



Republic of the Philippines
Province of Cavite
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 42-2016
Series of 2016

District I:

[Signature]
HON. ROWENA BAUTISTA - MENDIOLA
City Councilor

[Signature]
HON. MIGUEL N. BAUTISTA
City Councilor

[Signature]
HON. EDWIN G. GAWARAN
City Councilor

[Signature]
HON. MICHAEL E. SOLIS
City Councilor

[Signature]
HON. VENUS D. DE CASTRO
City Councilor

[Signature]
HON. ALEJANDRO F. GUTIERREZ
City Councilor

District II:

[Signature]
HON. APOLONIO I. ADVINCULA, JR.
City Councilor

[Signature]
HON. REYNALDO D. PALABRICA
City Councilor

[Signature]
HON. HERNANDO C. GUTIERREZ
City Councilor

[Signature]
HON. GAUDENCIO P. NOLASCO
City Councilor

[Signature]
HON. LEANDRO A. DE LEON
City Councilor

[Signature]
HON. ROBERTO R. JAVIER
City Councilor

[Signature]
HON. VICTORIO L. GUERRERO, JR.
City Councilor - ABC Pres.

Attested by:
[Signature]

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

[Signature]
HON. LANI MERCADO - REVILLA
City Mayor

AN ORDINANCE CREATING TWO (2) PLANTILLA POSITIONS IN THE BUSINESS PERMITS AND LICENSING OFFICE TO BE APPROPRIATED IN THE SUPPLEMENTAL BUDGET OF THE CITY GOVERNMENT OF BACOR, CAVITE FOR CALENDAR YEAR 2016.

Sponsored by: Coun. Apolonio I. Advincula, Jr., Coun. Miguel N. Bautista, Coun. Rowena Bautista-Mendiola, Coun. Venus D. De Castro, Coun. Leandro A. De Leon, Coun. Edwin G. Gawaran, Coun. Victorio L. Guerrero, Jr., Coun. Hernando C. Gutierrez, Coun. Alejandro F. Gutierrez, Coun. Roberto R. Javier, Coun. Gaudencio P. Nolasco, Coun. Reynaldo D. Palabrica and Coun. Michael E. Solis.

WHEREAS, on 27 July 2016, the Committee on Appointment and Government Reorganization headed by Councilor Miguel N. Bautista held a committee hearing pertaining to the proposed creation of two (2) plantilla positions to address the administrative needs of the Business Permits and Licensing Office (BPLO).

WHEREAS, the committee report was submitted to the Sangguniang Panlungsod recommending the approval of the creation of one (1) Clerk III position with Salary Grade 6 and one (1) Administrative Aide II (Messenger) position with Salary Grade 2 to be appropriated in the Supplemental Budget for Calendar Year 2016.

WHEREAS, the abovementioned committee report was deliberated upon and approved by the council.

NOW, THEREFORE, upon motion of Councilor Miguel N. Bautista duly seconded by all the councilors present in regular session duly assembled **BE IT ORDAINED AS IT IS HEREBY ORDAINED** by the Sangguniang Panlungsod to approve the creation of the following positions in the Business Permits and Licensing Office to be appropriated in the Supplemental Budget for Calendar Year 2016, to wit:

No. of Position	Position Title (Salary Grade) and Status	Requirements	Functions and Duties
1	Clerk III (SG 6), Permanent	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional) First Level Eligibility	1. Promoting the City of Bacoor as investment haven; 2. Assisting investors on investment opportunities by giving them the required data for feasibility studies; 3. Guiding investors on the required permits



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Rosecorde
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 City Councilor
Miguel
HON. MIGUEL N. BAUTISTA
 City Councilor
Edwin
HON. EDWIN G. GAWARAN
 City Councilor
Michael
HON. MICHAEL E. SOUS
 City Councilor
Venus
HON. VENUS D. DE CASTRO
 City Councilor
Alexandro
HON. ALEXANDRO F. GUTIERREZ
 City Councilor

District II:

Apolonio
HON. APOLONIO L. ADVINCULA, JR.
 City Councilor
Reynaldo
HON. REYNALDO D. PALABRICA
 City Councilor
Hernando
HON. HERNANDO C. GUTIERREZ
 City Councilor
Gaudencio
HON. GAUDENCIO P. NOLASCO
 City Councilor
Leandro
HON. LEANDRO A. DE LEON
 City Councilor
Roberto
HON. ROBERTO R. JAVIER
 City Councilor
Victorio
HON. VICTORIO L. GUERRERO, JR.
 City Councilor - ABC Pres.

Attested by:
Khalid
ATTY. KHALID A. ATEGA, JR.
 Sangguniang Panlungsod Secretary

Certified by:
Catherine
HON. CATHERINE S. EVARISTO
 City Vice Mayor/Presiding Officer

Approved by:
Lani
HON. LANI MERCADO - REVILLA
 City Mayor

			like business, sanitary and other government regulations; 4. Updating investors in the City of Bacoor of the different business related ordinances whether enacted by the City or the Province; 5. Coordinates with investors regarding matters that might effect their business interests in the city; and 6. Records filing
1	Admin. Aide II (Messenger) (SG2). Permanent	Education: Elem. School Graduate Experience: None required Training: None required Eligibility: None required (MC 11, s.96-Cat. III)	1. Assisting in all meetings of investors and business associations; 2. In charge of the transmittal of messages/letters to all City of Bacoor businessmen and prospective investors; 3. Guiding investors/businessmen on the different offices where they have transactions; 4. Performs messengerial works when it comes to business promotion and even coordination with the different government agencies; and 5. Perform other tasks related to job as assigned by the BPLO Head or the City Mayor



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Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

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

ORDAINED by the Sangguniang Panlungsod of Bacoor, Province of Cavite this 30th day of August 2016.

I hereby certify that the contents of the foregoing Ordinance are true and correct and that it was duly approved in accordance with law.

Certified by:

CATHERINE S. EVARISTO
City Vice Mayor/Presiding Officer

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:

LANI MERCADO-REVILLA
City Mayor

28 SEP 2016
Date of Approval