



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF GLORIA

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building- Rizal Street, Maligaya, Gloria Oriental Mindoro 5209/ sangguniangloria@gmail.com, 09171396167, 09178790062

MINUTES OF THE 117th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF GLORIA HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON MONDAY, DATED DECEMBER 10, 2018 AT 9:00 IN THE MORNING.

PRESENT:

HON. RAMON G. SOLAS	-	Presiding Officer
HON. CRISPIN J. BAWASANTA	-	SB Member
HON. NICK ORLANDO M. JAMILLA	-	SB Member
HON. NORMA R. PAZ	-	SB Member
HON. ROMEO EDWARD P. ALVAREZ	-	SB Member
HON. NICANDRO F. FABON, JR.	-	SB Member
HON. ROMEO S. SADIWA	-	SB Member
HON. LAURO L. DE BELEN	-	SB Member
HON. FELIX V. JARABE III	-	SB Member
HON. BONJOVE S. DE MESA	-	SKMF President

ON OFFICIAL BUSINESS:

HON. HENRY S. SOBERANO	-	Liga President
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MUNICIPAL ORDINANCE NO. 21
Series of 2018

Sponsored by: *Hon. Lauro L. De Belen*

Co-sponsors: *Hon. Crispin J. Bawasanta, Hon. Nick Orlando M. Jamilla, Hon. Norma R. Paz, Hon. Romeo Edward P. Alvarez, Hon. Nicandro F. Fabon, Jr. Hon. Romeo S. Sadiwa, Hon. Felix V. Jarabe III, Hon. Henry S. Soberano and Hon. Bonjove S. De Mesa*

AN ORDINANCE ENACTING THE REVISED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF GLORIA, ORIENTAL MINDORO

WHEREAS, section 76 of RA 7160 states that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission

WHEREAS, due to continuing industrialization of the municipality, development events in all aspects became so fast that a very functional government institution manned by capable and competent human resources/manpower is necessary, however, the existing LGU's staffing pattern seems outdated and therefore is a need of upgrading, enhancing, repositioning its manpower in order to appropriately and quickly respond to the need of the times;

WHEREAS, section 447 (viii) of RA 7160 categorically states one of the functions of the Sangguniang Bayan which is 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;

Noel L. Hernandez
NOEL L. HERNANDEZ
Secretary to the Sangguniang Bayan

Ramon G. Solas
HON. RAMON G. SOLAS
Vice Mayor/Presiding Officer

German D. Rodegerio
HON. GERMAN D. RODEGERIO
Municipal Mayor

HON. CRISPIN J. BAWASANTA
SB Member

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On official business

WHEREAS, the Body after an extensive and thorough deliberation of the subject matter, the body decided to enhance the organizational structure of the LGU by reorganizing the present organizational structure and staffing pattern **with corresponding new positions and additional positions in the various departments** to effectively get things started;

WHEREFORE, on motion of Hon. Lauro L. De Belen duly seconded by Hon. Romeo Edward P. Alvarez,

Be it ordained by the Sangguniang Bayan of Gloria, Oriental Mindoro, in session assembled that:

Section 1. Title. This Ordinance shall be known as the **“Revised Organizational Structure and Staffing Pattern of the Municipal Government of Gloria, Oriental Mindoro.”**

Section 2. Purpose. It is imperative for the LGU to revise the organizational structure and staffing pattern to meet the needs of the present demand of a very functional and responsive government institution thus, the Local Government of Gloria came up with the enactment of this ordinance as basis in the creation of new offices and plantilla positions in the future.

Section 3. Organizational Structure and Staffing Pattern of the Municipality of Gloria, Oriental Mindoro

The following ^{is} organizational structure and staffing pattern reflecting the created/funded and not created/unfunded department/office, section and position. The unfunded/not created ^{department/office}, section and position are marked with asterisk which are subject for creation.

Furthermore, this organizational structure and staffing pattern comprised the suggestions and recommendations during the series of meetings and workshop of all concerned department heads and finalized during the Committee Hearing held last November 21, 2018 at the Sangguniang Bayan Office.

I. EXECUTIVE DEPARTMENT

1. MUNICIPAL MAYOR’S OFFICE

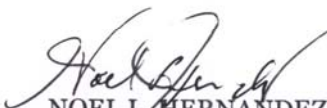
a. Municipal Mayor (SG-27)

1.1. EXECUTIVE STAFF

- a. Executive Assistant II (SG-17)*
- b. Sr. Administrative Assistant III (Private Secretary II) (SG-15)
- c. Administrative Assistant V (Private Secretary I) SG-11*
- d. Security Officer I (SG-11)
- e. Administrative Aide IV (Driver II) SG-4*

1.2. ADMINISTRATIVE SECTION

- a. Administrative Officer V (SG-18)*
- b. Administrative Officer IV (SG-15)*
- c. Administrative Officer II (SG-11)*
- d. Security Agent I (SG-8)
- e. Administrative Assistant II (SG-8)*
- f. Administrative Aide VI (Clerk III) SG-6*
- g. Administrative Aide IV (Driver II) SG-4*
- h. Administrative Aide III (Clerk I) SG-3*
- i. Administrative Aide III (Driver I) SG-3


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HON. HENRY S. SOBERANO
Liga President

HON. BONJOVE S. DE MESA
SKMF President

On official business

- j. Administrative Aide III (Utility Worker II) SG-3
- k. Administrative Aide II (Messenger) SG-2*
- l. Administrative Aide I (Utility Worker I) SG-1*

1.3. BUSINESS PERMIT AND LICENSING SECTION

- a. Licensing Officer III (SG-18)*
- b. Licensing Officer II (SG-15)*
- c. Licensing Officer I (SG-11)*
- d. Licensing Inspector II (SG-8)*
- e. Administrative Aide IV (Communication Equipment Operator I) SG-4
- f. Administrative Aide I (Utility Worker I) SG-1*

1.4. PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

- a. Senior Labor and Employment Officer (SG-19)*
- b. Labor and Employment Officer III (SG-16)*
- c. Labor and Employment Officer I (SG-11)*
- d. Labor and Employment Assistant (SG-8)

1.5. LOCAL ECONOMIC ENTERPRISE SECTION

- a. Market Supervisor III (SG-18)*
- b. Market Supervisor II (SG-14)*
- c. Slaughter Master I (SG-10)*
- d. Market Inspector II (SG-8)*
- e. Assistant Transportation Regulation Officer (SG-8)*
- f. Meat Inspector I (SG-6)
- g. Market Inspector I (SG-6)
- h. Farm Foreman (SG-6)
- i. Cemetery Caretaker (SG-2)

1.6. OFFICE OF THE ZONING ADMINISTRATOR

- a. Zoning Officer III (SG-18)*
- b. Housing and Homesite Regulation Officer III (SG-16)*
- c. Zoning Officer I (SG-11)*
- d. Zoning Inspector II (SG-8)*
- e. Administrative Aide VI (SG-6)*

1.7. OFFICE OF THE SENIOR CITIZEN'S AFFAIRS

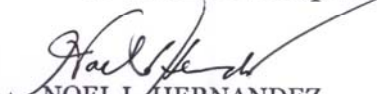
- a. Senior Citizen's Affairs Officer (SG-10)* (Section 6, RA 9994, "The head of the OSCA shall be entitled to receive an honorarium of an amount at least equivalent to Salary Grade 10 to be approved by the LGU concerned.")
- b. Administrative Assistant II (SG-8)*

1.8. TOURISM OPERATIONS SECTION

- a. Senior Tourism Operations Officer (SG-18)*
- b. Tourism Operations Officer II (SG-15)*
- c. Tourism Operations Officer I (SG-11)*
- d. Tourism Operations Assistant (SG-7)*

1.9. YOUTH AND SPORTS DEVELOPMENT SECTION

- a. Youth Development Officer III (SG-18)*
- b. Sports Development Officer I (SG-10)*
- c. Youth Development Assistant II (SG-8)*
- d. Youth Development Assistant I (SG-4)*


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Liga President


HON. BONJOVE S. DE MESA
SKMF President

1.10. LEGAL SERVICES SECTION*

- a. Legal Officer IV (SG-22)*
- b. Legal Assistant II (SG-12)*
- c. Legal Assistant I (SG-10)*
- d. Legal Aide (SG-5)*

1.11. INTERNAL AUDIT SECTION*

- a. Administrative Officer V (Management and Audit Analyst III) SG-18*
- b. Administrative Officer IV (Management and Audit Analyst II) SG-15*
- c. Administrative Officer II (Management and Audit Analyst I) SG-11*
- d. Administrative Assistant II (SG-8)*

1.12. PERSONS WITH DISABILITY AFFAIRS OFFICE*

- a. Disability Affairs Officer III (SG-18)*
- b. Disability Affairs Officer II (SG-15)*
- c. Disability Affairs Officer I (SG-11)*
- d. Disability Affairs Officer Assistant (SG-8)*

1.13. INFORMATION TECHNOLOGY MANAGEMENT SECTION*

- a. Information Technology Officer I (SG-19)*
- b. Computer Programmer II (SG-15)*
- c. Data Controller IV (SG-13)*
- d. Computer Operator II (SG-9)*
- e. Administrative Aide IV (SG-4)*

1.14. PUBLIC INFORMATION SECTION*

- a. Administrative Officer V (Information Officer III) SG-18*
- b. Administrative Officer IV (Information Officer II) SG-15*
- c. Administrative Officer II (Information Officer I) SG-11*
- d. Administrative Assistant II (Assistant Information Officer) SG-8*

2. MUNICIPAL ADMINISTRATOR'S OFFICE*

- a. Municipal Administrator (SG 24)
- b. Administrative Officer V (SG-18)*

2.1. Administrative Section


- a. Administrative Officer IV (SG-15)*
- b. Administrative Officer II (SG-11)
- c. Administrative Assistant II (SG-8)*
- d. Administrative Aide I (Utility Worker I) SG-1

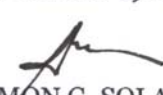
2.2. Project Monitoring and Evaluation Section

- a. Administrative Officer IV (SG-15)*
- b. Administrative Officer II (SG-11)*
- c. Administrative Assistant II (SG-8)*
- d. Administrative Aide III (Driver I) SG-3*
- e. Administrative Aide I (Utility Worker I) SG-1

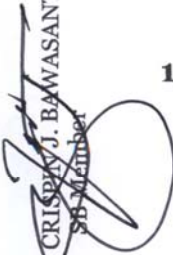
2.3. Records Management Section

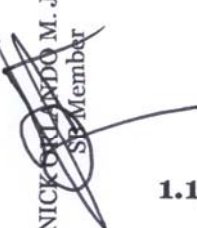
- a. Administrative Officer IV (SG-15)*
- b. Administrative Officer I (Records Officer I) SG-10*


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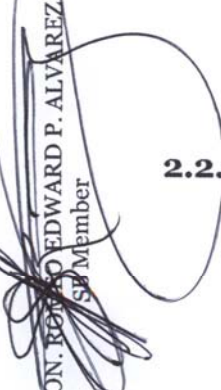

HON. RAMON G. SOLAS
Vice Mayor/Presiding Officer


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Municipal Mayor


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SB Member


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HON. KAROL L. DE BELEN
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HON. FELIX V. JARA III
SB Member

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Liga President


HON. BONJOVE S. DE MESA
SKMF President

On official business

- c. Administrative Assistant II (SG-8)*
- d. Administrative Aide II (Messenger) SG-2*

3. MUNICIPAL CIVIL REGISTRAR'S OFFICE

- a. Municipal Civil Registrar (SG-24)
- b. Registration Officer III (SG-18)*

3.1. Registration Section

- a. Registration Officer II (SG-14)*
- b. Assistant Registration Officer I (SG-8)
- c. Administrative Aide VI (Clerk III) SG-06

3.2. Correction and Petition Section

- a. Registration Officer II (SG-14)*
- b. Registration Officer I (SG-11)*
- c. Administrative Aide IV (Clerk II) SG-04

3.3. Records Management Section

- a. Administrative Officer III (Records Officer II) SG-14*
- b. Administrative Assistant II (Data Controller II) SG-8*
- c. Administrative Aide I (Utility Worker I) SG-1*

4. MUNICIPAL BUDGET OFFICE

- a. Municipal Budget Officer (SG-24)
- b. Administrative Officer V (Budget Officer III) SG-18

4.1. Barangay Budget Section

- a. Administrative Officer IV (Budget Officer II) SG-15*
- b. Administrative Officer II (Budget Officer I) SG-11*
- c. Administrative Aide VI (Clerk III) SG-6*

4.2. Municipal Budget Section

- a. Administrative Officer IV (Budget Officer II) SG-15*
- b. Administrative Assistant II (Budgeting Assistant) SG-8
- c. Administrative Aide IV (Budgeting Aide) SG-4*

4.3. Data Processing Section


- a. Information Systems Analyst II (SG-16)*
- b. Administrative Assistant V (Data Controller III) SG-11*
- c. Administrative Aide I (Utility Worker I) SG-1*

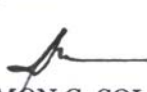
5. MUNICIPAL TREASURER'S OFFICE

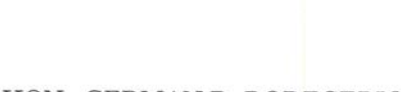
- a. Municipal Treasurer (SG-24)
- b. Assistant Municipal Treasurer (SG-22)

