



Republic of the Philippines
Province of Cavite
City of Bacoor



5th SANGGUNIANG PANLUNGSOD

JOINT COMMITTEE REPORT NO. FBA-126-S-2023

COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

Subject: **PROPOSED CITY ORDINANCE ENTITLED: AN ORDINANCE CREATING THE OFFICE OF THE ARCHITECTURAL PLANNING AND DESIGN OF THE CITY OF BACOOR, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS - PCO-2023-082 dated April 24, 2023**

The proposed City Ordinance sought to be enacted by the Sangguniang Panlungsod refers to the creation of a regular and technical office to be named as Office of the Architectural Planning and Design which shall be under the Office of the City Mayor.

At the onset, the city government is experiencing delays in the implementation of its infrastructure projects because of the existing provisions under Republic Act No. 9184 known as the "Government Procurement Reform" which emphasized that no government building project may be subjected to bidding, awarded or constructed without the detailed architectural (engineering) plan and design being first made available.

The proposed creation of the Office of the Architectural Planning and Design could efficiently serve its purpose and will minimize the cost in engaging the services of private licensed architect by way of bids and awards processes. Primarily, the new office shall be tasked to handle the preparation of architectural plans and designs for all public structures to be constructed by the city government, including the following important functions and responsibilities:

1. Formulate measure in the provision of adequate facilities relative to architectural planning and design.



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2. Prepare and recommend architectural plan and design in relation to the renewal of slums and blighted areas, land reclamation activities, the greening of lands and appropriate planning of marine and foreshore areas.
3. Review and recommend the architectural plans and designs submitted by governmental and non-governmental entities or individuals particularly those for undeveloped, underdeveloped and poorly designed areas.
4. Coordinate with government and non-government entities and individuals engaged in the aesthetics and maximum utilization of the land and water within the jurisdiction of the city government compatible with the environmental integrity and ecological balance.
5. To lead in the delivery of services involving architectural planning and design related to redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural disasters and calamities.
6. Recommend to the Sangguniang Panlungsod and advise the City Mayor on all matters relative to architectural planning and design as it relates to the total socio-economic development of the city.

In its creation, the Office of the Architectural Planning and Design shall be composed of the following organizational structure and staffing pattern, with permanent status of employment, as proposed:

- | | | |
|--|---|--------------------|
| 1. One (1) City Government Department Head I | - | Salary Grade 25 |
| Eligibility requirement | - | Architecture Board |
| Passer | | (R.A. 1080) |

Duties and Responsibilities:

To take charge as Head of the Office of the City Architect and to ensure that the mandated tasks for which the Office is created are efficiently performed and accomplished.



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2. One (1) City Government Assistant
Department Head I - Salary Grade 23
Eligibility requirement - Architecture Board
Passer (R.A. 1080)

Duties and Responsibilities:

To automatically perform the various duties and functions whenever the Head of Office is unavailable, indisposed, suspended, or on leave without the need of written order from the City Mayor.

3. Two (2) Draftsman - Salary Grade 11

Duties and Responsibilities:

To be responsible in drafting conceptual designs and illustrations of perspective drawings, maps, charts, visual aids and other related materials, structural and other physical infrastructure plan.

4. Two (2) Administrative Aide - Salary Grade 4

Duties and Responsibilities:

To be responsible in safeguarding, printing, filing, recording and photocopying of all drawings, maps, charts, visual aids and other related materials structural and other physical/structure plans, and

To perform such other duties and responsibilities to be assigned by the City Government Department Head I and City Government Assistant Department Head I.

By citing the pertinent provisions of Republic Act No. 10160 (the Charter of the City of Bacoor), the Office of the City Mayor formally requested the Honorable Members of the 5th Sangguniang Panlungsod to exercise the power vested in the local legislature to create the Office of the Architectural Planning and Design and to approve its organizational structure.

