



Republic of the Philippines
MUNICIPALITY OF MATNOG
Province of Sorsogon



OFFICE OF THE SANGGUNIANG BAYAN

January 30, 2025

Transmittal No. 037-2025

Office of the Sangguniang Panlalawigan
Province of Sorsogon
Sorsogon City



Dear Sir/Madam;

Respectfully transmitting the attached subject/s for review purpose/s:

MUNICIPAL ORDINANCE NO. 2025-01

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2022-11 AND SHALL BE ENTITLED: AN ORDINANCE RENAMING THE POSITION OF ASSISTANT MUNICIPAL ENGINEER 1 TO THE POSITION TITLE OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD 1 (MGADH 1)

Sponsors: All SB Members

Transmitted by:


JOSEPHINE C. BAUTISTA
SB Secretary



Republic of the Philippines
MUNICIPALITY OF MATN OG
Province of Sorsogon

OFFICE OF THE MUNICIPAL MAYOR

January 28, 2025

HON. EMILIO G. UBALDO III

Municipal Vice Mayor
Matnog, Sorsogon

Attention: **Sangguniang Bayan Members**
Matnog, Sorsogon

Sirs/Mesdames:

Good day!

Respectfully transmitting the approved Municipal Ordinance No. 2025-01 Titled: **"AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2022-11 AND SHALL BE ENTITLED: AN ORDINANCE RENAMING THE POSITION OF ASSISTANT MUNICIPAL ENGINEER 1 TO THE POSITION TITLE OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD 1 (MGADH 1)."**

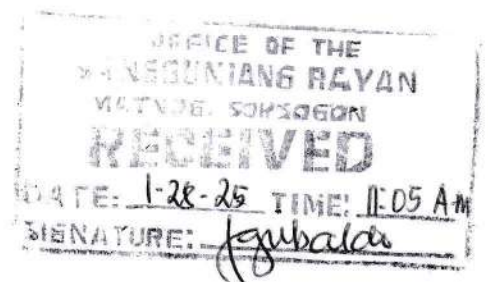
Signed and approved by Hon. Cattleya M. So, Municipal Mayor, Matnog, Sorsogon, for your appropriate action.

Thank you very much for your usual support.

Very truly yours,

FOR THE LOCAL CHIEF EXECUTIVE:

UBALDO M. UBALDO
Municipal Administrator





OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 119th REGULAR SESSION OF THE 11th COUNCIL HELD AT SB SESSION HALL, LEGISLATIVE BUILDING, BARANGAY GADGARON, MATNOG, SORSOGON ON JANUARY 06, 2025 AT 9:00 IN THE MORNING.

- | | | |
|----------|-----------------------------------|--|
| Present: | Honorable Emilio G. Ubaldo,III | Municipal Vice Mayor(Presiding Officer) |
| | Honorable Recto G. Dulay | Municipal Councilor |
| | Honorable Salvador L. Frencillo | -do- |
| | Honorable Evelyn S. Garalde | -do- |
| | Honorable Leopoldo Y. Sabado, Jr. | -do- |
| | Honorable Joseph O. Go | -do- |
| | Honorable Celema L. Morata | ABC President |
| | Honorable Justin John H. Lagadia | SKMF President |
| Absent: | Honorable Mercy G. Gata | Municipal Councilor |
| | Honorable Carlos G. Estrelon, Jr. | -do- |
| | Honorable Noli F. Galeria | -do- |

MUNICIPAL ORDINANCE NO. 2025-01

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2022-11 AND SHALL BE ENTITLED: AN ORDINANCE RENAMING THE POSITION OF ASSISTANT MUNICIPAL ENGINEER 1 TO THE POSITION TITLE OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD 1 (MGADH 1)

Sponsors: All SB Members

BE IT ORDAINED by the Sangguniang Bayan of Matnog, that:

Section 1. The position of Assistant Municipal Engineer I is hereby renamed/retitled to the position title of Municipal Government Assistant Department Head I (MGADH I).

