



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

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**CITY ORDINANCE NO. CO 7-2016**  
**Series of 2016**

**AN ORDINANCE RECOGNIZING, ADOPTING AND ESTABLISHING  
THE CITY POPULATION OFFICE AND ITS OFFICIALS IN THE CITY OF  
BACOR, PROVINCE OF CAVITE.**

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

**WHEREAS**, Section 3(b) of Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991, requires the establishment "...in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities."

**WHEREAS**, Section 76 of the same Code provides that "[e]very local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission."

**WHEREAS**, Section 44 of R.A. No. 10160, otherwise known as the "Charter of the City of Bacoor", provides for the appointive position of City Population Officer to take charge of the City Population Office, thereby absorbing the Office of the City Population of the then Municipality of Bacoor pursuant to Section 53 of the same;

**NOW THEREFORE**, upon motion of Hon. Miguel N. Bautista, unanimously seconded by all the councilors present, **BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlungsod in the regular session duly assembled THAT:

**Section 1. Recognition, Adoption, and Establishment of the City Population Office.** This Ordinance shall recognize, adopt and establish the existence of the City Population Office as a department and the City Government Department Head I as its department head, in the City of Bacoor.

**Section 2. The City Population Office.** The City Population Office shall be headed by a City Government Department Head I/City Population Officer who shall be a third ranking permanent official and shall be composed of other officials and employees currently assigned thereat or absorbed

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**SICK LEAVE**

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. STRIKE B. REVILLA  
City Mayor





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officials and employees that may later be created or assigned thereafter.

**Section 3. City Population Officer.** – The City Population Officer shall be a Filipino, of legal age, resident of the local government unit concerned, holder of a bachelor degree preferably with specialized training in population development from a recognized college or university, with a first grade civil service eligibility or its equivalent and shall receive a Salary Grade Level Twenty Five (SG25). The City Population Officer must have acquired experience in the implementation of programs on population development or responsible parenthood for at least five (5) years immediately preceding the date of the appointment.

The appointment of the City Population Officer shall be mandatory. The City Population Officer shall be a career official with the rank and salary of a department head.

The City Population Officer shall be appointed by the Mayor subject to the recommendation of the Personnel Selection Board (PSB).

Pursuant to Section 44 of The Charter of the City of Bacoor (R.A. No. 10160), the City Population Officer shall take charge of the City Population Office and shall:

3.1 Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the city mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to the integration of the population development principles and in providing access to said services and facilities;

3.2 Develop plans and strategies and, upon approval thereof by the city mayor, implement the same, particularly those which have to do with the integration of the population development principles and methods in programs and projects which the city-mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide;

3.3 Assist the City Mayor in the implementation of the constitutional provisions relative to population development and the promotion of responsible parenthood;

3.4 Establish and maintain an updated data bank for program operations, development planning and an educational program to ensure the people's





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participation in understanding of population development;

3.5 Implement appropriate training programs responsive to the cultural heritage of the inhabitants; and

3.6 Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.

The City Population Officer shall be entitled to Representation and Transportation Allowances (RATA) as provided by existing laws, rules and regulations subject to availability of funds.

**Section 4. The Population Program Officer IV.** - The Population Program Officer IV be a Filipino, of legal age, a registered voter in the City of Bacoor for at least two (2) consecutive years prior to his/her appointment to the said position, holder of a bachelor degree, a professional career service/second level eligibility, with at least three (3) years of relevant work experience and at least sixteen (16) hours relevant training immediately prior to his appointment. He shall receive a Salary Grade Level Twenty Two (SG22).

His powers and functions are as follows:

- 4.1 Leads in maintenance/strengthening of linkage and partnership with development workers, partners and organization
- 4.2 Supervise the conduct of trainings, seminars and counselling by consolidating, weekly, monthly, quarterly, semestral and annual work plans and schedules;
- 4.3 Ensures effective and efficient resources management and providing comments and recommendations on facilitation methods and strategies towards continual improvement;
- 4.4 Supervises motivational activities for family planning clients through monitoring and field observation;

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- 4.5 Facilitates mentoring/coaching sessions for population program workers and program partners;
- 4.6 Assists the CPO in the formulation of local population development policies by considering directions from the national government and propose the same to the City Mayor and Sangguniang Panlungsod; and
- 4.7 Perform such duties and functions as may be provided for by law, by ordinance, or as may be ordered by the City Mayor in the lawful exercise of his official functions.

