



OFFICE OF THE SAGGUNSIANG PANLUNGSOD

Office of the Sangguniang Panlungsod  
Received by: *[Signature]*  
Date: 2-10-24 P.M.  
Time: 2:10 P.M.

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT  
REORGANIZATION

COMMITTEE HEARING REPORT  
CEAGR-PCO-2024-160

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Subject: *An ordinance reorganizing the City Assessors' Department of the City of Bacoor, Cavite, providing its new organizational structure, staffing, pattern and functions, and providing funds therefor. (PCO-2024-160:February 12, 2024)*

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The above-mentioned proposed ordinance underwent its first reading on February 12, 2024 during the 78<sup>th</sup> 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 15, 2024 at the Session Hall of the Sangguniang Panlungsod at 1:00 p.m.

**FINDINGS:**

During the committee hearing, technical issues on the proposed ordinance reorganizing the City Assessors' Office of the City of Bacoor providing its new organizational structure, staffing pattern and functions were raised by the HRDMD and the City Budget Office. Ms. Natividad Lugwid Ople, Head of the HRDMD said that Civil Service Commission Memorandum Circular No. 12 S. 2022 provides that no official or employee shall be entitled to a salary rate higher than the maximum fixed for the position of equivalent rank by applicable laws or rules and regulations.

She added that the City Government of Bacoor is a first-class component city and not classified as a highly urbanized city which requires position titles of City Government Head I Salary Grade 26. For component cities, all City Government Department Head I must have a uniformity Salary Grade 25. The Salary Grade 26 as proposed by Engr. Allan Quinatadcan is not in conformity with the required salary grades for department heads in a first-class component city.



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The position is not equal with that of the position of the Vice Mayor Salary Grade 26 for component cities.

**RECOMMENDATION:**

The Presiding Officer and Chairman of the Committee Hon. Reynaldo Palabrica instructed all the departments involved to conduct a meeting amongst themselves to resolve all technical issues raised on the proposed ordinance and the above-subject matter to be **TEMPORARILY ARCHIVED** pending the submission of the revised, corrected and perfectly crafted ordinance.

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

Signed this 15th 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



OFFICE OF THE SAGGUNANG PANLUNGSOD

Office of the Sangguniang Panlungsod  
Received by: Janet P. Pina  
Date: 2-15-2024  
Time: 2:10 p.m.

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT  
RE-ORGANIZATION

MINUTES OF THE COMMITTEE HEARING  
CEAGR-PCO-2024-160

Subject: *An ordinance reorganizing the City Assessors' Department of the City of Bacoor, Cavite, providing its new organizational structure, staffing pattern and functions, and providing funds therefor.*

A committee hearing on the above-subject matter was conducted last February 15, 2024, 1:00 p.m. at the Sangguniang Panlungsod presided by Committee Chairman Hon. Reynaldo C. Palabrica.

**MEMBERS OF THE COMMITTEE AND THE CITY COUNCIL PRESENT:**

HON. LEVY TELA  
HON. ADRIEL GAWARAN  
HON. ALEJANDRO GUTIERREZ  
HON. ROGELIO NOLASCO  
HON. ALDE PAGULAYAN  
HON. SIMPLICIO DOMINGUEZ  
HON. MICHAEL SOLIS

**RESOURCE PERSONS PRESENT:**

MS. ELVINIA GUERRERO	-	HEAD-CITY BUDGET OFFICE
MS. NATIVIDAD LUGWIG OPLE	-	HEAD-HRDMD
MR. ALLAN C. QUINATADCAN	-	OIC-CITY ASSESSORS OFFICE
ATTY. SALVE VALENCIANO	-	OFFICE OF THE CITY LEGAL SERVICES REPRESENTATIVE





