



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



EXCERPT FROM THE MINUTES OF THE 66TH REGULAR SESSION OF THE 11TH MUNICIPAL COUNCIL, HELD AT THE MULTI-PURPOSE BUILDING, SAN PABLO, ZAMBOANGA DEL SUR ON FEBRUARY 14, 2024.

MUNICIPAL ORDINANCE NO. 27-11

"AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE AIDE VI (UTILITY FOREMAN), SALARY GRADE VI, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, SAN PABLO, ZAMBOANGA DEL SUR."

WHEREAS, the current workload and responsibilities of the Department necessitate the creation of a higher-level administrative position to assist the department in managing the day-to-day operations of the utilities;

WHEREAS, the position of Administrative Aide VI, (Utility Foreman) will be responsible for overseeing and coordinating various utility projects, supervising a team of utility workers, ensuring compliance with safety regulations, and coordinating with other departments and contractors;

WHEREAS, the salary grade for the administrative Aide VI (Utility Foreman) shall be set at Grade VI, to reflect the increased responsibilities and qualifications required for the position.

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

Section 1. The position of Administrative Aide VI (Utility Foreman), Salary Grade VI under the office of the Municipal Mayor is hereby created;

Section 2. the duties and responsibilities of the Administrative Aide VI (Utility Foreman), Salary Grade VI shall include, but not be limited to;

- a. Overseeing and coordinating utility projects, including the maintenance and repair of water, sewage, and electrical systems.
- b. Supervising a team of utility workers, assigning tasks, and ensuring the completion of work in a timely and efficient manner.
- c. Ensuring compliance with safety among utility workers.
- d. Coordinating with other municipal departments and contractors to facilitate utility projects and resolve any issues that may arise.
- e. Maintaining accurate records and reports related to utility projects and activities.

Section 3. Minimum Qualification of Administrative Aide VI (Utility Foreman), Salary Grade VI

- Education: completion of two-year studies in college
- 1 year of relevant experience
- 4 hours of relevant raining. Career Service (Sub-professional)/First Level Eligibility.

Section 4. This ordinance shall take effect immediately upon its approval and publication as required by law.

ENACTED AND APPROVED on this 14TH day of February, 2024, during the 66TH Regular Session of the Honorable Sangguniang Bayan Members of San Pablo, Zamboanga del Sur.

"UNANIMOUSLY APPROVED".

Verified:

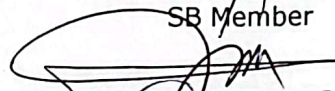

ANDRES M. VILLANUEVA, III
SB Member/Floor Leader

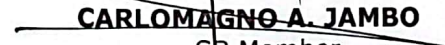

JANE LEISLEY M. ARELLANO - VIRTUDAZO
SB Member

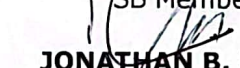

RAUL R. CALUNOD
SB Member

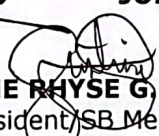

JARED P. CASTILLO
SB Member


ARTEMIO C. DAYONDON
SB Member

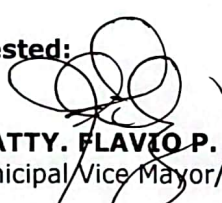

JORGE R. GONZALES
SB Member


CARLOMAGNO A. JAMBO
SB Member


JONATHAN B. MEDICO


JUSTINE RHYSE G. YAP
ABC President/SB Member

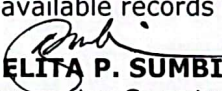
Attested:


ATTY. FLAVIO P. CORDERO, JR.
Municipal Vice Mayor/ Presiding Officer

Approved:


DANILO A. TAUCAN
Municipal Mayor

I HEREBY CERTIFY that the foregoing is accurate and a true excerpt of the Minutes of the Session specified above per available records of this office.


NELITA P. SUMBI
Sanggunian Secretary