Republic of the Philippines
Municipality of Botolan
Province of Zambales

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE MUNICIPAL SESSION HALL, BOTOLAN, ZAMBALES ON THE 14TH DAY OF SEPTEMBER, 2026

Present:

Hon. Atty. Edmund Dante D. Perez	Presiding Officer/Vice Mayor
Regular Members	
Hon. Doris D. Ladines	SB Member
Hon. Eddie D. Daos	SB Member
Hon. Lance Alfonso D. Lim	SB Member
Hon. Angel B. Diesta	SB Member
Hon. Jay T. Dilag	SB Member
Hon. Dr. Fernando D. Igrobay	SB Member
Hon. Arthur R. Daria	SB Member
Hon. Gregorio D. Jaring	SB Member
Ex-Officio Members	
Hon. Jessa Nicole B Jaring	SK Mun. Fed. President
Hon. Ramon C. Abejon	IPMR

Absent:

Hon. Fernando D. Onate, Jr.	ABC President (OB)

RESOLUTION NO. 113-2026

RESOLUTION APPROVING AND SUPPORTING THE EXCHANGE OF PLANTILLA ITEM NUMBER OF MS. ELEANOR D. DOLOJAN, ADMINISTRATIVE AIDE 1, AND MR. JAN BRYAN A. DELA CRUZ, ADMINISTRATIVE AIDE 1, OF THE OFFICE OF THE MUNICIPAL ASSESSOR AND OFFICE OF THE MUNICIPAL MAYOR RESPECTIVELY

Whereas, the Sangguniang Bayan is in receipt of a letter from Ms. Nicholette C. Rojo, Human Resources Management Officer (HRMO) of LGU-Botolan, requesting this Legislative Body to approve the swapping of Plantilla Item Numbers for the alignment of plantilla structure;

Whereas, Ms. Eleanor D. Dolojan is currently detailed at the Office of the Municipal Social Welfare and Development, however, her Plantilla Item Number 2026-169 is under the Office of the Municipal Assessor;

Whereas, Mr. Jan Bryan A. Dela Cruz, Administrative Aide I, holds a permanent Plantilla Item Number and is performing his functions at the Office of the Municipal Assessor, however, his Plantilla Item No. 2026-110 is under the Office of the Municipal Mayor;

Whereas, a joint request and mutual agreement were submitted by the concerned employees and endorsed by their respective department heads, proposing the exchange of their Plantilla item numbers to align organizational functions and optimize manpower deployment within the municipal government;

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Whereas, to rectify this administrative misalignment, protect the security of tenure of both employees, and ensure compliance with civil service rules and auditing regulations, there is an urgent and mutual need to exchange the Plantilla Item Numbers of the two personnel;

Whereas, this mutual swap of Plantilla Items will not result in any change in rank, salary grade, or financial prejudice to either employee, nor will it cause any additional financial burden to the local government unit or the respective health facilities;

Now therefore, upon motion of Hon. Eddie D. Daos, seconded by Hon. Arthur R. Daria, and approved by all the members in session assembled;

Be it resolved, as it is hereby resolved, to approve and support the exchange of Plantilla item numbers between the following personnel:

1. **Ms. Eleanor D. Dolojan** – Administrative Aide I, transferring her Plantilla Item from the Office of the Municipal Assessor to the Office of the Municipal Mayor

2. **Mr. Jan Bryan A. Dela Cruz** – Administrative Aide I, transferring his Plantilla Item from the Office of the Municipal Mayor to the Office of the Municipal Assessor.

Resolved further, that copies of this resolution be furnished to the Human Resources Management Office, Office of the Municipal Mayor, and all departments concerned for their information and appropriate action.

APPROVED UNANIMOUSLY.

I hereby certify to the correctness of the foregoing resolution.

GLADYS D. DE VERA
Secretary to the Sangguniang Bayan

ATTESTED:

DORIS D. LADINES
SB Member

EDDIE D. DAOS
SB Member

LANCE ALFONSO D. LIM
SB Member

ANGEL B. DIESTA
SB Member

JAY T. DILAG
SB Member

DR. FERNANDO D. IGROBAY
SB Member

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ARTHUR R. DARIA
SB Member

GREGORIO D. JARING
SB Member

JESSA NICOLE B. JARING
SK Mun. Fed. President

RAMON C. ABEJON
IPMR

ATTY. EDMUND DANTE D. PEREZ
Presiding Officer/Vice Mayor

Approved:

JUN OMAR C. EBDANE
Municipal Mayor