



Republic of the
Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Municipality of Bongabong
Province of Oriental Mindoro



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN OF BONGABONG, ORIENTAL MINDORO HELD ON MARCH 21, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL, 2ND FLOOR, EXECUTIVE AND LEGISLATIVE BUILDING, POBLACION BONGABONG, ORIENTAL MINDORO

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Hon. MAYNARD M. PANGANIBAN	PRESIDENT, ASSOCIATION OF PUNONG BARANGAYS
Hon. LOVELY MAE A. ANULAO	S.K. REPRESENTATIVE

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MUNICIPAL ORDINANCE NO. 2022-04
Series of 2022

AN ORDINANCE FIXING THE SALARY RATE OF JOB ORDER EMPLOYEES OF THE MUNICIPALITY OF BONGABONG, RATIONALIZING AND CATEGORIZING POSITIONS ACCORDING TO SKILLS AND FIELD OF EXPERTISE

Section 1. Title. This Ordinance shall be known as the “Ordinance Fixing the Salary Rate of Job Order Employees of the Municipality of Bongabong, Rationalizing and Categorizing Positions According to Skills and Field of Expertise”.

Section 2. Scope. This Ordinance shall apply to all Job Order Employees hired or employed by the Municipality of Bongabong.

Section 3. Statement of Policy. Due to rapid increase of prices of commodities and to cope with the standard way of living, the Municipality of Bongabong deemed it necessary and proper to provide reasonable compensation to all its job order employees.

Section 4. Definition of Terms. As used in this Ordinance, the terms below shall be defined as follows:

- b. Employee – refer to the person who works for an agency and occupies a position in either the first and second level, whose functions are not managerial in nature.
- c. Job Order – covers specific piece of work (pakyaw) or intermittent job such as clearing of debris on roads canals, waterways, etc. and other manual craft and trade services such as carpentry, plumbing, electrical and the like, or emergency jobs after natural man-made disasters/occurrences, of short duration not exceeding six months on a daily basis.
- d. Job Order Employee – person employed for a specific piece of work or intermittent job of short duration not exceeding six months on a daily basis.
- e. Skilled Position – position which requires skill and proficiency in field of expertise.
- f. Support Service – includes janitorial, security, driving, data encoding, equipment and grounds maintenance and other services that support the day-to-day operation of the agency.

Section 5. Classification of Skilled Positions, Administrative and Other Support Functions

I. SKILLED POSITION

1. Crafts, Trades and Related Services – services concerned involving skill in making things by hand, construction and maintenance of buildings, grounds infrastructure and highways, general utility, laboratory services, machine operation and repair and metal works.
2. Transportation and Public Utilities – services concerned with the development, operation and regulation of cemetery, land and water transportations. It is also concerned with providing water supply and distribution.

II. ADMINISTRATIVE AND SUPPORT FUNCTIONS

1. Agrarian, Agriculture and Environmental Resources Services – service concerned with the allocation and distribution of natural wealth, conduct of environmental and agricultural researches and studies, transfer of agricultural technology and techniques, and enforcement of applicable laws and regulations to enhance agricultural activity, including supportive tasks in agricultural and fishery resources.
2. Financial Services – service concerned with the generation, allocation and management of government financial resources through a systematic and organized process of recording, examination and interpretation of financial records and reports, the evaluation formulation and installation of accounting, auditing and management control systems, budget evaluation planning, forecasting and execution. It also includes revenue and treasury administration, cashiering property appraisal assessment, examination, credit collection and license inspection.
3. Social Sciences and Welfare Services – service includes concerns to catering assistance to individuals, families and groups in societal relationship or in meeting people's basic needs: community labor, employment and manpower development. It also includes service on civil registration.
4. Architecture and Engineering Services – service concerned with the practical application of physical laws and principles of engineering

