



Republic of the Philippines
Province of Ilocos Norte
SOLSONA



Our Home, Our Pride, Our Treasure

OFFICE OF THE SANGGUNIANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE 85TH REGULAR SESSION OF THE 7TH
SANGGUNIANG BAYAN OF SOLSONA, ILOCOS NORTE HELD IN ITS SESSION
HALL ON FEBRUARY 23, 2010 IN LIEU OF FEBRUARY 22, 2010
AT NINE O'CLOCK IN THE MORNING**

PRESENT:

Hon. Jonathan L. de Lara,	Vice Mayor/Presiding Officer,
Hon. Ismael L. Agulay,	Member,
Hon. Christopher A. Curameng, Jr.,	Member,
Hon. Jose A. Martin,	Member,
Hon. Bob G. Sacro,	Member,
Hon. Francis Gerald L. Ganotisi,	Member,
Hon. Andresito A. Luis,	Member,
Hon. Lorenzo M. Pascua,	Member,
Hon. Jovencio M. Pascua,	ABC President/Member.

ABSENT:

Hon. Dixie C. Miguel,	Member,
Hon. Joselito T. Cabang,	SK President/Member.

MUNICIPAL ORDINANCE NO. 2010-584

**AN ORDINANCE DEFINING THE DUTIES AND FUNCTIONS OF THE LOCAL
LEGISLATIVE STAFF OFFICER IV IN THE OFFICE OF THE SANGGUNIANG
BAYAN OF SOLSONA, ILOCOS NORTE.**

WHEREAS, pursuant to Municipal Ordinance No. 2008-573, dated December 15, 2008, enacted by the Sangguniang Bayan of Solsona, Ilocos Norte, the position of Local Legislative Staff Officer IV was created duly approved by the Sangguniang Panlalawigan of Ilocos Norte by virtue of a Resolution No. R2009-1981, dated May 18, 2009;

WHEREAS, considering the present personnel complement of the Office of the Sangguniang Bayan, being undermanned and to improve the administrative and legislative performance of the Sangguniang Bayan, it is the desire of the Sangguniang Bayan to fill up the newly created position;

WHEREAS, there is a need to define the duties and functions of LLSO IV which are used as one of the bases in the classification of the position;

WHEREFORE, on motion of Hon. Ismael L. Agulay, duly seconded by Hon. Bob G. Sacro and Hon. Jose A. Martin, be it

ORDAINED, by the Sangguniang Bayan of Solsona, Ilocos Norte, that:

Section 1 – The duties and functions of the position of LLSO IV under the Office of the Sangguniang Bayan, are the following, to wit:

1. Prepares or reviews drafts of the minutes of the meeting and may prepare correspondence except where official documents require signatures of the Body's members or Presiding Officer;
2. Supervises and coordinates personnel legislative functions and assists in giving assignments to personnel engaged in performing legislative service functions;
3. Assists and coordinates with the Sangguniang Bayan Secretary in forwarding to the Municipal Mayor for approval, copies of Ordinances and Resolutions enacted by the Sanggunian and duly certified by the Presiding Officer;

4. Assists and coordinates with the Sangguniang Bayan Secretary in keeping all Ordinances and Resolutions enacted or adopted by the Sanggunian, with the dates of passage and publication thereof;
5. Act as the Liaison Officer between the Office of the Sangguniang Bayan and the Office of the Municipal Mayor relative to the inclusion of urgent and necessary legislative measures in the calendar of business;
6. Conduct researches on local legislative functions, procedures and other related legislative matters;
7. Attends to the official needs of the Vice Mayor & Sangguniang Bayan Members;
8. Perform other related works as may be directed by superiors;

Section 2 - This Ordinance shall take effect immediately upon its approval;

Copies of this Municipal Ordinance be forwarded to the Sangguniang Panlalawigan, Provincial Capitol, Laoag City, for their review and the Civil Service Commission, Ilocos Norte, Laoag City and the Regional Director, Department of Budget and Management, San Fernando City, for their information;

CARRIED UNANIMOUSLY, with the following votes:

Infavor - Hons. Agulay, Curameng, Martin, Sacro, Ganotisi, Luis, L. Pascua, J. Pascua;

Against - None.

ATTESTED:



HON. JONATHAN L. DE LARA
Vice Mayor/Presiding Officer

CERTIFIED TRUE & CORRECT:


GLORIA S. ESPIRITU
Administrative Assistant II

APPROVED:

HON. JOSEPH E. DE LARA
Municipal Mayor
Date _____

OFFICE OF THE MUNICIPAL MAYOR SOLSONA, ILOCOS NORTE	
DISAPPROVED	
	
BY: HON. JOSEPH E. DE LARA	
DATE: 03-10-10	TIME: 3:15 PM