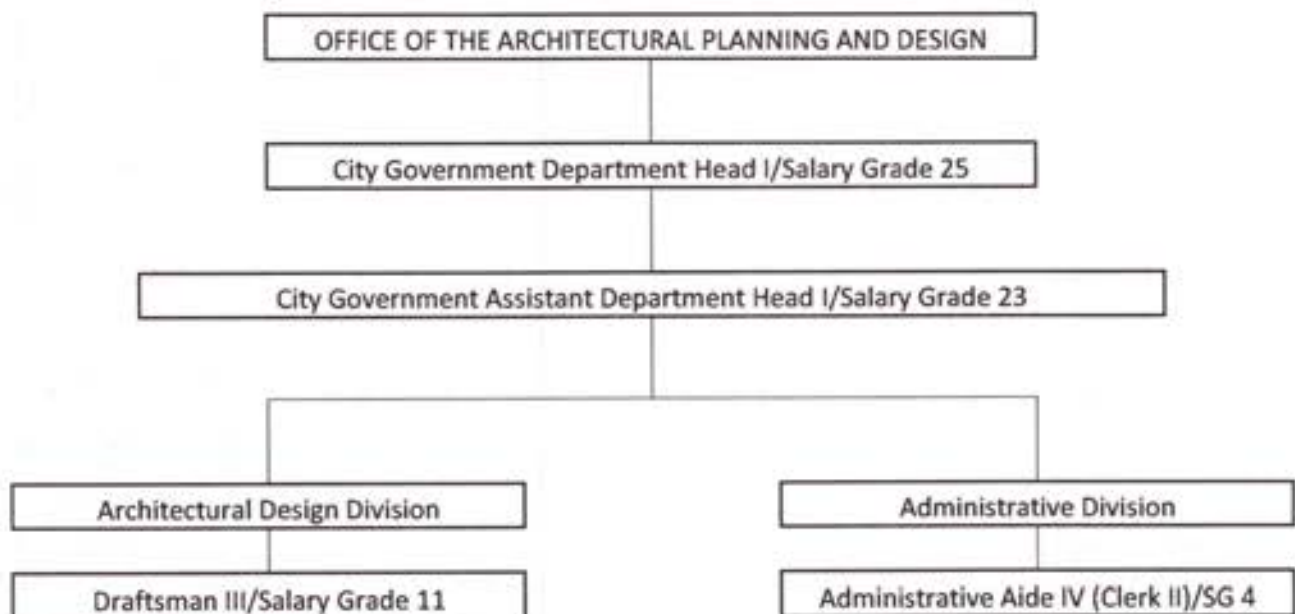
The illustration of proposed organizational structure of the Office of Architectural Planning and Design is hereunder copied for ready reference:



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ORGANIZATIONAL STRUCTURE



The power and authority of the local legislature is well established under Republic Act No. 7160 known as the "Local Government Code of the Philippines" which states that the local sanggunian is empowered to determine the positions, salaries and wages, allowances and other benefits of officials and employees paid wholly or mainly from local government funds.

In the creation of the new office, the Joint Committee anchored and heavily relied on Section 76 of the same Republic Act No. 7160, and we quote: "**x x x every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration the service requirement and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.**"

Further, the Joint Committee finds and resolved that the organizational structure, staffing pattern and the positions under the proposed Office of the Architectural Planning and Design are within the metes and bounds of Republic Act No. 6758 known as the "Compensation and Position Classification Act of 1989" (also known as "the Standardization Law") which is administered by the Department of Budget and Management (DBM).



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As our guidance, Chapter 9 of the Manual on Position Classification and Compensation established by the Department of Budget and Management in pursuance to Republic Act 6758 is hereunder quoted, as follows:

"Chapter 9

Position Classification and Compensation Scheme in Local Government Units

Creation of New Positions/Offices - Creation of new positions in LGUs may be allowed subject to the following conditions that:

9.2.2.1 All the mandatory positions listed under RA No. 7160 have been created and provided for;

9.2.2.2 The Salary Standardization Law has been fully implemented;

9.2.2.3 The absorption of national government personnel by LGUs on account of the devolution of functions has been fully effected;

9.2.2.4 The general limitations on personal services expenditures are not exceeded;

9.2.2.5 The classification of the positions should be consistent with the standards and implementing rules and regulations of RA No. 6758;

9.2.2.6 The creation of new positions or offices is subject to the conditions prescribed under Civil Service Commission Memorandum Circular No. 19, s. 1992; and

9.2.2.7 The classification of the heads of new offices shall be dependent on the level of the organizational structure of the new offices. If the new office is considered a department, the head shall be classified as Department."

