



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, QUEZONON 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. 029-2021

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

WHEREAS, the Sangguniang Bayan had received a letter from the Office of the Municipal Mayor requesting for the creation of an Administrative Assistant II with Salary Grade 8 under the Office of the Municipal Mayor through a Resolution;


WHEREAS, the creation of the requested position under the Office of the Municipal Mayor deemed necessary to ensure that despite the periodic change of leaders and administration due to election, somebody who is knowledgeable about the files in the office will be left behind to take care, safeguard and locate the files easily even all other employees in the said office will have to leave due to change of assignment, promotion, retirement, reassignment and the like;

WHEREAS, the position to be created is as follows:

Position/Title	Office	Salary Grade- Step Increment
1. Administrative Assistant II	Office of the Municipal Mayor	G-8, S-1

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


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 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 Assistant II under the Office of the Municipal Mayor, this Municipality;

RESOLVED FURTHER, to furnish the Offices of 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. 029-2021** was adopted by the Sangguniang Bayan on the date mentioned above.*

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MEDICINE C. ASIS
Secretary to the Sangguniang Bayan I

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

Rufino Rene Q. Marquita
RUFINO RENE Q. MARQUITA
Municipal Vice Mayor & Presiding Officer

APPROVED:

ENGR. Cristina E. Bosque
ENGR. CRISTINA E. BOSQUE
Municipal Mayor