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- The Presiding Officer Hon. Reynaldo Palabrica read the above-subject matter and proceeded with the introduction of the members of the Honorable Committee and the City Councilors present in the committee hearing.
- The Presiding Officer asked the resource persons, present in the committee hearing to introduce themselves to the Honorable Committee.
- The Presiding Officer asked the HRDMD Head Ms. Natividad Ludwig Ople of her opinions and comments regarding the proposed ordinance.
- The HRDMD Head Ms. Natividad Ludwig Ople narrated that the proposed ordinance had technical issues regarding the salary grades and hiring additional employees for its staffing pattern. She added that that Civil Service Commission Memorandum Circular No. 12 S. 2022 provides that no official or employee shall be entitled to a salary rate higher than the maximum fixed for the position of equivalent rank by applicable laws or rules and regulations.
- The HRDMD Head Ms. Natividad Ludwig Ople also said that the City Government of Bacoor is a first-class component city and not classified as a highly urbanized city which requires position titles of City Government Head I Salary Grade 26. For component cities, all City Government Department Head I must have a uniformity Salary Grade 25. The Salary Grade 26 as proposed by Engr. Allan Quinatadcan is not in conformity with the required salary grades for department heads in a first-class component city. The position is not equal with that of the position of the Vice Mayor Salary Grade 26 for component cities.
- The HRDMD Head also suggested to change the title of the proposed ordinance from reorganizing to creating new positions in the Assessors' Department.
- The Presiding Officer asked the OIC of the Assessors Department Mr. Allan Quinatadcan regarding the proposed ordinance and his reaction regarding the comment made by the HRDMD Head, Ms. Natividad Ludwig Ople.
- Mr. Allan Quinatadcan, OIC of the Assessors' Department manifested that the department is coping up with its backlogs considering they only have 1 bookbinder. He added that he is amenable with the suggestions made by the HRDMD Head. He submitted before the Honorable Committee a corrected version of the proposed ordinance.
- The Presiding Officer asked the opinion and observation of the City Budget Officer, Ms. Elvinia Guerrero regarding the proposed ordinance.
- Ms. Elvinia Guerrero said before the Honorable Committee that upon reviewing of the original proposed ordinance, she noticed that the request for additional staff is already existing in the present plantilla of the department. She also said that she asked from the Assessors Department list of their new positions to be created which included an additional two bookbinders which is discouraged by the HRDMD.
- The Presiding Officer cleared that HRDMD is not against the suggested additional manpower of the department, only suggesting for corrective action in accordance or with conformity with the Civil Service Regulations





**OFFICE OF THE SAGGUNANG PANLUNGSOD**

and further acknowledged the functions and hard work being done by the Assessor' Department.

- The Presiding Officer asked from the members of the Honorable Committee their comments and opinion regarding the proposed ordinance.
- City Councilor Hon. Adriel Gawaran asked that if the department is to be reorganized, why is it necessary to increase manpower considering the modern technology being used by the department. He further asked if the reorganization of the department would benefit the City Government of Bacoor.
- The Presiding Officer explained what Hon. Adriel Gawaran said that if modern technology, computerized data handling and digital information generation is used, manpower should be reduced but it appears that the proposed ordinance will be needing more manpower and how can this be justified.
- Mr. Allan Quinatadcan replied that computerized technology is being used by the department. He added that the reason for needing additional manpower is due to the seven core functions of the department and increasing number of daily transactions wherein some of them are for transfer of ownership. He further said that even the department is using computers, some of the transactions is being made manually for the time being. He further explained that the records of the department compared from other cities is four years behind including the corrections of 40% of the daily transactions, correction of the location of the land. He also said that the department is exerting effort in serving the people with their current system.
- The Presiding Officer manifested that the department needs to upgrade their system from manual to fully automated. The manifestation made by the Presiding Officer was supported by Mr. Allan Quilatadcan.
- Observing some technical issues raised on the proposed ordinance, the Presiding Officer requested the departments concerned to meet and talk about the comments made and to solve the technicalities of the proposed ordinance and submit before the Honorable Committee the final draft of the proposed ordinance before approving it.
- The request of the Presiding Officer was approved by all the department heads concerned.
- The Presiding Officer asked the members of the committee for any more comment and suggestions. Hearing none, he solicited for the motion suspending the committee hearing.
- There, being no matters to be discussed, City Councilor Hon. Alejandro Gutierrez moved for the suspension of the committee hearing duly seconded by all the committee members and city councilors present.
- The committee hearing was suspended at 1:30 p.m.




**OFFICE OF THE SAGGUNYANG PANLUNGSOD**

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 SAGGUNANG PANLUNGSOD

Received by: [Signature]  
 Date: 2/10/24  
 Time: 2:10 PM

Committee on Ethics, Appointments and Government Re Organization

NOTICE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(February 15, 2024 1:00 PM)  
 (SP Session Hall)

Subject: AN ORDINANCE REORGANIZING THE CITY ASSESSORS'S DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROVIDING ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS, AND PROVIDING FUNDS THEREFOR (PCO No. 2024-160) dated (February 12, 2024)

NAME	OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. ALDE PAGULAYAN	SP	—	1/02/13/24
HON. ALEJANDRO GUTIERREZ	SP		2-13-24
HON. MICHAEL SOLIS	SP		2/13/24
HON. ROGELIO NOLASCO	SP	0929-264-0015	2-13-24
HON. SIMPLICIO DOMINGUEZ	SP	5414	2/13/24
Ms. ELVINIA GUERRERO (City Budget)			2/13/24
Ms. NATIVIDAD LUDWIG OPLE (HRDMD)	HR		2/13/24
Engr. Allan Quinatadcan OIC City Assessor	CAO		2/13/24





Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

Office of the Sangguniang Panlungsod  
Received by: Ed 2024  
Date: 2:10 p.m.

