



Republic of the Philippines  
Province of Cavite  
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 42-2016  
Series of 2016

AN ORDINANCE CREATING TWO (2) PLANTILLA POSITIONS IN THE BUSINESS PERMITS AND LICENSING OFFICE TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2016.

Sponsored by: Coun. Apolonio I. Advincula, Jr., Coun. Miguel N. Bautista, Coun. Rowena Bautista-Mendiola, Coun. Venus D. De Castro, Coun. Leandro A. De Leon, Coun. Edwin G. Gawaran, Coun. Victorio L. Guerrero, Jr., Coun. Hernando C. Gutierrez, Coun. Alejandro F. Gutierrez, Coun. Roberto R. Javier, Coun. Gaudencio P. Nolasco, Coun. Reynaldo D. Palabrica and Coun. Michael E. Solis.

**WHEREAS**, on 27 July 2016, the Committee on Appointment and Government Reorganization headed by Councilor Miguel N. Bautista held a committee hearing pertaining to the proposed creation of two (2) plantilla positions to address the administrative needs of the Business Permits and Licensing Office (BPLO).

**WHEREAS**, the committee report was submitted to the Sangguniang Panlungsod recommending the approval of the creation of one (1) Clerk III position with Salary Grade 6 and one (1) Administrative Aide II (Messenger) position with Salary Grade 2 to be appropriated in the Supplemental Budget for Calendar Year 2016.

**WHEREAS**, the abovementioned committee report was deliberated upon and approved by the council.

**NOW, THEREFORE**, upon motion of Councilor Miguel N. Bautista duly seconded by all the councilors present in regular session duly assembled **BE IT ORDAINED AS IT IS HEREBY ORDAINED** by the Sangguniang Panlungsod to approve the creation of the following positions in the Business Permits and Licensing Office to be appropriated in the Supplemental Budget for Calendar Year 2016, to wit:

No. of Position	Position Title (Salary Grade) and Status	Requirements	Functions and Duties
1	Clerk III (SG 6), Permanent	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional) First Level Eligibility	1. Promoting the City of Bacoor as investment haven; 2. Assisting investors on investment opportunities by giving them the required data for feasibility studies; 3. Guiding investors on the required permits

District I:

HON. ROWENA BAUTISTA - MENDIOLA  
City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. VENUS D. DE CASTRO  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

District II:

HON. APOLONIO I. ADVINCULA JR.  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor

HON. HERNANDO C. GUTIERREZ  
City Councilor

HON. GAUDENCIO P. NOLASCO  
City Councilor

HON. LEANDRO A. DE LEON  
City Councilor

HON. ROBERTO R. JAVIER  
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA  
City Mayor





Republic of the Philippines  
 Province of Cavite  
 City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

District I:

HON. ROWENA BAUTISTA - MENDIOLA  
 City Councilor

HON. MIGUEL N. BAUTISTA  
 City Councilor

HON. EDWIN G. GAWARAN  
 City Councilor

HON. MICHAEL E. SOLIS  
 City Councilor

HON. VENUS D. DE CASTRO  
 City Councilor

HON. ALEJANDRO F. GUTIERREZ  
 City Councilor

District II:

HON. APOLONIO I. ADVINCULA JR.  
 City Councilor

HON. REYNALDO D. PALABRICA  
 City Councilor

HON. HERNANDO C. GUTIERREZ  
 City Councilor

HON. GAUDENCIO P. NOLASCO  
 City Councilor

HON. LEANDRO A. DE LEON  
 City Councilor

HON. ROBERTO R. JAVIER  
 City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA  
 City Mayor

			<p>like business, sanitary and other government regulations;</p> <p>4. Updating investors in the City of Bacoor of the different business related ordinances whether enacted by the City or the Province;</p> <p>5. Coordinates with investors regarding matters that might effect their business interests in the city; and</p> <p>6. Records filing</p>
1	<p>Admin. Aide II (Messenger) (SG2), Permanent</p>	<p>Education: Elem. School Graduate</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Eligibility: None required (MC 11, s.96-Cat. III)</p>	<p>1. Assisting in all meetings of investors and business associations;</p> <p>2. In charge of the transmittal of messages/letters to all City of Bacoor businessmen and prospective investors;</p> <p>3. Guiding investors/businessmen on the different offices where they have transactions;</p> <p>4. Performs messengerial works when it comes to business promotion and even coordination with the different government agencies; and</p> <p>5. Perform other tasks related to job as assigned by the BPLO Head or the City Mayor</p>





Republic of the Philippines  
Province of Cavite  
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

District I:

HON. ROWENA BAUTISTA - MENDIOLA  
City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. VENUS D. DE CASTRO  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

District II:

HON. APOLONIO I. ADVINCULA JR.  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor

HON. HERNANDO C. GUTIERREZ  
City Councilor

HON. GAUDENCIO P. NOLASCO  
City Councilor

HON. LEANDRO A. DE LEON  
City Councilor

HON. ROBERTO R. JAVIER  
City Councilor

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

**ORDAINED FURTHER**, to furnish the Civil Service Commission, the Human Resource Development and Management Department, the Office of the City Budget Officer and all government offices concerned with copies of this resolution.

**ORDAINED by** the Sangguniang Panlungsod of Bacoor, Province of Cavite this 30<sup>th</sup> day of August 2016.

*I hereby certify that the contents of the foregoing Ordinance are true and correct and that it was duly approved in accordance with law.*

Certified by:

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

Attested by:

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

Approved by:

**LANI MERCADO-REVILLA**  
City Mayor

**28 SEP 2016**  
Date of Approval

Attested by:

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

Certified by:

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

Approved by:

**HON. LANI MERCADO - REVILLA**  
City Mayor