As regards the proposed authority of the City Government Department Head I and City Government Assistant Head I to engage in limited private practice, the Joint Committee resolved to recommend the approval of the same subject to the applicable provisions of Memorandum Circular No. 17 dated September 4, 1986 of the Office of the President which states that authority to engage in private practice shall be granted by head of agency.



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and Section 12, Rule XVIII of the Revised Civil Service Rules, the dispositive portion of which is hereunder quoted:

"Sec. 12. No officer or employee shall engage directly in any private business, vocation, or profession or be connected with any commercial, credit, agricultural, or industrial undertaking without a written permission from the head of Department; x x x"

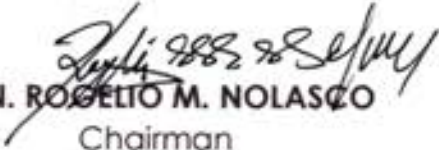
RECOMMENDATION:

In view of the foregoing, the Honorable Members of the Joint Committee hereby recommend **TO APPROVE** the City Ordinance authorizing the creation of the Office of the Architectural Planning and Design of the City of Bacoor, its organizational structure and staffing pattern, subject to the existing laws, policies, rules and regulations of the Department of Budget and Management and Civil Service Commission.


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

Signed this day of May 2023 at the City of Bacoor, Cavite.

THE COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION


HON. ROGELIO M. NOLASCO
Chairman


HON. CATHERINE S. EVARISTO
Vice Chairperson


HON. VICTORIO L. GUERRERO, JR.
Member



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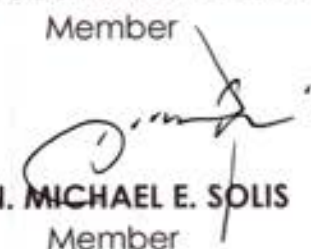
5th SANGGUNIANG PANLUNGSOD

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

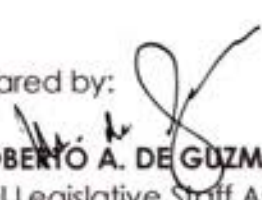

HON. REYNALDO D. PALABRICA
Chairman


HON. ALEJANDRO F. GUTIERREZ
Vice Chairman


HON. ALDE JOSELITO F. PAGULAYAN
Member


HON. MICHAEL E. SOLIS
Member

Prepared by:


ROBERTO A. DE GUZMAN
Local Legislative Staff Assistant I



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5th SANGGUNIANG PANLUNGSOD No. _____

COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

EXCERPT FROM THE MINUTES OF REGULAR SESSION

NO. FBA-126-S-2022

Subject: **PROPOSED CITY ORDINANCE ENTITLED: AN ORDINANCE CREATING THE OFFICE OF THE ARCHITECTURAL PLANNING AND DESIGN OF THE CITY OF BACOOR, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS - PCO-2023-082 dated April 24, 2023**

Honorable Rowena B. Mendiola, City Vice Mayor /Presiding Officer called the 45th Regular Session to order.

Atty. Khalid Atega, Jr., Secretary of the Sangguniang Panlungsod, proceeded with the roll call, the approval of the Journal and Minutes of the 41st Regular Session, and the reading of the referrals to committees of proposed Ordinances, Resolutions, Messages, Communications, Petitions and Memorials.

On motion by Honorable Rogelio M. Nolasco which was unanimously seconded by the majority of the Honorable Members of Sangguniang Panlungsod, the internal rules were suspended.

Upon reading and referral of Agenda Item No. G.1 - PCO-2023-082 **PROPOSED CITY ORDINANCE ENTITLED: AN ORDINANCE CREATING THE OFFICE OF THE ARCHITECTURAL PLANNING AND DESIGN OF THE CITY OF BACOOR, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS** "", Honorable Rogelio M. Nolasco moved for the approval of the City Resolution.

The motion was unanimously seconded by the majority of Honorable Members of the 5th Sangguniang Panlungsod. The proposed City Ordinance creating the Office of the Architectural Planning and Design was **APPROVED**.



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The regular session was closed and adjourned at 11:28 A.M.

