



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON AUGUST 16, 2017.

PRESENT:

Atty. John Edward G. Gando	-	Vice Governor/Presiding Officer
Hon. Cyril C. Beltran	-	SP Member/Majority Floor Leader
Hon David G. Gano	-	SP Member/Deputy Majority Floor Leader
Hon. Cresente P. Chavez, Jr.	-	SP Member
Hon. Diosdado G. Gonzaga	-	SP Member
Hon. Josefina G. de la Cruz	-	SP Member
Hon. Rex G. Fernandez	-	SP Member
Hon. Aurelio G. Tionado	-	SP Member
Hon. Dan Elby C. Habaña	-	SP Member
Hon. Ma. Sheila G. Gange	-	Ex-Officio Member (PCL Fed. President)

**ORDINANCE NO. 2017-010**  
Series of 2017

**“AN ORDINANCE AMENDING SECTION 1, SECTION 3(8), SECTION 4 (8 AND 9), SECTION 5 AND SECTION 6 OF ORDINANCE NO. 2016-007, SERIES OF 2016 ENTITLED: “AN ORDINANCE CREATING POSITIONS AT THE NUEVA VALENCIA DISTRICT HOSPITAL (NVDH)”**

Be it ordained by the 8<sup>th</sup> Sangguniang Panlalawigan of the Province of Guimaras in its Regular Session duly assembled that:

**Section 1.** Section 1, Section 3(8), Section 4 (8and 9), Section 5 and Section 6 of Ordinance No. 2016-007, Series of 2016 is hereby amended to read as:

**“Section 1. Title.** This ordinance shall be known as an “Ordinance Creating the Positions of six (6) Nurse 1; two (2) Medical Technologist 1; one (1) Records Officer 1; six (6) Nursing Attendant; one (1) Supply Officer; one (1) Cashier; three (3) Driver; four (4) Utility Worker; and two (2) Security Guard at the Plantilla of the Provincial Health Office (Nueva Valencia District Hospital)”.

**Section 3. Qualifications.** The qualifications are as follows:

**8. Utility Worker**

Education	-	must be able to read and write
Experience	-	none required
Training	-	none required
Eligibility	-	none required

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#### Section 4. Duties and Responsibilities

##### 8. Utility Worker

1. Requisition received, unloads and stores various housekeeping supplies.
2. May operate small electrical and manual tools in the performance of the above task.
3. May collect, wash and replace cups, glasses other dishes used in the office.
4. Cleanse out ashtrays, waste and garbage.
5. May move furniture, rearrange office equipment, replace light bulbs, clean furniture, arrange various decorations in and out of the building for public display or in connection with public holidays.
6. May open and close public offices and deposits keys to the responsible officials.
7. Do other assigned works as the chief of office may assign from time to time.

##### 9. Security Guard

1. Guards government properties, including buildings, supplies and others against fire, theft, vandalism and unlawful entity at the assigned area of the building.
2. Inspects and adjusts security system equipment and machinery to ensure operational use and to detect evidence of tampering.
3. Inspects windows and doors to ensure locks are in place and working.
4. Reports rule infractions and violations to the supervisor or proper authorities.
5. Performs other related task as required.

**Section 5. Salary Grade of the Created Position.** The Salary Grade of Nurse I shall be Salary Grade 11; Medical Technologist I shall be Salary Grade 11; Records Officer I shall be Salary Grade 10; Nursing Attendant shall be Salary Grade 4; Supply Officer shall be Salary Grade 4; Cashier shall be Salary Grade 10; Driver I shall be Salary Grade 3; Utility Worker shall be Salary Grade 1 and Security Guard shall be Salary Grade 3.




**Section 6. Source of Fund.** Funds for the positions of six (6) Nurse I; two (2) Medical Technologist I; one (1) Records Officer I; six (6) Nursing Attendant; one (1) Supply Officer; one (1) Cashier; three (3) Driver; four (4) Utility Worker and two (2) Security Guard will be taken from the Annual Executive Budget of the Provincial Health Office (Nueva Valencia District Hospital)."

**Section 2.** All Ordinances inconsistent with the provisions of this Ordinance hereby repealed and amended.

**Section 3.** This Ordinance shall take effect upon its approval.


ENACTED this 16<sup>th</sup> day of August 2017.

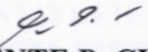
I hereby certify to the correctness of the foregoing ordinance which was duly enacted by the 8<sup>th</sup> Sangguniang Panlalawigan of the Province of Guimaras during its regular session on August 16, 2017.


  
**LORENA MINIERVA-ITUCAS**  
Secretary to the Sangguniang Panlalawigan

Concurred:

  
**CYRIL C. BELTRAN**  
SP Member

  
**DAVID G. GANO**  
SP Member


  
**CRESENTE P. CHAVEZ, JR.**  
SP Member

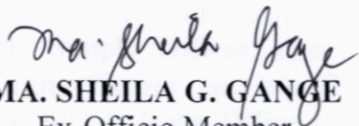
  
**DIOSDADO G. GONZAGA**  
SP Member

  
**JOSEFINA G. DE LA CRUZ**  
SP Member


  
**REX G. FERNANDEZ**  
SP Member

  
**AURELIO G. TIONADO**  
SP Member

  
**DAN ELBY C. HABAÑA**  
SP Member

  
**MA. SHEILA G. GANGE**  
Ex-Officio Member  
(PCL Fed. President)

Attested:

  
**ATTY. JOHN EDWARD G. GANDO**  
Vice Governor  
Presiding Officer

Approved:

  
**SAMUEL T. GUMARIN, M.D., M.P.H.**  
Governor