



Republic of the Philippines
PROVINCE OF LEYTE
City of Baybay
-0000000-

Office of the Sangguniang Panlungsod

Excerpt from the

MINUTES OF THE 1ST SPECIAL SESSION OF THE SANGGUNIANG PANLUNGSOD OF BAYBAY, CITY, LEYTE HELD IN THE SESSION HALL ON FEBRUARY 21, 2008

RESOLUTION 0077-A

A RESOLUTION ENACTING AN ORDINANCE CREATING THE PLANTILLA POSITIONS OF THE CITY OF BAYBAY.

SPONSORED AND INTRO BY HON. SP MEMBER ERNESTO M. BUTAWAN & HON. SP MEMBER CARLO S. ENRIQUEZ.

WHEREAS, the municipality of Baybay has been converted into a component city known as the City of Baybay by virtue of the ratification of Republic Act 9389 in a plebiscite held on June 16, 2007;

WHEREAS, the City of Baybay still operates under the plantilla of a municipality;

WHEREAS, the conversion of the municipality of Baybay to a component city, necessitates the creation of new positions in addition to the existing position under the old *plantilla* and its organizational structure to conform the provisions of Rep. Act. 9389;

WHEREFORE, be it ordained by Sangguniang Panlungsod assembled in session to promulgate this ordinance.

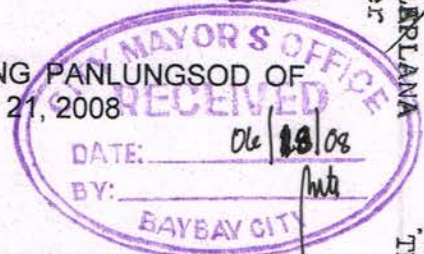
ORDINANCE NO. 02

AN ORDINANCE CREATING A NEW PLANTILLA OF POSITIONS OF THE DIFFERENT DEPARTMENTS OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF BAYBAY WITH THEIR CORRESPONDING RANK AND SALARY GRADE AND APPROVING LIKEWISE THE ORGANIZATIONAL STRUCTURE IN ADDITION TO THE EXISTING PLANTILLA OF POSITIONS.

Section I. - PLANTILLA OF POSITIONS AS A MUNICIPALITY

A.- Municipal Mayor Office

- a. Municipal Mayor, SG27
- b. Private Secretary, SG15
- c. Clerk 111, SG6
- d. Computer Operator 1, SG7
- e. Security Guard 1, SG3
- f. Security Guard 1, SG3
- g. Driver 1, SG3
- h. Utility Worker 1, SG1
- i. Utility Worker 1, SG1
- j. Human Resource Mngt. Officer IV, SG22
- k. Clerk 11, SG4
- l. Human Res. Mngt. Off. 111, SG18
- m. Human Rs. Mngt. Offr. 11, SG15
- n. Security Agent 11, SG10
- o. Security Guard 1, SG3
- p. Driver 11, SG4
- q. Data Entry Machine Operator 1, SG6
- r. Security Agent 11, SG10
- s. Municipal Legal Officer 1, SG24
- t. Municipal Administrator 1, SG24



LOLITO C. MUNEZ
SP Member

LEONIDO A. BERAY
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTELO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

TERESITA J. VELOSO
SP Member

CARLO S. ENRIQUEZ
SP Member

MARGARITA C. CARI
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CARL NICOLAS C. CARI
SP Member

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SP Member

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SP Member

CRISTINO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

- u. Human Rs. Mngt. Aide, SG4
- v. Clerk 11, SG4
- w. Supply Officer 1, SG10
- x. Storekeeper 1, SG6
- y. Public Services Inspector 1, SG6
- z. Utility Worker 1, SG1
- aa. Utility Worker 1, SG1
- bb. Utility Worker 1, SG1
- cc. Utility Worker 1, SG1
- dd. Utility Worker 1, SG1
- ee. Utility Worker 1, SG1
- ff. Utility Worker 1, SG1
- gg. Utility Worker 1, SG1
- hh. Utility Worker 1, SG1
- ii. Tourist Receptionist 11, SG10
- jj. Utility Worker 1, SG1
- kk. Utility Worker 1, SG1
- ll. Utility Worker 1, SG1
- mm. Utility Worker 1, SG1
- nn. Utility Worker 1, SG1
- oo. Utility Worker 1, SG1
- pp. Utility Worker 1, SG1
- qq. Utility Worker 1, SG1
- rr. Data Entry Machine Opt. 1, SG6
- ss. Information Technology Officer, 1, SG19
- tt. Utility Worker 1, SG1
- uu. Utility Worker 1, SG1
- vv. Utility Worker 1, SG1

