

AN ORDINANCE ENACTED BY THE 15TH SANGGUNIANG PANLALAWIGAN OF AGUSAN DEL NORTE, IN ITS 22ND REGULAR SESSION HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL, BUTUAN CITY ON DECEMBER 23, 2010.

PROVINCIAL ORDINANCE NO. 278-2010

AN ORDINANCE CREATING THE POSITION OF SUPERVISING ADMINISTRATIVE OFFICER - SG-22/1, WITH THE RATE OF THREE HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY-TWO PESOS (P303,852.00) PER ANNUM IN THE SANGGUNIANG PANLALAWIGAN OFFICE, AGUSAN DEL NORTE

BE IT ORDAINED, by the 15th Sanggunian Panlalawigan of Agusan del Norte, in session assembled, that:

SECTION 1. TITLE - This Ordinance shall be known as "An Ordinance Creating the Position of Supervising Administrative Officer - SG 22/1, with the Rate of Three Hundred Three Thousand Eight Hundred Fifty-Two Pesos (P303,852.00) per Annum in the Sangguniang Panlalawigan Office, this Province."

SECTION 2. CREATION - The position of Supervising Administrative Officer is hereby created in the Sangguniang Panlalawigan Office, this province.

SECTION 3. FUNCTIONS - The Supervising Administrative Officer shall be responsible in the planning and in supervising the administrative services functions including personnel administration, budget preparation and general services of the office.

SECTION 4. DUTIES AND RESPONSIBILITIES - To effectively carry out the human resource management and administrative services in the office, the following are the duties and responsibilities of the Supervising Administrative Officer, to wit:

1. Assists the Sanggunian Secretary in managing and supervising the staff and employees in the Sangguniang Panlalawigan Office, for the effective delivery of technical and administrative services to the Vice Governor and the Sanggunian Members in the exercise of their legislative functions and duties;
2. Plans, prepares and establish sound human resource development programs for the staff and employees in the office and promote career development;
3. In coordination with the Vice Governor and the Secretary to the Sanggunian, shall be responsible in enforcing office personnel discipline to maintain office decorum and endeavors the amicable settlement of conflicts at office level;



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4. Reviews and consolidates the proposed Annual Procurement Plans (AIP) submitted by the divisions/section and in consultation with the Vice Governor and the Secretary to the Sanggunian, prepares annual budget and procurement plans for the office;
5. Reviews and evaluates administrative reports submitted, including application for leaves, transfers, resignations, retirements, separations, insurance or retirement claims, performance ratings, payrolls, vouchers and other routinary documents, including technical papers before forwarding the same to the Sanggunian Secretary and to the Vice Governor, for appropriate action;
6. Prepares office memoranda on travels and other correspondence;
7. Initiates and adopts effective office supplies requisition, custody and distribution to concerned officials and employees;
8. Attends to meetings with the Vice Governor, Sanggunian Secretary concerned heads of the division on administrative and personnel concerns; and
9. Performs other related duties as may be assigned by the Sanggunian Secretary and the Vice Governor.

SECTION 5. SOURCE OF FUNDS - The salary of the Supervising Administrative Officer I shall be taken from the abolished positions of the Administrative Officer IV and Records Officer I of this Office.

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

ADOPTED	:	December 23, 2010
AUTHORS	:	Honorable Rodolfo A. Pitogo Honorable Daniel O. Racaza Honorable Fortunato J. Rosales
CO-AUTHORS	:	Honorable Ernie M. Ceniza Honorable Rey G. Jamboy Honorable Lorito Q. Maragañas
MOVANT	:	Honorable Rodolfo A. Pitogo
SECONDDERS	:	Honorable Ernie M. Ceniza Honorable Raymundo M. Beluan, Jr. Honorable Daniel O. Racaza

Voting of this ordinance is unanimous.

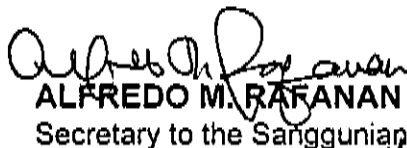
CERTIFIED CORRECT:

ATTESTED:


ENRICO R. CORVERA

Vice Governor and Presiding Officer

12 JAN 2011



ALFREDO M. RAFANAN
Secretary to the Sanggunian




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Board Member



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Board Member


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Board Member


DANIEL O. RACAZA
Board Member



FORTUNATO J. ROSALES
Board Member


ERNE M. CENIZA
Board Member, PCL


RAYMUNDO M. BELUAN, JR.
Board Member, FABC


LYKA L. PASCUA
Board Member, FSK

APPROVED:
SUBMITTED TO THE GOVERNOR
DATE: 18 JAN 2011


ERLPE JOHN M. AMANTE
Provincial Governor
JAN 21 2011
Date Approved