Republic of the Philippines
Province of Ilocos Sur
MUNICIPALITY OF SAN VICENTE

OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Bayan Members:

HON. PAULA CYNTHIA R. VALENCIA

HON. CONRADO R. ROJO

HON. FIDEL R. ALDOS

HON. JUANITA R. RAGIL

HON. ALBERT R. ROLA

HON. WARLITO R. RIDULME

HON. RENATO T. ROJAS

HON. LOU BERNARD R. LAZO

Ex-Officio Members

HON. MELECIO G. DAQUEP SR.

HON. MARK JINDREI L. CAJIGAL

ORDINANCE NO. 14

SERIES 2024

"AN ORDINANCE CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF OFFICER IV (LLSO IV) UNDER THE OFFICE OF THE SANGGUNIANG BAYAN THIS MUNICIPALITY AND DETERMINING THEIR DUTIES AND FUNCTIONS"

WHEREAS, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991 provides: "every local government shall design and implement its own organizational structure and staffing pattern, taking into consideration its service requirement and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

WHEREAS, the same code empowers the Sangguniang Bayan as a legislative body to enact ordinances, approve resolutions for an efficient and effective municipal government, as well as to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, after a thorough determination and evaluation of human resource needs of the municipality, and consistent with the above authority to create positions or offices as may be necessary to carry out the purposes and programs of the municipality, it is imperative to create the position of Local Legislative Staff Officer IV to augment the existing plantilla positions in the Office of the Sangguniang Bayan.

NOW THEREFORE, on motion duly seconded be it ordained by the Sangguniang Bayan of San Vicente, Ilocos Sur duly assembled, that:

SECTION 1. Title. This ordinance shall be known and cited as: An Ordinance creating the position of Local Legislative Staff Officer IV (LLSO IV) under the Office of the Sangguniang Bayan in the Municipality of San Vicente, Ilocos Sur and determining their duties and functions.

TIGNAY

Sangguniang Bayan Members:

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SECTION 2. Duties and Functions: The **Legislative Staff Officer IV (LLSO IV)** shall have the following duties and functions among others, to wit:

- ❖ Assist the Secretary to the Sangguniang Bayan in the supervision and delegation of work to the staff and in the review of their performance in conformity with established policies/targets and standards;
- ❖ Prepare and finalize drafts of Minutes of Sangguniang Bayan regular, special and other related meetings of the Sangguniang Bayan;
- ❖ Attend the regular/special sessions, meetings/hearings of the Sangguniang Bayan and keeps the journal of the proceedings;
- ❖ Conducts researches necessary for the effective formulation of any legislative measure; and
- ❖ Perform other duties and functions as may be assigned by higher authorities.

SECTION 3. Applicant and Qualification. The Local Legislative Staff Officer IV shall be appointed by the Municipal Vice-Mayor pursuant to Section 445 of RA 7160 and in accordance with the Civil Service Laws and Rules and that the appointee shall have met the following qualifications:

Salary Grade	-	19/1
Education	-	Bachelor's Degree Relevant to the Job
Experience	-	Two Years of Relevant Experience
Training	-	Eight Hours of Relevant Training
Eligibility	-	Career Service Professional

SECTION 4. Separability Clause. If for any reasons, any provision of this Ordinance is declared unconstitutional or invalid by the court, or revoked by competent authorities, the remaining provisions not affected thereby shall continue to remain in full force and effect.

TIGNAY

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SECTION 5. Effectivity. This Ordinance shall take effect upon approval.

APPROVED AND ENACTED UNANIMOUSLY by all members present this **24th** day of **September 2024** at Sangguniang Bayan Session Hall, San Vicente, Ilocos Sur.

Certified Correct:

Sgd.

MARIUS CLIFFORD R. BILLEDO
SB Secretary

ATTESTED:

Sgd.

JOSE C. TABANDA III
Vice Mayor/Presiding Officer

APPROVED:

Sgd.

JONAN D. TABANDA
Municipal Mayor