

REPUBLIC OF THE PHILIPPINES PROVINCE OF GUIMARAS OFFICE OF THE 8TH SANGGUNIANG PANLALAWIGAN

San Miguel, Jordan, Guimaras



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 8TH SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON JULY 17, 2018.

PRESENT:

Atty. John Edward G. Gando - Vice Governor and Presiding Officer
Hon. Cyril C. Beltran - SP Member and Majority Floor Leader

Hon David G. Gano - SP Member and 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. Karren Kaye A. Gadnanan- Ex-Officio Board Member (SK Federation President

ABSENT:

Hon. Ma. Sheila G. Gange - Ex-Officio Board Member (PCL Federation President)

ORDINANCE NO. 2018-08

Series of 2018

AN ORDINANCE CREATING THE POSITIONS OF SOCIAL WELFARE OFFICER I AND SOCIAL WELFARE AIDE AT THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (PSWDO) PLANTILLA

Be it ordained by the 8th Sangguniang Panlalawigan of the Province of Guimaras in session assembled that:

Section 1. <u>Title.</u> This ordinance shall be known as an "Ordinance Creating the Positions of Social Welfare Officer I and Social Welfare Aide at the Provincial Social Welfare and Development Office.

Section 2. Objective. To meet the staffing pattern required by the Department of Social Welfare and Development as per DSWD AO7-2012.

Section 3. Qualifications. The qualifications are as follows:

1. Social Welfare Officer I

Education - Bachelor's Degree relevant to the job

Experience - none required

Training - none required

Eligibility - Career Service (Professional)

Second Level Eligibility

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900

18

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2. Social Welfare Aide

Education High School Graduate

Experience none required

Training none required

Eligibility none required

(MC II, S-96-Cat III)

Section 4. Duties and Responsibilities.

1. Social Welfare Officer I (SWO I)

- Conduct home visit, prepare social case study report and recommends assistance according to established standard.
- Provide guidance and counseling sessions to individuals and families to prevent social maladjustments.
- Establish and maintain case records.
- Monitor the implementation of social welfare programs and services.
- Gather and consolidate work plans, targets and consolidate accomplishments including statistical reports.
- Regularly attend meetings and conferences on social welfare programs and projects.
- Coordinate with partner agencies, Civil Society Organizations (CSOs) and People Organizations (POs) in the implementation of social welfare programs and services.
- Prepare and submit periodic reports to immediate supervisor.
- Performs other task as assigned.

2. Social Welfare Aide (SW Aide)

- Intake/interview client and determine need for assistance and services
- Prepare social case study report
- Maintain program reports and records
- Performs other tasks as assigned

Salary Grade of the Created Position. The Salary Grade of Social Worker Officer I shall be Salary Grade II and Social Worker Aide shall be Salary Grade 4.

Section 6.

Source of Fund.

For appropriation.

Section 7. <u>Separability Clause</u>. In the event that any provision of this ordinance or parts hereof will be declared unconstitutional, such declaration shall not affect the validity of the other provisions.

Section 8. Repealing Clause. All Ordinance inconsistent herewith are hereby repealed and amended.

Section 9. Effectivity. This ordinance shall take effect upon its approval.

ENACTED this 17h day of July 2018.

I hereby certify to the correctness of the foregoing ordinance which was duly enacted by the 8th Sangguniang Panlalawigan of the Province of Guimaras during its regular session on July 17, 2018.

LORENA MINIERVA-ITUCAS
Secretary to the Sangguniang Panlalawigan

DAVID G. GANO

SP Member

SP Member

REX G. FERNANDEZ

SP Member

DAN ELBY C. HABAŇA SP Member

We Concur:

CYRIL C. BELTRAN SP Member

CRESENTE P. CHAVEZ, JR. SP Member

JOSEFINA G. DE LA CRUZ SP Member

AURELIO G. TIONADO SP Member

KARREN KAYA A. GADNANAN Ex-Officio Member

(SK Federation President)

ATTY. JOHN EDWARD O

Vice Governor Presiding Officer

Attested:

Approved:

SAMUEL T. GUMARIN, MD, MPH

Governor