

TANGGAPAN NG SANGGUNIANG BAYAN
23rd REGULAR SESSION
July 9, 2014

RESOLUTION NO. 196-14

Authored and Sponsored by: **HON. LOLITA P. LEGASPI**

Co-Sponsored by: Hon. Alan B. Angub
Hon. Mila M. Lim
Hon. Alvin Rey C. Almendras
Hon. Ronald R. Cruda
Hon. Michelle O. Orpilla
Hon. Alain Michael C. Almendras
Hon. Carolino A. Ruiz

**ENACTING AN ORDINANCE REVISING THE ORGANIZATIONAL STRUCTURE
AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT
OF STA. CRUZ, DAVAO DEL SUR**

WHEREAS, the organizational structure of the LGU-Sta. Cruz had been reorganized, re-designed and re-established pursuant to Municipal Ordinance No. 05, series of 2006;

WHEREAS, the said organizational structure consists of 255 approved plantilla positions;

WHEREAS, due to continuing industrialization of the municipality, development events in all aspects became so fast that a very functional government institution manned by capable and competent human resources/manpower is necessary, however, the existing LGU's staffing pattern seems outdated and therefore is a need of upgrading, enhancing, repositioning its manpower in order to appropriately and quickly respond to the need of the times;

WHEREAS, section 447 (viii) of RA 7160 categorically states one of the functions of the Sangguniang Bayan which is to 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, under the existing organizational structure, the General Services is a section of the Office of the Municipal Administrator, however, due to LGU's emerging situation, the Local Chief Executive has requested the body that it must be a separate department considering that the LGU is a 1st class municipality since sometime in 2001 thus having a huge scope of work for the delivery of basic services and provision of adequate facilities pursuant to Rule V of RA 7160 and which require general expertise and technical support services and to perform all other functions as mandated by law;

WHEREAS, section 11 of Republic Act 10121 requires all local government units to have a Local Disaster Reduction and Management Council (LDRRMC) and section 12 of the law calls for the creation of Local Disaster Risk Reduction and Management Office, the primary purpose of which is to formulate and implement a comprehensive and integral Local DRRM Plan;

WHEREAS, section 6 of Rule 6 of IRR of RA 10121 also provides that local sanggunians shall enact the appropriate ordinance to create the disaster risk reduction and management office to include the allocation of necessary structure, staffing and budget;

WHEREAS, Joint Memorandum Circular No. 2014-1 signed by the Civil Service Commission (CSC), Department of Budget and Management (DBM) Department of Interior and Local Government (DILG) and National Disaster Risk Reduction and Management Council (NDRRMC) reinforces section 12 of RA 10121, or the Philippine Disaster Risk Reduction and Management Act of 2010, thereby serving as the basis to direct LGUs to establish their own LDRRMOs or BDRRMC in their respective areas of responsibilities in an effort to build disaster resilient communities;

WHEREAS, by creation of an additional structural unit which shall be named as a Division of Local Disaster Risk Reduction and Management under the Office of the Municipal Mayor, the municipal risk reduction and management system can be strengthened and subsequently institutionalize the DRRM Plan wherein all the organized activities shall be properly dealt with in times of adversity;

WHEREAS, in addition to the existing LGU offices, a division of Local Disaster Risk Reduction and Management which shall be under the Office of the Municipal Mayor and the General Services Section shall be upgraded into General Services Office – a separate department composing of those positions in the current plantilla and those just funded and those proposed for creation shall be created to be more responsive and accountable local government structure and such will ultimately redound to a more efficient and more effective delivery of public services and facilities to the good people of Sta. Cruz;

WHEREAS, the Body after an extensive and thorough deliberation of the subject matter, the body decided to enhance the organizational structure of the LGU by revising it through **creation of a division of LDRRM and a separate General Services Department with corresponding new positions and additional positions in the various departments** to effectively get things started;

WHEREFORE, on motion of Hon. Lolita P. Legaspi, unanimously seconded by all members present, it was

RESOLVED, as it is hereby resolved by the Sangguniang Bayan of Sta. Cruz, Davao del Sur, assembled in session to enact the following ordinance:

MUNICIPAL ORDINANCE NO. 08
Series of 2014

THE REVISED ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF STA. CRUZ, DAVAO DEL SUR

Be it ordained by the Sangguniang Bayan of Sta. Cruz, Davao del Sur, in session assembled that:

Section 1. Title. This Ordinance shall be known as the **“A Revised Organizational Structure and Staffing Pattern of the Municipal Government of Sta. Cruz, Davao del Sur.”**

Section 2. Purpose. It is imperative for the LGU to revise the organizational structure and staffing pattern to meet the needs of the present demand of a very functional and responsive government institution, this LGU being the only agro-industrial center of the Province of Davao del Sur.

Section 3. Creation of a Division of Local Disaster Risk Reduction and Management (LDRRM) under the Office of the Mayor and General Services Office as a separate department:

3.a Division of Local Disaster Risk Reduction and Management (LDRRM) under the Office of the Municipal Mayor is hereby created which shall be responsible for setting the direction as well as developing, implementing and coordinating the Disaster Risk Reduction and Management (DRRM) programs of the municipality pursuant to the provisions of Republic Act No. 10121 and Joint Memorandum Circular No. 2014-1 of the Civil Service Commission (CSC), Department of Budget and Management (DMB), Department of Interior and Local Government (DILG) and National Disaster Risk Reduction and Management Council (NDRMMC) and other issuances.

3.b General Services Office (GSO) as a separate department is also hereby created which shall be responsible for formulating measures for the consideration of the sanggunian and provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities and perform all other functions of general services related activities pursuant to the provisions of Republic Act No. 7160, Civil Service laws, rule and regulations and other existing laws.

Section 4. Creation of New Positions – The following positions are hereby created:

- 4.a DIVISION OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT of the Office of the Mayor**
 - 4.a.1 Local Disaster Risk Reduction Management Officer III (SG-18)
 - 4.a.2 Local Disaster Risk Reduction Management Officer I (SG-11)
 - 4.a.3 Driver I (SG-3)

- 4.b OFFICE OF THE MUNICIPAL ADMINISTRATOR**
 - 4.b.1 ADMINISTRATIVE SECTION**
 - 4.b.1.1 Utility Worker I (SG-1)
 - 4.b.2 HUMAN RESOURCE MANAGEMENT SECTION**
 - 4.b.2.1 Human Resource Management Officer I (SG-11)
 - 4.b.2.2 Utility Worker I (SG-1)

- 4.c OFFICE OF THE VICE- MAYOR**
 - 4.c.1 Utility Worker I (SG-1)

- 4.d OFFICE OF THE SECRETARY TO THE SANGGUNIAN**
 - 4.d.1 Stenographer I (SG-4)
 - 4.d.2 Messenger (SG-2)

- 4.e OFFICE OF THE MUNICIPAL PLANNING & DEV'T COORDINATOR**
 - 4.e.1 Planning Officer III (SG-18)
 - 4.e.2 Project Evaluation Assistant (SG-8)
 - 4.e.3 Utility Worker I (SG-1)

- 4.f OFFICE OF THE GENERAL SERVICES OFFICER**
 - 4.f.1 Municipal Gov't Department Head (Mun. Gen. Services Officer) - SG-24
 - 4.f.2 Utility Worker I (SG-1)
 - 4.f.3 Laborer I (SG-1)

- 4.g OFFICE OF THE MUNICIPAL BUDGET OFFICER**
 - 4.g.1 Budgeting Assistant (SG-8)
 - 4.g.2 Budgeting Assistant (SG-8)
 - 4.g.3 Utility Worker I (SG-1)

- 4.h OFFICE OF THE MUNICIPAL ACCOUNTANT**
 - 4.h.1 Utility Worker I (SG-1)

- 4.i OFFICE OF THE MUNICIPAL ASSESSOR**
 - 4.i.1 Bookbinder I (SG-2)
 - 4.i.2 Utility Worker I (SG-1)

- 4.j OFFICE OF THE MUNICIPAL HEALTH OFFICER**
 - 4.j.1 Nurse II (SG-15)
 - 4.j.2 Utility Worker I (SG-1)

- 4.k OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEV'T**
 - 4.k.1 Utility Worker I (SG-1)
 - 4.k.2 Utility Worker I (SG-1)

Section 5. The Revised Staffing Pattern of the Municipal Government of Sta. Cruz. For purposes of this ordinance, the revised staffing pattern of the Municipal Government of Sta. Cruz are as follows:

5.a OFFICE OF THE MUNICIPAL MAYOR
MUNICIPAL MAYOR SG-27

- 5.a.1 PERSONAL STAFF**
 - Private Secretary II SG-15
 - Private Secretary I SG-11
 - Private Secretary I SG-11
 - Security Agent I SG-08
 - Personal Driver II (Mayor) SG-04

5.a.2 INVESTMENT PROMOTION (PAIC) AND TOURISM OFFICE
Senior Tourism Operations Officer SG-18

Tourism Operations Officer I SG-11
Planning Officer I SG-11
Project Evaluation Assistant SG-08*
Tourism Operations Assistant SG-07*
Administrative Aide IV (Clerk II) SG-04*
Administrative Aide III (Clerk I) SG-03*

5.a.3 HOUSING AND HOMESITE REGULATION OFFICE

Housing & Homesite Regulation Officer III SG-16
Engineer I SG-11*
Draftsman I SG-06
Administrative Aide IV (Clerk II) SG-04

5.a.4 DIVISION OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT

Local DRRM Officer III SG-18
Local DRRM Officer I SG-11
Administrative Aide III (Driver I) SG-03

5.b SANGGUNIANG BAYAN

5.b.1 OFFICE OF THE MUNICIPAL VICE MAYOR

MUNICIPAL VICE MAYOR SG-25
Private Secretary II SG-15
Personal Driver I (Vice Mayor) SG-03
Administrative Aide I (Utility Worker I) SG-01

5.b.2 OFFICE OF THE SANGGUNIANG BAYAN

11 SANGGUNIANG BAYAN MEMBERS SG-24

5.b.3 OFFICE OF THE SECRETARY TO THE SANGGUNIANG

SECRETARY TO THE SANGGUNIANG SG-24
Administrative Officer III (Records Officer II) SG-14
Administrative Assistant III (Stenographer III) SG-09
Local Legislative Staff Assistant SG-06
Local Legislative Staff Assistant SG-06
Local Legislative Staff Assistant SG-06*
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Stenographer I) SG-04
Administrative Aide II (Messenger) SG-02
Administrative Aide I (Utility Worker I) SG-01

5.c OFFICE OF THE MUNICIPAL ADMINISTRATOR

MUNICIPAL ADMINISTRATOR SG-24

5.c.1 ADMINISTRATIVE SECTION

Administrative Officer V SG-18
Computer Maintenance Technologist I SG-11
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Communication Equipment Operator) SG-04
Administrative Aide IV (Reproduction Machine Operator II) SG-04
Administrative Aide III (Clerk I) SG-03
Administrative Aide III (Clerk I) SG-03
Administrative Aide III (Utility Worker II) SG-03
Administrative Aide III (Driver I) SG-03
Administrative Aide II (Messenger) SG-02
Administrative Aide I (Utility Worker I) SG-01
Administrative Aide I (Utility Worker I) SG-01

**unfunded*

5.c.2 HUMAN RESOURCE MANAGEMENT SECTION

Administrative Officer V (Human Resource Management Officer III) SG-18
Administrative Officer II (Human Resource Management Officer I) SG-11
Administrative Assistant II (Human Resource Management Assistant) SG-08
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Human Resource Management Aide) SG-04
Administrative Aide I (Utility Worker I) SG-01

5.c.3 BUSINESS PERMIT AND LICENSING SECTION

Licensing Officer III SG-18
License Inspector I SG-06

5.d OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR SG-24
Planning Officer III SG-18
Administrative Aide III (Driver I) SG-03*
Administrative Aide I (Utility Worker I) SG-01

5.d.1 PLANS, PROGRAMS AND ZONING ADMINISTRATION SECTION

Planning Officer I SG-11
Planning Assistant SG-08
Zoning Inspector II SG-08*
Draftsman II SG-08
Administrative Assistant I (Computer Operator I) SG-07
Administrative Aide III (Illustrator I) SG-03
Administrative Aide III (Clerk I) SG-03*

5.d.2 PROJECT RESEARCH AND EVALUATION SECTION

Project Development Officer I SG-11
Statistician I SG-11*
Economic Researcher SG-09*
Project Development Assistant SG-08
Project Evaluation Assistant SG-08
Administrative Assistant I (Computer Operator I) SG-07*

5.e OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

MUNICIPAL CIVIL REGISTRAR SG-24
Registration Officer III SG-18

5.e.1 BIRTH SECTION

Registration Officer II SG-14
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Clerk II) SG-04

5.e.2 MARRIAGE/DEATH SECTION

Registration Officer II SG-14*
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Clerk II) SG-04*

5.e.3 RECORDS MANAGEMENT SECTION

Registration Officer II SG-14*
Administrative Aide VI (Clerk III) SG-06*
Administrative Aide IV (Clerk II) SG-04*

5.f MUNICIPAL GENERAL SERVICES OFFICE

MUNICIPAL GOVERNEMENT DEPARTMENT HEAD (MUNICIPAL GENERAL SERVICES OFFICER) SG-24

5.f.1 SUPPLY AND PROPERTY DIVISION

Administrative Officer V (Supply Officer III) SG-18
Administrative Aide IV (Storekeeper I) SG-04

5.f.2 PROCUREMENT DIVISION

Administrative Officer I (Supply Officer I) SG-10
Administrative Aide III (Clerk I) SG-03

5.f.3 MAINTENANCE DIVISION

Administrative Aide I (Laborer I) SG-01
Administrative Aide I (Utility Worker I) SG-01

**unfunded*

5.g OFFICE OF THE MUNICIPAL BUDGET OFFICER

MUNICIPAL BUDGET OFFICER SG-24
Budget Officer II SG-15*
Administrative Assistant II (Budgeting Assistant) SG-08
Administrative Assistant II (Budgeting Assistant) SG-08
Administrative Aide IV (Budgeting Aide) SG-04
Administrative Aide IV (Budgeting Aide) SG-04
Administrative Aide I (Utility Worker I) SG-01

5.h OFFICE OF THE MUNICIPAL ACCOUNTANT

MUNICIPAL ACCOUNTANT SG-24
Administrative Aide I (Utility Worker I) SG-01

5.h.1 PRE-AUDIT SECTION

Accountant III SG-19*
Administrative Officer IV (Fiscal Examiner II) SG-15
Administrative Assistant II (Bookkeeper I) SG-08
Administrative Aide VI (Accounting Clerk II) SG-06

5.h.2 ACCOUNTING SECTION

Administrative Officer V (Fiscal Examiner III) SG-18
Administrative Officer (Fiscal Examiner I) SG-11
Accountant I SG-11*

Administrative Assistant II (Accounting Clerk III) SG-08
Administrative Aide VI (Accounting Clerk II) SG-06
Administrative Aide VI (Accounting Clerk II) SG-06
Administrative Aide VI (Accounting Clerk II) SG-06
Administrative Aide VI (Accounting Clerk II) SG-06

5.i OFFICE OF THE MUNICIPAL TREASURER

MUNICIPAL TREASURER SG-24
Assistant Municipal Treasurer SG-22
Administrative Aide III (Driver I) SG-03

5.i.1 REVENUE SECTION

Local Treasury Operations Officer III SG-18
Local Revenue Collection Officer II SG-15
Local Revenue Collection Officer I SG-11
Revenue Collection Clerk III SG-09
Revenue Collection Clerk III SG-09
Revenue Collection Clerk III SG-09
Revenue Collection Clerk III SG-09

5.i.2 CASH SECTION

Administrative Officer III (Cashier II) SG-14
Administrative Assistant II (Disbursing Officer II) SG-08
Administrative Aide VI (Clerk III) SG-06
Administrative Aide IV (Clerk II) SG-04
Administrative Aide I (Utility Worker I) SG-01

5.j OFFICE OF THE MUNICIPAL ASSESSOR

MUNICIPAL ASSESSOR SG-24
Local Assessment Operations Officer II SG-15
Tax Mapper I SG-11
Assessment Clerk III SG-09
Draftsman I SG-06
Assessment Clerk II SG-06
Assessment Clerk I SG-04*
Administrative Aide II (Bookbinder I) SG-02
Administrative Aide I (Utility Worker I) SG-01

5.k OFFICE FOR LEGAL SERVICES

MUNICIPAL LEGAL OFFICER SG-24

5.l OFFICE OF THE MUNICIPAL HEALTH OFFICER

MUNICIPAL HEALTH OFFICER SG-24
Medical Officer V SG-23
Administrative Aide III (Driver I) SG-03
Administrative Aide III (Driver I) SG-03
Administrative Aide III (Driver I) SG-03
Administrative Aide I (Utility Worker I) SG-01