B. Sangguniang Bayan Office

- a. Municipal Vice Mayor, SG25
- b. SB Member, SG24
- c. SB Member, SG24
- d. SB Member, SG24
- e. SB Member, SG24
- f. SB Member, SG24
- g. SB Member, SG24
- h. SB Member, SG24
- i. SB Member, SG24
- j. SB Member, SG24
- k. SB Member, SG24
- l. Secretary to the SB, 1, SG24
- m. Clerk 11, SG4
- n. Messenger 1, SG2
- o. Utility Worker 1, SG1
- p. Utility Worker 1, SG1
- q. Local Legislative Staff Officer 111, SG16
- r. Local Legislative Staff Assistant 111, SG10
- s. Local Legislative Staff Employee 11, SG4
- t. Data Entry Machine Operator 111, SG11
- u. Stenographer 1, SG4
- v. Records Officer 1, SG10
- w. Utility foreman, SG6
- x. Stenographer 111, SG9
- y. Local Legislative Staff Officer 11, SG13
- z. Clerk 111, SG 6
- aa. Data Entry Machine Operator 1, SG6

ERLINDO P. LEPLANA
SP Member

TERESITA J. VELOSO
SP Member

CARLO S. ENRIQUEZ
SP Member

MARICARITA C. CARI
SP Member

CARL NICHOLAS C. CARI
SP Member

LOLLITO C. MUNEZ
SP Member

LEONIDO A. BERRY
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTIANO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

C. Municipal Budget Office

- a. Municipal Budget Officer, SG24
- b. Budgeting Assistant, SG8
- c. Messenger, SG2
- d. Budgeting Aide, SG4
- e. Budgeting Aide, SG4
- f. Utility Worker 1, SG1

D. Municipal Planning & Dev't. Office

- a. Mun. Planning & Dev't. Coordinator, SG24
- b. Zoning Inspector 1, SG6
- c. Economic Researcher, SG9
- d. Statistician Aide, SG4
- e. Draftsman 1, SG6
- f. Clerk 11, SG4
- g. Clerk 11, SG4

E. Municipal Treasurer's Office

- a. Mun. Treasurer (MG Dept. Head), SG24
- b. Mun. Asst. Treasurer, SG22
- c. Clerk 1V, SG8
- d. Process Server, SG5
- e. Revenue Collection Clerk 111, SG9
- f. Revenue Collection Clerk 1, SG5
- g. Revenue Collection Clerk 1, SG5
- h. Revenue Collection Clerk 1, SG5
- i. Revenue Collection, Clerk 1, SG5
- j. Bookkeeper, SG8
- k. Disbursing Officer 1, SG6
- l. Cashier 11, SG14
- m. Cash Clerk, SG4
- n. Clerk 111, SG6
- o. Clerk 11, SG4
- p. Utility Worker 1, SG1
- q. Utility Worker 1, SG1
- r. Utility Worker 1, SG1
- s. Utility Worker 1, SG1
- t. Utility Worker 11, SG3
- u. Market Supervisor, SG14
- v. Meat Inspector 1, SG6
- w. License Inspector, SG6
- x. Revenue Collection Clerk 1, SG5
- y. Revenue Collection Clerk 1, SG5
- z. Revenue Collection Clerk 1, SG5
- aa. Revenue Collection Clerk 1, SG5
- bb. Revenue Collection Clerk 1, SG5
- cc. Revenue Collection Clerk 1, SG5

F. Municipal Assessor's Office

- a. Mun. Assessor (MG Dept. Head) SG24
- b. Tax Mapping Aide, SG4
- c. Assessment Clerk 1, SG4
- d. Assessment Clerk 1, SG4
- e. Assess. Operation Offr. 11, SG15
- f. Assessment Clerk 1, SG4

ERLINDO P. LERLANA
SP Member

TERESITA J. VELOSO
SP Member

CARLO S. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICOLAS C. CARI
SP Member

- k. Agricultural Technologist, SG10
- l. Agricultural Technologist, SG10
- m. Agricultural Technologist, SG10
- n. Agricultural Technologist, SG10
- o. Agricultural Technologist, SG10

L. Municipal Health Office

- a. Municipal Health Officer 1, SG24
- b. Sanitation Inspector 111, SG11
- c. Sanitation Inspector 11, SG8
- d. Midwife 11, SG8
- e. Midwife 11, SG8
- f. Midwife 11, SG8
- g. Midwife 11, SG8
- h. Midwife 11, SG8
- i. Midwife 11, SG8
- j. Midwife 11, SG8
- k. Midwife 11, SG8
- l. Midwife 11, SG8
- m. Midwife 11, SG8
- n. Midwife 11, SG8
- o. Midwife 11, SG8
- p. Midwife 11, SG8
- q. Midwife 11, SG8
- r. Midwife 11, SG8
- s. Midwife 111, SG11
- t. Medical Technologist 11, SG11
- u. Medical Technologist 11, SG11
- v. Laboratory Technician 1, SG6
- w. Radiologic Technologist 1, SG8
- x. Nurse 11, SG14
- y. Midwife 11, SG8
- z. Sanitation Inspector 1, SG6
- aa. Medical Specialist 1, SG21
- bb. RH Physician, SG24
- cc. Midwife 111, SG11
- dd. Nurse 11, SG14
- ee. Midwife 111, SG11
- ff. Midwife 11, SG8
- gg. Sanitation Inspector 1, SG6