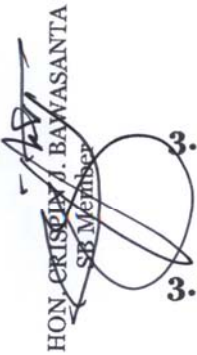
5.1. Revenue Collection Section

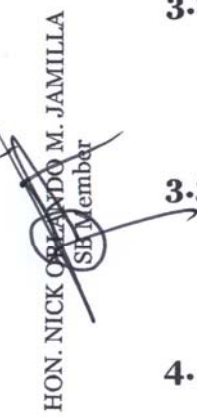
- a. Local Treasury Operations Officer III (SG-18)*
- b. Local Revenue Collection Officer II (SG 15)*
- c. Local Revenue Collection Officer I (SG-11)
- d. Revenue Collection Clerk III (SG-9)*
- e. Revenue Collection Clerk III (SG-9)
- f. Local Treasury Operations Assistant (SG-8)
- g. Administrative Aide VI (Clerk III) SG-6

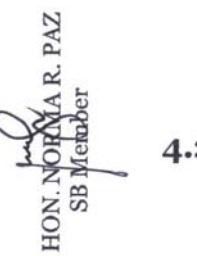

NOEL L. HERNANDEZ
Secretary to the Sangguniang Bayan

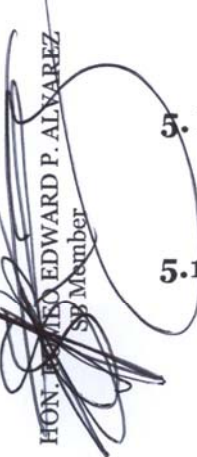

HON. RAMON G. SOLAS
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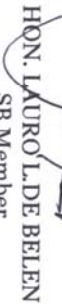

HON. NICK ORDOÑEZ M. JAMILLA
SB Member

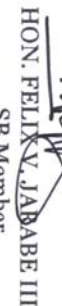

HON. NORMA R. PAZ
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SKMF President

On official business

- h. Revenue Collection Clerk I (SG-5)
- i. Administrative Aide IV (Clerk II) SG-4
- j. Administrative Aide IV (Clerk II) SG-4

5.2. Cash Section

- a. Administrative Officer III (Cashier II) SG-14*
- b. Administrative Officer I (Cashier I) SG-10*
- c. Administrative Aide VI (Disbursing Officer I) SG-6
- d. Administrative Aide VI (Cash Clerk II) SG-6

5.3. Administrative Section

- a. Administrative Officer III (Records Officer II) SG-14*
- b. Administrative Assistant II (Clerk IV) SG-8*
- c. Administrative Aide III (Utility Worker II) SG-3*

6. MUNICIPAL ACCOUNTING OFFICE

- a. Municipal Accountant (SG-24)
- b. Supervising Administrative Officer (Accountant IV) SG-22*

6.1. Disbursement Section

- a. Administrative Officer IV (Management and Audit Analyst II) SG-15*
- b. Administrative Officer II (Management and Audit Analyst I) SG-11
- c. Administrative Aide VI (Accounting Clerk II) SG-6

6.2. Revenue Assurance and Fund Monitoring Section

- a. Administrative Officer IV (Management and Audit Analyst II) SG-15*
- b. Administrative Officer II (Management and Audit Analyst I) SG-11*
- c. Administrative Assistant II (Accounting Clerk III) SG-8*

6.3. Financial Accounting Section

- a. Administrative Officer V (Accountant III) SG-18
- b. Administrative Assistant III (Senior Bookkeeper) SG-9
- c. Administrative Assistant I (Bookbinder III) SG-7*

6.4. Records Management Section

- a. Administrative Officer IV (Management and Audit Analyst II) SG-15*
- b. Administrative Officer II (Management and Audit Analyst I) SG-11*
- c. Administrative Aide I (Utility Worker I)*

6.5. Data Processing Section


- a. Information Systems Analyst II (SG-16)*
- b. Administrative Assistant V (Data Controller III) SG-11*

7. MUNICIPAL ASSESSOR'S OFFICE

- a. Municipal Assessor (SG-24)
- b. Assistant Municipal Assessor (SG-22)

7.1. Assessment Section

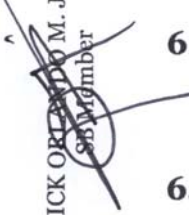
- a. Local Assessment Operations Officer II (SG-15)*
- b. Local Assessment Operations Officer I (SG-11)
- c. Assessment Clerk II (SG-6)
- d. Assessment Clerk I (SG-4)

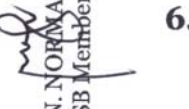

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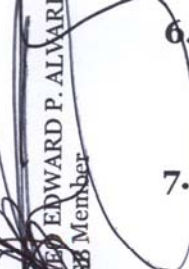

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7.2. Tax Mapping Section

- a. Tax Mapper III (SG-18)*
- b. Tax Mapper II (SG-15)*
- c. Tax Mapper I (SG-11)*
- d. Tax Mapping Aide (SG-4)*

7.3. Records Management Section

- a. Administrative Officer III (Records Officer II) SG-14*
- b. Administrative Assistant II (Data Controller II) SG-8*
- c. Assessment Clerk I (SG-4)
- d. Administrative Aide I (Utility Worker I) SG-1*

8. MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

- a. Municipal Planning and Development Coordinator (SG-24)
- b. Mun. Gov't Asst. Dept. Head I (Asst. Mun. Planning and Development Coordinator) SG-22*
- c. Administrative Aide V (SG-5)*
- d. Administrative Aide V (SG-5)*

8.1. Planning Information Management Section

- a. Information Systems Analyst II (SG-16)*
- b. Statistician I (SG-11)
- c. Project Evaluation Officer I (SG-11)*
- d. Assistant Statistician (SG-9)*

8.2. Planning and Programming Section

- a. Planning Officer III (SG-18)*
- b. Planning Officer II (SG-15)
- c. Project Development Officer I (SG-11)

8.3. Sectoral Coordination and People Participation Section

- a. Social Development Coordinator
- b. Economic Development Coordinator
- c. Land Use and Infrastructure Development Coordinator
- d. Environmental Management Coordinator
- e. Institutional Development Coordinator

9. MUNICIPAL ENGINEERING OFFICE


- a. Municipal Engineer (SG-24)
- b. Engineer IV SG-22*

9.1. Motor Pool Operation and Maintenance Section


- a. Engineer II (SG-16)*
- b. Administrative Assistant III (Motor Pool Supervisor II) SG-9*
- c. Administrative Assistant III (Mechanic III) SG-9*
- d. Heavy Equipment Operator II (SG-6)*
- e. Heavy Equipment Operator I (SG-4)*
- f. Administrative Aide IV (Driver II) SG-4*

9.2. Planning and Designing Section

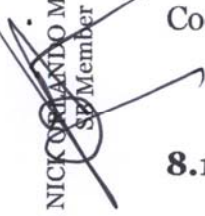
- a. Engineer II (SG-16)*
- b. Engineer I (SG-12)*


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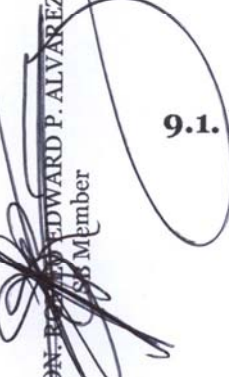

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SB Member

On official business
HON. HENRY S. SOBERANO
Liga President


HON. BONJOVE S. DE MESA
SKMF President

c. Draftsman II (SG-8)

9.3. Administrative Section

- a. Administrative Officer III (Records Officer II) SG-14*
- b. Administrative Assistant II (Clerk IV) SG-8*
- c. Administrative Aide VI (Clerk III) SG-6*

9.4. Construction and Implementation Section

- a. Engineer II (SG-16)*
- b. Engineer I (SG-12)*
- c. Construction and Maintenance Foreman (SG-8)

9.5. Building Inspection Section

- a. Engineer II (SG-16)*
- b. Building Inspector (SG-11)*
- c. Engineering Aide (SG-4)*

10. MUNICIPAL AGRICULTURE'S OFFICE

- a. Municipal Agriculturist (SG-24)
- b. Senior Agriculturist (SG-18)*

10.1. Agricultural Development Section

- a. Agriculturist II (SG-15)
- b. Agriculturist I (SG-11)*
- c. Agricultural Technologist (SG-10)
- d. Agricultural Technologist (SG-10)
- e. Agricultural Technologist (SG-10)
- f. Agricultural Technologist (SG-10)
- g. Agricultural Technologist (SG-10)
- h. Agricultural Technologist (SG-10)
- i. Agricultural Technologist (SG-10)
- j. Agricultural Technologist (SG-10)

10.2. Aquacultural Development Section


- a. Aquaculturist II (SG-15)*
- b. Aquaculturist I (SG-11)*
- c. Aquacultural Technologist (SG-10)*
- d. Aquacultural Technologist (SG-10)*
- e. Aquacultural Technologist (SG-10)*

10.3. Records Management Section

- a. Administrative Officer III (Records Officer II) SG-14*
- b. Administrative Assistant II (Data Controller II) SG-8*
- c. Administrative Aide III (Driver I) SG-3*
- d. Administrative Aide I (Utility Worker I) SG-1*

11. MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

- a. Municipal Social Welfare and Dev't Officer (SG-24)
- b. Social Welfare Officer III (SG-18)


NOEL L. HERNANDEZ
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Vice Mayor/Presiding Officer

HON. GERMAN D. RODEGERIO
Municipal Mayor

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SB Member

HON. ROMEL S. SADIWA
SB Member

HON. LAURO L. DE BELEN
SB Member

HON. FELIX V. JARABE III
SB Member

On official business
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Liga President

HON. BONJOVE S. DE MESA
SKMF President

HON. CRISTINA B. BAWASANTA
SB Member

HON. NICOLAS ANDO M. JAMILLA
SB Member

HON. NORMA R. PAZ
SB Member

HON. ROBERTO EDWARD P. ALVAREZ
SB Member

11.1. Child Welfare and Development Section

- a. Social Welfare Officer II (SG-15)*
- b. Day Care Worker II (SG-8)*
- c. Day Care Worker I (SG-6)
- d. Social Welfare Aide (SG-4)*
- e. Administrative Aide I (Utility Worker I) SG-1*

11.2. Youth Welfare Section

- a. Social Welfare Officer II (SG-15)*
- b. Youth Development Officer I (SG-10)*
- c. Social Welfare Aide (SG-4)*

11.3. Family Affairs Section

- a. Social Welfare Officer II (SG-15)*
- b. Population Program Officer I (SG-11)*
- c. Social Welfare Assistant (SG-8)*

11.4. Community Affairs Section

- a. Community Affairs Officer II (SG-15)*
- b. Community Affairs Officer I (SG-11)*
- c. Community Affairs Assistant II (SG-8)*

11.5. Indigenous People Affairs Section

- a. Social Welfare Officer II (SG-15)*
- b. Social Welfare Officer I (SG-11)*
- c. Community Affairs Assistant II (SG-8)*

12. MUNICIPAL HEALTH OFFICE

- a. Municipal Health Officer (SG-24)
- b. Medical Officer IV (SG-20)*

12.1. Dentistry Section

- a. Dentist III (SG-19)*
- b. Dental Aide (SG-4)*

12.2. Dietetics Section

- a. Nutrition Officer II (SG-15)*
- b. Nutritionist-Dietitian I (SG-10)*

12.3. Health and Sanitation Section


- a. Sanitation Inspector V (SG-15)*
- b. Sanitation Inspector III (SG-11)*
- c. Food-Drug Inspector (SG-8)*
- d. Administrative Aide VI (Sanitation Inspector I) SG-6

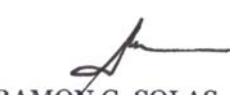
12.4. Health Education and Promotion Section


- a. Health Education and Promotion Officer II (SG-14)*
- b. Health Education and Promotion Officer I (SG-10)*

12.5. Nursing and Midwifery Section

- a. Nurse III (SG-16)*


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HON. LADRO L. DE BELEN
SB Member

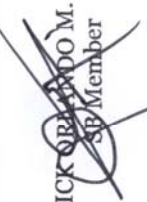
HON. FELIX V. JARABE III
SB Member

HON. HENRY S. SOBERANO
Liga President

HON. BONJOVE S. DE MESA
SKMF President

On official business


HON. CRISPIN J. PAWASANTA
SB Member


HON. NICK OBANDO M. JAMILLA
SB Member


HON. NORMA R. PAZ
SB Member


HON. ROMMEL P. ALVAREZ
SB Member

- b. Nurse II (SG-14)
- c. Nurse I (SG-10)*
- d. Midwife III (SG-11)*
- e. Midwife III (SG-11)
- f. Midwife II (SG-8)
- g. Midwife II (SG-8)
- h. Midwife II (SG-8)
- i. Midwife II (SG-8)

12.6. Medical Technology Section

- a. Medical Technologist III (SG-18)*
- b. Medical Technologist II (SG-15)*
- c. Medical Technologist I (SG-11)
- d. Radiologic Technologist II (SG-10)*

12.7. Administrative Section

- a. Administrative Officer IV (SG-15)*
- b. Administrative Officer II (SG-11)*
- c. Administrative Assistant II (SG-8)*
- d. Administrative Aide IV (Driver II) SG-4*
- e. Administrative Aide III (Driver I) SG-3
- f. Administrative Aide I (Utility Worker I) SG-1*

13. MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE


- a. Municipal Environment and Natural Resources Officer (SG-24)
- b. Senior Environmental Management Specialist (SG-18)*
- c. Administrative Assistant II (SG-8)

13.1. Environmental Management Section

- a. Environmental Management Specialist II (SG-15)*
- b. Environmental Management Specialist I (SG-11)*
- c. Community Development Asst. I (SG-7)*
- d. Community Development Asst. I (SG-7)*
- e. Community Development Asst. I (SG-7)*
- f. Heavy Equipment Operator I (SG-4)*
- g. Heavy Equipment Operator I (SG-4)*
- h. Administrative Aide I (Utility Worker I) SG-1*
- i. Administrative Aide I (Utility Worker I) SG-1*
- j. Administrative Aide I (Utility Worker I) SG-1*

13.2. Forest Management Section

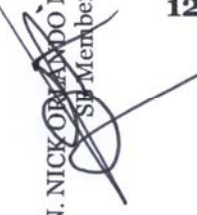
- a. Environmental Management Specialist II (SG-15)*
- b. Environmental Management Specialist I (SG-11)*
- c. Administrative Aide VI (Clerk III) SG-6*
- d. Administrative Aide IV (Clerk II) SG-4
- e. Forest Ranger (SG-4)*
- f. Forest Ranger (SG-4)*
- g. Forest Ranger (SG-4)*



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Municipal Mayor


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SB Member


HON. NICK ORENDO M. JAMILLA
SB Member

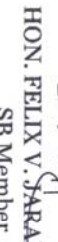

HON. NORMA R. PAZ
SB Member


HON. EDWARD P. ALVAREZ
SB Member

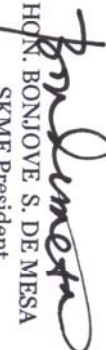
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SB Member


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HON. FELIX V. JARABE III
SB Member

On official business
HON. HENRY S. SOBERANO
Liga President


HON. BONJOVE S. DE MESA
SKMF President

13.3. Mining Section

- a. Environmental Management Specialist II (SG-15)*
- b. Environmental Management Specialist I (SG-11)*
- c. Admin. Aide VI (Clerk III) SG-6*
- d. Admin. Aide VI (Clerk III) SG-6*

14. MUNICIPAL GENERAL SERVICES OFFICE*

- a. Mun. Gov't. Department Head I (Mun. General Services Officer) SG-24*
- b. Public Services Officer III (SG-18)*

14.1 Administrative & Support Section

- a. Public Services Officer II (SG-15)*
- b. Public Services Officer I (SG-11)*
- c. Public Services Assistant (SG-8)*
- d. Administrative Aide III (Utility Worker II) SG-3
- e. Administrative Aide III (Utility Worker II) SG-3*
- f. Administrative Aide I (Utility Worker I) SG-1
- g. Administrative Aide I (Utility Worker I) SG-1

14.2. Supply Management Section

- a. Administrative Officer III (Supply Officer II) SG-14*
- b. Administrative Officer I (Supply Officer I) SG-10*
- c. Warehouseman I (SG-6)*
- d. Administrative Aide IV (Storekeeper I) SG-4

14.3. Maintenance Section

- a. Public Services Officer II (SG-15)*
- b. Public Services Officer I (SG-11)*
- c. Administrative Aide VI (Labor Foreman) SG-6*
- d. Administrative Aide VI (Electrician II) SG-6*
- e. Administrative Aide IV (Mechanic I) SG-4*
- f. Administrative Aide IV (Electrician I) SG-4*
- g. Administrative Aide I (Laborer I) SG-1*
- h. Carpenter I (SG-1)*

15. MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE*

- a. Mun. Gov't. Dep't. Head I (Human Resource Mgmt. Officer V) SG-24*
- b. Administrative Officer V (Human Resource Management Officer III) SG-18*

15.1. Training and Development Section

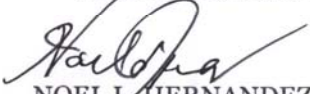
- a. Administrative Officer IV (Human Resource Management Officer II) SG-15*
- b. Administrative Officer II (Human Resource Management Officer I) SG-11*
- c. Administrative Asst. II (Human Resource Management Asst.) SG-8*


15.2. Personnel Management Section

- a. Administrative Officer IV (Human Resource Management Officer II) SG-15
- b. Administrative Officer II (Human Resource Management Officer I) SG-11
- c. Administrative Asst. II (Human Resource Management Asst.) SG-8*


15.3. Compensation and Benefits Section

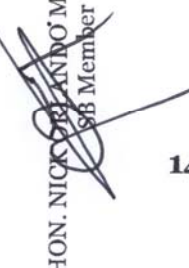
- a. Administrative Officer IV (Human Resource Management Officer II) SG-15*
- b. Administrative Officer II (Human Resource Management Officer I) SG-11*

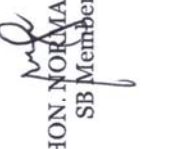

NOEL L. HERNANDEZ
Secretary to the Sangguniang Bayan


HON. RAMON G. SOLAS
Vice Mayor/Presiding Officer

HON. GERMAN D. RODEGERIO
Municipal Mayor


HON. CRISPIN J. BAWASANTA
SB Member



HON. NICKY SORIANO M. JAMILLA
SB Member



HON. NORMA R. PAZ
SB Member


HON. EDJO EDWARD P. ALVAREZ
SB Member

HON. NICANDRO F. FABON, JR.
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HON. LKURO L. DE BELEN
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HON. FELIX V. JARABE, III
SB Member

HON. HENRY S. SOBERANO
Liga President


HON. BONAVILLE S. DE MESA
SKMF President

On official business

c. Administrative Asst. II (Human Resource Management Asst.) SG-8*

15.4. Records Management Section

- a. Information Systems Analyst II (SG-16)*
- b. Administrative Officer I (Records Officer I) SG-10*
- c. Administrative Aide I (Utility Worker I) SG-1

16. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE*

- a. Municipal Gov't Department Head I (Municipal Disaster Risk Reduction and Management Officer)*
- b. Municipal Gov't Asst. Department Head I (Asst. Municipal Disaster Risk Reduction and Management Officer)*

16.1. Safety and Rescue Section

- a. Local Disaster Risk Reduction and Management Officer III (SG-18)
- b. Nurse II (SG-14)*
- c. Nurse I (SG-10)*
- d. Administrative Aide IV (Driver II) SG-4*
- e. Administrative Aide IV (Driver II) SG-4*
- f. Administrative Aide III (Driver I) SG-3*
- g. Administrative Aide III (Driver I) SG-3*

16.2. Administrative and Training Section

- a. Local Disaster Risk Reduction and Management Officer II (SG-15)
- b. Information Systems Analyst I (SG-12)*
- c. Administrative Aide IV (Clerk II) SG-4*
- d. Administrative Aide I (Utility Worker I) SG-1*

16.3. Research and Planning Section

- a. Local Disaster Risk Reduction and Management Officer II (SG-15)*
- b. Local Disaster Risk Reduction and Management Officer I (SG-11)
- c. Administrative Aide IV (Clerk II) SG-4*

16.4. Operations and Warning Section

- a. Local Disaster Risk Reduction and Management Officer II (SG-15)*
- b. Local Disaster Risk Reduction and Management Assistant (SG-8)
- c. Administrative Aide IV (Clerk II) SG-4*
- d. Administrative Aide III (Driver I) SG-3*


16.7. GLORIA INSTITUTE OF SCIENCE AND TECHNOLOGY

17.1. Academic Courses


- a. College Administrator (SG-24)*

17.1.1. College of Criminology

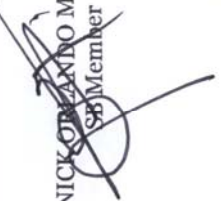
- a. College Department Head (SG-20)*
- b. Assistant College Department Head (SG-17)*
- c. Instructor III (SG-14)*
- d. Instructor III (SG-14)*
- e. Instructor I (SG-12)*
- f. Instructor I (SG-12)*



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Municipal Mayor


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SB Member

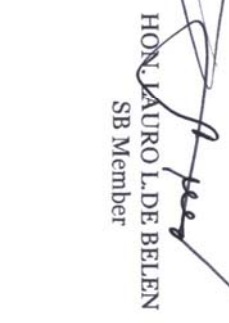

HON. NICKOLITO M. JAMILLA
SB Member


HON. NORMA R. PAZ
SB Member

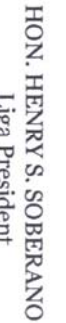

HON. EDWARD P. ALVAREZ
SB Member

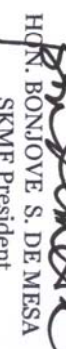
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SB Member


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SB Member


HON. FELIX V. J. RABE III
SB Member


HON. HENRY S. SOBERANO
Liga President


HON. BONJOVE S. DE MESA
SKMF President

On official business

- g. Instructor I (SG-12)*
- h. Administrative Assistant II (SG-8)*

17.1.2. College of Education

- a. College Department Head (SG-20)*
- b. Assistant College Department Head (SG-17)*
- c. Instructor III (SG-14)*
- d. Instructor III (SG-14)*
- e. Instructor I (SG-12)*
- f. Instructor I (SG-12)*
- g. Instructor I (SG-12)*
- h. Administrative Assistant II (SG-8)*

17.1.3. Registrar

- a. Registrar III (SG-18)*
- b. Registrar II (SG-15)*
- c. Registrar I (SG-11)*
- d. Administrative Assistant II (SG-8)*

17.1.4. Librarian

- a. Librarian III (SG-18)*
- b. Librarian II (SG-14)*
- c. Librarian I (SG-10)*
- d. Administrative Assistant II (SG-8)*

17.1.5. Guidance Counseling

- a. Guidance Counselor III (SG-12)*
- b. Guidance Counselor II (SG-11)*
- c. Guidance Counselor I (SG-10)*
- d. Administrative Assistant II (SG-8)*

17.2. Technical/Vocational Courses

- a. Vocational School Administrator (SG-22)*
- b. Department Head (SG-20)*
- c. Administrative Officer IV (SG-15)
- d. Instructor I (SG-12)*
- e. Instructor I (SG-12)*
- f. Instructor I (SG-12)*
- g. Instructor I (SG-12)*
- h. Instructor I (SG-12)*
- i. Instructor I (SG-12)*
- j. Administrative Assistant II (SG-8)*
- k. Administrative Aide VI (Clerk III) SG-6*

17.2.1. Registrar


- a. Registrar III (SG-18)*
- b. Registrar II (SG-15)*
- c. Registrar I (SG-11)*
- d. Administrative Assistant II (SG-8)*


HON. CRISPIN BAWASANTA
SB Member

HON. NICK ONYON M. JAMILLA
SB Member

HON. NORMA R. PAZ
SB Member

HON. EDWARD P. ALVAREZ
SB Member


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SB Member

On official business
HON. HENRY S. SOBERANO
Liga President


HON. BONJOVE S. DE MESA
SKMF President

17.2.1. Librarian

- a. Librarian III (SG-18)*
- b. Librarian II (SG-14)*
- c. Librarian I (Sg-10)*
- d. Administrative Assistant II (SG-8)*

II. LEGISLATIVE DEPARTMENT

1. MUNICIPAL VICE-MAYOR'S OFFICE

- a. Municipal Vice-Mayor (SG-25)

1.1. Executive Staff

- a. Administrative Assistant V (Private Secretary I) SG-11*
- b. Security Agent I (SG-8)*
- c. Administrative Aide III (Driver I) SG-3*
- d. Administrative Aide I (Utility Worker I) SG-1*

1.2. Sangguniang Bayan

- a. 8 Sangguniang Bayan Members (SG-24)
- b. ABC President (SG-24)
- c. SKMF President (SG-24)
- d. SB Member Women's Sector (SG-24)
- e. SB Member Agricultural, Industrial and Labor Sector (SG-24)
- f. SB Member Urban Poor Sector (SG-24)

1.3. Office of the Secretary to the Sangguniang Bayan

- a. Secretary to the Sangguniang Bayan (SG-24)
- b. Local Legislative Staff Officer IV (SG-19)*

1.3.1. Legislative Research, Information and Communication Section

- a. Local Legislative Staff Officer III (SG-16)*
- b. Local Legislative Staff Officer I (SG-11)
- c. Administrative Assistant II (SG-8)*

1.3.2. Journal and Documentation Section

- a. Local Legislative Staff Officer III (SG-16)*
- b. Local Legislative Staff Officer I (SG-11)*
- c. Local Legislative Staff Assistant II (SG-8)

1.3.3. Administrative and Legislative Records Section

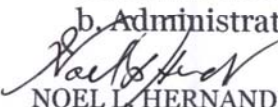
- a. Senior Administrative Assistant III (SG-15)*
- b. Administrative Aide VI (Clerk III) SG-6
- c. Administrative Aide III (Driver I) SG-3
- d. Administrative Aide II (Messenger) SG-2*
- e. Administrative Aide I (Utility Worker I) SG-1*

1.3.4. Library and Archive Section

- a. Librarian II (SG-14)*
- b. Administrative Aide IV (Clerk II) SG-4

1.3.5. Tricycle Franchise and Regulatory Section

- a. Administrative Officer IV (SG-15)*
- b. Administrative Assistant II (SG-8)*


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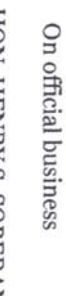