Prepared by:

EDGARDO B. NOLASO

Clerk

Attested by:

HON. ROGELIO M. NOLASCO

Chairman

Committee on Finance, Budget and Appropriation



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5th SANGGUNIANG PANLUNGSOD

**Committee on Finance, Budget and Appropriation
&
Committee on Ethics, Appointments and Government Reorganization**

**JOINT COMMITTEE HEARING MINUTES
NO. FBA-126-S-2023**

Subject: *PROPOSED CITY ORDINANCE ENTITLED: AN ORDINANCE CREATING THE OFFICE OF THE CITY ARCHITECT OF THE CITY OF BACOOD, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS – PCO-2023-082 dated April 24, 2023.*

Present:

Committee on Finance, Budget and Appropriation

Hon. Coun. Rogelio M. Nolasco - Chairman

Committee on Ethics, Appointments and Government Reorganization

Hon. Coun. Reynaldo Palabrica - Chairman
Hon. Coun. Alejandro Gutierrez - Vice Chairman
Hon. Coun. Alde Pagulayan - Member

5th Sangguniang Panlungsod Members

Hon. Coun. Levy Tela - Member

Resource Persons:

Atty. Nathaniel De Leon - Office of City Legal Services
Ms. Elvinia s. Guerrero - Office of City Budget Officer
Ms. Natividad Ludwig I. Ople - Human Resources Development and Management Department

Hon. Coun. Nolasco: introduced the presence of Hon. Coun. Levy Tela and Hon. Coun. Reynaldo Palabrica, and requested for record purposes the name and Position of the Resource Persons.



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Hon. Coun. Rogelio M. Nolasco: "During our last hearing dated May 4, 2023, we discussed an Ordinance creating the office of the City Architect of the City of Bacoor, formulating its organizational structure and enumerating its powers and duties pursuant to pertinent provisions of Law and prevailing Civil Service Regulations. Actually, final hearing na po natin ito kasi nakapag preliminary hearing na tayo at ito ay for finalization na po ng ating Creation ng Architectural. So sa atin pong last hearing meron na po tayong mga existing position, yun po ba ay provided na or kailangan po nating baguhin ang Structural Organization? Ano po ang masasabi nyo Ms. Naty?"

Ms. Natividad Ludwig I. Ople: "We can just add a provision in Proposed Ordinance stating that whether we are going to absorb the existing plantilla from OBO and City Engineering Office."

Hon. Coun. Nolasco: "As per my knowledge yun daw pong nasa OBO po ay naka detailed at ang alam ko kailangan po ang Architect position sa OBO. We acknowledged the presence of Hon. Coun. Alde Pagulayan and Hon. Coun. Alejandro Gutierrez. Yes po mam paki tuloy lang po"

Ms. Natividad Ludwig I. Ople: "For here, we are not going to include those 4 positions from OBO and City Engineering?"

Hon. Coun. Nolasco: "Include na rin po. Pero yung nasa OBO Architect po ba iyon? Architect 4, Architect 2 and Architect 1?"

Ms. Natividad Ludwig I. Ople: "Sa OBO may isang Architect 4 at isang Architect 2. Sa City Engineering din po, merong ding Architect 4 at isang Architect 2."

Hon. Coun. Nolasco: "So iaayos na lang natin yung organization ano po? Wala naman pong duplication na magaganap?"

Ms. Natividad Ludwig I. Ople: "Wala naman po kasi it all pertains to functions of being an Architect."

Hon. Coun. Nolasco: "Thank you po Mam. So isa pa rin po nating dapat malaman provided po ba yung Architect sa Engineering ay i absorb para sa bago nating department kasi ang pagkakasabi po ni Mayor yung nasa Engineering hindi po natin pwedeng alisin kasi kailangan yun doon. Ewan ko lang po doon sa Engineering kung ano ba ang magiging sitwasyon noon doon kung i absorb doon sa bagong creation o i de detailed pa rin. Mam Elvie ano po ang opinion nyo po?"



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Ms. Elvinia Guererro: "Depende po kung papayagan ng department head na i transfer yung position sa bagong created na office. Kasi kung kukuhanin natin siya dapat ang effectivity niya ay next year pa kasi ang budget nya at sweldo ay nasa office ng Engineering Department at Office of Building Official (OBO)."

Hon. Coun. Nolasco: "Thank you Mam. So maiaayos na lang natin sa bagong organizational chart and afterwards kung i de detail or i absorb natin. Kayo po Atty. Ano po ang opinion nyo?"

