



Republic of the Philippines  
Province of Cebu  
MUNICIPALITY OF SAN FRANCISCO  
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM MINUTES OF THE 6<sup>th</sup> REGULAR SESSION FOR CALENDAR YEAR 2020 OF THE 11<sup>th</sup> SANGGUNIANG BAYAN OF SAN FRANCISCO, CEBU, HELD AT THE MUNICIPAL SESSION HALL ON FEBRUARY 11, 2020.

**PRESENT:**

|                               |  |
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| HON. ALY A. ARQUILLANO        | Municipal Vice Mayor/Presiding Officer |
| HON. ALLEN A. ARQUILLANO      | SB Member                              |
| HON. SEVERINO O. GOK-ONG, JR. | SB Member                              |
| HON. REY A. TINDOY            | SB Member                              |
| HON. RUBEN O. RANA            | SB Member                              |
| HON. ROEL P. ANDRADE          | SB Member                              |
| HON. ISRAEL B. GARRIDO        | SB Member                              |
| HON. ALAN R. ARROJADO         | SB Member                              |
| HON. FRANCIS N. LUCERNAS      | SB Member                              |
| HON. NERISA L. ARQUILLANO     | ABC PRESIDENT/Ex-officio Member        |

**ABSENT:**

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| HON. ATHEN M. ARQUILLANO | SK FEDERATION PRESIDENT/Ex-officio Member |
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**RESOLUTION NO. 025-2020**

**ENACTING MUNICIPAL ORDINANCE NO. 2020-162, AN ORDINANCE CREATING THE ADMINISTRATIVE OFFICER III (HRMO II) AND PHARMACIST 1 POSITIONS IN THE LOCAL GOVERNMENT UNIT OF SAN FRANCISCO, CEBU, PRESCRIBING THEIR QUALIFICATIONS, POWERS AND DUTIES, AND PROVIDING FUNDS THEREFORE**

WHEREAS, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991, provides: *Organization Structure and Staffing Pattern. Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.*”;

WHEREAS, Section 443 (c) of the Code also provides that “The Sangguniang Bayan may: (1) maintain existing offices not mentioned in subsection (a) and (b) hereof (mandatory and optional position); (2) create such other offices as may be necessary to carry out the purposes of the municipal government, or (3) consolidate the functions of any office with those of another in the interest of efficiency and economy”;

WHEREAS, under Section 447 (vii) of the same Code empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of program, projects, services, and activities of the municipal government;

WHEREAS, the positions of an Administrative Officer III (HRMO II) and Pharmacist I are seen necessary and shall be created, being the implementing arm of the LCE in providing human resource developments and social services;

Now, therefore, on motion of Hon. Allen A. Arquillano duly seconded by Hon. Ruben O. Raña, and unanimously carried by all the Sangguniang Bayan Members of San Francisco, Cebu, presents and assembled in session,

RESOLVED, to enact **Municipal Ordinance No. 2020-162, An Ordinance Creating The Administrative Officer III (HRMO II) And Pharmacist 1 Positions In The Local Government Unit Of San Francisco, Cebu, Prescribing Their Qualifications, Powers And Duties, And Providing Funds Therefore**, to wit:

**MUNICIPAL ORDINANCE NO. 2020-162**

**AN ORDINANCE CREATING THE ADMINISTRATIVE OFFICER III (HRMO II) AND PHARMACIST 1 POSITIONS IN THE LOCAL GOVERNMENT UNIT OF SAN FRANCISCO, CEBU, PRESCRIBING THEIR QUALIFICATIONS, POWERS AND DUTIES, AND PROVIDING FUNDS THEREFORE**

Be it ordained by the Sangguniang Bayan of San Francisco, Cebu, that:

SECTION 1. **Title.** – This ordinance shall be known as the “**Creation of the Administrative Officer III (Human Resource Management Officer II) And Pharmacist 1 Positions In The Local Government Unit Of San Francisco, Cebu, Prescribing Their Qualifications, Powers And Duties, And Providing Funds Therefore**”.

SECTION 2. **Scope of the Ordinance.** – This ordinance shall cover the creation of **Administrative Officer III (Human Resource Management Officer II) Under the Office of the Municipal Mayor and Pharmacist 1 Positions** in the Local Government Unit of San Francisco, Cebu, and all the prescribed qualifications, powers and duties, and appropriations for the same.

