



## Office of the Sangguniang Panlungsod

Excerpt from the  
MINUTES OF THE 13<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD  
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 2<sup>nd</sup> 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

AMELITO V. BORNEO  
Secretary to the SP

ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:

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

APPROVED BY HER HONOR

CARMEN L. CARI  
City Mayor

LOLITO C. MUNIZ  
SP Member

ALAN D. FERNANDEZ  
SP Member

CRISTELO S. LORETO  
SP Member

LEONCIO P. ASILOM, JR.  
SP Member

ERNESTO M. BUTAWAN  
SP Member

LEONILDO P. LAYANAN  
SP Member

TERESITA J. VELOSO  
SP Member

AGUSTIN B. ALO  
SP Member