

**PERSONNEL SCHEDULE**

Budget Year : 2011

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
1	Municipal Mayor	Henrietta L. Gan, M.D.	27-1	332,304.00	27-1	409,548.00	77,244.00
2	Senior Administrative Asstant III (Private Secretary II)	Vacant	15-1	164,628.00	15-1	184,416.00	19,788.00
3	Administrative Aide IV (Clerk II)	Vacant	4-1	78,420.00	4-1	85,824.00	7,404.00
4	Administrative Officer IV (Human Resource Management Officer II)	Anabelle Prima N. Torres	15-1	164,628.00	15-1	184,416.00	19,788.00
5	Administrative Aide II (Utility Worker II)	Lino Y. Lagat	3-2	74,184.00	3-3	82,272.00	8,088.00
<b>TOTAL-Office of the Mayor</b>					<b>814,164.00</b>	<b>946,476.00</b>	132,312.00

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 : 2011  
Province/City/Municipality : **Valencia, Bohol**

OFFICE : Office of the Municipal Vice Mayor & Sangguniang Bayan  
Program : Legislative Services  
Project/Activity: Legislate Municipal Laws

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
7	Municipal Vice Mayor I	Jorge M. Buslon	25-1	297,768.00	25-1	359,688.00	61,920.00
8	SB Member I	Aristotle C. Cometa	24-1	282,000.00	24-1	337,260.00	55,260.00
9	SB Member I	Victoria B. Lim	24-1	282,000.00	24-1	337,260.00	55,260.00
10	SB Member I	Enrique Balite	24-1	282,000.00	24-1	337,260.00	55,260.00
11	SB Member I	Armando C. Namoc	24-1	282,000.00	24-1	337,260.00	55,260.00
12	SB Member I	Justo I. Jamodiong	24-1	282,000.00	24-1	337,260.00	55,260.00
13	SB Member I	Danielo Dajang	24-1	282,000.00	24-1	337,260.00	55,260.00
14	SB Member I	Calixto G. Garcia	24-1	282,000.00	24-1	337,260.00	55,260.00
15	SB Member I	Incencio D. Tagud	24-1	282,000.00	24-1	337,260.00	55,260.00
16	SB Member I	Rustico J. Salarda	24-1	282,000.00	24-1	337,260.00	55,260.00
18	SB Member I	Mary Grace B. Lim	24-1	282,000.00	24-1	337,260.00	55,260.00
20	Municipal Government Department Head I (Secretary to the Sanggunian)	Marcelinda B. Namoc	24-7	316,752.00	24-7	370,548.00	53,796.00
<b>TOTAL</b>				<b>3,434,520.00</b>		<b>4,102,836.00</b>	668,316.00

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 : 2011  
 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 (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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
21	Municipal Government Department Head I (Municipal Planning & Development Coordinator)	Engr. Lilio A. Palac	24-2	287,484.00	24-3	347,952.00	60,468.00
22	Administrative Aide IV (Clerk II)	Nida M. Palac	4-5	84,972.00	4-5	91,548.00	6,576.00
<b>TOTAL</b>				<b>372,456.00</b>		<b>439,500.00</b>	<b>67,044.00</b>

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 : 2011

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

OFFICE : Office of the Municipal Treasurer

Program : Treasury Services

Project/Activity: Collection and Disbursement of funds

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
23	Municipal Government Department Head I (Municipal Treasurer)	Vacant	24-5	304,680.00	24-5	359,040.00	54,360.00
24	Revenue Collection Clerk III	Vacant	9-1	112,224.00	9-1	122,964.00	10,740.00
25	Revenue Collection Clerk II	Lucia C. Balite	7-7	110,256.00	7-7	117,744.00	7,488.00
26	Revenue Collection Clerk II	Ernesto B. Cainglet	7-7	110,256.00	7-7	117,744.00	7,488.00
27	Administrative Aide IV (Clerk II)	Lina N. Cometa	4-2	79,992.00	4-2	87,216.00	7,224.00
28	Municipal Government Asst. Dept. Head I (Assistant Municipal Treasurer)	Aquilina O. Ampit	22-2	258,180.00	22-3	306,312.00	48,132.00
29	Revenue Collection Clerk II	Manuel M. Maizo	7-2	99,684.00	7-2	108,540.00	8,856.00
	<b>TOTAL</b>			<b>1,075,272.00</b>		<b>1,219,560.00</b>	144,288.00

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 : 2011  
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. 2009-92 (5)	SG/Step (6)	Amount BC No. 95 (7)	
30	Municipal Government Department Head I (Municipal Engineer)	Engr. Niño Salvacion	24-1	282,000.00	24-2	342,552.00	60,552.00
	<b>TOTAL</b>			<b>282,000.00</b>		<b>342,552.00</b>	<b>60,552.00</b>

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
	Electrician I	Roland Galorport	4-1	78,420.00	4-1	85,824.00	7,404.00
	Communication Equipt Operator I	Rogelio T. Lim	4-1	78,420.00	4-1	85,824.00	7,404.00
	<b>TOTAL</b>			<b>156,840.00</b>		<b>171,648.00</b>	<b>14,808.00</b>
	<b>GRAND TOTAL</b>			<b>438,840.00</b>		<b>514,200.00</b>	<b>75,360.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**

