



Republic of the Philippines
Region IX
PROVINCE OF ZAMBOANGA SIBUGAY
Municipality of Buug
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OFFICE OF THE SANGGUNIANG BAYAN

Excerpt FROM THE MINUTES OF THE 39TH REGULAR SESSION OF THE SANGGUNIANG BAYAN NG BUUG ZAMBOANGA SIBUGAY HELD AT THE MUNICIPAL SESSION HALL, BUUG, ZAMBOANGA SIBUGAY ON OCTOBER 28, 2024 AT 10:00 IN THE MORNING.

NAME	POSITION	PRESENT	ABSENT	LATE	OB
HON. JONAM R. LAGAS	Municipal Vice-Mayor Presiding	√			
Hon. Marvin Jessie G. Gako	SB Member	√			
Hon. Sherwin R. Quintero	SB Member	√			
Hon. Romeo L. Cerbo	SB Member	√			
Hon. Freida C. Curiba	SB Member	√			
Hon. Abdul S. Dimasagka	SB Member	√			
Hon. Julio S. Alcantara, Jr.	SB Member		√		
Hon. Eduardo F. Emorecha	SB Member	√			
Hon. Renato T. Banagan	SB Member, Floor Leader	√			
Hon. Keith Jones B. Lagas	Liga Ng Mga Barangay		√		
Hon. Riel Laurence F. Maquiling	SKF President		√		

MUNICIPAL ORDINANCE NO. 40-2024

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT II, SG-8, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF BUUG, ZAMBOANGA SIBUGAY

BE IT ENACTED by the Sangguniang Bayan of Buug, Zamboanga Sibugay:

SECTION 1. TITLE. This ordinance shall be known as the "Ordinance Creating the Position of Administrative Assistant II, SG-8, under the Office of the Municipal Mayor of Buug";

SECTION 2. Creation of Position. In accordance with Civil Service Commission Circular No. 22, s. 2007, and Resolution No. 07-1813 dated September 10, 2007, the position of **Administrative Assistant II**, Salary Grade 8 (SG-8), is hereby created under the Office of the Municipal Mayor of the Municipality of Buug, Zamboanga Sibugay;

SECTION 3. Purpose of the Position. The Administrative Assistant II position will serve as primarily confidential support to the Office of the Municipal Mayor. The role will involve assisting in various administrative tasks, ensuring the efficient operation of the office, and maintaining confidentiality in handling sensitive information.

SECTION 4. Qualifications. The qualifications for the position of Administrative Assistant II, SG-8, shall be as follows:

- Must be a citizen of the Philippines;
- Must possess skills in office management, communication, and organization.
- Elementary School Graduate

SECTION 5. Duties and Responsibilities. The Administrative Assistant II shall perform the following duties:

1. Responsible in sorting, compiling and safekeeping reports and other documents, ensuring timely submission.
2. Provide administrative support to the Municipal Mayor and other designated officials.
3. Prepare, organize and maintain official documents and records.
4. Handle confidential information with discretion.
5. Assist in coordinating meetings, events, and activities for the Mayor's Office.
6. Respond to public inquiries and provide information to the public as directed.
7. Perform other related duties as assigned by the Municipal Mayor.

SECTION 6. Appointment Status. The appointment to the position of Administrative Assistant II, SG-8, shall be **co-terminus** with the term of the Municipal Mayor or until the position is filled in accordance with the guidelines set by the Municipal Government.

SECTION 7. Funding. The creation of the position and payment of the corresponding salary and benefits shall be charged to the municipal budget of the Municipality of Buug, Zamboanga Sibugay, and shall be subject to the Personal Services (PS) limitation and availability of funds.

SECTION 8. Implementing Guidelines. The Municipal Mayor shall issue the necessary guidelines and policies for the effective implementation of this ordinance, ensuring compliance with the provisions of the Civil Service Commission.

SECTION 9. Effectivity. This ordinance shall take effect immediately upon its approval.

SECTION 10. Repealing Clause. All ordinances, resolutions, or parts thereof which are inconsistent with this ordinance are hereby repealed or modified accordingly.

ENACTED this 28TH day of October 2024, at Buug, Zamboanga Sibugay Province.

CERTIFIED CORRECT:


ROSAMEE VILLASOR-APDUHAN
Sangguniang Bayan Secretary

ATTESTED:


HON. JONAM R. LAGAS
Municipal Vice-Mayor/Presiding

APPROVED:


HON. DIONESIA B. LAGAS
Municipal Mayor
Date Approved: 10-20-24