



Republic of the Philippines
Province of Zamboanga del Norte
MUNICIPALITY OF MANUKAN

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE
SANGGUNIANG BAYAN HELD ON NOVEMBER 13, 2023 AT THE SB SESSION HALL,
MANUKAN, ZAMBOANGA DEL NORTE

PRESENT:

Hon. Enriquita U. Winters, Municipal Vice-Mayor,	Presiding Officer
Hon. Chilly D. Oñez,	SB Member
Hon. Melisa G. Belagantol,	-do-
Hon. Mariane P. Elorta,	-do-
Hon. Leonard O. Yu,	-do-
Hon. Guilbert J. Villarín,	-do-
Hon. J'Mark B. Café,	-do-
Hon. Randel Q. Uy,	-do-
Hon. Florida M. Agustin, ABC Fed. Pres.,	-do-
Hon. Cedrick James D. Bacdangan, SK Fed. Pres,	-do-
Hon. Pedrito A. Nataa, IPMR,	-do-

ABSENT:

Hon. Glenn L. Omaña, SB Member (*On Leave*)

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Be It Enacted by the Honorable Sangguniang Bayan that:

APPROPRIATION ORDINANCE NO. 2023-A011

Series of 2023

**AUTHORIZING THE REVERSION OF PERSONAL SERVICES AND CAPITAL OUTLAY
TO THE UNAPPROPRIATED BALANCE IN THE GENERAL FUND AND LOCAL
ECONOMIC ENTERPRISE AMOUNTING TO TWELVE MILLION ONE HUNDRED
SEVENTY TWO THOUSAND EIGHT HUNDRED THIRTY FOUR PESOS ONLY (₱
12,172,834.00)**

Section 1. In accordance with Section 322 of RA 7160 otherwise known as the Local Government Code of 1991, the current year appropriation for Personal Services in the herein-below office amounting to Eleven Million Five Hundred Eighteen Thousand Pesos Only (₱ 11,518,000.00) is hereby reverted to the Unappropriated Balance in the General Fund, to wit:

A. OFFICE OF THE MUNICIPAL MAYOR (*As of April, 2023*)

- Personal Services (License Inspector I, SG-6/1; Administrative Aide IV, SG-4/1; Administrative Aide I, SG-1/1)

Salaries and Wages-Regular	₱ 176,690.00
Salaries and Wages-Casual/Contractual	100,000.00
Personal Economic Relief Allowance	24,000.00
Clothing/Uniform Allowance	6,000.00
Other Bonuses and Allowances-Midyear Bonus	23,102.00
Retirement and Life Insurance Premiums	21,202.00
PAG-IBIG Contributions	1,200.00
PHILHEALTH Contributions	3,975.00
Employees Compensation Insurance Premiums	1,200.00
Sub-Total	₱ 357,369.00

- Capital Outlay		
Office Equipment	50,000.00
Communication Equipment	39,882.30
- ISWMO		
Communication Equipment	10,000.00
Furniture and Fixtures	40,000.00
	Sub-Total	₱ 139,882.30

B. OPERATION OF INTERNAL AUDIT UNIT (*As of October, 2023*)

- Capital Outlay		
Office Equipment	40,000.00
Information & Communication Technology Equipment	140,000.00
Furniture and Fixtures	20,000.00
	Sub-Total	₱ 200,000.00

C. OFFICE OF THE SECRETARY TO THE SB

- Personal Services (Municipal Govt. Department Head I, SG-24/1)		
Salaries and Wages-Regular	361,062.00
	Sub-Total	₱ 361,062.00

D. OFFICE OF THE MUNICIPAL PUBLIC EMPLOYMENT
SERVICE (*As of October, 2023*)

- Personal Services (PESO Manager, SG-24/1; Administrative Officer IV, SG-15/1; Administrative Aide I, SG-1/1-2 positions)		
Salaries and Wages-Regular	₱ 305,280.00
Personal Economic Relief Allowance	28,000.00
Clothing/Uniform Allowance	6,000.00
Other Bonuses and Allowances-Midyear Bonus	51,415.00
Retirement and Life Insurance Premiums	36,633.00
PAG-IBIG Contributions	1,200.00
PHILHEALTH Contributions	6,868.00
Employees Compensation Insurance Premiums	1,200.00
	Sub-Total	₱ 436,596.00
- Capital Outlay		
Furniture and Fixtures	5,020.00
	Sub-Total	₱ 5,020.00

E. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT
COORDINATOR (*As of October, 2023*)

- Personal Services (Mun. Govt. Department Head I, SG-24/1; Draftsman II, SG-8/2)		
Salaries and Wages-Regular	₱ 1,033,377.00
Personal Economic Relief Allowance	80,000.00
Clothing/Uniform Allowance	18,000.00
Other Bonuses and Allowances-Midyear Bonus	42,133.00
Retirement and Life Insurance Premiums	124,005.00
PAG-IBIG Contributions	2,000.00
PHILHEALTH Contributions	21,500.00
Employees Compensation Insurance Premiums	2,000.00
	Sub-Total	₱ 1,323,015.00

- Capital Outlay		
Communication Equipment	9,500.00
Furniture and Fixtures	4,006.00
	Sub-Total	₱ 13,506.00

F. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR (*As of October, 2023*)

- Personal Services (Mun.Govt.Department Head I, SG-24/1; Registration Officer II, SG-14/1)

Salaries and Wages-Regular	₱ 937,212.00
Personal Economic Relief Allowance	40,000.00
Representation Allowance (RA)	30,000.00
Transportation Allowance (TA)	30,000.00
Clothing/Uniform Allowance	12,000.00
Other Bonuses and Allowances-Midyear Bonus	99,136.00
Retirement and Life Insurance Premiums	112,465.00
PAG-IBIG Contributions	2,000.00
PHILHEALTH Contributions	21,087.00
Employees Compensation Insurance Premiums	2,000.00
	Sub-Total	₱ 1,285,900.00

- Capital Outlay

Office Equipment	75,382.50
Communication Equipment	500.00
Furniture and Fixtures	6,001.00
	Sub-Total	₱ 81,883.50

G. OFFICE OF THE MUNICIPAL BUDGET (*As of October, 2023*)

- Capital Outlay

Communication Equipment	7,000.00
	Sub-Total	₱ 7,000.00

H. OFFICE OF THE MUNICIPAL ACCOUNTANT (*As of October, 2023*)

- Personal Services (Administrative Assistant III, SG-9/1, Accounting Clerk I, SG-4/1-2 positions; Administrative Aide I, SG-1/1-2 positions)

Salaries and Wages-Regular	₱ 523,070.00
Personal Economic Relief Allowance	60,000.00
Clothing/Uniform Allowance	18,000.00
Other Bonuses and Allowances-Midyear Bonus	62,707.00
Retirement and Life Insurance Premiums	62,768.00
PAG-IBIG Contributions	3,000.00
PHILHEALTH Contributions	11,769.00
Employees Compensation Insurance Premiums	3,000.00
	Sub-Total	₱ 744,314.00

- Capital Outlay

Furniture and Fixtures	50,000.00
	Sub-Total	₱ 50,000.00

I. OFFICE OF THE MUNICIPAL TREASURER (*As of October, 2023*)

- Personal Services (Mun.Govt.Department Head I, SG-24/1; Revenue Collection Clerk I, SG-7/8-2 positions (retired); Revenue Collection Clerk I, SG-5/1-2 positions)

Salaries and Wages-Regular	₱ 919,320.00
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Personal Economic Relief Allowance	90,000.00
Representation Allowance (RA)	44,000.00
Transportation Allowance (TA)	44,000.00
Clothing/Uniform Allowance	30,000.00
Other Bonuses and Allowances-Midyear Bonus	116,726.00
Retirement and Life Insurance Premiums	110,318.00
PAG-IBIG Contributions	4,500.00
PHILHEALTH Contributions	20,684.00
Employees Compensation Insurance Premiums	4,500.00
Sub-Total	₱ 1,384,048.00

- Capital Outlay	
Furniture and Fixtures	50,000.00
Sub-Total	₱ 50,000.00

J. OFFICE OF THE MUNICIPAL ASSESSOR (*As of October, 2023*)

- Personal Services (Mun.Govt.Department Head I, SG-24/1; Local Assessment Operation Officer II, SG-15/2;Administrative Aide I, SG-1/1)

Salaries and Wages-Regular	₱ 972,070.00
Personal Economic Relief Allowance	48,000.00
Representation Allowance (RA)	48,000.00
Transportation Allowance (TA)	48,000.00
Clothing/Uniform Allowance	12,000.00
Other Bonuses and Allowances-Midyear Bonus	101,660.00
Retirement and Life Insurance Premiums	116,648.00
PAG-IBIG Contributions	2,400.00
PHILHEALTH Contributions	21,871.00
Employees Compensation Insurance Premiums	2,400.00
Sub-Total	₱ 1,373,049.00

