



Republic of the Philippines
Province of Quezon
MUNICIPALITY OF POLILLO
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OFFICE OF THE SANGGUNIANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE 86TH REGULAR SESSION OF
THE SANGGUNIANG BAYAN OF POLILLO, QUEZON HELD AT
THE SANGGUNIANG BAYAN SESSION HALL, MUNICIPAL BUILDING,
POLILLO, QUEZON ON MARCH 8, 2021 AT 9:00 A.M.**

PRESENT:

Honorable Rufino Rene Q. Marquita,	Municipal Vice-Mayor & Presiding Officer,
Honorable Albert R. Agunias,	Municipal Councilor,
Honorable Cipriano A. Susa, Jr.,	Municipal Councilor,
Honorable Joel V. Asis,	Municipal Councilor,
Honorable Judy Rev V. Verzosa,	Municipal Councilor,
Honorable Bella A. Correces,	Municipal Councilor,
Honorable Claro A. Marasigan,	Municipal Councilor,
Honorable Hubert Bismarck A. Espiritu,	Municipal Councilor,
Honorable Ronald R. Madrinan,	President-PPLB/Ex-Officio,
Honorable Ian Kristoffer R. Del Moro,	President-PPSK/Ex-Officio.

ABSENT:

Honorable Rudy S. Pumarada,	Municipal Councilor.
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RESOLUTION NO. 028-2021

**A RESOLUTION CREATING THE POSITION OF AN ADMINISTRATIVE
OFFICER II UNDER THE OFFICE OF THE MUNICIPAL BUDGET OFFICER,
THIS MUNICIPALITY**


WHEREAS, the Sangguniang Bayan had received a letter from the Office of the Municipal Mayor requesting for the creation of an Administrative Officer II with Salary Grade 11 under the Office of the Municipal Budget Officer through a Resolution;


WHEREAS, the creation of the requested position under the Office of the Municipal Budget Officer deemed necessary due to the continuously increasing workload of all different departments of this Municipality with corresponding additional work requirements and administrative responsibilities to finance departments;

WHEREAS, the position to be created is as follows:

Position/Title	Office	Salary Grade- Step Increment
1. Administrative Officer II	Office of the Municipal Budget Officer	G-11, S-1


ENGR. CRISTINA E. BOSQUE
Municipal Mayor


RUFINO RENE Q. MARQUITA
Municipal Vice-Mayor &
Presiding Officer


MEDICINE C. ASIS
Secretary to the Sangguniang Bayan I



WHEREAS, the duties and responsibilities of an Administrative Officer II shall be those that are enumerated in the qualification standards set by the Civil Service Commission (CSC) & other pertinent guidelines;

WHEREAS, the qualified applicant shall be appointed by the Municipal Mayor in accordance with the civil service laws, rules and regulations;

NOW THEREFORE, on motion from the Committee on Rules and Privileges/Ordinances & Legal Matters through Chairman, Municipal Albert R. Agunias, be it:

RESOLVED, as it is hereby resolved, to create the position of an Administrative Officer II under the Office of the Municipal Budget Officer, this Municipality;

RESOLVED FURTHER, to furnish the Offices of the Municipal Accountant, the Municipal Treasurer, the Municipal Budget Officer, the Human Resource Management Officer, the Municipal Mayor and other concerned offices copies of this resolution for information, reference and record.

APPROVED UNANIMOUSLY.

March 8, 2021

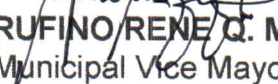
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*Pursuant to Section 54 and 469 of the Local Government Code of 1991, I hereby certify that **Resolution No. 028-2021** was adopted by the Sangguniang Bayan on the date mentioned above.*


MCAH
MEDICINE C. ASIS

Secretary to the Sangguniang Bayan I

**ATTESTED AND CERTIFIED TO
HAVE BEEN DULY ADOPTED:**


RUFINO/RENE Q. MARQUITA
Municipal Vice Mayor & Presiding Officer

APPROVED:


ENGR. CRISTINA E. BOSQUE
Municipal Mayor