Budget Year : 2011

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 (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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
31	Municipal Government Department Head I (Municipal Civil Registrar)	Felipe S. Salise, Jr.	24-4	298,812.00	24-4	353,436.00	54,624.00
32	Administrative Aide VI (Clerk III)	Orchyl Niño M. Pait	6-3	94,932.00	6-3	102,828.00	7,896.00
	<b>TOTAL</b>			<b>393,744.00</b>		<b>456,264.00</b>	<b>62,520.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**

Budget Year : 2011

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

OFFICE : Office of the Municipal Assessor

Program : Assessment Services

Project/Activity: Assessing Real Property

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
33	Municipal Government Department Head I (Municipal Assessor)	Pedro S. Baldon	24-7	316,752.00	24-7	370,548.00	53,796.00
34	Administrative Aide IV (Clerk II)	Crelan Tagaro	4-5	84,972.00	4-5	91,548.00	6,576.00
	<b>TOTAL</b>			<b>401,724.00</b>		<b>462,096.00</b>	<b>60,372.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**  
Budget Year : 2011  
Province/City/Municipality : **Valencia, Bohol**

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

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
57	Municipal Government Department Head I (Municipal Accountant)	Lourdes Abellana	24-3	293,100.00	24-4	353,436.00	60,336.00
35	Administrative Officer II (Accountant I)	Vacant	11-1	127,776.00	11-1	140,844.00	13,068.00
	<b>TOTAL</b>			<b>420,876.00</b>		<b>494,280.00</b>	<b>73,404.00</b>

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



LBP Form No. 4

**PERSONNEL SCHEDULE**  
Budget Year : 2011  
Province/City/Municipality : **Valencia, Bohol**

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

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
36	Municipal Government Department Head I (Municipal Budget Officer)	Grace T. Cellan	24-1	282,000.00	24-2	342,552.00	60,552.00
	<b>TOTAL</b>			<b>282,000.00</b>		<b>342,552.00</b>	<b>60,552.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**  
Budget Year : 2011  
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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
37	Social Welfare Officer II	Naomi C. Tagubar	18-6	220,872.00	18-6	246,588.00	25,716.00
4	Day Care Worker I	May Fatima Gamutan	6-1	91,200.00	6-2	101,184.00	9,984.00
	<b>TOTAL</b>			<b>312,072.00</b>		<b>347,772.00</b>	<b>35,700.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**  
Budget Year : 2011  
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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
38	Rural Health Physician	Dr. Rocelyn S. Baja	24-5	406,236.00	24-5	478,728.00	0.00
39	Nurse II	Marsha Elizabeth S. Cajjgal	15-6	242,736.00	15-6	266,964.00	24,228.00
40	Midwife II	Bonifacia O. Cagadas	11-8	196,020.00	11-8	210,228.00	14,208.00
41	Midwife II	Alma G. Benlot	11-3	177,300.00	11-3	193,884.00	16,584.00
42	Midwife II	Araceli Magallones	11-8	196,020.00	11-8	210,228.00	14,208.00
43	Midwife II	Belinda Maglente	11-8	196,020.00	11-8	210,228.00	14,208.00
44	Midwife II	Victoria Tagaan	11-8	196,020.00	11-8	210,228.00	14,208.00
45	Midwife II	Juliana Tapon	11-8	196,020.00	11-8	210,228.00	14,208.00
46	Midwife II	Romana Virtudazo	11-8	196,020.00	11-8	210,228.00	14,208.00
47	Midwife II	Jacinta Balan	11-6	188,292.00	11-6	203,508.00	15,216.00

58	Mun. Govt. Dept Head I (Municipal Health Officer)	Vacant	24-5	406,236.00	24-5	478,728.00	72,492.00
	<b>TOTAL</b>			<b>2,596,920.00</b>		2,883,180.00	213,768.00

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

LBP Form No. 4

**PERSONNEL SCHEDULE**

Budget Year : 2011

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
48	Municipal Agricultural Officer	Silvano C. Dajang	20-2	232,188.00	20-3	270,012.00	37,824.00
49	Agricultural Technologist	Vacant	10-1	120,000.00	10-1	131,772.00	11,772.00
50	Agricultural Technologist	Linda N. Luzano	10-7	135,360.00	10-7	145,188.00	9,828.00
51	Agricultural Technologist	Vacant	10-1	120,000.00	10-1	131,772.00	11,772.00
52	Agricultural Technologist	Vacant	10-1	120,000.00	10-1	131,772.00	11,772.00
59	Mun. Govt. Dept. Head I (Municipal Agriculturist)	Vacant		0.00	24-1	337,260.00	337,260.00

				<b>727,548.00</b>	<b>1,147,776.00</b>	420,228.00
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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

LBP Form No. 4

**PERSONNEL SCHEDULE**

Budget Year : 2011

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
55	Market Inspector I	Vacant	6-1	91,200.00	6-1	99,552.00	8,352.00
56	Meat Inspector I	Vacant	6-1	91,200.00	6-1	99,552.00	8,352.00
	<b>TOTAL</b>			<b>182,400.00</b>		<b>199,104.00</b>	<b>16,704.00</b>

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

LBP Form No. 4

**PERSONNEL SCHEDULE**

Budget Year : 2011

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. 2009-92 (5)	SG/Step (6)	Amount LBC No. 95 (7)	
53	Plumber I	Amado Jamodiong	3-7	82,020.00	3-7	87,804.00	5,784.00
54	Plumber I	Vacant	3-1	72,720.00	3-1	79,692.00	6,972.00
	<b>TOTAL</b>			<b>154,740.00</b>		<b>167,496.00</b>	<b>12,756.00</b>

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