



Republic of the Philippines  
PROVINCE OF ZAMBOANGA SIBUGAY  
Municipality of Ipil



OFFICE OF THE SANGGUNIANG BAYAN

Presiding Officer / Overall Chairman

☒ **HON. RAMSES TROY DY OLEGARIO**

Municipal Vice Mayor  
Contact No. 0917-586-9242  
Chairman, Steering Committee

**SANGGUNIANG BAYAN MEMBERS:**

☐ **HON. SHARIF MAZIN ALIH HASIM**

Contact No. 0917-127-4289  
Chairman: Comm. on Education, Culture & Devt.  
Committee on Tourism & Public Information

☒ **HON. GLENN IAN YAMARO SABIJON**

Contact No. 0969-466-8798  
Chairman: Committee on Trade & Industry  
Committee on Public Utilities, Transportation  
Committee on Infrastructure, Public Works, Project  
Monitoring and Evaluation

☒ **HON. ELIAS SUPIANG DANGPALAN**

Contact No. 0997-450-1496

☒ **HON. CATHERINE MORALES TORRALBA**

Contact No. 0935-824-0366  
Chairman: Committee on Appropriation & Finance  
Committee on Rules & Ordinances  
Committee on Housing and Land Utilization  
Comm. on Market, Slaughterhouse & Eco. Enterprise

☒ **HON. SERAFIN LAMBAYAN RAMOS**

Contact No. 0955-105-0747  
Chairman: Committee on Ways and Means  
Committee on Agriculture, Agrarian Reform  
Committee on Senior Citizens and PWD  
Committee on Cooperative and Livelihood

☒ **HON. DIANNE LARROSA CATALUÑA**

Chairman: Committee on Good Government, Public  
Ethics & Accountability, Human Rights, Labor & Justice  
Committee on Health and Sanitation  
Committee on Environment

☒ **HON. WENIFREDO MALAWIT CHIONG**

Contact No. 0917-710-7249  
Chairman: Committee on Public Safety, Security,  
Order / LDRRM

☐ **HON. JUAN PABLO ANDAN NUEGA**

Contact No. 0906-925-9540  
Chairman: Committee on Science, Information,  
Communication & Technology

☒ **HON. ROY ANDY CAMACHO OLEGARIO**

Contact No. 0956-406-3389  
Chairman: Committee on Barangay Affairs  
Committee on Women, Children & Family, and  
Social Services  
Committee on Human Resource & Capability Building

☒ **HON. ALHAPID ESMAIL MOHAMMAD**

Chairman: Comm. on Culture, Tribal & Muslim Affairs

☒ **HON. TRIXIE MIL TORRALBA PALALON**

Chairman: Committee on Youth & Sports Development

Legend: ☒PRESENT ☐ON LEAVE  
☐ON OB ☒ABSENT

EXCERPTS FROM THE MINUTES TAKEN DURING THE 135<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF IPIL, ZAMBOANGA SIBUGAY HELD AT ITS SESSION HALL ON FEBRUARY 19, 2025 AT 10:00 A.M.

ORDINANCE NO. 2-693-2025

*Sponsored by: HON. CATHERINE M. TORRALBA*

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) SALARY GRADE 7/1 IN THE MUNICIPAL BUDGET OFFICE, THIS MUNICIPALITY AND PROVIDING FUNDS THEREOF.

WHEREAS, Section 76, of Republic Act No. 7160, provides that every local government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, pursuant to Section 447 (a)(i)(viii) of RA 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall determine the positions, salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly, or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, services and activities of the Municipal Government;

WHEREAS, there was an endorsement from the Municipal Mayor requesting for the creation of the position of ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) SALARY GRADE 7/1 in the Municipal Budget Office, has been considered and evaluated by the Committee on Appropriation and finds it proper and in order;

Be it therefore ordained as it is hereby ordained by the Sangguniang Bayan of Ipil in session assembled:

SECTION 1. TITLE. An Ordinance creating the position of Administrative Assistant I (Bookbinder III) Salary Grade 7/1 in the Municipal Budget Office, this Municipality, and providing funds thereof.

SECTION 2. QUALIFICATION. The person who shall be considered and appointed as ADMINISTRATIVE ASSISTANT I (BOOKBINDER III) Salary Grade 7/1 must be required of the following qualification based on the Qualifica-

*[Handwritten signatures]*



tion Standards (QS) of the Civil Service Commission, to wit:

Education	- Elementary School Graduate
Experience	- None
Training	- None
Eligibility	- None Required/MC 11, s. 96 – CAT III

**SECTION 3. DUTIES, FUNCTIONS AND RESPONSIBILITIES.**

80% - Administrative Assistant (Bookbinder III)

20% - Does other related functions and duties as maybe prescribed/assigned

100% by the laws and ordinances or by the Supervisor

**SECTION 4. SOURCE OF FUNDS.** The appropriation for salaries and other benefits of the aforementioned position will be source out from the unfunded positions of this Municipality for Calendar Year 2025;

**SECTION 5. SEPARABILITY CLAUSE.** Any section or provisions of this ordinance which may be declared unlawful or unconstitutional shall not affect the other sections or provisions hereof.

**SECTION 6. REPEALING CLAUSE.** All ordinances, resolutions of local effect that are inconsistent with the ordinance are hereby modified, superseded or repealed accordingly.

**SECTION 7. EFFECTIVITY.** That this Ordinance shall take effect upon approval by the Municipal Mayor.

That this Ordinance was moved by Hon. Catherine M. Torralba and duly seconded by Hon. Alhapid E. Mohammad.

CERTIFIED CORRECT:


  
ESTELITA S. EGUA, BSC, LLB  
Sanggunian Secretary

**ATTESTATION/CERTIFICATION**

I HEREBY ATTEST and CERTIFY that I presided over the 135<sup>th</sup> Regular Session of the 12<sup>th</sup> Sangguniang Bayan of the Municipality of Ipil, Zamboanga Sibugay and that the foregoing legislative measure has been approved and adopted during the aforesaid session.

  
RAMSES TROY D. OLEGARIO  
Municipal Vice Mayor/Presiding Officer

APPROVED by Her Honor, the Municipal Mayor, on 3/08/2025 in the Municipality of Ipil, Zamboanga Sibugay, Philippines.

  
ANAMEL C. OLEGARIO  
Municipal Mayor