



Republic of the Philippines
 Province of Northern Samar
MUNICIPALITY OF SAN ROQUE
 -00000-

OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 53 S, 2024

AN ORDINANCE CREATING THE PLANTILLA POSITION OF TOURISM OPERATIONS OFFICER I IN THE OFFICE OF THE MUNICIPAL MAYOR/MUNICIPAL TOURISM OFFICE, ABOLISHING THE PLANTILLA POSITION OF TOURISM OPERATIONS ASSISTANT (ITEM NO.1011-4) IN THE OFFICE OF THE MUNICIPAL MAYOR/MUNICIPAL TOURISM OFFICE, AS AND FOR OTHER PURPOSES

Authored by: SB Member Dante C. Tan
 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 position Tourism Operations Assistant in the Office of the Municipal Mayor/Municipal Tourism Office, (Item No.1011-4) is vacant and the current administration deems it imperative to upgrade the position to Tourism Operations Officer I to make it more responsive to the demands of the Tourism Sector;

NOW, THEREFORE, the Sangguniang Bayan is hereby reassembled, enacts that;

SECTION 1. The position of Tourism Operations Officer I in the Office of the Municipal Mayor/Municipal Tourism Office is hereby created;

SECTION 2. The plantilla position of Tourism Operations Assistant in the Office of the Municipal Mayor/Municipal Tourism Office, (Item No.1011-4) is hereby abolished;

SECTION 3. The total amount One Hundred Thirty-One Thousand Two Hundred Thirty-Eight Pesos and 13/100 (P131,238.13), representing the unexpended appropriation for the salaries and other emoluments and personnel benefits of the abolished positions is hereby reverted to general fund and is hereby re-appropriated to cover the salaries and other emoluments and personnel benefits of the created position;

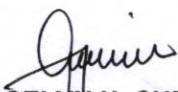
Seq. No.	New Item/Position	Salary Grade	Item Number	Salary, Other Compensation and Benefits (August 15- Dec. 31, 2024)
1	Tourism Operations Officer I	SG-11	1011-4	P131,238.13

Sufficient funds shall be appropriated to cover the budget for salaries and other emoluments and personnel benefits for the position herein created beginning fiscal year 2025 and every year thereafter.

The Certificate of Availability of Funds, LBP Form Nr. 1,2,3,7,8 and 9, all issued for this purpose, are hereby incorporated hereto by reference and made integral parts hereof.

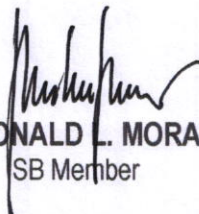
SECTION 4. EFFECTIVITY. This ordinance shall take effect immediately upon its approval.

DONE and APPROVED, this **29th day of July**, 2024 at Sangguniang Bayan Session Hall, 2nd Floor, Balaudnan Building, San Roque, Northern Samar, Philippines


JOCELYN U. CORSO
SB Member


DANTE G. TAN
SB Member


FREDDIE F. JARITO
SB Member

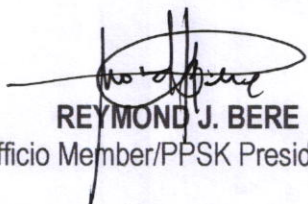

RONALD L. MORA
SB Member

GIO S. GALVEZ
SB Member
(Absent)


HILARIO JOHN FRANCIS L. ACEBUCHÉ
SB Member


DEMETRIO S. AVALON, JR.
SB Member


FREDDIE F. JARITO
Ex-Officio Member/ABC President
(Absent)


REYMOND J. BERE
Ex-Officio Member/PPSK President

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

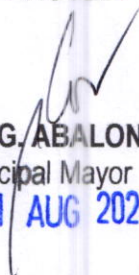

MARIENEL B. AVALON
OIC - Secretary to the Sangguniang Bayan

ATTESTED:


DEODATO L. BANTILO
SB Member/Temporary Presiding Officer

ETHEL O. RAMIREZ
Municipal Vice Mayor/Presiding Officer
(Official Travel)

APPROVED:


MARIA ANA G. ABALON, MD, MPH
Municipal Mayor
21 AUG 2024



Republic of the Philippines
Province of Northern Samar
Municipality of San Roque
-ooo0ooo-

LOCAL FINANCE COMMITTEE

CERTIFICATION

THIS IS TO CERTIFY that in 2024 General Fund, there is an available fund with a total amount of **ONE HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED THIRTY-EIGHT PESOS AND 13/100**, and such fund shall be taken from, to wit;

OFFICE OF THE MUNICIPAL MAYOR/MUNICIPAL TOURISM OFFICE

Tourism Operation Assistant


Salaries and Wages	₱97,755.00
PERA	14,000.00
Clothing	6,000.00
Midyear/Year-End Bonus	<u>13,483.13</u>

Total

₱131,238.13

Issued this 22nd day of July 2024, San Roque Northern Samar.


