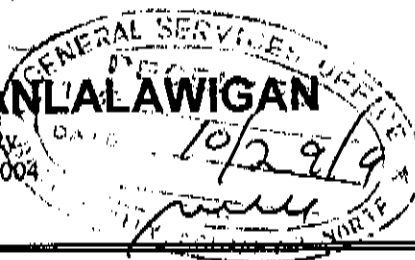




Republic of the Philippines
Province of Agusan del Norte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

SP, Building, Capitol Compound, Butuan City,
Tel Nos. (085) 341-4264 Telefax (085) 815-2004



AN ORDINANCE ENACTED BY THE 14TH SANGGUNIANG PANLALAWIGAN OF AGUSAN DEL NORTE, IN ITS 109TH REGULAR SESSION HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL COMPOUND, BUTUAN CITY ON OCTOBER 12, 2009.

PROVINCIAL ORDINANCE NO. 260-2009

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE OFFICER I- SG 10/1, ITEM 12, WITH THE RATE OF ONE HUNDRED FORTY-FOUR THOUSAND THREE HUNDRED TWELVE PESOS (144,312.00) PER ANNUM IN THE PROVINCIAL GENERAL SERVICES OFFICE, AGUSAN DEL NORTE

RECEIVED

BE IT ORDAINED, by the 14th Sangguniang Panlalawigan of Agusan del Norte, in session assembled, that:

SECTION 1. TITLE- This Ordinance shall be known as *"An Ordinance Creating the Position of Administrative Officer I- SG 10/1, Item 12, with the Rate of One Hundred Forty-Four Thousand Three Hundred Twelve Pesos (P144,312.00) Per Annum in the Provincial General Services Office, Agusan del Norte"*.

SECTION 2. CREATION - The Position of Administrative Officer I, under the Provincial General Services Office, this province, is hereby created.

SECTION 3. FUNCTIONS - The Administrative Officer I, shall be responsible in the planning and supervising the administrative services functions including general services, personnel administration, budget preparation, records management and disposition.

SECTION 4. DUTIES AND RESPONSIBILITIES - To effectively carry out the administrative functions of the Provincial General Services Office, particularly in personnel administration, the following are the duties and responsibilities of the Administrative Officer I, to wit:

1. Acts as chief of the division/section and supervises the staff within, as well as the implementation of its work plan;
2. Prepares the Annual Program of Work of the Division/Section, viz: budget preparation, procurement plans, preparation of memoranda and other office correspondence;
3. Reviews and evaluates reports submitted, including application for leaves, transfer, resignation, retirement, separations, insurance or retirement claims, performance ratings, payrolls, vouchers and other routinary documents, including technical papers before forwarding the same to the Chief of Office, for appropriate action;



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4. Enforces personnel discipline to maintain office decorum, and settles conflict at the office level;
5. Takes charge of the office supplies requisition, custody and distribution to concerned employees; and
6. Performs other related duties as may be assigned by the Chief of Office.

SECTION 5. SOURCE OF FUNDS - The salary of the Administrative Officer I shall be taken from the abolished positions of the Administrative Aide III and Administrative Aide II of said office.

SECTION 6. EFFECTIVITY - This Ordinance shall take effect upon approval.


ADOPTED	:	October 12, 2009
AUTHOR	:	Honorable Alan M. Famador
CO-AUTHORS	:	Honorable Sadeka G. Tomaneng Honorable Aquino W. Gambe
MOVANT	:	Honorable Alan M. Famador
SECONDER	:	Honorable Aquino W. Gambe

Voting of this ordinance was unanimous.

CERTIFIED CORRECT:

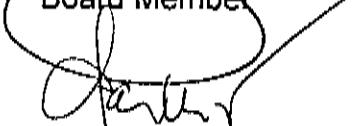
ATTESTED:


ENRICO R. CORVERA
Vice Governor/ Presiding Officer


ALFREDO M. RAFANAN
Secretary to the Sanggunian

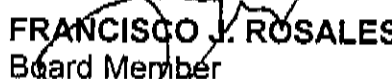

SADEKA G. TOMANENG
Board Member


AQUINO W. GAMBE
Board Member


ALAN M. FAMADOR
Board Member


JAMES T. RESERVA
Board Member


REY G. JAMBOY
Board Member


FRANCISCO J. ROSALES
Board Member



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Province of Agusan del Norte

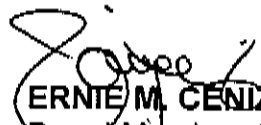
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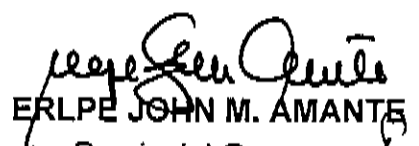
Page three—


ERNIE M. CENIZA
Board Member, PCL


RAYMUNDO M. BELUAN, JR.
Board Member, FABC


EMMA FE M. BELUAN
Board Member, FSK

APPROVED:
SUBMITTED TO THE GOVERNOR
DATE: 26 OCT 2009


ERLPE JOHN M. AMANTE
Provincial Governor
10/28/2009
Date Approved

STGjpc/PO#259-09'abolishing position