Atty. Nathaniel De Leon: "Your Honor we joined the opinions of Department Heads of HRMD at City Budget office, kanila pong jurisdiction itong Ordinansang pinag uusapan po natin and we joined them, City Legal Office has no objections for their views and opinions. We are supporting observations of Budget and Human Resources Development regarding this ordinance.

Hon. Coun. Nolasco: "Thank you Atty., Sa atin pong mga Konsehal wala na po ba kayong idadagdag? Mam Naty, meron pa po ba kayong gustong i add on sa ating Ordinansa?"

Ms. Natividad Ludwig I. Ople: "Wala po. I fully support the Ordinance especially it is also in conformity under the New Civil Service Commission Circular for the creation of mandatory positions for the City Government."

Hon. Coun. Nolasco: "Wala naman po tayong conflict sa Civil Service Commission?"

Ms. Natividad Ludwig I. Ople: "Wala po, infact loadable po yung program or pagpasa po nitong Ordinansa kasi po nag cocomply tayo sa mga nilabas nilang memorandum circular na nilabas nila."

Ms. Elvinia Guererro: "Meron pa po akong concern dito sa Section 6 yung creation ng two plantilla positions for Administrative Aide IV Positions na may parenthical position na generic class titles kasi po mayroon tayong sinusunod na tables ng **Index of Occupational Services, Position Titles and Salary Grades in the Local Government**. Ito po yung galing sa **DBM**. Mayroon po siyang mga positions na dapat i convert sa Generic Class Titles yung pong Clerk 2 kailangang palitan ng Administrative Aide 4 meron po siyang mark na for deletion once converted to generic administrative class titles pina pa clarify po namin sa Provincial kung pwede pong hindi na tanggalin yung Clerk II kung baga yung Administrative Aide. Iniintay lang po namin ang sagot nila bago po ipasa ang Ordinansa. Inform po namin kayo."



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**OFFICE OF THE SANGGUNIANG PANLUNGSOD
JOINT COMMITTEE HEARING SCHEDULE**

**COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION
&
COMMITTEE ON, APPOINTMENTS AND GOVERNMENT REORGANIZATION**

Date/Time: **May 18, 2023 (Thursday) 2:00 P.M.**

Venue: **Bacoor Legislative and Disaster Resilience, 6th floor Conference Room,
Sangguniang Panlungsod.**

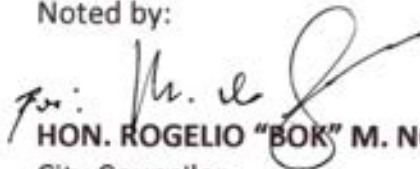
Subject: **PCO-2023-082 – AN ORDINANCE CREATING THE OFFICE OF THE CITY
ARCHITECT OF THE CITY OF BACOOR, FORMULATING ITS
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DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND
PREVAILING CIVIL SERVICE REGULATIONS.**

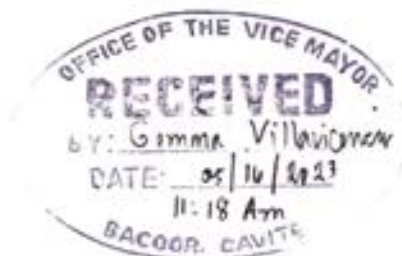
Prepared by:


Edgardo B. Nolasco
Staff
0928-788-5684

rec'd by:
P. Nolasco
5/16/23
11:17 AM

Noted by:


HON. ROGELIO "BOK" M. NOLASCO
City Councilor
Chairman, Finance, Budget
And Appropriation





Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD
JOINT COMMITTEE HEARING SCHEDULE

COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION
&
COMMITTEE ON, APPOINTMENTS AND GOVERNMENT REORGANIZATION

Date/Time: **May 04, 2023 (Thursday) 3:00 P.M.**
Venue: **New Bacoor Legislative Bldg. 6th floor Session Hall,
Sangguniang Panlungsod.**

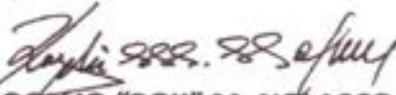
Subject: **PCO-2023-082 – AN ORDINANCE CREATING THE OFFICE OF THE CITY ARCHITECT OF THE CITY OF BACOR, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS.**

Prepared by:


Dandy De Guzman
Staff
0929-864-0945

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jr yung
5/3/2023
9:45 AM*

Noted by:


HON. ROGELIO "BOK" M. NOLASCO
City Councilor
Chairman, Finance, Budget
And Appropriation



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Province of Cavite
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(4) Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance;

(5) Manage and maintain seed banks and produce seedlings for forest and tree parks;

(6) Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;

(7) Promote the small-scale mining and utilization of mineral resources, particularly mining of gold;

(8) Coordinate with government agencies and nongovernmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Department of Environment and Natural Resources;

(9) Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural disasters or calamities;

(10) Recommend measures to the sangguniang panlungsod and advise the city mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources; and

(11) Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.

