

**AN ORDINANCE CREATING A PLANTILLA POSITION FOR COMPUTER OPERATOR IV (SG14) UNDER THE OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT, DEFINING ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES, PRESCRIBING QUALIFICATIONS AND PROVIDING FUNDS THEREOF**

**Authored by: Vice Mayor Sophia Priscilla L. Cabral**

**WHEREAS**, the Sangguniang Bayan is gearing towards a paperless workplace that minimizes the use of physical paper in favor of digital documents;

**WHEREAS**, the use of digital documents is widely used, more cost-efficient and less time-consuming;

**WHEREAS**, the ordinances and resolutions that are passed by the Sangguniang Bayan are posted in the webpage or other social media platforms;

**WHEREAS**, to oversee the smooth implementation of programs involving information technology, position for Computer Operator IV under the Office of the Sangguniang Bayan Secretariat;

**WHEREAS**, R.A 7160 section 447 par. a, sub-par. 1 (viii) empowers the Sangguniang Bayan to determine among others the position and salaries of officials and employees of the Municipal Government;

**NOW THEREFORE**, be it enacted, as it is hereby enacted, by the Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

**Section 1.** There is hereby created a plantilla position for Computer Operator IV under the Office of the Sangguniang Bayan Secretariat of the Municipal Government of Taytay, Rizal.

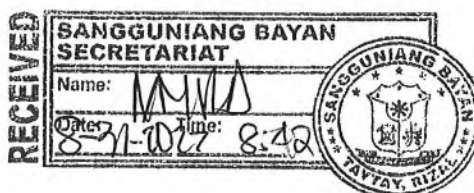
**Section 2.** The Duties and Responsibilities of the Computer Operator IV shall be as follows;

- a. Manage the digitalization of all documents within the office.
- b. Facilitate the creation and utilization of a database/system for all digitalized documents of the office.
- c. Facilitate paperless workflow of the office.
- d. Oversee and maintain computers, devices and other technologies used.
- e. Manage the official website, email-address and social media account of the Sangguniang Bayan Secretariat.
- f. Support other employees of the Sangguniang Bayan with computer related problem issues.
- g. Perform other tasks as may be assigned by the Sangguniang Bayan Secretary.

**Section 3.** The Standard Qualifications of the Computer Operator IV shall be as follows;

Education	:	Completion of two (2) years of studies in college or High School Graduate with relevant vocational/trade course
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	Career Service (Sub-Professional) First Level Eligibility

**Section 4.** The compensation of the Computer Operator IV shall be equivalent to Salary Grade 14 and be entitled to such benefits and allowances as may be allowed by law, municipal ordinances and resolutions. The amount needed for this purpose shall be incorporated in the Annual Budget Appropriation of the Municipality.



**Section 5. Separability Clause** – In case any part or provision of this Ordinance is declared invalid, the other parts or provisions not affected by the declaration of invalidity shall remain in force.

**Section 6. Repealing Clause** – Any ordinance or parts thereof, in conflict with the provisions of this Ordinance is hereby repealed or modified accordingly.

**Section 7. Effectivity** – This Ordinance shall take effect Fifteen (15) days after its approval.