



Republic of the Philippines
 PROVINCE OF ZAMBOANGA DEL SUR
 Municipality of Molave



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

DATE: 12/16/2025 9:07 AM

EXCERPT FROM THE MINUTES OF THE 23RD REGULAR SESSION OF THE SANGGUNIANG BAYAN (12TH MUNICIPAL COUNCIL UNDER THE LGC OF 1991) OF THE MUNICIPALITY OF MOLAVE, PROVINCE OF ZAMBOANGA DEL SUR HELD AT THE SB SESSION HALL ON DECEMBER 9, 2025 AT 09:02 IN THE MORNING.

Officers/Members	Position	Present	Absent	Remarks
Hon. Monalisa J. Glepa	Mun. Vice Mayor	✓		P.O.
Hon. Desiderio L. Jabello	SB Member	✓		
Hon. Cornelio R. Salinas	SB Member	✓		
Hon. Illuwil D. Orbita	SB Member	✓		
Hon. Joel M. Geromo	SB Member	✓		
Hon. Jonathan S. Uy	SB Member	✓		
Hon. Jacosalem A. Perong, Jr.	SB Member	✓		
Hon. Leonila J. Bermejo	SB Member	✓		
Hon. Welie R. Cabasag	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member	✓		
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 12TH-17-2025

AN ORDINANCE ABOLISHING THE POSITION OF AUDIO-VISUAL EQUIPMENT OPERATOR III (SG 7) UNDER THE MAYOR'S OFFICE AND CREATING THE POSITIONS OF NURSE I (SG 15) UNDER THE MUNICIPAL HEALTH OFFICE, BUDGET OFFICER III (SG 18) UNDER THE MUNICIPAL BUDGET OFFICE AND AUDIO-VISUAL EQUIPMENT OPERATOR I (SG 3) UNDER THE MAYOR'S OFFICE OF THIS MUNICIPALITY.

BE IT ORDAINED by the Sangguniang Bayan of Molave, Zamboanga del Sur, in session assembled, that:

SECTION 1. PURPOSE OF ABOLITION AND CREATION OF POSITIONS. This ordinance aims to optimize the office's operations, ensuring that the rights positions are in place to serve the office's functional needs without redundancy. Further, that the abolition and creation of positions will result on a more efficient and viable staffing structure for the Municipal Health office, Municipal Budget Office and the Mayor's Office.

SECTION 2. POSITION TO BE ABOLISHED. The following funded position for CY 2025 in the Plantilla of Personnel of this LGU which is not anymore necessary, is hereby abolished, to wit:

Office	Position	Salary Grade
Mayor's Office	Audio-Visual Equipment Operator III	7

SECTION 3. POSITIONS TO BE CREATED. The following positions are hereby created in the Plantilla of Positions of the LGU, with the corresponding Salary Grade as follows:

OFFICE	POSITIONS	SALARY GRADE
Mayor's Office	Audio-Visual Equipment Operator I	3
Municipal Health Office	Nurse I	15
Municipal Budget Office	Budget Officer III	18

SECTION 4. DUTIES AND FUNCTIONS. The following duties and functions of the above-mentioned positions are enumerated as follows:

POSITIONS	DUTIES AND FUNCTIONS	% OF WORKING

		TIME
Audio-Visual Equipment Operator I	Set-up, operate and dismantle audio and video equipment, including microphones, projectors screens, and sound mixing systems.	30%
	Provide audio-visual support for a wide range of events, such as meetings, training sessions, and public representations.	20%
	Offer technical assistance to staff and different offices on audio-visual setups and requirements.	20%
	Maintain and ensure the safekeeping of all audio-visual equipment. Monitor and report on the status of audio-visual supplies and prepare periodic reports on problems encountered.	20%
	Perform other related tasks as assigned by their superiors.	10%
Nurse I	Provide basic nursing care, including sample treatments and first aid. Assist physicians during medical assessments and manage patient care. Perform routine procedures like taking blood pressure and administering prescribed medication	30%
	Monitor the health and wellness of clients. Provide health education and counseling to individuals, families and the community.	20%
	Assist in the implementation and monitoring of various DOH health programs and projects such as screening activities, deworming and immunizations.	20%
	Manage health records and prepare nursing noted and other reports. Maintain an inventory of medicines and supplies, including checking for expiry dates.	20%
	Perform other related tasks as assigned by their superiors.	10%
Budget Officer III	Repairs, reviews, analyzes financial plan/budget estimates of different LGU offices/projects/activities of the LGU and the barangays;	25%
	Acts as liaison officer, with the Department of Budget and Management and other offices regarding financial and budgetary matters;	25%
	Provides technical assistance and monitors budget utilizations of all LGU programs/projects and services; coordinates with other offices relative to budgetary matters and submits findings and recommendations for managerial actions;	20%
	Assists the Municipal Budget Officer in budget hearing; analyzes all vouchers covering various expenditures; summarizes reports of obligation, status of funds and operation; possessing and analyzing financial transactions and maintaining records of obligations and monitors submission of work and financial plan of the different LGU offices and barangay units;	20%
	Performs other related task as directed by higher authorities.	10%



SECTION 5. QUALIFICATIONS. That the appointees to the positions shall possess the following qualifications, to wit:

1. Audio-Visual Equipment Operator I (SG 3)
 - Education: High School Graduate or Completion of Relevant Vocational/Trade Course
 - Experience: None required
 - Training: None required
 - Eligibility: None required

2. Nurse I (SG 15)
 - Education: Bachelor of Science in Nursing
 - Experience: None required
 - Training: None required
 - Eligibility: R.A. 1080

3. Budget Officer III (SG18)
 - Education: Bachelor's Degree relevant to the job
 - Experience: 2 years of relevant experience
 - Training: 8 hours of relevant training
 - Eligibility: Career Service (Professional) Second Level Eligibility

SECTION 6. APPOINTMENT. The appointment of the above-mentioned positions shall be governed by the Civil Service Laws, Rules and Regulations.

SECTION 7. APPROPRIATIONS. The position of Audio-Visual Equipment Operator I, to be created shall be funded from the appropriations of the position to be abolished (Audio-Visual Equipment Operator III) in the same office in order to cover the salary, other emoluments, and personnel benefits. However, the appropriations for the positions of Nurse I and Budget Officer III shall be taken from the appropriations under their respective offices in the 2026 Annual Budget.

SECTION 7. EFFECTIVITY. This ordinance shall take effect upon its approval.

ENACTED, this 9th day of December, 2025 at Molave, Zamboanga del Sur.


CERTIFIED CORRECT:


ELIZABETH C. SAYSON
Secretary to the Sanggunian

ATTESTED AND DULY CERTIFIED:


MONALISA J. GLEPA, R.N.
Vice Mayor/Presiding Officer

APPROVED:


CYRIL REO A. GLEPA, M.D.
Municipal Mayor
12/15/25
Date