



Republic of the Philippines  
**MUNICIPALITY OF SANTO DOMINGO**  
 Province of Ilocos Sur

**OFFICE OF THE SANGGUNIANG BAYAN**

**MUNICIPAL ORDINANCE No. 015**  
 Series of 2018

**AN ORDINANCE CREATING THE POSITION COMPUTER OPERATOR I - SALARY GRADE 7, DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES**

**WHEREAS**, under the Local Government Code of 1991 grants local government units (LGUs) the power to create offices and positions, thus: "*Section 76. Organization Structure and Staffing Pattern. Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.*"

**WHEREAS**, Section 9 of CSC Memorandum Circular No. 19, s. 1992 expressly authorizes LGUs to create offices, thus: "*Section 9. Other Offices and positions in the organizational structure and staffing pattern not provided under Sections 3 and 4 of these guidelines may be created by local government units: Provided, That they are the priority needs as identified by the local chief executive, the sanggunian and/or the local development councils concerned consistent with Section 17 of the Code ; Provided, further, that the mandatory positions shall have been created, and provided finally, that the budgetary limitations under Sec. 325 of the Local Government Code have been complied.*"

**WHEREAS**, the Local Chief Executive requested the creation of position **COMPUTER OPERATOR I - SALARY GRADE 7, under the Office of the Mayor**, with the following qualifications:

|              |                                                                                                          |
|--------------|----------------------------------------------------------------------------------------------------------|
| Education:   | Completion of two years studies in college or High School Graduate with relevant vocational/trade course |
| Experience:  | None Required                                                                                            |
| Training:    | None Required                                                                                            |
| Eligibility: | Career Service (Sub-professional)<br>Data Encoder<br>(MC11, S. 96-Cat. I)<br>First Level eligibility     |

**NOW THEREFORE**, on motion of the Committee Vice Chair on Personnel, **HON. BRYAN DEXTER V. TADENA**, this August Body **RESOLVED TO ENACT**.

**BRYAN DEXTER V. TADENA**  
 Sangguniang Bayan Member

**CRISTINA JANE G. DE VERA**  
 Sangguniang Bayan Member

**MICHAEL EMILI V. FIGUERAS**  
 Sangguniang Bayan Member

**EUGENE R. TADEJA**  
 Sangguniang Bayan Member

**JESSIE BONIFACIO T. TOBIAS**  
 Sangguniang Bayan Member

**GODOFREDO T. INGAN**  
 Sangguniang Bayan Member

**RIZALDY S. ROSARIO**  
 Sangguniang Bayan Member

**JOAN T. TABANGCURA**  
 Sangguniang Bayan Member

**RODELIO S. VALENCIA**  
 ABC Federated President

**JELLY ANN ROSE T. TINDOC**  
 SK Federated President

**FLORO T. TADENA**  
 Vice Mayor & Presiding Officer

ATTESTED:

**RODEL M. TAGORDA**  
 Secretary to the Sanggunian

APPROVED:

\_\_\_\_\_  
 (Date)

**AMADO T. TADENA**  
 Municipal Mayor

**BE IT ENACTED BY THE SANGGUNIANG BAYAN OF SANTO DOMINGO, ILOCOS SUR IN A REGULAR SESSION ASSEMBLED**

**Section 1. Creation of Position** – There shall be created position **COMPUTER OPERATOR I - SALARY GRADE 7**, of **Sto. Domingo, Ilocos Sur**.

**Section 2. Functions**– The **COMPUTER OPERATOR I**, shall have the following functions:

- Perform routine procedures utilizing various machines, including sorters, interpreters, reproducing machines and computers;
- Assist with control and retrieval of tapes and disks;

**Section 3. Effectivity** – This ordinance shall take effect immediately upon approval.

*(Enacted this 6<sup>th</sup> day of August 2018)*

*(Sponsored by SBM Bryan Dexter V. Tadena)*

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