



OFFICE OF THE SAGGUNIANG PANLUNGSOD

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT
REORGANIZATION

COMMITTEE HEARING REPORT
CEAGR-PCO-2023-142

Office of the Sangguniang Panlungsod
Received by: Janet Pineda
Date: JUN 05 2024
Time: 7:20 pm

Subject: *An ordinance renaming and organizing the "City Environment and Natural Resources Office (CENRO) to be the City Environment Service Department (CESD)", amending municipal ordinance No. 3 series of 2007, identifying its functions and duties, specifying the qualifications of various officers and personnel, and providing for its structure staffing pattern in the City of Bacoor.*

The above-mentioned proposed ordinance underwent its first reading on October 02, 2023 during the 63rd Regular Session of the Sangguniang 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 February 08, 2024 at the Session Hall of the Sangguniang Panlungsod at 8:45 a.m.

FINDINGS:

The City (formerly known as "Municipal") Environment and Natural Resources Office (for brevity, "CENRO") was created by virtue of Municipal Ordinance No. 3 Series of 2007 and was mandated to take charge of matters concerning the environment and natural resources of the City of Bacoor.

Section 76 of the Local Government Code provides that every local government unit shall design and implement its own organizational structure and staffing pattern considering its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

The reorganization of the City Environment and Natural Resources Office shall assist the office in becoming more effective and efficient in managing related affairs involving the environment and natural resources within the City of Bacoor.



OFFICE OF THE SAGGUNIANG PANLUNGSOD

Renaming the City Environment and Natural Resources Office (CENRO) to be **City Environment Service Department (CESD)** and reorganize the staffing pattern and structure of the office in order for the City and its inhabitants to enjoy a healthful ecology, sustainable and quality environment, and become more systematic in its operation and ensure the effective delivery of environmental services and would reflect the updated technical research, plans, and programs of the Department.

RECOMMENDATION:

After a thorough review of all the circumstances and statements from the resource persons, the Committee respectfully recommends that the Sangguniang Panlungsod approve the above subject matter.

By the motion of Hon. Reynaldo C. Palabrica duly seconded by all the members of the Sangguniang Panlungsod, the above subject matter was **APPROVED** during its 78th Regular Session.

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

Signed this 12th day of February 2024 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



COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT
RE-ORGANIZATION

MINUTES OF THE COMMITTEE HEARING
CRPLO-PCO-2023-142

Subject: *An ordinance renaming and reorganizing the City Environment and Natural Resources Office (CENRO) to be the "City Environment Service Department (CESD)" amending Municipal Ordinance No. 3 series of 2007, identifying its functions and duties, specifying the qualifications of various officers and personnel, and providing for its structure and staffing pattern in the City of Bacoor.*

A committee hearing on the above-subject matter was conducted last February 8, 2024, 8:45 a.m. at the Sangguniang Panlungsod presided by Committee Chairman Hon. Reynaldo C. Palabrica.

MEMBERS OF THE COMMITTEE:

HON. LEVY TELA
HON. ROGELIO NOLASCO
HON. ALDE PAGULAYAN
HON. SIMPLICIO DOMINGUEZ

RESOURCE PERSONS:

ATTY. MARIUS D. SUMIRA	-	OFFICE OF THE CITY LEGAL SERVICES
MR. ROLANDO VOCALAN	-	CESD
MS. ELVINIA GUERRERO	-	CITY BUDGET OFFICE
MS. NATIVIDAD LUGWIG OPLE	-	HRDMD

COUN. REYNALDO PALABRICA "The proposed ordinance renaming and reorganizing the City Environment and Natural Resources Office (CENRO) to be the "City Environment Service Department (CESD)" amending Municipal Ordinance No. 3 series of 2007, identifying its functions and duties, specifying the qualifications of various officers and personnel, and providing for its structure and staffing pattern in the City of Bacoor is now called to order."



OFFICE OF THE SAGGUNIANG PANLUNGSOD

COUN. REYNALDO PALABRICA "In attendance to this committee hearing are Councilors Levy Tela, Bok Nolasco, Alde Pagulayan and Simplicio Dominguez"

COUN. REYNALDO PALABRICA "Mr. Rolly Vocalan, can you explain before the Honorable Committee the scope of this proposed ordinance".

MR. ROLANDO VOCALAN "Actually, meron naman po tayong reclamation, meron tayong 2026 na gusto nating garbage bin, kailangan po may study na po tayo ngayon pa lang. Ika ng ni Mam Wena, kaya ba natin? Kung wala po tayong study po, pag pinasok yung wax, katulad po ng nirereklamo nilang malit ang kalsada, bago marami namang naka parking, anong garbage truck ang ipapasok natin. Sa reclamation naman po, pag natapos naman po...."

COUN. REYNALDO PALABRICA "In short kailangan natin ng maraming manpower"

MR. ROLANDO VOCALAN "Opo, technically po"

COUN. REYNALDO PALABRICA "So yung mga posisyon na nandito, mga proposed position, okey na ito lahat".

MR. ROLANDO VOCALAN "Opo"

COUN. REYNALDO PALABRICA "Binadgetan na ni Mareng Elvie oh, hahahaha".

COUN. REYNALDO PALABRICA "Tapos may renaming pa ito kase from CENRO to CESD".

MS. ELVINIA GUERRERO "Pero po sa ating City Charter, talagang CESD siya"

COUN. REYNALDO PALABRICA "So ico-correct na natin ito. Ordinance na natin"

MR. ELVINIA GUERRERO "Nakasunod na po yun sa ating budget, sa ano natin, sa charter, yung office titles na nandun sa city charter natin, yun yung nilagay naming"

COUN. REYNALDO PALABRICA "Na review mo na ito?"