**unfunded*

5.l.1 MEDICAL SERVICES

Nurse III SG-17
Nurse II SG-15
Nurse II SG-15
Nurse II SG-15
Midwife III SG-13
Midwife III SG-13
Midwife III SG-13
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife II SG-11
Midwife I SG-09
Midwife I SG-09
Midwife I SG-09
Midwife I SG-09*

5.l.2 DENTAL SERVICES

Dentist III SG-20
Dental Aide SG-04

5.1.3 LABORATORY SERVICES

Medical Technologist II SG-15
Medical Technologist I SG-11

5.1.4 ENVIRONMENTAL SANITATION SERVICES

Sanitation Inspector II SG-08
Sanitation Inspector I SG-06
Sanitation Inspector I SG-06*
Administrative Aide I (Laborer I) SG-01

5.1.5 NUTRITION SERVICES

Nutritionist Dietician SG-10*

5.m MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER SG-24
Social Welfare Officer II SG-15
Administrative Aide VI (Clerk III) SG-06*
Administrative Aide I (Utility Worker I) SG-01
Administrative Aide I (Utility Worker I) SG-01

5.m.1 WELFARE/PROGRAM SECTION

Social Welfare Officer I SG-11
Social Welfare Assistant SG-08
Day Care Worker II SG-08
Day Care Worker I SG-06

5.m.2 CRISIS INTERVENTION AND DISASTER MANAGEMENT SECTION

Social Welfare Officer I SG-11*
Social Welfare Aide SG-04
Social Welfare Aide SG-04

5.m.3 LIVELIHOOD/ SKILLS TRAINING/SPECIAL PROJECT AND INSTITUTION MGT. SECTION

Community Affairs Officer I SG-11
Community Affairs Asst. II SG-08*

5.n OFFICE OF THE MUNICIPAL AGRICULTURIST

MUNICIPAL AGRICULTURIST SG-24
Senior Agriculturist SG-18
Administrative Aide III (Clerk I) SG-03

**unfunded*

5.n.1 CROPS DEVELOPMENT AND AGRI. INFRA SECTION

Agriculturist II SG-15
Engineer I SG-12*
Agriculturist I SG-11
Agricultural Technician I SG-06*
Agricultural Technician I SG-06*
Agricultural Technician I SG-06*

5.n.2 LIVESTOCK DEVELOPMENT SECTION

Agriculturist II SG-15
Livestock Inspector I SG-06*
Livestock Inspector I SG-06*
Farm Worker I SG-02*
Farm Worker I SG-02*

5.n.3 FISHERIES DEVELOPMENT SECTION

Aquaculturist I SG-11
Aquacultural Technician I SG-06*
Communication Equipment Operator SG-04*
Marine Engineman II SG-06*
Marine Engineman II SG-06*
Marine Engineman II SG-06*
Marine Engineman II SG-06*

5.n.4 COOPERATIVE AND COMMUNITY DEVELOPMENT SECTION

Cooperative Development Specialist I SG-11
Community Development Assistant I SG-07*
Community Development Assistant I SG-07*

5.n.5 ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT SECTION

Environment Mgt. Specialist I SG-11

5.o OFFICE OF THE MUNICIPAL ENGINEER

MUNICIPAL ENGINEER SG-24

Engineer III SG-19

Warehouseman I SG-06*

Administrative Aide III (Clerk I) SG-03*

5.o.1 MAINTENANCE SECTION

Engineer I SG-12

Construction Maintenance General Foreman SG-11

Administrative Aide III (Driver I) SG-03

Administrative Aide III (Laborer II) SG-03

Administrative Aide I (Laborer I) SG-01

Administrative Aide I (Laborer I) SG-01*

5.o.2 BUILDING/INSPECTION SECTION

Engineer I SG-12

Engineering Assistant SG-08*

Administrative Aide III (Driver I) SG-03*

Administrative Aide I (Utility Worker I) SG-01

5.o.3 CONSTRUCTION AND PLANNING SECTION

Engineer I SG-12

Draftsman I SG-06

Carpenter I SG-03*

Mason I SG-03

Administrative Aide I (Laborer I) SG-01

Administrative Aide I (Laborer I) SG-01

5.o.4 MOTORPOLL SECTION

Mechanic II SG-06

Mechanic I SG-04

Mechanic I SG-04*

Administrative Aide III (Driver I) SG-03*

Administrative Aide III (Driver I) SG-03*

5.p ECONOMIC ENTERPRISE MANAGEMENT OFFICE

MUNICIPAL GOVERNMENT DEPARTMENT HEAD (ECONOMIC ENTERPRISE MANAGER) SG-24

Administrative Aide III (Clerk I) SG-03*

**unfunded*

5.p.1 OPERATION OF MARKET

Market Supervisor III SG-18

Market Inspector II SG-08

Watchman III SG-07

Watchman III SG-07

Watchman I SG-02

Watchman I SG-02

Administrative Aide I (Utility Worker I) SG-01

Administrative Aide I (Utility Worker I) SG-01

Administrative Aide I (Utility Worker I) SG-01

Administrative Aide I (Utility Worker I) SG-01

5.p.2 OPERATION OF SLAUGHTERHOUSE

Meat Inspection II SG-08

Administrative Aide I (Utility Worker I) SG-01

5.p.3 OPERATION OF WATERWORKS

Administrative Assistant II (Plumber Foreman) SG-08

Administrative Aide V (Plumber II) SG-05

5.p.4 OPERATION OF CEMETERY

Cemetery Caretaker SG-02

Administrative Aide I (Utility Worker I) SG-01

5.p.5 OPERATION OF HEAVY EQUIPMENT

Heavy Equipment Operator I SG -04

Heavy Equipment Operator I SG -04

Heavy Equipment Operator I SG -04

Watchman I SG-02

Watchman I SG-02

5.p.6 OPERATION OF GARBAGE COLLECTION

Administrative Aide III (Driver I) SG-03

5.p.7 OPERATION OF MUNICIPAL TRAINING CENTER

Cook I SG-03
Watchman I SG-02
Watchman I SG-02
Administrative Aide I (Laborer I) SG-01
Administrative Aide I (Utility Worker I) SG-01

5.p.8 OPERATION OF MUNICIPAL INTEGRATED TERMINAL

Administrative Aide III (Utility Worker II) SG-03
Administrative Aide III (Utility Worker II) SG-03
Watchman I SG-02
Watchman I SG-02
Administrative Aide I (Utility Worker I) SG-02

**unfunded*

Section 6. Qualifications, Powers and Duties/Responsibilities. – The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC).