OFFICE OF THE SAGGUNYANG PANLUNGSOD

Committee on Ethics, Appointments and Government Re Organization

ATTENDANCE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(February 15, 2024 1:00 PM)  
(SP Session Hall)

Subject: AN ORDINANCE REORGANIZING THE CITY ASSESSORS'S DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROVIDING ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS, AND PROVIDING FUNDS THEREFOR (PCO No. 2024-160) dated (February 12, 2024)

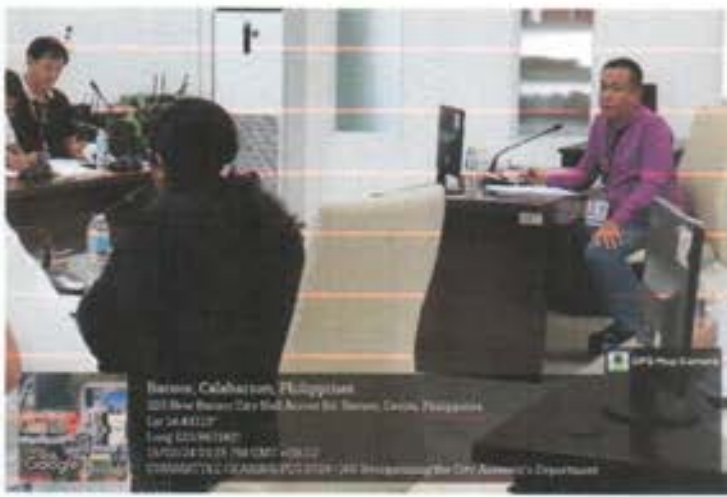
NAME	OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
ELVINIA S. QUERRERO	CITY BUDGET	0928570285	Agreement 2-15-2024
Notaridad Isidoro E. Ogle	HRMD	0906341925	Agreement
Valve Valenciano	OCLS		Agreement
Alvin C. Quinatanan	CAD	0920908202	Agreement



**PCO 2024-160 - AN ORDINANCE REORGANIZING THE CITY ASSESSORS'S DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROVID-ING ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS, AND PROVIDING FUNDS THEREFOR**



Office  
Received by 21 FEB 2024  
Date  
Time 2:00 p.m.





Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

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

OFFICE OF THE SANGGUNIANG PANLUNGSOD

**PCO 2024-160 - REQUEST FROM THE OFFICE OF THE CITY MAYOR: AN ORDINANCE REORGANIZING THE CITY ASSESSOR'S DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROVIDING ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS, AND PROVIDING FUNDS THEREFOR.**

CGBCR-MQ-02-F03.00  
10/20/2023



Republic of the Philippines  
Province of Cavite  
CITY OF BACOR  
*Office of the Mayor*

February 1, 2024

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

**Thru:** Atty. Khalid A. Atega, Jr.  
Sangguniang Panlungsod Secretary

**Subject:** Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod Endorsement Letter No. 192, Series of 2024, issued by the Office of the City Legal Service, relative to the proposed ordinance reorganizing the City Assessor's Department of the City of Bacoor. The proposed ordinance aims to enhance the operational capabilities of the City Assessor's Department through strategic reorganization, with the primary goal of optimizing real property assessment processes for improved local revenue generation.

Attached herewith is the aforementioned endorsement, including its attachments, for your immediate reference.