MR. ROLANDO VOCALAN "Opo, opo"

COUN. REYNALDO PALABRICA "Okey na lahat, okey na rin ito? Oh eh di tapos na, hahahahaha"

COUN. ROGELIO NOLASCO "Ang implementation nito next year na?"

COUN. REYNALDO PALABRICA "Depende kay Mayor yan, basta ipapasa natin, sa IRR nyo na kung i-implement na this year".

ATTY. MARIUS SUMIRA "Pero yung paglalagay po sa posisyon pwede naman pong mauna dun sa (portion of the recording inaudible)"



OFFICE OF THE SAGGUNIANG PANLUNGSOD

COUN. REYNALDO PALABRICA "Hindi, ang ano dun kase yung pagba-budget, wala sa annual budget. Nasa annual budget ba ito, wala eh, isu-supplemental lang.

MS. ELVINIA GUERRERO "Ang meron lang ay yung existing. Ito po yung ngayong ano nila 2024 na pf nila, kung idadagdag ito magiging twenty".

MR. ROLANDO VOCALAN "Kase po ang problema natin kapag natapos reclamation, kame rin ang magbabantay nung mga itatayong buiding po doon".

COUN. REYNALDO PALABRICA "Saka may kasama kayo sa monitoring"

COUN. REYNALDO PALABRICA "Di okey na tayo, ok na sa HR, sa budget naman ito ipinakita na kung magkano ang kailangan, tapos wala ka na manang ibang comment pa rito".

MR. ROLANDO VOCALAN "Wala na po"

COUN. REYNALDO PALABRICA "Aaprubahan na ito ang committee. Any more comments from the members of this committee, wala na?"

COUN. LEVY TELA "I move for the adjournment of this committee hearing"


COUNCILORS ROGELIO NOLASCO, ALDE PAGULAYAN, SIMPLICIO DOMINGUEZ "Second the motion"

The committee hearing ended at 9:00 a.m.

Prepared by:


RONALDO M. VERONA
Clerk

Attested by:



COUNCILOR REYNALDO C. PALABRICA
Chairman
Committee on Rules and Privileges, Laws and Ordinances



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

Office of the Sangguniang Panlungsod
Received by: Janet R. ...
Date: 01/05/2024
Time: 1:30pm

OFFICE OF THE SAGGUNSIANG PANLUNGSOD

Committee on Ethics, Appointments and Government Re Organization

NOTICE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(February 08, 2024 8:45 AM)

(SP Session Hall)

Subject: AN ORDINANCE RENAMING AND REORGANIZING THE CITY ENVIROMENT AND NATURAL RESOURCES OFFICE (CENRO) TO BE THE "CITY ENVIRONMENT SERVICE DEPARTMENT (CESD)", AMENDING MUNICIPAL ORDINANCE NO. 3, SERIES OF 2007, IDENTIFYING ITS FUNCTIONS AND DUTIES, SPECIFYING THE QUALIFICATIONS OF VARIOUS OFFICERS AND PERSONNEL, AND PROVIDING FOR ITS STRUCTURE AND STAFFING PATTERN IN THE CITY OF BACOR (PCO No. 2023-142) dated (January 22, 2024)

NAME	OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. ALDE PAGULAYAN	SP		[Signature] 2/7/24
HON. ALEJANDRO GUTIERREZ	SP		[Signature] 2/7/24
HON. MICHAEL SOLIS	SP		[Signature] 2/7/24
HON. ROGELIO NOLASCO	SP	-	[Signature] 2/7/24
HON. SIMPLICIO DOMINGUEZ			[Signature] 2-7-24
Mr. ROLLY VOCALAN (CENRO)	CESD		[Signature] 02-07-24
Ms. NATIVIDAD LUDWIG OPLE (HRDMD)	HRDMD		[Signature] 2/7/24
Atty. KIM NYCA LOFRANCO (City Legal)			Office of the City Legal Service RECEIVED [Signature] 02/07/24 Name / Date
Ms. ELVINIA GUERRERO (City Budget)			[Signature] 2/7/24



Republic of the Philippines
Province of Cavite

CITY OF BACCOOR

Office of the Mayor

November 23 2023

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

Approved
Nov 23 2023
1462 10:45 AM

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

SUBJECT: Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod for appropriate action, Endorsement No. 857, Series of 2023, issued by the Office of the City Legal Service relative to the proposed ordinance renaming and reorganizing the City Environment and Natural Resources Office (CENRO) to the City Environment Service Department (CESD).

Attached herewith is the aforementioned endorsement, including the draft proposed ordinance for your immediate reference.

I trust that you give this matter your utmost consideration.

Sincerely yours,

STRIKE B. REVILLA
City Mayor



0917-730-1000



OFFICE OF THE CITY LEGAL SERVICE

ENDORSEMENT NO. **857**, SERIES OF 2023.