Section II. - PLANTILLA OF POSITIONS AS A COMPONENT CITY

The newly created plantilla of positions of Baybay as a city are as follows:

A. - Office of the City Mayor

- a. 1 City Mayor, SG30
- b. 1 Private Secretary 11, SG15
- c. 1 Clerk 111, SG6
- d. 1 Computer Operator 1, SG7
- e. 12 Security Guard 1, SG3
- f. 2 Driver 1, SG3
- g. 3 Utility Worker 1, SG1
- h. 1 City Gov't. Asst. Dept. Head, SG23
- i. 1 Executive Assistant 111, SG20
- j. 1 Private Secretary 1, SG11
- k. 1 Records Officer 1, SG10
- l. 1 Computer Operator 11, SG9

ERLINDO P. LAPLANA
SP Member

TERESITA J. VELOSO
SP Member

CARLOS S. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NECOMAS C. CARI
SP Member

LOLITO C. MUÑEZ
SP Member

LEONIDO A. BERAY
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTELO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

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SP Member

CRISTOPH S. LORETO
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

LEONIDO A. BERAY
SP Member

LOLITO C. MUNEZ
SP Member

- m. 2 Clerk IV, SG8
- n. 1 Clerk 111, SG6
- / o. 1 Human Resource Mngt. Officer IV, SG22
- p. 1 Administrative Assistant, SG8
- q. 1 Computer Operator 11, SG9
- / r. 2 Clerk 11, SG4
- s. 1 Human Resource Mngt. Officer 111, SG18
- t. 1 Human Resource Mngt. Officer 11, SG15
- / u. 5 Clerk 1, SG3
- / v. 1 Security Officer 111, SG18
- w. 3 Administrative Aide IV, SG4
- x. 1 Security Agent 11, SG10
- y. 10 Watch Man1, SG2
- z. 1 Traffic Operation Officer 1, SG11
- aa. 2 Traffic Aide 11, SG5
- bb. 3 Traffic Aide 1, SG3
- cc. 1 Senior Tourism Operation Officer, SG18
- dd. 1 Administrative Assistant, SG8
- ee. 1 Tourism Operation Officer 1, SG11
- ff. 2 Tourism Receptionist 1, SG8

/ B. - Office of the Sangguninag Panlungsod

- a. 1 City Vice Mayor, SG26
- b. 12 SP Member, SG25
- c. 1 Secretary to the SP, SG25
- / d. 2 Clerk 11, SG4
- e. 1 Clerk IV, SG8
- f. 1 Messenger 1, SG2
- g. 3 Utility Worker 1, SG1
- h. 1 Private Secretary 11, SG15
- i. 1 Driver 1, SG3
- j. 2 Computer Operator 11, SG9
- k. 1 Board Secretary IV, SG22
- l. 1 Board Secretary 11, SG17
- m. 1 Stenographic Reporter 111, SG11
- n. 1 Stenographic Reporter 11, SG9
- o. 1 Stenographic Reporter 1, SG7
- p. 2 Bookbinder 1, SG2
- q. 1 Local Legislative Staff Officer V, SG22
- r. 1 Local Legislative Staff Officer IV, SG19
- s. 1 Local Legislative Staff Officer III, SG16
- t. 1 Local Legislative Staff Assistant 111, SG10
- u. 1 Local Legislative Staff Employee 11, SG4
- v. 1 Data Entry Machine Operator 111, SG11
- w. 1 Records Officer 11, SG14

/ C. - City Accounting Office

- 1. City Accountant 1, SG 25
- 2. City Gov't. Asst. Dep't Head I, SG 23 (subject to compliance of Requirements from the DBM as mandated for the creation this Position)
- 3. Internal Control and Auditing Division:
 - a. 1 MAA IV, SG 22

ERLINDO P. LAPLANA
SP Member

TERESITA J. VELOSO
SP Member

CARLOS S. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICHOLAS C. CARI
SP Member

ERNESTO M. BUTAMAN
SP Member

CRISTIANO S. LORETO
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

LEONIDO A. BERAY
SP Member

LOLITO C. MUÑEZ
SP Member

4. General Accounting Division:

- a. 1 MAA III, SG 18
- b. 1 Fiscal Examiner I, SG11
- c. 2 Accounting Clerk I, SG4
- d. 2 Clerk I, SG3
- e. 1 Bookbinder I, SG2
- f. 1 Utility 1, SG1

