

HON MIGUEL N. BAUTISTA

City Councillor

HON. ROWENA BAUTISTA-MENDIOL City Councilor

HON. REYNALDO M. FABIAN City Councilo

HON. YENUS D. DE CASTRO City Councilor

District II:

HON, REYNALDO D. PALABRICA City Councilor

HON. HERNANDO C. GUTIERREZ City Councilor

HON. GAUDENCIO P. NOLASCO City Councilor

HON, BAYANI M. DE LEON City Councilor

HON, LEANDRO A. DE LEON City Councilor

ABSENT

HON, ROBERT R. JAVIER City Councilor

SICK LEAVE

HON. VICTORIO L. GUERRERO, JR City Councilor - ABC Pres.

Attested by:

Approved by:

SHIELA SVLAZO Certified by:

HON. CATHERINE S. EVARISTO

City Vice Mayor/Presiding Officer

HON, STRIKE B. REVILLA City Mayor

Republic of the Philippines

CITY OF BACOOR

Province of Cavite

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 1-2016 Series of 2016

AN ORDINANCE CREATING VARIOUS POSITIONS UNDER THE CITY ENGINEERING OFFICE. THE CITY SOCIAL WELFARE DEVELOPMENT OFFICE, THE GENERAL SERVICES OFFICE, THE CITY VICE MAYOR'S OFFICE, THE OFFICE OF THE SANGGUNIANG THE CITY INFORMATION OFFICE MANAGEMENT INFORMATION SYSTEM (MIS), AND - (2) TOURISM DEVELOPMENT UNIT, AND THE OFFICE OF THE CITY TREASURER OF THE CITY OF BACOOR.

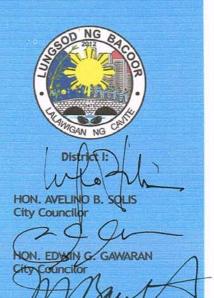
Sponsored by: Hon. Edwin G. Gawaran, Hon. Miguel N. Bautista, Hon. Rowena B. Mendiola, Hon. Reynaldo M. Fabian, Hon. Venus D. De Castro, Hon. Hernando C. Gutierrez, Hon. Gaudencio P. Nolasco, Hon. Bayani M. De Leon, Hon. Leandro A. De Leon, Hon. Reynaldo D. Palabrica, and Hon. Avelino B. Solis.

WHEREAS, the newly constructed Bacoor Government Center (BGC) complex is now fully operational and is now being used by thousands of city government employees and taxpayers everyday.

WHEREAS, Section 11, paragraph 1 (viii) of Republic Act No. 10160 (also known as the "Charter of the City of Bacoor") empowered the Sangguniang Panlungsod to "determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government".

WHEREAS, there are currently no plantilla positions under the City Engineering Office for the purpose of maintaining the various facilities within the BGC. The City Social Welfare and Development Department as well as the General Services Department also lack the personnel needed to ensure that the said departments would be able to perform its official functions.

WHEREAS, there is a need to create various plantilla positions under the City Engineering Office, the City Social Supervising Admin. Office Welfare and Development Office, the General Services Office, the City Vice Mayor's Office, the Office of the Sangguniana Panlungsod, the City Information Office - (1) Management



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OFFICE OF THE SANGGUNIANG PANLUNGSOD

Information System (MIS), and -(2) Tourism Development Unit, and the Office of the City Treasurer in order to further improve the delivery of various public services.

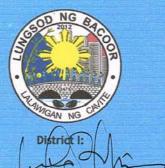
NOW THEREFORE, be it ordained by the Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

Section 1. The following plantilla positions under the City Engineering Office are hereby created:

Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
1	Labor General Foreman	8	Permanent	High School Graduate I year relevant experience A hours relevant training Eligibility—NONE REQUIRED (MC II.s.96. Category III)
2	Labor Foreman	6	Permanent	High School Graduate Experience: None Training: None Eligibility: NONE REQUIRED (MC II, S.96.Category III)

Section 2. The following plantilla position under the City Social Welfare and Development Department is hereby created:

Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
icer	Social Welfare Officer 2	15	Permanent	Bachelor's degree relevant to the job 1 year relevant experience 4 hours relevant training Eligibility: Career Service (Professional) Second Level Eligibility



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ON, EDWIN G, GAWARAN

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Section 3. The following plantilla positions under the General Services Office are hereby created:

Number of Positions to be Created	s	Salary Grade	Status	Requirements
A .	Administrative Officer III	18	Permanent	Bachelor's degree relevant to the job 2 years relevant experience 4 hours relevant training Eligibility: Career Service (Professional) Second Level Eligibility
4	Administrative Aide II (Messenger)	2	Permanent	Elem. School Graduate Experience: None Required Training: None Required Eligibility: NONE REQUIRED (MC 11, S. 96- Category III)
3	Administrative Aide I (Utility Worker I)	1	Permanent	 Must be able to read and write Experience: None required Training: None required Eligibility: NONE REQUIRED (MC 11, S. 96-Category III)

