

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording and reporting information. It details the steps involved in data collection, verification, and the submission of reports to the relevant authorities.

3. The third part of the document addresses the role of each employee in maintaining the integrity of the organization's records. It stresses that every individual is responsible for ensuring that their work is documented accurately and in a timely manner.

4. The fourth part of the document discusses the consequences of failing to adhere to the established procedures and protocols. It highlights that such failures can lead to serious legal and financial repercussions for the organization and its employees.

5. The fifth part of the document provides a summary of the key points discussed and reiterates the organization's commitment to maintaining the highest standards of record-keeping and reporting.

1. Introduction to the Document

This document serves as a comprehensive guide for all employees regarding the organization's record-keeping and reporting requirements. It is intended to ensure that all staff members are fully aware of their responsibilities and the procedures they must follow.

The purpose of this document is to provide clear and concise instructions on how to properly document and report organizational activities. It covers the entire process, from the initial data collection to the final submission of reports. By following these guidelines, employees can help ensure the accuracy and reliability of the organization's records.

The document is organized into several sections, each addressing a different aspect of the record-keeping process. The first section provides an overview of the organization's commitment to transparency and accountability. The second section details the specific procedures and protocols that must be followed. The third section discusses the role of each employee in maintaining the integrity of the organization's records. The fourth section addresses the consequences of failing to adhere to the established procedures. Finally, the fifth section provides a summary of the key points and reiterates the organization's commitment to maintaining the highest standards.

It is the responsibility of every employee to ensure that their work is documented accurately and in a timely manner. This includes keeping detailed records of all transactions, activities, and communications. Employees should also ensure that their records are organized and easy to access. By following these guidelines, employees can help ensure the accuracy and reliability of the organization's records.

The organization's records are a valuable asset and are used for a variety of purposes, including financial reporting, legal compliance, and strategic planning. Therefore, it is essential that all employees take their responsibilities seriously and ensure that their records are accurate and complete. Failure to do so can result in serious consequences for the organization and its employees.

The organization's commitment to transparency and accountability is a core value and is reflected in all of its operations. By following the guidelines outlined in this document, employees can help ensure that the organization's records are accurate and reliable.

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Presentado: 03/04/08

Hora: 11:30 Exped. N°

ORDENANZA N° 19/2008

Escrito de..... fs. con.....

Se Adjunta.....

Recibido por.....

VISTO:

El proyecto presentado por el Bloque Demócrata referido a la necesidad de informar sobre drogas a los habitantes de nuestro Departamento y;

CONSIDERANDO:

Que las drogas son aquellas sustancias cuyo consumo puede producir dependencia, estimulación o depresión del sistema nervioso central.

Que es menester de este H. Cuerpo preocuparse por la salud de los habitantes de esta Población.

Que los síntomas de estos estupefacientes son: epidermis enrojecida, pupilas contraídas, náuseas, decaimiento de la función respiratoria, pérdida de reflejos, falta de respuesta a los estímulos, hipotensión, desaceleración cardiaca, convulsiones y riesgo de muerte, etc..

Que el consumo de drogas, legales o ilegales, constituyen un problema de salud pública muy importante. Los riesgos y daños asociados al consumo varían con cada sustancia.

Que los adictos a las drogas, con frecuencia se ven envueltos en agresiones, desorden público, conflictos raciales, marginación, etc.

Que el abuso de las drogas puede perjudicar a otros, como por ejemplo el dinero que se necesita es cada vez mayor, recurriendo al delito para recaudar algo de dinero o lo que es aún peor: recurrir al delito agravado (homicidio) en situaciones extremas; como así también prestaciones de otro tipo y variación (sexuales), etc.

Que para prevenir el abuso de las drogas hay que animar el desarrollo de cualidades positivas, esto es: ayudar a gente joven a desarrollar actitudes, valores y comportamientos que conduzcan a la fortaleza interna, la satisfacción y el alcance de metas.

Por ello y en uso de sus facultades

EL HONORABLE CONCEJO DELIBERANTE DE TUPUNGATO

ORDENA

ARTICULO 1): Que el Departamento Ejecutivo realice una campaña masiva de información referido a los efectos y dependencias sobre el consumo de estupefacientes (droga), por medios televisivos y radiales locales, para que la sociedad tupungatina en su conjunto tome real conciencia sobre la mencionada problemática.

ARTICULO 2): Envíese copia de la presente a las escuelas de nuestro Departamento, como así también a los Institutos de Enseñanza Superior.

ARTICULO 3): El gasto que demande el cumplimiento de la misma, impútese a la partida que corresponda del Presupuesto Municipal vigente - Jurisdicción 01 - D. Ejecutivo.

ARTICULO 4): Comuníquese, publíquese, cúmplase, dése al Libro de Ordenanzas, insértese en el Digesto del H.C.D. y archívese.

Dada en la Sala de Sesiones, a tres días del mes de abril del año dos mil ocho.

no y da según Decreto N°
a fecha


MARCELA G. BIGOLOTTI
SECRETARIA H.C.D.
TUPUNGATO


HONORABLE CONCEJO
DELIBERANTE - TUPUNGATO


NELLY VELARDE
PRESIDENTE
H.C.D. TUPUNGATO