EVANGELINE CATHERINE E. PARANE
Municipal Treasurer


MAUREEN SUMBENTES
Municipal Budget Officer


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	Account Classification	Amount
1	2	3
1.0 New Revenue Sources		
Tax Revenue		
Loan Proceeds (Borrowings)		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings	Personal Services	131,238.13
4.0 Realignment		
5.0 Reversion		
TOTAL ESTIMATED INCOME		131,238.13

Certified Correct:

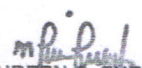
EVANGELINE CATHERINE E. PARANE
Municipal Treasurer

DEYINA C. BAGAPURO, CPA
Local Accountant

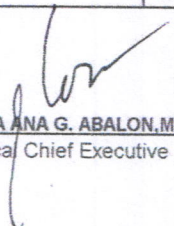
STATEMENT OF SUPPLEMENTAL APPROPRIATION
 Northern Samar, San Roque
 Province/City/Municipality

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditure	Account Code	Amount
	AUG. 15-DECEMBER 2024				
	TOURISM OPERATIONS OFFICER 1				
	Salaries and Wages			5-01-01-010	91,125.00
	PERA			5-01-02-010	12,000.00
	RATA			5-01-02-020/5-01-02-030	-
OFFICE OF THE MUNICIPAL MAYOR/MUNICIPAL TOURISM OFFICE	Clothing/Uniform Allowance			5-01-02-040	6,000.00
	Mid Year/Year End Bonus			5-01-02-140	-
	Cash Gift	1000-000-3-01-019-011-003	Personal Services	5-01-02-150	-
	Retirement and Life Insurance Premium			5-01-03-010	10,935.00
	Pag-Ibig Contributions			5-01-03-020	1,200.00
	Philhealth Contributions			5-01-03-030	2,278.13
	Employees Compensation Insurance Premiums			5-01-03-040	600.00
	Provident Fund			5-01-03-050	2,100.00
	Productivity Enhancement Incentive			5-01-04-990	5,000.00
	Total Appropriation				131,238.13

Prepared:


MAUREEN C. FUENTES
 Municipal Budget Officer

Approved:


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

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

PARTICULARS	Account Code PPSAS	Income Classification	Past Year	Current Year Appropriation		TOTAL	Budget Year (AUG 15-DEC. 31, 2024) Proposed
				First Semester Actual	Second Semester Estimate 2023		
1	2	3	4	5	6	7	8
I. Beginning Cash Balance							
Total Available Resources (General Fund)							
Beginning Balance							
Total							131,238.13
III. EXPENDITURES							
Personal Services							131,238.13
Salaries and Wages:							
Salaries and Wages- Regular	5-01-01-010						91,125.00
Other Compensation:							
Personal Economic Relief Allowance (PERA)	5-01-02-010						12,000.00
Transportation Allowance-(TA)	5-01-02-020						-
Clothing/Uniform Allowance	5-01-02-030						-
Year End Bonus	5-01-02-040						6,000.00
Cash Gift	5-01-02-140						-
Personnel Benefit Contribution:							
Retirement and Life Insurance Premiums	5-01-03-010						10,935.00
PAG-IBIG Contributions	5-01-03-020						1,200.00
PHILHEALTH Contributions	5-01-03-030						2,278.13
Employees Compensation Insurance Premiums	5-01-03-040						600.00
Provident Fund Contributions	5-01-03-050						2,100.00
Other Personnel Benefits							
Other Personnel Benefits	5-01-04-990						-
- Productivity Enhancement Incentive							-
Total Personal Services							5,000.00
Maintenance & Other Operating Expenses							131,238.13
Other Maintenance & Operating Expenses	5-02-99-990						0.00
Total MOOE							0.00
Capital Outlay							0.00

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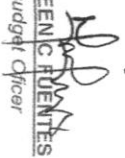
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Property, Plant and Equipment	1-07-05-020							0.00
Total CAPITAL OUTLAY								0.00
Special Purpose Appropriations (SPAs)								
Appropriation for Development Program/Projects (20%) (Economic Dev. Fund)								0.00
Appropriation for Local Disaster Risk Reduction & Management (LDRRM)								0.00
Appropriations for Gender and Development Fund (5%GAD Fund)								0.00
MCPFC								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								131,238.13
IV. Ending Balance								131,238.13
Total Available Resources (General Fund)								131,238.13

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. FUENTES
 Local Budget Officer


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


DEMINA C. BAGAPURO
 Local Accountant

Approved by:


MARIA ANA G. BEALON, MD, MPH
 Municipal Mayor

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

Office : OFFICE OF THE MUNICIPAL MAYOR/ MUNICIPAL TOURISM OFFICE

OBJECT OF EXPENDITURES 1	Account Code 2	Past Year 3	Current Year Appropriation		Total 7	Budget Year (AUG 15-DEC 31,2024) 8
			First Semester 5	Second Semester 6		
1. Personal Services:						
Salaries and Wages						
Salaries & Wages- Regular	5-01-01-010					91,125.00
Other Compensation:						
Personal Economic Relief Allowance	5-01-02-010					12,000.00
Representative Allowance (RA)	5-01-02-020					-
Transportation Allowance (TA)	5-01-02-030					-
Clothing/Uniform Allowance	5-01-02-040					6,000.00
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					10,935.00
PAG-IBIG Contributions	5-01-03-020					1,200.00
PHILHEALTH Contributions	5-01-03-030					2,278.13
Employees Compensation Insurance Premiums	5-01-03-040					600.00
Provident Fund Contribution	5-01-03-050					2,100.00
Other Personnel Benefits	5-01-04-990					-
-Productivity Enhancement Incentive						5,000.00

Total Personal Services		0.00	0.00	0.00	0.00	0.00	131,238.13
2. Maintenance & Other Operating Expenses							
Other Maintenance and Operating Expenses:							0.00
Total MOOE		0.00	0.00	0.00	0.00	0.00	0.00
3. Capital Outlay							
3.1 Property Plant & Equipment	1-07-05-020						0.00
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL APPROPRIATION		0.00	0.00	0.00	0.00	0.00	131,238.13

Prepared by:

MARIA ANA G. ABALON, MD, MPH
Municipal Mayor

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: OFFICE OF THE MUNICIPAL MAYOR/ MUNICIPAL TOURISM OFFICE

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized		Budget Year Proposed (Aug. 15-Dec 31, 2024)		Increase/Decrease 9
Old 1	New 2			Rate/Annum		P		
				SG/Step 5	Amount 6	SG/Step 7	Amount 8	
	1011-4	Tourism Operations Officer I	Vacant			11/1	91,125.00 LBC 149	
		TOTAL					91,125.00	

Prepared by:


ELBERT FABIAN M. LAGRIMAS
HRMO - Designate

Reviewed by:


MAUREEN C. FUENTES
Local Budget Officer


MARIA ANA G. ABALON, MD, MPH
Municipal Mayor

STATEMENT OF FUND OPERATION

Budget Year: 2024

Province/City/Municipality: San Roque, Northern Samar


Fund/Special Account: General/100

Particulars 1	Account Code 2	General Public Service 3	Social Services 4	Economic Services 5	Other Services 7	Total 8
I. BEGINNING BALANCE						
II. RECEIPTS:						
Total Available Resources for Appropriation						131,238.13
III. EXPENDITURES:						
A. Current Operating Expenditures						
1. Personal Services						
Salaries & Wages - Regular Pay	5-01-01-010	91,125.00				91,125.00
Personal Economic Relief Allowance (PERA)	5-01-01-020	12,000.00				12,000.00
Representation Allowance (RA)	5-01-02-020	-				-
Transportation Allowance (TA)	5-01-02-020	-				-
Clothing/Uniform Allowance	5-01-02-040	6,000.00				6,000.00
Year End Bonus	5-01-02-140	-				-
Cash Gift	5-01-02-150	-				-
Retirement and Life Insurance Premiums	5-01-03-010	10,935.00				10,935.00
PAG-IBIG Contributions	5-01-03-020	1,200.00				1,200.00
PHILHEALTH Contributions	5-01-03-030	2,278.13				2,278.13
Employees Compensation Insurance Premiums	5-01-03-040	600.00				600.00
Provident Fund Contributions	5-01-03-050	2,100.00				2,100.00
Other Personal Benefits:	5-01-04-990	-				-
-Productivity Enhancement Incentive		5,000.00				5,000.00
TOTAL PERSONAL SERVICES		131,238.13	-	-	-	131,238.13
2. Maintenance and Other Operating Expenses						
Other Maintenance & Operating Expenses	5-02-99-990					
TOTAL MOOE		-	-	-	-	-
3. Property, Plant & Equipment						
Total P.P.E.		-	-	-	-	-
4. Special Purpose Appropriation						
20% Economic Development Fund						
5% Calamity Fund						
5% Gender and Development						

1% Senior Citizen and PWD						
1% Municipal Council for the Protection of Children						
Other Authorized SPAs						
Total Special Purpose Appropriation		-	-	-	-	-
TOTAL APPROPRIATION		131,238.13	-	-	-	131,238.13

Certified Correct


MAUREEN C. PUENTES
 Local Budget Officer

Approved by: 
MARIA ANA G. ABALON, MD, MPH
 Local Chief Executive