



Republic of the Philippines
Province of Cavite
City of Bacoor

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 08 SEP 2023
Time: 4:15 PM

5th SANGGUNIANG PANLUNGSOD

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

COMMITTEE HEARING REPORT CEAGR-PCO-2023-110

Subject: *An ordinance amending the position titles of the positions created by the Sangguniang Panlungsod for the Local Development and Investment Promotions Office (LEDIPO) under City Ordinance No. 286-2023 so that it will conform with pertinent policies of the Department of Budget and Management*

The above mentioned proposed ordinance underwent its first reading on August 23, 2023 during the 57th 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 September 07, 2023 at the Session Hall of the Sangguniang Panlungsod at 8:30 a.m.

FINDINGS:

The Sangguniang Panlungsod created City Ordinance No. 286-2023, "An ordinance amending Section 12 of the City Ordinance No. 157-2021 (The Local Economic and Investment Promotion Ordinance of the City of Bacoor) which created the Local Economic and Investments Promotion Office of the City of Bacoor, duly ordained last May 22, 2023.

Upon verification of position titles in the DBM issued Local Budget Circular No. 132 dated July 13, 2021, the subject of which is the Index of Occupational Services, Positions, Titles and Salary Grades in the Local Government (IOS-LGU) CY 2021 Edition, the following are the discrepancies in the newly created positions stated in City Ordinance No. 286-2023



Republic of the Philippines
Province of Cavite
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5th SANGGUNIANG PANLUNGSOD

As per CO 286-2023		As per DBM IOS-LGU	
Position Title	Salary Grade	Position Title	Salary Grade
Computer Operator	9	Administrative Assistant VI (Computer Operator III)	12
Clerk 1	3	Administrative Aide III (Clerk 1)	3
Driver	4	Administrative Aide IV (Clerk II)	4

The equivalent generic Position Title for Computer Operator with Salary Grade of 9 is Administrative Assistant III (Computer Operator II).

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 60th Regular Session of the Sangguniang Panlungsod.

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


Signed this 11th day of September 2023 at the City of Bacoor, Cavite.



Republic of the Philippines
Province of Cavite
City of Bacoor

5th SANGGUNIANG PANLUNGSOD

Committee on Ethics, Appointments and Government Reorganization



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



Republic of the Philippines
Province of Cavite
City of Bacoor

Office of the Sangguniang Panlungsod
Revised by: *[Signature]*
Date: 08 SEP 2023
Time: 9:15 am

5th SANGGUNIANG PANLUNGSOD

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

COMMITTEE HEARING MINUTES NO. PCO-2023-110

Subject: *An ordinance amending the position titles of the positions created by the Sangguniang Panlungsod for the Local Economic Development and Investments Promotions Office (LEDIPO) under City Ordinance No. 286-2023 so that it will confirm with pertinent policies of the department of Budget and Management*

1. The committee hearing was called to order at exactly 8:45 a.m. on September 07, 2023, held at the Session Hall of the Sangguniang Panlungsod of the City of Bacoor.
2. The committee hearing was presided by City Councilor Hon. Reynaldo C. Palabrica.
3. The Presiding Officer introduced the members of the Honorable Committee present during the committee hearing.
4. The Presiding Officer asked the resource persons to introduce themselves before the Honorable Committee.
5. The Presiding Officer introduced the city budget officer Ms. Elvinia Guerrero and HR department head Natividad Ludwig Ople.
6. The Presiding Officer conveyed Ms. Guerrero and Ms. Ople that the existing ordinance had already undergone amendments.
7. The Presiding Officer asked Ms. Guerrero and Ms. Ople for their opinion.
8. The Budget Officer, Ms. Elvinia Guerrero gave her remarks stating that there is a DILG circular, and within the circular, it specifies a renaming of positions.
9. Ms. Natividad Ople, HR Department Head gave her remarks and agreed with the additional provisions of the proposed ordinance.
10. The Presiding Officer asked the opinion and suggestion of the City Legal Office representative, Atty. Nathaniel De Leon.
11. Atty. Nathaniel de Leon gave his opinion and further suggested that the ordinance should be published in newspaper.
12. The Presiding Officer asked the members of the Honorable Committee for any clarifications on the matter being discussed and their opinion and suggestions.



