



Republic of the Philippines
Province of Cavite
City of Bacoor



SANGGUNIANG PANLUNGSOD

COMMITTEE/S		TITLE OF PROPOSED MEASURE	CONTROL NUMBER	
<i>Committee on Ethics, Appointments and Government Re-organization</i>		REQUEST FOR APPROVAL OF CITY ORDINANCE CREATING THE E-GOVERNANCE DEPARTMENT, ESTABLISHING ITS ORGANIZATIONAL SET-UP, AND IDENTIFYING ITS DUTIES AND RESPONSIBILITES	POCO-2022-006	
VENUE	Sangguniang Panlungsod Session Hall 2nd Floor, Bacoor Government Center		DATE/TIME	August 08, 2022 10:30 AM

COMMITTEE REPORT No. 0012

RECOMMENDATION:

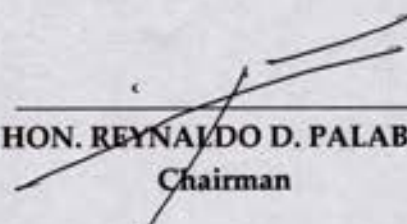
The Presiding officer and council members agreed to unanimously approve the enactment of the subject matter during the regular session of Sangguniang Panlungsod held last August 08, 2022.

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.

Signed this 8th of August 2022 at the City of Bacoor, Cavite.



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City of Bacoor



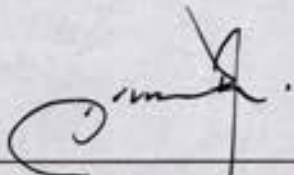
HON. REYNALDO D. PALABRICA
Chairman



HON. ALEJANDRO GUTIERREZ
Vice Chairman



HON. ALDE JOSELITO PAGULAYAN
Member



HON. MICHAEL SOLIS
Member



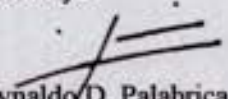
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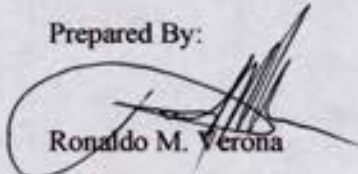
MINUTES OF COMMITTEE HEARING

1. The regular session started at exactly 10:30 a.m.
2. Due to the absence of the City Vice Mayor Hon. Rowena Bautista Mendiola, First District City Councilor Hon. Catherine Sarino Evaristo presided the regular session.
3. The Presiding Officer Hon. Catherine Sarino Evaristo referred the subject matter to Hon. Reynaldo C. Palabrica, Committee Chairman on Ethics, Appointments and Government Re-organization.
4. Hon. Reynaldo C. Palabrica raised a motion to suspend the internal rules of the session.
5. Presiding officer Hon. Catherine Sarino Evaristo approved the suspension of the internal rules and duly seconded by the majority of the council members.
6. Hon. Reynaldo C. Palabrica raised a motion requesting for the approval of the proposed ordinance.
7. Majority of the Council Members seconded the motion for approval.
8. The proposed ordinance was approved during the regular session of the Sangguniang Panlungsod of the City of Bacoor done on August 08, 2022.

Noted By:


Reynaldo D. Palabrica
City Councilor

Prepared By:


Ronaldo M. Verona



G.5 For Committee Hearing: POCO-2022-006- AN ORDINANCE CREATING THE E-GOVERNANCE DEPARTMENT, ESTABLISHING ITS ORGANIZATIONAL SET-UP, AND IDENTIFYING ITS DUTIES AND RESPONSIBILITIES.

CITY ORDINANCE NO. ____
Series of 2022

AN ORDINANCE CREATING THE E-GOVERNANCE DEPARTMENT, IDENTIFYING ITS FUNCTIONS AND DUTIES, AND SPECIFYING THE QUALIFICATIONS OF ITS VARIOUS OFFICERS AND PERSONNEL.

