



Republic of the Philippines  
Province of Cavite  
City of Bacoor

Office of the Sangguniang Panlungsod  
Received by: *[Signature]*  
29 JUL 2024  
*[Signature]*

## 5<sup>th</sup> SANGGUNIANG PANLUNGSOD

### COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

#### COMMITTEE HEARING REPORT CEAGR-PCO-2023-122C

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*Subject: An ordinance abolishing the position of Administrative Officer III (Supply Officer II) and creating the positions of one (1) Administrative Aide IV (Driver II) and one (1) Administrative Aide VI (Labor Foreman) in the plantilla of the General Services Office of the City Government of Bacoor, Province of Cavite*

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The above mentioned proposed ordinance underwent its first reading on October 02, 2023 during the 63<sup>rd</sup> Regular Session of the Sangguning Panlungsod. The said proposed ordinance was referred by the Presiding Officer Hon. Rowena Bautista Mendiola to the Committee on Ethics, Appointments, and Government Reorganization.

The Committee on Ethics, Appointments and Government Reorganization sent out invitations to the resource persons and conducted a committee hearing on October 05, 2023 at the Session Hall of the Sangguniang Panlungsod at 8:30 a.m.

#### **FINDINGS:**

The vacant position of Administrative Officer III (Supply Officer II) with salary grade 14 under the plantilla of the General Services Office will be abolished.

The abolition of the position of Administrative Officer III (Supply Officer II) will give way to the creation of the following permanent positions under the plantilla of the General Services Office (GSO) which salaries shall be appropriated in the Annual Budget for Calendar Year 2024 of the city government.

No. of Positions	Position Title	Salary Grade
1	Administrative Aide IV (Driver II)	4
1	Administrative Aide VI (Labor Foreman)	6



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### RECOMMENDATION:

After a thorough review of all the circumstances and statements from resource persons, the Committee respectfully recommends that the Sangguniang Panlungsod approve the various revisions in the proposed ordinance, and **TO APPROVE** the above subject matter during the 64<sup>th</sup> Regular Session of the Sangguniang Panlungsod.

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

Signed this 9th day of October 2023 at the City of Bacoor, Cavite.

  
\_\_\_\_\_  
**COUN. REYNALDO C. PALABRICA**  
*Chairman*

  
\_\_\_\_\_  
**COUN. ALEJANDRO F. GUTIERREZ**  
*Vice Chairman*

  
\_\_\_\_\_  
**COUN. ALDE PAGULAYAN**  
*Member*

  
\_\_\_\_\_  
**COUN. MICHAEL SOLIS**  
*Member*

Prepared by:

  
**RONALDO M. VERONA**  
SP Staff



OFFICE OF THE SAGGUNSIANG PANLUNGSOD

Office of the Sangguniang Panlungsod  
Received by: Jones Pajop  
Date: 10/20/2023  
Time: 10:00 AM

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT  
RE-ORGANIZATION

MINUTES OF THE COMMITTEE HEARING  
PCO-2023-126

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Subject: *An ordinance abolishing the position of administrative officer III (supply officer II) and creating the positions of one (1) administrative aide IV (driver II) and one (1) administrative aide IV (labor foreman) in the Plantilla of the city general services office (GSO) of the City Government of Bacoor, Province of Cavite. (PCO No. 2023-126) dated (October 9, 2023)*

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A committee hearing on the above-subject matter was conducted last October 12, 2023 9:30 a.m. at the Sangguniang Panlungsod presided by Committee Chairman Hon. Reynaldo C. Palabrica.

**MEMBERS OF THE COMMITTEE:**

HON. LEVY TELA  
HON. ALEJANDRO GUTIERREZ  
HON. SIMPLICIO DOMINGUEZ

**RESOURCE PERSONS:**

ATTY. REY MARCO MENDOZA	-	OFFICE OF THE CITY LEGAL SERVICES
MR. SEAN SOLIS	-	GSO
MS. ELVINIA GUERRERO	-	CITY BUDGET OFFICE
MS. NATIVIDAD LUGWIG OPLE	-	HRDMD

**COUN. REYNALDO PALABRICA** "The honorable members of the committee, the committee hearing regarding the propose relation of administrative aide IV, administrative aide VI in the office of GSO are called to order."





**OFFICE OF THE SAGGUNIANG PANLUNGSOD**

**COUN. REYNALDO PALABRICA** "For the record, present in this hearing are the honorable members of the committee. Hon. Dominguez."

**COUN. SIMPLICIO DOMINGUEZ** "Magandang umaga ho."

**COUN. REYNALDO PALABRICA** "Also Hon. Levy Tela."

**COUN. LEVY TELA** "Good morning po sa atin."

**COUN. REYNALDO PALABRICA** "May I request the resource person to introduce themselves and mention their representation, let us start with budget."