Republic of the Philippines
Province of Cavite
City of Bacoor

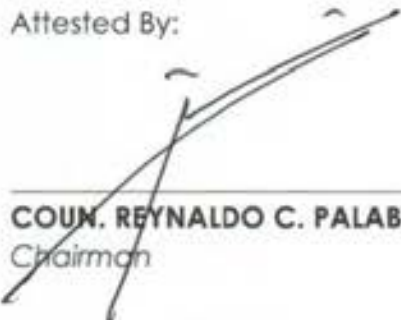
5th SANGGUNIANG PANLUNGSOD

13. There being no matters to be discussed, City Councilor Hon. Alejandro Gutierrez moved for the adjournment of the hearing.
14. Hearing no objection, the Presiding Officer adjourned the hearing.
15. The committee hearing ended at exactly 9:30 a.m.

Prepared By:


RONALDO M. VERONA
Staff

Attested By:


COUN. REYNALDO C. PALABRICA
Chairman



Republic of the Philippines
Province of Cavite
City of Bacoor

Office of the Sangguniang Panlungsod
Received SEP 10 2023
Time 9:16 AM

5th SANGGUNIANG PANLUNGSOD

Committee on Ethics, Appointments and Government Re Organization

ATTENDANCE OF COMMITTEE HEARING

(Sept. 07, 2023, 8:45 AM)
(SP Session Hall)

Subject: AN ORDINANCE AMENDING THE POSITION TITLES OF THE POSITIONS CREATED BY THE SANGGUNIANG PANLUNGSOD FOR THE LOCAL ECONOMIC DEVELOPMENT AND INVESTMENTS PROMOTIONS OFFICE (LEDIPO) UNDER CITY ORDINANCE NO. 286-2023 SO THAT IT WILL CONFORM WITH PERTINENT POLICIES OF THE DEPARTMENT OF BUDGET AND MANAGEMENT (PCO No. 2023-110)

NAME	OFFICE AFFILIATION	CONTACT NUMBER Email Address	SIGNATURE/DATE
ELVINIA S. GUERRERO	CITY BUDGET OFFICE	0928500 7856	Guerrero 9-7-2023
Katharina J. San Diego	LEDIPO	0956837557	KSan
ARMAN ACBESA	LEDIPO	0916657054	Arman
Jayson Ochoa	LEDIPO	0917632098	Ochoa
KIEL VARECAO	LEDIPO	0913644160	Varecao
KIAKI SANCHEZ	LEDIPO	09285720	KSan



Republic of the Philippines
Province of Cavite
City of Bacoor

Office of the Sangguniang Panlungsod
Received by Personnel
Date 18 SEP 2023
Time 9:16 am

5th SANGGUNIANG PANLUNGSOD





PCO 2023- 110 - AN ORDINANCE AMENDING THE POSITION TITLES OF THE POSITIONS CREATED BY THE SANGGUNIAN PANLUNGSOD FOR THE LOCAL ECONOMIC DEVELOPMENT AND INVESTMENTS PROMOTIONS OFFICE (LEIPO) UNDER CITY ORDINANCE NO. 286-2023 SO THAT IT WILL CONFORM WITH PERTINENT POLICIES OF THE DEPARTMENT OF BUDGET AND MANAGEMENT.



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Budget Officer

August 16, 2023

Hon. Reynaldo Palabrica
Chairman-Committee on Ethics, Appointments
and Government Reorganization
SP Member
City of Bacoor

Dear Sir,

Upon verification of position titles in the DBM issued Local Budget Circular No. 132 dated July 13, 2021, the subject of which is the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, the following are the discrepancies in the newly created positions stated in City Ordinance No. 286-2023:

As per CO 286-2023		As per DBM IOS-LGU	
Position Title	Salary Grade	Position Title	Salary Grade
Computer Operator III	9	Administrative Assistant VI (Computer Operator III)	12
Clerk I	3	Administrative Aide III (Clerk I)	3
Driver	4	Administrative Aide IV (Driver II)	4

The equivalent generic Position Title for Computer Operator with Salary Grade of 9 is Administrative Assistant III (Computer Operator II).