5. Disaster Services – service concerning emergency planning, hazard mitigation and preparedness activities, coordinates response and recovery operations for all hazards, coordinates mutual aid services for other than fire and law enforcement, and performs related duties as required.
6. Medical and Health Services – service concerned with medical, surgical and dental needs, related patient care areas such as nursing, dietetics, rehabilitation and pharmacy.
7. Defense and Security Services – service concerned with the safety and protection of the public against crime, through maintenance of peace and order, and custodial and security services.
8. Planning Service – service concerned with the formulation, implementation and evaluation of long-range and short-range development plans, programs and projects. It also includes occupations concerned with research, analysis, evaluation and forecasting of economic facts affecting agriculture and natural resources, credit financing, taxation, industry, international trade and control; selection, collection, computation, verification, analysis, treatment, presentation and interpretation of numerical facts that reflect the significance of economic, social and political conditions; management information systems requiring the application of computer and information systems, related principles and techniques; and planning, scheduling, control and implementation of production.
9. Trade, Tourism and Industry Service – service concerned with developing, promoting and regulating trade, cooperatives, tourism and other commercial and industrial activities.
10. General Administration – service concerned with administrative functions such as: human resources, supplies and records management, executive and legislative assistance. It also includes services concerned to clerical, secretarial and stenographic services.

Section 6. Categorized Positions with Corresponding Rates – The following are the categorized position and the corresponding daily rate, to wit:

POSITION	RATE
I. SKILLED POSITION	
1 Crafts, Trades and Related Services	
Carpenter	400.00
Construction Worker	340.00
Construction and Maintenance Man	340.00
Electrician	400.00
Electrician Aide	340.00
Laborer	320.00
Mechanic	400.00
Mechanic Helper	340.00
Painter	400.00
Plumber	400.00
Street Sweeper	320.00
Utility Worker/Messenger	320.00
Waterpump Operator	340.00

Garbage Truck/Compactor Driver	340.00
Heavy Equipment Operator	400.00

POSITION		RATE
II. ADMINISTRATIVE AND SUPPORT FUNCTIONS		
1	Agrarian, Agriculture and Environmental Resources Services	
	Agricultural Extension Worker	330.00
	Bantay Dagat Crew	320.00
	Farm Caretaker	320.00
	Farm Equipment Operator	330.00
	Forester	340.00
	Garbage Collector/Segregator	320.00
	Livestock Husbandry	320.00
	Plant Nursery Aide	320.00
	Quarry DR Checker	320.00
2	Financial Services	
	Accounting Aide	350.00
	Accounting Assistant	400.00
	Budgeting Aide	350.00
	Budgeting Assistant	400.00
	Cash Clerk	360.00
	Tax Mapping Aide	350.00
3	Social Sciences and Welfare Services	
	Community Development Worker	340.00
	Child Development Aide	340.00
	Social Welfare Aide	340.00
	Social Welfare Assistant	400.00
4	Architecture and Engineering Services	
	Engineering Aide	340.00
	Engineering Assistant	500.00
5	Disaster Services	
	First Aider/Rescuer	350.00
6	Medical and Health Services	
	Laboratory Aide	330.00
	Midwife Aide	330.00
	Midwife	400.00
	Nursing Aide	330.00
	Nursing Attendant	375.00
7	Defense and Security Services	
	Parking Aide	320.00
	Security Guard	340.00
	Traffic Aide	320.00
	Watchman/ Security Aide	320.00
8	Planning Service	
	Computer Operator	340.00
	Statistician Aide	340.00

Market Checker	320.00
10 General Administration	
Documenter	350.00
Encoder	350.00
Executive Assistant	400.00
Executive Staff	350.00
Human Resource Management Aide	350.00
Legislative Assistant	400.00
Legislative Staff	350.00
Office Clerk	340.00
Payroll Clerk	375.00
Photographer/Videographer	350.00

Provided that in any other case, the minimum daily rate shall be P320.00

Section 7. Miscellaneous and Final Provision.

- a. **Repealing Clause.** Any Ordinance, Local Executive Order and local policies inconsistent herewith are hereby repealed, amended or modified accordingly.
- b. **Separability Clause.** If for any reason any part or provisions of the Ordinance is held unconstitutional or inconsistent with national law, other remaining provisions shall continue to be in full force or effect.
- c. **Effectivity Clause.** This Ordinance shall take effect on July 1, 2022, after posting hereof in three conspicuous places in the Municipality.

Certified true:

Atty. EDUARDO M. MAGSINO
Secretary to the Sanggunian

Attested by:

Hon. RICHARD S. CANDELARIO
Vice-Mayor/Presiding Officer

Approved:

Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor
Date: _____