HON. RENATO EDWARD P. ALVAREZ
SB Member

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SB Member


HON. ROMEO S. RADDIWA
SB Member


HON. LAJERO L. DE BELEN
SB Member

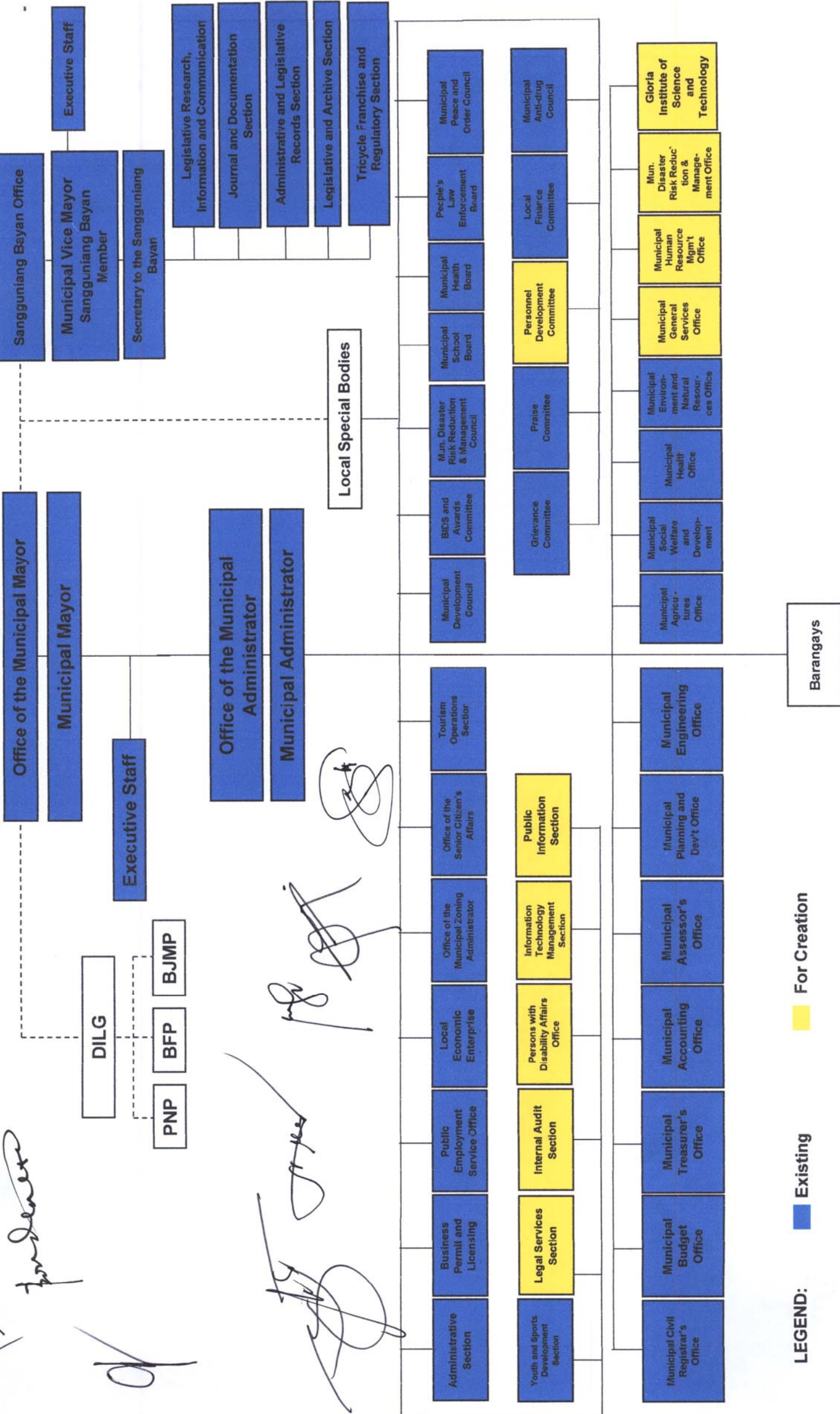

HON. FELIX S. JARABE III
SB Member


HON. HENRY S. SOBERANO
Liga President


HON. BONJOVE S. DE MESA
SKMF President

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PROPOSED ORGANIZATIONAL CHART MUNICIPAL GOVERNMENT OF GLORIA



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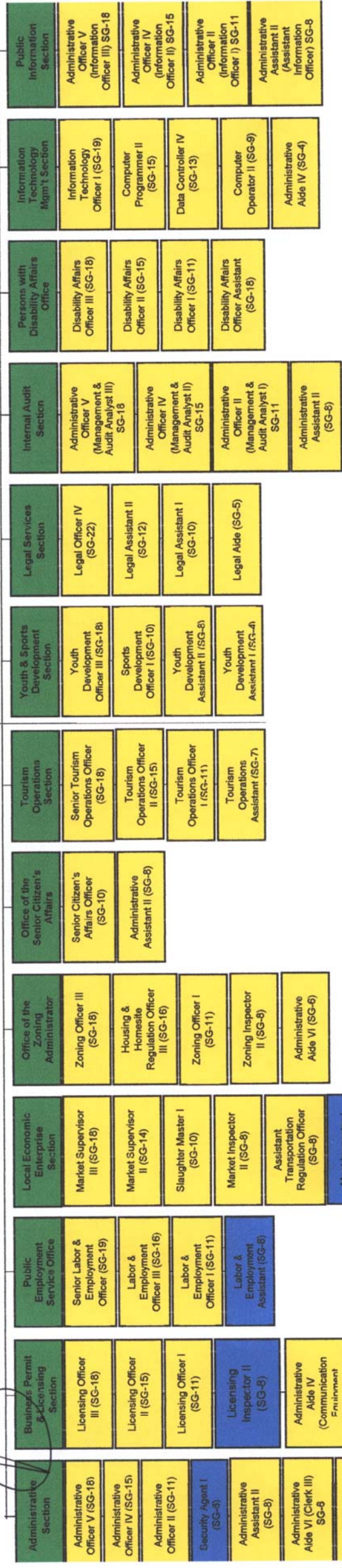
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**PROPOSED ORGANIZATIONAL CHART
MUNICIPAL MAYOR'S OFFICE
MUNICIPAL MAYOR (SG-27)**

- Executive Staff**
- Executive Assistant II (SG-17)
 - Sr. Administrative Assistant III (Private Secretary II) SG-15**
 - Administrative Assistant V (Private Secretary I) SG-11
 - Security Officer I (SG-11)**
 - Administrative Aide IV (Driver II) SG-4

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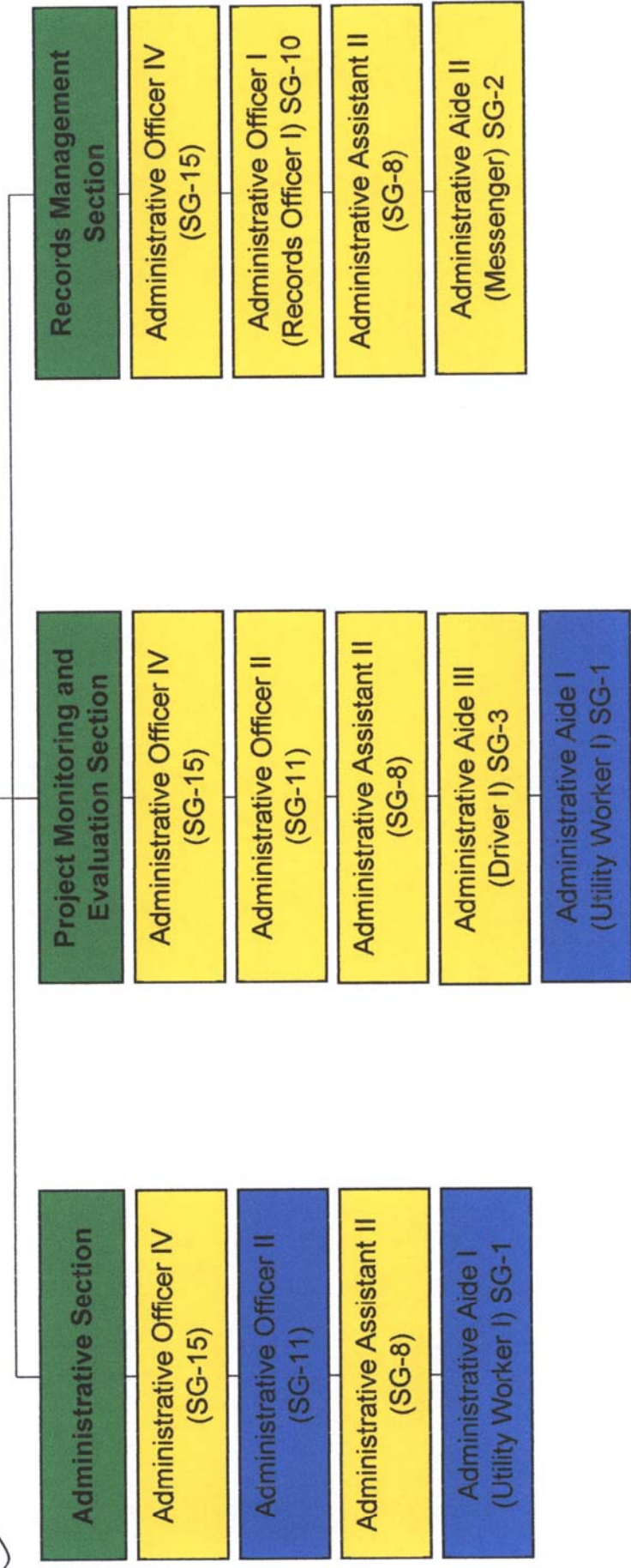


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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ADMINISTRATOR'S OFFICE

- Municipal Mayor
- Municipal Administrator SG-24
- Administrative Officer V SG-18



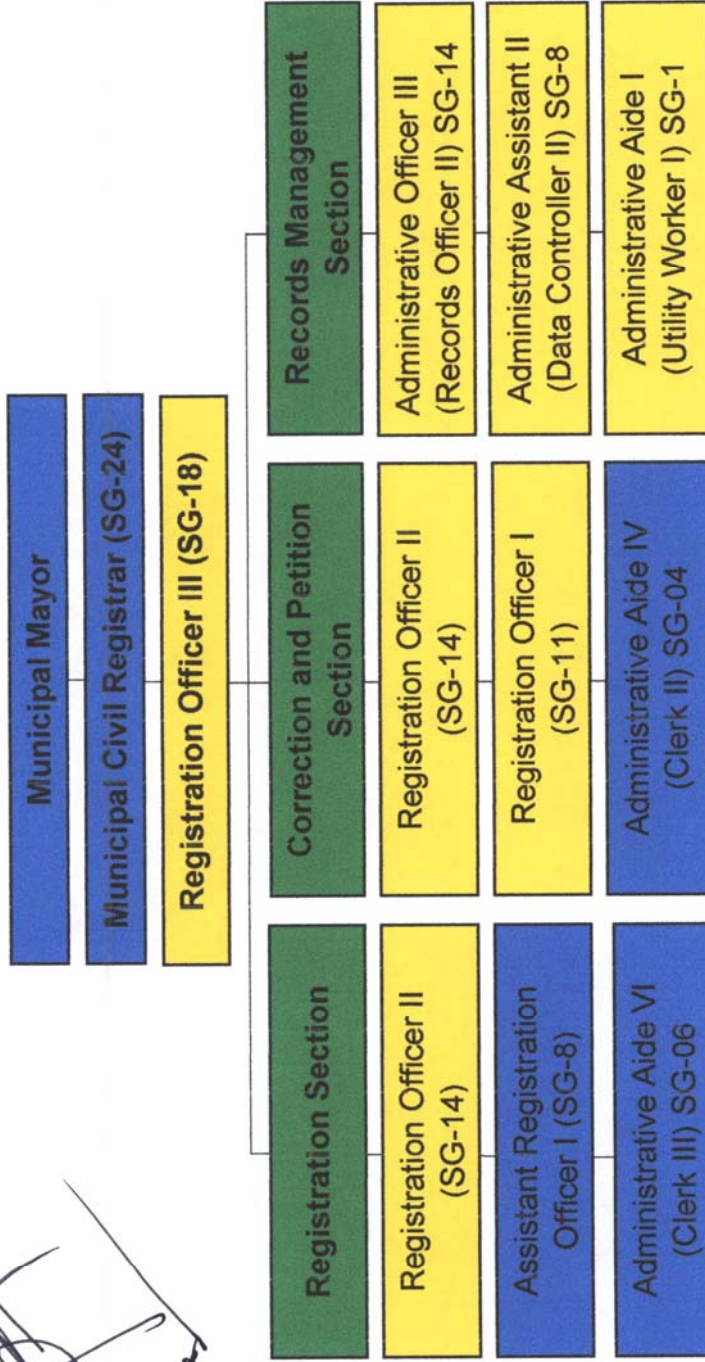
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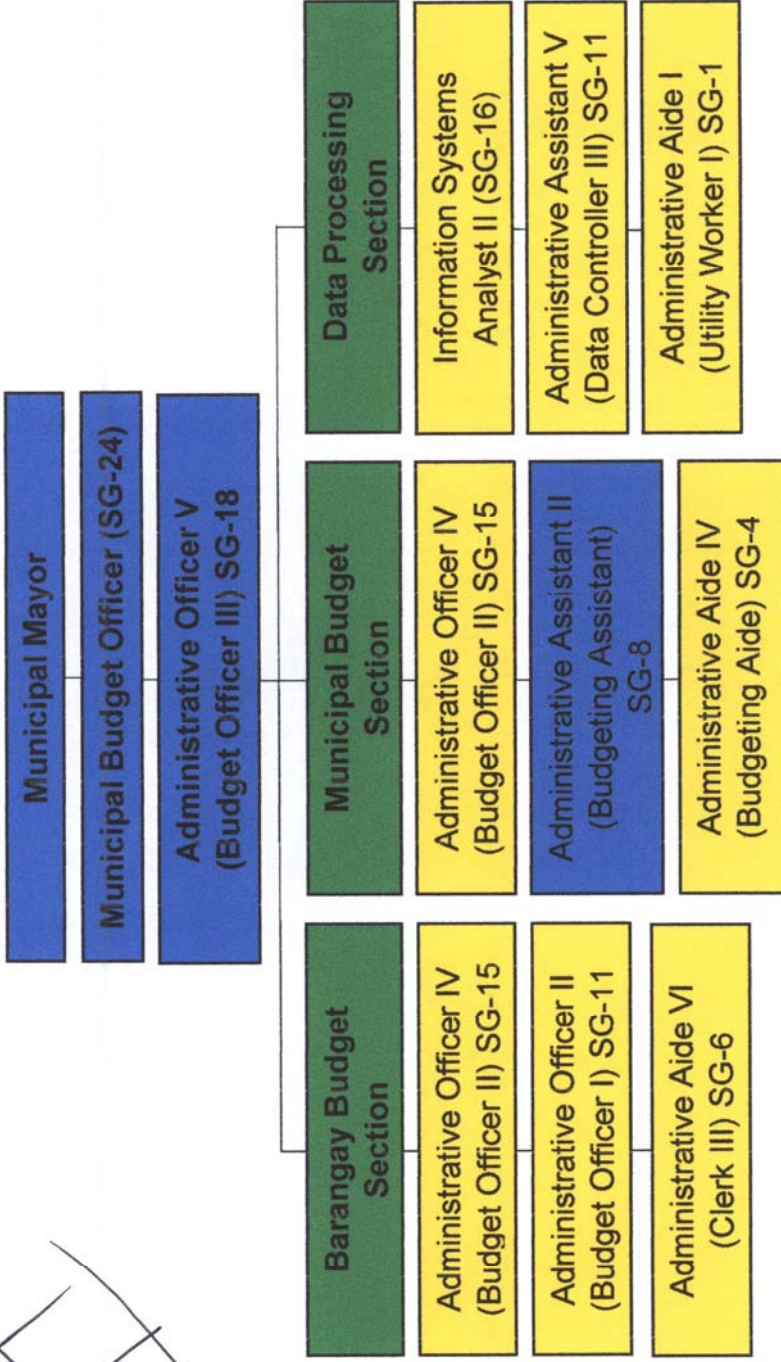
**PROPOSED ORGANIZATIONAL CHART
MUNICIPAL CIVIL REGISTRAR'S OFFICE**



