



Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF SAN ROQUE
-ooOoo-

OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 61 S, 2024

AN ORDINANCE CREATING THE THREE (3) PLANTILLA POSITIONS OF ADMINISTRATIVE AIDE (UTILITY WORKER I) IN THE GENERAL SERVICES OFFICE, ABOLISHING THE PLANTILLA POSITIONS OF TAX MAPPING AIDE (ITEM NO.1101-4) IN THE OFFICE OF THE MUNICIPAL ASSESSOR'S OFFICE AND ADMINISTRATIVE AIDE II (ITEM NO. 8711-15) IN THE MUNICIPAL ENVIRONMENTAL AND NATURAL RESOURCES OFFICE, AS AND FOR OTHER PURPOSES

Authored by: SB Member Engr. Deodato L. Bantilo
Co - Authored by: Unanimous

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organization structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447 (a) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government:

WHEREAS, the positions Tax Mapping Aide (Item No.1101-4) in the Municipal Assessor's Office and Administrative Aide II (Item No. 8711-15) in the Municipal Environmental and Natural Resources Office are vacant and the current administration deems it unneeded at the moment, meanwhile, the positions of three (3) Administrative Aide I (Utility Worker I) in the General Services Office which can be created utilizing the savings from the abolished positions:

BE IT ENACTED, by the Sangguniang Bayan during its regular session duly assembled that;

SECTION 1. CREATION OF PLANTILLA POSITION. The positions of three (3) Administrative Aide I (Utility Worker I) in the General Services Office are hereby created;


SECTION 2. ABOLITION OF PLANTILLA POSITION. The plantilla positions of Tax Mapping Aide (Item No.1101-4) in the Municipal Assessor's Office and Administrative Aide II (Item No. 8711-15) in the Municipal Environmental and Natural Resources Office are hereby abolished,

SECTION 3. BUDGETARY REQUIREMENTS. The total amount One Hundred Forty Thousand Eight Hundred Twenty-Three Pesos and 75/100 (P140,823.75), representing the unexpended appropriation for the salaries and other emoluments and personnel benefits of the abolished positions, reverted to general fund, is hereby re-appropriated to cover the salaries and other emoluments and personnel benefits of the created positions;

Seq. No.	New Item/Position	Salary Grade	Item Number	Salary, Other Compensation and Benefits (Oct. 1-Dec. 31, 2024)
1	Administrative Aide I (Utility Worker I)	1/1	1062-16	46,941.25
2	Administrative Aide I (Utility Worker I)	1/1	1061-17	46,941.25
3	Administrative Aide I (Utility Worker I)	1/1	1061-18	46,941.25
Total				140,823.75

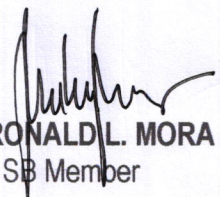
SECTION 4. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval

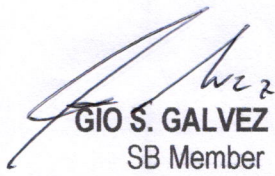
DONE and APPROVED, this **16th** day of September 2024 at Sangguniang Barangay Session Hall, Barangay Malobago, San Roque, Northern Samar, Philippines.

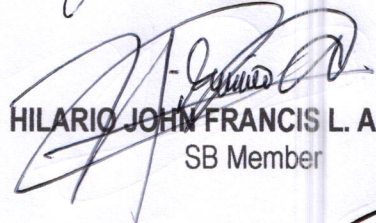

JOCELYN U. CORSO
 SB Member

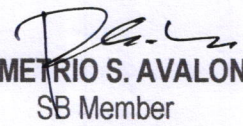

ENGR. DANTE C. TAN
 SB Member

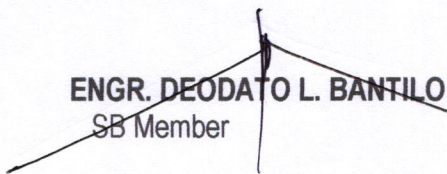

FREDDIE F. JARITO
 SB Member

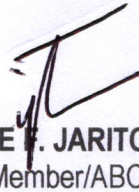

RONALD L. MORA
 SB Member

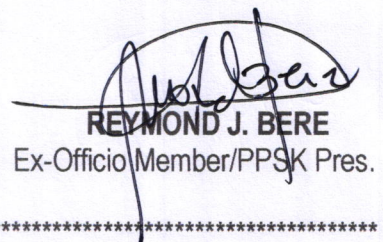

GIO S. GALVEZ
 SB Member


HILARIO JOHN FRANCIS L. ACEBUCHE
 SB Member

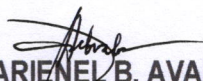

DEMETRIO S. AVALON, JR.
 SB Member


ENGR. DEODATO L. BANTILO
 SB Member



FREDDIE F. JARITO
 Ex-Officio Member/ABC Pres.