Sincerely yours,

  
**STRIKE B. REVILLA**  
City Mayor

OFFICE OF THE  
SANGGUNIANG PANLUNGSOD  
RECEIVED  
BY: RIEL  
DATE: 2024 FEB 12 PM 1:58  
BACOR CITY, CAVITE



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10/20/2023

OFFICE OF THE SANGGUNIANG PANLUNGSOD



Republic of the Philippines  
Province of Cavite  
CITY OF BACOR

OFFICE OF THE CITY LEGAL SERVICE

ENDORSEMENT LETTER No. 192, S. 2024

To: HON. STRIKE B. REVILLA  
City Mayor

Thru: ATTY. PAUL MICHAEL SANGALANG - *Paul Michael Sangalang*  
Executive Assistant IV, Office of the City Mayor

Co: ATTY. AIMEE TORREFRANCA-NERI  
City Administrator

Re: FOR APPROVAL - PROPOSED ORDINANCE  
AN ORDINANCE REORGANIZING THE CITY ASSESSOR'S DEPARTMENT  
OF THE CITY OF BACOR, CAVITE, PROVIDING FOR ITS NEW  
ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS,  
AND PROVIDING FUNDS THEREFOR

Date: 01 February 2024

This City Administrator instructed this Office to draft an ordinance for the reorganization of the City Assessor's Department and the creation of additional positions therein. The same draft was transmitted to the Office of the City Assessor on 30 January 2024 for their comments and input. Today, the said office sent its support to the proposed ordinance for the purpose of improving its operational efficiency and productivity. Attached herewith is the Endorsement No. 0201-01, Series of 2024 signed by Engr. Allan C. Quinsabacan, for reference.

We likewise requested the HRDM for the qualification standards and requirements for the positions proposed to be created. Pending a response from the HRDM, the City Administrator's Office furnished this Office a copy of the letter of Ms. Natividad Ludwig I. Opie, HRDM Head, citing her comments on the same proposed staffing pattern in the Office of the City Assessor. Attached here is a copy of Ms. Opie's letter dated January 26, 2024.

While the HRDM Department Head expressed concern about the possibility of budget constraints considering the numerous proposed positions to be created, we recommend that the matter be left to the discretion of the Sangguniang Panlungsod.



BACK



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10/20/2023

OFFICE OF THE SANGGUNANG PANLUNGSOD

In this respect, we hereby respectfully endorse to your good office the proposed ordinance for approval and subsequent endorsement to the Sangguniang Panlungsod for appropriate action.

Thank you

Respectfully

  
Atty. KIM NYDAR R. LOFRANCO  
City Legal Officer

BACK





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

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CGBCR-CAO-F15-00  
10-20-2023



Republic of the Philippines  
PROVINCE OF CAVITE  
CITY OF BACOR



Office of the City Assessor

ENDORSEMENT NO. 0201-01, SERIES of 2024

TO : ATTY. KIM NYCA R. LOFRANCO  
City Legal Officer

CC : ATTY. AIMEE TORREFRANCA-NERI  
City Administrator

RE : COMMENTS: PROPOSED ORDINANCE  
AN ORDINANCE REORGANIZING THE CITY ASSESSOR'S OFFICE OF THE CITY OF BACOR,  
CAVITE, PROVIDING FOR ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN,  
FUNCTIONS, AND PROVIDING FUNDS THEREFOR

DATE : 01 February 2024

Dear Madam,

Greetings!

We would like to express our full support for the aforementioned subject matter under endorsement letter no. 169 s.2024. By this means, we are looking forward to improving our operational efficiency and productivity.

Thank you very much for your usual support.

Very truly yours,

ENGR. ALLAN C. QUINATADCAN, REA 5440, REB, CE, RMP, EnP  
OIC - City Assessor

Office of the City Legal Serv.  
RECEIVED  
Legis. Sec. FEB 5 2024  
Metro / Date 9:33 am



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City of Bacoor

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

OFFICE OF THE SANGGUNIANG PANLUNGSOD



Republic of the Philippines  
Province of Cavite  
CITY OF BACOR

CGBCH-HRDMO-F18.00

HUMAN RESOURCES DEVELOPMENT and MANAGEMENT DEPARTMENT

2nd Floor Bacoor City Hall Building, Bacoor Government Center, Bacoor Boulevard, Brgy. Bayanan, Bacoor City 4103  
Tel. No.: (048) 481-4143/(048) 481-4102 Local 427

January 26, 2024

ATTY. AIMEE TORRESFRANCA-NERI  
City Administrator,  
City Government of Bacoor

OFFICE OF THE CITY ASSESSOR  
CITY OF BACOR  
CITY OF BACOR  
(Reg) 481-4143 (LOCAL 427)

Dear Atty. Neri

I received a copy of Proposed Staffing Pattern for the "Office of the City Assessor" from your office. Here are my comments:

Section 2 of the Civil Service Commission Memorandum Circular No. 12 S. 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units provides that:

*"No official or employee shall be entitled to a salary rate higher than the maximum fixed for the position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder. (Sec. 325.b)*

City Assessor, SG 25 -- as per Index of Occupational Services and Position Titles and Salary Grades for Local Government, for uniformity LGUs should use the generic title of City Government Department Head 1 SG 25. Plantilla position is already created and included in the Position Allocation List every year since 2012.