SEC. 41. *The City Architect.* - (a) The city architect must be a citizen of the Philippines, a resident of the City of Bacoor, of good moral character and a duly licensed architect. One must have practiced the profession for at least five (5) years immediately preceding the date of the appointment.

(b) The city architect shall receive such compensation, emoluments and allowances as may be determined by law.

(c) The city architect shall take charge of the office of the architectural planning and design, and shall:

(1) Formulate measures for the consideration of the sangguniang panlungsod and provide technical assistance and support to the city mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to architectural planning and design;

(2) Develop plans and strategies and, upon approval thereof by the city mayor, implement the same, particularly those which have to do with architectural planning and design programs and projects which the city mayor is empowered to implement and which the sangguniang panlungsod is empowered to provide for under the Local Government Code of 1991;

(3) Prepare and recommend for consideration of the sanggunian the architectural plan and design for the local government unit or a part thereof, including the renewal of slums and blighted areas, land reclamation activities, the greening of land and appropriate planning of marine and shoreline areas;

(4) Review and recommend for appropriate action of the sanggunian, or the city mayor the architectural plans and designs submitted by governmental and nongovernmental entities or individuals, particularly those for undeveloped, underdeveloped and poorly designed areas;

(5) Coordinate with government and nongovernment entities and individuals involved in the aesthetics and maximum utilization of the land and water within the jurisdiction of the government unit, compatible with the environmental integrity and ecological balance;

(6) Be in the frontline of the delivery of services involving architectural planning and design, particularly those related to the redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural disasters or calamities;

(7) Recommend to the sangguniang panlungsod and advise the city mayor on all other matters relative to architectural

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planning and design as it relates to the total socioeconomic development of the City; and

(8) Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.

SEC. 42. The City Information Officer. - (a) The city information officer must be a citizen of the Philippines, a resident of the City of Bacoor, of good moral character, a holder of a college degree preferably in journalism, mass communication or in any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. One must have acquired experience in writing articles and research papers, or writing for print, television or broadcast media for at least three (3) years immediately preceding the date of the appointment.

(b) The city information officer shall receive such compensation, emoluments and allowances as may be determined by law.

(c) The city information officer shall take charge of the city information and community relations department, and shall:

(1) Formulate measures for the consideration of the sangguniang panlungsod and provide technical assistance and support to the city mayor in providing the information and research data required for the delivery of basic services and the provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;

(2) Develop plans and strategies and, upon approval thereof by the city mayor, implement the same, particularly those which have to do with public information and research data to support programs and projects which the city mayor is empowered to implement and which the sangguniang panlungsod is empowered to provide;

(3) Provide relevant, adequate and timely information to the local government unit and its residents;

(4) Furnish information and data on local government units to government agencies or offices as may be required by law or

PROPOSED CITY ORDINANCE NO. 2023-082
Series of 2023

AN ORDINANCE CREATING THE OFFICE OF THE CITY ARCHITECT OF THE CITY OF BACCOOR, FORMULATING ITS ORGANIZATIONAL STRUCTURE AND ENUMERATING ITS POWERS AND DUTIES PURSUANT TO PERTINENT PROVISIONS OF LAW AND PREVAILING CIVIL SERVICE REGULATIONS.

Sponsored by:

WHEREAS, the various provisions of the Government Procurement Reform Act (Republic Act No. 9184) mandate that no government building project may be subjected to bidding, awarded, or constructed without detailed architectural plans being made available first.

WHEREAS, the commencement of many infrastructure projects in the City of Bacoor, Cavite are being delayed because there is no department dedicated for the preparation of architectural designs for all public structures to be constructed by the city government. While there are licensed architects in the plantilla of various departments under the Mayor's Office, they are currently performing other equally important duties that are not related to architectural work.

