



Republic of the Philippines
Region IX
Province of Zamboanga del Sur
Municipality of Ramon Magsaysay

Office of the Sanggunian Secretary

EXCERPT FROM THE MINUTES OF THE 97th REGULAR SESSION OF THE 10th SANGGUNIANG BAYAN OF RAMON MAGSAYSAY, ZAMBOANGA DEL SUR, HELD AT THE SANGGUNIANG SESSION HALL ON JULY 5, 2021.

Officers/Members:	Designation	Present	Absent	Remarks
Hon. MARGIE ARCITE-MACHON	Municipal Vice Mayor, Presiding	/		
Hon. VERGINITA A. GONZALES	SB Member	/		
Hon. JOHN PAUL C. HONTIVEROS	SB Member	/		
Hon. NECASTER N. JAVIER	SB Member	/		
Hon. CHANDER RAY N. ENTIENZA	SB Member	/		
Hon. LOLITO O. ARIAS	SB Member	/		
Hon. ANSELMO D. SACASAN, JR.	SB Member	/		
Hon. NIEVES A. CABASAG	SB Member	/		
Hon. CELSO C. CUYOS	SB Member	/		
Hon. CHED LOUI D. ARCITE	Liga President	/		
Hon. JADE MICHAEL M. MENDOZA	SK Fed. President	/		
Hon. FELIMON G. OYAG	IPMR	/		

MUNICIPAL ORDINANCE NO. 07-2021

AN ORDINANCE CREATING THE PLANTILLA POSITION OF BUDGET OFFICER IV IN THE OFFICE OF THE MUNICIPAL BUDGET, AND PROVIDING FUNDS THEREOF IN THE MUNICIPALITY OF RAMON MAGSAYSAY, ZAMBOANGA DEL SUR.

BE IT ENACTED, AS IT IS HEREBY ENACTED by the Sangguniang Bayan of the Municipality of Ramon Magsaysay, Zamboanga del Sur in session assembled:

Section 1. Title. – This Ordinance shall be known as: “An Ordinance Creating the Plantilla Position of Budget Officer IV in the Office of the Municipal Budget, and Providing Funds Thereof in the Municipality of Ramon Magsaysay, Zamboanga del Sur.”

Section2. Creation of Plantilla Position. The Plantilla Position of Budget Officer IV with a Salary Grade of 22, Item No. 54 is hereby created.

Section 3. Qualifications, Duties, and Functions of the Position.

a. QUALIFICATIONS:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Office of the MBO					
Budget Officer IV	22	Bachelor's degree relevant to Job	3 years of relevant experience	16 hours of relevant training	CS Professional

b. DUTIES AND FUNCTIONS:

b.1 Office of the Municipal Budget Officer

b.1.1 Budget Officer IV

- Assist the Municipal Budget Officer in the general supervision of the Municipal Budget
- Prepare orders and circular embodying instruction on budgetary matter for the signature of the Municipal Budget Officer
- Review and report/recommendation of budget examine regarding budget of the different departments
- Review and consolidate the budget estimate of different offices
- Evaluate allotment report and prepare corresponding records

- Prepare and release Advise of Allotment, types communications and other reports as maybe required
- Perform other duties that maybe assigned from time to time.

Section 4. Appropriation. The basic annual compensation of personnel who will fill-up the Plantilla Position herein-above created is hereby appropriated, which amount shall be taken from the General Fund of the Municipal Government of Ramon Magsaysay, Zamboanga del Sur.


Section 5. Implementing Guidelines. The Human Resource Management Office is hereby mandated and shall see to it that the Plantilla Position as herein created for the Office of the Municipal Budget is accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

Section 6. Separability Clause. If any portion of this Ordinance is declared invalid, the remaining portion shall not be affected and remain valid and enforceable.

Section 7. Repealing Clause – All ordinances contrary to or inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

Section 8. Effectivity Clause – This ordinance shall take effect upon its approval.

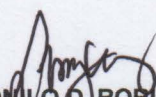
CERTIFIED TRUE AND CORRECT:


TESSIE R. TAGA-AN
Secretary to the Sanggunian

ATTESTED:


MARGIE ARCITE-MACHON
Municipal Vice-Mayor, Presiding

APPROVED:


LEONILO D. BORINAGA, SR.
Municipal Mayor