Other page it states the salary grade level is 26. The City Government of Bacoor is a first class component city and not classified as a highly urbanized city which requires position title of City Government Department Head II Salary Grade 26. Applying Section 2 of CSC MC No 12. S 2022, for component cities all City Government Department Head 1 must have a uniform salary grade of 25. The salary grade 26 as proposed by Engr Allan Quinatadcan is not in conformity with the required salary grades for department heads in a first class component city. The position is not equal with that of the position of the Vice Mayor SG 26 for component cities.

Assistant City Assessor, 23 should be City Government Assistant Department Head 1 SG 23 for first class component city as stated in the 1997 CSC Qualification Standards.



BACK





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City of Bacoor

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10/20/2023

OFFICE OF THE SANGGUNIANG PANLUNGSOD



Republic of the Philippines  
Province of Cavite  
CITY OF BACOR

CGBCR-HRDMD-F18.00

**HUMAN RESOURCES DEVELOPMENT and MANAGEMENT DEPARTMENT**  
2nd Floor Bacoor City Hall Building, Bacoor Government Center, Bacoor Boulevard, Brgy. Bayanan, Bacoor City 4102  
Tel. No.: (048) 481-4143 (D48) 481-4100 Local 407

Creation of additional 3 Bookbinder II positions SG 2 are highly discouraged by the Civil Service Commission as it subject to abuse. The current staffing pattern of the City Assessor has a bookbinder 1 item and is currently occupied by Oliver Aro. 1 bookbinder plantilla position should be sufficient.

Considering that government agencies are now transitioning to paperless transactions. Further, no actual bookbinding work is being done but rather said items are created to adjust to the qualifications of the already employed personnel who lacks the necessary qualification standards set forth by Civil Service rules.

Further, "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."

We should take into consideration that the 41 proposed plantilla position may exceed the budgetary ceiling. We should refer the matter to Ms. Elnia Guerrero, our City Budget Officer.

For your reference.

Sincerely Yours,

  
NATIVIDAD LUDWIG L. OPLE  
City Government Department Head I



BACK



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PROVINCE OF CAVITE  
City of Bacoor

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

OFFICE OF THE SANGGUNANG PANLUNGSOD

PROPOSED CITY ORDINANCE NO. ~~XXX~~-2024  
Series of 2024

AN ORDINANCE REORGANIZING THE CITY ASSESSOR'S DEPARTMENT OF THE  
CITY OF BACOR, CAVITE, PROVIDING FOR ITS NEW ORGANIZATIONAL  
STRUCTURE, STAFFING PATTERN, AND FUNCTIONS, AND PROVIDING FUNDS  
THEREFOR

WHEREAS, the City Assessor's Department was created by virtue of Section 28 of the Republic Act (R.A.) No. 10160 (the "Charter of the City of Bacoor") and was mandated under the said law to ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed;

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;

WHEREAS, Section 153 of the Rules and Regulations Implementing Republic Act No. 7160 provides that every local government unit shall design and implement its own organizational structure and staffing pattern, taking into consideration its service requirements and financial capability, consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability 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 (vii) 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, currently, the Office of the City Assessor has three (3) divisions, namely, Property Appraisal and Tax Mapping Operations Division, Assessment Operations Evaluation, Standards & Examination Division, and Assessment Records Management Division;

WHEREAS, pursuant to Section V, Chapter 1 of the Manual on Real Property Appraisal and Assessment Operations<sup>1</sup>, the recommended maximum staffing pattern of the Office of the City Assessor has four (4) divisions with 68 personnel;

WHEREAS, the City Government of Bacoor recognizes the need to enhance the operational capabilities of the City Assessor's Department through strategic reorganization, with the primary goal of optimizing real property assessment processes for improved local revenue generation;

WHEREAS, the creation of new positions is deemed essential to strengthen the department's operational framework to achieve greater efficiency, reliability, and proactivity in delivering high-quality services to the residents of the City of Bacoor;

<sup>1</sup> Chapter 1-Local Government Assessment Organization, Manual on Real Property Appraisal and Assessment Operations

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City of Bacoor

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

OFFICE OF THE SANGGUNIANG PANLUNGSOD

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

**Section 1. Short Title.** This Ordinance shall be known and cited as the "City Assessor's Department Reorganization Ordinance of 2024".

