



Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACCOOR**  
*Office of the Sangguniang Bayan*

**MUNICIPAL ORDINANCE NO. 5**  
 Series of 2012

**AN ORDINANCE RATIONALIZING THE STAFFING PATTERN IN VARIOUS OFFICES OF THE MUNICIPAL GOVERNMENT OF BACCOOR, CAVITE.**

Introduced and authored by Hon. Edwin Gawaran, Hon. Avelino Solis, Hon. Reynaldo M. Fabian, Hon. Venus De Castro, Hon. Reynaldo M. Palabrica, Hon. Jaime Sapanghila, Hon. Bayani M. De Leon, Hon. Catherine Evaristo and Hon. Ma. Eliza Bautista.

**WHEREAS**, Section 76 of Republic Act No. 7160 empowers local government units to design and implement its own organizational structure and staffing pattern.

**WHEREAS**, there is a need to rationalize the staffing pattern of various office of the municipal government due to the exigencies of public service.

**WHEREAS**, in order to rationalize the said staffing pattern, some existing positions in various offices of the Municipal Government should be abolished while other positions should be created.

**NOW THEREFORE,**

**BE IT ORDAINED** by the Sangguniang Bayan of Bacoor, Cavite, in regular session assembled, that:

**Section 1.** *Abolition of the positions of the Legal Researcher (Salary Grade 11) and Stenographer I (Salary Grade 11) under the Office of the Vice Mayor.* The positions of Legal Researcher (SG 11) and Stenographer 1 (SG 11) are hereby abolished considering that the said positions are not in the Revised Index of Occupational Services, Position Titles and Salary Grades (IOS) in the Local Government as per Department of Budget and Management (DBM) Circular No. 61 issued on 18 March 1996.



**Section 2.** *Creation of the position of Population Program Officer IV (Salary Grade 22) under the Office of the Municipal Mayor - Population Control Services.* The position of Population Program Officer IV (SG 22) is hereby created under the Office of the Municipal Mayor - Population Control Services. Provided, that any municipal employee currently assigned under the Office of the Municipal Mayor - Population Control Services who is qualified to the position of Population Program Officer IV shall have preference for appointment to the said position.

*[Signature]*  
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 Councilor

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 Councilor

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 Councilor

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 BAYANI M. DE LEON  
 Councilor

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 CATHERINE S. EVARISTO  
 Councilor/President

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 MA. ELIZA H. BAUTISTA  
 Councilor - SP/President

Attested by:  
*[Signature]*  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
*[Signature]*  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
 STRIKE B. REVILLA  
 Municipal Mayor



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 Municipal Mayor

**Section 3.** *Creation of the position of Registration Officer IV (Salary Grade 22) under the Office of the Municipal Civil Registrar. The position of Registration Officer IV under the Office of the Municipal Civil Registrar is hereby created. Provided, that any municipal employee currently assigned under the Office of the Municipal Civil Registrar who is qualified to the position of Registration Officer IV shall have preference for appointment to the said position.*

**Section 4.** *Creation of the position of Budget Officer IV (Salary Grade 22-Supervising Administrative Officer) under the Municipal Budget Office. The position of Budget Officer IV under the Municipal Budget Office is hereby created. Provided, that any municipal employee currently assigned under the Office of the Municipal Budget who is qualified to the position of Budget Officer IV shall have preference for appointment to the said position.*

**Section 5.** *Creation of the position of Engineer IV (Salary Grade 22) under the Office of the Building Official. The position of Engineer IV under the Office of the Building Official is hereby created. Provided, that any municipal employee currently assigned under the Office of the Building Official who is qualified to the position of Engineer IV shall have preference for appointment to the said position.*

**Section 6.** *Creation of various positions under the Municipal Engineering Office. The following position titles under the Municipal Engineering Office are hereby created, to wit: Engineer IV (Salary Grade 22), Engineer III, (Salary Grade 19) and Electrician I, (Salary Grade 4). Provided, that any municipal employee currently assigned under the Office of the Municipal Engineer who is qualified to the above-mentioned positions shall have preference for appointment to the said positions.*

**Section 7.** *Creation of various positions under the Office of the Municipal Mayor - Legal Services. The following position titles under the Office of the Municipal Mayor - Legal Services are hereby created.*

No. of Positions	Position Title	Salary Grade
2	Legal Officer III	20
3	Legal Assistant I	19
1	Legal Aide	5
1	Admin. Aide II (Messenger)	2

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Provided, that any municipal employee currently assigned under the above-mentioned office who is qualified to the various position titles mentioned above shall have preference for appointment to the said positions.

