# Republic of the Philippines PROVINCE OF CAVITE City of Bacoor OFFICE OF THE SAGGUNIANG PANLUNGSOD

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

Office of the Sanggerlang Factures of Received by Jenet Pring

# 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 Tile	Salary Grade	То
Office of the Vice Mayor	1 (Item No. 106)	Senior Administrative Assistant II (Computer Operator IV)	14	Office of the Sangguniang Panlungsod
	1 (Ifem No. 107)	Administrative Officer I	10	
	(116111140, 107)	(Records Officer II)		



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B.

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

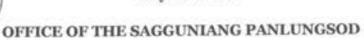
#### II. CREATION OF POSITIONS:

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	1.1

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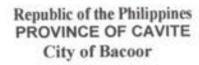
#### Republic of the Philippines PROVINCE OF CAVITE City of Bacoor



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

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
		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



#### OFFICE OF THE SAGGUNIANG PANLUNGSOD

#### III. ABOLITION OF POSITIONS:

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

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- (c) The Sangguniang Panlungsod may:
  - Maintain existing offices not mentioned in subsections (a) and
     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.

XXX

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

XXX

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

XXX"

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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)

POSITION TITLE

XXX

Communication Equipment
Operator I

Communication Equipment
Operator II

Communication Equipment
Operator III

Communication Equipment
Operator IV

Communication Equipment
Operator IV

Communication Equipment
Operator V"

The same position, the Communication Equipment Operator, was then recategorized 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

 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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 Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to corresponding positions recategorized 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. xxx"

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

#### ANNEX A

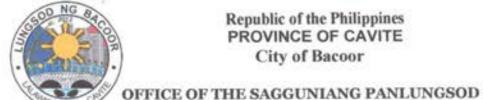
Category II – refers to positions whose qualific obtained by completing one (1) of Very Satisfac	ation standards (QS) require eligibilities which can be tory actual work performance.
Eligibility	Position Title
	Communication Equipment Operator
	Communication Equipment Operator I
Communication Equipment Operator	Communication Equipment Operator II
communication Equipment Operator	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.



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. BOSEHOM. NOLASCO

HON. CATHERINE'S. EVARISTO

HON. ADRIELITO/G/GAWARAN

## THE COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

OFFICE OF THE SAGGUNIANG PANLUNGSOD

HON. REYNALDO D. PALABRICA

⊈hairman

HON. ALEJANDRO F. GUTIERRE

Vice Chairman

HON: ALDE JOSE F. PAGULAYAN

Member

HON, MICHAEL E. SOLIS

Member

Prepared by:

ROBERTO A. DE GUZMAN

Local Legislative Staff Assistant I



OFFICE OF THE SAGGUNIANG PANLUNGSOD



### 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 BACOOR 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.

Honorable Rowena Bautista Mendiola, Presiding Officer called the 84<sup>th</sup> 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 83<sup>rd</sup> 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 BACOOR BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOOR, 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**.



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

OFFICE OF THE SAGGUNIANG PANLUNGSOD

Prepared By:

98 Alexan EDGARDO B. NOLASCO

CLERK

Attested By:

Chairman

Committee on Finance, Budget and Appropriation



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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 BACOOR BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET NO. 1 OF THE CITY GOVERNMENT OF BACOOR, CAVITE FOR CALENDAR YEAR 2024.

#### PROPOSED CITY ORDINANCE NO. 2024 - 173 Series of 2024

AN ORDINANCE TRANSFERRING, CREATING AND ABOUSHING VARIOUS POSITIONS 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

Sporsored by:

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

WHEREAS, local governments are mandated by law to provide afficient 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 abovementioned affices 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 Parlungsod 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	Sangguniong Panlungsod

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

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

Office	No. of Position		
Office of the Songguniang 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	11
		Experience: 2 years of relevant experience Itraining: 8 hours of relevant training Eligibility: Appropriate License (MC II. s. 1996- Category II)	
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 /frade course	11
	Experience: 2 years of relevant experience  Training: 8 hours of relevant training	
	Eligibility: Appropriate License (MC it, s. 1996- Category II)	

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 Sanggunlang Panlungsod	1	Admin, Aide N	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 Boccor 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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Commission, the Human Resource Development and Mg Department, the Office of the City Budget Officer and a government offices concerned with copies of this resolution.
Panlungsod of the City of Bacoor thish day
I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved in accordance will law.
Certified by:
HON. ROWENA BAUTISTA-MENDIOLA City Vice Mayor/Presiding Officer
Altested by:
ATTY. KHAUD A. ATEGA, JR. Sangguniang Panlungsod Secretary
Approved by:
HON. STRIKE B. REVILLA City Mayor
Date of Approvat:

Proposed City Ordinance No. 2024-173

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