WHEREAS, Article IV, Section 11, (a), (1) (vii) and (viii) of Republic Act No. 10160 (the "Charter of the City of Bacoor") empowered the Sangguniang Panlungsod to determine the powers and duties of officials and employees of the City subject to the provisions of the Local Government Code of 1991 and other pertinent laws 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, Title III, Section 76 of the Local Government Code of 1991 (Republic Act No. 7160) provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

WHEREAS, the City Mayor, Hon. Strike B. Revilla, formally requested the Sangguniang Panlungsod to create the Office of the City Architect pursuant to Article VII, Section 41 of the Charter of the City of Bacoor.

NOW THEREFORE, be it **ORDAINED** by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite that:

Section 1. Creation of the Office of the City Architect. A new department under the Office of the City Mayor to be known as the **OFFICE OF THE CITY ARCHITECT** is hereby created.

Section 2. Qualifications, Compensation, and Emoluments of the City Government Department Head I. The City Government Department Head I and shall have a salary grade of 25 and will head the Office of the City Architect upon his/her appointment by the City Mayor. The City Government Department Head I will be deemed a permanent employee of the city government upon

his/her appointment. He/she must be a citizen of the Philippines, a resident of the City of Bacoor, of good moral character and a duly licensed architect. He/she must also have practiced the profession that involves management and supervision and must have at least thirty-two (32) hours relevant training immediately preceding the date of the appointment. The City Government Department Head I shall receive such compensation, emoluments and allowances as may be determined by law or by civil service regulations.

Section 3. Duties and Functions of the City Government Department Head

1. The City Government Department Head I shall take charge of the Office of the City Architect and shall:

{1} Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to architectural planning and design;

{2} Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with architecture planning and projects, which the City Mayor is empowered to implement and which the sangguniang panlungsod is empowered to provide for under the Local Government Code of 1991;

{3} Prepare and recommend for consideration of the Sanggunian the architectural plan and design for the local government unit or a part thereof including the renewal of slums and blighted areas, land reclamation activities, the greening of land and appropriate planning of marine and foreshore areas;

{4} Review and recommend for appropriate action of the Sanggunian or the City Mayor the architectural plans and designs submitted by governmental and non-governmental entities or individuals, particularly those for undeveloped, underdeveloped and poorly designed areas;

{5} Coordinate with government and non-government entities and individuals involved in the aesthetics and maximum utilization of the land and water within the jurisdiction of the government unit, compatible with the environmental integrity and ecological balance;

{6} Be in the frontline of the delivery of services involving architectural planning and design, particularly those related to the redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural disasters or calamities;

{7} Recommend to the Sangguniang Panlungsod and advise the City Mayor on all other matters relative to architectural planning and design as it relates to the total socio-economic development of the City; and

{8} Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991.

those that are prescribed by law or ordinance, or as may be ordered by the City Mayor.

Section 4. Creation of the Position of the City Government Assistant Department Head I. The position of the City Government Assistant Department Head I with a salary grade of SG-23 is hereby created. The City Government Assistant Department Head I shall be appointed by the City Mayor and shall have the following qualifications, to wit:

Education	Relevant Bachelor's Degree
Work Experience	3 years relevant experience
Training	At least 16 hours of relevant training
Eligibility	Board Passer, R.A. 1080

He/she shall automatically perform the various duties and functions of the City Government Department Head I whenever the latter is unavailable, indisposed, suspended, or on leave without need of any written order from the City Mayor. The City Government Assistant Department Head I shall receive such compensation, emoluments and allowances as may be determined by law or by civil service regulations.

Section 5. Creation of Two (2) Plantilla Positions for Draftsman; Duties and Functions. Two plantilla positions for Draftsman III under the Office of the City Architect are hereby created. Both shall be permanent positions to be appointed by the City Mayor and shall have a salary grade of 11. They shall possess all the qualifications and none of the disqualifications for the said position as mandated by the Civil Service Commission. They shall be responsible in drafting the conceptual designs and illustrations of perspective drawings, maps, charts, visual aids and other related materials structural and other physical/ infrastructure plans prepared by the City Government Department Head I or by the City Government Assistant Department Head I. The persons to be appointed to the said positions shall perform such other duties and functions that may be assigned to them by the City Government Department Head I or by the City Mayor.