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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL BUDGET OFFICE



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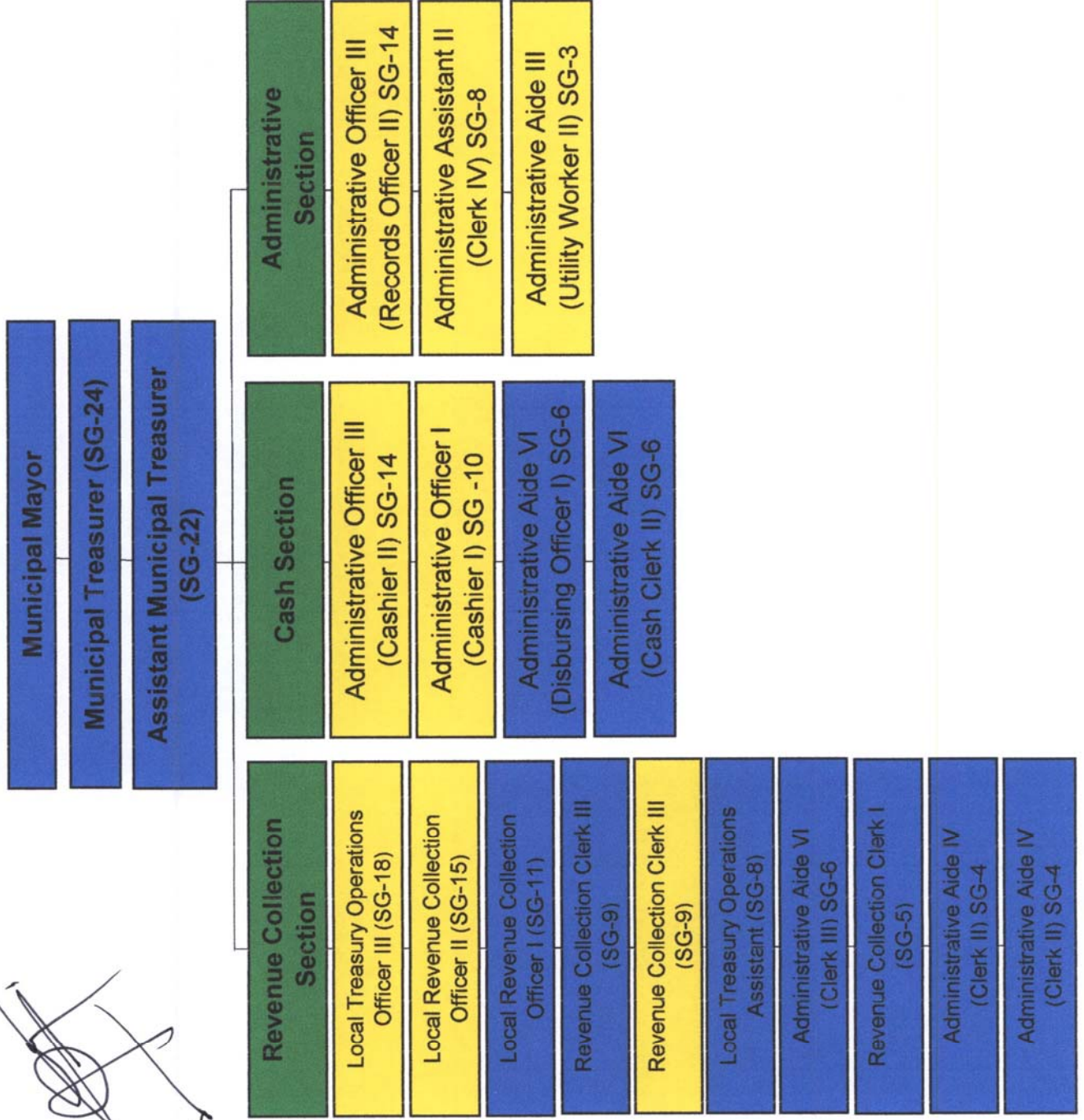
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**PROPOSED ORGANIZATIONAL CHART
MUNICIPAL TREASURER'S OFFICE**



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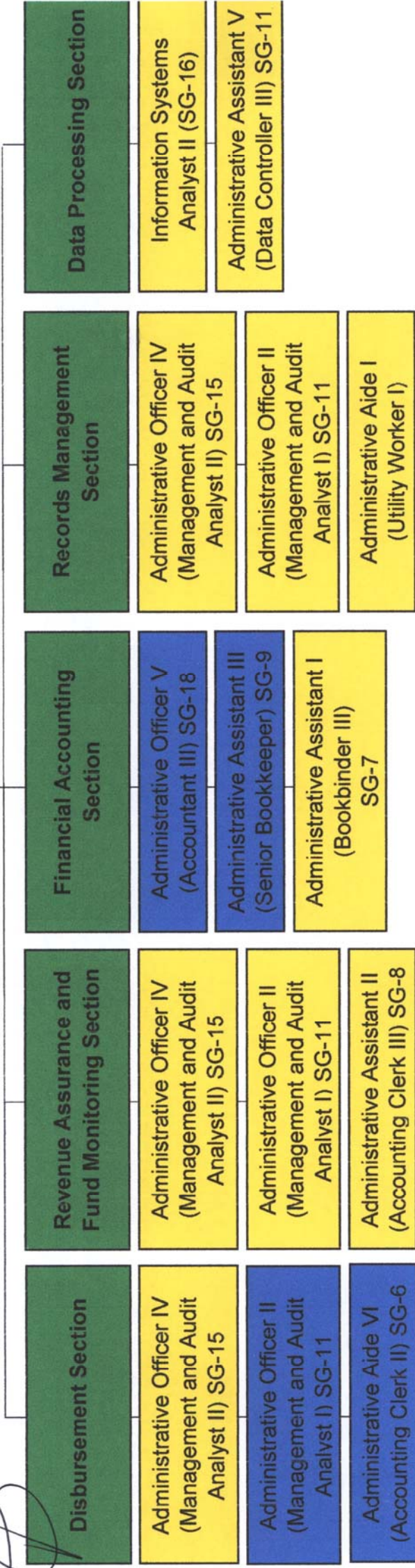
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**PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ACCOUNTING OFFICE**

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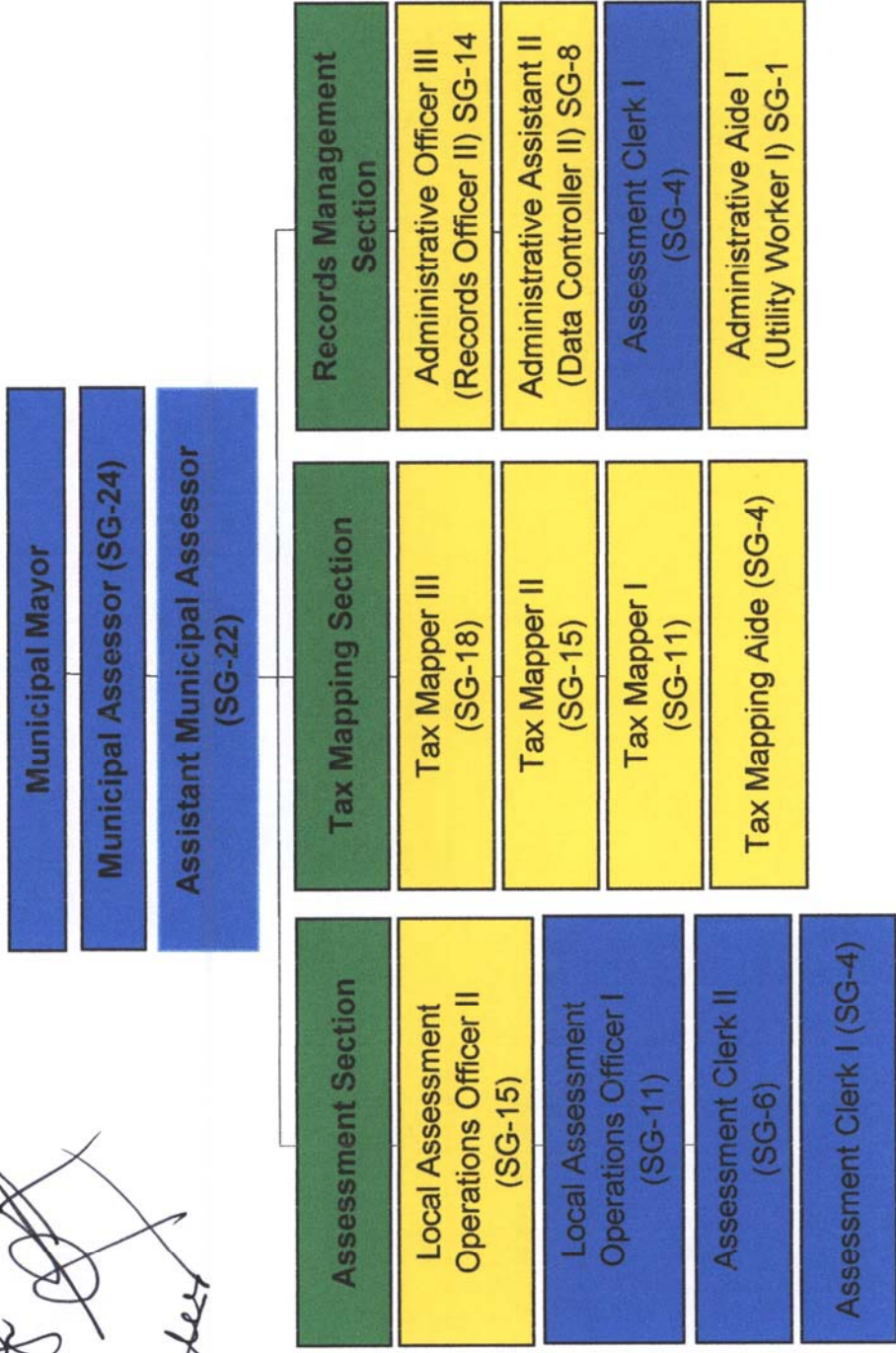
- Municipal Mayor**
- Municipal Accountant (SG-24)**
- Supervising Administrative Officer (Accountant IV) SG-22**



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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ASSESSOR'S OFFICE



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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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Municipal Mayor

Municipal Planning and Development Coordinator (SG-24)

Administrative Aide V (SG-5)

Administrative Aide V (SG-5)

Municipal Government Assistant Department Head I (Assistant Municipal Planning and Development Coordinator) SG-22

