



OFFICE OF THE SAGGUNIANG PANLUNGSOD

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

JOINT COMMITTEE REPORT
NO. FBA-273--S-2024

Subject: AN ORDINANCE TRANSFERRING, CREATION AND ABOLISHING VARIOUS POSITION UNDER THE OFFICE OF THE CITY VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BACOOR TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOOR, CAVITE FOR CALENDAR YEAR 2024. - PCO-2024-173 dated March 18, 2024

Referred to the Joint Committee on the 83rd Regular Session is the above-subject matter for appropriate action and recommendation.

The proposed City Ordinance mandates the transfer of certain positions from the Office of the Vice Mayor to the Office of the Sangguniang Panlungsod and vice versa, abolish four (4) positions under the Office of the Sangguniang Panlungsod, and to create six (6) new positions to be assigned under the Records Section and other offices. The affected positions are hereunder specified, as follows:

I. TRANSFER OF POSITIONS:

A.

From	No. of Position	Position Title	Salary Grade	To
Office of the Vice Mayor	1 (Item No. 106)	Senior Administrative Assistant II (Computer Operator IV)	14	Office of the Sangguniang Panlungsod
	1 (Item No. 107)	Administrative Officer I (Records Officer II)	10	

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PCO-2024-173 – AN ORDINANCE FOR THE ABOLITION, TRANSFER AND CREATION OF CERTAIN POSITIONS IN THE OFFICE OF THE VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD.



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City of Bacoor

CGBCR-SPBac-F003.00
10/20/2023

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B.

From	No. of Position	Position Title	Salary Grade	To
Office of the Sangguniang Panlungsod	1 (Item No. 156)	Administrative Officer III (Records Officer II)	14	Office of the Vice Mayor

II. CREATION OF POSITIONS:

A.

Office	No. of Position	Position Title and Qualification Standard	Salary Grade
Office of the Sangguniang Panlungsod	2	Administrative Officer I (Records Officer I) Education: Bachelor's Degree Experience: None Required Training : None Required Eligibility : Career Service (Professional) Second Level Eligibility	10
	1	Administrative Assistant V (Communication Equipment Operator IV) Education: Completion of Two years Study in College or High School graduate with relevant vocational/trade course Experience: Two (2) years of relevant experience	11



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		Training : Eight (8) hours of relevant training Eligibility : Appropriate License (MC No. 06, s. 2020)	
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B.

Office	No. of Position	Position Title and Qualification Standard	Salary Grade
Office of the Vice Mayor	2	Administrative Officer I (Records Officer I) Education: Bachelor's Degree Experience: None Required Training : None Required Eligibility : Career Service (Professional) Second Level Eligibility	10
	1	Administrative Assistant V (Communication Equipment Operator IV) Education: Completion of Two years Study in College or High School graduate with relevant vocational/trade course Experience: Two (2) years of relevant experience Training : Eight (8) hours of relevant training Eligibility : Appropriate License (MC No. 06, s. 2020)	11



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III. ABOLITION OF POSITIONS:

Office	Item No.	Position Title	Salary Grade
Office of the Sangguniang Panlungsod	149	Administrative Aide IV	4
	156	Administrative Aide II	2
	611	Administrative Aide II	2
	159	Administrative Aide II	2

The provisions of the Local Government Code empower the City Government to implement an organizational structure and create staffing patterns for the effective management and administration of respective offices. Along with the same principle, the *Sangguniang Panlungsod* is empowered to create, through local ordinances, plantilla positions, other offices, or consolidate the functions of any offices in the interest of efficiency, subject to the policies, rules and regulations promulgated by the Civil Service Commission (CSC).

The Joint Committee anchors on the following provisions of the Local Government Code of 1991, we quote:

TITLE ONE. - BASIC PRINCIPLES
CHAPTER 2
GENERAL POWERS AND ATTRIBUTES OF LOCAL GOVERNMENT UNITS

x x x

SECTION 76. *Organizational Structure and Staffing Pattern.* - 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.

x x x

(c) The Sangguniang Panlungsod may:

- (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof:



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- (2) Create such other offices as may be necessary to carry out the purposes of the city government; or
- (3) Consolidate the functions of any office with those of another in the interest of efficiency and economy.

FINDINGS:

In the proposed creation of the position with generic title Administrative Assistant V equivalent to Communication Equipment Operator IV, the Joint Committee submits the following Civil Service Commission memorandum circulars involving certain positions which require skills not measurable by paper and pencil examination (Career Service Professional and Sub-Professional Eligibilities), and thus, the grant of eligibility for certain skilled positions in the Government.

