



Republic of the Philippines
MUNICIPALITY OF ASINGAN
Province of Pangasinan

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OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ASINGAN, PANGASINAN HELD ON SEPTEMBER 18, 2023 AT THE ASINGAN GOVERNMENT CENTER SESSION HALL

PRESENT:

1. Hon. Heidee L. Ganigan-Chua	Municipal Vice Mayor Presiding Officer
2. Hon. Athena Ira G. Chua	Sangguniang Bayan Member
3. Hon. Marivic S. Robeniol	Sangguniang Bayan Member
4. Hon. Johnny Mar A. Carig	Sangguniang Bayan Member
5. Hon. Joselito V. Viray	Sangguniang Bayan Member
6. Hon. Mel F. Lopez	Sangguniang Bayan Member
7. Hon. Melchor J. Cardinez, Sr.	Sangguniang Bayan Member
8. Hon. Virgilio I. Amistad	Sangguniang Bayan Member
9. Hon. Julio P. Dayag	Sangguniang Bayan Member
10. Hon. Leticia R. Dollente	Sangguniang Bayan Member/Liga President
11. Hon. Fiel Xymond R. Cardinez	Sangguniang Bayan Member/PPSK President

ABSENT: None

Sponsored by: SB Member Melchor J. Cardinez, Sr.

EXPLANATORY NOTE

WHEREAS, under the Rules and Regulations Implementing the Local Government Code of 1991, Rule XVII, Art. 100, Sec. I. vii and Sec. I. viii states that "Subject to the provisions of this Code and applicable laws, determine the powers and duties of officials and employees of the municipality",

"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:

WHEREAS, the Sangguniang Bayan has agreed to create the position of one (1) Administrative Aide IV (Driver II), Salary Grade 4 under the Office of the Local Disaster Risk Reduction Management Officer, since this is necessary for the improvement and efficient work performance of Municipal Employees such as but not limited to the following:

1. Drive the office vehicle to transport authorized persons in accordance with the Department's specific policies on vehicle maintenance, security and proper driving procedures;
2. Maintain a log of all trips, daily mileage, and fuel consumption;
3. Check the mechanical condition of the assigned vehicle and ensure that it is regularly cleaned;
4. Carry out minor repairs and report major repair;
5. Schedules and bring the vehicle for regular check-up/servicing;

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[Signature]



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6. Report accidents involving the assigned vehicle;
7. Accompany staff, visitors and other authorized passengers to and from the airport/seaports/bus terminals and assist them with their baggages if necessary;
8. Transport equipment, supplies and other materials to venues outside the office during meetings, trainings and other events;
9. Assist in setting up venues during meetings, in packaging reports and documents and other related administrative tasks when directed;
10. Perform other administrative-related tasks that may be assigned from time to time.

NOW THEREFORE, on motion of SB Member Melchor J. Cardinez, Sr., duly seconded by SB Members Athena Ira G. Chua, Marivic S. Robeniol, Johnny Mar A. Carig and Joselito V. Viray, it was,

Be it resolved, as it is hereby resolved by the Sangguniang Bayan to enact the following ordinance:

**ORDINANCE NO. 14
SERIES 2023**

**AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE AIDE IV (DRIVER II),
SALARY GRADE 4 OF THE MUNICIPALITY OF ASINGAN, PANGASINAN**

Be it enacted by the Sangguniang Bayan of Asingan, Pangasinan, in session assembled that:

Section 1. Title. This ordinance shall be known as "an Ordinance Creating the Position of one (1) Administrative Aide IV (Driver II), Salary Grade 4 of the Municipality of Asingan, Pangasinan".

Section 2. Qualifications. As per the Qualification Standards (Revised 1997) of the Civil Service Commission, the following are the qualifications:

Administrative Aide IV (Driver II), Salary Grade 4

Education – Elementary School Graduate
Training - None Required
Experience - None Required
Eligibility – Driver License
(MC II, s.96 – Cat.II)

Section 3. Effectivity. This ordinance will take effect after proper posting and/or publication as required by law.

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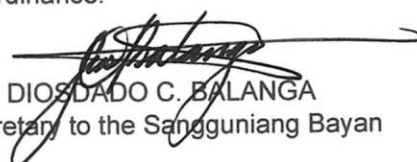
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Date Approved: September 18, 2023

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

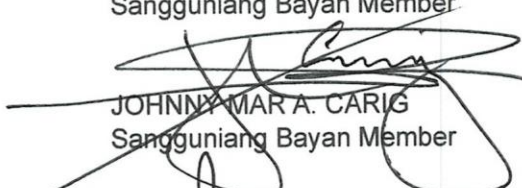

DIOSDADO C. BALANGA
Secretary to the Sangguniang Bayan


ATTESTED:



HEIDEE L. GANIGAN-CHUA
Municipal Vice Mayor
Presiding Officer


ATHENA RA S. CHUA
Sangguniang Bayan Member


MARIVIC S. ROBENIOL, RN
Sangguniang Bayan Member

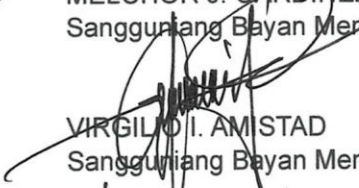

JOHNNY MAR A. CARIG
Sangguniang Bayan Member



JOSELITO V. VIRAY
Sangguniang Bayan Member



LETICIA R. DOLIENTE
Sangguniang Bayan Member/
Liga President


MEL F. LOPEZ
Sangguniang Bayan Member


MELCHOR J. CARDINEZ, SR.
Sangguniang Bayan Member


VIRGILIO I. AMISTAD
Sangguniang Bayan Member


JULIO P. DAYAG
Sangguniang Bayan Member


RIEL XYMOND R. CARDINEZ
Sangguniang Bayan Member/
PPSK President

APPROVED:


ENGR. CARLOS R. LOPEZ, JR.
Municipal Mayor