Sponsored by:

Co-Sponsored by:

WHEREAS, Section 11 (1) (vii) and (viii) of Republic Act No. 10160 (the "Charter of the City of Bacor") empowered the Sangguniang Panglungsod to "determine the powers and duties of officials and employees of the City" and to "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"

WHEREAS, Section 11 (1) (x) of the above-mentioned law provides that the Sanggunian shall have the power to "provide a mechanism and the appropriate funds therefore to ensure transparency in all city government transactions and the exercise of fiscal discipline, the accountability of all city government employees for the safety and protection of all city government properties, public documents or records such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits and such other records and documents of public interest in the offices and departments of the city government"

WHEREAS, the COVID-19 pandemic revealed that the delivery of public services by the city government can be enhanced and made more efficient if the advantages provided by the internet are used as a tool in local governance.

WHEREAS, electric governance (or "e-governance") – if done properly – can also promote transparency in all government transactions and discourage the commission of graft and corruption.

WHEREAS, the local government of the City of Bacor does not have a department or unit dedicated to the implementation, promotion, and development of electric governance systems. There is, thus, a need to create such a department.

NOW THEREFORE, be it ordained by the 5th Sangguniang Panglungsod of the City of Bacor, Cavite, that:

Section 1. Creation of the E-GOVERNANCE DEPARTMENT. The Electronic Governance Department (or "E-Governance Department") which shall

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be directly under the direct control and supervision of the Mayor of the City of Bacoor is hereby created.

Section 2. Duties and Functions. The E-Governance Department shall have the following duties and functions:

- 2.1. Establish and implement information technology and innovation in all services and operations of the city government.
- 2.2. Develop systems that will enhance the productivity of all departments and units under the Office of the City Mayor.
- 2.3. Use various technological innovations and corporate best practices to develop systems that will promote accountability and transparency in the operation of the city government.
- 2.4. Formulate systems and processes that will deliver excellent service to the public.
- 2.5. Plan, design, implement and integrate technology to all services and operations of the Local Government of Bacoor.
- 2.6. Manage and administer technology related e-Governance projects of the city government with the exception of that of the Sangguniang Panlungsod and of the Office of the Vice Mayor.
- 2.7. Develop, maintain, operate, and improve the management information system/s of the city government.
- 2.8. Report, advise, and provide technical support to the Sangguniang Panlungsod on all e-Governance related matters concerning the city government; and
- 2.9. Perform such other duties and functions as may be ordered by the City Mayor or as may be provided by law or ordinance.

Section 3. The E-Governance Department Head. The E-Governance Department Head (City Department Head __) shall be appointed by the City Mayor and shall be a regular employee with a salary grade 25. He/she must be a holder of a degree in Computer Science or Computer Engineering from a reputable educational institution with experience in supervising the management information system of different departments in one organization/corporation with a workforce exceeding 1,000 employees for at least two years. He/she must be of good moral character, must not have been convicted of any crime, and must have civil service eligibility.

He/she shall have the following duties and responsibilities:

- 3.1. Lead the design and development of various systems that will enhance the delivery of public service by the city government with the use of modern technology in consultation with various department and unit heads.



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- 3.2. Design systems that will measure the efficiency and performance of each department, unit, and employee of the City Government to be implemented by the Human Resources Development and Management Department.
- 3.3. Design a system that: (a) identifies the needs and expectations of Bacooreños, taxpayers, and investors, and (b) measures the level of satisfaction of the public with the services being delivered by the city government.
- 3.4. After consulting with department and unit heads, design and develop e-governance solutions/systems that will enhance the delivery of public service, improve the collection of revenues, eliminate waste in government spending, promote accountability, and eradicate graft and corruption in the operation of the city government.
- 3.5. Supervise the work of all personnel in his/her department, manage the day-to-day operations of his/her department, and recommend the imposition of disciplinary measures against any employee working under him/her.
- 3.6. Recommend to the City Mayor and to the Sangguniang Panglansod such measures as may be needed to improve the services of the city government; and
- 3.7. Perform any other duties and functions as may be required by law, ordinance, or by the City Mayor.

