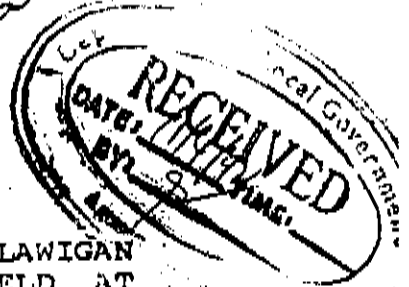


OFFICE OF THE GOVERNOR
AGUSAN DEL NORTE
PROVINCIAL BOARD

9th Sangguniang Panlalawigan
12th Regular Session
Series of 1992

AN ORDINANCE ADOPTED BY THE SANGGUNIANG PANLALAWIGAN
OF AGUSAN DEL NORTE IN ITS REGULAR SESSION HELD AT
THE SESSION HALL, PROVINCIAL CAPITOL COMPOUND,
BUTUAN CITY, ON OCTOBER 16, 1992.



PERSONNEL DIV., PGO
AGUSAN DEL NORTE
BUTUAN CITY

PROVINCIAL ORDINANCE NO. 10

TO BE: 11-5-92
DATE: 11-5-92
"AN ORDINANCE CREATING THE POSITION
OF THE GENERAL SERVICE OFFICER IN
THE PROVINCE OF AGUSAN DEL NORTE."

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

SECTION 1. CREATION - There is hereby created
the position of General Service Officer in the
Province of Agusan del Norte, pursuant to Article
20, Section 490 in the Local Government Code of 1991.

SECTION 2. QUALIFICATIONS - No person shall be
appointed General Services Officer unless he is a
citizen of the Philippines, a resident of the Province
of Agusan del Norte of good moral character, a holder
of a college degree on public administration, business
administration and management from a recognized college
or university, and a first grade civil service eligible
or its equivalent. In addition, he must have acquired
experience in general services, including management
of supply, property, solid waste disposal, and general
sanitation for at least five years.

SECTION 3. POWERS AND DUTIES - The General
Service Officer shall take charge of the office on
general services and shall:

- a.) Formulate measures for the consideration of
the Sangguniang Panlalawigan and provide
technical assistance and support to the
governor in carrying and measures to ensure
the delivery of basic services and provision
of adequate facilities subject to existing
laws, rules and regulations including those
that require general services expertise and
technical support services;

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- b.) Develop plans and strategies on general services supportive of the welfare of the inhabitants and implement them upon approval thereof by the Sangguniang Panlalawigan and the Governor;
 - c.) Take custody of and be accountable for all properties, real or personal, owned by the Provincial Government of Agusan del Norte and those granted to it in the form of donation, separation, assistance and counterpart of joint projects;
 - d.) With the approval of the Governor, assign building or land space to local officials or other public officials, who by law, are entitled to such space;
 - e.) Recommend to the Governor, the reasonable rental rates and private properties which may be leased for the official use of the Provincial Government;
 - f.) Maintain and supervise janitorial, security, landscaping and other related services in all public buildings and other real property, whether owned or leased by the Provincial Government;
 - g.) Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commodity used by the Provincial Government;
 - h.) Perform archival and record management with respect to records of offices and departments of the Provincial Government;
 - i.) Perform all other functions pertaining to supply and property management heretofore performed by the treasurer and enforce policies on records creation, maintenance and disposal;
 - j.) Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of
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waste materials or debris, particularly during and in the aftermath of man-made and natural calamities and disasters;

- k.) Recommend to the Sangguniang Panlalawigan and advise the Governor on all matters relative to general services; and
- l.) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 4. COMPENSATION AND BENEFITS - The General Service Officer, a department head level position of the Local Government is allocated a salary Grade 26, and shall be entitled to all benefits granted to a department head.

SECTION 5. SOURCES OF SALARY - The salary of the General Service Officer shall be taken from the General Fund. Thereafter, appropriations for personal services of the position shall be provided in full in the budget of the province, subject to existing rules and regulations.


SECTION 6. EFFECTIVITY - This Ordinance shall take effect upon approval as provided for under TRA 113 of the Rules and Regulations Implementing the Local Government Code of 1991.

Voting of the foregoing ordinance is unanimous.

ENACTED : October 9, 1992

APPROVED : October 16, 1992


APPROVED:


ROAN Y. LIBARIOS
(Vice Governor)
Presiding Officer

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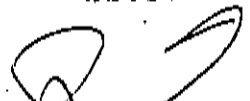
PROVINCIAL ORDINANCE NO. 10
OCTOBER 16, 1992
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ATTESTED:



CAMILO R. OKUT
Provincial Secretary

CONCURRED:

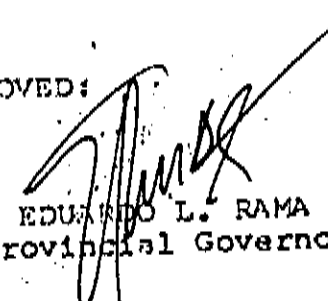

VENERANDO D. ATIPAN
Board Member

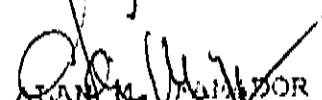

ROBERTO T. TEJANO
Board Member

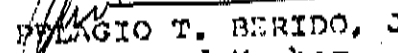

ANDRES R. TAN
Board Member

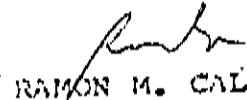

RICARDO A. CABAL
Board Member

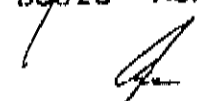
APPROVED:


EDUARDO L. RAMA
Provincial Governor


ALAN M. LIMADOR
Board Member


PELAGIO T. BERIDO, JR.
Board Member


RAMON M. CALO
Board Member


GUILLERMO S. ROA
Board Member

TVD/luth