**Section 2. Purpose.** This Ordinance aims to:

1. Improve the organizational structure and staffing pattern of the Department in accordance with the mandate and/or recommendation under the Manual on Real Property Appraisal and Assessment Operations issued by the Department of Finance - Bureau of Local Government Finance to promote work productivity.
2. Create new division and plantilla positions in the Department and redistribute the work assignments among the existing personnel.
3. Establishing a tax mapping division and an integrated assessment method in accordance with the DOF-BLGF Manual to enhance the tax resources and obligations and thereby improve revenue collection.
4. Strengthen the department's capability to manage local risks and respond to changes in the City's current fiscal circumstances and needs.

**Section 3. Definition of Terms.** The following words, terms, and phrases shall be defined as follows:

1. **Appraisal** – is the act or process of determining the value of a property as of a specific date for a specific purpose. It may also be defined as the act of estimating the value of a property. It is an estimate or opinion of value, usually market value or value as defined by the appraiser. It is made as of a specific date and is a conclusion that results from a logical and orderly analysis of facts.
2. **Appraiser/Assessor** – one who conducts appraisals; specifically, one who possesses the necessary qualifications, ability, and experience to execute or direct the appraisal of real or personal property;
3. **Assessment** – is the act or process of determining the value of a property or proportion thereof subject to tax, including the discovery, listing, classification, and appraisal of properties;
4. **Assessment Operations** – is a means of assigning on every parcel of land and upon all taxable improvements on such lands, a current and fair market value, an assessment level to be able to arrive at an assessed value for each land and each improvement;
5. **Assessed Value** – is the market value of the property multiplied by the assessment level. It is synonymous with taxable value;
6. **Market Value** – is the price agreed upon by the buyer and seller in the open market in the usual and ordinary course of legal trade and competition; the price and value of the article established or shown by sale, public or private, in the ordinary way of business; the fair value of property

BACK





**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

is between one who desires to purchase and one who desires to sell; the current price; the general or ordinary price for which property may be sold in that locality.

7. **Real Property** – includes all the rights, interests, and benefits related to the ownership of real estate. Ownership of real estate is evidenced by a Certificate of Title, Free Patent, or Tax Declaration in the absence of a Certificate of Title;
8. **Real Property Tax Collection Operations** - involves the collection of all real property taxes and penalties due and payable to the local government unit (LGU) through the positive and total enforcement of tax laws and their penal provisions.
9. **Tax Map** – is a graphic representation of a portion of the earth's surface drawn to scale on standard size drawing material, having property lines and jurisdictional boundaries delineated, showing all parcels of real property and identifying each separate real property ownership by a unique number. A tax map is also referred to as a Property Identification Map;
10. **Tax Mapping** – is a highly accurate method of field operations for identifying real property units, defining property boundaries, determining actual use, and discovering undeclared properties for taxation purposes.

**Section 4. Organizational Structure and Staffing Pattern.** The City Assessor's Department of the City Government of Bacoor is hereby reorganized and shall have the following Organizational Structure and Staffing Pattern comprised of four (4) divisions as follows:

**A. Property Appraisal and Tax Mapping Operations Division**

**A.1. Property Appraisal Section**

Local Assessment Operations Officer IV (Property Appraiser IV), SG 22  
Local Assessment Operations Officer III (Property Appraiser III), SG 18  
Local Assessment Operations Officer II (Property Appraiser II), SG 15  
Local Assessment Operations Officer I (Property Appraiser I), SG 11  
(5 positions)  
Assessment Clerk III, SG 9  
Assessment Clerk II, SG 6  
Assessment Clerk I, SG 4  
Driver, SG 3

**A.2. Tax Mapping Section**

Tax Mapper III, SG 18  
Tax Mapper II, SG 15  
Tax Mapper I, SG 11 (5 positions)  
Tax Mapping Aide, SG 4 (6 positions)  
Book Binder, SG 2  
Driver, SG 3

**B. Assessment Operations Evaluation, Standards & Examination Division**

**B.1. Research and Evaluation Section**

Local Assessment Operations Officer III, SG 18  
Local Assessment Operations Officer II, SG 15 (2 positions)  
Local Assessment Operations Officer I, SG 11  
Assessment Clerk I, SG 4 (2 positions)



Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

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

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**B.2. Review and Processing Section**

