

**PERSONNEL SCHEDULE CY 2021**  
**LGU: MAINIT, SURIGAO DEL NORTE**

**Department/Office: Mayor**

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			SG/Step	Amount	SG/Step	Amount	
1		Municipal Mayor	Crisanta O. Mondano	27/2	1,110,540.00	27/2	1,110,540.00	-
2		Municipal Administrator I	Karen M. Faminial	24/1	750,660.00	24/1	750,660.00	-
12		Mun. Govt. Dept. Head I(Legal Officer)	Vacant	24/1	750,660.00	24/1	750,660.00	-
3		Private Secretary II	Mara Cresna M. Moril	15/2	278,184.00	15/2	278,184.00	-
4		Security Officer I	Vacant	11/1	186,792.00	11/1	186,792.00	-
11		Administrative Aide VI (Data Entry Machine Oper.I)	Mellebeth N. Rabot	6/6	138,840.00	6/6	138,840.00	-
5		Comm. Equipment Oper. I	Roel M. Eslao	4/6	123,564.00	4/6	123,564.00	-
6		Watchman I	Vacant	2/1	105,852.00	2/1	105,852.00	-
7		Watchman I	Venciolo P. Mosende	2/5	109,140.00	2/5	109,140.00	-
8		Administrative Aide I (Utility Worker II)	Estelita M. Macalolot	1/8	105,588.00	1/8	105,588.00	-
9		Administrative Aide I (Laborer)	Vacant	1/1	99,612.00	1/1	99,612.00	-
10		Administrative Aide I (Utility Worker I)	Vacant (Georgita Mondano-retired)	1/1	99,612.00	1/1	99,612.00	-
12.1		Bookbinder IV	RANIL M. BAGAIPO	10/1	173,100.00	10/1	173,100.00	-
	12.2	Administrative Aide IV (Driver II)				4/1	118,932.00	118,932.00
	12.2	Administrative Aide IV (Driver II)				4/1	118,932.00	118,932.00
					<b>4,032,144.00</b>		<b>4,270,008.00</b>	<b>237,864.00</b>

Prepared:

Reviewed :

Approved:

**KAREN M. FAMINIAL**  
Municipal Administrator

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

**PERSONNEL SCHEDULE CY 2021**  
**LGU: MAINIT, SURIGAO DEL NORTE**

**Department/Office: Vice-Mayor**

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/ Decrease 9
Old 1	New 2			SG/Step 5	Amount 6	SG/Step 7	Amount 8	
20				Municipal Vice Mayor	Christopher M. Avila	25/1	855,744.00	
					<b>855,744.00</b>		<b>855,744.00</b>	-

Prepared:

Reviewed :

Approved:

**TESSIE R. PAZ**  
SB Secretary

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

**PERSONNEL SCHEDULE CY 2021**  
**LGU: MAINIT, SURIGAO DEL NORTE**

**Department/Office: SB MEMBERS**

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			SG/Step	Amount	SG/Step	Amount	
		3	4	5	6	7	8	9
		SB Member 1	Erlinda B. Mantilla	24/3	775,356.00	24/3	775,356.00	-
		SB Member 1	Roselito A. Mantong	24/2	762,900.00	24/2	762,900.00	-
		SB Member 1	Lynda B. Mozar	24/3	775,356.00	24/3	775,356.00	-
		SB Member 1	Elizabeth Alag	24/2	762,900.00	24/2	762,900.00	-
		SB Member 1	Edna S. Beltran	24/2	762,900.00	24/2	762,900.00	-
		SB Member 1	Bernabe P. Nalam	24/1	750,660.00	24/1	750,660.00	-
		SB Member 1	Teresita O. Bagalay	24/2	762,900.00	24/2	762,900.00	-
		SB Member 1	Jerry D. Madera	24/2	762,900.00	24/2	762,900.00	-
		SB Member 1 (ABC Pres.)	Ronnie Orcullo	24/1	750,660.00	24/1	750,660.00	-
		SB Member 1 (SK Fed. Pres.)	Shiella Mae V. Telin	24/1	750,660.00	24/1	750,660.00	-
					<b>7,617,192.00</b>		<b>7,617,192.00</b>	-

Prepared:

**TESSIE R. PAZ**  
SB Secretary

Reviewed :

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

Approved:

