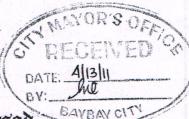


Republic of the Philippines PROVINCE OF LEYTE City of Baybay -0000000-



Office of the Sangguniang Panlungsod

Excerpt from the

MINUTES OF THE 13th REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOOD OF BAYBAY CITY, LEYTE HELD IN THE SESSION HALL ON MARCH 28, 2011

CITY ORDINANCE NO. 005 series of 2011

AN ORDINANCE CREATING THE POSITION OF SUPPLY OFFICER II IN THE PLANTILLA OF THE CITY OF BAYBAY

SPONSORED BY: HON. ERNESTO M. BUTAWAN, HON. CRISTELO S. LORETO & HON. ALAN D. FERNANDEZ

SECTION I.- Plantilla Position.- It is hereby created a position of Supply Officer II in the Plantilla of the City of Baybay.

SECTION II.- Salary/Emoluments/Benefits.- The position of Supply Officer it shall receive a monthly salary and benefits equivalent to a Salary Grade 14 employee as provided for under the Standardization Law for Local Government Unit employees;

SECTION III.- Qualification - The minimum requirement of an applicant to be appointed as Supply Officer II shall be as follows:

- 1. Graduate of a four college degree/couse:
- 2. One year relevant experience;
- 3. Four hours relevant Training
- 4. A Career Service (Professional 2nd level eligibility)

SECTION IV.- Duties and Responsibilities - The following are the duties and responsibilities of a Supply Officer II:

- 1. Consolidate all department's annual procurement plan;
- 2. Process, inspect and release all local department's request for supplies and materials:
- 3. Purchase all the needed supplies and materials for the City in accordance with the existing laws, rules and regulations.
- 4. Perform such other functions as may be prescribed by the immediate supervisor and its duly authorized representative.

SECTION V.- Office Assignment - The Supply Officer II is directly under the Office of the City Mayor and he/she is under the direct control and supervision of the City Mayor.

RESOLVED, FURTHER, to let certified copies of this ordinance be furnished to the offices concerned for their information and guidance.

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing ordinance duly adopted by the Sangguniang Panlungsod during its regular session held on March 28, 2011

ATTESTED AND CERTIFIED TO BE DULY ADOPTED.

HON. MICHAEL L. CARI
City Vice Mayor &
Presiding Officer

AMELITO V. BORNEO
Secretary to the SP

APPROVED BY PIER HOMOR

CARMEN L. CARI City Mayor

LAN MD MERNANDEZ SP Member

CRISTER S. LORETO

LEGNOTE P. ASINOM, JR.

NESTO M. BUTAWA