Section 4. The Assistant Department Head. The Assistant Department Head () shall be a regular employee with a salary grade ___ and shall be appointed by the City Mayor. She/he must have the same qualifications as the Department Head to be qualified for appointment. He/she shall assist the Department Head in performing his/her official duties and functions and shall take over the duties and functions of the Department Head in an acting capacity whenever the latter is absent, on leave, or has been suspended for whatever reason. He/she shall also perform such duties as the Department Head may lawfully assign to him/her.

Section 5. Divisions and Section of the E-Governance Department. The E-Governance Department shall have four divisions namely the Records and Project Management Division, the Process Improvement and Training Division, the System Application Division, and the Infrastructure Management Division. Each division shall be headed by a _____ with a salary grade _____ and shall possess the following qualifications: (a) must be a graduate of a four-year college course from a reputable educational institution with a degree in either Computer Science, Computer Engineering, Accounting, or Management, (b) of good moral character, (c) must have relevant work



experience for at least one (1) year, (d) must have relevant training for at least one (1) year, (e) must not have been convicted of any crime, and (f) must have the requisite civil service eligibility.

Section 6. Records and Project Management Division. The Records and Project Management Division of the Department shall be responsible for the planning, documenting, recording and monitoring of all e-Governance projects of the Department. The Division shall have the **Records Management Section** which shall supervise activities related to documentation and records gathering for all e-Governance projects of the Department and the **Project Management Section** which shall supervise all activities related to the planning, monitoring and budget management of all Department projects. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

Section 7. Process Improvement and Training Division. The Process Improvement and Training Division of the Department shall evaluate all e-governance related projects of the city government, recommend improvements to the manner by which the said projects are being implemented and train the personnel of various department of the city government under the supervision of the HRDMD with regard e-governance-related programs of the Office of the Mayor. The Division shall have a **Process Improvement Section** which shall supervise all activities and operations involving evaluation and improvement of all e-Governance processes of the city government and a **Training and Support Section** which shall conduct all training and technical support to all personnel involved in the implementation of e-Governance processes under the supervision of the HRDMD. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

Section 8. System and Application Division. The System and Application Division of the Department shall be responsible for the planning, designing and implementation of activities and operations involving programs, system and application of e-Governance projects of the city government. It shall have a **System Section** which shall supervise system management activities and operations related to e-Governance projects of the city government and an **Application Section** which shall supervise operations involving programs, applications and dashboards related to e-Governance projects of the city government. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.



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Section 9. Infrastructure Management Division. The Infrastructure Management Division of the Department shall be responsible for the planning, designing and implementing activities and operations involving hardware and network infrastructure of e-Governance projects. The Division shall have a **Hardware Infrastructure Section** that shall supervise activities and operations involving hardware infrastructure of e-Governance projects and a **Network Infrastructure Section** that shall supervise activities and operations involving network infrastructure of e-Governance projects. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.



Section 11. Separability. In case certain provisions of this Ordinance are declared void by a court of law, the provisions hereof not affected by the said judicial declaration shall continue to be valid.

Section 12. Effectivity. This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation within the City of Bacoor, Cavite.

APPROVED by the 5th Sangguniang Pankungod of the City of Bacoor, Cavite this ___ day of August 2022.

I hereby certify that the foregoing Ordinance was duly approved by the Sangguniang Pankungod in accordance with law.

Certified by:



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HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Attested by:

ATTY. KHALID A. ATEGA JR.
Secretary to the Sangguniang Panlungsod

Approved by

HON. STRIKE B. REVILLA
City Mayor

(Date of Approval)



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Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE CITY MAYOR

July 29, 2022

THE HONORABLE SANGGUNIANG PANLUNGSOD MEMBERS
City of Bacoor

Ladies and Gentlemen:

I have the honor to submit herewith the proposed creation of e-Governance Department together with various positions under the said office for Fiscal Year 2022 for approval of the Council.