- Capital Outlay	
Furniture and Fixtures	63,747.40
Communication Equipment	9,500.00
Sub-Total	₱ 73,247.40

K. OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT (*As of October, 2023*)

- Personal Services (Local DRRM Assistant, SG-8/1; Administrative Aide I, SG-1/1)

Salaries and Wages-Regular	₱ 209,950.00
Personal Economic Relief Allowance	30,000.00
Clothing/Uniform Allowance	6,000.00
Other Bonuses and Allowances-Midyear Bonus	26,195.00
Retirement and Life Insurance Premiums	25,194.00
PAG-IBIG Contributions	1,600.00
PHILHEALTH Contributions	4,723.00
Employees Compensation Insurance Premiums	1,600.00
Sub-Total	₱ 305,262.00

L. OPERATION OF CULTURAL/CONFERENCE/CONVENTION CENTER (*As of October, 2023*)

- Personal Services (Watchman I, SG-2/1; Administrative Aide I, SG-1/1-2 positions)

Salaries and Wages-Regular	₱ 162,550.00
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Personal Economic Relief Allowance	36,000.00
Clothing/Uniform Allowance	6,000.00
Other Bonuses and Allowances-Midyear Bonus	31,855.00
Retirement and Life Insurance Premiums	19,506.00
PAG-IBIG Contributions	1,800.00
PHILHEALTH Contributions	3,657.00
Employees Compensation Insurance Premiums	1,800.00
Sub-Total	₱ 263,168.00

M. OFFICE OF THE MUNICIPAL HEALTH (*As of October, 2023*)

- Personal Services (Medical Technologist I-SG-11/1; Midwife I, SG-9/7; Midwife I, SG-9/1; Administrative Aide I, SG-1/1)

Salaries and Wages-Regular	₱ 565,080.00
Personal Economic Relief Allowance	59,000.00
Clothing/Uniform Allowance	6,000.00
Subsistence Allowance	50,000.00
Laundry Allowance	3,000.00
Hazard Pay	150,000.00
Other Bonuses and Allowances-Midyear Bonus	83,627.00
Retirement and Life Insurance Premiums	75,009.00
PAG-IBIG Contributions	2,000.00
PHILHEALTH Contributions	12,714.00
Employees Compensation Insurance Premiums	2,000.00
Sub-Total	₱ 1,008,430.00

N. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT (*As of October, 2023*)

- Personal Services (Social Welfare Officer II, SG-15/1; Social Welfare Assistant, SG-8/1; Administrative Aide I, SG-1/1-2 positions)

Salaries and Wages-Regular	₱ 554,900.00
Personal Economic Relief Allowance	60,000.00
Clothing/Uniform Allowance	12,000.00
Other Bonuses and Allowances-Midyear Bonus	67,124.00
Retirement and Life Insurance Premiums	66,588.00
PAG-IBIG Contributions	3,000.00
PHILHEALTH Contributions	12,485.00
Employees Compensation Insurance Premiums	3,000.00
Sub-Total	₱ 779,097.00

O. OFFICE OF THE MUNICIPAL AGRICULTURE

- Capital Outlay

Purchase of Knapsack Sprayer	6,000.00
Purchase of Heavy Duty Hand Gloves	10,000.00
Conservation of Mangroves	60,000.00
Collection/Preparation of Artificial Coral Reefs	100,000.00
Sub-Total	₱ 176,000.00

P. OFFICE OF THE TOURISM (*As of October, 2023*)

- Personal Services (Administrative Assistant, SG-7/1; Administrative Aide I, SG-1/1)

Salaries and Wages-Regular	₱ 252,960.00
Personal Economic Relief Allowance	40,000.00
Clothing/Uniform Allowance	12,000.00

Other Bonuses and Allowances-Midyear Bonus	25,296.00
Retirement and Life Insurance Premiums	30,355.00
PAG-IBIG Contributions	2,000.00
PHILHEALTH Contributions	5,691.00
Employees Compensation Insurance Premiums.	2,000.00
Sub-Total	₱ 370,302.00