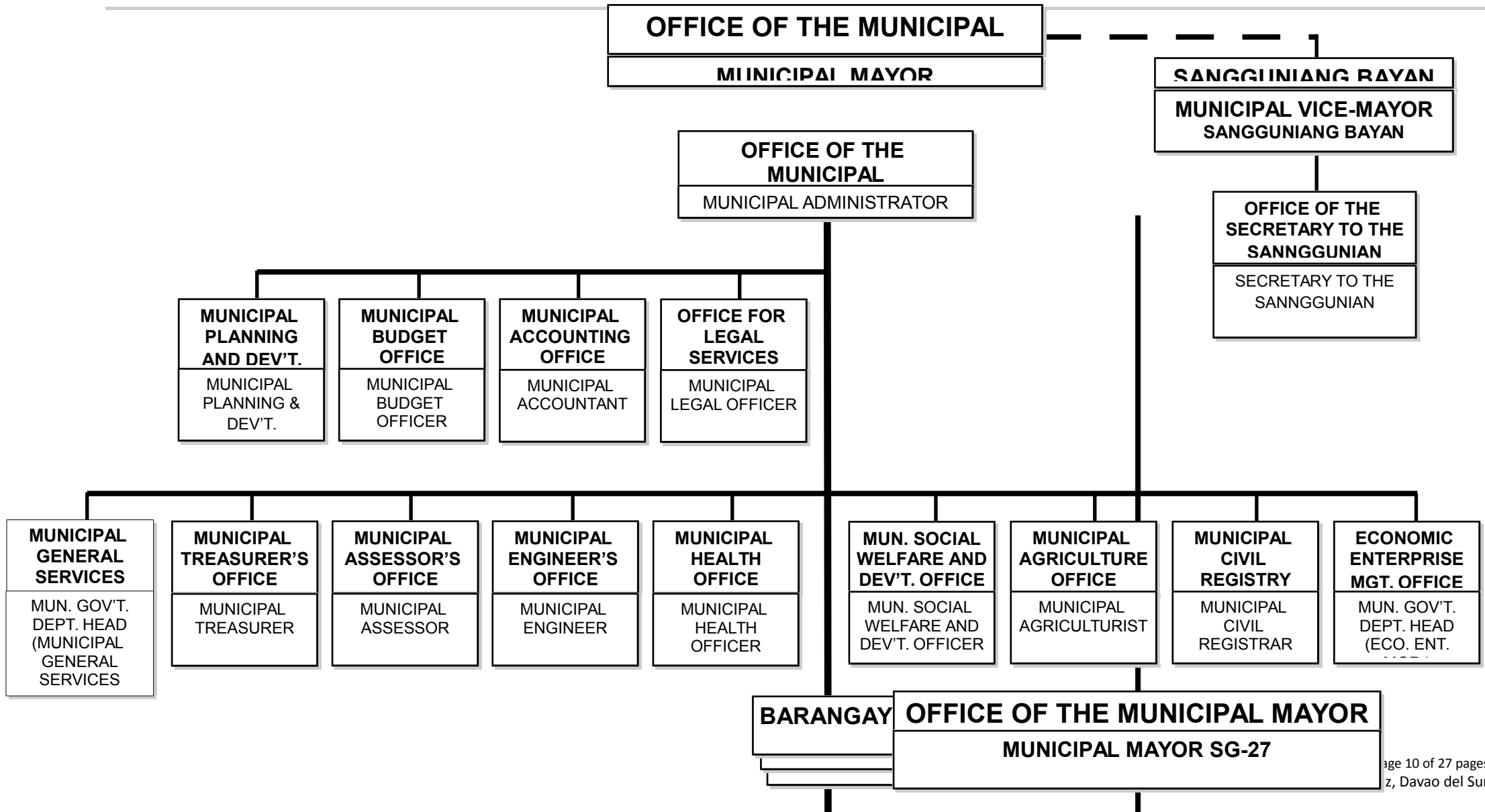
Section 7. Appointments. – The appointments for those who will be occupying the herein mentioned positions shall be within the prescribed qualification standards by the Civil Service Commission (CSC) and other relevant laws.

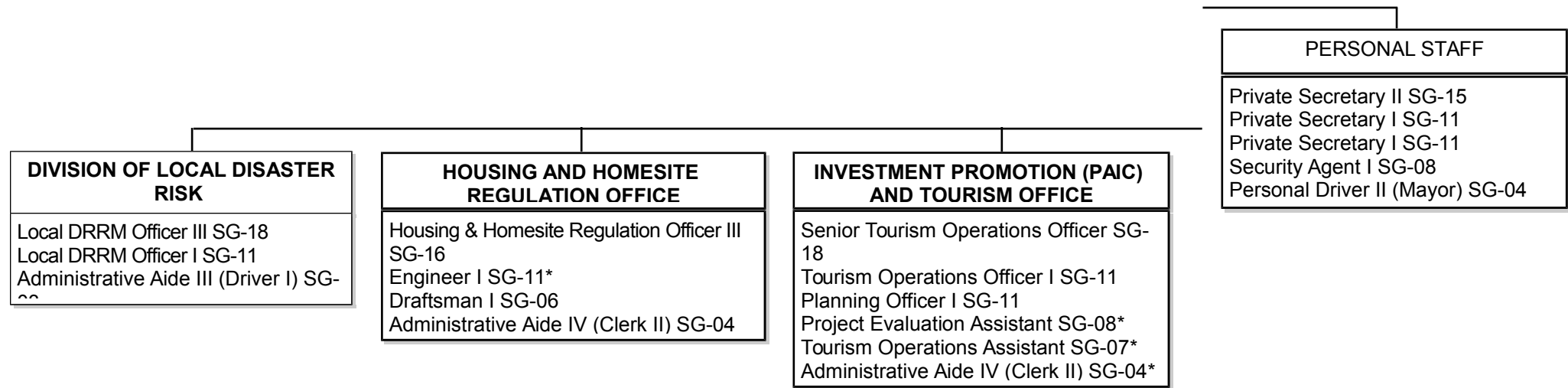
Section 8. Appropriations. – The source of funds for the first year implementation of this ordinance shall be charged to supplemental budget no. 2 in the current year and shall be incorporated in the LGU's annual budget for the effective and continuous implementation of this ordinance.

Section 9. Adoption. For purposes of this ordinance, the revised Organizational Structure and Staffing Pattern is hereby adopted.

ORGANIZATIONAL STRUCTURE

(Municipal Government of Sta. Cruz, Davao del Sur)

