

**REPUBLIC OF THE PHILIPPINES  
BATANGAS CITY**

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE  
MEMBERS OF THE SANGGUNIANG PANLUNGSOD OF BATANGAS CITY  
ON JUNE 20, 2016 AT THE SANGGUNIANG SESSION HALL**

**PRESENT:**

Hon. Emilio Francisco A. Berberabe Jr.,	Presiding Officer
Hon. Glenn M. Aldover,	Councilor
Hon. Claudette U. Ambida-Alday,	“
Hon. Hamilton G. Blanco,	“
Hon. Aileen Grace A. Montalbo,	“
Hon. Sergie Rex M. Atienza,	“
Hon. Armando C. Lazarte,	“
Hon. Alyssa Renee A. Cruz-Atienza,	“
Hon. Gerardo A. dela Roca,	“
Hon. Ma. Kristine Josefina G. Balmes,	“
Hon. Julian B. Villena,	“
Hon. Angelito “Dondon” A. Dimacuha,	(ABC-Rep.)

“On motion of Councilor Cruz-Atienza seconded by Councilor Lazarte, the following Resolution was Adopted:

**RESOLUTION NO. 139 S. 2016**

**RESOLUTION GRANTING THE REQUEST OF MRS. ASTER P. MARASIGAN,  
ASSISTANT CITY ACCOUNTANT-OIC, REQUESTING FOR THE RENAMING  
OF BOOKKEEPING DIVISION TO CITY ACCOUNTING DIVISION AND THE  
RENAMING OF ADMINISTRATIVE AIDE IV, SALARY GRADE IV WITH  
ITEM II AC-29 FROM ACCOUNTING CLERK I TO BOOKBINDER II**

**WHEREAS**, Section 32 of Government Accounting and Auditing Manual (GAAM) Volume III, Internal Control comprises the plan of organization and all the methods and measures adopted within an agency to ensure that resources are used consistent with laws, regulations and policies; resources are safeguarded against loss, wastage and misuse; financial and non-financial information are reliable, accurate and timely; and operations are economical, efficient and effective.

**NOW THEREFORE**, be it resolved, as it hereby resolves, to approve the renaming of Bookkeeping Division to City Accounting Division and the renaming of Administrative Aide IV, Salary Grade IV with Item II AC-29 from Accounting Clerk I to Bookbinder II.

**UNANIMOUSLY APPROVED** by the Sangguniang Panlungsod this 20<sup>th</sup> day of June, 2016.”

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SPONSOR	:	COUN. ALYSSA RENEE A. CRUZ-ATIENZA
CO-SPONSORS	:	COMMITTEE ON LAWS, RULES AND REGULATIONS

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**Continuation of Resolution No. 139 S. 2016**

**RESOLUTION GRANTING THE REQUEST OF MRS. ASTER P. MARASIGAN,  
ASSISTANT CITY ACCOUNTANT-OIC, REQUESTING FOR THE RENAMING  
OF BOOKKEEPING DIVISION TO CITY ACCOUNTING DIVISION AND THE  
RENAMING OF ADMINISTRATIVE AIDE IV, SALARY GRADE IV WITH  
ITEM II AC-29 FROM ACCOUNTING CLERK I TO BOOKBINDER II**

I hereby certify that the foregoing Resolution No. 139 S. 2016 was approved by the Sangguniang Panlungsod of Batangas City during its Regular Session held on June 20, 2016.

  
**ATTY. OLIVA D. TELEGATOS**  
Secretary  
Sangguniang Panlungsod

**ATTESTED:**

  
**EMILIO FRANCISCO A. BERBERABE, JR.**  
Presiding Officer

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Republic of the Philippines  
BATANGAS CITY

Office of the Sangguniang Panlungsod

Tel. No. 723-2175

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**COMMITTEE REPORT**

SUBMITTED BY : THE COMMITTEE ON LAWS, RULES AND REGULATIONS

SUBJECT : Letter from Mrs. Ester P. Marasigan, Assistant City Accountant-OIC, requesting for the renaming of Bookkeeping Division to City Accounting Division and the renaming of Administrative Aid IV, Salary Grade IV with item II AC-29 from Accounting Clerk I to Bookbinder II.

**COMMENTS / RECOMMENDATIONS:**

Referred to the Committee on Laws, Rules and Regulations was the above letter of the City Accountant-OIC Mrs. Ester P. Marasigan for study, comments and recommendation.

Section 32 of Government Accounting and Auditing Manual (GAAM) Volume III, Internal Control comprises the plan of organization and all the methods and measures adopted within an agency to ensure that resources are used consistent with laws, regulations and policies; resources are safeguarded against loss, wastage and misuse; financial and non-financial information are reliable, accurate and timely; and operations are economical, efficient and effective. However, the task of PAD process or pre-audit disbursement vouchers and payroll before payments are made.

Furthermore, the renaming of the title Bookkeeping Division to City Accounting Division and the renaming of Administrative Aid IV, Salary Grade IV with item II AC-29 from Accounting Clerk I to Bookbinder II.

Considering the justifications stated by the Honorable City Mayor in his request, and there being no law or circular violated, the Committee hereby recommends:

- (a) the adoption of the Committee Report
- (b) approval of the resolution hereto attached

Respectfully submitted, June 20, 2016.

**THE COMMITTEE ON LAWS, RULES AND REGULATIONS**

  
COUN. ALYSSA RENEE A. CRUZ-ATIENZA  
Chairman

  
COUN. MARIA CLAUDETTE U. AMBIDA-ALDAY  
Member

  
COUN. SERGIE REX M. ATIENZA  
Member

  
COUN. ARMANDO C. LAZARTE  
Member

COUN. AILEEN GRACE A. MONTALBO  
Member