



Republic of the Philippines
PROVINCE OF ZAMBOANGA SIBUGAY
Municipality of Ipil



OFFICE OF THE SANGGUNIANG BAYAN

Presiding Officer / Overall Chairman

☒ **HON. RAMSES TROY DY OLEGARIO**

Municipal Vice Mayor
Contact No. 0917-586-9242
Chairman: Steering Committee

SANGGUNIANG BAYAN MEMBERS:

☐ **HON. SHARIF MAZIN ALIH HASIM**

Contact No. 0917-127-4289
Chairman: Comm. on Education, Culture & Devt.
Committee on Tourism & Public Information

☒ **HON. GLENN IAN YAMARO SABIJON**

Contact No. 0969-466-8798
Chairman: Committee on Trade & Industry
Committee on Public Utilities, Transportation
Committee on Infrastructure, Public Works, Project
Monitoring and Evaluation

☒ **HON. ELIAS SUPIANG DANGPALAN**

Contact No. 0997-450-1496

☒ **HON. CATHERINE MORALES TORRALBA**

Contact No. 0935-824-0366
Chairman: Committee on Appropriation & Finance
Committee on Rules & Ordinances
Committee on Housing and Land Utilization
Comm. on Market, Slaughterhouse & Eco. Enterprise

☒ **HON. SERAFIN LAMBAYAN RAMOS**

Contact No. 0955-105-0747
Chairman: Committee on Ways and Means
Committee on Agriculture, Agrarian Reform
Committee on Senior Citizens and PWD
Committee on Cooperative and Livelihood

☒ **HON. DIANNE LARROSA CATALUÑA**

Chairman: Committee on Good Government, Public
Ethics & Accountability, Human Rights, Labor & Justice
Committee on Health and Sanitation
Committee on Environment

☒ **HON. WENIFREDO MALAWIT CHIONG**

Contact No. 0917-710-7249
Chairman: Committee on Public Safety, Security,
Order / LDRRM

☐ **HON. JUAN PABLO ANDAN NUEGA**

Contact No. 0906-925-9540
Chairman: Committee on Science, Information,
Communication & Technology

☒ **HON. ROY ANDY CAMACHO OLEGARIO**

Contact No. 0956-406-3389
Chairman: Committee on Barangay Affairs
Committee on Women, Children & Family, and
Social Services
Committee on Human Resource & Capability Building

☒ **HON. ALHAPID ESMAIL MOHAMMAD**

Chairman: Comm. on Culture, Tribal & Muslim Affairs

☒ **HON. TRIXIE MIL TORRALBA PALALON**

Chairman: Committee on Youth & Sports Development

Legend: ☒ PRESENT ☐ ON LEAVE
☐ ON OB ☒ ABSENT

EXCERPTS FROM THE MINUTES TAKEN DURING THE 135TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF IPIL, ZAMBOANGA SIBUGAY HELD AT ITS SESSION HALL ON FEBRUARY 19, 2025 AT 10:00 A.M.

ORDINANCE NO. 2-692-2025

Sponsored by: HON. CATHERINE M. TORRALBA

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) SALARY GRADE 7/1 IN THE LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICE (LDRRMO), THIS MUNICIPALITY AND PROVIDING FUNDS THEREOF.

WHEREAS, Section 76, of Republic Act No. 7160, provides that every local government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, pursuant to Section 447 (a)(i)(viii) of RA 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall determine the positions, 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, services and activities of the Municipal Government;

WHEREAS, there was an endorsement from the Municipal Mayor requesting for the creation of the position of ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) SALARY GRADE 7/1 in the Local Disaster Risk Reduction Management Office (LDRRMO), has been considered and evaluated by the Committee on Appropriation and finds it proper and in order;

Be it therefore ordained as it is hereby ordained by the Sangguniang Bayan of Ipil in session assembled:

SECTION 1. TITLE. An Ordinance creating the position of Administrative Assistant I (Bookbinder III) Salary Grade 7/1 in the Local Disaster Risk Reduction Management Office (LDRRMO), this Municipality, and providing funds thereof.

SECTION 2. QUALIFICATION. The person who shall be considered and appointed as ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) Salary Grade 7/1 must be

[Handwritten signatures]

required of the following qualification based on the Qualification Standards (QS) of the Civil Service Commission, to wit:

Education	- Elementary School Graduate
Experience	- None
Training	- None
Eligibility	- None Required/MC 11, s. 96 – CAT III

SECTION 3. DUTIES, FUNCTIONS AND RESPONSIBILITIES.

80% - Administrative Assistant (Bookbinder III)

20% - Does other related functions and duties as maybe prescribed/assigned

100% by the laws and ordinances or by the Supervisor

SECTION 4. SOURCE OF FUNDS. The appropriation for salaries and other benefits of the aforementioned position will be source out from the unfunded positions of this Municipality for Calendar Year 2025;

SECTION 5. SEPARABILITY CLAUSE. Any section or provisions of this ordinance which may be declared unlawful or unconstitutional shall not affect the other sections or provisions hereof.

SECTION 6. REPEALING CLAUSE. All ordinances, resolutions of local effect that are inconsistent with the ordinance are hereby modified, superseded or repealed accordingly.

SECTION 7. EFFECTIVITY. That this Ordinance shall take effect upon approval by the Municipal Mayor.

That this Ordinance was moved by Hon. Catherine M. Torralba and duly seconded by Hon. Trixie Mil T. Palalon.

CERTIFIED CORRECT:



ESTELITA S. EGUITA, BSC, LLB
Sanggunian Secretary

ATTESTATION/CERTIFICATION

I HEREBY ATTEST and CERTIFY that I presided over the 135th Regular Session of the 12th Sangguniang Bayan of the Municipality of Ipil, Zamboanga Sibugay and that the foregoing legislative measure has been approved and adopted during the aforesaid session.


RAMSES TROY D. OLEGARIO
Municipal Vice Mayor/Presiding Officer

APPROVED by Her Honor, the Municipal Mayor, on 3/06/2025 in the Municipality of Ipil, Zamboanga Sibugay, Philippines.


ANAMEL C. OLEGARIO
Municipal Mayor