Section 6. Creation of Two (2) Plantilla Positions for Administrative Aide IV (Clerk II); Duties and Functions. Two plantilla positions for Administrative Aide IV (Clerk II) under the Office of the City Architect are hereby created. Both shall be permanent positions to be appointed by the City Mayor and shall have a salary grade of 4. They shall possess all the qualifications and none of the disqualifications for the said position as mandated by the Civil Service Commission. They shall be responsible in safeguarding, printing, filing, recording, and photocopying all drawings, maps, charts, visual aids and other related materials structural and other physical/ infrastructure plans prepared by the City Government Department Head I or by the City Government Assistant Department Head I. The persons to be appointed to the said positions shall perform such other duties and functions that may be assigned to them by the City Government Department Head I or by the City Mayor.

Section 7. Authority to Engage in Limited Private Practice of Profession. In order to help the City Government Department Head I and the City Government Assistant Department Head I to keep themselves abreast in the latest developments in the field of architecture, they are both authorized to

engage in the limited private practice of their profession subject to the written permission of the City Mayor and pursuant to relevant civil service regulations.

Section 8. Repeal. All ordinances, resolutions, or executive orders inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 9. Separability Clause. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, and the application of such provision to other persons or circumstances, shall not be affected thereby.

Section 10. Effectivity. This ordinance shall take effect immediately after its publication in a newspaper of general circulation.

APPROVED this __ day of _____ 2023 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance is correct and accurate and that it was passed in accordance with law.

Certified by:

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

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

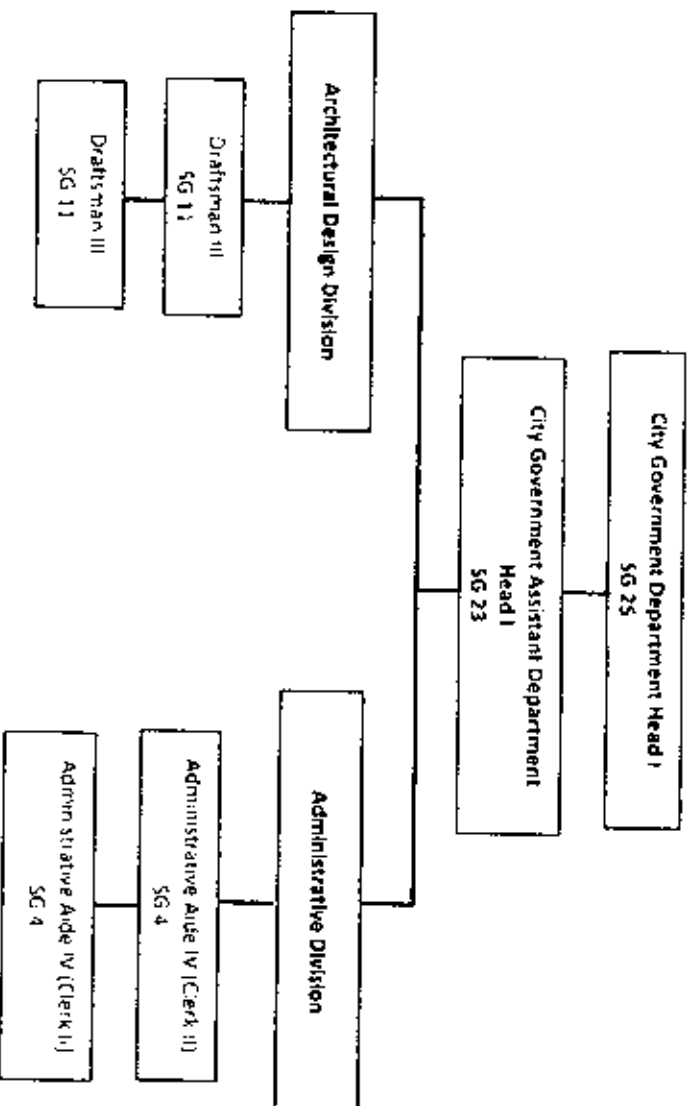
Approved by:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: _____

ORGANIZATIONAL STRUCTURE

Office of the City Architect



Prepared:

NATIVIDAD LUDWIG I. OPLE
City Government Dept Head I (HRDMD)

Approved:

ELVINIA S. GUERRERO
City Budget Officer

STRIKE B. REVILLA
City Mayor