Section 4. The following plantilla positions under the Office of the City Vice Mayor are hereby created:

	Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
fic	5 er	Administrative Aide I (Utility Worker I)	1	Permanent	 Must be able to read and write Experience: None required Training: None required

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

7					 Eligibility: NONE REQUIRED (MC 11, S. 96- Category III)
	5	Administrative Assistant IV (Bookbinder IV)	10	Permanent	 Elem. School Graduate 2 years relevant experience 8 hrs. relevant training Eligibility: NONE REQUIRED (MC 11, S.96 – Category III)
	10	Messenger	1	Casual	 Elem. School Graduate Experience: None required Training: None required Eligibility: NONE REQUIRED (MC 11, S. 96- Category III)
	10	Watchman	1	Casual	 Elem. School Graduate Experience: None required Training: None required Eligibility: NONE REQUIRED (MC 11, S. 96- Category III

Section 5. The following plantilla positions under the Office of the Sangguniang Panlungsod are hereby created:

	Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
	6	Administrative Aide II (Bookbinder I)	2	Permanent	 Elem. School Graduate Experience: None Required Training: None Required
ffi	icer				 Eligibility: NONE REQUIRED (MC 11, S. 96,- Categoy III)

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HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA City Mayor



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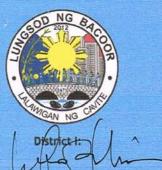
OFFICE OF THE SANGGUNIANG PANLUNGSOD

Section 6. The following plantilla positions under the City Information Office – Management Information System (MIS) are hereby created.

	Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
A	2	Administrative Aide II (Reproduction Machine Operator I)	2	Permanent	Elem. School Graduate Experience: None Required Training: None Required Eligibility: NONE REQUIRED (MC 11, S. 96-Category III)
	2	Administrative Aide II (Messenger)	2	Permanent	Elem. School Graduate Experience: None Required Training: None Required Eligibility: NONE REQUIRED (MC 11, S. 96-Category III)

Section 7. The following plantilla position under the City Information Office - Tourism Development Unit is hereby created.

Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
1 officer	Supervising Tourism Operations Officer	22	Permanent	Bachelor's degree relevant to the job 3 years relevant experience 16 hours relevant training Eligibility: Career Service (Professional) Second Level Eligibility



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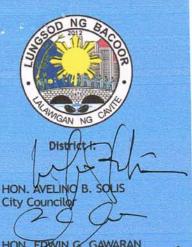
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Section 8. The following plantilla positions under the City Treasurer's Office are hereby created.

Number of Positions to be Created	Position Title	Salary Grade	Status	Requirements
1	Local Revenue Collection Officer I	11	Permanent	 Bachelor's Degree Experience: None Required Training: None Required Eligibility: Career Service (Professional) Second Level Eligibility
1	Revenue Collection Clerk III	9	Permanent	Completion of Two years studies in college Experience: 1 year relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Sub-Professional) First Level Eligibility
1	Administrative Asst. I (Bookbinder III)	7	Permanent	Elem. School Graduate Experience: None Required Training: None Required Eligibility: NONE REQUIRED (MC 11, S. 96- Category III)
l er	Administrative Assistant I (Reproduction Machine Operator III)	7	Permanent	Elem. School Graduate Experience: None Required Training: None Required Eligibility: NONE REQUIRED (MC



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Attested by:

ATTY, KHALID A. ATEGA, JR. Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA City Mayor

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

96-S. Category III)

This Ordinance shall Date of Effectivity. --Section 9. take effect immediately after it has been published once in a newspaper of general circulation in the City of Bacoor and after it has been approved by the Sangguniang Panlalawigan of Cavite.

provision Section 10. Separability. --Any Ordinance declared void by any court of law shall not affect the other provisions hereof not affected by such declaration.

Section 11. Dissemination. --Sangguniang The Panlungsod Secretariat is hereby directed to furnish the following with certified true copies of this Ordinance:

- a) the Punong Barangay of all of the barangays in the City;
- Development Resources Human b) the Management Department; and
- c) all other government offices and agencies concerned.

APPROVED this 25th day of January 2016 at the City of Bacoor, Province of Cavite.

I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved in accordance with law.

Certified by:

HON. CATHERINE S. EVARISTO Vice Mayor/Presiding Officer

Attested by:

MS. SHIELA S. LAZO

Supervising Admin. Officer

Approved by:

HON, STRIKE B. REVILLA, PhD

City Mayor MAR 0 3 2016

(Date of Approval)

City Ordinance No. CO 1-2016, January 25, 2016

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