



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



EXCERPTS FROM THE MINUTES OF THE NINETEENTH (19<sup>th</sup>) REGULAR SESSION OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BONGABONG, ORIENTAL MINDORO HELD ON DECEMBER 05, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL, 2<sup>ND</sup> FLOOR, EXECUTIVE AND LEGISLATIVE BUILDING, POBLACION, BONGABONG, ORIENTAL MINDORO.

**PRESENT:**

Hon. RICHARD S. CANDELARIO

VICE-MAYOR  
Presiding Officer

Hon. JAYSON M. BARCELONA

Member

Hon. NIÑO G. LIWANAG

Member

Hon. MAYNARD M. PANGANIBAN

Member

Hon. ALFONSO A. MONTALBO

Member

Hon. EVELYN B. ALEA

Member

Hon. AZOR G. MAMENG

Liga ng mga Barangay President

Hon. LOVELY MAE A. ANULAO

S. K. Municipal Federation Vice-President

Hon. MATIGON T. SULIGAN

Indigenous People Mandatory Representative

**ABSENT:**

Hon. DOLORES U. DE GALA

Member

Hon. VICTORIA BAES-PADULLO

Member

Hon. JOHN MICHAEL K. MALALUAN

Member

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**MUNICIPAL ORDINANCE NO. 2022-10**

Series of 2022

**AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2022-04, SERIES OF 2022, FIXING NEW SALARY RATE OF WAGES FOR 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 “An Ordinance Amending Municipal Ordinance No. 2022-04, Series of 2022, Fixing New Salary Rate of Job Order Employees of the Municipality of Bongabong, Rationalizing and Categorizing Positions According to Skills and Field of Expertise” and shall hereafter be referred to as the Ordinance.

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

**Section 3. Definition of Terms.** As used in this Ordinance, the terms below shall be defined as follows:

- g. Administrative and other support position – position which does not require skill, but the person who will occupy such position will be able to do the job required.
- h. 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.
- i. 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.
- j. 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.
- k. Skilled Position – position which requires skill and proficiency in field of expertise.
- l. 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 4. Classification of Skilled Positions, Administrative and Other Support Functions**

### **III. SKILLED POSITION**

- 3. Crafts, Trades and Related Service – 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.
- 4. 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.

### **IV. ADMINISTRATIVE AND SUPPORT FUNCTIONS**

- 11. Agrarian, Agriculture and Environmental Resources Service – 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.
- 12. Financial Service – 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.

13. Social Sciences and Welfare Service – 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.
14. Architecture and Engineering Service – service concerned with the practical application of physical laws and principles of engineering and/or architecture to attain maximum efficiency in the utilization of machines, materials, instruments, structures, processes, and services. It also includes services concerned with drafting of detailed drawing plans, zoning inspection and tax mapping examination.
15. Disaster Service – 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.
16. Medical and Health Service – service concerned with medical, surgical and dental needs, related patient care areas such as nursing, dietetics, rehabilitation and pharmacy.
17. Defense and Security Service – service concerned with the safety and protection of the public against crime, through maintenance of peace and order, and custodial and security services.
18. 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.
19. Trade, Tourism and Industry Service – service concerned with developing, promoting and regulating trade, cooperatives, tourism and other commercial and industrial activities.
20. Information and Communication Service – service concerned with creating and maintaining the municipality’s website and systems. It also includes providing technical assistance on maintenance of equipment, as well as detecting and solving any failures.
21. Art and Recreation Service – service concerned with the enlightenment of the of the general public on the functions, objectives, activities and accomplishments of government functionaries through various media of communications. It also includes occupations concerned with the development and regulation of sports and other recreational activities.
22. 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 5. Categorized Positions with Corresponding Rates**

POSITION	RATE
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<b>I. SKILLED POSITION</b>	
1 Crafts, Trades and Related Services	
Carpenter	400.00
Construction and Maintenance Man	340.00
Electrician	500.00
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
Welder	400.00
2 Transportation and Public Utilities	
Cemetery Caretaker	320.00
Driver	340.00
Garbage Truck/Compactor Driver	340.00
Heavy Equipment Operator	400.00

