

PERSONNEL SCHEDULE
Budget Year : 2013
Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Mayor
Program : General Administration Services
Project/Activity: Supervising, Control and Management of Municipal Affairs

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
1	Municipal Mayor	Henrietta L. Gan, M.D.	27-1	486,792.00	27-1	564,036.00	77,244.00
2	Senior Administrative Asstant III (Private Secretary II)	Vacant	15-1	204,192.00	15-1	223,980.00	19,788.00
3	Administrative Aide IV (Clerk II)	Vacant	4-1	93,216.00	4-1	100,632.00	7,416.00
4	Administrative Officer IV (Human Resource Management Officer II)	Anabelle Prima N. Torres	15-1	204,192.00	15-2	226,452.00	22,260.00
5	Administrative Aide II (Utility Worker II)	Lino Y. Lagat	3-3	88,884.00	3-3	95,496.00	6,612.00
TOTAL-Office of the Mayor				1,077,276.00		1,210,596.00	133,320.00

Prepared :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

Reviewed:

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013

Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Vice Mayor & Sangguniang Bayan

Program : Legislative Services

Project/Activity: Legislate Municipal Laws

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
7	Municipal Vice Mayor I	Jorge M. Buslon	25-1	421,632.00	25-1	483,576.00	61,944.00
8	SB Member I	Aristotle C. Cometa	24-1	392,508.00	24-1	447,756.00	55,248.00
9	SB Member I	Victoria B. Lim	24-1	392,508.00	24-1	447,756.00	55,248.00
10	SB Member I	Enrique Balite	24-1	392,508.00	24-1	447,756.00	55,248.00
11	SB Member I	Armando C. Namoc	24-1	392,508.00	24-1	447,756.00	55,248.00
12	SB Member I	Justo I. Jamodiong	24-1	392,508.00	24-1	447,756.00	55,248.00
13	SB Member I	Danielo Dajang	24-1	392,508.00	24-1	447,756.00	55,248.00
14	SB Member I	Calixto G. Garcia	24-1	392,508.00	24-1	447,756.00	55,248.00
15	SB Member I	Incencio D. Tagud	24-1	392,508.00	24-1	447,756.00	55,248.00
16	SB Member I	Rustico J. Salarda	24-1	392,508.00	24-1	447,756.00	55,248.00
18	SB Member I	Leoncio S. Cornelio	24-1	392,508.00	24-1	447,756.00	55,248.00
20	Municipal Government Department Head I (Secretary to the Sanggunian)	Marcelinda B. Namoc	24-7	424,332.00	24-8	483,384.00	59,052.00
	TOTAL			4,771,044.00		5,444,520.00	673,476.00

Prepared:

Reviewed :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013

Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Planning & Development Coordinator

Program : Planning & Programming Services

Project/Activity: Plans & Programs for development

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
21	Municipal Government Department Head I (Municipal Planning & Development Coordinator)	Engr. Lilio A. Palac	24-3	402,804.00	24-3	457,656.00	54,852.00
22	Administrative Aide IV (Clerk II)	Nida M. Palac	4-5	98,136.00	4-6	105,756.00	7,620.00
TOTAL				500,940.00		563,412.00	62,472.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES

Adm. Officer IV (HRMO II)

GRACE T. CELLAN

Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.

Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013

Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Treasurer
 Program : Treasury Services
 Project/Activity: Collection and Disbursement of funds

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
23	Municipal Government Department Head I (Municipal Treasurer)	Vacant	24-5	413,400.00	24-5	467,772.00	54,372.00
24	Revenue Collection Clerk III	Vacant	9-1	133,716.00	9-1	144,456.00	10,740.00
25	Revenue Collection Clerk II	Lucia C. Balite	7-7	125,220.00	7-8	134,028.00	8,808.00
26	Revenue Collection Clerk II	Ernesto B. Cainglet	7-7	125,220.00	7-8	134,028.00	8,808.00
27	Administrative Aide IV (Clerk II)	Lina N. Cometa	4-2	94,416.00	4-3	102,648.00	8,232.00
28	Municipal Government Asst. Dept. Head I (Assistant Municipal Treasurer)	Aquilina O. Ampit	22-3	349,332.00	22-3	392,364.00	43,032.00
29	Revenue Collection Clerk II	Manuel M. Maizo	7-2	117,408.00	7-3	127,524.00	10,116.00
	TOTAL			1,358,712.00		1,502,820.00	144,108.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TOREES
 Adm. Officer IV (HRMO II)

GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013

Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Engineer

Program : Engineering Services

Project/Activity: Construction & Maintenance

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
30	Municipal Government Department Head I (Municipal Engineer)	Engr. Niño Salvacion	24-2	397,608.00	24-2	452,676.00	55,068.00
	TOTAL			397,608.00		452,676.00	55,068.00

DAILY WAGE

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
	Electrician I	Roland Galorport	4-1	93,216.00	4-1	100,632.00	7,416.00
	Communication Equipt Operator I	Rogelio T. Lim	4-1	93,216.00	4-1	100,632.00	7,416.00
	TOTAL			186,432.00		201,264.00	14,832.00
	GRAND TOTAL			584,040.00		653,940.00	69,900.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor

PERSONNEL SCHEDULE
 Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Civil Registrar
 Program : Civil Registry Services
 Project/Activity: Registering Live Birth, Marriage & death

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
31	Municipal Government Department Head I (Municipal Civil Registrar)	Felipe S. Salise, Jr.	24-4	408,060.00	24-5	467,772.00	59,712.00
32	Administrative Aide VI (Clerk III)	Orchyl Niño M. Pait	6-3	110,712.00	6-4	119,808.00	9,096.00
	TOTAL			518,772.00		587,580.00	68,808.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
 Adm. Officer IV (HRMO II)

GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE
 Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Assessor
 Program : Assessment Services
 Project/Activity: Assessing Real Property

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
33	Municipal Government Department Head I (Municipal Assessor)	Vacant	24-7	424,332.00	24-1	447,756.00	23,424.00
34	Administrative Aide IV (Clerk II)	Crelan Tagaro	4-5	98,136.00	4-6	105,756.00	7,620.00
	TOTAL			522,468.00		553,512.00	31,044.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
 Adm. Officer IV (HRMO II)

GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE
 Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Accountant
 Program : Accounting Services
 Project/Activity: Accounting of funds

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 97 2012	SG/Step	Amount LBC No. 99 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
57	Municipal Government Department Head I (Municipal Accountant)	Atty. Lourdes A. Cempron, CPA	24-4	408,060.00	24-4	462,696.00	54,636.00
35	Administrative Officer II (Accountant I)	Vacant	11-1	153,888.00	11-1	166,944.00	13,056.00
	TOTAL			561,948.00		629,640.00	67,692.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
 Adm. Officer IV (HRMO II)

GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE
 Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Budget
 Program : Budgeting Services
 Project/Activity: Prepare Annual and Supplemental Budgets

Item Number	Position Title	Name of Incumbent	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount LBC No. 95 2012	SG/Step	Amount LBC No. 97 2013	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
36	Municipal Government Department Head I (Municipal Budget Officer)	Grace T. Cellan	24-2	397,608.00	24-2	452,676.00	55,068.00
	TOTAL			397,608.00		452,676.00	55,068.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
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GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE
 Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Social Welfare & Development
 Program : Social Welfare Services
 Project/Activity: Develop Plans and Strategies relative to Social Welfare & Projects

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
37	Social Welfare Officer II	Naomi C. Tagubar	18-6	272,304.00	18-7	301,308.00	29,004.00
4	Day Care Worker I	May Fatima Gamutan	6-2	109,320.00	6-2	117,456.00	8,136.00
	TOTAL			381,624.00		418,764.00	37,140.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
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GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE
Budget Year : 2013
Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Health
Program : Health Services
Project/Activity: Formulation, implementation and dev. of health facilities