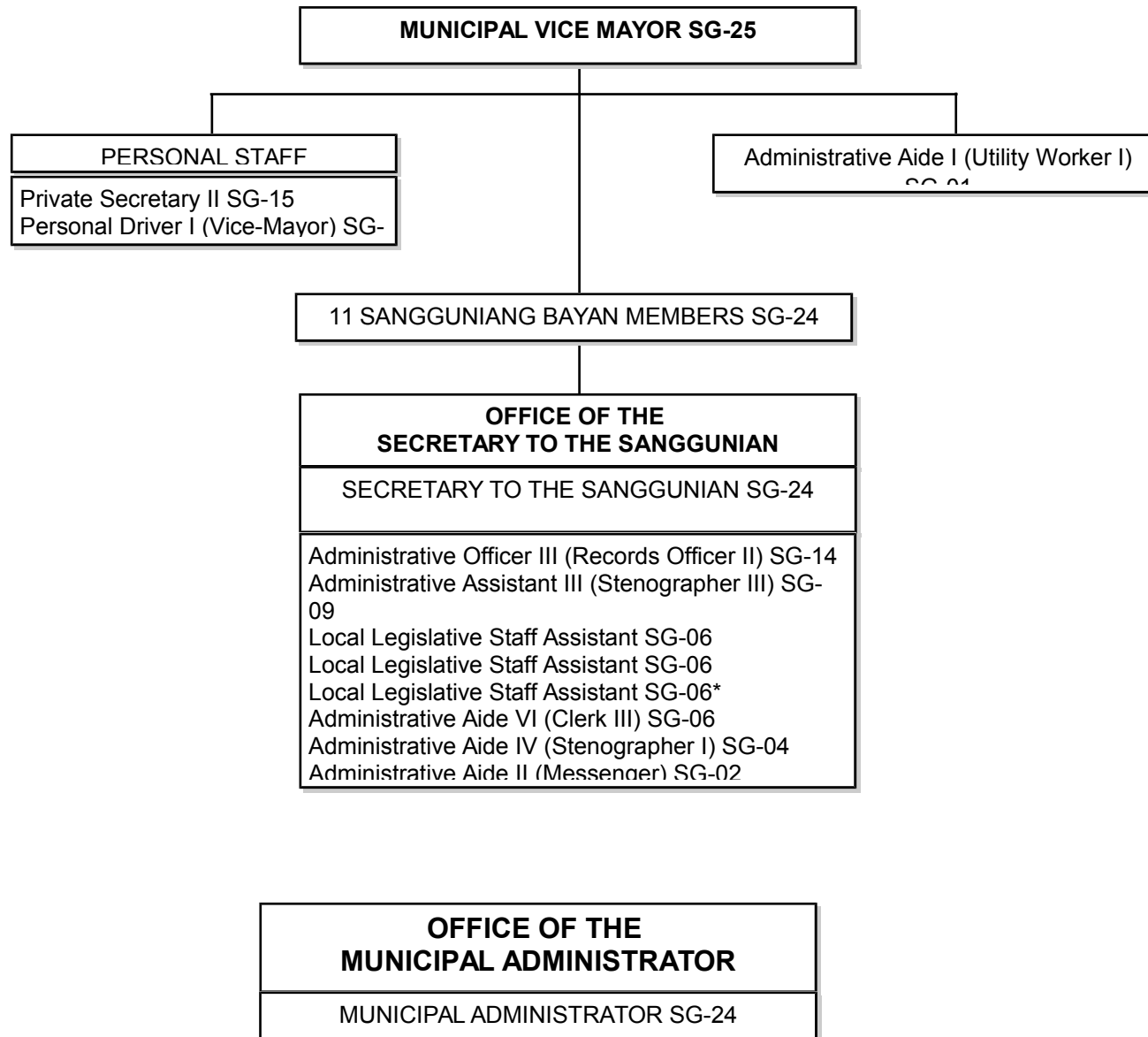




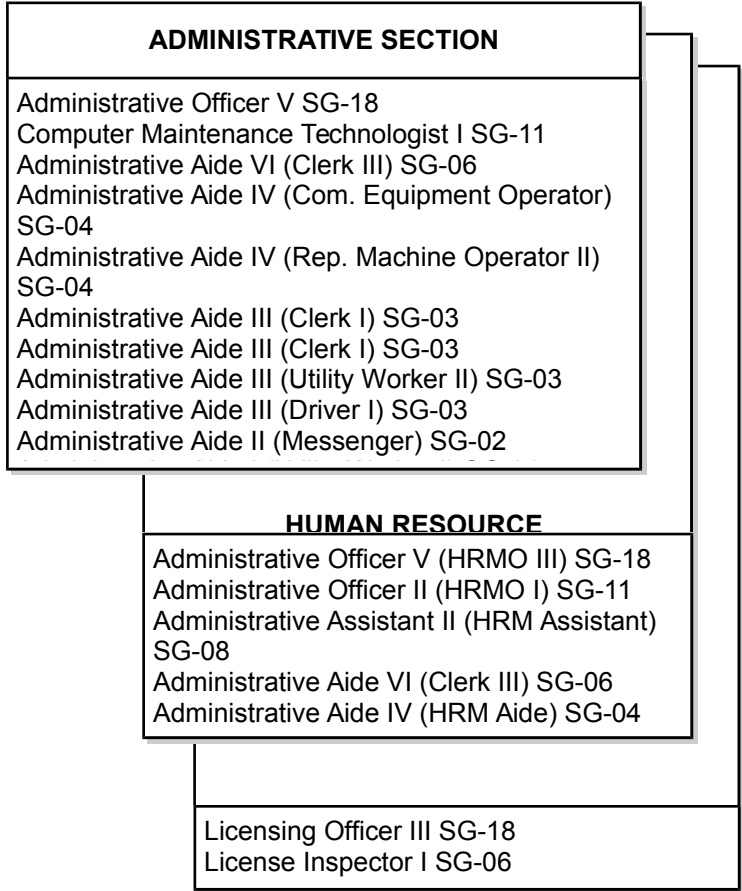
*unfunded

OFFICE OF THE SANGGUNIANG BAYAN

* Unfunded

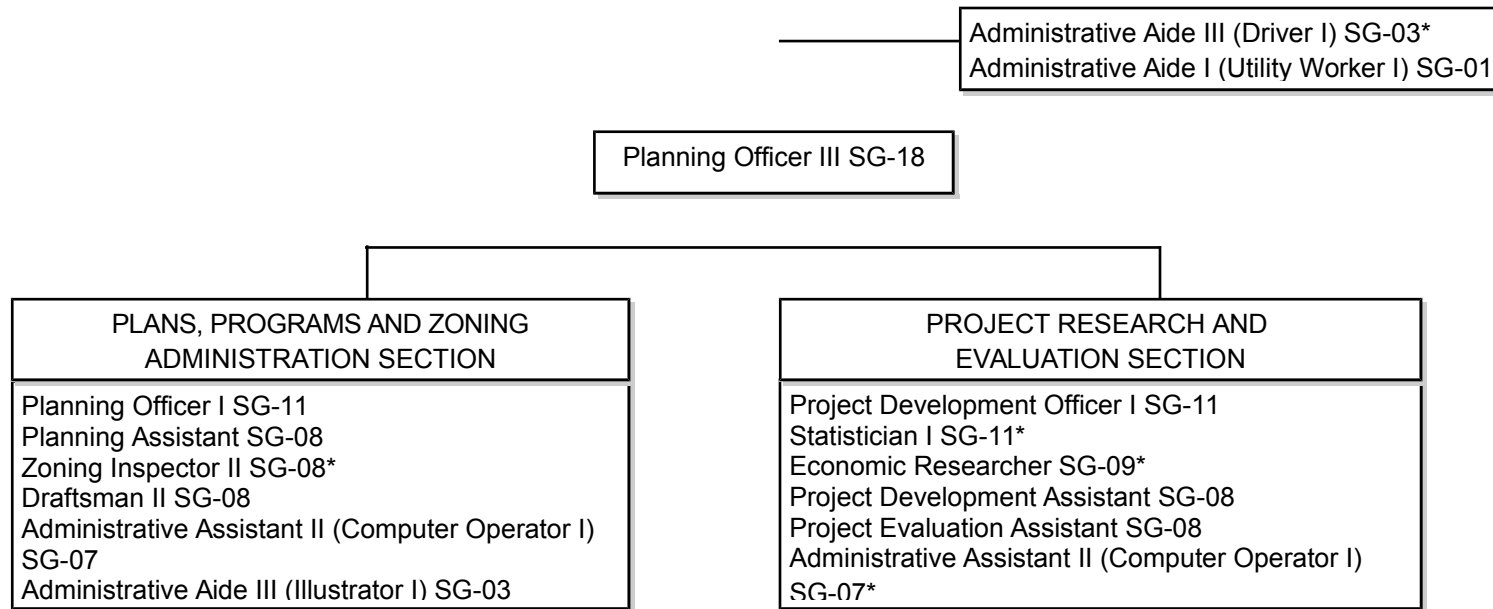


*unfunded



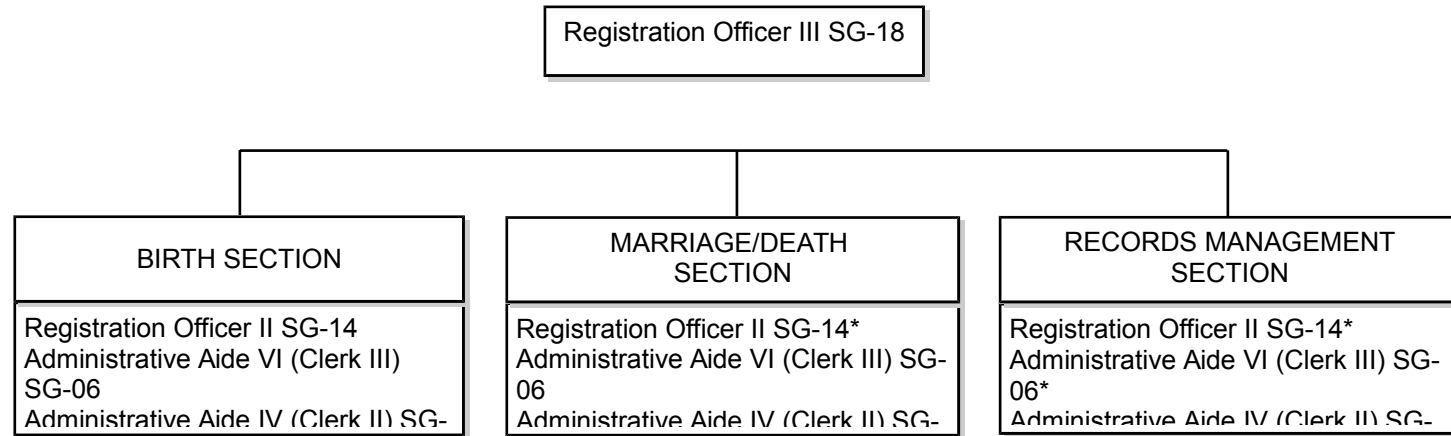
OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

MUNICIPAL PLANNING & DEV'T. COORDINATOR
SG-24



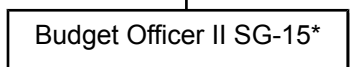
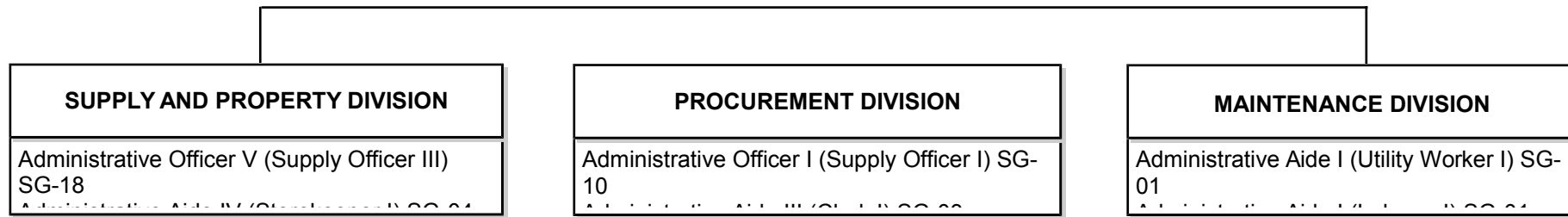
*unfunded





