



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 86<sup>TH</sup> 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. 030-2021**

**A RESOLUTION CREATING THE POSITION OF LOCAL LEGISLATIVE STAFF  
OFFICER I UNDER THE OFFICE OF THE SANGGUNIANG BAYAN, THIS  
MUNICIPALITY**

**WHEREAS**, the creation of the requested position under the Office of the Sangguniang Bayan deemed necessary to augment the needed personnel of the legislative department due to continuously increasing workload;

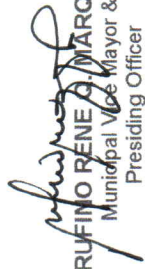
**WHEREAS**, the position to be created is as follows:


Position/Title	Office	Salary Grade- Step Increment
1. Local Legislative Staff Officer I	Office of the Sangguniang Bayan	G-11, S-1

**WHEREAS**, the duties and responsibilities of an Local Legislative Staff Officer I 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 Vice Mayor in accordance with the civil service laws, rules and regulations and must have an Information Technology (IT) background;

  
ENGR. CRISTINA E. BOSQUE  
Municipal Mayor

  
RUFINO RENE Q. MARQUITA  
Municipal Vice Mayor &  
Presiding Officer

  
MEDICINE C. ASIS  
Secretary to the Sangguniang Bayan I



**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 Local Legislative Staff Officer I under the Office of the Sangguniang Bayan, this Municipality;

**RESOLVED FURTHER**, to furnish the Offices of the Municipal Budget Officer, the Human Resource Management Officer, the Municipal Vice Mayor, 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. 030-2021** was adopted by the Sangguniang Bayan on the date mentioned above.*

*mca.*  
**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 *mce*