**Section 8.** *Creation of the position of Admin. Aide I (Utility Worker I) under the Office of the Sangguniang Bayan. The position of Admin. Aide I (Utility Worker I) under the Office of the Sangguniang Bayan is hereby created. Provided, that any municipal employee currently assigned under the Office of*



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the Sangguniang Bayan who is qualified to the position of Admin. Aide I (Utility Worker I) shall have preference for appointment to the said position.

**Section 9.** *Creation of various positions under the Municipal Health Office.* The following position titles under the Municipal Health Office are hereby created.

No. of Position	Position Title	Salary Grade
1	Medical Officer V	22
1	Nurse II	14
1	Adm. Aide I (Utility Worker I)	1

Provided, that any municipal employee currently assigned under the Municipal Health Office who is qualified to the position of Medical Officer V, Nurse II and Administrative Aide I (Utility Worker I) shall have preference for appointment to the said positions.

**Section 10.** *Creation of various positions under the Office of the Municipal Mayor – Public Employment Services.* The following position titles under the Office of the Municipal Mayor- Public Employment Services are hereby created.

No. of Position	Position Title	Salary Grade
1	Supervising Labor and Employment Officer	22
1	Labor and Employment Officer I	11
1	Labor and Employment Assistant	8

Provided, that any municipal employee currently assigned under the Office of the Municipal Mayor- Public Employment Services who is qualified to the position of Supervising Labor and Employment Officer, Labor and Employment Officer I and Labor and Employment Assistant shall have preference for appointment to the said positions.

**Section 11.** *Appropriation.* The Sangguniang Bayan shall pass a Supplemental Budget and appropriate the funds needed to cover the salaries and other benefits of the employees who will be appointed to the positions above-mentioned.

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**Section 12.** ~~Repealing Clause.~~ *Tapat sa Serbisyo, Nagkakaisa sa Pagbahago.* Any ordinance or parts thereof, inconsistent with this enactment is hereby repealed or amended accordingly.

**Section 13.** *Effectivity.* This Ordinance shall take effect upon its approval by the Sangguniang Panlalawigan and upon its posting in at least two (2) conspicuous places within the Municipality.

**Section 14.** *Copy Furnished.* The Civil Service Commission, Municipal Budget Office, Sangguniang Panlalawigan and the HRDMD shall be

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Councilor

SWILINO B. SALIS  
Councilor

REYNALDO M. EBANAN  
Councilor

ATTY. VENUS D. DE CASTRO  
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JANAIRO C. SAN MIGUEL  
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BAYANI M. DE LEON  
Councilor

CATHERINE S. EVARISTO  
Councilor - President

MA. ELIZA H. BAUTISTA  
Councilor - President

Attested by:  
  
ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sanggunian

Certified by:  
  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:  
  
STRIKE B. REVILLA  
Municipal Mayor



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furnished with copies of this Ordinance for their information and appropriate action.

**ENACTED** this 6<sup>th</sup> day of February 2012 by the Sangguniang Bayan at Bacoor, Cavite in regular session duly assembled.

*I hereby certify the truth and correctness of the foregoing Ordinance.*

Certified by:

**HON. ROSETTE M. FERNANDO**  
*Municipal Vice-Mayor / Presiding Officer*

*[Signature]*  
 EDWIN G. GAYARAN  
 Councilor

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 AVELINO B. SOLIS  
 Councilor

*[Signature]*  
 REYNALDO M. FABIAN  
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 Councilor / APC President

MA. CELIA H. BAUTISTA  
 Councilor / SK President

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STRIKE B. REVILLA  
 Municipal Mayor

Attested by:

*[Signature]*  
**ATTY. KHALID A. ATEGA, JR.**  
*Sangguniang Bayan Secretary*

Approved by:

*[Signature]*  
**HON. STRIKE B. REVILLA, PhD**  
*Municipal Mayor*

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