TO HON. STRIKE B. REVILLA
City Mayor

THRU ATTY. PAUL MICHAEL G. SANGALANG
Office of the City Mayor

Paul Sangalang 11/23/23 5:35 PM

CC ATTY. AIMEE TORREFRANCA-NERI
City Administrator

Mr. ROLANDO R. VOCALAN
City Environment and Natural Resources Office

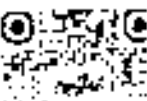
RE REQUEST FOR APPROVAL
REVISED DRAFT PROPOSED CITY ORDINANCE
Re: *An Ordinance Renaming And Reorganizing The City Environment And Natural Resources Office (CENRO) To Be City Environment Service Department (CESD), Amending Municipal Ordinance No. 3, Series Of 2007, Identifying Its Functions And Duties, Specifying The Qualifications Of Various Officers And Personnel, And Providing For Its Structure And Staffing Pattern In The City Of Bacoor*

DATE : 23 NOVEMBER 2023

Respectfully endorsing to your good office the revised draft PROPOSED CITY ORDINANCE Re: *An Ordinance Renaming And Reorganizing The City Environment And Natural Resources Office (CENRO) To Be City Environment Service Department (CESD), Amending Municipal Ordinance No. 3, Series Of 2007, Identifying Its Functions And Duties, Specifying The Qualifications Of Various Officers And Personnel, And Providing For Its Structure And Staffing Pattern In The City Of Bacoor, as attached.*

The City Administrator's Office assigned this Office to review the Proposed City Ordinance for the reorganization of the City Environment and Natural Resources Office (CENRO). An initial draft was provided by the City Environment and Natural Resources Office (CENRO).

All things found to be in order, we hereby endorse to your good office the attached revised draft *for your approval and further endorsement to the Sangguniang Panlungsod*



Thank you

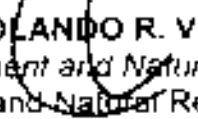
Respectfully,

ATTY. JESILY DARLA MAE G. GUTIERREZ
Office of the City Legal Service

Approved by:

ATTY. KIM NYCA R. LOFRANCO
City Legal Officer

Ordinance initiated and Drafted by


ROLANDO R. VOCALAN
City Environment and Natural Resources Officer
City Environment and Natural Resources Office (CENRO)

PROPOSED ORDINANCE NO. XXX-202_
Series of 202_

AN ORDINANCE RENAMING AND REORGANIZING THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE (CENRO) TO BE CITY ENVIRONMENT SERVICE DEPARTMENT (CESD), AMENDING MUNICIPAL ORDINANCE NO. 3, SERIES OF 2007, IDENTIFYING ITS FUNCTIONS AND DUTIES, SPECIFYING THE QUALIFICATIONS OF VARIOUS OFFICERS AND PERSONNEL, AND PROVIDING FOR ITS STRUCTURE AND STAFFING PATTERN IN THE CITY OF BACOR

Sponsored by:
Xxx

WHEREAS, Section 16 of Republic Act No. 7160 or the "Local Government Code of 1991" provides that: "Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants."

WHEREAS, Section 76 of the same Code provides that every local government unit shall design and implement its own organizational structure and staffing pattern considering its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

WHEREAS, Section 458, par. (1), (viii) of R.A. No. 7160 and Section 11, par. 1 (viii) of R.A. No. 10160 empowered the Sangguniang Panlungsod to determine the positions and the salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly and mainly from the city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government.

WHEREAS, the City (formerly known as "Municipal") Environment and Natural Resources Office (for brevity, "CENRO") was created by virtue of Municipal Ordinance No. 3, Series of 2007 entitled "An Ordinance creating the 'Municipal Environment and Natural Resources Office and the Position of Municipal Environment and Natural Resources Officer' (SG24)" and was mandated to take charge of matters concerning the environment and natural resources of the City of Bacor, among others;

WHEREAS, Section 40 (c) of R.A. No. 10160 otherwise known as "Charter of the City of Bacor" provides that the city environment and natural resources office shall take charge of the City Environment Service Department.

WHEREAS, the reorganization of the City Environment and Natural Resources Office shall assist the Office in becoming more effective and efficient in managing related affairs involving the environment and natural resources within the City of Bacor;

WHEREAS, the City Government of Bacoor recognizes that there is a need to amend Municipal Ordinance No. 3, Series of 2007 to accommodate the changes,

BE IT ORDAINED by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite that,

SECTION 1. SHORT TITLE. – This Ordinance shall be referred to and cited as the *‘City Environment Service Department Reorganization Ordinance of 2023’*

SECTION 2. PURPOSE. – The purpose of this Ordinance is to rename the City Environment and Natural Resources Office (CENRO) to be *City Environment Service Department (CESD)* and reorganize the staffing pattern and structure of the Office in order for the City and its inhabitants to enjoy a healthful ecology, sustainable and quality environment and become more systematic in its operation and ensure the effective delivery of environmental services. Moreover, the renaming and reorganization of the CENRO would reflect the updated technical research, plans, and programs of the Department, not just the services offered.

This Ordinance likewise aims to reflect that CESD aims to deal with the regulation, management process, and protection of health and the planet by promoting activities that strive to positively impact the natural environment. The reorganization of CENRO to CESD shall assist the office in investigating problems, developing solutions, and working in teams to address various types of environmental crises and issues, such as global warming, pollution, deforestation, soil erosion, landfills, or depletion of the Earth's natural resources.

The reorganized CESD shall focus on analyzing policies and issues and providing a scientific understanding of ecological and social systems applicable to management or policy-making.

SECTION 3. OBJECTIVE. – It shall be the primary goal of CESD to integrate effective and efficient enforcement, implementation, planning, monitoring and evaluation of all programs, projects, and activities relating to the environment, specifically water quality management, air quality control, energy utilization, preservations and conservation, and the integration and development of Solid Waste Management measures, greening, reconstitution and beautification of parks and various developments, and take part in the reclamation projects of the City Government of Bacoor.

SECTION 4. RULES OF INTERPRETATION. – In case a conflict in the interpretation hereof arises between the English version of this ordinance and its Filipino translation, the provisions of this ordinance and its annexes appearing in English shall prevail.

The following rules shall be observed in the interpretation of this ordinance:

- a. Words used in the singular also include the plural. The reverse is also true.
- b. Words used in the present tense shall also include the past tense. The reverse is also true.

