



Republic of the Philippines  
**CITY OF BACOR**  
Province of Cavite

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**CITY ORDINANCE NO. CO 1-2016**  
**Series of 2016**

District I:

HON. AVELINO B. SOLIS  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. ROWENA BAUTISTA-MENDIOLA  
City Councilor

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City Councilor

**ABSENT**

HON. ROBERT R. JAVIER  
City Councilor

**SICK LEAVE**

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

Attested by:

SHIELA S. LAZO

Supervising Admin. Officer

Certified by:

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

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**AN ORDINANCE CREATING VARIOUS POSITIONS UNDER THE CITY ENGINEERING OFFICE, THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, THE GENERAL SERVICES OFFICE, THE CITY VICE MAYOR'S OFFICE, THE OFFICE OF THE SANGGUNIANG PANLUNGSOD, THE CITY INFORMATION OFFICE - (1) MANAGEMENT INFORMATION SYSTEM (MIS), AND - (2) TOURISM DEVELOPMENT UNIT, AND THE OFFICE OF THE CITY TREASURER OF THE CITY OF BACOR.**

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 Welfare and Development Office, the General Services Office, the City Vice Mayor's Office, the Office of the Sangguniang Panlungsod, the City Information Office - (1) Management





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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 | <ul style="list-style-type: none"><li>High School Graduate</li><li>1 year relevant experience</li><li>4 hours relevant training</li><li>Eligibility—NONE REQUIRED (MC II.s.96. Category III)</li></ul> |
| 2                                 | Labor Foreman         | 6            | Permanent | <ul style="list-style-type: none"><li>High School Graduate</li><li>Experience: None</li><li>Training: None</li><li>Eligibility: NONE REQUIRED (MC II, S.96. Category III)</li></ul>                    |

**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   |
|-----------------------------------|--------------------------|--------------|-----------|--|
| 1                                 | Social Welfare Officer 2 | 15           | Permanent | <ul style="list-style-type: none"><li>Bachelor's degree relevant to the job</li><li>1 year relevant experience</li><li>4 hours relevant training</li><li>Eligibility: Career Service (Professional) Second Level Eligibility</li></ul> |

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City Councilor - ABC Pres.

Attested by:

SHIELA S. LAZO

Certified by Supervising Admin. Officer

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

Approved by:

HON. STRIKE B. REVILLA  
City Mayor





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

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

**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   |
|-----------------------------------|--|--------------|-----------|--|
| 5                                 | Administrative Aide I (Utility Worker I) | 1            | Permanent | <ul style="list-style-type: none"><li>• Must be able to read and write</li><li>• Experience: None required</li><li>• Training: None required</li></ul> |

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City Councilor - ABC Pres.

Attested by:

SEIELA S. LAZO  
Supervising Admin. Officer

Certified by:

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

Approved by:

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City Councilor - ABC Pres.

Attested by:

SHIELA S. LAZO  
Certified by Supervising Admin. Officer

HON. CATHERINE S. EVARISTO  
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Approved by:

HON. STRIKE B. REVILLA  
City Mayor

|    |   |    |           |   |
|----|---|----|-----------|---|
|    |   |    |           | <ul style="list-style-type: none"><li>Eligibility : NONE REQUIRED (MC 11, S. 96- Category III)</li></ul>  |
| 5  | Administrative Assistant IV (Bookbinder IV) | 10 | Permanent | <ul style="list-style-type: none"><li>Elem. School Graduate</li><li>2 years relevant experience</li><li>8 hrs. relevant training</li><li>Eligibility : NONE REQUIRED (MC 11, S.96 - Category III)</li></ul> |
| 10 | Messenger                                   | 1  | Casual    | <ul style="list-style-type: none"><li>Elem. School Graduate</li><li>Experience: None required</li><li>Training: None required</li><li>Eligibility : NONE REQUIRED (MC 11, S. 96- Category III)</li></ul>    |
| 10 | Watchman                                    | 1  | Casual    | <ul style="list-style-type: none"><li>Elem. School Graduate</li><li>Experience: None required</li><li>Training: None required</li><li>Eligibility : NONE REQUIRED (MC 11, S. 96- Category III)</li></ul>    |

**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 | <ul style="list-style-type: none"><li>Elem. School Graduate</li><li>Experience: None Required</li><li>Training: None Required</li><li>Eligibility: NONE REQUIRED (MC 11, S. 96,- Categoy III)</li></ul> |





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**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   |
|-----------------------------------|---|--------------|-----------|--|
| 2                                 | Administrative Aide II<br>(Reproduction Machine Operator I) | 2            | Permanent | <ul style="list-style-type: none"><li>• Elem. School Graduate</li><li>• Experience: None Required</li><li>• Training: None Required</li><li>• Eligibility: NONE<br/>REQUIRED (MC 11, S. 96-Category III)</li></ul> |
| 2                                 | Administrative Aide II<br>(Messenger)                       | 2            | Permanent | <ul style="list-style-type: none"><li>• Elem. School Graduate</li><li>• Experience: None Required</li><li>• Training: None Required</li><li>• Eligibility: NONE<br/>REQUIRED (MC 11, S. 96-Category III)</li></ul> |

**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                                 | Supervising Tourism Operations Officer | 22           | Permanent | <ul style="list-style-type: none"><li>• Bachelor's degree relevant to the job</li><li>• 3 years relevant experience</li><li>• 16 hours relevant training</li><li>• Eligibility: Career Service (Professional)<br/>Second Level Eligibility</li></ul> |

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Attested by:

SHIELA S. LAZO  
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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 | <ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Experience: None Required</li><li>• Training: None Required</li><li>• Eligibility: Career Service (Professional) Second Level Eligibility</li></ul>   |
| 1                                 | Revenue Collection Clerk III                                   | 9            | Permanent | <ul style="list-style-type: none"><li>• Completion of Two years studies in college</li><li>• Experience: 1 year relevant experience</li><li>• Training: 4 hours of relevant training</li><li>• Eligibility: Career Service (Sub-Professional)</li><li>• First Level Eligibility</li></ul> |
| 1                                 | Administrative Asst. I (Bookbinder III)                        | 7            | Permanent | <ul style="list-style-type: none"><li>• Elem. School Graduate</li><li>• Experience: None Required</li><li>• Training: None Required</li><li>• Eligibility: NONE REQUIRED (MC 11, S. 96-Category III)</li></ul>  |
| 1                                 | Administrative Assistant I (Reproduction Machine Operator III) | 7            | Permanent | <ul style="list-style-type: none"><li>• Elem. School Graduate</li><li>• Experience: None Required</li><li>• Training: None Required</li><li>• Eligibility: NONE REQUIRED (MC</li></ul>  |

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|--|--|--|--|-----------------------------|
|  |  |  |  | 11, S. 96-<br>Category III) |
|--|--|--|--|-----------------------------|

**Section 9. Date of Effectivity.** -- This Ordinance shall 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.

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

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

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

**APPROVED** this 25<sup>th</sup> 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. SHEILA S. LAZO**  
Supervising Admin. Officer

**Approved by:**

**HON. STRIKE B. REVILLA, PhD**  
City Mayor

**MAR 03 2016**  
(Date of Approval)

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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:

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City Mayor