5. Records/Remittance Division:

- a. 1 MAA II, SG15
- b. 1 bookbinder 1, SG2
- c. 1 Utility 1, SG1

6. City funds Control and Audit Division:

- a. 1 Fiscal Examiner 1, SG11
- b. 2 Sr. Bookkeeper, SG9
- c. 1 Utility 1, SG1

7. City Funds Control and Audit Division:

- a. 1 Fiscal Examiner 1, SG11
- b. 2 Sr. Bookkeeper, SG9
- c. 1 Accounting Clerk 11, SG6
- d. 2 DEMO 1, SG6
- e. 2 Accounting Clerk 1, SG4

D. - City Agriculture Office

- 1. City Agriculturist 1, SG25
- 2. Assistant Gov't. Dept. Head, SG23
- 3. Administrative Division:

- 1 Adm. Officer 11, SG15
- 2 Clerk 1, SG3
- 2 Driver 1, SG3
- 1 Utility Worker 1, SG1
- 1 Messenger, SG2

4. Irrigation and Agriculture Division:

- 1 Engr. 111, SG19
- 1 Engr. 1, SG12
- 2 Engr. 11, SG16
- 1 Clerk 1, SG3

5. Aquatic and Fishery Division:

- 1 Senior Aqua-culturist, SG18
- 1 Agriculturist 11, SG15
- 1 Licensing Officer 1, SG11
- 1 Aqua-cultural Technician 1, SG6
- 1 Aqua-cultural Technician 11, SG8
- 1 Clerk 1, SG3

6. Facility Division:

- 1 Senior Agriculturist, SG18
- 1 Agriculturist 11, SG15
- 1 Farm Superintendent, SG11
- 1 Farm Worker 1, SG2
- 1 Farm Worker 11, SG4
- 1 Laborer 1, SG1
- 1 Laborer 11, SG3
- 1 Animal Keeper 1, SG4
- 1 Animal Keeper 11, SG6
- 1 Animal Keeper 111, SG9

ERLINDO P. LAPLANA
SP Member

TERESITA J. VELOSO
SP Member

CARLOS S. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICOLAS C. CARI
SP Member

7. Regulatory Division:

- 1 Senior Agriculturist, SG18
- 1 Agriculturist 11, SG15
- 1 Public Utilities Regulation Officer, 1 SG11
- 1 Clerk 1, SG3

8. Planning and Monitoring Division:

- 1 Project Development Officer 111, SG18
- 1 Special Operations Officer 1, SG10
- 1 Data Encoder Machine Operator (DEMO 1) SG6
- 1 Computer Operator 11, SG9

9. Technical Division:

- 1 Senior Agriculturist, SG18

1-a. Crops Section:

- 1 Agriculturist 11, SG15
- 6 Agriculturist 1, SG11
- 10 Agricultural Technologist, SG10
- 1 Clerk 1, SG3

1-b. Livestock Section:

- 1 Agriculturist 11, SG15
- 4 Agricultural Technologist, SG 10

1-c. Institution Section:

- 1 Agriculturist 11, SG15
- 1 Agriculturist 1, SG11

1-d. Research Division:

- 1 Agriculturist 11, SG15
- 1 Agriculturist 1, SG11

E. - Office of the City Assessor

- 1. City Assessor 1, SG25
- 2. Asst. City Assessor, SG23

3. Assessment Operations and Evaluation Unit Division:

- a. 1 Assessment Evaluation Officer 1, SG11
- b. 1 Clerk 11, SG4
- c. 1 Driver 1, SG3
- d. 1 Messenger, SG2
- e. 1 Utility 1, SG1

4. Tax Mapping Division:

- a. 1 Tax Mapper 11, SG15
- b. 1 Tax Mapper 1, SG11
- c. 1 Draftsman 1, SG6
- d. 1 Tax Mapping Aide, SG4

5. Appraisal and Assessment Division:

- a. 1 Property Appraiser 11, SG15
- b. 1 Property Appraiser 1, SG11
- c. 1 Assessment Clerk IV, SG9
- d. 1 Assessment Clerk 11, SG4
- e. 1 Data Entry Machine Operator 11, SG8

6. Assessment Records Management Division:

- a. 1 Records Officer 11, SG14
- b. 1 Assessment Clerk 11, SG6
- c. 1 Assessment Clerk 1, SG4
- d. Clerk 111, SG6
- e. 1 Data Entry Machine Operator 11, SG8
- f. 1 Bookbinder, SG2

LOLLITA C. MUÑEZ
SP Member

LEONIDO A. BERA
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTINO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

ERLINDO P. LARIANA
SP Member

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SP Member

CARLO C. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICHOLAS C. CARI
SP Member

✓ F. - City Social Welfare Development Office:

1. 1 City Social Welfare & Development Officer 1, SG25
- 2 1 Social Welfare Officer IV SG22
- 3 .Administrative Support Division:
 - 1 Clerk 11, SG4
 - 1 Clerk 1, SG3
 - 1 Utility 1, SG1
 - 1 Driver 1, SG1
4. Community Outreach Division:
 - 2 Social Welfare Officer 11, SG18
 - 1 YDO III, SG18
 - 4 YDA, SG5
 - 1 Day Care Worker 11, SG8
 - 1 Day Care Worker 1, SG6
 - 1 Clerk 1, SG3
5. Residential/Rehabilitation Division:
(Women Crisis Center/Youth Home)
 - 2 SWO II, SG15
 - 1 SWA 1, SG4
 - 4 House Parent, SG4
 - 1 Clerk 1, SG3
6. Emergency/Disaster Assistance Division:
 - 1 SWO 1, SG11
 - 1 SWA 1, SG4
 - 1 Clerk 1, SG3
7. Special Social Services & Pilot Division:
 - 2 SWO 1, SG11
 - 1 SWA 1, SG4
 - 1 Clerk 1, SG3

Vocational/skills Development(merged)

1 Manpower Development Officer, SG11

G. - City Population Office

- 1 City Population Officer 1, SG25
 - 1 City Population Program Officer 11, SG15
- South District:
- 1 Population Program Worker 1, SG5
- North District:
- 1 Population Program Worker 1, SG5
- East District:
- 1 Population Program Worker 1, SG5
- Poblacion District:
- 1 Population Program Worker 1, SG5
 - 1 BSPO in every barangay

LOLITO C. MUÑEZ
SP Member

LEONIDA A. BERRAY
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTIANO S. LORETO
SP Member

ERNESTO M. BUTAMAN
SP Member

ERLINDO P. LARAYANA
SP Member

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SP Member

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SP Member

CRISTELO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

H. - City Budget Office

1. City Budget Officer 1, SG25
2. Budget Officer 111, SG18
3. Administrative Division:
 - a. 1 Administrative Officer 11, SG15
 - b. 1 Computer Operator 111, SG12
 - c. 1 Clerk 11, SG4
 - d. 1 Messenger, SG2
4. City Budget Division:
 - a. 1 Budget Officer 1, SG11
 - b. 1 Budgeting Assistant, SG8
 - c. 1 Clerk 11, SG4
5. Barangay Budget Division:
 - a. 1 Budget Officer 1, SG11
 - b. 1 Budgeting Asst., SG8
 - c. 1 Clerk 11, SG4

I. -City Health Office

1. City Health Officer 11, SG25
2. City Health Officer 1, SG24
3. Regulation Division:
 - a. 1 Sanitation Inspector VI, SG18
 - b. 1 Sanitation Inspector V, SG15
 - c. 1 Sanitation Inspector IV, SG13
 - d. 1 Sanitation Inspector III, SG11
 - e. 1 Sanitation Inspector 11, SG8
 - f. 2 Sanitation Inspector 1, SG6
 - g. 1 Clerk 11, SG4
4. Technical Division:
 - a. Program Coordinators:
 - 1 Nurse IV, SG18
 - 1 Nurse 111, SG16
 - 1 Midwife IV, SG13
 - b. Dental Health Service:
 - 1 Dentist 111, SG19
 - 1 Dentist 11, SG16
 - 2 Dental Aide, 1, SG4
 - 1 Clerk 11, SG4
5. Outpatient Division:
 - 1 Medical Officer VI, SG24
 - 1 Nursing Attendant 1, SG6
 - 1 Computer Operator 1, SG7
- District Health Unit 1:
 - i. 1 Medical Officer VI, SG24
 - ii. 1 Nurse 11, SG12
 - iii. 6 Midwife 11, SG8
 - iv. 1 Clerk 1, SG3
 - v. 1 Driver 1, SG3

ERLINDO P. LAPIDANA
SP Member

TERESITA J. VELOSO
SP Member

CARLOS ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICOLAS C. CARI
SP Member

LOLLITO C. MUNEZ
SP Member

LEONIDO A. BERRY
SP Member

EDUARDO S. GUINOCOR, JR.
SP Member

CRISTIANO S. LORETO
SP Member

ERNESTO M. BUTAWAN
SP Member

- District Health 11:
 - a. 1 Medical Officer VI, SG24
 - b. 2 Public Health Nurse 1, SG12
 - c. 5 RH Midwife II, SG8
 - d. 1 RH Midwife III, SG11
 - e. 1 Clerk 1, SG3
 - f. 1 Driver 1, SG3

- District Health Unit I11:
 - a. 1 Medical Officer VI, SG24
 - b. 1 Public Nurse 1, SG12
 - c. 5 RH Midwife II, SG8
 - d. 1 RH Midwife 111, SG11
 - e. 1 clerk 1, SG3
 - f. 1 Driver 1, SG3

- District Health Unit IV:
 - a.1 Medical Officer VI, SG24
 - b. 1 Public Nurse 1, SG12
 - c.5 RH Midwife II, SG8
 - d.1 RH Midwife 111, SG11
 - e.1 clerk 1, SG3
 - f. 1 Driver 1, SG3

6. Administrative Division:

- vi. 1 Pharmacist 1, SG10
- vii. 1 Supply Officer 1, SG10
- viii. 1 Cashier 1, SG10

Anicillary Division:

Rabbies Control Center:

- a. 1 Public Health Nurse 2, SG14

J. - City Engineering Office

- 1. City Engineer 1, SG25
- 2. City Engineer IV SG22
- 3. Administrative Staff Division:
 - a. 1 Administrative Officer 11, SG15
 - b. 1 Supply Officer, SG10
 - c. 1 Store keeper 111, SG9
 - d. 1 Clerk 111, SG6
 - e. 1 Computer operator 1, SG7
 - f. 2 Clerk 11, SG4
 - g. 3 Utility 1, SG1
 - h. 3 Driver 1, SG3

4. Infrastructure Planning & Dev't. Division:

- a. 1 Engineer 111, SG19
- b. 1 Engineer 11, SG16
- c. 2 Draftsman, SG6
- d. 1 Instrument man, SG5
- e. 1 Survey Aide, SG6
- f. 1 clerk 1, SG3
- g. 1 CAD operator, SG ____

ERILINDO B. LARIANA
SP Member

TERESITA J. VELOSO
SP Member

CARLOS S. ENRIQUEZ
SP Member

MARGARITA C. CARI
SP Member

CARL NICHOLAS E. CARI
SP Member

5. Construction Division:

- a. 1 Engineer 111, SG19
- b. 2 Engineer 11, SG16
- c. 1 construction & Maintenance Foreman, SG8
- d. 2 construction & Maintenance Capataz, SG5
- e. 2 Engineering Aide, SG4
- f. 1 Clerk 1, SG3

6. Building and Industrial Safety Inspection Division:

- a. 1 Engineer 111, SG19
- b. 2 building Inspector 1, SG11 (OBO)
- c. 1 Electrical Inspector 1, SG8
- d. 1 clerk 1, SG3
- e. 1 Mechanical Engineer 11, SG16

7. Motor Pool Division:

- a. 1 Engineer 11 (ME), SG16
- b. 1 Mechanic 11, SG6
- c. 1 Mechanic 1, SG2
- d. 1 Welder 11, SG6
- e. 1 Welder 1, SG4
- f. 1 Electrician 11, SG6
- g. 8 Heavy Equipment Operator 1, SG4
- h. 1 Clerk 1, SG3

8. Maintenance Division:

- a. 1 Engineer 111, SG19
- b. 1 Engineer 11, SG16
- c. 2 Maintenance General Foreman, SG8
- d. 2 construction & Maintenance Capataz, SG5
- e. 2 Plumber 1, SG3
- f. 1 Electrician 1, SG4
- g. 2 Painter 1, SG3
- h. 1 clerk 1, SG3

K. - City of General Services Office

A. General Services Officer 1, SG25

B. Supply & Property Management Division:

1 Supply Officer 111, SG18

*Procurement Section

- 1 Buyer 1, SG4
- 1 clerk 11, SG4
- 1 Utility 1, SG1

*Records Management Section

- 1 Records Officer 11, SG14
- 1 Computer Operator 11, SG9
- 1 Clerk 111, SG6

*Supply & Property Custody Section

- 1 Warehouseman IV, SG13
- 3 Administrative Aide 1, SG1
- 1 Storekeeper 1, SG4

C. Public Services Division:

1 Public Services Officer 111, SG18

*Garbage Collection & Disposal Section

- 1 Administrative Assistant 11, SG8
- 9 Driver 1, SG3
- 1 Clerk Worker 111, SG3
- 1 Utility Worker 111, SG3
- 10 Utility Worker 1, SG1

LOLETA C. MUÑEZ
SP Member

LEONIDO A. BERAY
SP Member

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SP Member

CARLO S. ENRIQUEZ
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MARGARITA C. CARI
SP Member

CARL NICOLAS C. CARI
SP Member

D. Repair & Maintenance Beautification Division
1 Engineer 111, SG19

- 1 Const. & Maint. Foreman, SG8
- 1 Carpenter 11, Sg5
- 3 Carpenter 1, SG3
- 4 Electrician 1, SG4
- 2 Utility Worker 1, SG1
- 1 Plumber 1, SG3
- 1 Welder 11, SG6
- 12 Laborer Helper 11,SG3

L. - City Human Resource Management Office

- 1. HRMO IV, SG22
- 2. Administrative Staff Division
 - a. 1 Administrative Assistant, SG8
 - b. 1 Computer Operator 11, SG9
 - c. 1 Clerk 11, SG4

- Leave Adm. /Retirement & Other Personnel Services Section:
 - a. 1 HRMO111,SG18
 - b. 1 clerk 1, SG3

- Appointment & Records Management Section:
 - a. 1 HRMO 11, SG15
 - b. 1 Clerk 1, SG3

- Human Resource Dev't. & Personnel Training Section:
 - a. 1HRMO 1, SG11
 - b. 1 Clerk 1, SG3

M. - City Planning Development Office

- 1. City Planning & De'vt. Officer 1, SG25
- 2. Administrative Staff:

- 1 Administrative Officer 11,SG15
- 1 Clerk 1, SG3
- 1 Utility Worker 1, SG1

- 3. Plans & Program Division:
 - 1 Planning Officer IV, SG22
 - 1 Computer Operator 1, SG7

- *Economic/Social Section
 - 1 Economist 11, SG15
 - 1 Economist 1 SG11
 - 1 Planning Officer, SG11
 - 1 Clerk 1, SG3

- *Infrastructure Section
 - 1 Project Eval. Officer 11, SG15
 - 1 Project Dev't. Officer 1, SG11
 - 1 Planning Ass't. SG8
 - 1 Clerk 1, SG3

- 4. Land Use & Zoning Division:
 - a. 1 Zoning Officer IV, SG22
 - b. 1 Computer Operator 1, SG7

- *Building & Business Section
 - 1 Zoning Officer 11,SG15
 - 1 Zoning Inspector 1, SG6
 - 1 Clerk 1, SG3

- *Physical/Mapping Section
(Mines & Quarry/Subdivision)
 - 1 Architect 11,SG16
 - 1 Engineer 1, SG16
 - 1 Clerk 1, SG3

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SP Member

N. - City Civil Registrar's Office

1. 1 City Civil Registrar 1, SG25
2. 1 City Registrar Officer IV, SG22
3. Administrative Division:
 - a. 1 Administrative Officer 111, SG18
 - b. 1 Administrative Asst., SG8
 - c. 1 Data Entry Machine Operator 1, SG6
 - d. 1 Clerk 11, SG4
 - e. 1 Utility Worker 11, SG3
4. Registration Division:
 - a. 1 Registration Officer 11, SG14
 - b. 1 Registration Officer 1, SG10
 - c. 1 Clerk IV, SG8
 - d. 1 Data Entry Machine Operator 11, SG8
 - e. 1 Utility Worker 1, SG1
5. Records Division:
 - a. 1 Records Officer 11, SG14
 - b. 1 Bookbinder 111, SG7
 - c. 1 Clerk 111, SG6
 - d. 1 Data Entry Machine Operator 1, SG6
 - e. 1 Utility Worker 1, SG1

O. - City Treasurer's Office

1. City Treasurer 1, SG25
2. Assistant City Treasurer, SG23
3. Administrative Staff Division:
 - a. 1 Administrative Officer 11, SG15
 - b. 1 Clerk IV, SG8
 - c. 1 Data Entry Machine Operator II, SG8
 - d. 1 Storekeeper, SG4
 - e. 2 Utility Worker 1, SG1
 - f. 1 Process Server, SG5
 - g. 1 Driver, SG3
4. License Division:
 - a. 1 Local Revenue Collection Officer 11, SG15
 - b. 2 Revenue Collection Clerk 11, SG8
 - c. 2 Data Entry Machine Operator 11, SG8
 - d. 1 License Inspector 11, SG9
 - e. 2 Utility worker 1, SG1
5. Land Tax Division:
 - a. 1 Local Revenue Collection Officer 11, SG15
 - b. 3 Revenue collection Clerk 111, SG9
 - c. 3 Revenue Collection Clerk 11, SG7
 - d. 1 Data Entry Machine Operator 11, SG8
 - e. 4 Revenue Collection Clerk 1, SG5
 - f. 1 Utility Worker 1, SG1
6. Cash Division:
 - a. 1 Cashier 111, SG18
 - b. 1 Disbursing Officer 11, SG8
 - c. 1 Utility Worker 1, SG1

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P. - City Tourism Office

1. City Mayor, SG30
2. Senior Tourism Officer, SG18
3. Administrative Staff:
 - a. 1 Administrative Asst., SG8
 - b. 1 Clerk 1, SG3
4. Operation Division:
 - a. Operations Officer 1, SG11
 - b. 2 Tourist Receptionist 1, SG8

Q. - City Administrator's Office

1. Local Chief Executive, City Mayor,, SG30
2. City Administrator, SG25
3. Administrative Staff:
 - 1 Administrative Officer 11, SG15
 - 1 Administrative Asst., SG8
 - Computer Operator 11, SG9
 - 2 Utility Worker 1, SG1
 - 1 Driver 1, SG3

R. - City Cooperative Development Office

1. Cooperative Development Officer 1, SG25
2. Administrative Staff:
 - 1 Administrative Assistant, SG25
 - 1 Clerk 11, SG4
3. Operations Division:
 - 1 Senior Cooperative Dev't. Specialist, SG18
 - 2 Cooperative Development Specialist 1, SG11
 - 2 Clerk 1, SG3
 - 2 Utility Worker 1, SG1

