



Republic of the Philippines
CITY OF BACOR
 Province of Cavite

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 14-2016
 Series of 2016

AN ORDINANCE APPROVING THE NEW ORGANIZATIONAL STRUCTURE OF THE BACOR CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE WITH THEIR CORRESPONDING PLANTILLA POSITIONS.

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 City Social Welfare and Development Office (CSWD) requested the Sangguniang Panlungsod through City Mayor, Hon. Strike B. Revilla, for the approval of its new organizational structure including its plantilla positions.

WHEREAS, the proposed reorganization will enable the CSWD to perform its mandate of delivering program and services, covering and catering to all types of clientele categories from children, youth, women, family, elderly, persons with disabilities, the community, as well as the operation of the city government's Halfway House/Shelter for children, youth and other members of the community needing special protection.

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 Social Welfare and Development Office are hereby reorganized:

POSITION	# OF ITEMS	SALARY GRADE	JOB DESCRIPTION
1) City Gov't. Dept. Head I (City Social Welfare & Dev't. Officer)	1	25	Heads the CSWDO in the over-all operation of the office and the implementation of its major programs of CSWDO. Provides technical support to the LCE's on areas of social welfare.
2) City Gov't. Asst. Dept. Head I	1	23	Provides assistance to the City Social Welfare and Dev't. Officer in the over-all operation of the office and in the implementation of the major programs of CSWDO.
3) Social Welfare Officer	2	22	Heads the Program and Planning Division and Administration and Support Services Division.
4)			Each is responsible to handle one

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 HON. VICTORIO L. GUERRERO, JR.
 City Councillor - ABC Pres.
 Attested by:
 SHIELA S. LAZO
 Sup Admin. Officer
 Certified by:
 HON. CATHERINE S. EVARISTO
 City Vice Mayor/Presiding Officer
 Approved by:
 HON. STRIKE B. REVILLA
 City Mayor



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4) Social Welfare Officer 3	10	18	Major Program (i.e., Women Welfare, Community Welfare, Child Welfare, Youth Welfare, Persons with Disability Welfare, Elderly Welfare, Institutional-Based for CICL, Institutional- Based for Street Children).
5) Social Welfare Officer 2	6	15	Handles Adoption Resource & Referral Section, Special Cases Section, Court-Related Cases Section for District 1 and District 2.
6) Social Welfare Officer 1	14	11	Responsible in the implementation of the CSWDO Programs and Services in five (5) assigned barangays.
7) Social Welfare Assistant	14	8	To provide support assistance to the social workers in the implementation of programs, projects, activities.
8) Social Welfare Aide	50	4	Aid or assistant to professional or associate staff in the implementation of social services project, day to day tasks, routinary work and clerical jobs (i.e., houseparents at Halfway House, shelter, Sustainable Livelihood Worker, Nutrition Aide).
9) Day Care Worker 2	73	8	Conducts early childhood care and development activities to pre-school children in every barangay as per Republic Act 8980 (ECCD Law) and Republic Act 6972 (Barangay Level Total Development and Protection of Children Act).
10) Records Officer 2	1	14	In-charge of the Record Section. Ensures records management activities are performed in accordance with standards and procedures, all records of the department maintained, transferred and disposed of according to policies.
11) Records Officer I	1	10	Responsible for the records classification and storage scheme of the department.
12) Project Evaluation Officer 1	1	11	Provides technical assistance, coaching and mentoring in the implementation of livelihood projects in preparation for the turn-over to the city government of more than 9,000 Pantawid beneficiaries and the Sustainable Livelihood Program two years from now.
13) Nutritionist-Dietician III	1	18	In-charge in the over-all implementation of the Nutrition Program of the LGU. Provides supervision/monitoring to Nutrition Program Unit staff.