Planning Information Management Section

Information Systems Analyst II (SG-16)

Statistician I (SG-11)

Project Evaluation Officer I (SG-11)

Assistant Statistician (SG-9)

Planning and Programming Section

Planning Officer III SG-18

Planning Officer II SG-15

Project Development Officer I (SG-11)

Sectoral Coordination and People Participation Section

Social Development Coordinator

Economic Development Coordinator

Land Use and Infrastructure Development Coordinator

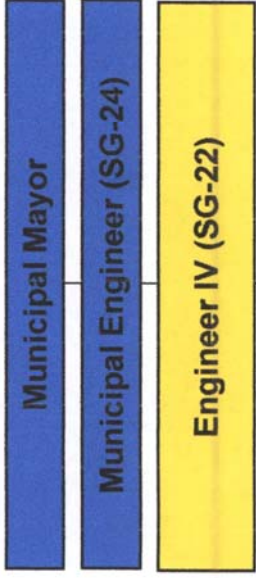
Environmental Management Coordinator

Institutional Development Coordinator

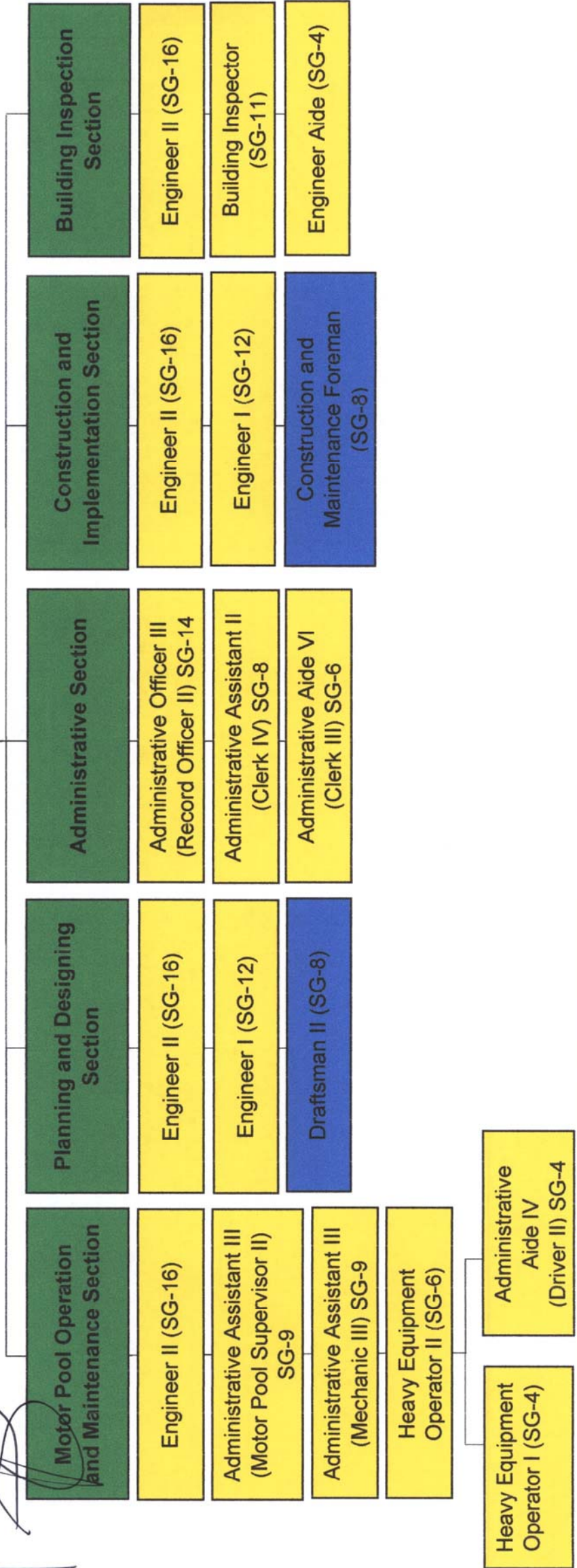
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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ENGINEERING OFFICE



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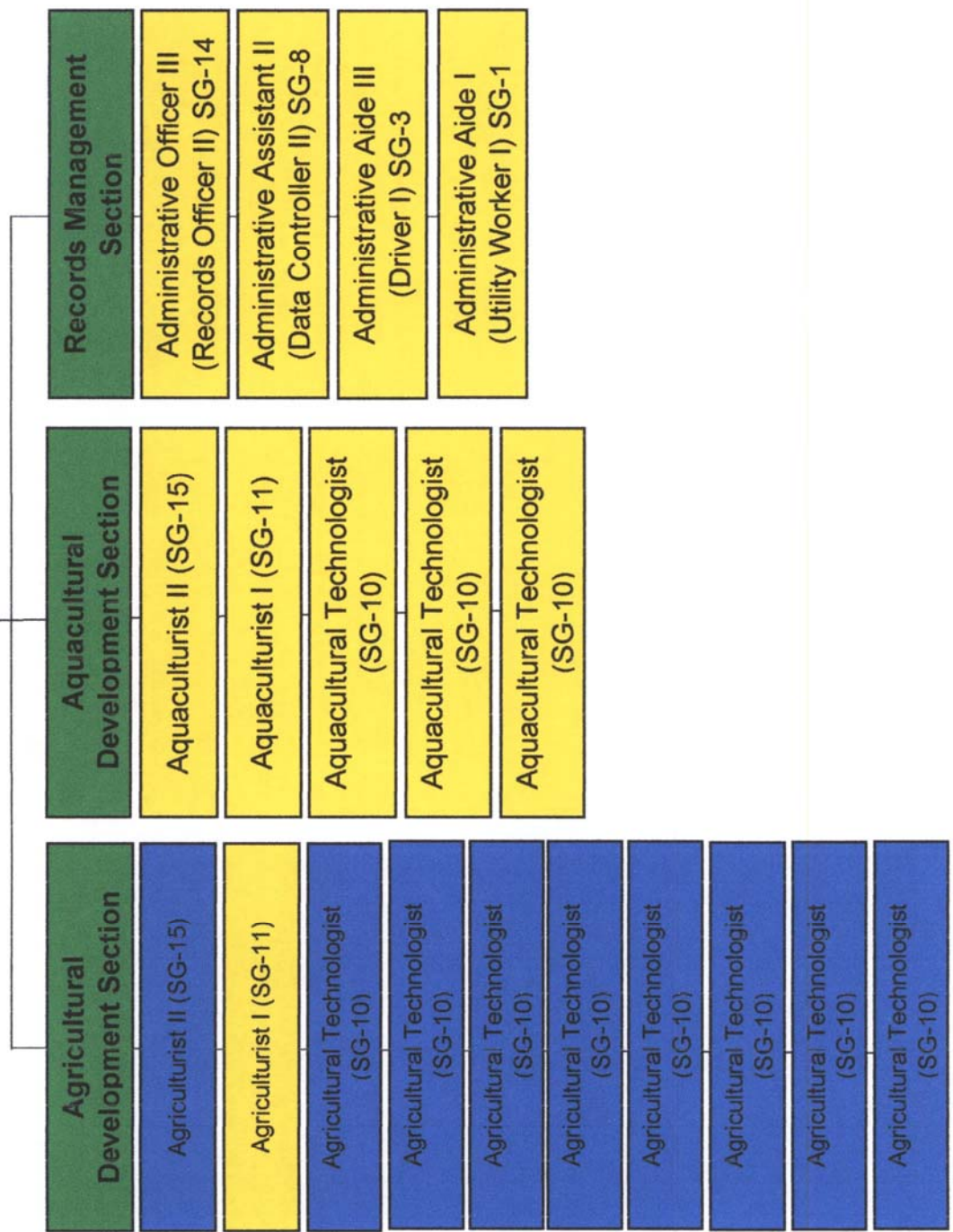


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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL AGRICULTURE'S OFFICE

- Municipal Mayor
- Municipal Agriculturist (SG-24)
- Senior Agriculturist (SG-18)

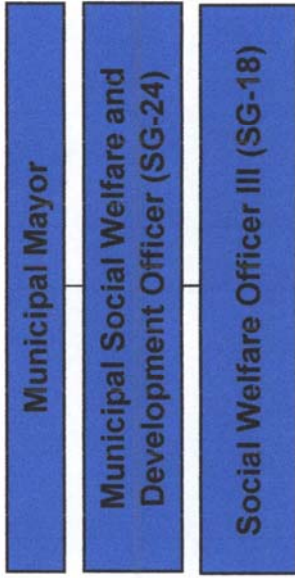


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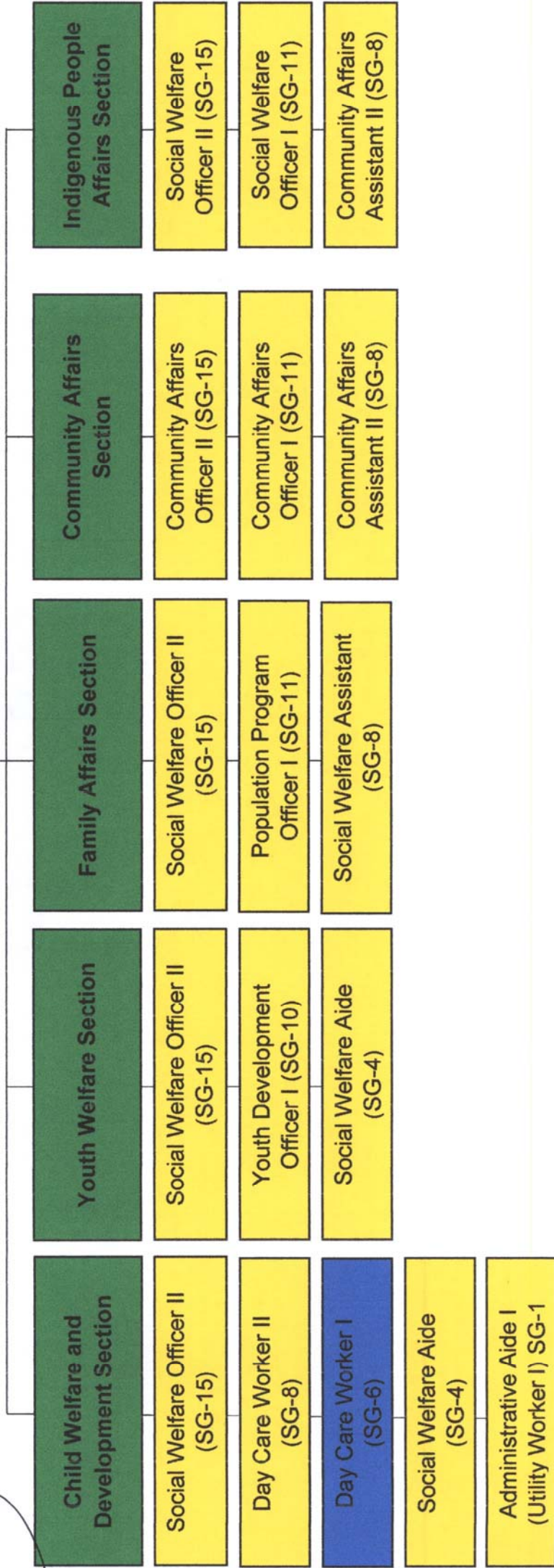
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**PROPOSED ORGANIZATIONAL CHART
MUNICIPAL SOCIAL WELFARE AND
DEVELOPMENT OFFICE**



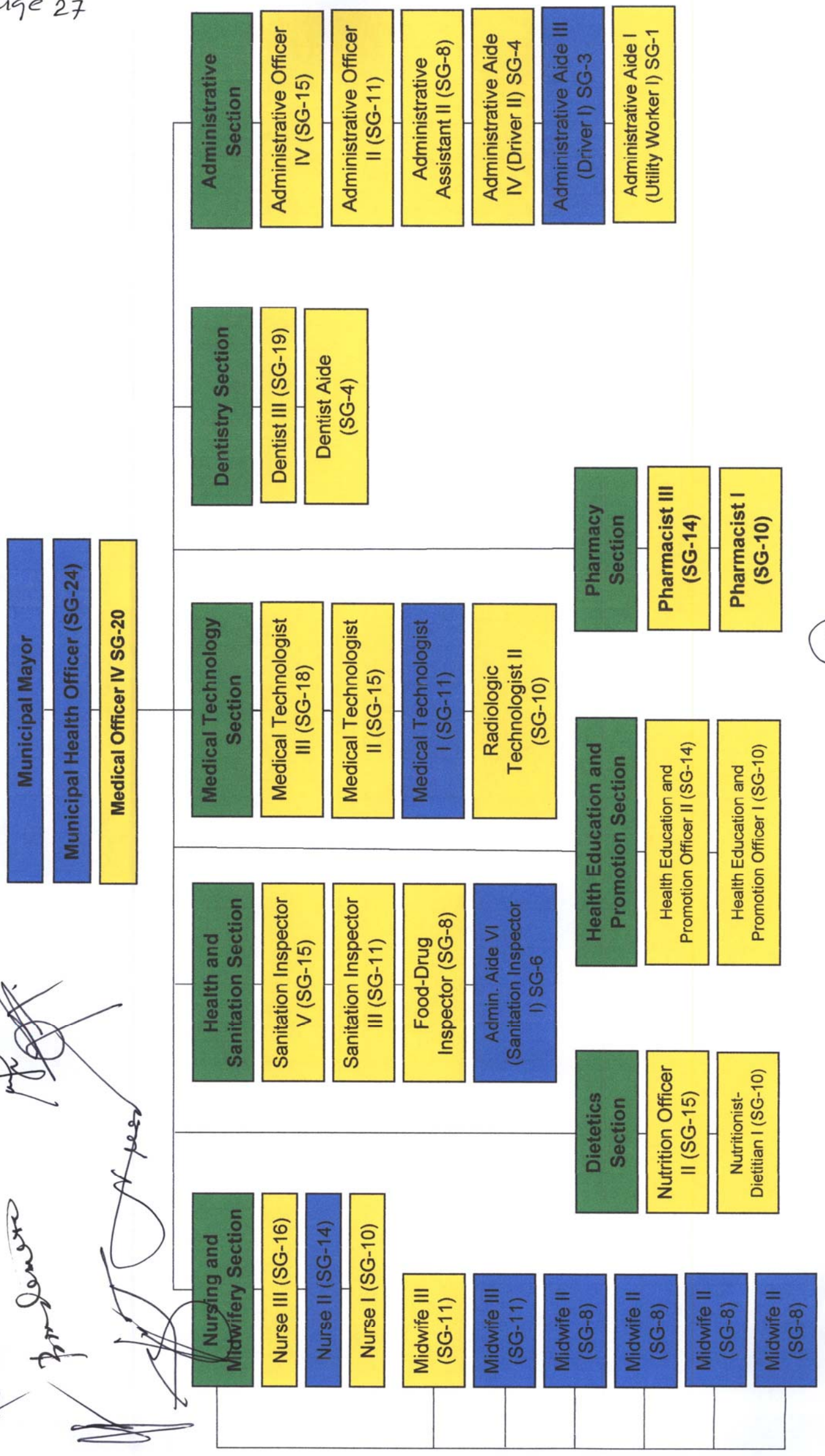
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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ACCOUNTING OFFICE