Under **Memorandum Circular No. 11, Series of 1996**, the position with title Communication Equipment Operator was classified under Category II with appointees may be qualified for permanent status through the eligibility obtained by completing one (1) year of satisfactory actual performance, provided that the appointee shall be under temporary status until the required eligibility is obtained. We quote the CSC policies for ready reference:

"Category II – refers to positions in the list marked **Annex "B"** which shall have a QS wherein the required eligibility can be obtained by completing one (1) year of satisfactory actual work performance.

x x x

The Commission has further adopted the following policies in the grant of eligibilities and security of tenure:

x x x

2. Appointee to Category II positions who do not possess the required eligibility shall be under temporary status until the required eligibility is obtained;

x x x"



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Annex "B" of Memorandum Circular No. 11, Series of 1996 provides the documentary requirement to obtain the required eligibility. We copy the specific portion of Annex "B", as follows:

"ANNEX "B"

**POSITIONS NOT COVERED BY TESDA EXAMINATIONS
(Category II)**

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
XXX	XXX
Communication Equipment Operator I	*Appropriate License
Communication Equipment Operator II	
Communication Equipment Operator III	
Communication Equipment Operator IV	
Communication Equipment Operator V"	

The same position, the Communication Equipment Operator, was then re-categorized under CSC Memorandum Circular No. 10, series of 2013 dated April 16, 2013 on which the policies for the grant of eligibility involving said position was revised by way of CSC Resolution No. 1202124 dated November 27, 2012.

In the said CSC Resolution No. 1202124, the Civil Service Commission adopts the following policies on the grant of eligibility for skilled positions in the government. We quote the revised policies:

"CSC MC No. 10, Series of 2013

XXX

1. The position and the corresponding appropriate eligibilities listed under Category I of CSC MC No. 11, s. 1996, as revised, shall be re-categorized under Category II where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.



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2. Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related position **without undergoing one (1) year employment under temporary status**, provided the other requirements are met, and

3. x x x "

The specific portion of Category II (ANNEX A) involving the position sought to be created is hereunder copied for ready reference:

ANNEX A

Category II – refers to positions whose qualification standards (QS) require eligibilities which can be obtained by completing one (1) of Very Satisfactory actual work performance.	
Eligibility	Position Title
Communication Equipment Operator	Communication Equipment Operator
	Communication Equipment Operator I
	Communication Equipment Operator II
	Communication Equipment Operator III
	Communication Equipment Operator IV
	Communication Equipment Operator V

Then again, and as interpreted, the recent CSC Memorandum Circular No. 05, Series of 2020 dated March 04, 2020 have reinstated the documentary requirement (i.e. **appropriate license**) to obtain the necessary eligibility for the generic position of Administrative Assistant V (Communication Equipment Operator IV) as required under the amended CSC MC No. 11, Series of 1996 dated August 05, 1996.

The photo copies of the three (3) mentioned Civil Service Commission memorandum circulars are attached herewith for ready reference.

RECOMMENDATION:

In view of the foregoing, the Honorable Members of the Joint Committee hereby recommend **TO APPROVE** the City Ordinance authorizing: (1) the transfer of certain positions from the Office of the Vice Mayor to the Office of the Sangguniang Panlungsod and vice versa, (2) the abolition of four (4) positions under the Office of the Sangguniang Panlungsod, and (3) the creation of six (6) new positions to be assigned under the Records Section, Office of the Vice Mayor and Office of the Sangguniang Panlungsod, subject to the provisions of existing laws, policies of the Civil Service Commission, and issuances of the Department of Budget and Management for that matter.



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

Signed this day of March 2024 at the City of Bacoor, Cavite.

THE COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION


HON. ROGELIO M. NOLASCO
Chairman


HON. CATHERINE S. EVARISTO
Vice Chairman


HON. ADRIELITO G. GAWARAN
Member



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THE COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION



HON. REYNALDO D. PALABRICA
Chairman



HON. ALEJANDRO F. GUTIERREZ
Vice Chairman



HON. ALDE JOSE F. PAGULAYAN
Member



HON. MICHAEL E. SOLIS
Member

Prepared by:



ROBERTO A. DE GUZMAN

Local Legislative Staff Assistant I

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PCO-2024-173 – AN ORDINANCE FOR THE ABOLITION, TRANSFER AND CREATION OF CERTAIN POSITIONS IN THE OFFICE OF THE VICE MAYOR AND OFFICE OF THE SANGGUNYANG PANLUNGSOD.



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

OFFICE OF THE SAGGUNIANG PANLUNGSOD

Office of the Sangguniang Panlungsod
Received by: Jenet Pina
Date: MAY 8 2024
Time: 10:20 am

Committee on Finance, Budget and Appropriation

EXCERPT FROM THE MINUTES OF REGULAR SESSION
NO. FBA-273-S-2024

Subject: *AN ORDINANCE TRANSFERRING, CREATING AND ABOLISHING VARIOUS POSITION UNDER THE OFFICE OF THE CITY VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BACOR BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2024. - PCO-2024-173 Dated March 18, 2024.*

Honorable Rowena Bautista Mendiola, Presiding Officer called the 84th 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 83rd 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. **F.2 – PCO-2024-173 – “AN ORDINANCE TRANSFERRING, CREATING AND ABOLISHING VARIOUS POSITION UNDER THE OFFICE OF THE CITY VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BACOR BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2024.”** Honorable Rogelio M. Nolasco moved the approval for the Ordinance transferring, creating and abolishing various position from Vice Mayor to Sangguniang Panlungsod to enhance the efficiency of both offices.