Attached herewith is a copy of LBC No. 132 and pages of the IOS for the concerned position titles.

We recommend to amend the position titles to conform to the IOS for LGUs in order to properly determine the Personal Services cost for the LEIPO.

Thank you very much and more power

Very truly yours,

Elvinia S. Guerrero
ELVINIA S. GUERRERO
City Budget Officer



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

LOCAL BUDGET CIRCULAR

No. 137
July 13, 2021

TO : All Provincial Governors; City and Municipal Mayors; Members of the Sangguniang Panlalawigan/Panlungsod/Bayan; Barangay Chairmen; National/Provincial/City/Municipal Presidents, Liga ng mga Barangay; Provincial/ City/Municipal Budget Officers; Provincial/City/Municipality Human Resource Management Officers; Regional Directors of the Department of the Interior and Local Government, Department of Finance, Civil Service Commission, Commission on Audit; and All Others Concerned

SUBJECT: Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition

1.0 Pursuant to the mandate of the Department of Budget and Management (DBM) as the administrator of the Compensation and Position Classification System (CPCS) established under Republic Act (RA) No. 6758 dated August 21, 1989¹, and Section 3 (b) of Congress Joint Resolution (JR) No. 4 dated July 28, 2009², and the authority of this Department under Administrative Order No. 42, s. 1993³ to continue to prescribe policies, standards and rules on compensation and position classification in the local government, an updated **Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU for brevity)** is hereby issued.

2.0 The IOS-LGU, CY 2021 Edition contains the updated list of classes or position titles existing in the local government units (LGUs) that are grouped by occupation.

Henceforth, all positions in the LGUs shall be allocated to their proper position titles and salary grades in accordance with said Index.

¹ An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes

² Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and For Other Purposes

³ Clarifying the Role of the Department of Budget and Management in the Compensation and Classification of Local Government Positions under R.A. No. 7160

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- 3.0 The IOS-LGU consists of two (2) parts:
- 3.1 **Part I** covers all position titles applicable or may be created in municipalities, cities and provinces; and
 - 3.2 **Part II** covers position titles applicable or may be created in the barangays pursuant to Local Budget Circular No. 63⁴ dated October 22, 1996.
- 4.0 The DBM shall issue advisories whenever there are modifications in the IOS-LGU as a result of additional classes of positions, and the abolition, modification, retitling or modification of classes or position titles.
- 5.0 The Revised Index of Occupational Services, Position Titles and Salary Grades (IOS) in the Local Government under LBC No. 61 dated March 18, 1996 is deemed superseded with this issuance.
- 6.0 The CY 2021 IOS-LGU is available for downloading at the DBM website, <http://www.dbm.gov.ph>.
- 7.0 This Circular shall take effect immediately.


WENDEL E. AVISADO
Secretary



⁴ Position Classification and Compensation of Barangay Officials and Personnel

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INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT

Position Title		SG
<i>Positions to be converted to generic class titles</i>		
<i>From</i>	<i>To</i>	
Administrative		
Administrative Assistant *	Administrative Assistant II	8
Administrative Officer I *	Administrative Officer II	11
Administrative Officer II *	Administrative Officer IV	15
Administrative Officer III *	Administrative Officer V	18
Administrative Officer IV *	Supervising Administrative Officer	22
Administrative Officer V *	Chief Administrative Officer	24
Clerical/Secretarial/Stenographic		
Messenger *	Administrative Aide II	2
Clerk I *	Administrative Aide III	3
Clerk II *	Administrative Aide IV	4
Clerk III *	Administrative Aide VI	6
Clerk IV *	Administrative Assistant II	8
Secretary I *	Administrative Assistant I	7
Secretary II *	Administrative Assistant III	9
<i>Positions to be converted to generic class titles</i>		
<i>From</i>	<i>To</i>	
Private Secretary I *	Administrative Assistant V	11
Private Secretary II *	Senior Administrative Assistant III	15
Stenographer I *	Administrative Aide IV	4
Stenographer II *	Administrative Aide VI	6
Stenographer III *	Administrative Assistant III	9
Stenographic Reporter I *	Administrative Assistant I	7
Stenographic Reporter II *	Administrative Assistant III	9
Stenographic Reporter III *	Administrative Assistant V	11
Stenographic Reporter IV *	Senior Administrative Assistant I	13
Human Resource Management		
Human Resource Management Aide *	Administrative Aide IV	4
Human Resource Management Assistant *	Administrative Assistant II	8
Human Resource Management Officer I *	Administrative Officer II	11
Human Resource Management Officer II *	Administrative Officer IV	15
Human Resource Management Officer III *	Administrative Officer V	18
Human Resource Management Officer IV *	Supervising Administrative Officer	22
Human Resource Management Officer V *	Chief Administrative Officer	24

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**INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES
AND SALARY GRADES IN THE LOCAL GOVERNMENT**

Position Title	SG
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Positions to be converted to generic class titles

From

To

Information Technology

Data Controller I *	Administrative Aide VI	6
Data Controller II *	Administrative Assistant II	8
Data Controller III *	Administrative Assistant V	11
Data Controller IV *	Senior Administrative Assistant I	13
Data Entry Machine Operator I *	Administrative Aide VI	6
Data Entry Machine Operator II *	Administrative Assistant II	8
Data Entry Machine Operator III *	Administrative Assistant V	11
Data Entry Machine Operator IV *	Senior Administrative Assistant I	13
Computer Operator I *	Administrative Assistant I	7
Computer Operator II *	Administrative Assistant III	9
Computer Operator III *	Administrative Assistant VI	12
Computer Operator IV *	Senior Administrative Assistant II	14

* For deletion once converted to generic administrative class titles

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**INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES
AND SALARY GRADES IN THE LOCAL GOVERNMENT**

Position Title

SG

Positions to be converted to generic class titles

<i>From</i>	<i>To</i>	
Automotive Equipment Operation		
Driver I *	Administrative Aide III	3
Driver II *	Administrative Aide IV	4
Motorpool Dispatcher *	Administrative Aide VI	6
Motorpool Supervisor I *	Administrative Assistant I	7
Motorpool Supervisor II *	Administrative Assistant III	9
Communications Development, Operation and Repair		
Communications Equipment Operator I*	Administrative Aide IV	4
Communications Equipment Operator II*	Administrative Aide VI	6
Communications Equipment Operator III*	Administrative Assistant III	9
Communications Equipment Operator IV*	Administrative Assistant V	11
Communications Equipment Operator V*	Senior Administrative Assistant I	13
Electronics and Communications Equipment Technician I*	Administrative Aide VI	6
Electronics and Communications Equipment Technician II*	Administrative Assistant II	8
Electronics and Communications Equipment Technician III*	Administrative Assistant V	11
Electronics and Communications Equipment Technician IV*	Senior Administrative Assistant III	15

* For deletion once converted to generic administrative class titles

* Present classification of the position shall be retained if the duties and responsibilities are part of the main functions of the unit

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Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod

**CITY ORDINANCE NO. 286-2023
Series of 2023**

AN ORDINANCE AMENDING SECTION 12 OF CITY ORDINANCE NO. 157-2021 (THE "LOCAL ECONOMIC AND INVESTMENTS PROMOTION ORDINANCE OF THE CITY OF BACOR") WHICH CREATED THE LOCAL ECONOMIC AND INVESTMENTS PROMOTION OFFICE (LEIPO) OF THE CITY OF BACOR, CAVITE.

Sponsored by:

Hon. Reynaldo D. Palabrica

Co-Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio L. Guerrero, Jr., Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, Hon. Michael E. Solis, and Hon. Levy M. Tela.

