



Republic of the Philippines
Province of Cebu
Municipality of Tuburan

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF TUBURAN, CEBU HELD ON JANUARY 9, 2012 AT 2:00 O'CLOCK IN THE AFTERNOON AT THE SB SESSION HALL, TUBURAN, CEBU.

PRESENT:	HON. DOMINADOR PESIAO	- Mun. Vice-Mayor, presiding
	HON. DANILO DIAMANTE	- SB Member
	HON. SESINANDO POTENCIO	- SB Member
	HON. FEDERICO MONTEBON	- SB Member
	HON. EDUARDO ONDOY	- SB Member
	HON. RENANTE DELA CERNA	- SB Member
	HON. ROSENDO MENDOZA	- SB Member
	HON. NICOLAS EDILLON, JR.	- SB Member
ABSENT:	HON. MARIE TABOTABO	- SB Member
	HON. ROMEL TUNDAG	- SB Member/ABC Pres.
	HON. BRET MONSANTO	- SB Member/SKF Pres.

RESOLUTION NO. 2012-05

RESOLUTION ENACTING AN ORDINANCE CREATING NEW POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUBURAN, CEBU.

WHEREAS, under Section 443, C(2) of the Local Government Code of 1991, the Sangguniang Bayan is vested with the power to create such positions as may be necessary to carry out the purposes of municipal government;

NOW, THEREFORE, on motion of Hon. Rosendo L. Mendoza and duly seconded by all Members present, it was

RESOLVED, as it is hereby resolved, to enact the following:

ORDINANCE NO. 76

AN ORDINANCE CREATING NEW POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUBURAN, CEBU.

Be it ordained by the Sangguniang Bayan of Tuburan, Cebu that:

Section 1. **Creation.** The following new positions are hereby created in the Local Government Unit of Tuburan, Cebu, to wit:

A. **MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT MUNICIPAL ACCOUNTANT).** There shall be created the position of Municipal Government Assistant Department Head I (Assistant Municipal Accountant) in the Local Government Unit of Tuburan, Cebu.

A.1. **Qualifications.** He must be a citizen of the Philippines; a resident of Tuburan, Cebu; of good moral character; holder of a college degree preferably in commerce, public administration or law from a recognized college or university; a holder of first grade civil service eligibility or its equivalent; and must have acquired experience in the treasury or accounting service for at least three (3) years.

A.2. **Duties and Functions.** The Municipal Government Assistant Department Head I (Assistant Municipal Accountant) shall have the following duties and functions:

- Assists the Municipal Accountant in taking charge of both the accounting and internal audit services of the LGU as mandated in the Local Government Code of 1991;
- Takes charge of the Office in the absence of the Municipal Accountant and shall sign all pertinent papers relative to the operation of the Office;
- Assigns work to subordinate personnel; gives instructions on work methods and procedures.
- Reviews finished work and recommends action for conformance to established policies.
- Shall perform such duties as the Municipal Accountant may assign to him.