**unfunded*





Administrative Assistant II (Budgeting Assistant)
SG-08
Administrative Assistant II (Budgeting Assistant)
SG-08
Administrative Aide IV (Budgeting Aide) SG-04
Administrative Aide IV (Budgeting Aide) SG-04

*unfunded

**OFFICE OF THE
MUNICIPAL ACCOUNTANT**

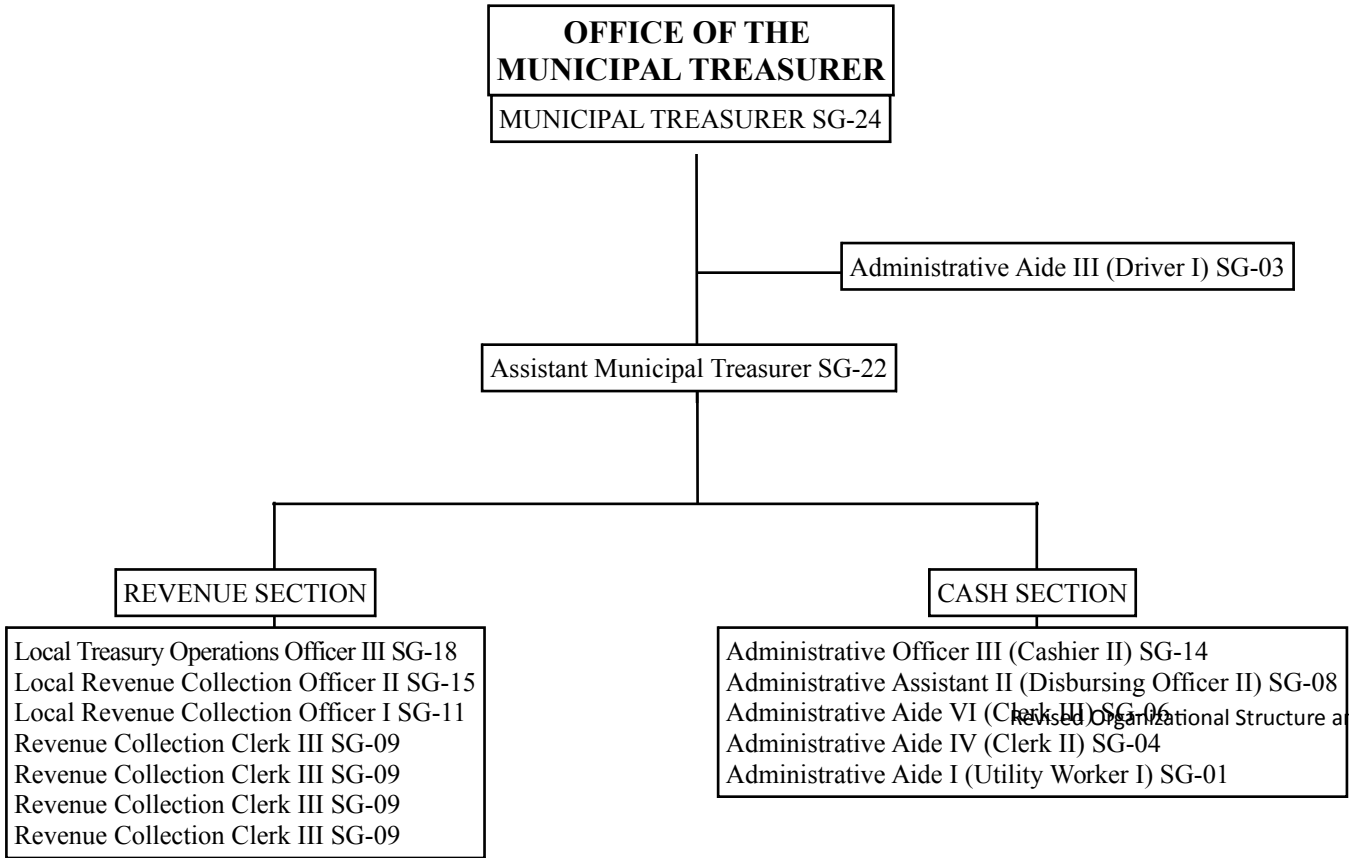
MUNICIPAL ACCOUNTANT SG-24

Administrative Aide I (Utility Worker I) SG-

PRE-AUDIT SECTION
Accountant III SG-19*
Administrative Officer IV (Fiscal Examiner II) SG-15
Administrative Assistant II (Bookkeeper I) SG-08

ACCOUNTING SECTION
Administrative Officer V (Fiscal Examiner III) SG-18
Administrative Officer II (Fiscal Examiner I) SG-11
Accountant I SG-11*
Administrative Assistant II (Accounting Clerk III) SG-08
Administrative Aide VI (Accounting Clerk II) SG-06

*unfunded



**OFFICE OF THE
MUNICIPAL ASSESSOR**
MUNICIPAL ASSESSOR SG-24

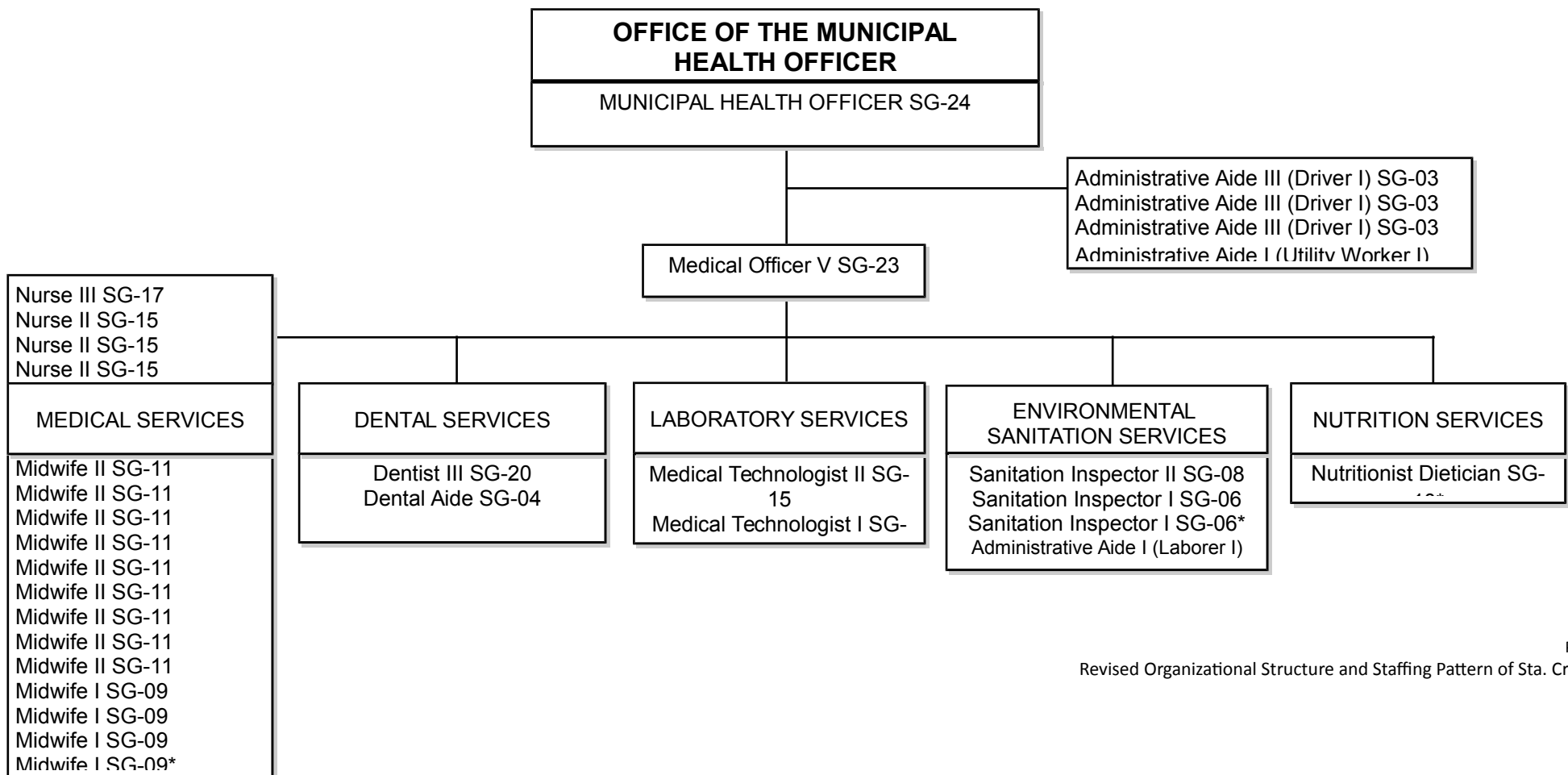
Local Assessment Operations Officer II
SG-15

