



COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

COMMITTEE REPORT
NO. EAGR-031-S-2026

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 13 FEB 2026
Time: 1:30 PM

Subject: AN ORDINANCE AMENDING THE POSITION TITLE OF ITEM NOS. 1063 AND 1066 OF THE OFFICE OF THE VICE MAYOR AND THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FROM ADMINISTRATIVE ASSISTANT V (COMMUNICATION EQUIPMENT OPERATOR) TO ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III). (PCR 2026-079 dated February 11, 2026)

The above-mentioned subject matter was referred to this Committee by the Presiding Officer, Hon. Rowena Bautista Mendiola, during the 29th Regular Session of the 6th Sangguniang Panlungsod on February 11, 2026 for immediate action.

After a thorough review of all the documents submitted, a close consultation and coordination with the members of the Council, the Committee arrived at a conclusion that all the documents are in order. Thus, the Committee respectfully reports that:

- Section 76 of Republic Act No. 7160 (the "local Government Code of 1991") 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, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.
- A review of the position titles for item numbers 1063 and 1066 of the Plantilla of the Office of the Vice Mayor and the Office of the Sangguniang Panlungsod of the City of Bacoor inadvertently indicated "Administrative Assistant V (Data Controller III).
- The said inadvertence must be corrected so that the said vacant positions can be filled up by personnel whose qualifications shall effectively meet the standards and needs of the said offices.
- The position titles of item numbers 1063 and 1066 of the Plantilla of the Office of the Vice Mayor and of the Sangguniang Panlungsod are amended from "**Administrative Assistant V (Communication Equipment Operator)**" to "**Administrative Assistant V (Data Controller III).**"
- The said positions shall have a salary grade 11 and the persons who shall be appointed to the same should possess all the qualifications and none of the disqualifications as mandated by the Civil Service Commission.



Republic of the Philippines
Province of Cavite
CITY OF BACOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBCR-SPBac-F01.04
02/04/2026

RECOMMENDATION:

In view thereof, the Committee respectfully recommends for the **APPROVAL** of "An Ordinance Amending the Position Title of Item Nos. 1063 and 1066 of the Office of the Vice Mayor and of the Sangguniang Panlungsod from Administrative Assistant V (Communication Equipment Operator) to Administrative Assistant V (Data Controller III)." The said inadvertence must be corrected so that the said vacant positions can be filled up by personnel whose qualifications shall effectively meet the standards and needs of the said offices.

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

Signed this 13th day of February, 2026 at the City of Bacoor, Cavite.

COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

COUN. MIGUEL N. BAUTISTA
Chairperson

COUN. REYNALDO D. PALABRICA
Vice Chairperson

COUN. CATHERINE S. EVARISTO
Member

COUN. ROGELIO M. NOLASCO
Member