Office of the Philippines
Province of Cavite
City of Bacoor

Office of the Sangguniang Panlungsod

City Ordinance No. CO 20-2019
Series of 2019

An ordinance amending two (2) plantilla positions in the City Administrator's Office and in the City Legal Office currently denominated as "supervising administrative officer" to include parenthetical position and job responsibilities.


Whereas, on 21 June 2019, a letter from the City Legal Office was endorsed to the Sangguniang Panlungsod requesting for an ordinance amending two (2) plantilla positions in the City Administrator's Office and in the City Legal Office currently denominated as "Supervising Administrative Officer" to include its parenthetical position and job responsibilities as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>Position</th>
<th>Salary Grade</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Administrator’s Office</td>
<td>Supervising Administrative Officer (Administrative Officer IV)</td>
<td>SG 22</td>
<td>1. Supervises staff in the performance of assigned tasks; 2. Takes charge in the procurement of supplies and tracking of documents; 3. Prepares simple and difficult communications as per instruction from higher supervisor; 4. Facilitates/assists personnel in the preparation of budget plans, leave forms, OPCR/IPCR, other office administration documents, travel documents and liquidates the same after travel; 5. Takes charge in the preparation and...</td>
</tr>
</tbody>
</table>

City Ordinance No. CO 20-2019, 29 July 2019
## OFFICE OF THE SANGGUNIANG PANLUNGSOD

<table>
<thead>
<tr>
<th>City Legal Office</th>
<th>Supervising Administrative Officer (Administrative Officer IV)</th>
<th>SG 22</th>
</tr>
</thead>
</table>

1. Supervises staff in the performance of assigned tasks;

2. Takes charge in the procurement of supplies and tracking of documents;

3. Prepares simple and difficult communications as per instruction from higher supervisor;

4. Facilitates/assists personnel in the preparation of budget plans, leave forms, OPCR/IPCR, other office administration documents, travel documents and liquidates the same after travel;

5. Takes charge in the preparation and documentation of PPAs, accomplishment reports and other similar activities; and

6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.

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**WHEREAS**, the said request was referred to the Committee on Ethics, Appointment & Government Reorganization headed by Councilor Miguel N. Bautista for further study and evaluation;

**WHEREAS**, a Committee Report was submitted to the council recommending that the said request of the City Legal Office be approved.

**WHEREAS**, the abovementioned matter was deliberated upon and approved by the council.

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City Ordinance No. CO 20-2019, 29 July 2019
Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

NOW, THEREFORE, be it ordained by the Sangguniang Panlunsod of the City of Bacoor, Cavite THAT:

Section 1. The following plantilla parenthetical positions and its job responsibilities under the City Administrator’s Office and the City Legal Office currently denominated the positions as “Supervising Administrative Officer” are hereby included, to wit:

<table>
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<th>Office</th>
<th>Position</th>
<th>Salary Grade</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
</table>
| City Administrator’s Office| Supervising Administrative Officer (Administrative Officer IV) | SG 22        | 1. Supervises staff in the performance of assigned tasks;  
2. Takes charge in the procurement of supplies and tracking of documents;  
3. Prepares simple and difficult communications as per instruction from higher supervisor;  
4. Facilitates/assists personnel in the preparation of budget plans, leave forms, Office Performance Commitment Review (OPCR)/ Individual Performance Commitment Review (IPCR), other office administration documents, travel documents and liquidates the same after travel;  
5. Takes charge in the preparation of and documentation of PPAs, accomplishment reports and other similar activities; and  
6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law. |
| City Legal Office          | Supervising Administrative Officer (Administrative Officer IV) | SG 22        | 1. Supervises staff in the performance of assigned tasks;  
2. Takes charge in the procurement of supplies and tracking of documents;  
3. Prepares simple and difficult communications as |
OFFICE OF THE SANGGUNIANG PANLUNGSOD

<table>
<thead>
<tr>
<th>Per instruction from higher supervisor;</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Facilitates/assists personnel in the preparation of budget plans, leave forms, Office Performance Commitment Review (OPCR)/ Individual Performance Commitment Review (IPCR), other office administration documents, travel documents and liquidates the same after travel;</td>
</tr>
<tr>
<td>5. Takes charge in the preparation and documentation of PPAs, accomplishment reports and other similar activities; and</td>
</tr>
<tr>
<td>6. Performs other functions that may be assigned from time to time by the Department Head and the City Mayor, ordinance or law.</td>
</tr>
</tbody>
</table>

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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 Administrator’s Office;
- b) the City Legal Office;
- c) the Human Resources Development and Management Department;
- d) the City Budget Office; and
- e) all other government offices and agencies concerned.

APPROVED this 29th day of July 2019 by the 4th Sangguniang Panlungsod of Bacoor during its regular session assembled.
OFFICE OF THE SANGGUNIANG PANLUNGSOD

I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved in accordance with law.

Certified by:

HON. CATHRINE E. EVARISTO
City Vice Mayor/Presiding Officer

Attested by:

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

Approved by:

HON. LANI MERCADO-REVILLA
City Mayor

Date of Approval: SEP 03 2019
| Name | Position | Salary | Actual Salary | Monthly | Annual | Position | grad level | Date Appointment | Permanent | Certification | Date of Birth | Age | Program | Degree | Board Exam | Salary Category |
|------|----------|--------|---------------|---------|--------|----------|------------|-------------|------------|------------|--------------|---------------|----|---------|--------|-----------|----------------|
### 2019 Position Allocation List

City of Bacoor
Province of Cavite
Republic of the Philippines

<table>
<thead>
<tr>
<th>Reference</th>
<th>Position</th>
<th>Description of Position</th>
<th>Position</th>
<th>Date of Last Promotion</th>
<th>Salary Category</th>
<th>Salary</th>
<th>Actual Salary</th>
<th>Actual Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1056-00</td>
<td>116-2-00</td>
<td>123-1-00</td>
<td>123-2-00</td>
<td>123-3-00</td>
<td>123-4-00</td>
<td>123-5-00</td>
<td>123-6-00</td>
<td>123-7-00</td>
</tr>
</tbody>
</table>

**Note:** Please fill in the details for each position as required.