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			Develops/prepares manual for Nutrition Education. Maintains records/ profile of nutrition program and beneficiaries. Provides recommendation and technical support to CSWDO.
14) Nutritionist-Dietician II	1	14	Assesses nutritional needs, status of the children in the community. Provides nutritional counseling. Monitors program implementation in the barangays to ensure compliance to prescribed standards. Assists in the development/preparation of manual for Nutrition Education.
15) Nutritionist-Dietician I	1	10	Implements programs, projects, activities for nutrition in the barangay. Conducts Nutrition Education and counseling. Refers of clients to other agencies for assistance.
16) Community Development Assistant 1	1	7	Coordinates, assists in building stronger and effective relationships among the communities.
17) Community Affairs Officer 1	1	11	Coordinates with all stakeholders all community programs, projects and activities of the department. Keeps all schedules of community activities and sending of appropriate notices.
18) Youth Dev't Officer 1	1	10	Responsible in identifying and organizing youth and youth groups. Maintains list of youth aged 12-25. Facilitates meeting. Undertakes data collection/profile of youth.
19) Youth Dev't Officer 2	1	14	Implements youth focused community development projects. Coordinates youth development program to other stakeholders. Submits reports, recommendation. Initiates activities that will improve the delivery of youth program.
20) Youth Dev't Officer 3	1	18	In-charge of the planning and development of activities for youth. Provides assistance to Youth Welfare Unit in-charge in the implementation of program, projects and activities of youth.
21) Warehouse Man I	1	6	Performs inventory controls and keep quality standards. Receives and processes warehouse stock products (pick, unload, label, store). Keeps a clean and safe working



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			environment and optimizes space utilization. Completes diary logs into inventory. Reports any discrepancies.
22) Cook 1	1	3	Assists in the preparation/cooking of complete and nutritious meals. Assists in the cleaning of kitchen area and general maintenance of equipment and inventory control.
23) Cook 2	1	5	In-charge of the meal preparation at Halfway House and Shelter. Assists in supervision and instruction of subordinate cooks. Assists in menu planning and recipe development. Responsible in checking supplies at work area.
24) Seamstress	1	2	Assists in the sewing and production of garments, and other finished products at the Productivity Center. Monitors the sewers as to quality control.
25) Tailor	1	3	Responsible in producing different patterns for sewing at Productivity Center. Provides work and cost estimate on finishing/completing a garment or project. Ensures maintenance of the machines and equipment of Productivity Center.
26) Admin. Aide VI (Data Controller I)	1	6	Collects, reviews and introduces data into a computer. Operates all office equipments. Responsible for reviewing the existing data and to correct or update when it is necessary. Maintains accurate database records. Compiles statistical report. Assists with verification and editing of input and output data. Performs quality control analysis.
27) Admin. Asst. I (Computer Operator I)	1	7	Performs routine procedures utilizing various machines including sorters, interpreters, reproducing machines and computers. Performs related clerical duties. Initialize terminals for each problem and operate terminals in accordance with operating instructions. Maintains neat, orderly equipment area. Assists with control and retrieval of



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			tapes and disks. Required to key punch data in bulk and individual job lots.
28) Admin Aide I (Utility Worker I)	1	1	Cleans and maintains floor surfaces, ceilings and windows. Ensures appropriate disposal of trash. Cleans restrooms and replenish supplies.
29) Admin Aide III (Utility Worker II)	1	3	Assists office staff in custodial services and grounds keeping activities. Assists stock personnel in handling inventory duties along with providing support in receiving, verifying and storing office supplies. Moves equipment and furniture around the building.
30) Clerk 1	1	3	Receives mails, communications. Operates office machine. Assists visitors, clients, and entertain queries.
31) Clerk 2	1	4	Opens and routes incoming mail, answers correspondence and prepares outgoing mails. Performs other clerical duties.
32) Clerk 3	1	6	Compiles and maintains records of office transactions and office activities. Performs variety or similar clerical duties and utilizing knowledge of systems or procedures.
33) Watchman	1	2	Controls admission of unauthorized persons and/or vehicles on shift when performing duties, perform guard duties, day and night, to ensure security of personnel and property. Acts as receptionist and/or information office during weekends and official holidays.
34) Watchman	1	4	Patrols grounds to ensure the security of personnel and property. Includes questioning suspicious persons, checking their personal belongings. Directs clients, visitors to their location.
35) Watchman	1	7	In-charge with the over-all provision of safety to the personnel and protection of properties. Monitors/supervises subordinates. Reports safety hazards and other anomalies to supervisors.



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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:

HON. STRIKE B. REVILLA
City Mayor

Section 2. 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 3. 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 4. Dissemination. -- The Sangguniang Panlungsod Secretariat is hereby directed to furnish the following with certified true copies of this Ordinance:

- a) the City Social Welfare and Development Office;
- b) the Human Resources Development and Management Department; and
- c) all other government offices and agencies concerned.

APPROVED this 7th day of March 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:

SHIEL S. LAZO
Supervising Admin. Officer

Approved by:

HON. STRIKE B. REVILLA, PhD
City Mayor

(Date of Approval)