



Republic of the Philippines
Province of Isabela
MUNICIPALITY OF PALANAN

OFFICE OF THE SANGGUNIANG BAYAN

Literal copy of **Resolution No. 2020 –005** approved by the Sangguniang Bayan of Palanan, Isabela in its **Regular Session** on **January 13, 2020** held at the Legislative Session Hall, this Municipality.

Sponsored by: HON. CRISELDA S. DELA PENA, Sangguniang Bayan Member

Co-Sponsored by: HON. ROBERT B. NERI, Sangguniang Bayan Member

RESOLUTION NO. 2020- 005

A RESOLUTION CREATING THE OFFICE OF THE GENERAL SERVICES OFFICER (GSO), DEFINING ITS DUTIES AND RESPONSIBILITIES AND FOR OTHER PURPOSES

WHEREAS, R.A. 7160, Section 3 (b) states that there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanisms that will meet the priority needs and service requirements of its communities;

WHEREAS, pursuant to Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

WHEREAS, CSC Memorandum Circular No. 19, series of 1992 provides the guidelines and standards in the establishment of Organizational Structures and Staffing Patterns in Local Government Units;

NOW THEREFORE, upon unanimous accord of all the Sangguniang Bayan Members present in Session assembled; Be it as it is;

RESOLVED, AS IT IS HEREBY RESOLVED, to create the Office of the General Services Officer (GSO), defining its duties and responsibilities and for other purposes.

RESOLVED FINALLY, to furnish copy of this Resolution to all concerned offices of the Local Government Unit of Palanan, Isabela for their information and appropriate action. Likewise, to furnish copies of this Resolution to the *Office of the Civil Service Commission, Provincial Field Office, CSC Capitol Site, Alibagu, City of Ilagan and Provincial Budget Office, Capitol, Alibagu, City of Ilagan* for their information and reference.

Adopted, January 13, 2020.


I **HEREBY CERTIFY** to the correctness of the foregoing Resolution, which was duly adopted by the Sangguniang Bayan during its **Regular Session**.


NELIA ALAMO- PLATA
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:**


JIMMY B. GONZALES
Municipal Vice-Mayor/Presiding Officer

APPROVED:


ELIZABETH B. OCHOA
Municipal Mayor