



Republic of the Philippines

**CITY OF BACOOR**

Province of Cavite

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

PRESENT:

HON. CATHERINE SARINO-EVARISTO - - City Vice Mayor/  
Presiding Officer

**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
HON. REYNALDO M. FABIAN	-----	City Councilor
HON. VENUS 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
HON. ROBERTO R. JAVIER	-----	City Councilor
HON. VICTORIO L. GUERRERO, JR.	-----	City Councilor (ABC-Pres.)

**CITY ORDINANCE NO. 2014-009**  
Series of 2014

**AN ORDINANCE CREATING THE VEHICLE SERVICES AND MAINTENANCE UNIT (VSMU) DIRECTLY UNDER THE OFFICE OF THE CITY MAYOR, ABOLISHING THE MOTORPOOL UNIT AT THE CITY ENGINEERING OFFICE, AND PROVIDING FUNDS THEREFORE.**

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

**WHEREAS**, the Motor Pool Unit is currently under the Office of the City Engineer.

**WHEREAS**, various reports have been received by the City Mayor regarding the alleged misuse of various official vehicles.

**WHEREAS**, it has also become standard practice for authorized users of the various official vehicles owned by the City Government to advance the cost of maintaining the said vehicles using their meager salaries.

**WHEREAS**, these practices may invariably lead to corruption as government employees would be forced to connive with

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 City Councilor

End of Term  
 HON. MA ELIZA H. BAUTISTA  
 City Councilor - STP Pres.  
 HON. VICTORIO L. GUERRERO, JR.  
 City Councilor - ABC Pres.

Attested by:  
 HON. 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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business with unscrupulous mechanics and auto repair shop owners just to recoup the cost of such repairs that they have already paid in advance.

**WHEREAS**, further aggravating this anomalous situation is the incapability of the Motor Pool Unit to maintain and repair the said vehicles due to lack of funds and personnel,

**WHEREAS**, placing the motor pool under the direct control and supervision of the City Mayor shall hopefully eradicate the misuse of the said official vehicles.

**WHEREAS**, Section 11, paragraph 1, sub-paragraphs vii and viii of Republic Act No.10160 (also known as "the Charter of the City of Bacoor") empowers the Sangguniang Panlungsod to:

"vii) Subject to the provisions of the Local Government Code of 1991 and other pertinent laws, determine the powers and duties of officials and employees of the City;

(viii) 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;"

**NOW THEREFORE**, be it ordained by the Sangguniang Panlungsod in regular session duly assembled **THAT**:

**Section 1. Creation of the Vehicle Supplies and Maintenance Unit.** -- The Vehicle Supplies and Maintenance Unit (VSMU) is hereby created.

**Section 2. Transfer of all Motor Pool Unit equipment, supplies, funds, and personnel to the VSMU.**-- All the equipment, supplies, funds, and personnel assigned to the Motor Pool Unit under the City Engineering Office are hereby transferred to the VSMU.

**Section 3. Abolition of the Motor Pool Unit.**-- The Motor Pool Unit presently existing under the City Engineering Office is hereby abolished by virtue of the creation of the VSMU under this Ordinance.

**Section 4. VSMU to be placed directly under the control and supervision of the City Mayor.**-- The VSMU is hereby placed directly under the control and supervision of the City Mayor. Consequently, all the officials and personnel to be appointed under the VSMU shall directly report to the City Mayor.

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**Section 5. Creation of various positions under the VSMU.--**  
 The following positions under the VSMU are hereby created:

5.1. **VSMU Head (Unit Head)** -- the Administrative Officer V (SG-18) shall serve as the Unit Head and shall be appointed by the City Mayor. He shall have the following qualifications:

a. A registered voter of the City of Bacoor, not previously convicted of any crime involving moral turpitude, a bachelor's college degree holder with two (2) years relevant experience pertaining to the maintenance or repair of motor vehicles and eight (8) hours of relevant training and a career professional (i.e., second level eligibility).

5.2. **VSMU Administrative Officer IV (Assistant Unit Head)** -- the Administrative Assistant IV shall be the Assistant Unit Head and shall enjoy permanent status with a salary grade of 15 and shall possess the following qualifications:

a. A registered voter of the City of Bacoor, not previously convicted of any crime involving moral turpitude, a bachelor's college degree holder with one (1) year relevant experience pertaining to the maintenance or repair of motor vehicles and four (4) hours of relevant training and a career professional (i.e., second level eligibility).

5.3. **Mechanic III** -- the Mechanic III shall enjoy permanent status with a salary grade of 9 and shall be in charge of the repair and overhaul of all the mechanical and electrical parts of all vehicles owned by the city government. He shall possess the following qualifications:

a. A registered voter of the City of Bacoor, not previously convicted of any crime involving moral turpitude, a high school graduate or has completed relevant vocational or trade course with one (1) year relevant experience pertaining to the maintenance or repair of motor vehicles and four (4) hours of relevant training and eligibility of Mechanic under MC No. 11-S-1996 Category 1 of the Civil Service Commission.