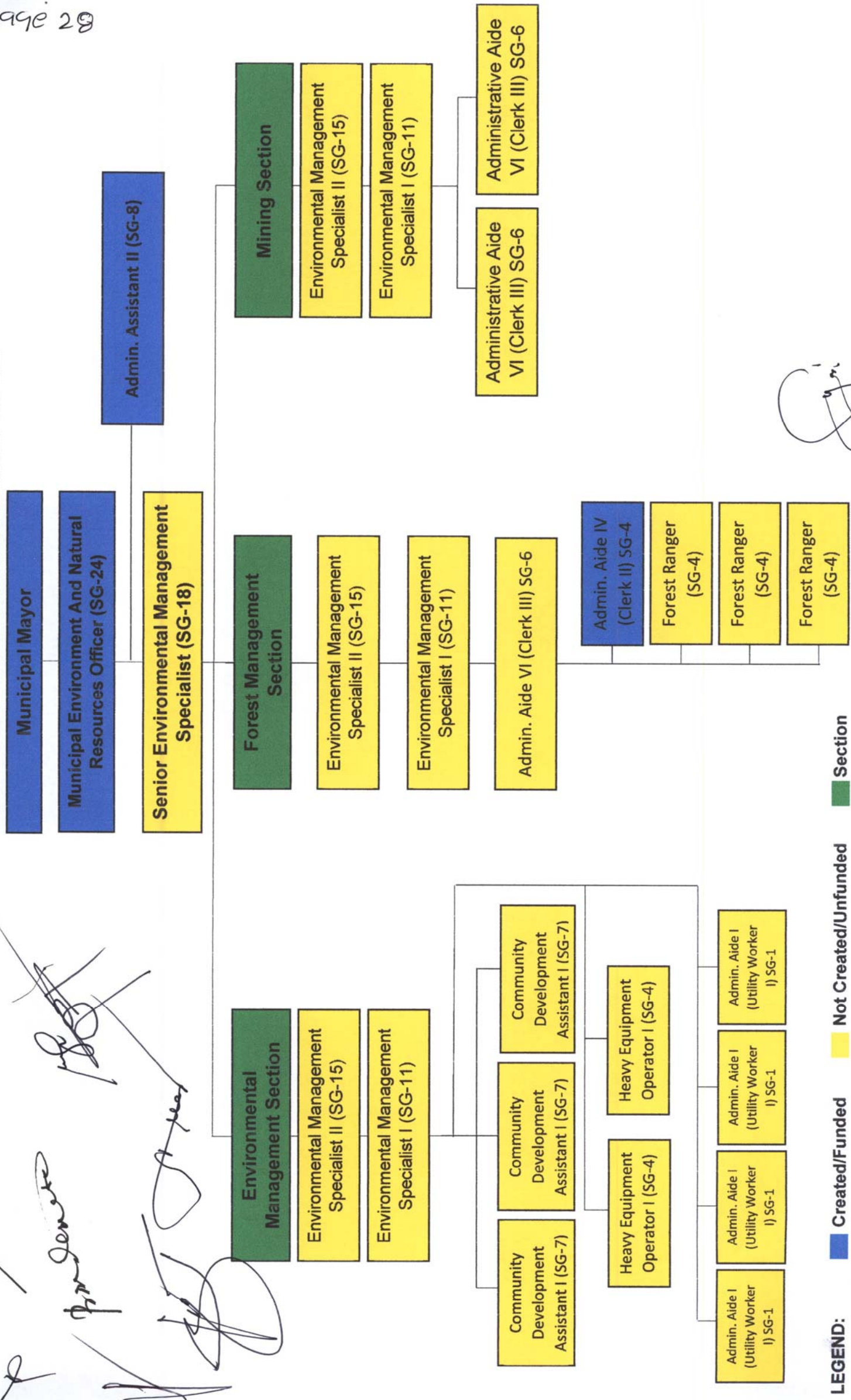
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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

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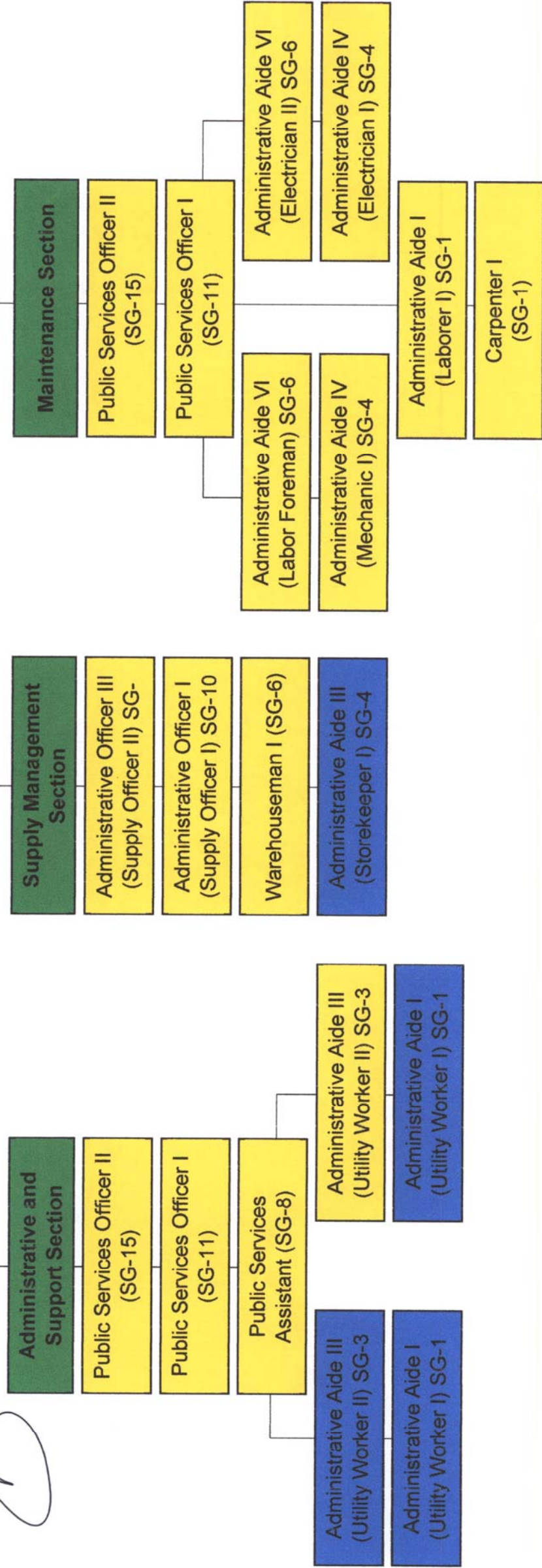
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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL GENERAL SERVICES OFFICE

- Municipal Mayor
- Municipal Gov't Department Head I
(Mun. General Services Officer) SG-24
- Public Services Officer III (SG-18)

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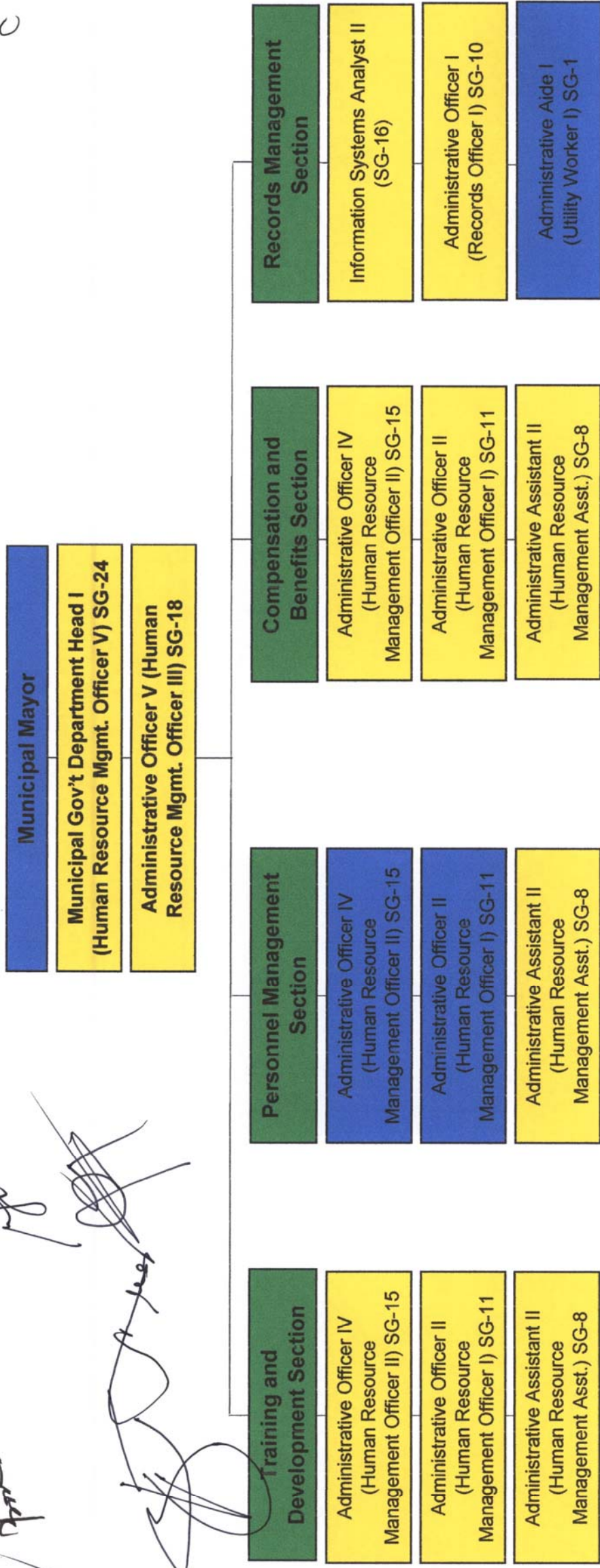


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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