REYMOND J. BERE
 Ex-Officio Member/PPSK Pres.

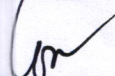
I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.


MARIENEL B. AVALON
 Officer – in – Charge
 Office of the Secretary to the Sangguniang Bayan

ATTESTED:


ETHEL O. RAMIREZ
 Municipal Vice Mayor/Presiding Officer

APPROVED:


MARIA ANA G. AVALON, MD, MPH
 Municipal Mayor

02 OCT 2024

Republic of the Philippines
Province of Northern Samar
Municipality of San Roque
-0000000-

LOCAL FINANCE COMMITTEE

CERTIFICATION

THIS IS TO CERTIFY that there is an available fund with a total amount of **One Hundred Forty Thousand Eight Hundred Twenty-Three Pesos and 75/100 (P140,823.75)** and such fund shall be taken from, to wit;

Personal Services (Sept.- Dec)

Municipal Assessor's Office

Tax Mapping Aide - ₱74,783.75

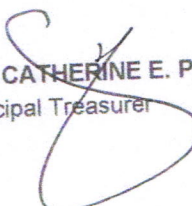
MENRO

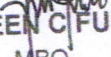
Administrative Aide II - 66,040.00

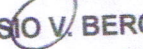
TOTAL

₱140,823.75

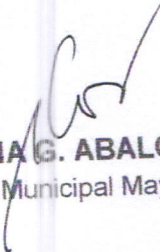
Issued this 10th day of September 2024, San Roque Northern Samar.


EVANGELINE CATHERINE E. PARANE
Municipal Treasurer


MAUREEN C. FUENTES
MBO


DIONISIO V. BERONILLA JR.
MPDC

Approved by:


MARIA ANA G. ABALON, MD, MPH
Municipal Mayor

STATEMENT OF FUNDING SOURCES
 (Supplemental Budget)
 FY 2024
 Northern Samar/San Roque
 Province/City/Municipality
 Fund/Special Account

Particular	1	Account Classification	2	Amount	3
a. Additional Realized Income					
b. Savings		Personal Services		140,823.75	
New Revenue Measures					
a. New Local Taxes, charges, fines and penalties					
b. Remittances, Contributions/Subsidies/Grants from NGAs/Government Corporations/Private Entities					
TOTAL ESTIMATED INCOME					140,823.75

Certified Correct:

[Signature]
 EVANGELINE CATHERINE E. PARANE
 Municipal Treasurer

[Signature]
 DEVINA C. BAGAPURO, CPA
 Local Accountant

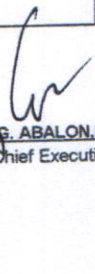
STATEMENT OF SUPPLEMENTAL APPROPRIATION
Northern Samar , San Roque
Province/City/Municipality

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditure	Account Code	Amount
GENERAL SERVICES OFFICE	OCT.1-DEC.31,2024				
	Administrative Aide I (Utility Worker I)				
	Salaries and Wages			5-01-01-010	29,250.00
	PERA			5-01-02-010	6,000.00
	RATA			5-01-02-020/5-01-02-030	-
	Clothing/Uniform Allowance			5-01-02-040	-
	Mid Year/Year End Bonus			5-01-02-140	-
	Cash Gift	1000-000-3-01-019-011-004	Personal Services	5-01-02-150	-
	Retirement and Life Insurance Premium			5-01-03-010	3,510.00
	Pag-Ibig Contributions			5-01-03-020	600.00
	Philhealth Contributions			5-01-03-030	731.25
	Employees Compensation Insurance Premiums			5-01-03-040	300.00
	Provident Fund			5-01-03-050	1,550.00
Productivity Enhancement Incentive			5-01-04-990	5,000.00	
GENERAL SERVICES OFFICE	Administrative Aide I (Utility Worker I)				
	Salaries and Wages			5-01-01-010	29,250.00
	PERA			5-01-02-010	6,000.00
	RATA			5-01-02-020/5-01-02-030	-
	Clothing/Uniform Allowance			5-01-02-040	-
	Mid Year/Year End Bonus			5-01-02-140	-
	Cash Gift	1000-000-3-01-019-011-004	Personal Services	5-01-02-150	-
	Retirement and Life Insurance Premium			5-01-03-010	3,510.00
	Pag-Ibig Contributions			5-01-03-020	600.00
	Philhealth Contributions			5-01-03-030	731.25
	Employees Compensation Insurance Premiums			5-01-03-040	300.00
	Provident Fund			5-01-03-050	1,550.00
	Productivity Enhancement Incentive			5-01-04-990	5,000.00
GENERAL SERVICES OFFICE	Administrative Aide I (Utility Worker I)				
	Salaries and Wages			5-01-01-010	29,250.00
	PERA			5-01-02-010	6,000.00
	RATA			5-01-02-020/5-01-02-030	-
	Clothing/Uniform Allowance			5-01-02-040	-
	Mid Year/Year End Bonus			5-01-02-140	-
	Cash Gift	1000-000-3-01-019-011-004	Personal Services	5-01-02-150	-
	Retirement and Life Insurance Premium			5-01-03-010	3,510.00
	Pag-Ibig Contributions			5-01-03-020	600.00
	Philhealth Contributions			5-01-03-030	731.25
	Employees Compensation Insurance Premiums			5-01-03-040	300.00
	Provident Fund			5-01-03-050	1,550.00
	Productivity Enhancement Incentive			5-01-04-990	5,000.00
Total Appropriation					140,823.75

