Republic of the Philippines  
Province of Cavite  
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 41-2016  
Series of 2016

AN ORDINANCE CREATING ONE (1) PLANTILLA POSITION IN THE CITY ENGINEERING OFFICE WITH A CORRESPONDING SALARY GRADE 18 TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET OF THE CITY GOVERNMENT OF BACOOR, CAVITE FOR CALENDAR YEAR 2016.


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 one (1) plantilla position to address the administrative needs of the City Engineering Office.

WHEREAS, the committee report was submitted to the Sangguniang Panlungsod recommending the approval of the creation of one (1) Administrative Officer III position with Salary Grade 18 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 one (1) Administrative Officer III position in the City Engineering Office to be appropriated in the Supplemental Budget for Calendar Year 2016, to wit:

<table>
<thead>
<tr>
<th>No. of Position</th>
<th>Position Title (Salary Grade) and Status</th>
<th>Requirements</th>
<th>Functions and Duties</th>
</tr>
</thead>
</table>
| 1               | Administrative Officer III (SG 18), Permanent | Education Bachelor’s Degree  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: | 1. Provides assistance in the over-all performance and delivery of quality service, particularly administrative functions of the City Engineering Office;  
2. Provides general administrative support to the City Engineer;  
3. Coordinates the |
Republic of the Philippines  
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City of Bacoor  

OFFICE OF THE SANGGUNIANG PANLUNGSOD

<table>
<thead>
<tr>
<th>Career Service (Professional) Second Level Eligibility</th>
<th>needs/requirements and other administrative-related matters of the office:</th>
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<tbody>
<tr>
<td>4. Prepares the needed correspondence, documents and reports;</td>
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<tr>
<td>5. Oversees incoming and outgoing documents of the office;</td>
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<tr>
<td>6. Handles schedule of seminars/conferences/meetings/events/activities that involve participation of the City Engineering Office;</td>
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<tr>
<td>7. Takes appropriate minutes of the meetings as required; and</td>
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<tr>
<td>8. Performs miscellaneous job-related duties as assigned by the City Engineer or the City Mayor.</td>
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</table>

ORDAINED FURTHER, to furnish the Civil Service Commission, the Human Resources 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 Panlunsod of Bacoor, Province of Cavite this 30th 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 Panlunsod Secretary

Certified by:

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

Approved by:

HON. LANI MERCADO-REVILLA  
City Mayor

Date of Approval: 23 SEP 2016