<b>POSITION</b>	<b>PROPOSED RATE</b>
<b>II. ADMINISTRATIVE AND SUPPORT FUNCTIONS</b>	
1 Agrarian, Agriculture and Environmental Resources Services	
Bantay Dagat Crew	320.00
Farm Caretaker	320.00
Farm Equipment Operator	330.00
Forester	340.00
Garbage Collector/Segregator	320.00
Plant Nursery Aide	320.00
Quarry DR Checker	320.00
Artificial Insemination Technician	650.00
2 Financial Services	
Accounting Aide	350.00
Accounting Assistant	450.00
Budgeting Aide	350.00
Budgeting Assistant	450.00
Cash Clerk	360.00
Licensing Clerk	375.00
NGA Collection Coordinator	450.00
Tax Mapping Aide	350.00
3 Social Sciences and Welfare Services	
Child Development Aide	340.00
Community Affairs Coordinator	500.00
Educator	400.00
Gender and Development Aide	340.00
Social Welfare Aide	340.00
Social Welfare Assistant	450.00
Youth Development Coordinator	375.00

POSITION	PROPOSED RATE
4 Architecture and Engineering Services	
Technical Service Provider	550.00
5 Disaster Services	
First Aider/Rescuer	350.00
6 Medical and Health Services	
Laboratory Aide	330.00
Midwife Aide	330.00
Midwife	400.00
Nurse Aid	330.00
Nursing Attendant	375.00
7 Defense and Security Services	
Parking Aide	320.00
Security Guard	340.00
Traffic Aide	320.00
Traffic Enforcer	340.00
Watchman/ Security Aide	320.00
8 Planning Service	
Project Coordinator	340.00
Statistician Aide	340.00
Planning Aide	340.00
Planning Assistant	450.00
Technical Writer	550.00
9 Trade, Tourism and Industry Service	
Parking Collector	320.00
Market Checker	320.00
Wet Market Inspector	425.00
10 Information and Communication Services	
Computer Programmer	900.00
Electronics and Communication Equipment Technician	700.00
Encoder	350.00
IT System Administrator	700.00
Science and Technology Coordinator	475.00
11 Art and Recreation Service	
Photographer/Videographer	350.00
Sports and Events Promotion and Marketing Specialist	900.00
12 General Administration	
Education and Sports Program Coordinator	475.00
Executive Assistant	450.00
Executive Staff	350.00
Human Resource Management Aide	350.00
Legislative Assistant	450.00
Legislative Staff	350.00
Office Aide	330.00
Office Clerk	340.00
Payroll Clerk	375.00

Procurement Assistant	700.00
Procurement Clerk	550.00
Supplies Checker	500.00

Provided that, if the position is not among those enumerated above, the minimum daily rate shall be as follows:

- Without CS eligibility 320.00
- Graduate of Four-Year Course 340.00
- With First Level Eligibility 375.00
- With Second Level Eligibility 450.00

**Section 6. Repealing Clause.** Municipal Ordinance No. 2022-04, Series of 2022 and any other Ordinance, Local Executive Order and local policies inconsistent herewith is hereby repealed, amended or modified accordingly.

**Section 7. Separability Clause.** If for any reason any part of the provisions of this Ordinance is declared unconstitutional or inconsistent with national law, other remaining provisions not affected thereby shall continue to be in full force or effect.

**Section 8. Effectivity Clause.** This Ordinance shall take effect on January 1, 2023 after its posting in at least three conspicuous places in the Municipality for ten (10) days.

Certified true:

**Atty. EDUARDO M. MAGSINO**  
Secretary to the Sanggunian

Certified to have been approved:

**Hon. RICHARD S. CANDELARIO**  
Vice-Mayor and Presiding Officer

Approved:

**Hon. ELEGIO A. MALALUAN, O.D.**  
Municipal Mayor  
Date: \_\_\_\_\_