Local Assessment Operations Officer IV, SG 22  
Local Assessment Operations Officer III, SG 18  
Local Assessment Operations Officer II, SG 15  
Local Assessment Operations Officer I, SG 11 (2 positions)  
Assessment Clerk III, SG 9  
Assessment Clerk II, SG 6  
Assessment Clerk I, SG 4

**C. Assessment Records Management Division**

**C.1. Records Management Section**

Administrative Officer III (Assessment Records Officer III), SG 14  
Administrative Officer II (Assessment Records Officer II), SG 11  
Administrative Officer I (Assessment Records Officer I), SG 10  
Assessment Clerk II, SG 6  
Assessment Clerk I, SG 4  
Tax Mapping Aide, SG 4  
Book Binder, SG 2

**C.2. Records Updates & Maintenance Section**

Assessment Clerk II, SG 6  
Assessment Clerk I, SG 4 (2 positions)  
Tax Mapping Aide, SG 4  
Book Binder, SG 2

**D. Administrative Division**

Administrative Officer III, SG 14  
Administrative Officer II, SG 11  
Administrative Officer I, SG 10  
Administrative Assistant VI, SG 12  
Administrative Assistant II, SG 8  
Administrative Aide III (Driver), SG 3  
Administrative Aide II (Bookbinder), SG 2  
Clerk III (Administrative Aide VI), SG 6  
Clerk II (Administrative Aide IV), SG 4  
Clerk I (Administrative Aide III), SG 3  
Driver (Administrative Aide III), SG 3

**Section 5. Functions.** The new organizational structure of the City Assessor's Department shall have the following functions as follows:

**A. Property Appraisal and Tax Mapping Operations Division**

1. Determine the information of the property as but not limited to the proper location, boundaries, shapes, area, and owner.
2. Updating and maintenance of the Tax Map in the Revenue Administrative and Modernization Program (RAMP) System
3. Assigning of Property Identification Number (PIN)
4. Conduct of Appraisal fieldwork on Real Property Units
5. Prepares the Field Appraisal and Assessment Sheet (FAAS)
6. Identifying and updating ownership of every piece of real property
7. Establish a complete inventory of all real properties through data acquisition, encoding, and validation.

BACK





Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

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

**OFFICE OF THE SANGGUNANG PANLUNGSOD**

8. Maintenance of Tax Map Control Roll
9. Account for the total land area of the City

**B. Assessment Operations Evaluation, Standards & Examination Division**

1. Take charge of all primary and final processes of the external services of the Assessor's Office.
2. Prepares primarily the Schedule of Market Values (SMV)
3. Prepares Monthly, Quarterly, Semi-Annual, and Annual Reports.
4. Review the FAAS and determine the effective date and/or cancellation date of the tax declaration.
5. Recommends approval by the Assistant City Assessor and approval of the City Assessor

**C. Assessment Records Management Division**

1. Print Assessment Records/Tax Declaration and Notice of Assessment (NOA) and secure the signatures of the concerned officers.
2. Releasing of assessment record/Tax Declaration and Notice of Assessment (NOA)
3. Bookbinding and safekeeping of Assessment Records/Tax Declarations and Notice of Assessments.
4. Maintenance of Owners Records Card (ORC)
5. Maintenance of Record of Assessment (ROA)

**D. Administrative Division**

1. Take charge of all administrative functions, which include but are not limited to personnel discipline, attendance, and performance evaluation.
2. Prepares Annual and Supplemental Budget proposal.
3. Complies/disseminates administrative issues.
4. Determine/request and received office supplies and other logistics
5. Issue and control the utilization of office supplies and other logistics

**Section 6. Creation of New Positions.** The following positions in the plantilla of the City Assessor's Department are hereby created:

Position Title	Salary Grade	No. of Position Created
<b>A. Property Appraisal and Tax Mapping Operations Division</b>		
Local Assessment Operations Officer IV (Property Appraiser IV)	SG 22	1
Local Assessment Operations Officer III (Property Appraiser III)	SG 18	1
Local Assessment Operations Officer II (Property Appraiser II)	SG 15	1
Local Assessment Operations Officer I (Property Appraiser I)	SG 11	5
Assessment Clerk II	SG 6	1
Assessment Clerk I	SG 4	1
Driver	SG 3	2
Tax Mapper III	SG 18	1
Tax Mapper II	SG 15	1
Tax Mapper I	SG 11	4
Book Binder	SG 2	1

[BACK](#)





Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

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

OFFICE OF THE SANGGUNIAN PANLUNGSOD

<b>B. Assessment Operations Evaluation, Standards &amp; Examination Division</b>		
Local Assessment Operations Officer IV	SG 22	1
Local Assessment Operations Officer III	SG 18	1
Local Assessment Operations Officer II	SG 15	1
Local Assessment Operations Officer I	SG 11	3
Assessment Clerk II	SG 6	1
Assessment Clerk I	SG 4	2
<b>C. Assessment Records Management Division</b>		
Administrative Officer III (Assessment Records Officer III)	SG 14	1
Administrative Officer II (Assessment Records Officer II)	SG 11	1
Administrative Officer I (Assessment Records Officer I)	SG 10	1
Assessment Clerk 1	SG 4	1
Book Binder	SG 2	2
<b>D. Administrative Division</b>		
Administrative Officer III, SG 14	SG 14	1
Administrative Officer II, SG 11	SG 11	1
Administrative Officer I, SG 10	SG 10	1
Clerk III (Administrative Aide VI), SG 8	SG 6	1
Clerk II (Administrative Aide IV), SG 4	SG 4	1
Clerk I (Administrative Aide III), SG 3	SG 3	1
Driver (Administrative Aide III), SG 3	SG 3	1
	<b>TOTAL</b>	<b>41</b>

**Section 7. Qualification Standards, Requirements, and Duties and Responsibilities of the New Positions.** In accordance with the existing rules of the Civil Service Commission, the Human Resources Development and Management Department of the City Government of Bacoor shall provide for the qualification standards and requirements for the new positions created herein.

**Section 8. Retention of All Other Permanent Positions Under the Plantilla of the City Assessor's Department.** The following positions existing under the plantilla of the City Assessor's Department and the personnel who have been appointed to the said positions at the time of approval of this Ordinance are hereby retained:

1. City Assessor
2. Assistant City Assessor
3. Local Assessment Operations Officer III, SG 18
4. Local Assessment Operations Officer II, SG 15 (2 positions)
5. Local Assessment Operations Officer I, SG 11
6. Administrative Assistant VI, SG 12
7. Administrative Assistant II, SG 8
8. Tax Mapper 1, SG 11
9. Assessment Clerk III, SG 9 (2 positions)
10. Assessment Clerk II, SG 6 (2 positions)
11. Assessment Clerk 1, SG 4 (3 positions)
12. Tax Mapping Aide, SG 4 (8 positions)
13. Administrative Aide III (Driver), SG 3
14. Administrative Aide II (Bookbinder), SG 2

BACK



Republic of the Philippines  
PROVINCE OF CAVITE  
City of Bacoor

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

OFFICE OF THE SANGGUNIAN PANLUNGSOD

**Section 9. Duty of the City Assessor.** The Head of the City Assessor's Department shall take charge of the discovery, classification, appraisal, assessment, and valuation of all real properties within his/her territorial jurisdiction, which shall be used as the basis for taxation. His/Her duties include preparing, installing, and maintaining a system of tax mapping and records management and preparing a Schedule of Fair Market Values of the different classes of real property within his territory.

Likewise, the assessor shall ensure that all personnel in the Department should at all times maintain a high standard of honesty and integrity and conduct their activities in a manner not detrimental to the government, the public, and their profession to promote and preserve the public trust inherent in the assessment service.

**Section 10. Funding.** The personnel and operating expenses of the reorganized Department shall be sourced from the budget of the City Assessor's Department from its current fiscal year and from the City's available general fund as certified by the City Accountant. Additional needed funding shall thereafter be included in the City's Annual Budget for the next succeeding fiscal year or Supplemental Budget for the current year.

**Section 11. Dissemination.** Immediately after its date of effectivity, a copy of this Ordinance shall be furnished to the Office of the City Mayor, the Human Resource Development and Management Department, the Office of the City Budget Officer, and all city government offices concerned.

**Section 12. Repeal.** All ordinances and orders inconsistent with the provisions of this Ordinance are hereby revoked and/or modified accordingly.

**Section 13. Separability.** In case any provision of this Ordinance is declared unconstitutional or void by a competent court of law, the remaining provisions hereof, which are not affected by the said declaration, shall remain valid.

**Section 14. Effectivity.** This Ordinance shall take effect upon its approval, subject to the compliance of all requirements provided for by the law.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2024 at the City of Bacoor, Cavite, by the 5<sup>th</sup> Sangguniang Panlungsod of Bacoor City, Cavite.