxes and licenses due to the government.
2. Preparation of reports & posting of General Collections, abstract & other monthly reports.
3. Do the field works such as tax campaign & collection to some barangay within the municipality.
4. Preparation of subsidiary ledgers of income and expenses of the barangay.
5. Perform such other duties and functions related to the job.

Section 4 – This Ordinance shall take effect on January, 2021.

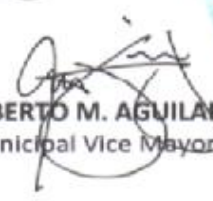
ENACTED and APPROVED this 2ND day of September, 2020, during the 26TH Regular session of the Honorable Sangguniang Bayan of San Pablo, Zamboanga del Sur.

"UNANIMOUSLY APPROVED"

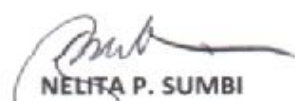
Verified:


ALLAN S. CEÑO
Floor Leader

Attested:


ROBERTO M. AGUILAR
Municipal Vice Mayor

Certified Correct:


NELITA P. SUMBI
Sanggunian Secretary

Approved:


DANILO A. TAUCAN
Municipal Mayor