Tax Mapper I SG-11
Assessment Clerk III SG-09
Draftsman I SG-06
Assessment Clerk II SG-06
Assessment Clerk I SG-04*
Administrative Aide II (Bookbinder I) SG-02
Administrative Aide I (Utility Worker I) SG-

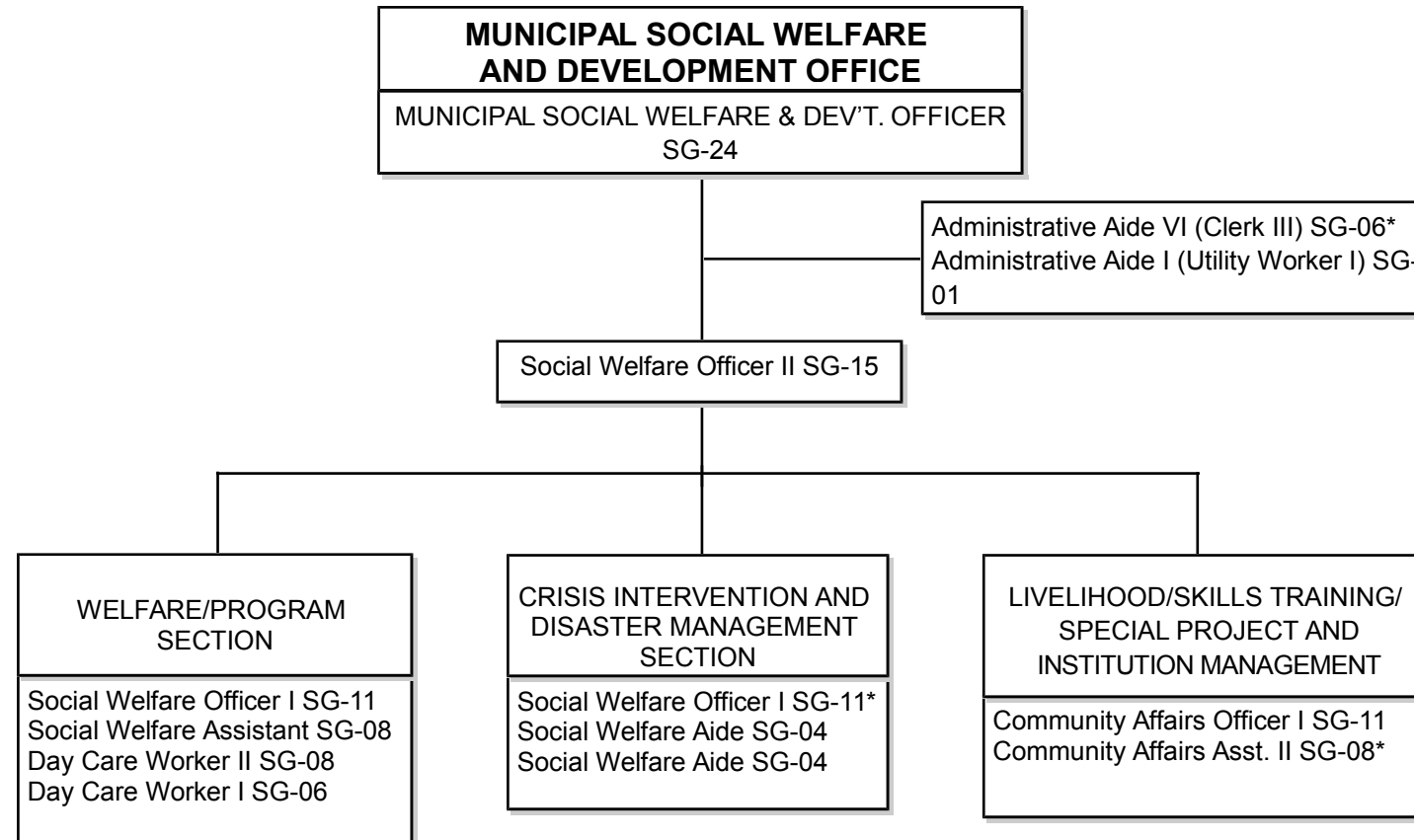
**unfunded*

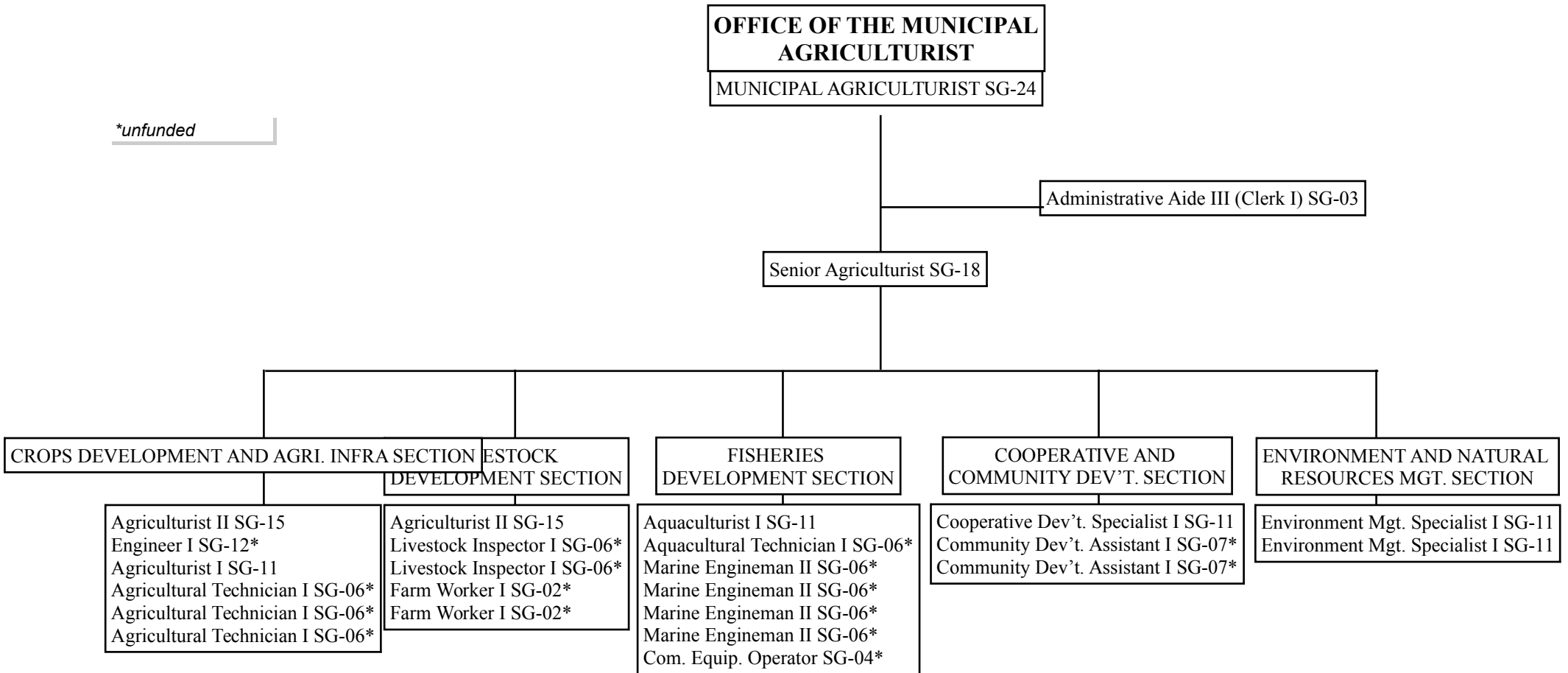
**OFFICE FOR
LEGAL SERVICES**

MUNICIPAL LEGAL OFFICER SG-24



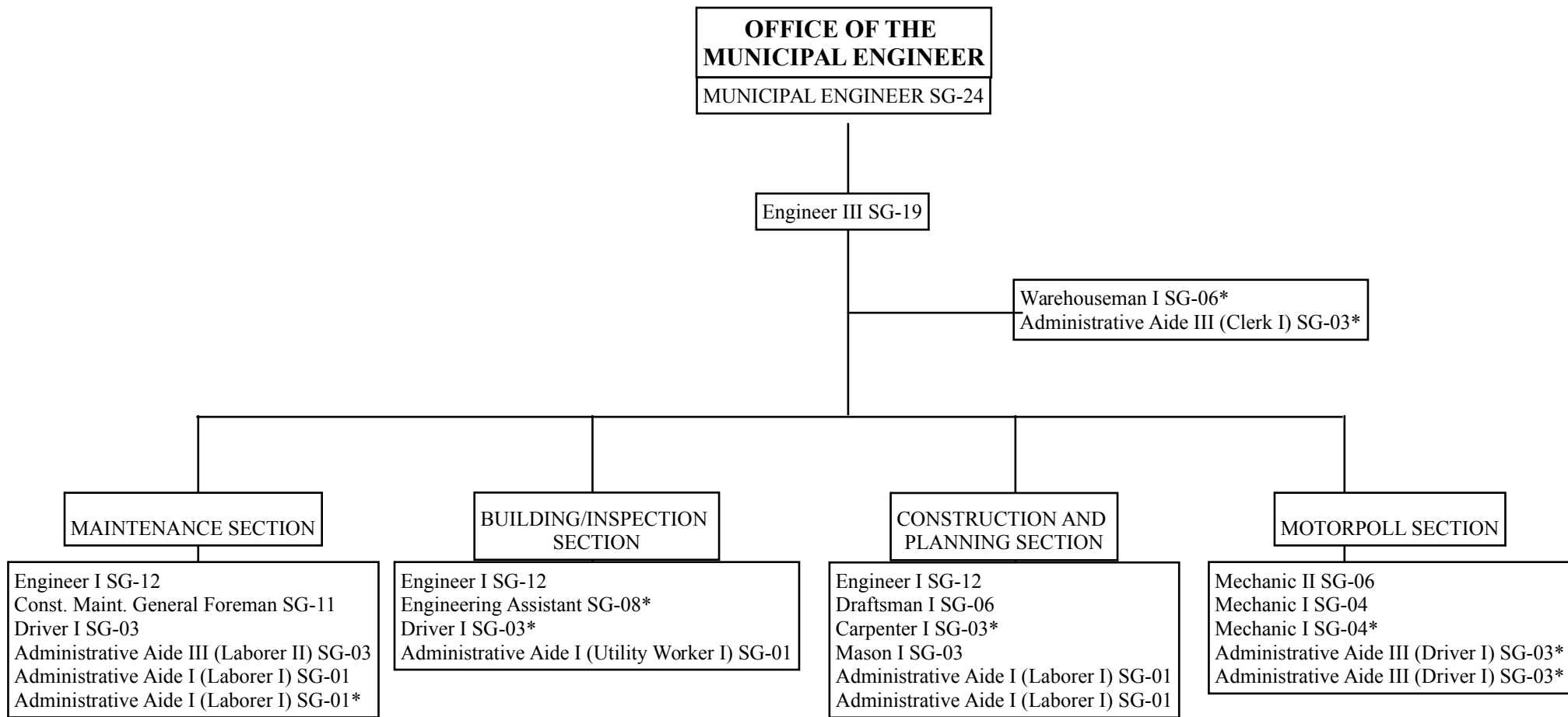
**unfunded*

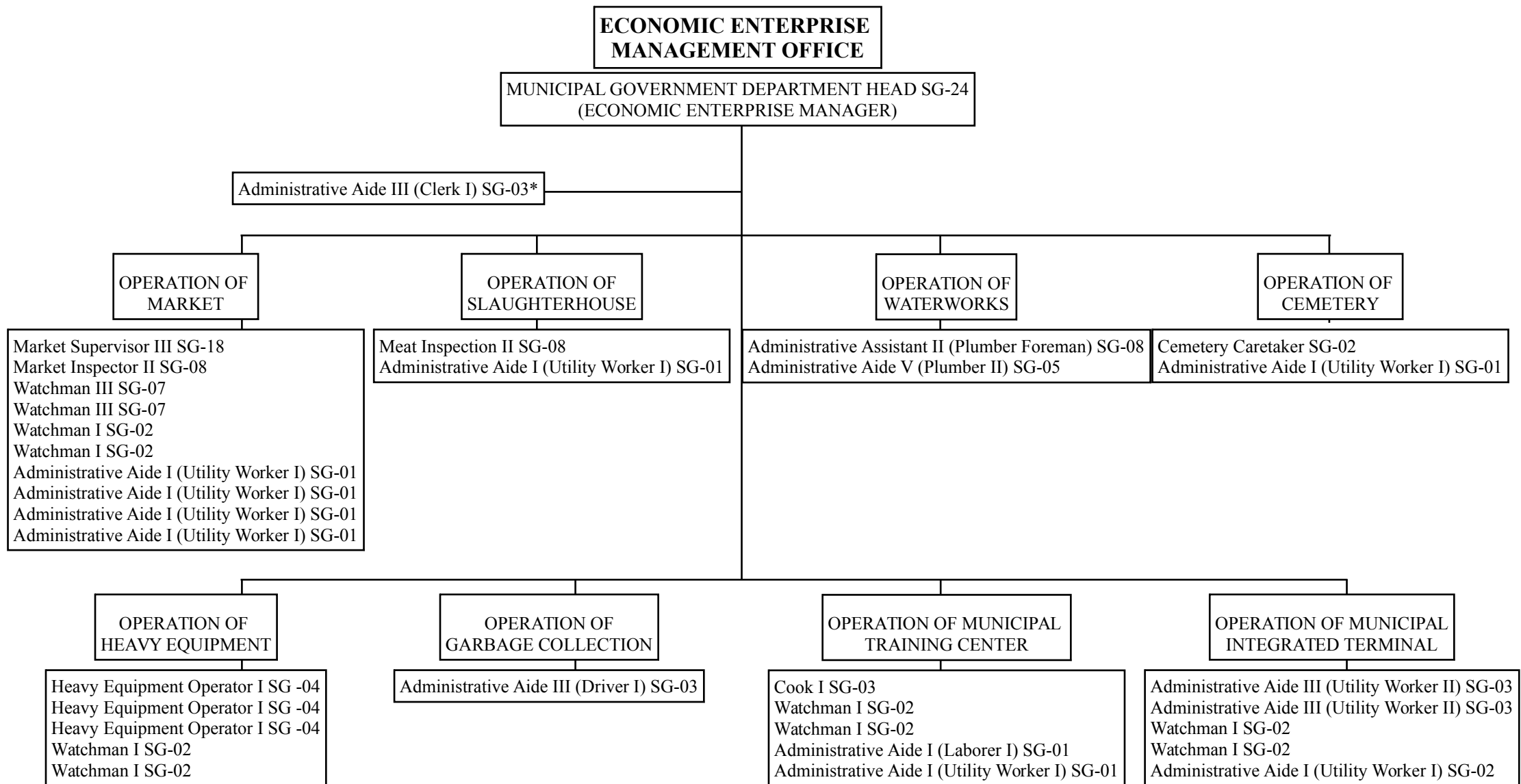




**unfunded*

**unfunded*





* Unfunded

Section 10. Fund Transfer. – The corresponding budget of the General Services Section under the Office of the Municipal Administrator, as stipulated in Appropriation Ordinance No. 04, series of 2013 specifically Section 3 No. 5 A and B including 2.0 (Capital Outlay), shall be transferred to the newly created Office of the General Services as a separate department.

Section 11. Repealing Clause. – All ordinances which are inconsistent with the provisions of this ordinance are hereby repealed and modified accordingly.

Section 12. Effectivity Clause. – This ordinance shall take effect upon approval and compliance of the necessary requirements set by law.

UNANIMOUSLY APPROVED.

CERTIFIED CORRECT:

BENBENUTO L. CASPI, JR.
Secretary to the Sanggunian

ATTESTED:

RONALD R. CRUDA
SB Member
(Temporary Presiding Officer)

APPROVED:

ATTY. JOEL RAY L. LOPEZ
Municipal Mayor