- c. The words "must", "shall", "will" and "may not" as used in this ordinance, are mandatory;
- d. The word "may" is permissive, while "should" is advisory and not mandatory or required;
- e. When used with numbers, "Up to X", "not more than X" and "a maximum of X" all include X;
- f. Words or phrases not defined herein shall be interpreted in the context it was used in this ordinance and in consideration of the reason why the Sangguniang Panlungsod used the said terms;
- g. In interpreting words and phrases not defined herein, the meaning of the said terms as popularly understood at the time the ordinance was approved shall be used;
- h. Any word, phrase, or term not enumerated above but used in this ordinance shall be interpreted by taking into account the context in which it was used, its meaning as popularly understood, or its definition in either the Black Law Dictionary or in the 2015 edition of Merriam-Webster Dictionary; and
- i. Unless otherwise specified, any reference to be male gender in any provision of this ordinance shall also include the female gender and vice versa.

SECTION 5. DEFINITION OF TERMS. – As used in this Ordinance, the following terms and phrases shall be understood and defined as follows:

- a. **Collection** – shall refer to removing solid waste from the source or a communal storage point.
- b. **Composting** – shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product.
- c. **Deposit** – shall refer to the discharge, deposit, dumping, spilling, leaking, or placing solid waste into or on any land.
- d. **Re-use** – shall refer to recovering materials intended for the same or different purpose without altering physical and chemical characteristics.
- e. **Segregation** – shall refer to a solid waste management practice of separating different materials found in solid waste to promote recycling and re-use of resources and reduce the volume of waste for collection and disposal.
- f. **Serviced Land** – refers to the reclaimed area where the land development or horizontal infrastructure includes major facilities and main utilities such as roads, drainage, water, power, sewerage, and other basic or primary utilities and facilities to be reflected in the Master Development Plan (MDP).
- g. **Solid waste** – shall refer to all discarded household, commercial, non-hazardous institutional and industrial waste, street sweepings,

construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.

- h. **Solid waste management** – shall refer to the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes.
- i. **Storage** – shall refer to the interim containment of solid waste after generation and before collection for ultimate recovery or disposal.
- j. **Water quality** – means the characteristics of water that define its use in terms of physical, chemical, biological, bacteriological, or radiological characteristics by which the acceptability of water is evaluated.

SECTION 6. RENAMING OF THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE TO CITY ENVIRONMENT SERVICE DEPARTMENT. – The City Environment and Natural Resources Office which was created by virtue of Municipal Ordinance No. 3, Series of 2007, entitled *“An Ordinance creating the ‘Municipal Environment and Natural Resources Office and the Position of Municipal Environment and Natural Resources Officer’ (SG24)”* is hereby renamed and shall henceforth be known as the **City Environment Service Department (CESD)**. The renaming of City Environment and Natural Resources Office to the City Environment Service Department is in compliance with Section 3 (c) of R.A. No. 10160.

SECTION 7. POWERS AND AUTHORITY. – The scope of powers of the City Environment and Natural Resources Office provided in Section 3, Municipal Ordinance No. 3, Series of 2007 shall be adopted and exercised by the City Environment Service Department.

SECTION 8. CITY GOVERNMENT DEPARTMENT HEAD I. In view of the reorganization of the Office, there is a need to replace the Municipal (City) Environment and Natural Resources Officer “Department Head” with a Salary Grade 24 created by Municipal Ordinance No. 3, Series of 2007. In its place, the City Environment Service Department shall be headed by the City Government Department Head I.

The person to be appointed as City Government Department Head I (Salary Grade 25) in the City Environment Service Department (CESD) must possess the following qualifications:

- i. Citizen of the Philippines
- ii. A resident of the City of Bacoor;
- iii. Of good moral character and reputation and staunch supporter of the environment;
- iv. A holder of a Bachelor’s degree
- v. Must have a master’s degree in Environmental Management, Forestry, or any other related post-graduate degree
- vi. A holder of a first-grade Civil Service Eligibility or its equivalent;
- vii. Must have at least 32 hours of Environmental Management training;

- vii. Must have at least five years of Environmental Management experience
- ix. Subject to requirements set forth by the Civil Service or its Qualification Standards.

SECTION 9. DUTIES AND RESPONSIBILITIES. The duties and responsibilities mandated in Section 6 of Municipal Ordinance No. 3, Series of 2007 shall be adopted to be the duties and responsibilities of the City Government Department Head I.

SECTION 10. CREATION OF POSITIONS AND FUNDING. – The following positions in the plantilla of the City Environment and Natural Resources Office – the salaries of which shall be appropriated in the Annual Budget for Calendar Year 2025 of the City Government, are hereby created:

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE
1	City Government Assistant Department Head II	23
2	Environmental Management Specialist 1	11
1	Administrative Officer 1	10
3	Sanitation Inspector III	11
1	Forester 1	11
1	Environmental Management Researcher	9
1	Administrative Assistant II (Clerk IV)	8
1	Administrative Assistant 1 Computer Operator 1)	7
1	Administrative Aide VI (Motor pool Dispatcher)	6
1	Forest Technician 1	6
1	Administrative Aide IV (Clerk II)	4
1	Administrative Aide III (Driver 1)	3
2	Administrative Aide III (Laborer II)	3

a. The person to be appointed as City Government Assistant Department Head II in the City Environment Service Department must possess the following qualifications:

- i. Citizen of the Philippines
- ii. A resident of the City of Bacoor;
- iii. Of good moral character and reputation and staunch supporter of the environment;
- iv. Must have a Degree in Environmental Management, Forestry, or any related Environmental Course