Section 2. Qualifications of a Municipal Government Assistant Department Head I (MGADH I):

- | | | |
|-------------|---|--|
| Education | : | Bachelor's Degree |
| Experience | : | 3 Years of relevant experience |
| Training | : | 16 Hours of Relevant experience |
| Eligibility | : | Career Service (Professional) Second level Eligibility |

Section 3. Functions and Responsibilities. The position of Municipal Government Assistant Department Head I (MGADH I) under the Municipal Engineer's Office shall have the general function, to wit:

Assist the Municipal Engineer in the following:

1. Initiate review and recommend change in policies and objectives, plans and programs, techniques, procedures and practices in the infrastructure development and public works in general of the LGU concerned;
2. Advise the mayor of infrastructure, public works and other engineering matters;
3. Administer, coordinate, supervise and control the construction maintenance, improvement and repair of local bridges and other engineering public works projects of the municipality;
4. Provide engineering services to the Municipality concerned including investigation and survey,

Act as Assistant Municipal Building Official, to wit:

1. Assist the Municipal Engineer, the DPWH in the management and supervision in the implementation of the code and its Implementing Rules and Regulations (IRR);
2. Assist the Municipal Engineer, the DPWH BUREAU OF RESEARCH AND STANDARDS (BRS) and Regional Office Material Testing Laboratories and other accredited laboratories in developing, formulating and setting of standards and evaluation of construction materials;
3. Assist in the review, evaluate and take action on various technical and legal problems forwarded to the office of DPWH Secretary;
4. Assist in the reform spot monitoring/inspection of building structures and recommend appropriate actions;
5. Coordinate with all concerned agencies, organizations and individuals in the implementation of the above functions;
6. Assist the ME for the enforcement of the code and its IRR, as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto. All actions shall be guided by appropriate orders/directives from the Secretary;
7. Assist in the overall administrative control and/or supervision over all work pertinent to buildings/structures in these areas like military and police camps, economic zone and state universities and shall have direct charge of the processing of all permit applications and certificates as well as the issuance at the same time;
8. Ensure that all changes, modifications and alterations in the design plans during the construction phase shall not start until the modified design is evaluated and the necessary amendatory permit has been issued;
9. Motu proprio or upon complaint and due notice/notices of a hearing, initiate actions towards the non-issuance, suspension, revocation and invalidation of a building permit on certificate of occupancy, issuance of working slippage order, or an order for discontinuance of the use or occupancy of the building/structure or portion thereof, declaration of a building/structure as ruinous or dangerous and/or the impositions of appropriations of appropriate fines;
10. Assist in the submission on annual situational report to the DPWH Secretary through the NBCDC on the status of all existing, on-going and proposed public as well as private building/structure activities and shall undertake annual inspections of all buildings/structures and keep an up-to-date records of their status;
11. Submit recommendations and work plans on how to improve the enforcement of the code and its IRR in relations to: conformity of us, occupancy of building/structures as per zoning regulations, architectural present ability, structural stability, fire safety protection, adequate electrical wiring and devices, mechanical system and environmental protection for DPWH Secretary's information and appropriate action;
12. Avail of the assistance and services of the National Council for the welfare of disabled persons and local accredited technical professional organizations when deemed necessary for the effective enforcing of the code and its IRR and other applicable referral codes;
13. Undertake such other tasks as may be assigned by the DPWH Secretary from time to time.

Section 4. Salary and Grade. The position is in Salary Grade 22, the salary and allowances of which, shall be paid

Section 7. Appropriation. The appropriation for the Municipal Government Assistant Department Head I (MGADH I) Salary Grade 22 shall be taken from the appropriation for the Assistant Municipal Engineer I.

Section 8. Separability Clause. If for any reasons, any part or provision of this ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 9. Repealing Clause. All ordinances, resolutions, executive orders and other issuances which are inconsistent with any of the provisions of this ordinance are hereby repealed or modified accordingly.

Section 10. This ordinance shall take effect upon its approval.

I hereby certify to the correctness of the foregoing.



EMILIO G. UBALDO, III
Municipal Vice Mayor/ Presiding Officer

ATTESTED BY:



JOSEPHINE G. BAUTISTA
SB Secretary

APPROVED BY:



CATLEYA M. SO
Municipal Mayor

APPROVED DATE:

Jan. 27, 2023