S. - City Civil Security Unit Office

1. City Mayor, SG30
2. Security Officer 111, SG18
3. Radio Communication Services:
 - a. 3 Administrative Aide IV, SG4
 - b. 1 Clerk 1, SG1
 - c. 1 Utility Worker 1, SG1
4. Security Task Force:
 - a. 1 Security Agent 11, SG10
 - b. 10 Security Guard 1, SG3
 - c. 10 Watchman 1, SG2
 - d. 1 Driver 1, SG3
5. Traffic Operations:
 - a. 1 Traffic Operations Officer 1, SG11
 - b. 2 Traffic Aide 11, SG5
 - c. Traffic Aide 1, SG3

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SP Member

MARGARITA C. CARI
SP Member

CARL NICHOLAS C. CARI
SP Member

T. - City Legal Office

1. City Mayor, SG30
2. City Legal Officer 1, SG25
3. Administrative Staff:
 - a. 1 Administrative Asst., SG8
 - b. 1 Clerk 11, SG4
4. Operations Divisions:
 - a. 1 legal Assistant 11, SG12

U. - City Environment & Natural Resources Office

1. City Environment & Natural Resources Officer 1, SG25
2. Administrative Division:
 - a. 1 Administrative Asst., SG8
 - b. 1 clerk 11, SG4
 - c. 1 Utility 1, SG1
3. Aquatic/Marine Division:
 - a. 1 Environmental Management Specialist 11, SG15
 - b. 1 Aqua-cultural Technologist, SG10
 - c. 1 Aqua-Cultural Technician, SG6
 - d. 1 Clerk 1, SG3
4. Mines/Geosciences Division:
 - a. 1 Environmental Management Specialist 11, SG15
 - b. 1 Administrative Assistant, SG8
5. Forestry Division:
 - a. 1 Environmental Management Specialist 11, SG15
 - b. 2 forester 1, SG4
 - c. 1 forest Ranger, SG4
6. Lands Division:
 - a. Environmental Management Specialist II, SG15
 - b. 1 Clerk 1, SG3

V. - City Enterprise Management Office

1. City Mayor, SG30
2. Administrator, SG25
3. Administrative Officer 111, SG18
4. Administrative Staff Division:
 - a. 1 Administrative Assistant, SG8
 - b. 1 clerk 1, SG3
 - c. 1 Utility 1, SG1

1. City Diagnostic Center Division

- a. 1 Medical Officer VI, SG24
 - b. 1 Administrative Officer II, SG15
 - c. 1 Administrative Asst., SG8
 - d. 1 clerk 1, SG3
 - e. 1 Utility 1, SG1
- X-RAY:
- a. 1 Radiologic Technologist III, Sg13
 - b. 1 Radiologic Technologist 1, SG8
 - c. 1 X-ray aide, SG2
- Diagnostic Laboratory:
- a. 1 Medical Technologist 111, SG18
 - b. 1 Medical Technologist 11, Sg15
 - c. 2 Medical Technologist 1, SG11
 - d. 1 Laboratory Technician 1, SG6
 - e. 1 Laboratory Aide 1, SG2

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CARLO S. ENRIQUEZ
SP Member

MARGARETA C. CARI
SP Member

CARL N. CARI
SP Member

- Social Hygiene Clinic:

- a. 1 Midwife 111, SG11
- b. 1 Clerk 111, Sg6

- Rabies Control Center:

- a. 1 Nurse 11, SG14

/ 2. Market Division:

- a. 1 Market Supervisor, SG22
- b. 2 Market Inspector 1, Sg6
- c. 1 Utility Worker 11, SG3
- d. 10 Revenue Collection Clerk 1, SG5

/ 3. Slaughterhouse Division:

- a. 1 Slaughterhouse Master 11, SG14
- b. 1 Administrative Asst.t, SG8
- c.3 Laborer 1, SG1

/ 4. Bus Terminal Division:

- a. 1 Administrative Officer 11, SG15
- b. 1 Administrative Asst., SG8
- c. 1 Utility 1, SG1
- d. 1 Messenger, SG1
- e. 1 Clerk 1, SG3

5. Gymnasium & Convention Center:

- a. 1 Administrative Officer 1, SG11
- b. 1 Administrative Asst., SG8
- c. 1 Clerk 1, SG3
- d. 2 Utility Worker 1, SG1

W. - City Information Office

1. City Information Officer 1, Sg25

2. Technical & Printing Division:

- a. 1 Information Technology Officer 1, SG19
- b. 1 Computer Operator 11, SG9
- c. 1 Computer Operator 1, SG7
- d. 1 Clerk 1, SG3
- e. 1 Bookbinder 1, SG2
- f. 1 Utility Worker 1 SG1
- g. 1 Messenger, SG2

3. Community Affairs Division:

- a. 1 Community Affairs Officer 1, SG11
- b. 1 Community Affairs Assistant 1, SG5
- c. 1 sports Development Officer 1, SG10
- d. 1 Clerk 1, SG1
- e. 1 Utility Worker 1, SG1

4. Research, Documentation & Records Division:

- a. 1 Librarian 11, SG11
- b. 1 Information Officer 1, SG11
- c. 1 Information Assistant 1, SG8
- d. 1 Clerk 1, SG3

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