Republic of the Philippines
Province of Eastern Samar
Municipality of Salcedo

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SALCEDO, EASTERN SAMAR HELD ON MARCH 18, 2024, AT THE SB SESSION HALL, LEGISLATIVE BUILDING, THIS MUNICIPALITY.

MUNICIPAL ORDINANCE NO. 2024-06
Series of 2024

Authored/introduced by: **JOSELITO C. ESQUIERDO**
Sangguniang Bayan Member

AN ORDINANCE RECLASSIFYING THE PLANTILLA POSITION FROM DRAFTSMAN I-SG 6 TO ASSESSMENT CLERK II-SG 6, DEFINING OFFICE AND PROVIDING FUNDS FOR THE PURPOSE

BE IT ORDAINED by the Sangguniang Bayan of Salcedo, Eastern Samar in session assembled today:

Section 1. Objective – This ordinance shall have the following objectives:
1. To enhance the current organizational structure and staffing pattern and to undertake its prompt implementation of the Municipal Programs, projects and activities;
2. To attain its fullest development as self-reliant anchored in the attainment of the sustainable development goals and promoting the general welfare of its constituents; and
3. To establish an accountable, efficient and effective mechanism of assessing real property/ies, thereby enhancing and increasing the collection and generating local revenues.

Section 2. Reclassification of position – The Plantilla Position **Draftsman I** under the Office of the Municipal Assessor to **Assessment Clerk II** under the same office with all the corresponding emoluments and benefits inherent thereto as reclassified as well as compensation and position classification system under budget circular No. 2018-03 of the Department of Budget and Management:

FROM:

Item No.	Position	Name of Incumbent	Grade/Step
2015-01	DRAFTSMAN I	VACANT	SG 6/1

TO:

Item No.	Position	Name of Incumbent	Grade/Step
2023-02	ASSESSMENT CLERK II	VACANT	SG 6/1

Section 3. Qualification standards – The Assessment Clerk II shall have the following Qualifications Standards, to wit:

1. Education: Completion of two years studies in college
2. Experience: None Required
3. Training: None Required
4. Eligibility: Career Service (Subprofessional) First Level Eligibility

Section 4. Duties and Responsibilities – The Assessment Clerk II, shall have the following duties and responsibilities, as follows:
Under the general supervision of the Municipal Assessor, shall perform the following functions:

1. Conduct data collection and data entry related to property assessments;
2. Perform specialized clerical tasks to process and review assessment records;
3. Update mainframe property information records, including property lines, property codes, and dimensions;
4. Ensure property files are kept up to date; print and file hard copies containing all necessary information;
5. Organize paperwork and forms within a predetermined filing system; receive correspondence and applications;
6. Operate standard office equipment and utilize common computer software programs;
7. Perform any other functions as assigned from time to time by the immediate supervisor and/or the Head of Agency.

Section 5. Appropriations – The corresponding budget, salary, benefits and compensation and other emoluments attached to the position of Draftsman I, is hereby directed to be allocated and transferred to the Office of the Municipal Assessor and the reclassified position Assessment Clerk II, subject to accounting rules and regulations and thereafter, the same shall be prepared and made part in the regular appropriation for personal services in the annual budget of the Local Government Unit of Salcedo.

Section 6. Effectivity clause - This Ordinance shall take effect ten (10) days after it has been posted in two (2) conspicuous places and publication in general circulation.

Enacted and Approved: March 18, 2024 at Salcedo, Eastern Samar

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I HEREBY CERTIFY to the correctness of the foregoing Ordinance which was duly adopted and approved by the Sangguniang Bayan of Salcedo, Eastern Samar during its regular session conducted on March 18, 2024.

BIBIANA A. TORRES
Sangguniang Bayan Secretary

Concurred by:

HON. CHRISTIAN MAY L. MACHICA
SB Member

(O.B. Tacloban)
HON. CESARIO B. CAGASCAS, JR
SB Member

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HON. ROSARIO A. PALCONITE
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HON. JOSEMITO C. ESQUIERDO
SB Member

HON. JAIME O. MIRALLES
SB Member

HON. HONORATO A. PADULLO
LnB Pres./Ex-Officio Member

HON. ANTHONY J. LAGRAMADA, JR.
SK Fed. Pres./Ex-Officio Member

Attested by:

HON. MARICRIS D. FABILLAR
Municipal Vice Mayor/Presiding Officer
MAR 18 2024
(Date)

Approved:

HON. MA. ROCHELLE G. MERGAL
Municipal Mayor
2024
(Date)