SECTION 3. **Creation of Administrative Officer III (Human Resource Management Officer II) Under the Office of the Municipal Mayor and Pharmacist 1 Positions.** – There shall be created in the Local Government Unit of San Francisco, Cebu, the **Administrative Officer III (Human Resource Management Officer II) Under the Office of the Municipal Mayor and Pharmacist 1 Positions** bearing Item No. 20-80 and Item No. 20-81, respectively.

SECTION 4. **Appointments of Administrative Officer III (Human Resource Management Officer II) and Pharmacist 1.** – As provided for in RA 7160 and its Implementing Rules and Regulations, the **Administrative Officer III (Human Resource Management Officer II) and Pharmacist 1** shall be appointed by the local chief executive, subject to civil service laws, rules, and regulations. The **Administrative Officer III (Human Resource Management Officer II) under the Office of the Municipal Mayor and Pharmacist 1** shall receive the salary of Salary Grade 14 and Salary Grade 11 respectively, based on the Salary Standardization Law set by the Department of Budget and Management (DBM).

SECTION 5. **Qualifications, Powers and Duties.** –

(A) **Administrative Officer III (HRMO II).** No person shall be appointed **Administrative Officer III (HRMO II)** unless he/she is a citizen of the Philippines, preferably a resident of the local government unit, of good moral character, a holder of a college degree from a recognized college or university, and a first grade civil service eligible or its equivalent. He/she must have one (1) year of relevant experience and have undergone four (4) hours of relevant training.

(a) **The Administrative Officer III (HRMO II)** shall take charge of the office on human resource management and shall:

- (1) Take charge in the administration of official personnel action of all municipal officials and employees, such as leaves, promotions, retirements, change of status, performance appraisal ratings and other related personnel matters;
- (2) Advise the municipal officials on personnel policy, functions, practices, rules and regulations, and problems;
- (3) Determine the qualification standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management, and other agencies of the government concerned;
- (4) Recommend to the mayor the conduct of training and seminars for the upgrading of personnel skills and performances;
- (5) Responsible for the updating of personnel records and safekeeping of 201 files of all officials and employees;
- (6) Assist in staff training and development; and
- (7) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

(B) **Pharmacist 1.** No person shall be appointed **Pharmacist 1** unless he/she is a citizen of the Philippines, preferably a resident of the local government unit, of good moral character, has been registered and issued a valid Certificate of Registration (COR) and Professional Identification Card (PIC) by the PRC and the Professional Regulatory Board of Pharmacy.

(a) **The Pharmacist 1** shall take charge of the municipal pharmacy and shall:

- (a) Preserve, store, distribute, dispense, any pharmaceutical product or its raw materials; or
- (b) Render services, such as clinical pharmacy services, drug information services, regulatory services, medication management, or whenever the expertise and technical knowledge of the pharmacist is required; or
- (c) Dispense pharmaceutical products in situations where supervision of dispensing of pharmaceutical products is required; or
- (d) Chemical, biological or microbiological analyses and assay of pharmaceutical products, food/dietary supplements, and health supplements; or

(e) Physico-chemical analyses for medical devices used in aid of administration of pharmaceutical products; or

(f) Administration of adult vaccines as approved by the Food and Drug Administration (FDA): *Provided*, That they shall undergo the training on the safe administration of adult vaccines and management of adverse event following immunization (AEFI) for pharmacists and hold a certificate of training issued by an institution duly accredited by the Professional Regulation Commission (PRC): *Provided, further*, That the safe administration of vaccines be part of the higher education curriculum for pharmacists; or

(g) Provide other services where pharmaceutical knowledge is required.

**SECTION 6. Allocation of Funds.** – Upon availability of funds, salaries and all benefits due to the **Administrative Officer III (Human Resource Management Officer II) and Pharmacist 1** shall be appropriated by the Local Government Unit of San Francisco, Cebu.

**SECTION 7. Effectivity.** – This Municipal Ordinance shall take effect upon approval.

ENACTED BY A DULY CONSTITUTED QUORUM OF THE  
11<sup>TH</sup> SANGGUNIANG BAYAN OF SAN FRANCISCO, CEBU THIS 11<sup>th</sup> DAY OF FEBRUARY 2020.

Certified Correct:

**ZENAIDA M. FORMENTERA**  
Sangguniang Bayan Secretary

Attested:

**ALY A. ARQUILLANO**  
Municipal Vice Mayor/Presiding Officer

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

**ALFREDO A. ARQUILLANO, JR.**  
Municipal Mayor