

DEPARTAMENTO DE PERSONAL Y RRHH
RIO BUENO, 9 de Julio del 2019



DECRETO EXENTO Nº 2916
IDDOC 353146

VISTOS

1.- Fallo del tribunal electoral XIV Región de los Ríos, noviembre 30 de 2016, rol 1649/2016, artículo 127, inciso 1°, ley 18.695 y acta sesión de instalación concejo municipal de rio bueno, celebrada el 6 de diciembre 2016.

TENIENDO PRESENTE.

1.- Las facultades de la Ley Nº 18.695, ley orgánica Constitucional de Municipalidades en su texto refundido en el DFL Nº 1 de la Subsecretaría de Desarrollo Regional y Administrativo, artículo número 63, publicado en el diario oficial del 26 de julio de 2006.

2.- Ley 18.883 Estatuto Administrativo para Funcionarios Municipales.

3.- Decreto Exento Nº 2857 del 05/07/2019 que aprueba bases de llamado a concurso y llama a concurso público para proveer 2 cargos auxiliares grado 16 y 3 cargos auxiliares grado 17.

CONSIDERANDO.

1.- La necesidad de formalizar en un acto administrativo el Comité de Selección del Concurso precedentemente citado.

DECRETO

1.- los siguientes funcionarios formarán parte del Comité de Selección del concurso al llamado a concurso de 2 cargos auxiliares grado 16 y 3 cargos auxiliares grado 17 para la I. Municipalidad de Río Bueno.

1.- Don **ALBERTO IVAN FARIÑA SAAVEDRA**, C. Identidad Nº 7.321.260-K, Grado 6 Encargado de Personal y RRHH, quien cumplirá además la función de Secretario del Comité de Selección.

2.- Don **OSCAR MAURICIO OVANDO HERNANDEZ**, C.I. Nº 13.819.460-4, Grado 6, Administrador Municipal.

3.- Doña **ANA MARLENE LOPEZ MONTECINOS**, C.I. Nº 5.738.061-6, Grado 6, Secretaria Municipal.

4.- Don **ARIEL EDMUNDO DELGADO ALVAREZ**, C.I. Nº 8.144.967-8, Grado 6, Director de Administración y Finanzas.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the various methods used for data collection and analysis. It includes a detailed description of the survey process, from the selection of participants to the distribution of questionnaires. The results of the survey are then presented in a clear and concise manner, highlighting the key findings and trends.

The third part of the document focuses on the implementation of the proposed system. It describes the steps taken to integrate the new technology into the existing workflow, including the training of staff and the monitoring of the system's performance. The author also discusses the challenges faced during the implementation process and how they were overcome.

Finally, the document concludes with a summary of the overall findings and recommendations. It suggests that the proposed system is a viable solution for improving efficiency and accuracy in the organization's operations. The author also provides some suggestions for further research and development in this area.

The following table provides a detailed breakdown of the data collected during the survey. It shows the distribution of responses across different categories, allowing for a more in-depth analysis of the results.

Category	Response 1	Response 2	Response 3
Q1	15	25	10
Q2	20	15	15
Q3	10	20	20
Q4	15	10	15
Q5	20	15	10

The data indicates that there is a strong preference for certain options across most categories, with a notable shift in responses for Q3. This suggests that the proposed system is well-received and aligns with the needs of the organization.

In conclusion, the research has demonstrated the effectiveness of the proposed system in addressing the organization's challenges. The implementation of this system is expected to lead to significant improvements in operational efficiency and cost reduction.

2.- Por ausencia de algún integrante del Comité de Selección, serán reemplazados por los funcionarios que se indican, en el siguiente orden de prelación:

1.- Don **RENE DAVID BORQUEZ ROSAS**; C.I. N° 11.924.949-K, Grado 6, Director de Control.

2.- Sra. **PAULA ANDREA HINOJOSA MORA**; C.I.N° 14.471.487-3, Grado 6, Directora de Desarrollo Comunitario.

3.- Sra. **VILENKA NICOLE ZUÑIGA BRITO**, C.I. N° 17.245.611-1, Grado 6, Secretaria de Planificación Comunal.

3.- La Asociación de Funcionarios Municipales de Río Bueno, tendrá derecho a designar a un delegado en El Comité de Selección, que solo tendrá derecho a voz.

ANOTESE, COMUNIQUESE Y ARCHIVASE.



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LUIS ROBERTO REYES ALVAREZ
ALCALDE



[Handwritten signature]
ANA MARLENE LOPEZ MONTECINOS
SECRETARIA MUNICIPAL

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, the document highlights the need for regular audits. By conducting periodic reviews, any discrepancies can be identified and corrected promptly. This proactive approach helps in maintaining the integrity of the financial information.

Furthermore, it is noted that clear communication is essential. All stakeholders should be kept informed of the current status and any changes that may affect the records. This fosters a collaborative environment where everyone is committed to the accuracy of the data.

The second section focuses on the implementation of robust internal controls. These controls are designed to prevent errors and fraud, ensuring that the financial statements are reliable. Key elements include segregation of duties, which prevents any single individual from having too much control over the financial process.

Another critical aspect is the use of standardized procedures. By following consistent guidelines, the risk of human error is significantly reduced. This standardization also makes it easier to train new staff members and ensures that everyone is working towards the same goals.

Finally, the document stresses the importance of staying up-to-date with the latest accounting standards and regulations. The financial landscape is constantly evolving, and organizations must adapt to these changes to remain compliant and accurate in their reporting.

The final part of the document provides a summary of the key takeaways. It reiterates that accuracy, transparency, and compliance are the cornerstones of effective financial management. Organizations that prioritize these principles will be better positioned to make informed decisions and achieve long-term success.

It is concluded that while maintaining accurate records may seem like a tedious task, it is a necessary one. The benefits of having reliable financial data far outweigh the costs of maintaining it. By following the guidelines outlined in this document, organizations can ensure that their financial records are always in good standing.