**CRISANTA O. MONDANO**  
Local Chief Executive

**PERSONNEL SCHEDULE CY 2021**  
**LGU: MAINIT, SURIGAO DEL NORTE**

**Department/Office: SB SECRETARY**

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			SG/Step	Amount	SG/Step	Amount	
		3	4	5	6	7	8	9
31		SB Secretary	Tessie R. Paz	24/6	813,948.00	24/6	813,948.00	-
32		Administrative Aide IV (Clerk II)	Criselda J. Enocilla	4/7	124,512.00	4/7	124,512.00	-
33		Administrative Aide IV (Clerk II)	Vacant	4/1	118,932.00	4/1	118,932.00	-
33.1		Administrative Aide IV (Driver II)	Vacant	4/1	118,932.00	4/1	118,932.00	-
					1,176,324.00		1,176,324.00	-

Prepared:

Reviewed :

Approved:

**TESSIE R. PAZ**  
SB Secretary

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old 1	New 2			Rate/Annum		Rate/Annum		
		3	4	SG/Step 5	Amount 6	SG/Step 7	Amount 8	9
53		Mun. Gov't. Dept. Head 1 (Mun. Planning Dev't. Coord. 1)	VANESA C. NALDOZA	24/1	750,660.00	24/1	750,660.00	-
54		Statistician Aide	Susan R. Baguio	4/8	125,472.00	4/8	125,472.00	-
					876,132.00		876,132.00	-

Prepared:

Reviewed :

Approved:

**VANESA C. NALDOZA**  
Local Planning Dev't. Coordinator

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized		Budget Year Proposed		Increase/ Decrease 9
Old 1	New 2			Rate/Annum		Rate/Annum		
				SG/Step 5	Amount 6	SG/Step 7	Amount 8	
498		Mun. Gov't. Dept. Head 1 (Mun. Budget Officer)	Agnes G. Paniamogan	24/4	788,016.00	24/4	788,016.00	-
50		Aministrative Aide IV (Budgeting Aide)	Luz P. Mondano	4/7	124,512.00	4/7	124,512.00	-
50.1		Administrative Aide IV (Clerk II)	JOMAR T. LABE	4/1	118,932.00	4/1	118,932.00	-
	50.2	Municipal Gov't. Assistant Dep't. Head 1 ( Budget Officer)	Vacant		-	22/1	587,868.00	587,868.00
					1,031,460.00		1,619,328.00	587,868.00

Prepared:

Reviewed :

Approved:

**MERIAM . PEREZ**  
Bookkeeper/OIC- Budget Office

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

Department/Office: **Municipal Accounting Office**

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old 1	New 2			Rate/Annum		Rate/Annum		
				SG/Step 5	Amount 6	SG/Step 7	Amount 8	
55		Municipal Accountant	Melqui P. Sorongon	24/2	762,900.00	24/2	762,900.00	-
56		Administrative Assistant II (Bookkeeper)	Meriam T. Perez	8/5	156,348.00	8/5	156,348.00	-
57		Administrative Aide VI (Accounting Clerk III)	Ester M. Orejas	6/8	140,976.00	6/8	140,976.00	-
59		Administrative Aide IV (Accounting Clerk II)	Joann M. Canonoy	4/5	122,628.00	4/5	122,628.00	-
58		Administrative Aide IV (Accounting Clerk II)	Ethel May W. Naldoza	4/5	122,628.00	4/5	122,628.00	-
					1,305,480.00		1,305,480.00	-

Prepared:

Reviewed :

Approved:

**MELQUI P. SORONGON, CPA**  
Local Accountant

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

**LGU: MAINIT, SURIGAO DEL NORTE**

**Department/Office: Municipal Treasury Office**

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			5	6	7	8	
34		Mun. Gov't. Dept. Head (Mun. Treasurer)	Vacant	24/1	750,660.00	24/1	750,660.00	-
35		Mun.Gov't.Asst.Dept.Head (Assistant Municipal Treasurer)	Vacant	22/1	587,868.00	22/1	587,868.00	-
36		Administrative Aide VI (Cash Clerk II)	Roan B. Fabula	6/1	133,620.00	6/1	133,620.00	-
37		Administrative Aide VI (Clerk III)	Vacant (Corazon P. Goloso - deceased)	6/1	133,620.00	6/1	133,620.00	-
38		Revenue Collection Clerk I	Sandra E. Maylon	5/8	132,996.00	5/8	132,996.00	-
39		Revenue Collection Clerk I	Vacant (Ruth V. Mosote-retired)	5/1	126,060.00	5/1	126,060.00	-
40		Revenue Collection Clerk I	Celerina P. Majuca	5/2	127,032.00	5/2	127,032.00	-
41		Revenue Collection Clerk I	Vacant	5/1	126,060.00	5/1	126,060.00	-
42		Revenue Collection Clerk I	Jose J. Mondano	5/7	131,988.00	5/7	131,988.00	-
44		Revenue Collection Clerk I	Maritess R. Dulin	5/5	129,984.00	5/5	129,984.00	-
43		Revenue Collection Clerk I	Corazon P. Plameras	5/4	128,988.00	5/4	128,988.00	-
					2,508,876.00		2,508,876.00	-