5.4. **Mechanic II** -- the Mechanic II shall enjoy permanent status with a salary grade of 6 and shall be assist the Mechanic III in the repair and overhaul of all the mechanical and electrical parts of all vehicles owned by the city government. He shall also be primarily responsible in the repainting or detailing of all vehicles owned by the city government and shall possess the following qualifications:

a. A registered voter of the City of Bacoor, not previously convicted of any crime involving moral turpitude, a high school graduate or has completed relevant vocational or trade course and eligibility of Mechanic under MC No. 11-S-1996 Category 1 of the Civil Service Commission.

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 HON. VICTORIO L. GUERRERO, JR.  
 City Councilor - ABC Pres.  
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 HON. MA ELIZA H. BAUTISTA  
 Sangguniang Panlungsod Secretary  
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Attended by:  
 HON. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

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 HON. CATHERINE S. EVARISTO  
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Approved by:  
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5.5. **Admin. Aide III** -- the Administrative Aide shall assist the above-named officials in performing their respective duties and responsibilities as provided in this Ordinance with SG 3. He shall possess the various qualifications required by pertinent civil service regulations and shall receive such salaries and benefits as may be provided by law.

**Section 6. Powers and duties of the VSMU.** -- The VSMU shall have the following powers and duties:

6.1. Maintain, repair, and secure all official vehicles owned by the city government of Bacoor;

6.2. Keep and maintain sufficient inventory of all automotive supplies and equipment needed to maintain, repair, and secure all official vehicles owned by the city government of Bacoor;

6.3. Release such supplies and/or equipment needed for the repair or maintenance of all official vehicles owned by the city government of Bacoor;

6.3. Maintain and operate a carwash shop within the premises of the City Motor Pool that will service all official vehicles owned by the city government of Bacoor at least once a week;

6.5. Maintain the cleanliness, orderliness, and security of the City Motor Pool including all the official vehicles owned by the city government of Bacoor parked therein;

6.6. Recommend to the City Mayor or to the Sangguniang Panlungsod such measures as may be needed to prevent theft, pilferage, falsification, or other anomalous practices related to the use, maintenance, or repair of all official vehicles owned by the city government of Bacoor including their accessories and such other supplies needed for the maintenance or repair of the same;

6.7. Determine the road-worthiness of all official vehicles owned by the city government of Bacoor and recommend the replacement, repair, or sale of the said vehicles to the City Mayor or to the Sangguniang Panlungsod;

6.8. Take charge of the proper disposal of all used oil, used tires, and other refuse including all dilapidated vehicles owned by the city government in accordance with pertinent laws and government regulations;

6.9. Submit a periodic report to the City Mayor on the maintenance and use of all official vehicles owned by the city government of Bacoor;

6.10. Operate all official vehicles owned by the city government of Bacoor whenever needed or whenever commanded to do so by the City Mayor or by the various





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department/unit heads to which the said vehicles are officially assigned;

6.11. Conduct bi-annual smoke emission tests of all official vehicles owned by the city government of Bacoor and submit results of the said tests to the Land Transportation Office, to the City Mayor, and to the department/unit heads concerned including the City Vice Mayor;

6.12 Train and instruct authorized drivers of all official vehicles owned by the city government of Bacoor on the proper use and maintenance of the same; and

6.13. Perform such duties and functions as the City Mayor may deem fit or as directed by law or by ordinance.

**Section 7. The City Motor Pool.** -- The City Motor Pool shall be the official repository of all vehicles owned by the city government as well as of all the supplies and equipment related to the use, repair, or maintenance thereof. The location and design of the City Motor Pool, including all the structures within, shall be subject to the discretion and approval of the City Mayor.

**Section 8. Directive to HRDMD .** -- The Human Resources Development and Management Department (HRDMD) of the city government is hereby directed to undertake such steps as to ensure the approval of this ordinance, and of the offices created hereunder, by the Civil Service Commission as early as possible.

**Section 9. Separability Clause.** -- If for any reason, any provision, section, or part of this Ordinance is declared not valid by a court of competent jurisdiction, such judgment shall not affect or impair the remaining provisions, sections, or parts which shall continue to be in force and effect.

**Section 10. Repealing Clause.** -- All ordinances, rules and regulations, or parts thereof, in conflict with, or is inconsistent with any of this Ordinance are hereby repealed or modified accordingly.

**Section 11. Effectivity.** -- This Ordinance shall become effective upon completion of its posting in at least (3) three conspicuous places in the City of Bacoor, Cavite pursuant to Sections 59 and 188 of R.A. 7160, the Local Government Code of 1991.

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 ATTY. KHALID A. ATEGA, JR.  
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ENACTED by the Sangguniang Panlungsod of the City of Bacoor this 10<sup>th</sup> day of February 2014.

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

Certified by:

**HON. CATHERINE SARINO-EVARISTO**  
 City Vice Mayor / Presiding Officer

Attested by:

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

Approved by:

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