- v. Relevant Bachelor's Degree in four (4) years in a position involving management and supervision
- vi. Must have a master's degree
- vii. A holder of a first-grade Civil Service Eligibility or its equivalent;
- viii. Must have at least 24 hours of training in Management and supervision; 2nd level of eligibility
- ix. Subject to requirements set forth by the Civil Service or its Qualification Standards.

b. The person to be appointed as Environmental Management Specialist 1 in the City Environment Service Department must possess the following qualifications:

- i. Bachelor's Degree relevant to the Job
- ii. Career Service (Professional) 2nd Level of Eligibility

c. The person to be appointed as Administrative Officer III in the City Environment Service Department must possess the following qualifications:

- i. Bachelor's Degree relevant to the Job
- ii. Career Service (Professional) 2nd Level of Eligibility
- iii. Good practical experience with office management
- iv. Excellent in interpersonal, communication and writing skills
- v. Training. Those relating to government budget and accounting system and general administrative work
- vi. Experience. With experience on government budget and accounting system, human resource management and general administrative work

d. The person to be appointed as Sanitation Inspector III in the City Environment Service Department must possess the following qualifications:

- i. Career Service Professional
- ii. Completion of 4 years studies in College
- iii. 2 years of relevant experience
- iv. 8 hours of relevant training
- v. Excellent in interpersonal, communication and writing skills

The person to be appointed as Forester 1 in the City Environment Service Department must possess the following qualifications:

- i. Knowledge, Abilities and Skills. Knowledge and skill in the use of special instruments pertaining to and used in forestry work.
- ii. Ability to work under supervision and acquire knowledge from experience.
- iii. Ability to write clear, concise reports and to keep records.
- iv. Education, Training and Experience
- v. Bachelor's Degree in Forestry from a recognized university with at least one year's experience.

- f. The person to be appointed as Environmental Management Researcher in the City Environment Service Department must possess the following qualifications:
- i. Career Service Professional
 - ii. Bachelor's Degree
 - iii. Excellent in interpersonal, communication and writing skills
 - iv. 2 years of relevant experience
 - v. 8 hours of relevant training
- g. The person to be appointed as Administrative Assistant II (Clerk IV) in the City Environment Service Department must possess the following qualifications:
- i. Career Service Professional
 - ii. Bachelor's Degree
 - iii. Excellent in interpersonal, communication and writing skills
 - iv. 2 years of relevant experience
 - v. 8 hours of relevant training
- h. The person to be appointed as Administrative Assistant 1 (Computer Operator 1) in the City Environment Service Department must possess the following qualifications:
- i. Career Service Professional
 - ii. Bachelor's Degree
 - iii. Excellent in interpersonal, communication and writing skills
 - iv. 2 years of relevant experience
 - v. 8 hours of relevant training
- i. The person to be appointed as Administrative Aide VI (Motor pool Dispatcher) in the City Environment Service Department must possess the following qualifications:
- i. Completion of 4 years studies in College
 - ii. First level Eligibility/ Sub professional
 - iii. Must be detailed oriented
 - iv. Basic knowledge on preparations of issuances, stock card, bin cards and other office documents;
 - v. Knowledge of Supply Office procedures and processes;
 - vi. Ability to follow procedures
- j. The person to be appointed as Forest Technician 1 in the City Environment Service Department must possess the following qualifications:
- i. Completion of 4 years studies in College
 - ii. First level Eligibility/ Sub professional
 - iii. Must be detailed oriented
 - iv. Basic knowledge on preparations of issuances, stock card, bin cards and other office documents;
 - v. Knowledge of Supply Office procedures and processes;
 - vi. Ability to follow procedures
- k. The person to be appointed as Administrative Aide IV (Clerk II) in the City Environment Service Department must possess the following qualifications:

- i. Completion of 2 years studies in College
 - ii. First level Eligibility/ Sub professional
 - iii. Must be detailed oriented
 - iv. Basic knowledge on preparations of issuances, stock card, bin cards and other office documents;
 - v. Knowledge of Supply Office procedures and processes;
 - i. Ability to follow procedures
- l. The person to be appointed as Administrative Aide III (Driver 1) in the City Environment Service Department must possess the following qualifications:
- i. Completion of 2 years studies in College
 - ii. First level Eligibility/ Sub professional
 - iii. Must be detailed oriented
 - iv. Knowledge of Supply Office procedures and processes;
 - i. Ability to follow procedures
- m. The person to be appointed as Administrative Aide III (Laborer II) in the City Environment Service Department must possess the following qualifications:
- i. Completion of 2 years studies in College
 - ii. First level Eligibility/ Sub professional
 - iii. Must be detailed oriented
 - iv. Ability to review documents and file necessary data;
 - v. Ability to follow work instructions and standard procedures
 - vi. Capacity to follow up documents and determine that task is complete

Subject to requirements set forth by the Civil Service or its qualification Standards.

SECTION 11. THE DIVISIONS AND SECTIONS OF THE CITY ENVIRONMENT MANAGEMENT DEPARTMENT. - The City Environment Management Department shall have four divisions, namely: a) the Administrative Division, b) the Environmental Management Division, c) the Natural Resources Division, d) the Research and Development Division, and e) the Environmental Division.