Prepared:


MAUREEN C. FUENTES
Municipal Budget Officer

Approved:


MARIA ANA G. ABALON, MD, MPH
Local Chief Executive

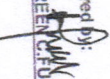
COMPUTATION

TO BE ABOLISHED (Sept. -Dec):

OFFICE/POSITION	SG	NAME OF EMPL	SALARY	Bonus	PERA	Life & Retir.	Clothing	Pay-Ing	ECC	PhilHealth	PEI	Provident	TOTAL
Ter Mapping Aide	4/6	Vacant	44,000.00	10,000.00	8,000.00	5,183.75		800.00	400.00		5,000.00	1,400.00	74,783.75
Administrative Aide II	2/2	Vacant	37,000.00	9,000.00	8,000.00	4,440.00		800.00	400.00		5,000.00	1,400.00	68,040.00
TOTAL			81,000.00	19,000.00	16,000.00	9,623.75		1,600.00	800.00		10,000.00	2,800.00	140,823.75

FOR CREATION	SG	NAME OF EMPL	SALARY	RATA	PERA	Life & Retir.	Pay-Ing	ECC	PhilHealth	PEI	Provident	TOTAL
Administrative Aide I	1/1	VACANT	29,250.00	-	8,000.00	3,510.00	800.00	300.00	731.25	5,000.00	1,550.00	48,841.25
Administrative Aide I	1/1	VACANT	29,250.00	-	8,000.00	3,510.00	800.00	300.00	731.25	5,000.00	1,550.00	48,841.25
Administrative Aide I	1/1	VACANT	29,250.00	-	8,000.00	3,510.00	800.00	300.00	731.25	5,000.00	1,550.00	48,841.25
TOTAL			87,750.00		18,000.00	10,530.00	1,800.00	900.00	2,193.75	15,000.00	4,650.00	140,823.75

Total Funds of Abolished Positions 140,823.75
 Total Funds Needed to Create New Positions 140,823.75

Prepared by:

 MAUREEN C. FUENTES
 MBO

PAGES

**BUDGET OF EXPENDITURES AND SOURCES OF FINANCING
SAN ROQUE, NORTHERN SAMAR**

PARTICULARS	Account Code PPSAS	Income Classification	Past Year	Current Year Appropriation			Budget Year (OCT.1- DEC. 31, 2024)
				First Semester	Second Semester	TOTAL	Proposed
				Actual	2023 Estimate		
1	2	3	4	5	6	7	8
I. Beginning Cash Balance							
Total Available Resources (General Fund)							140,823.75
Beginning Balance							140,823.75
Total			-	-	-	-	
III. EXPENDITURES							
Personal Services							
Salaries and Wages:							
Salaries and Wages- Regular	5-01-01-010						87,750.00
Other Compensation:							
Personal Economic Relief Allowance (PERA)	5-01-02-010						18,000.00
Representation Allowance-(RA)	5-01-02-020						-
Transportation Allowance -(TA)	5-01-02-030						-
Clothing/Uniform Allowance	5-01-02-040						-
Year End Bonus	5-01-02-140						-
Cash Gift	5-01-02-150						-
Personnel Benefit Contribution:							
Retirement and Life Insurance Premiums	5-01-03-010						10,530.00
PAG-IBIG Contributions	5-01-03-020						1,800.00
PHILHEALTH Contributions	5-01-03-030						2,193.75
Employees Compensation Insurance Premiums	5-01-03-040						900.00
Provident Fund Contributions	5-01-03-050						4,850.00
Other Personnel Benefits							
Other Personnel Benefits	5-01-04-990			-	-		15,000.00
- Productivity Enhancement Incentive				-	-		
Total Personal Services			-	-	-	-	140,823.75
Maintenance & Other Operating Expenses							
Other Maintenance & Operating Expenses	5-02-99-990						0.00
Total MOOE			-	-	-	-	0.00
Capital Outlay							