Q. OFFICE OF THE MUNICIPAL ENGINEER

- Capital Outlay

Furniture and Fixtures	25,000.00
Const. of Multipurpose Hall (Covered Court) @ Manukan Integrated Bus Terminal	1,358.66
Sub-Total	₱ 26,358.66

R. OPERATION OF MOTORPOOL (As of October, 2023)

- Personal Services (Mechanic I,SG-4/1; Light Equipment Operator,SG-2/1-4positions)

Salaries and Wages-Regular	₱ 331,650.00
Personal Economic Relief Allowance	60,000.00
Clothing/Uniform Allowance	24,000.00
Other Bonuses and Allowances-Midyear Bonus	57,478.00
Retirement and Life Insurance Premiums	39,798.00
PAG-IBIG Contributions	3,000.00
PHILHEALTH Contributions	7,462.00
Employees Compensation Insurance Premiums.	3,000.00
Sub-Total	₱ 526,388.00

S. OPERATION OF SLAUGHTERHOUSE(As of October 2023)

- Capital Outlay

Office Equipment	78,200.00
Sub-Total	₱ 78,200.00

T. OFFICE OF THE SENIOR CITIZEN AFFAIRS

- Capital Outlay

Office Equipment	3,800.00
Information & Communication Technology Equipment	15,950.00
Medical Equipment	2,457.14
Purchase of Medical Instrument	2,420.00
Furniture and Fixtures	36,000.00
Sub-Total	₱ 60,627.14

U. PERSON WITH DISABILITY

- Capital Outlay

Information & Communication Technology Equipment	22,870.00
Medical Equipment	14,405.00
Furniture and Fixtures	1,000.00
Sub-Total	₱ 38,275.00

TOTAL GENERAL FUND. ₱ 11,518,000.00

Section 2. The current appropriation for Personal Services in the Operation of Waterworks System in the amount of Three Hundred Thirty Four Thousand One Hundred Ninety Pesos Only (P

334,190.00) is hereby reverted to the Unappropriated Balance in the Operation of Waterworks Systems, to wit:

OPERATION OF WATERWORKS SYSTEMT (*As of October, 2023*)

- Personal Services (Plumber II, SG-5/1; Construction and Maintenance Man, SG-2/3; Administrative Aide I, SG-1/1-3 positions)

Salaries and Wages-Regular ₱	268,000.00
Personal Economic Relief Allowance	20,000.00
Clothing/Uniform Allowance	6,000.00
Retirement and Life Insurance Premiums	32,160.00
PAG-IBIG Contributions	1,000.00
PHILHEALTH Contributions	6,030.00
Employees Compensation Insurance Premiums	1,000.00
Sub-Total	₱	334,190.00

Section 3. The current appropriation for Personal Services in the Operation of Market in the amount of Three Hundred Twenty Thousand Six Hundred Forty Four Pesos Only (**₱ 320,644.00**) is hereby reverted to the Unappropriated Balance in the Operation of Market, to wit:

OPERATION OF MARKET (*As of October, 2023*)

- Personal Services (Market Inspector I, SG-G/1; Meat Inspector I, SG-6/1; Revenue Collection Clerk I, SG-5/1-2 positions)

Salaries and Wages-Regular ₱	210,630.00
Personal Economic Relief Allowance	60,000.00
Clothing/Uniform Allowance	18,000.00
Retirement and Life Insurance Premiums	25,275.00
PAG-IBIG Contributions	1,000.00
PHILHEALTH Contributions	4,739.00
Employees Compensation Insurance Premiums	1,000.00
Sub-Total	₱	320,644.00

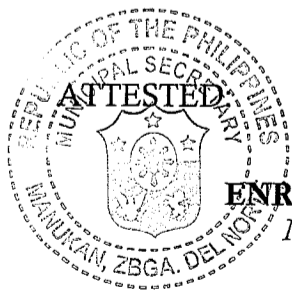
GRAND TOTAL ₱ 12,172,834.00

Section 4. This Appropriation Ordinance shall take effect immediately.

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I HEREBY CERTIFY to the correctness of the foregoing excerpt.

[Signature]
APRIL ROSE D. BACDANGAN
Administrative Officer II
OIC-Secretary to the SB



[Signature]
ENRIQUETA U. WINTERS
Municipal Vice-Mayor
Presiding Officer

APPROVED: 12/13, 2023

[Signature]
EUGENE D. CABALLERO
Municipal Mayor