For your appropriate action.

Very truly yours,


STRIKE B. REVILLA
City Mayor

Enc.: as stated






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PROPOSED CREATION OF NEW OFFICE
Summary of Proposed Positions
CY-2022

e-Governance Department

Number	Position Title	Salary Grade	Monthly Rate
1	City Government Department Head I	25	100,788.00
1	City Government Assistant Department Head I	23	78,455.00
4	Administrative Officer V	18	45,203.00
8	Administrative Officer II	11	25,439.00
16	Administrative Aide IV	4	14,993.00
30			

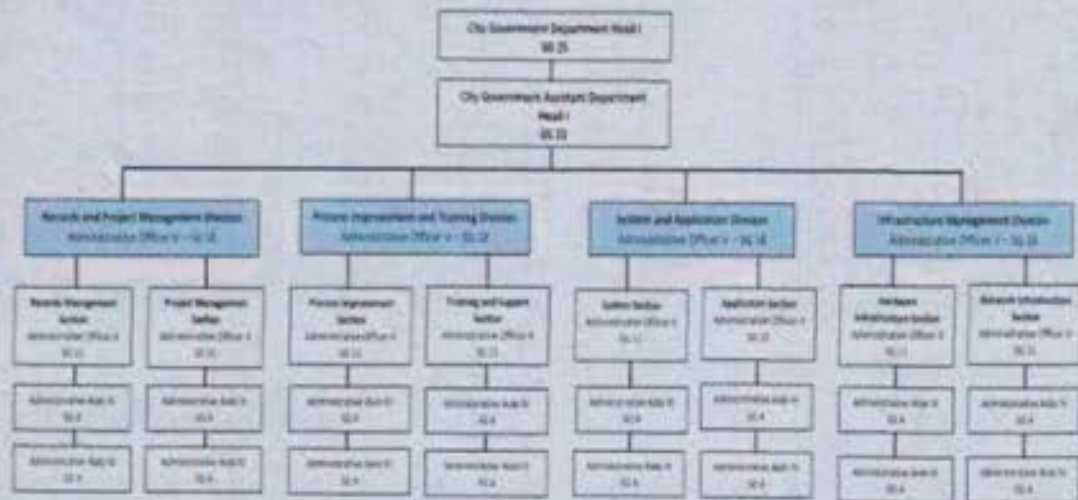
Certified correct:


ELVINIA S. GUERRERO
City Budget Officer



ORGANIZATIONAL STRUCTURE

e-Governance Department



Prepared

Natividad
NATIVIDAD LUDWIG L. OPIE
 City Government Dept. Head (IRONG)

Approved

Elyna
ELYNA S. GUERRERO
 City Budget Officer

Stela
STELA S. REVILLA
 City Mayor



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Department Description

The e-Governance Department aims to establish and implement information technology and innovation in all services and operations of the Local Government of Bacoor. The department plays a vital role in enacting accountability and transparency in order to improve citizen engagement and communication.

Roles and Responsibilities of the e-Governance Department

1. Plan, design, implement and integrate information technology to all services and operations of the Local Government of Bacoor.
2. Manage and administer technology-related and various e-Governance projects.
3. Evaluate and improve services of the Local Government of Bacoor.
4. Maintain and ensure the stability of all related e-Governance projects.