The motion was unanimously seconded by the majority of Honorable Members of the 5th Sangguniang Panlungsod. An ordinance transferring, creating and abolishing various position under the office of the City Vice Mayor and office of the Sangguniang Panlungsod in the City Government of Bacoor be appropriated in the Supplemental Budget No. 1 of the City Government of Bacoor, Cavite for calendar year 2024 was **APPROVED**.



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

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The regular session was closed and adjourned at 12:29 P.M.

Prepared By:

EDGARDO B. NOLASCO
CLERK

Attested By:

COUN. ROGELIO "BOK" M. NOLASCO

Chairman

Committee on Finance, Budget and Appropriation



OFFICE OF THE SANGGUNIANG PANLUNGSOD

PCO 2024-173 – AN ORDINANCE TRANSFERRING, CREATING AND ABOLISHING VARIOUS POSITION UNDER THE OFFICE OF THE CITY VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BACOR BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2024.

PROPOSED CITY ORDINANCE NO. 2024 - 173
Series of 2024

AN ORDINANCE TRANSFERRING, CREATING AND ABOLISHING VARIOUS POSITIONS UNDER THE OFFICE OF THE CITY VICE MAYOR AND OFFICE OF THE SANGGUNIANG PANLUNGSOD IN THE CITY GOVERNMENT OF BACOR TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2024

Sponsored by:

WHEREAS, Section 76 of Republic Act No. 7160 (the "Local Government Code of 1991") empowered local governments to create their own organizational structures and staffing patterns.

WHEREAS, local governments are mandated by law to provide efficient and high quality public services and to prudently use public funds.

WHEREAS, there are some positions in the plantilla of the Sangguniang Panlungsod that should be transferred to the plantilla of the Office of the Vice Mayor and vice versa to enhance the efficiency of the said offices.

WHEREAS, there are positions in the plantilla of the above-mentioned offices that should be abolished as they have remained vacant for so long and the duties supposedly to be performed by those who will be appointed to the said positions are already being performed by other SP or OVM employees.

BE IT ORDAINED by the Sangguniang Panlungsod in Regular Session assembled THAT:

Section 1. Transfer of Positions. The following permanent positions will be transferred from the Office of the City Vice Mayor to the Office of the Sangguniang Panlungsod and vice versa, to wit:

From	No. of Position	Position Title	Salary Grade	To
Office of the City Vice Mayor	1	Senior Admin. Asst. II (Computer Operator IV)	14	Sangguniang Panlungsod

Proposed City Ordinance No. 2024-173

MARCH 2024

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	1	Administrative Officer I (Records Officer I)	10	
Office of the Sangguniang Panlungsod	1	Administrative Officer III (Records Officer III)	14	Office of the City Vice Mayor

Section 2. Creation of Position. The position stated below is hereby created:

Office	No. of Position	Position Title and Qualification Standards	Salary Grade
Office of the Sangguniang Panlungsod	2	Administrative Officer I (Records Officer I) Education: Bachelor's Degree Experience: None Required Training: None Required Eligibility: Career Service (Professional) Second Level of Eligibility	10
	1	Communications Equipment Operator IV Education: Completion of two years Study in College or High School graduate with relevant vocational /trade course Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Appropriate License (MC R. s. 1996- Category II)	11
Office of the City Vice Mayor	2	Administrative Officer I (Records Officer I) Education: Bachelor's Degree	10

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		Experience : None Required Training: None Required Eligibility: Career Service (Professional) Second Level of Eligibility	
	1	Communications Equipment Operator IV Education: Completion of Two years Study in College or High School graduate with relevant vocational /trade course Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: Appropriate License (MC II, s. 1995- Category I)	11

Section 3. Abolition of Positions. The following positions stated below are hereby abolished in order to improve operational efficiency of the offices concerned, to wit:

Office	No. of Position	Position Title	Salary Grade
Office of the Sangguniang Panlungsod	1	Admin. Aide IV	4
	3	Admin. Aide II	2

Section 4. Date of Effectivity. -- This Ordinance shall take effect immediately after it has been published once in a newspaper of general circulation in the City of Bacoor and after it has been approved by the Sangguniang Panlalawigan of Cavite.

Section 5. Separability. -- Any provision of this Ordinance declared void by any court of law shall not affect the other provisions hereof not affected by such declaration.

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ORDAINED FURTHER, to furnish the Civil Service Commission, the Human Resource Development and Mgt. Department, the Office of the City Budget Officer and all government offices concerned with copies of this resolution.

UNANIMOUSLY APPROVED by the 5th Sangguniang Panlungsod of the City of Bacoor this ____th day of _____

I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved 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: _____

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