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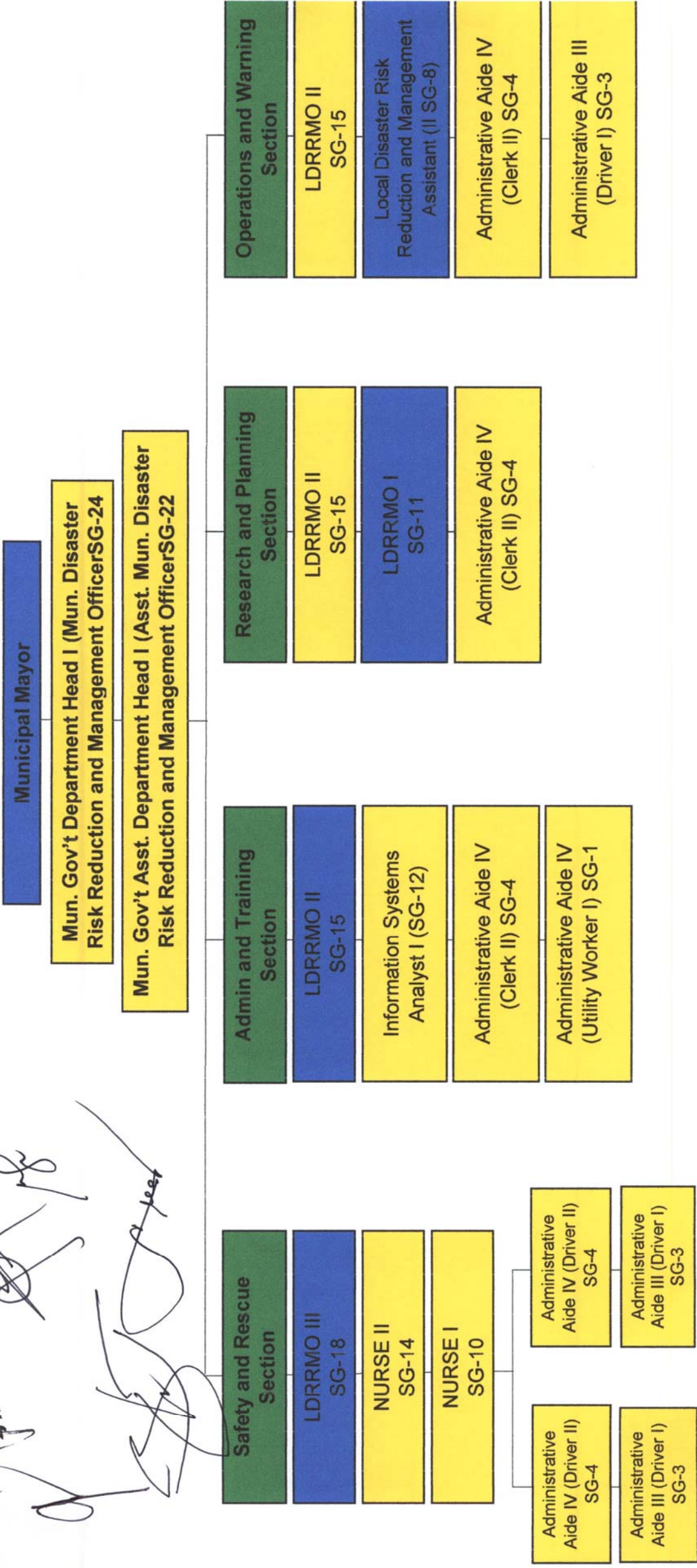


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PROPOSED ORGANIZATIONAL CHART
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

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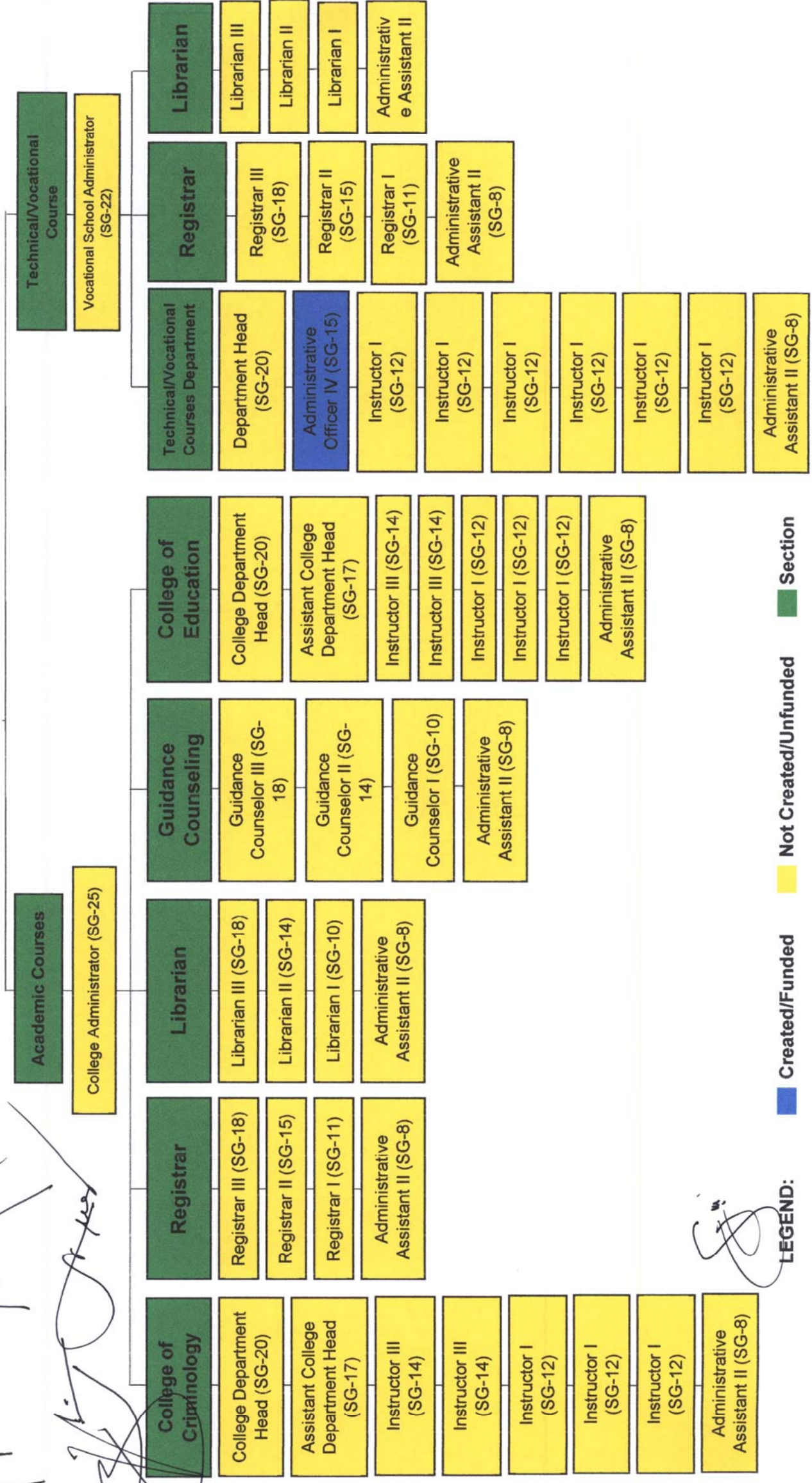
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PROPOSED ORGANIZATIONAL CHART
GLORIA INSTITUTE OF SCIENCE AND TECHNOLOGY

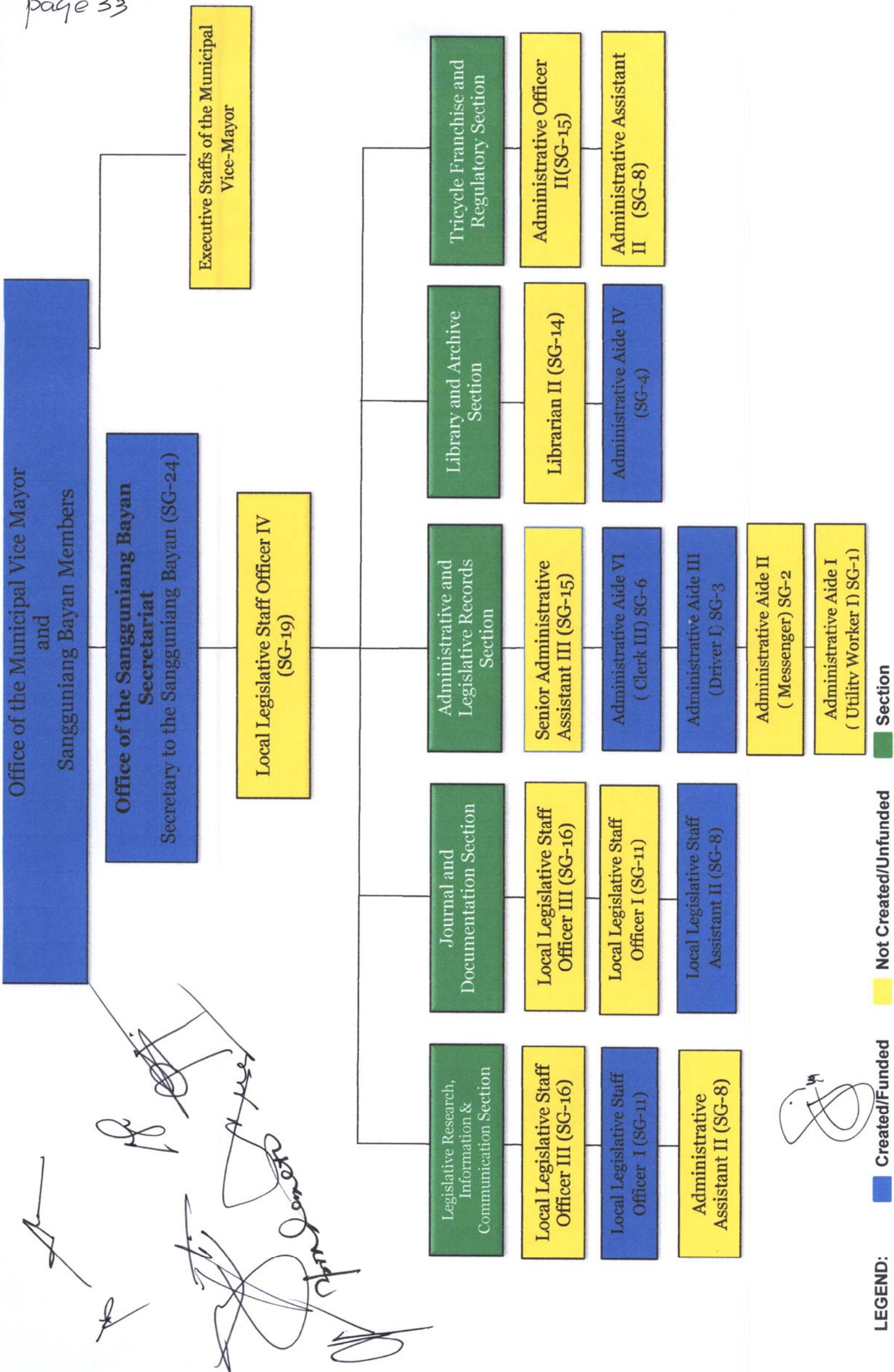
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Municipal Mayor

Local School Board



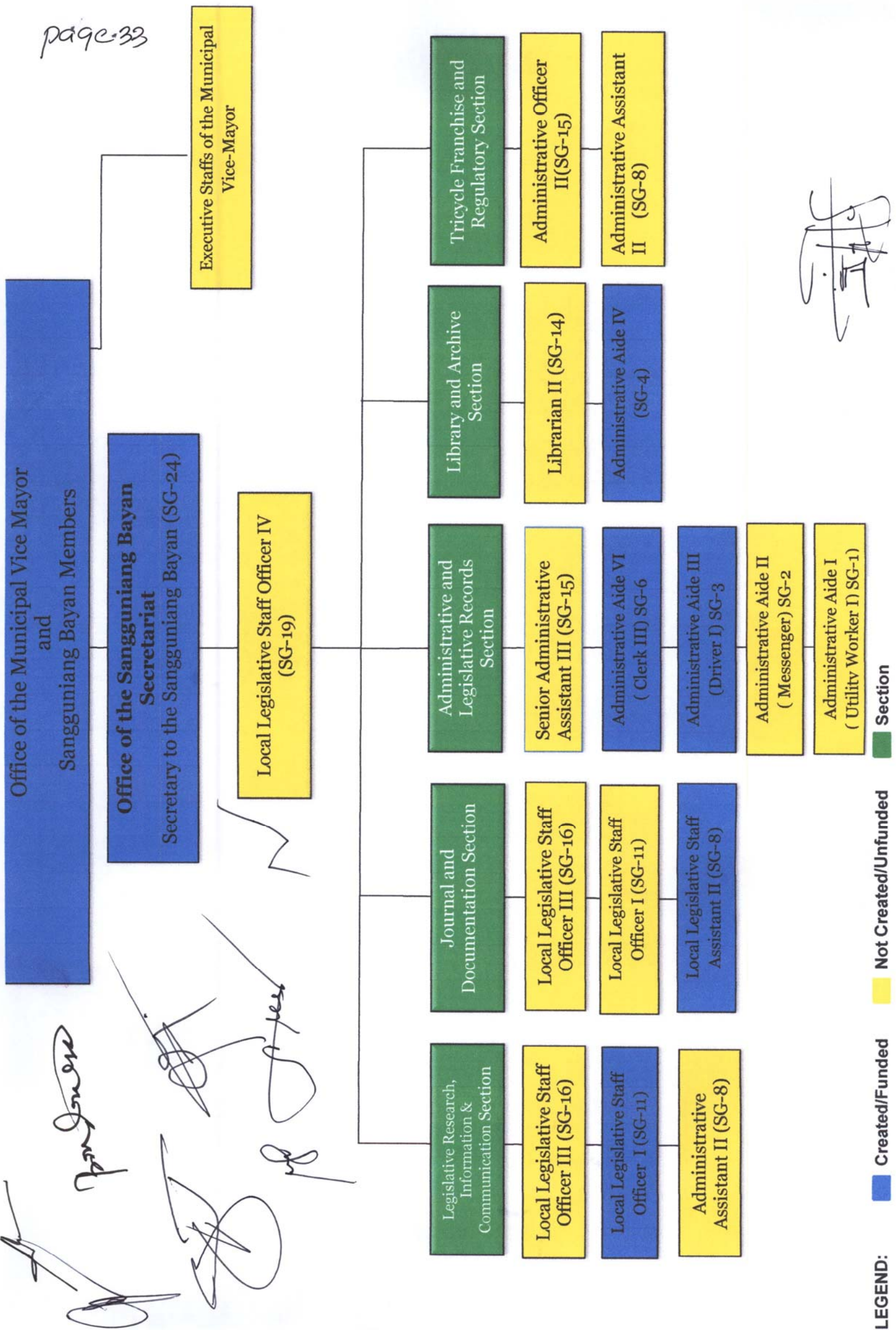
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