Roles and Responsibilities of Personnel

1. **Department Head** – Responsible in planning, strategizing, directing, and managing activities and operations of the department.
2. **Assistant Department Head** – Give assistance to the department head with the over-all management and supervision of all activities and operations of the department.
3. **Records and Project Management Division**
 - a. **Records and Project Management Division** – Responsible in the planning, documenting, recording and monitoring all e-Governance projects.
 - b. **Section 1: Records Management Section**
 - i. **Records and Documentation Section** - Responsible in supervising activities related to documentation and records gathering of e-Governance projects.
 - ii. **Administrative Aide (2)**– Responsible in documenting and updating files necessary for the Records Management Section.
 - c. **Section 2: Project Management Section**
 - i. **Project Management Section** – Responsible in supervising all activities such as project planning, monitoring and budget management to e-Governance projects.
 - ii. **Administrative Aide (2)**– Responsible in documenting and updating files necessary for Project Management Section.
4. **Process Improvement and Training Division**
 - a. **Process Improvement and Training Division** – Responsible in evaluating and improving processes of all e-Governance projects. This also includes providing support and training for all personnel involved in the implementation of e-Governance projects.
 - b. **Section 3: Process Improvement Section**
 - i. **Process Improvement Section** - Responsible in supervising all activities and operations involving evaluation and improvement of all e-Governance processes.
 - ii. **Administrative Aide (2)** – Responsible in documenting and updating activities involving evaluation and improving processes of e-Governance projects.



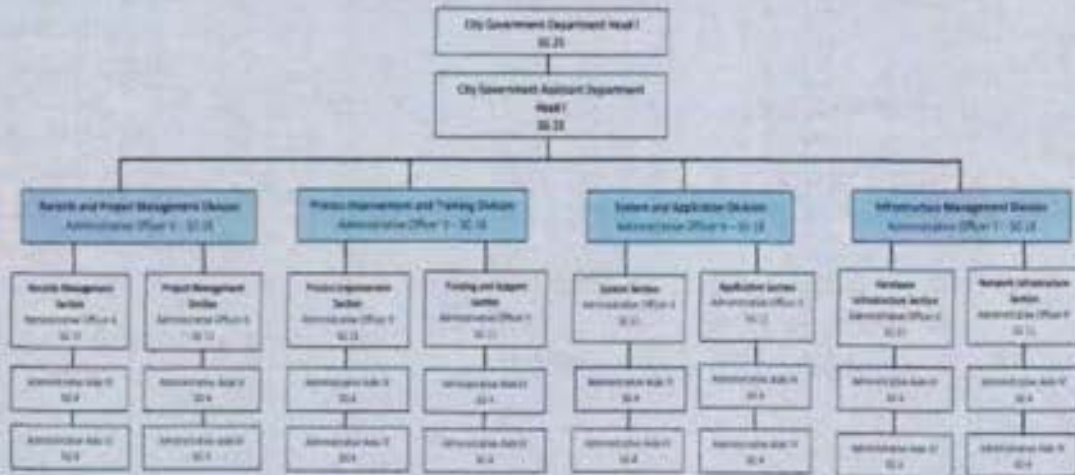
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- c. **Section 4: Training and Support Section**
 - i. **Training and Support Section** - Responsible in supervising all trainings and technical support to all personnel involved in the implementation of e-Governance projects.
 - ii. **Administrative Aide (2)** - Responsible in documenting and updating files of trainings and technical support involved in e-Governance projects.
- 5. **Systems and Applications Division**
 - a. **Systems and Applications Division** - Responsible in planning, designing and implementing activities and operations involving programs, systems and application of e-Governance projects.
 - b. **Section 5: System Section**
 - i. **System Section** - Responsible in supervising system activities and operations related to e-Governance projects.
 - ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and system operations related to System Section.
 - c. **Section 6: Application Section**
 - i. **Application Section** - Responsible in supervising activities and operations involving programs, applications and dashboards related to e-Governance projects.
 - ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and operations related to Application Section.
- 6. **Infrastructure Management Division**
 - a. **Infrastructure Management Division** - Responsible in planning, designing and implementing activities and operations involving hardware and network infrastructure of e-Governance projects.
 - b. **Section 7: Hardware Infrastructure Section**
 - i. **Hardware Infrastructure** - Responsible in supervising activities and operations involving hardware infrastructure of e-Governance projects.
 - ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and operations related to Hardware Infrastructure Section.
 - c. **Section 8: Network Infrastructure Section**
 - i. **Network Infrastructure** - Responsible in supervising activities and operations involving network infrastructure of e-Governance projects.
 - ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and operations related to Network Infrastructure Section.



