



Republic of the Philippines  
Province of Cavite  
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 20-2017  
Series of 2017

**AN ORDINANCE AMENDING VARIOUS POSITION TITLES UNDER THE PERSONNEL SCHEDULE FOR CALENDAR YEAR 2017 OF THE CITY ASSESSORS OFFICE.**

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

**WHEREAS**, a letter from the Office of the City Assessor was endorsed by the Office of the City Mayor to the Office of the City Vice Mayor requesting amendments in various position titles included in the 2017 Personnel Schedule of the City Assessors Office due to discrepancies in the position and salary grade of certain personnel;

**WHEREAS**, the said request was referred to the Committee on Appointment & Good Government Reorganization headed by Councilor Miguel N. Bautista for further study and evaluation;

**WHEREAS**, a Committee Report was submitted to the council recommending that the said request of the Office of the City Assessor be approved.

**NOW, THEREFORE**, the Sangguniang Panlungsod of the City of Bacoor hereby **ORDAINS** that:

**Section 1.** The position titles under the Personnel Schedule CY 2017 of the Office of the City Assessor is hereby amended as follows:

Item No.	Salary Grade	Position Title		Duties/Functions
		From	To	
721	18	Administrative Officer V	Local Assessment Operations Officer III	1. Implements all laws governing the appraisal and assessment of real properties and recommends revision/modification for taxation purposes pursuant to Republic Act No. 7160;  2. Recommends guidelines and policies to strengthen real property tax administration;  3. Determines the correct and proper classification of

District I:  
HON. ROWENA BAUTISTA - MENDIOLA  
City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. VENUS D. DE CASTRO  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

District II:

HON. APOLONIO I. ADVINCULA JR.  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor

HON. HERNANDO C. GUTIERREZ  
City Councilor

HON. GAUDENCIO P. NOLASCO  
City Councilor

HON. LEANDRO A. DE LEON  
City Councilor

HON. ROBERTO R. JAVIER  
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA  
City Mayor





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OFFICE OF THE SANGGUNIANG PANLUNGSOD

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*[Signature]*  
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 City Councilor

*[Signature]*  
 HON. EDWIN G. GAWARAN  
 City Councilor

*[Signature]*  
 HON. MICHAEL E. SOLIS  
 City Councilor

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 City Councilor

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

*[Signature]*  
 HON. ROBERTO R. JAVIER  
 City Councilor

**ON-LEAVE**

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

Attested by:

*[Signature]*  
 ATTY. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

Certified by:

*[Signature]*  
 HON. CATHERINE S. IBARISTO  
 City Vice Mayor/Presiding Officer

Approved by:

*[Signature]*  
 HON. LAM MERCADO - REVILLA  
 City Mayor

				<p>the properties and applies the correct schedule of market values;</p> <p>4. Reviews the field sheets prepared by the division for appraisal;</p> <p>5. Reviews all tax declarations prepared by the assessment division and does other assessment and review functions as may be directed by higher officials; and</p> <p>6. Performs other duties and responsibilities as may be assigned by the immediate supervisor or by the City Mayor, either by law or by ordinance.</p>
722	15	Administrative Officer IV	Local Assessment Operations Officer II	<p>1. Supervises, coordinates and directs all phases of the appraisal and assessment operation and activities of subordinate personnel;</p> <p>2. Recommends revision /decrease/increase of existing assessment of real properties;</p> <p>3. Conduct continuous surveys and research on prevailing market values of different classes of land and the price trends of construction material and labor;</p> <p>4. Reviews/revises/integrates preliminary schedule of market values and prepare final schedule of market values;</p> <p>5. Prepares Field Appraisal and Assessment Sheet (FAAS) of real property (Land, Building, Machinery and other structures); and</p> <p>6. Perform other duties and responsibilities as may be assigned by the immediate supervisor or by the City</p>



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				Mayor, either by law or by ordinance
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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

**Section 2. Effectivity Clause.** -- This ordinance shall take effect upon its approval and posting in at least two (2) conspicuous places within the City of Bacoor, Cavite.

**Section 3. Repeal Clause.** - Any ordinance in conflict with this Ordinance is hereby repealed and/or modified accordingly.

**Section 4. Dissemination.** Let copies of this Ordinance be sent to the Office of the City Mayor, to the Office of the City Assessor, to the Human Resources Development and Management Department, to the Civil Service Commission and to all other government agencies concerned.

**APPROVED UNANIMOUSLY**, this 20<sup>th</sup> day of March 2017 by the 3<sup>rd</sup> Sangguniang Panlungsod of Bacoor, Cavite during its regular session assembled.

*I hereby certify to the truth and correctness of the foregoing Ordinance.*

Certified by:

HON. CATHERINE SARINO-EVARISTO  
City Vice Mayor / Presiding Officer

Attested by:

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

Approved by:

HON. LANI MERCADO-REVILLA  
City Mayor

Date of Approval: 06 APR 2017