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
38	Rural Health Physician	Vacant	24-5	551,208.00		Abolished per Ord. No. 128 dated July 24, 2012	-551,208.00
39	Nurse II	Marsha Elizabeth S. Cajigal	15-6	291,192.00	15-7	318,912.00	27,720.00
40	Midwife II	Bonifacia O. Cagadas	11-8	224,436.00	11-8	238,644.00	14,208.00
41	Midwife II	Alma G. Benlot	11-4	213,180.00	11-4	229,332.00	16,152.00
42	Midwife II	Araceli Magallones	11-8	224,436.00	11-8	238,644.00	14,208.00
43	Midwife II	Belinda Maglente	11-8	224,436.00	11-8	238,644.00	14,208.00
44	Midwife II	Victoria Tagaan	11-8	224,436.00	11-8	238,644.00	14,208.00
45	Midwife II	Juliana Tapon	11-8	224,436.00	11-8	238,644.00	14,208.00
46	Midwife II	Romana Virtudazo	11-8	224,436.00	11-8	238,644.00	14,208.00
47	Midwife II	Jacinta Balan	11-6	218,724.00	11-7	236,280.00	17,556.00
58	Mun. Govt. Dept Head I (Municipal Health Officer)	Rocelyn S. Baja, M.D.	24-5	551,208.00	24-6	630,564.00	79,356.00
	TOTAL			3,172,128.00		2,846,952.00	-325,176.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor

PERSONNEL SCHEDULE
Budget Year : 2013
Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Agriculture
Program : Agriculture Services
Project/Activity: Develop plan strategies to Agriculture and Fisheries

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2011 (5)	SG/Step (6)	Amount LBC No. 99 2012 (7)	
48	Municipal Agricultural Officer	Vacant	20-3	303,192.00		Abolised per Ord. No. 128 dated July 24, 2012	-303,192.00
49	Agricultural Technologist	Vacant	10-1	143,532.00	10-1	155,292.00	11,760.00
50	Agricultural Technologist	Linda N. Luzano	10-7	155,028.00	10-8	166,500.00	11,472.00
51	Agricultural Technologist	Vacant	10-1	143,532.00	10-1	155,292.00	11,760.00
52	Agricultural Technologist	Vacant	10-1	143,532.00	10-1	155,292.00	11,760.00
59	Mun. Govt. Dept. Head I (Municipal Agriculturist)	Silvano C. Dajang	24-1	392,508.00	24-1	447,756.00	55,248.00
				1,281,324.00		1,080,132.00	(201,192.00)

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013
 Province/City/Municipality : **Valencia, Bohol**

OFFICE : Public Market
 Program : Market Operation
 Project/Activity: Operation and Maintenance

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
55	Market Inspector I	Vacant	6-1	107,928.00	6-1	116,292.00	8,364.00
56	Meat Inspector I	Vacant	6-1	107,926.00	6-1	116,292.00	8,366.00
TOTAL				215,854.00		232,584.00	16,730.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
 Adm. Officer IV (HRMO II)

GRACE T. CELLAN
 Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
 Municipal Mayor

PERSONNEL SCHEDULE

Budget Year : 2013

Province/City/Municipality : **Valencia, Bohol**

OFFICE : Waterworks System

Program : Operation & Maintenance

Project/Activity: Installation and Maintenance

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount LBC No. 97 2012 (5)	SG/Step (6)	Amount LBC No. 99 2013 (7)	
53	Plumber I	Vacant	3-1	86,652.00	3-1	93,612.00	6,960.00
54	Plumber I	Vacant	3-1	86,652.00	3-1	93,612.00	6,960.00
TOTAL				173,304.00		187,224.00	13,920.00

Prepared :

Reviewed :

ANABELLE PRIMA N. TORRES
Adm. Officer IV (HRMO II)

GRACE T. CELLAN
Municipal Budget Officer

Approved:

HENRIETTA L. GAN, M.D.
Municipal Mayor