Said divisions shall be composed of the following sections:

- I. **ADMINISTRATIVE DIVISION**
 - a. Administrative Section
 - b. Records and Property Section
 - c. Budget
- II. **ENFORCEMENT, OPERATION AND SERVICES DIVISION**
 - a. Enforcement Section
 - b. Operation on Anti-smoke Belching Unit
 - c. Service on Garbage Collection and Disposal Section
 - d. Service on Street Sweeping Section
- III. **NATURAL RESOURCES DIVISION**
 - a. Greening and beautification/Parks and Development
 - b. Special Operation Section - River Warriors

- IV. ENVIRONMENTAL MANAGEMENT AND TECHNICAL RESEARCH DIVISION
 - a. Research Analysis and Project Development Section
 - b. Strategic Communication and Public Relations Section

- V. ENVIRONMENTAL ASSESSMENT FOR SPECIAL PROJECT DIVISION
 - a. Special Project Units
 - b. Bacoor Reclamation and Development Projects Unit

SECTION 12. THE ADMINISTRATIVE DIVISION. – is tasked to do administrative work and maintain basic office operations. Execute rules, regulations, and policies, Citizen Charter, and coordinate offices, particularly those geared towards improving basic service delivery within the Department. Coordinate with the Human Resources Department regarding personnel and manpower development. This division shall be composed of three (3) sections:

- a. **Administrative Section** – tasked with basic office operations, incoming and outgoing correspondence, and logistical operations. Keep and maintain centralized personnel records within the Department.
- b. **Records and Property Section** – tasked to do the data banking, compilation of monitoring reports, archiving, and necessary equipment and tools inventory. They shall oversee the maintenance of the Department's building, vehicles, equipment, and facilities. They shall prepare the Purchase Requests of the office.
- c. **Budget** – shall be responsible for the budget allocation for each division and operation and submission of the Annual Procurement Plan. They shall be tasked to review and consolidate the budget proposal of different divisions and provide technical advice. Monitor payroll of the Department. They must coordinate with the City Treasurer and City Accountant's offices. They shall be required to supervise the program of activities in allocating appropriation of the different projects undertaken. They shall have the duty to prepare the budget for the calendar year and the AIP, follow the procurement process, and ensure liquidation for the special projects if needed, among others.

SECTION 13. THE ENFORCEMENT, OPERATION AND SERVICES DIVISION.
 – The duties and responsibilities of the Environmental Management Division shall be divided into sections, provided as follows:

a. **Enforcement Section**

Function:

- i. To intensify enforcement and strengthen the implementation of environment-related local Ordinances and Resolutions. Through inspection and monitoring, the enforcement section of the CEMD was able to come up with data and apprehension;
- ii. Issuance of environmental violation receipt (EVR) relevant to its implementation and in concerned areas within its jurisdiction;
- iii. File appropriate charges, impose sanctions, and apprehend violators of this City Environmental Ordinance and other

clearances relevant to its implementation and in concerned areas;

- iv. Periodically inspect establishments and residential areas in compliance with all environmental laws; Exercise such other duties and functions as prescribed by law or ordinance and perform such other functions as may be determined by the City Mayor through Executive Order.

b. **Operation on Anti-Smoke Belching Unit** – This shall enforce the vehicle emission control standards fixed in the Bacoor City Environmental Ordinance.

c. **Service on Garbage Collection and Disposal Section**

Function

- i. This Section is created to perform routine garbage collection in accordance with the contract that creates such an obligation.
- ii. To conduct and improve systematic garbage collection and meet the requirements to attain 24/7 cleanliness of the entire City.
- iii. Guarantee that personnel assigned in this Section, in the performance of their duties, are equipped with the basic protective gear necessary to shield themselves from harmful ecological elements of their job;
- iv. Monitor that the number of trips per day is strictly observed.

It shall be composed of:

1. Main road evening collection – waste collection at the City main road. Usually done at night time
2. Mopping operation – Follow up collection of waste at the city main road to ensure cleanliness
3. Barangay Collection – The usual collection assistance to various interior streets is on a scheduled basis.
4. Hazardous Waste Collection - Collection of hazardous waste from seven (7) government-owned health centers on a scheduled basis with an accredited hazardous waste transporter.

d. **Service on Street Sweeping Section** – The main purpose is to keep the streets safe and pick up the nails, loose gravel, glass, metal, dirt, and sand. CENRO shall keep the roads clean and usable. This section shall be responsible for conducting a clean-up of street operations.

SECTION 14. THE NATURAL RESOURCES DIVISION. – Tasked to maintain a green environment and recommend establishing, maintaining, protecting, and preserving tree parks, linear parks, boulevards, greenbelts, sanctuaries, and other similar projects.

The duties and responsibilities of the Natural Resources Division shall be divided into sections, provided as follows:

- a. **Greening and beautification/Parks and Development** - Performs the everyday clean up, maintains cleanliness along

Bacoor Boulevard and Daanghan, conducts tree growing activities, and does Watering of Plants and trimming activities similarly done daily. Conduct grass cutting. Create a nursery for plant propagation.

- b. **Special Operation Section** – Assist in the delivery of services concerning the environment and natural resources, particularly in the renewal or rehabilitation of the environment during and in the aftermath of man-made and natural calamities and disasters; Perform special projects of the City that will necessitate citywide clean up.
- i. **River Warriors** – The Department is charged with the implementation of maintaining all riverways, waterways, and tributaries of the City through the creation of River Warriors free from solid wastes and other floating debris through regular and special clean-up operations. This program is focused on water quality management.