**MS. ELVINIA GUERRERO** "Magandang umaga po sa lahat, Elvinia Guerrero City Budget Officer."

**MS. NATIVIDAD LUDWIG OPLE** "Good morning, Natividad Ludwig I. Ople City Government Department Head of HRD."

**COUN. REYNALDO PALABRICA** "Thank you."

**MR. SEAN SOLIS** "Good morning committee, I am Sean Solis I am here for Mr. Agripito Magdangal of GSO."

**COUN. REYNALDO PALABRICA** "Wala si Jheng?"

**MR. SEAN SOLIS** "Opo, ilang araw pong puyat eh sumama na po ang pakiramdam."

**COUN. REYNALDO PALABRICA** "To start with, may I ask your attention to explain to this committee. Kulang pa ba yung driver niyo tsaka labor foreman sa departamento niyo?"

**MR. SEAN SOLIS** "Opo, kulang po. Usually, po nangyayare karamihan po ng iba't ibang opisina, saaming opisina po nagrerequest ng mga driver at services. So, medyo kulang po talaga sa tao."

**COUN. REYNALDO PALABRICA** "So, tag isa lang to?"

**MR. SEAN SOLIS** "Yun pong madadagdag po, opo."

**COUN. REYNALDO PALABRICA** "Tag isa?"

**MR. SEAN SOLIS** "Opo."

**COUN. REYNALDO PALABRICA** "Sa bawat posisyon?"

**MR. SEAN SOLIS** "Opo."



**OFFICE OF THE SAGGUNIANG PANLUNGSOD**

**COUN. REYNALDO PALABRICA** "So, may I ask the attention of HR? Ito bang atin position title, reflected from the request of Mayor Strike Revilla and Jheng Magdangal conform with CSC."

**MS. NATIVIDAD LUDWIG OPLE** "Yes your honor."

**COUN. REYNALDO PALABRICA** "Also may I ask the attention of budget officer? May budget ba tayo para dito?"

**MS. ELVINIA GUERRERO** "Ito po sir ay naisama ko na doon sa computation ng 2024 annual budget ang kanyang PS computation, ang request ko lang po kailangan ay mauna ang date ng approval nito kesa doon sa transmittal namin ng annual budget."

**COUN. REYNALDO PALABRICA** "If ever, idate natin ng Monday aprubahan ng Monday, okay lang?"

**MS. ELVINIA GUERRERO** "Kanina po ay nagpareceive na kami ng transmittal letter ng annual budget. Kasi po ang deadline ng submission ng LCE sa SP ay October 16."

**COUN. REYNALDO PALABRICA** "So, kailangan last Monday na aprubahan?"

**MS. ELVINIA GUERRERO** "Last Monday po."

**COUN. REYNALDO PALABRICA** "Last week?"

**MS. ELVINIA GUERRERO** "Opo."

**COUN. REYNALDO PALABRICA** "Okay, so baka may gustong sabihin yung dalawang konsehal? Councilor Tela."

**COUN. LEVY TELA** "Wala naman ho."

**COUN. REYNALDO PALABRICA** "Wala rin? Go ahead po."

**MS. ELVINIA GUERRERO** "Ito naman po ay wala siyang additional funding requirement, kasi yung paggagalingan ng pondo ay galing din doon sa item na galing sa kanila. So yung isang item po ibebreak natin sa dalawa."

**COUN. REYNALDO PALABRICA** "Ah, edi walang problema?"

**MS. ELVINIA GUERRERO** "Opo."

**COUN. REYNALDO PALABRICA** "Kailangan lang talaga natin ay yung legislation for creation."



**OFFICE OF THE SAGGUNIANG PANLUNGSOD**

**MR. SEAN SOLIS** "Nagrefer po kasi yung aming isang supply officer na medyo nasa mid salary po siya, so hinati lang po."

**COUN. REYNALDO PALABRICA** "So, the proposal conforms with the CSC rules regarding position title. The budget officer confirms the availability of the budget for this particular position. This hearing is being conducted today, for the record, October 5. So, there will be no questions be asked, may I ask a motion for adjournment?"

**COUN. LEVY TELA** "If there is no matter to be tackle, I moved for the adjournment of this hearing."

**COUN. REYNALDO PALABRICA** "Hearing no objection, the motion is approved. Committee hearing adjourned."

The committee hearing ended at 9:35 a.m.

Prepared by:

RONALDO M. VERONA  
Clerk

Attested by:

**COUNCILOR REYNALDO C. PALABRICA**

Chairman

Committee on Ethics, Appointments and Government Re organization





Republic of the Philippines  
Province of Cavite  
City of Bacoor

Office of the Sangguniang Panlungsod  
Received by JULIEN  
Date 2 10 2023  
Time 9:10 am

## 5<sup>th</sup> SANGGUNIANG PANLUNGSOD

*Committee on Ethics, Appointments and Government Re Organization*

### NOTICE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(Oct. 12, 2023, 9:30 AM)

(SP Session Hall)