FD

Property, Plant and Equipment	1-07-05-020						0.00
Total CAPITAL OUTLAY							0.00
Special Purpose Appropriations (SPA's)							
Appropriation for Development Program/Projects (20%) (Economic Dev. Fund)							0.00
Appropriation for Local Disaster Risk Reduction & Management (LDRRM)							0.00
Appropriations for Gender and Development Fund (5%GAD Fund) MCPC)							0.00
(1%SC/PWD)							0.00
Other Authorized SPAs							0.00
1.1 Aid to Barangays							0.00
1.2 Other Authorized SPAs							0.00
Total of Other Special Purpose Appropriations							0.00
Total Expenditures							140,823.75
IV. Ending Balance							
Total Available Resources (General Fund)							140,823.75

We hereby certify that the information presented above are true and correct. We further certify that the foregoing estimated receipts are reasonably projected as collectable for the Budget Year.

Certified Correct:

EVANGELINE CATHERINE E. PARANE
Local Treasurer

MAUREEN C. SUENTES
Local Budget Officer

DIONISIO V. BERONILLA JR
Mun. Planning and Dev't Coordinator

DEVINA C. BAGAPURO
Local Accountant

Approved by:

MARIA ANA G. ABALON, MD, MPH
Municipal Mayor

LBP Form No. 2


**PROGRAMMED APPROPRIATION AND OBLIGATION
BY OBJECT OF EXPENDITURES
LGU: San Roque, Northern Samar
GENERAL FUND**

Office : GENERAL SERVICES OFFICE


OBJECT OF EXPENDITURES 1	Account Code 2	Past Year 3	Current Year Appropriation			Budget Year (OCT.1-DEC 31,2024) 8
			First Semester 5	Second Semester 6	Total 7	
1. Personal Services:						
Salaries and Wages						
Salaries & Wages- Regular	5-01-01-010					87,750.00
Other Compensation:						
Personal Economic Relief Allowance	5-01-02-010					18,000.00
Representative Allowance (RA)	5-01-02-020					-
Transportation Allowance (TA)	5-01-02-030					-
Clothing/Uniform Allowance	5-01-02-040					-
Longevity Pay	5-01-02-120					-
Year End Bonus	5-01-02-140					-
Cash Gift	5-01-02-150					-
Personnel Benefit Contributions						-
Retirement and Life Insurance Premiums	5-01-03-010					10,530.00
PAG-IBIG Contributions	5-01-03-020					1,800.00
PHILHEALTH Contributions	5-01-03-030					2,193.75
Employees Compensation Insurance Premiums	5-01-03-040					900.00
Provident Fund Contribution	5-01-03-050					4,650.00
Other Personnel Benefits	5-01-04-990					
-Productivity Enhancement Incentive						15,000.00

Total Personal Services		0.00	0.00	0.00	0.00	140,823.75
2. Maintenance & Other Operating Expenses						0.00
Other Maintenance and Operating Expenses:						
Total MOOE		0.00	0.00	0.00	0.00	0.00
3. Capital Outlay						0.00
3.1 Property Plant & Equipment	1-07-05-020					
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00
TOTAL APPROPRIATION		0.00	0.00	0.00	0.00	140,823.75

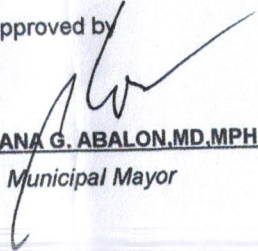
Prepared by:


MAE LUZIEL A. MEDALLA
 Department Head

Reviewed by


MAUREEN C FUENTES
 Local Budget Officer

Approved by



MARIA ANA G. ABALON, MD, MPH
 Municipal Mayor

PLANTILLA OF LGU PERSONNEL
Municipality of San Roque, Northern Samar

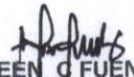
OFFICE: GENERAL SERVICES OFFICE

Item Number		Position Title 3	Current Year Authorized			Budget Year Proposed (October 1-Dec 31,2024)		Increase/ Decrease 9
Old 1	New 2		Name of Incumbent 4	Rate/Annum		P		
				SG/Step 5	Amount 6	SG/Step 7	Amount 8	
	1061-16	Administrative Officer I (Utility Worker I)	Vacant			1/1	29,250.00 LBC 149	
	1061-17	Administrative Officer I (Utility Worker I)	Vacant			1/1	29,250.00 LBC 149	
	1061-18	Administrative Officer I (Utility Worker I)	Vacant			1/1	29,250.00 LBC 149	
		TOTAL					87,750.00	

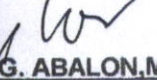
Prepared by:


ELBERT FABIAN M. LAGRIMAS
HRMO - Designate

Reviewed by:


MAUREEN G. FUENTES
Local Budget Officer

Approved by:


MARIA ANA G. ABALON, MD, MPH
Municipal Mayor