SECTION 15. THE ENVIRONMENTAL MANAGEMENT AND TECHNICAL RESEARCH DIVISION. – The duties and responsibilities of the Research and Development Division shall be:

- i. Develop and recommend policies and programs to local executives to ensure and promote the sustainable development of the city's natural resources through proper conservation and utilization.
- ii. Formulate environmental management plans and programs for the City and oversee its implementation. Conducts environmental scanning, study, and analysis;
- iii. Enforce pollution control and environmental protection laws, rules, and regulations in cooperation with DENR and other relevant agencies.
- iv. Monitor environmental quality and compliance with environmental laws and process primary and secondary information for policy directions and management decisions of the local executives. Assists in the planning and implementation of environmental projects and provides technical assistance in the organizational aspects of proposed environmental projects;
- v. Coordinate the implementation of a Solid Waste Management Plan to reduce or minimize industrial and household waste through composting and recycling.
- vi. Prepares the required feasibility study and project proposal for proposed environmental projects and prepares related environmental reports and documents;
- vii. Conducts inspection/investigation re: environmental complaints and submission of reports
- viii. Coordinate with government agencies and non-government organizations in implementing the Manila Bay Rehabilitation and Preservation Program of measures to prevent and control water pollution with the assistance of DENR.
- ix. Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures relative to the protection of the environment in totality and its management;
- x. Recommend to the Sanggunian and advise the Mayor on all matters relative to the protection, conservation, maximum

- utilization, application of appropriate technology, and other matters related to the environment;
- x. Provide extension services to beneficiaries of environment-related projects.
 - xii. Performs other functions as necessary or as prescribed by law or ordinances. Perform other duties that may be assigned.

Said division shall be divided into sections, provided as follows:

- a. **Research Analysis and Project Development Section** – they shall be tasked to examine and validate the accuracy of the data and ensure that it produces meaningful information. They are obliged to analyze data. Upon collecting the data, research analysts shall use mathematical, statistical, and analytical models to find patterns that may reveal environmental opportunities. A project development manages the operations of a project by conducting research and creating plans that best suit the project's needs. They shall be tasked to develop project activities, schedules, and regular project progress reports. They are enjoined to provide updates on the current thrusts/priorities of the Office and coordinate and facilitate the planning and formulation of the Research Sector and Annual Plan;
- b. **Strategic Communication and Public Relations Section** – they shall be tasked to design and develop strategies to help improve the planning and programming system of the Office in terms of Solid Waste and Hazardous Waste Management, Air Quality and Water Quality Management, and Greening and Beautification. They shall conduct seminars and trainings and IEC programs on environmental awareness, protection, and management.

SECTION 16. ENVIRONMENTAL ASSESSMENT FOR SPECIAL PROJECT DIVISION. – The duties and responsibilities of the Environmental Assessment for Special Project Division shall be:

a. **Special Project Unit** - A special project is tasked to organize, leads, and help execute project proposal from private entity that may fall outside the scope of regular duties. The specific responsibilities and purpose of projects vary, depending on the industry and type of organization.

b. **Environmental Unit for Bacoor Reclamation and Development Projects**

Under the General Conditions No. 3 of the Environmental Compliance Certificates (ECCs) issued for the abovementioned reclamation projects, an Environmental Unit (EU) shall be established to completely handle the environment related aspects of the project in addition to the monitoring the compliance with the conditions provided by the ECC as specified in the Environmental Management Plan (EMP) / Environmental Monitoring Plan (EMoP);

- 90 Hectare Bacoor Reclamation and Development Project
- 100 Hectares Diamond Reclamation and Development Project

• 230 Hectares Bacoor Reclamation and Development Project

1. Roles and Responsibilities of the Environmental Unit for Bacoor Reclamation and Development Project shall perform the following:

- Monitor actual project impacts vis-a-vis the predicted impacts and management measures in the Environmental Impact Assessment (EIS);
- Ensure that the environmental compliance monitoring procedure are conformed with and submission of reports thru online to EMB (Central Office and NCR) are carried out as required;
- Submit Demobilization Plan one (1) year prior to completion of reclamation activity. It shall include cleanup measures;
- Conduct a continuing consultation with the stakeholders in updating Environmental Monitoring Plan (EMP) and Environmental Monitoring Plan (EMoP) that may include necessary baseline data, geohazard, disaster risk reduction and management and ground settlement monitoring of the reclaimed area;
- Shall oversee the roles and responsibilities of each unit member. Ensure that all plans and programs in the SDP, EMP, EMoP and decommissioning plan will be properly executed.
- Designate Occupational Health and Safety Officer for three (3) reclamation sites with the following duties and responsibilities:
 1. Ensure the compliance to Labor Code of the Philippines, RA 11058;
 2. Ensure the protection of workers against dangers of injury, sickness, or death through safe and healthful working conditions;
 3. Ensure peace and order/security;
 4. Oversee the overall management of the safety and health program;
 5. Assist government inspectors in the conduct of safety and health inspections anytime whenever work is being performed or during the conduct of an accident investigation; and
 6. Issue work stoppage order when necessary
- Act as Managing Head of Bacoor City Government Infrastructure Projects. Designate Pollution Control Officer (PCO) for 3 reclamation sites. Perform other related functions as directed by the Local Chief Executive.

2. Duties and Responsibilities of Accredited Pollution Control Officer for three (3) Reclamation sites of Bacoor City Government. The accredited PCO shall perform the following duties and responsibilities:

1. Together with the Managing Head, ensure compliance with the requirements of PD 1586, RA 6969, RA 8749, RA 9003, RA 9275, their respective implementing rules and regulations (IRRs); and other pertinent rules and regulations;
2. Identify significant environmental aspects and impacts of the establishment's operational activities and recommend possible mitigating measures in the formulation/preparation and/or review of the Environmental Management Plan and Contingency Plan:

3. Attend to all permitting and registration requirements of the establishment pertain to the construction, installation, or operation of pollution sources and control facilities;
4. Ensure the proper performance, operation, and maintenance of environmental management facilities or systems of the establishment such as the following:
 - Wastewater treatment facilities;
 - Air pollution control devices referred to in DAO 2000-03;
 - Hazardous waste management storage areas (permanent or temporary);
 - Solid waste segregation/management facilities (i.e. MRFs, sanitary landfills, composting facilities, etc.) and
 - Environmental monitoring devices such as the Continuous Emission Monitoring Systems, Air Monitoring Stations, effluent flow metering/measuring devices, groundwater monitoring wells, and other environmental monitoring devices.
5. Ensure that the hazardous wastes disposed offsite are covered by a Permit to Transport; each transport is covered by a hazardous waste manifest duly signed by the transporter and TSD facility; and with corresponding Certificate of Treatment (COT) duly signed by the TSD facility. Copies of the signed hazardous waste manifest and COT shall be submitted to the concerned EMB Regional Office in accordance with DENR Administrative Order No. 2004-36;
6. Ensure that transport vehicles are properly operated and maintained (applicable only for hazardous wastes transporter);
7. Ensure that hazardous wastes Treatment Storage and Disposal (TSD) facilities are properly operated and maintained (applicable only for hazardous wastes TSD facility);
8. Monitor compliance with the requirements specified in the Environmental Compliance Certificate and the commitments stipulated in the Environmental Management and Monitoring Plans or Environmental Performance Report and Management Plans, and report the same in the Compliance Monitoring Report (CMR);
9. Monitor activities pertaining to the installation or construction of pollution source and control facilities to ensure compliance with the National Emission Standards for Source Specific Air Pollutants and National Ambient Air Quality Standards and report monitoring results to DENR as part of the Self-Monitoring Report (SMR);
10. Monitor activities pertaining to the operation and maintenance of pollution control facilities to ensure compliance with the Effluent Standards and report monitoring results to DENR as part of the SMR;
11. Monitor the use of chemicals, especially those listed under the Priority Chemicals List (PCL) and those with Chemical Control Orders (CCO) and the generation of solid and hazardous wastes. Monitoring data shall be submitted as part of the SMR and the PCL Compliance Certificate;
12. Monitor the importation or distribution of chemicals. Especially those listed under the PCL and those with CCO and the generation of solid and hazardous wastes. Monitoring data shall be submitted as part of the SMR and

the PCL Compliance Certificate (applicable only for Importers or distributors of chemicals);

13. Promptly submit CMRs and SMRs, duly accomplished and signed by the PCOs. Approved and certified correct by the Managing Head, and notarized.

14. Report in writing within twenty-four (24) hours from the occurrence of any of the following environmental incident to the concerned EMB Regional Office, as the case may be:

- Breakdown of any pollution source and/or control facility or monitoring instruments; or
- Releases (e.g. leaks, spills, etc.) of chemicals or hazardous wastes (listed in Annex I of this Order as well as the Priority List of Hazardous Substances as published by the Agency for Toxic Substances and Disease Registry of the Department of Health & Human Services of the United States of America to environmental media.

15. Report in writing within twenty-four (24) hours from securing of the results of laboratory analysis or from online monitoring instruments any exceedance to effluent and/or emission standards;

The Report covering items 14 and 15 above shall include the following:

- Date/time of the incident;
- Cause(s) of the incident; and
- Description of the incident detailing the following:
 - Estimated amount of chemicals or hazardous wastes, Emission, and/or effluents released to the receiving environment; and
 - Interim/contingency measures to mitigate any potential negative impacts.

16. The Managing Head/ Environmental Unit Head shall sign the Report prepared by the PCO.

- Submit to the Pollution Adjudication Board a copy of the SMR duly signed by the respective EMB Regional Office (applicable only for establishments with pending case);

Attend, as duly authorized representative of the establishment, technical conferences, Hearings, and meetings especially on matters pertaining to pollution cases of the establishment where he/she is employed;

As a liaison officer to EMB, keep himself/herself abreast with the requirements of the Department;

- Coordinate regulatory programs and activities with the city/provincial/municipal said governments (if applicable);
- Initiate and intensify environmental management activities including awareness campaign Diet within their organization; and
- Participate in multi-partite monitoring team activities and meetings, where applicable.

17 The PCO and the Managing Head/ Environmental Unit Head shall be held jointly and severally liable for any violation of PD 1588, RA 6969, RA 8749, RA 9003, RA 9275, their respective IRRs, and other pertinent rules and regulations, committed by the establishment.

SECTION 17. STAFFING PATTERN. – The existing plantilla positions in the City Environment and Natural Resources Office shall be adopted by the City Environment Service Department.

SECTION 18. RENUMERATION. – The City Mayor shall determine the remunerations of the Office's personnel and staff upon the recommendation of the Human Resources Development and Management Department and subject to existing Civil Service laws, rules, and regulations.

SECTION 19. SOURCE OF FUNDING. – The amount necessary for implementing this Ordinance shall be included in the City's general appropriation through budgetary appropriation and every year thereafter.

SECTION 20. TRANSITORY PROVISIONS. – The transitory provisions of the provided for in Section 8, Municipal Ordinance No. 3, Series of 2007 shall be adopted herein.

SECTION 21. AUTOMATIC REVIEW. The Sangguniang Panlungsod shall automatically review this Ordinance once every three (3) years after its approval or whenever the need for such review arises.

SECTION 22. REPEAL CLAUSE. All ordinances and orders inconsistent with the provisions of this Ordinance are hereby revoked and/or modified accordingly.

SECTION 23. SEPARABILITY CLAUSE. In case any provision of this Ordinance is declared unconstitutional or void by a competent court of law, the remaining provisions hereof not affected by the said declaration shall remain valid.

SECTION 24. 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, Cavite.

APPROVED this ___th day of _____ 2023 at the City of Bacoor, Cavite, by the 5th Sangguniang Panlungsod of Bacoor City, Cavite.