Prepared:

Reviewed :

Approved:

**AGNES G. PANIAMOGAN**  
Local Treasurer

**SUSIE E. MOSENDE**  
Human Resource Mangament Officer

**CRISANTA O. MONDANO**  
Local Chief Executive

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			SG/Step	Amount	SG/Step	Amount	
1	2	3	4	5	6	7	8	9
14		Municipal Gov't. Dept. Head I (Human Resource Mgt. Officer)	<b>SUSIE E. MOSENDE</b>	24/1	750,660.00	24/1	750,660.00	-
13		Administrative Officer IV (Human Resource Mgt. Officer)	Vacant - Susie E. Mosende pro	15/5	288,648.00	15/1	288,648.00	-
15		Administrative Aide IV (Clerk II)	Vacant (Myrna D. Mondano-retired)	4/1	118,932.00	4/1	-	(118,932.00)
17		Administrative Aide IV (Clerk II)	Juriemel Quiño	4/1	118,932.00	4/1	118,932.00	-
16		Administrative Aide IV (Clerk II)	Jeana B. Mongcal	4/7	124,512.00	4/7	124,512.00	-
18		Administrative Aide IV (Clerk II)	Vacant	4/1	118,932.00	4/1	118,932.00	-
19		Administrative Aide IV (Clerk II)	Milagros Villamon	4/5	122,628.00	4/5	122,628.00	-
	15.1	Book binder II	Vacant	4/1		4/1	118,932.00	118,932.00
					1,643,244.00			-

Prepared:

Reviewed :

Approved:

**SUSIE E. MOSENDE**  
HRMO

**SUSIE E. MOSENDE**  
HRMO

**CRISANTA O. MONDANO**  
Local Chief Executive

**Department/Office: Local Civil Registrar**

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/ Decrease 9
Old 1	New 2			SG/Step 5	Amount 6	SG/Step 7	Amount 8	
51				Mun. Gov't. Dept. Head I (Mun. Civil Registrar)	Ramon D. Mondano	24/6	813,948.00	
52		Administrative Aide VI (Clerk III)	Lilian O. Mozol	6/5	137,784.00	6/5	137,784.00	-
					951,732.00		951,732.00	-

Prepared:

Reviewed :

Approved:

**RAMON D. MONDANO**  
Local Civil Registrar

**SUSIE E. MOSENDE**  
HRMO

**CRISANTA O. MONDANO**  
Local Chief Executive

**Department/Office: Municipal Assessor**

Item Number		Position Title 3	Name of Incumbent 4	Current Year Authorized		Budget Year Proposed		Increase/ Decrease 9
Old 1	New 2			Rate/Annum		Rate/Annum		
				SG/Step 5	Amount 6	SG/Step 7	Amount 8	
45		Mun. Govt. Dept. Head (Municipal Assessor)	Edpher Leo M. Sindol	24/1	750,660.00	24/1	750,660.00	-
46		Assessment Clerk II	Perfecto M. Sindol	6/8	140,976.00	6/8	140,976.00	-
47		Assessment Clerk II	James Basil	6/2	134,652.00	6/2	134,652.00	-
48		Assessment Clerk II	Bernardita B. Amplayo	6/7	139,908.00	6/7	139,908.00	-
					1,166,196.00		1,166,196.00	-

Prepared:

Reviewed :

Approved:

**EDPHER LEO M. SINDOL**  
Municipal Assessor

**SUSIE E. MOSENDE**  
HRMO

**CRISANTA O. MONDANO**  
Local Chief Executive

Item Number		Position Title	Name of Incumbent	Current Year Authorized		Budget Year Proposed		Increase/ Decrease
Old	New			Rate/Annum		Rate/Annum		
1	2			SG/Step	Amount	SG/Step	Amount	
118.1		Municipal Government Dept. Head I (Local DRRM Officer)	Globert S. Vanzuela	24/1	750,660.00	24/1	750,660.00	-
118		Local DRRM Officer II	Vacant	15/1	274,776.00	15/1	274,776.00	-
					1,025,436.00		1,025,436.00	-

Prepared:

Reviewed :

Approved:

**GLOBERT S. VANZUELA**  
Local DRRM Officer

**SUSIE E. MOSENDE**  
HRMO

**CRISANTA O. MONDANO**  
Local Chief Executive