**Subject:** AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) AND CREATING THE POSITIONS OF ONE (1) ADMINISTRATIVE AIDE IV (DRIVER II) AND ONE (1) ADMINISTRATIVE AIDE IV (LABOR FOREMAN) IN THE PLANTILLA OF THE CITY GENERAL SERVICES OFFICE (GSO) OF THE CITY GOVERNMENT OF BACOR, PROVINCE OF CAVITE (PCO No. 2023-126) dated ( October 9, 2023)

NAME	OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. ALEJANDRO GUTIERREZ	SP		M. Gutierrez 10/11/23
HON. MICHAEL SOLIS	GIAA		JS 10/10/23
HON. ALDE PAGULAYAN			
HON. ROGELIO NOLASCO	SP	0929-8504-5985	R. Nolasco 10-10-2023
HON. SIMPLICIO DOMINGUEZ	SP	451-5415	S. Dominguez 10-10-23
Atty. AIMEE TORREFRANCA NERI City Admin	E-DEVEAN	481-4142	A. Torrefranca 10/10/23
Ms. ELVINIA GUERRERO City Budget	twr	488-4141	E. Guerrero 10/10/23
Ms. NATIVIDAD OPLE HRDMD	Faith		N. Ople 10/10
Mr. AGRIPINO PAGDANGANAN Jr. GSO	Saint		10/10



Republic of the Philippines  
 Province of Cavite  
 City of Bacoor

Office of the Sangguniang Panlungsod  
 Received by: *[Signature]*  
 Date: 10-12-2023  
 Time: 9:30 AM

**5<sup>th</sup> SANGGUNIANG PANLUNGSOD**

**Committee on Ethics, Appointments and Government Re Organization**  
**ATTENDANCE OF COMMITTEE HEARING**  
 (Oct. 12, 2023, 9:30 AM)  
 (SP Session Hall)

**Subject:** AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) AND CREATING THE POSITIONS OF ONE (1) ADMINISTRATIVE AIDE IV (DRIVER II) AND ONE (1) ADMINISTRATIVE AIDE IV (LABOR FOREMAN) IN THE PLANTILLA OF THE CITY GENERAL SERVICES OFFICE (GSO) OF THE CITY GOVERNMENT OF BACOR, PROVINCE OF CAVITE . (PCO No. 2023-126) dated ( October 9, 2023)

NAME	OFFICE AFFILIATION	CONTACT NUMBER Email Address	SIGNATURE/DATE
Sean Solis	GSO		<i>[Signature]</i> 10-12-23
Elvina S. Quinsua	CITY BUDGET		<i>[Signature]</i>
Natividad Ludwig S. Ople	City Genl Svc Head	14007417905	<i>[Signature]</i>
Key Maria B. Morley	OLC	89178021361	<i>[Signature]</i>
Alex F. Gutierrez	SP		<i>[Signature]</i>
LEXY TELA	SP		<i>[Signature]</i>



**PCO 2023-126 – Ordinance Abolishing the Position Administrative officer III GSO**

Office of the Sangguniang Panglungsod  
Received by Janet Pineda  
12/10/2023  
J.P.





Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**

*Office of the Mayor*

October 3, 2023

**HON. ROWENA BAUTISTA-MENDIOLA**  
Vice Mayor, City of Bacoor  
Bacoor Government Center  
Bacoor City, Cavite



**THRU:** Atty. Khalid Atega, Jr.  
Sangguniang Panlungsod Secretary

**SUBJECT:** Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorsed to the esteemed members of the Sangguniang Panlungsod for appropriate action the letter, dated 22 May 2023, from Mr. Agripino A. Pagdanganan, Head-General Services Office of the City Government of Bacoor, relative to his request for the abolition of Administrative Officer III (Supply Officer II) and creation of two (2) permanent positions, namely: Administrative Aide IV (Driver II) and Administrative Aide VI (Labor Foreman) in the plantilla of the General Services Office. Attached herewith is the aforementioned letter for your immediate reference.

I trust that you give this matter your utmost consideration.

Sincerely yours,

  
**STRIKE B. REVILLA**  
City Mayor

 Office of the Mayor **STRIKE**  
Strike B. Revilla



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Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**

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**GENERAL SERVICES OFFICE**

21 May 2023

**HON. STRIKE B. REVILLA**

City Mayor  
City Office

TO: **MS. NATIVIDAD LUDWIG OPLZ**  
Head HRM II

**MR. ELVINIA GUERRERO**  
City Budget Officer

Dear Mayor/Strike

Good Day,

Presently, the office of the undersigned has a vacant position of Administrative Officer III (Supply Officer II) with Salary Grade 13 and 14 in the office to the post of Mr. Maricela A. ...

Therefore, I respectfully request to create the above-mentioned position to cover two (2) permanent positions with Salary Grade 14 and 17 respectively as follows:

- Administrative Aide IX (Driver II)
- Administrative Aide VI (Labor Foreman)

I would submit our request to create 2 plantilla items. We are now appealing for the funding to cover the salary and wages and other benefits of the above-mentioned proposed positions.

For your Honor's consideration and kind approval.

Thank you very much.

21 May 2023

**AGRIPINO A. PAGDANGANAN JR**  
Head, General Services Office

*(Signature)*

