



OFFICE  
of the  
**SANGGUNIANG  
BAYAN**  
**MONCADA, TARLAC**



EXCERPT FROM THE MINUTES OF THE 47<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MONCADA, TARLAC FOR CY 2021 HELD ON THE 22<sup>nd</sup> DAY OF NOVEMBER, 2021 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

**PRESENT:**

HON. JAIME O. DUQUE  
HON. ALBERTO C. MARZAN, JR., MD  
HON. RUBEN V. GAMBOA, JR  
HON. THELMAFLOR A. ESPEJO  
HON. GEORGE MICHAEL P. AGUILAR  
HON. JANIUS M. YASAY  
HON. CELESTE A. AYSON  
HON. CONSTANTE NESTOR A. FAVIS  
HON. GEORGE R. CUCHAPIN, MD  
HON. EZEKIEL C. RIVERA

.. VICE MAYOR/PRESIDING OFFICER  
.. MEMBER  
.. LnB PRESIDENT  
.. SKF PRESIDENT

**ABSENT:**

HON. RODOLFO C. ESPEJO, JR.

.. MEMBER (SICK LEAVE)

**MUNICIPAL ORDINANCE NO. 20**  
**Series of 2021**

**ORDINANCE CREATING THE MUNICIPAL GENERAL SERVICES OFFICE AND THE POSITION MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) AND APPROPRIATING FUNDS THEREFOR**

**Sponsored by: COUN. THELMAFLOR A. ESPEJO**

**WHEREAS**, section 447 (1)(viii) of the Local Government Code of the Philippines (RA 7160) empowers the Sangguniang Bayan to determine the positions, 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;

**WHEREAS**, to meet the needs of the present demand for a very functional and responsive government institution, it is imperative for the position Municipal Government Department Head I (Municipal General Services Officer) to be created in the organizational structure and staffing pattern of the Municipal Government of Moncada;

**NOW, THEREFORE**, on motion by Coun. Thelmaflor A. Espejo, duly seconded;

**BE IT ENACTED** by the Sangguniang Bayan of Moncada in session assembled, that:

**SECTION 1.** The General Services Office is hereby created under the organizational structure of the Municipal Government of Moncada with the corresponding plantilla personnel as follows:



NM



OFFICE  
of the  
**SANGGUNIANG  
BAYAN**  
**MONCADA, TARLAC**



Office	Position	Salary Grade	Salary per Annum
Municipal General Services Office	Municipal Government Department Head I (Municipal General Services Officer)	SG 24	P 936,816.00

**SEC. 2.** The powers, duties and responsibilities of the office and corresponding position shall be in accordance with Section 490 of Republic Act 7160 (Local Government Code) and pertinent laws and issuances.

**SEC. 3.** The appointment to the position shall be based on merit and fitness and within the prescribed qualification standards, publication requirements and other guidelines set by the Local Government Code, Civil Service Commission and other pertinent laws, rules and regulations.

**SEC. 4.** The newly-created position is hereby made part and integral element of the Plantilla of Regular Positions of the Municipal Government of Moncada and shall be funded from the Personal Services (PS) component of the Annual Budget of Moncada for CY 2021 and the budgets for succeeding calendar years.

**SEC. 5.** All previous ordinances and issuances inconsistent hereof are hereby repealed or amended accordingly.

**SEC. 6.** This Ordinance shall take effect on the date of its approval.

**ENACTED**, this 22<sup>nd</sup> day of November, 2021 at Moncada, Tarlac.

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance which was enacted on FINAL reading by the Sangguniang Bayan of Moncada, Tarlac during its 47<sup>th</sup> Regular Session held on the aforementioned date and place.

**VICTOR SANDINO S. MOLINA**  
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:**

**JAIME O. DUQUE**  
Vice-Mayor & Presiding Officer

**APPROVED by HER HONOR on** 11/22/2021

**ESTELITA M. AQUINO**  
Municipal Mayor