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ORGANIZATIONAL STRUCTURE
e-Governance Department



Prepared:

NATIVIDAD LORING L. OPLE
City Government Dept. Head I (PROJED)

ELYSSA S. GUERRERO
City Budget Officer

Approved:

ESTRIL B. REVILLA
City Mayor



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Department Description

The e-Governance Department aims to establish and implement information technology and innovation in all services and operations of the Local Government of Bacoor. The department plays a vital role in enacting accountability and transparency in order to improve citizen engagement and communication.

Roles and Responsibilities of the e-Governance Department

1. Plan, design, implement and integrate information technology to all services and operations of the Local Government of Bacoor.
2. Manage and administer technology-related and various e-Governance projects.
3. Evaluate and improve services of the Local Government of Bacoor.
4. Maintain and ensure the stability of all related e-Governance projects.

Roles and Responsibilities of Personnel

1. **Department Head** – Responsible in planning, strategizing, directing, and managing activities and operations of the department.
2. **Assistant Department Head** – Give assistance to the department head with the over-all management and supervision of all activities and operations of the department.
3. **Records and Project Management Division**
 - a. **Records and Project Management Division** – Responsible in the planning, documenting, recording and monitoring all e-Governance projects.
 - b. **Section 1: Records Management Section**
 - i. **Records and Documentation Section** - Responsible in supervising activities related to documentation and records gathering of e-Governance projects.
 - ii. **Administrative Aide (2)**– Responsible in documenting and updating files necessary for the Records Management Section.
 - c. **Section 2: Project Management Section**
 - i. **Project Management Section** – Responsible in supervising all activities such as project planning, monitoring and budget management to e-Governance projects.
 - ii. **Administrative Aide (2)**– Responsible in documenting and updating files necessary for Project Management Section.
4. **Process Improvement and Training Division**
 - a. **Process Improvement and Training Division** – Responsible in evaluating and improving processes of all e-Governance projects. This also includes providing support and training for all personnel involved in the implementation of e-Governance projects.
 - b. **Section 3: Process Improvement Section**
 - i. **Process Improvement Section** - Responsible in supervising all activities and operations involving evaluation and improvement of all e-Governance processes.
 - ii. **Administrative Aide (2)** – Responsible in documenting and updating activities involving evaluation and improving processes of e-Governance projects.



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c. **Section 4: Training and Support Section**

- i. **Training and Support Section** - Responsible in supervising all trainings and technical support to all personnel involved in the implementation of e-Governance projects.
- ii. **Administrative Aide (2)** - Responsible in documenting and updating files of trainings and technical support involved in e-Governance projects.

5. **Systems and Applications Division**

- a. **Systems and Applications Division** - Responsible in planning, designing and implementing activities and operations involving programs, systems and application of e-Governance projects.

b. **Section 5: System Section**

- i. **System Section** - Responsible in supervising system activities and operations related to e-Governance projects.
- ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and system operations related to System Section.

c. **Section 6: Application Section**

- i. **Application Section** - Responsible in supervising activities and operations involving programs, applications and dashboards related to e-Governance projects.
- ii. **Administrative Aide (2)**- Responsible in documenting and updating activities and operations related to Application Section.

6. **Infrastructure Management Division**

- a. **Infrastructure Management Division**- Responsible in planning, designing and implementing activities and operations involving hardware and network infrastructure of e-Governance projects.

b. **Section 7: Hardware Infrastructure Section**

- i. **Hardware Infrastructure** - Responsible in supervising activities and operations involving hardware infrastructure of e-Governance projects.
- ii. **Administrative Aide (2)** - Responsible in documenting and updating activities and operations related to Hardware Infrastructure Section.

c. **Section 8: Network Infrastructure Section**

- i. **Network Infrastructure** - Responsible in supervising activities and operations involving network infrastructure of e-Governance projects.
- ii. **Administrative Aide (2)**- Responsible in documenting and updating activities and operations related to Network Infrastructure Section.