

REPUBLIKA NG PILIPINAS
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
LUNGSOD NG BAKOLOD
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CITY ORDINANCE NO. 909
October 9, 2019

AN ORDINANCE CREATING THE POSITIONS OF ONE (1) BOARD SECRETARY I (GRADE 14, STEP 1), ONE (1) BOARD SECRETARY II (GRADE 17, STEP 1) AND ONE (1) BOARD SECRETARY III (GRADE 20, STEP 1) IN THE OFFICE OF THE SANGGUNIANG PANLUNGSOD, BACOLOD CITY, AND APPROPRIATING FUNDS THEREFOR.

Be it enacted by the Sangguniang Panlungsod of Bacolod City in session assembled:

Section 1. POSITIONS

There is hereby created in the Office of the Sangguniang Panlungsod the positions of one (1) Board Secretary I (Grade-14, Step-1), one (1) Board Secretary II (Grade-17, Step-1), and one (1) Board Secretary III (Grade-20, Step-1).

Section 2. FUNCTIONS

A. Board Secretary I shall:

- a. supervise and direct preparation of the Agenda;
- b. take down the proceedings of SP Regular/Special Sessions;
- c. assist in the preparation of resolution/ordinances;
- d. prepare approved measures during Session, and furnish the Board Secretary IV of the same;
- e. prepare endorsement/invitation to different offices/agencies;
- f. file journal and other related documents under the Office;
- g. perform such other related work as may be required by the SP Secretary;
- h. take over the functions of Board Secretary II in the latter's absence.

B. Board Secretary II shall:

- a. supervise and direct preparation of the Agenda;
- b. take down the proceedings of SP Regular/Special Sessions;
- c. assist in the preparation of resolution/ordinances;
- d. prepare approved measures during session, and furnish the Board Secretary IV of the same;
- e. prepare endorsement/invitation to different offices/ agencies;
- f. file journal and other related documents under the Office;
- g. perform such other related work as may be required by the SP Secretary;
- h. take over the functions of Board Secretary III in the latter's absence.

C. Board Secretary III shall:

- a. assist the Board Secretary IV in the performance of her functions such as supervision, planning, direction and administration over legislative secretariat with the end in view of instituting effective legislative services;

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- b. supervise the overall function of the Agenda, Journal & Minutes Division;
- c. prepare proposed resolutions and ordinances as required for deliberation and approval of SP Members during sessions;
- d. take down proceedings of Session and prepare the resolution and ordinances;
- e. review the Minutes of the Committee/Public Hearings, Minutes of the Regular/Special Sessions as submitted by the Stenographers for the reading and approval of the City Council on its Regular Session;
- f. prepare correspondence, endorsements and reports;
- g. file and secure all related records under the Office;
- h. take over the functions of Board Secretary IV in the latter's absence; and
- i. perform such other related work as may be required by the SP Secretary.

Section 3. QUALIFICATION STANDARD:

The qualification standard of the above enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission and other related laws.

Section 4. APPROPRIATION:

Sufficient amount shall be appropriated for the compensation and other emoluments and benefits for these newly created positions based on their respective salary grades to be taken from the annual appropriation of the City.

Section 5. EFFECTIVITY:

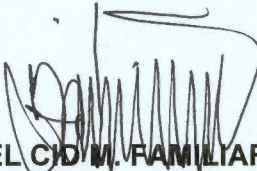
This ordinance shall take effect upon its approval.

CARRIED BY THE VOTE OF:

Affirmative :	
Councilors :	Cindy T. Rojas, Renecito S. Novero, Simplicia Z. Distrito, Carlos Jose V. Lopez, Archie S. Baribar, Israel P. Salanga, Dindo C. Ramos, Bartolome N. Orola, Sr., Ana Marie V. Palermo, Elmer T. Sy, Wilson C. Gamboa, Jr., Lady Gles Gonzales-Pallen, Ayesha Joy Y. Villaflor.
Negative :	None.
Official Leave :	None
Official Travel :	None.
Absent :	None.
Main Author :	Councilor Renecito S. Novero.
Co-Authors :	Councilors Simplicia Z. Distrito, Ana Marie V. Palermo, Archie S. Baribar and Dindo C. Ramos

Handwritten initials/signature

Passed : October 9, 2019 (15th Regular Session of the 10th Council)
Comments : Passed.
Councilor Al Victor A. Espino was not yet around when this ordinance was passed.




EL CID M. FAMILIARAN
Vice Mayor
Presiding Officer

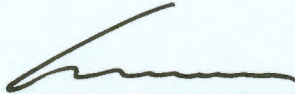
ATTESTED:

ATTY. VICENTE C. PETIERRE III
Secretary to the Sanggunian

By:


CHRISTINE G. TEMPLA
Board Secretary IV

APPROVED: OCT. 14, 2019


EVELIO R. LEONARDIA
City Mayor

VCP/CGT/ltt