WHEREAS, City Ordinance No. 157-2021 (the Local Economic and Investments Promotion Ordinance of the City of Bacor) was approved by the Sangguniang Panlungsod on 11 May 2021;

WHEREAS, the said ordinance was approved in compliance with Memorandum Circular No. 2010-113 of the Department of Interior and Local Government which encouraged local government units to designate a Local Economic and Investments Promotions Officer who would focus on the promotion and facilitation of their local economic development;

WHEREAS, the said office and the position of City Government Department Head 1 was created by virtue of Sections 9, 10, and 11 of the said ordinance. Section 12 of the said ordinance provides that "to minimize the expenses of the city government in the implementation of this Ordinance, the City Mayor is hereby empowered to assign existing personnel culled from the various departments of the city government who are familiar and skilled in the processing of various permits, clearances and certificates being issued by the city government in relation to the various land development, business, and commercial activities subject of the Ordinance."

WHEREAS, to date, no employee of the city government has been assigned to the said office thereby hampering the capability of the local government to comply with the

City Ordinance No. 286-2023, 23 May 2023

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Republic of the Philippines
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provisions of DILG Memorandum Circular No. 2010-113 and with the various objectives of City Ordinance No. 157-2021.

WHEREAS, it is necessary that the Local Economic and Investments Promotion Office be constituted as a full-fledged department of the city government to further enhance the growth of the local economy of the City of Bacoor.

NOW, THEREFORE, during regular session assembled, upon motion of Councilor Reynaldo D. Palabrica unanimously seconded by the rest of the council, **BE IT ORDAINED AS IT IS HEREBY ORDAINED** by the 5th Sangguniang Panlungsod of the City of Bacoor THAT

Section 1. Amendment of Section 12 of City Ordinance No. 157-2021. Section 12 of City Ordinance No. 157-2021 is hereby amended and shall henceforth read as follows:

Section 12. Creation of New Positions. The following positions are hereby created to comprise the Local Economic and Investments Promotion Office (LEIPO) under the Office of the City Mayor:

- a. **Division Head — Supervising Administrative Officer, SG-22.** He/she must have the following qualifications in order to be appointed to the said position:
 - i. Relevant Bachelor's Degree
 - ii. at least 5 years work experience in government service;
 - iii. With 16 hours of relevant training.
- b. **Administrative Section:**
 - i. ~~Administrative Assistant III~~ (Computer Operator III), SG-9;
 - ii. Administrative Aide IV (Clerk II), SG-4;
 - iii. Administrative Aide II, SG-2.
- c. **Economic Development Management Section:**
 - i. Development Management Officer III, SG-18;
 - ii. Development Management Officer II, SG-15;
 - iii. Economic Researcher, SG-9;
 - iv. ~~Clerk I, SG-3~~ He/she must have the following qualifications in order to be appointed to the said position:
 - a. Career Service Sub-Professional Eligibility
 - b. Completion of at least two (2) year studies in college
 - v. ~~Driver, SG-4~~ He/she should have a valid Professional Driver's License in order to be appointed to the said position.

The above-mentioned personnel to be appointed to the said positions must comply with the various regulations of the Civil Service Commission and shall be placed under



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Office of the Sangguniang Panlungsod

the direct control and supervision of the City Government Department Head (Underlining supplied)

Section 2 Effectivity. This Ordinance shall become effective immediately upon its posting on the official website of the City of Bacoor, Cavite and on at least three conspicuous places within the City.

Section 3. Repeal. Any provision of City Ordinance No. 157-2021 or of any other city ordinance that is inconsistent with the provisions of this Ordinance are hereby repealed.

Section 4. Separability. The nullification of any provision hereof or of City Ordinance No. 157-2021 by a Court of law shall not render void the remaining provisions of this Ordinance not affected by the said judicial declaration.

ORDAINED by the 5th Sangguniang Panlungsod of Bacoor, Province of Cavite this 22nd day of May 2023.

Certified by:

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

Attested by:

ATTY. KHALID A. ATEGA JR.
Secretary to the Sangguniang Panlungsod

Approved by:

HON. STRIKE B. REVILLA
City Mayor

Date Approved: 24 MAY 2023

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