



Republic of the Philippines  
**MUNICIPALITY OF BAMBAN**  
 Province of Tarlac



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE SB SESSION ROOM, MUNICIPAL HALL ON WEDNESDAY, JUNE 24, 2020

Present: Vice-Mayor William P. Cura, Presiding Officer  
 Councilor Alvin Dale M. Sibal  
 Councilor Johnny M. Sales  
 Councilor Ernesto M. Salting  
 Councilor Fortunato V. Mejia  
 Councilor Jayson S. Galang  
 Councilor Ariel Alimurong  
 Councilor Nestor C. Peña  
 Councilor Eduardo D. Gutierrez  
 Councilor Jose M. Salting, Jr., President LnB

Absent: Councilor Nikko T. Balilo, President, PPSK

**EXPLANATORY NOTE**

WHEREAS, in his letter to the Sangguniang Bayan on June 11, 2020, the Honorable Mayor Jose Antonio Feliciano requests for the creation of three (3) Senior Administrative Assistant II positions (Computer Operator IV with Salary Grade 14) in the Plantilla of Personnel to be assigned to different offices of the Municipal Government;

WHEREAS, the Sangguniang Bayan is convinced that the creation of said positions is necessary due to the fact that office works in the Municipal Government largely depends on computers and these personnel, once appointed, may be able to further improve the operation and performance of the Municipal Government in general;

WHEREAS, the said positions are included in the approved Human Resource Plan of the Municipal Government and as such shall be incorporated for funding in the AIP 2021 and Municipal Budget 2021;

NOW THEREFORE, be it resolved, to enact:

**MUNICIPAL ORDINANCE NO. 61-2020**

**AN ORDINANCE CREATING THREE (3) SENIOR ADMINISTRATIVE ASSISTANT II POSITIONS (COMPUTER OPERATOR IV) SALARY GRADE -14 IN THE PLANTILLA OF PERSONNEL, AND PROVIDING FOR THEIR QUALIFICATIONS, DUTIES AND RESPONSIBILITIES**

Sponsored by: Joint Committee on Good Government and Rules, Laws & Ordinances

Be it enacted by the Sangguniang Bayan in session assembled, that:

Section 1. Three (3) Senior Administrative Assistant II positions (Computer Operator IV) with Salary Grade -14, are hereby created in the Municipal Government's Plantilla of Personnel.

Section 2. The Senior Administrative II Positions (Computer Operator IV) shall have the following qualifications:

- a. Completion of two (2) year studies in college;
- b. Three (3) years of relevant experience
- c. Sixteen (16) hours of relevant training

COUN. ERNESTO M. SALTING  
 COUN. NESTOR C. PEÑA  
 COUN. ARIEL R. ALIMURONG  
 COUN. JOSE M. SALTING, JR.  
 COUN. JOHNNY M. SALES  
 COUN. JAYSON S. GALANG  
 COUN. EDUARDO D. GUTIERREZ  
 COUN. ALVIN DALE M. SIBAL  
 COUN. FORTUNATO V. MEJIA

*[Handwritten signatures and initials]*



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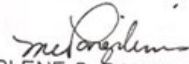
d. Career Service Sub-Professional/Data Encoder (MC II s. 96-Cat I) First level Eligibility

Section 3. Duties and responsibilities of the position. The employees who shall be assigned in various offices, shall have the following duties:

1. Perform maintenance tasks such as checking for viruses and other basic maintenance;
2. Perform defined tasks as per documented instructions process;
3. Load files onto storage media;
4. Ensure network and servers are working properly;
5. Maintain logbooks or records for job runs; and
6. Perform any other tasks as may be assigned by the Municipal Mayor or immediate office head

Section 4. Effectivity. This ordinance shall take effect upon approval by the Municipal Mayor.

Certified correct:

  
MARLENE C. PANGILINAN  
SB Secretary





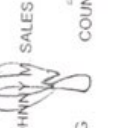
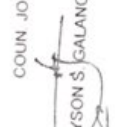
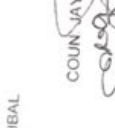

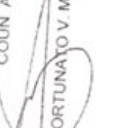
ATTESTED:

  
WILLIAM P. CURA  
Municipal Vice-Mayor & Presiding Officer

APPROVED:

  
JOSE ANTONIO T. FELICIANO  
Municipal Mayor

Date approved: 7-13-20

  
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