**Section 5. The Population Program Officer II** – The

Population Program Officer II shall be a Filipino, of legal age, a registered voter in the City of Bacoor for at least two (2) consecutive years prior to his/her appointment to the said position, holder of a bachelor degree, a professional career service/second level eligibility, with at least one (1) years of relevant work experience and at least four (4) hours relevant training immediately prior to his appointment. He shall receive a salary Grade Level Fifteen (SG15).

His powers and functions are as follows:

- 5.1 Conduct a package of advocacy and IEC activities on Pre-Marriage Counselling (PMC), Responsible Parenthood-Family Planning (RP-FP), Adolescent Health and Youth Development Program (AHYDP), and Population and Development (POPDEV) Integration;
- 5.2 Responsible for monitoring and Evaluation of the implementation of the office plans and programs and project proposal;
- 5.3 Provides assistance for the formulation of population development policies;
- 5.4 Provides technical support in the program;
- 5.5 Coordinate with Partner Agencies, Barangay Officials, NGOs and development workers to

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integrate family planning concept into the total development efforts of the community;

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City Mayor

- 5.6 Coordinate with the Department of Education on Capability-building/advocacy on Adolescent Health and Youth Development Program (AHYDP) by providing age-appropriate information on responsible sexual behaviour and inculcate positive values to help the youth become responsible adults, citizens and future parents;
- 5.7 Monitor the established School-based Teen Center for sustainability;
- 5.8 Perform such duties and functions as may be provided for by law, by ordinance, or as may be ordered by the City Mayor in the lawful exercise of his official functions.

**Section 6. The Population Program Officer I-** The Population Program Officer I shall be a Filipino, of legal age, a bachelor degree, who is a resident of Bacoor City, Cavite and a professional career service/second level eligibility. He shall receive a Salary Grade Level Eleven (SG11).

His powers and functions are as follows:

- Responsible for monitoring and evaluation of the implementation of the office's plans and programs and project proposal;
- Provides technical support to the operation ;
- Conducts information, education and communication (IEC) and motivational activities of family planning and community development including pre-marriage counselling in barangay, Family Planning, etc.;
- Conduct pre-marriage counselling for would-be-couples, Responsible Parenthood Method and other trainings, seminars, counselling to every barangay;
- Prepares on-going development projects;
- Provides assistance for the formulation of population development policies;





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HON. STRIKE B. REVILLA  
City Mayor

**Section 7. The Population Program Worker II-** The Population Program Worker II shall be a Filipino, of legal age, completion of two (2) years studies in college, who is a resident of Bacoor City, Cavite and a sub professional career service/first level eligibility. He shall receive a Salary Grade Level Seven (SG7).

His powers and functions are as follows:

7.1 Assist in conducting a package of advocacy and IEC Activities on Pre-Marriage Counselling (PMC), Responsible Parenthood-Family Planning (RP-FP), Adolescent health and Youth Development Program (AHYDP), and Population and Development (POPDEV) Integration;

7.2 Provides assistance for the formulation of population development policies;

7.3 Provides Technical support in the programs;

7.4 Coordinate with Partner Agencies, Barangay Officials, NGOs and development workers to integrate family planning concept into the total development efforts of the community;

7.5 Performs other duties as may be assigned from time to time.

**Section 8. Separability Clause.** Any provision of this Ordinance found void, invalid or unconstitutional by a court of competent jurisdiction shall not affect the rest of the provisions not affected by the said judicial finding of nullity, invalidity or unconstitutionality.

**Section 9. Repealing Clause.** - Any ordinance or part thereof inconsistent with the provision of this ordinance shall be deemed repealed or modified according.

**Section 10. Effectivity.** This Ordinance shall take effect immediately after it has been posted in at least three (3) conspicuous places within the City of Bacoor, Cavite.

**ORDAINED** by the Sangguniang Panlungsod of Bacoor, Province of Cavite this 15<sup>th</sup> day of February 2016.





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City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

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:

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

Attested by:

ATTY. KHALID A. ATEGA JR.  
Sangguniang Panlungsod Secretary

Approved by:

HON. STRIKE B. REVILLA, PhD  
City Mayor

Date of Approval