



Republic of the Philippines  
Province of Davao del Sur  
MUNICIPALITY OF MAGSAYSAY  
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15<sup>th</sup> Sangguniang Bayan  
32<sup>nd</sup> Regular Session  
May 29, 2017



ORDINANCE NO. 08 - 2017

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Introduced by: Hon. RONIE L. SARANDE *SB Member*  
Co-Author : Hon. FRANCISCO E. JOSE, JR, *SB Member*  
Hon. ROBERTO B. AMBAYAN, *SB Member*  
Hon. SILVERIO C. TORATE, *SB Member*  
Hon. ALLAN P. CARAMPATANA, *SB Member*  
Hon. VEVENCIO C. LAGANSE, *SB Member*  
Hon. CHONA D. SENG, *SB Member*

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AN ORDINANCE

CREATING THE PLANTILLA POSITION OF THE MUNICIPAL DISASTER RISK AND REDUCTION MANAGEMENT OFFICER (MDRRMO SG-8) UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DETERMINING THE POWERS, DUTIES AND FUNCTIONS.

BE IT ORDAINED by the Sangguniang Bayan of Magsaysay, Davao del Sur, that:

Section 1. Name of Position: There shall be created the Plantilla Position of MDRRMO (Administrative Assistant SG-8) under the Office of the Municipal Mayor of LGU-Magsaysay, Davao del Sur.

Section 2. Powers and Functions: Under the general supervision of the Municipal Mayor, shall be in-charge for research and planning and perform the following functions:

1. In coordination with the different outstanding committees of the LDRRMC, prepares plans and strategies for evacuation and relief operations;
2. Conduct research and studies for the different places within the territorial jurisdiction of the Municipality to determine whether it is hazardous and disaster risk.
3. Prepares Plans and strategies for disaster risk places to prevent loss of life during calamities;
4. Prepare report of accomplishment for submission to proper authority;

Section 3. Appointment and Qualification: Administrative Assistant (SG-8) shall be appointed by Municipal Mayor and such appointment shall be in accordance with Civil Service Laws, Rules and Regulations and subject to the following qualification;

Education: Completion of Two (2) years college studies  
Training : 4 Hours of relevant Training  
Experience: One (1) year of relevant experience  
Eligibility : Career Sub-Professional First Level Eligibility

Section 4. Plantilla and Funding:

- a) The subject position shall be included in the plantilla of personnel and the corresponding appropriation for salaries and other incidental expenses shall be provided in the budget to be enacted by the Municipal Government.
- b) Temporary Designation of Personnel. In the absence of funds appropriated for the positions herein created, the Municipal Mayor shall designate personnel who shall temporarily act on the duties and responsibilities prescribed in each position under the said office.

Section 5. Effectivity – This Ordinance shall take effect upon its approval.

CARRIED UNANIMOUSLY this 29<sup>th</sup> of May, 2017.

Certified Correct:

DANILO M. OMAGTANG  
Secretary to the Sangguninan

Attested:

DONNABEL JOY P. FEROLINO - MEJIA  
(Municipal Vice Mayor)  
Presiding Officer

Approved:

ARTHUR D. DAVIN, CE  
Municipal Mayor

Date: \_\_\_\_\_