



## SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MONCADA, TARLAC FOR CY 2020 HELD ON THE 13<sup>TH</sup> DAY OF JULY 2020 AT THE SB SESSION HALL, LEGISLATIVE BUILDING

**PRESENT:**

HON. JAIME O. DUQUE	.. VICE MAYOR/PRESIDING OFFICER
HON. CLEOFÉ D. FAVIS	.. MEMBER
HON. RODOLFO C. ESPEJO, JR.	.. MEMBER
HON. ALBERTO C. MARZAN, JR., MD	.. MEMBER
HON. RUBEN V. GAMBOA, JR	.. MEMBER
HON. THELMAFLOR A. ESPEJO	.. MEMBER
HON. GEORGE MICHAEL P. AGUILAR	.. MEMBER
HON. JANIUS M. YASAY	.. MEMBER
HON. CELESTE A. AYSON	.. MEMBER
HON. GEORGE R. CUCHAPIN, MD	.. LnB PRESIDENT
HON. EZEKIEL C. RIVERA	.. SKF PRESIDENT

**ABSENT:**

NONE

**RESOLUTION NO. 32**  
**Series of 2020**

Sponsored by: COUN. THELMAFLOR A. ESPEJO  
*Chairperson, Committee on Human Resource Development*

**RESOLUTION RETITLING THE POSITION "ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I)" TO "PRIVATE SECRETARY I" WITH ASSIGNED SALARY GRADE OF 11 WITH CO-TERMINUS STATUS UNDER THE OFFICE OF THE MAYOR OF THIS MUNICIPALITY**

WHEREAS, endorsed to this August Body is the proposed retitling of a co-terminus position "Administrative Assistant V (Private Secretary I)" to its original nomenclature "Private Secretary I" to reflect the actual duties inherent to the position;

WHEREAS, the foregoing position, bearing Salary Grade 11, was approved under Appropriation Ordinance No. 02, Series of 2019 or the Annual Budget of the Municipality of Moncada for CY 2020;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular No. 12, Series of 2011 provides for the revised guidelines on the determination of positions in LGUs as Primarily Confidential;

WHEREAS, positions classified as primarily confidential shall be retitled to reflect actual duties and responsibilities of the positions pursuant to the provisions of the foregoing Circular;



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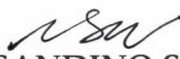
NOW, THEREFORE, premises considered and on motion by Coun. Thelmaflor A. Espejo, duly seconded;

RESOLVED, that this Sanggunian, acting on the favorable recommendation of the Committee on Human Resource Development, hereby retitles the position "Administrative Assistant V (Private Secretary I)" to "Private Secretary I" with assigned Salary Grade of 11 with co-terminus status under the Office of the Mayor of this municipality;

RESOLVED FURTHER, that copies of this Resolution be furnished the Office of the Mayor, Municipal HRMO, Municipal Budget Office and all concerned parties for their information and appropriate action;

CARRIED.

CERTIFIED to have been duly  
ADOPTED on the above-mentioned  
date and place:

  
VICTOR SANDINO S. MOLINA  
Secretary to the Sanggunian

ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:

  
JAIME O. DUQUE  
Vice-Mayor & Presiding Officer