






DISTRICT I


 HON. ROWENA BAUTISTA - MENDIOLA
 City Councilor


 HON. MIGUEL N. BAUTISTA
 City Councilor


 HON. EDWIN G. GAWARAN
 City Councilor

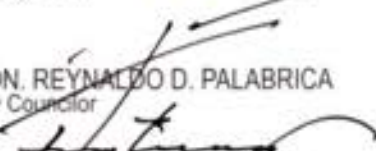

 HON. MICHAEL E. SOLIS
 City Councilor


 HON. VENUS D. DE CASTRO
 City Councilor

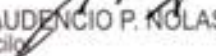

 HON. ALEJANDRO F. GUTIERREZ
 City Councilor


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 City Councilor


 HON. LEANDRO A. DE LEON
 City Councilor


 HON. ROBERTO R. JAVIER
 City Councilor


 HON. VICTORIO L. GUERRERO, JR.
 City Councilor / ABC President

Assisted by:


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

Certified by:


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

Approved by:


 HON. LANI MERCADO - REVILLA
 City Mayor

CITY ORDINANCE NO. CO 14A-2018
Series of 2018

AN ORDINANCE AMENDING CITY ORDINANCE NO. CO 14-2016 ENTITLED: "AN ORDINANCE APPROVING THE NEW ORGANIZATIONAL STRUCTURE OF THE BACOR CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE WITH THEIR CORRESPONDING PLANTILLA POSITIONS".

Sponsored by: Hon. Apolonio I. Advincula, Jr., Hon. Rowena Bautista-Mendiola, Hon. Miguel N. Bautista, Hon. Venus D. De Castro, Hon. Leandro A. De Leon, Hon. Edwin G. Gawaran, Hon. Victorio L. Guerrero, Jr., 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, on 4 May 2018, a letter from the City Social Welfare and Development Office was endorsed by the Office of the City Mayor to the Sangguniang Panlungsod requesting creation of various plantilla positions and amendment on City Ordinance No. CO 14-2016 entitled: "An Ordinance Approving the New Organizational Structure of The Bacoor City Social Welfare and Development Office".

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 Social Welfare and Development Office be approved.

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

NOW, THEREFORE, be it ordained by the Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

Section 1. Section 1 of City Ordinance No. CO 14-2016 is hereby amended and shall henceforth read as follows:

"Section 1. The following plantilla positions under the City Social Welfare and Development Office are hereby reorganized and the following new plantilla positions are hereby duly created:



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

Certified by:

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

Approved by:

[Signature]
 HON. LANI MERCADO - REVILLA
 City Mayor

POSITION	# OF ITEMS	SALARY GRADE	DUTIES AND RESPONSIBILITIES
XXXXX			
B) <u>Social Welfare Officer IV</u>	2	22	<p><u>General Functions of the Two (2) Social Welfare Officer IV</u></p> <ol style="list-style-type: none"> 1. <u>In- charge in monitoring and supervising the programs, projects and activities being implemented in Cluster I with 36 barangays and Cluster II with 37 barangays;</u> 2. <u>Monitors/supervises social workers/staff under Cluster I/ Cluster II;</u> 3. <u>Provides technical assistance to staff under each cluster;</u> 4. <u>Coordinates with other Government Organizations (GOs) and Non-Government Organizations (NGOs) for other needed services;</u> 5. <u>Attends consultation meetings/dialogues;</u> 6. <u>Assists in program planning/ review;</u> 7. <u>Consolidates cluster reports/accomplishments;</u> 8. <u>Conducts counseling to staff/clients; and</u> 9. <u>Perform such other duties, functions and responsibilities that may be assigned thereto by the City Mayor or by an ordinance or law consistent with the prevailing laws and regulations of the Civil Service Commission.</u>



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 City Mayor

			<p>Specific Functions for Each of the Two (2) Social Welfare Officer IV</p> <p>A.</p> <p>1. In charge of the Special Case Unit for walk-in or referred clients;</p> <p>2. Conduct counseling/case conferences;</p> <p>3. Assess client's cases for appropriate intervention and/or referral to other Government Organizations (GOs) and Non-Government Organizations (NGOs) for needed services; and</p> <p>4. Coordinates with other Government Organizations (GOs) and Non-Government Organizations (NGOs).</p> <p>B.</p> <p>1. In-charge in monitoring/supervising the three (3) CSWDO residential facilities for children needing social protection (Halfway House, Girls Home and Shelter for Boys);</p> <p>2. Provide technical assistance to social workers/houseparents; and</p> <p>3. Facilitate consultation/dialogue with concerned individuals/depts. with regards to the welfare of the clients.</p>
4) Social Welfare Officer II	10	18	<p>1. Each is responsible in implementing the following CSWDO Programs in the assigned barangays:</p> <p>A) Community Welfare -Organization of Social Welfare Structures (Barangay Council for the Protection of Children [BCPC], Nutrition Council, BAT, Barangay Committee on Anti-Trafficking, Women/ Gender and Development [GAD]/Violence Against Women [VAW] Focal Person, Sustainable</p>



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City Mayor

Development Goal
[SDG]/Sustainable Livelihood
Program [SLP] Focal Person, Relief
and Rehabilitation Team, Day Care
Focal Person, Persons with Disability
[PWD] Focal Person, Senior Citizen
Focal Person, Pantawid Focal Person,
Empowerment and Reaffirmation of
Paternal Abilities [ERPAT]/
Empowerment and Reaffirmation of
Maternal Abilities [ERMAT]/Solo
Parent Focal Person
- Monitoring of the functionality of
the organized Social Welfare
Structures in the barangay.

B) Family Welfare
- Sustainable Development Goal
[SDG] Project
- Empowerment and Reaffirmation
of Paternal Abilities [ERPAT]/
Empowerment and Reaffirmation of
Maternal Abilities [ERMAT]
- Family Counselling/casework
- Parent Effectiveness Service
- Services for Solo Parents
- Sustainable Livelihood Program

C) Women Welfare
- Violence Against Women [VAW]/
Violence Against Women and their
Children [VAWC]
- Gender and Development [GAD]
- Women in Specially Difficult
Circumstances [WEDC]
- Special Services for women

D) Child and Youth Welfare
- Day Care Service
- Pag-asa Youth Association
- Supervised Neighborhood Play
- Reach out Program
- Comprehensive Program for
Children and Families at Risks in the
street

E) Elderly and Disabled Welfare
- Special Services for senior citizens
and persons with disability
- Kalinga sa Matanda
- Social Pension Pay out

F) Emergency Welfare
- Relief and rehabilitation
- Action Center
- Supplemental Feeding



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			<p><u>-Revetment</u></p> <p>2. <u>As Focal person in particular program, he/she will provide program orientation in other barangays not under his/her assignment;</u></p> <p>3. <u>Supervises/monitors staffs in his/her cluster;</u></p> <p>4. <u>Provides/submits accomplishments and other reports; and</u></p> <p>5. <u>Perform such other duties, functions and responsibilities that may be assigned thereto by the City Mayor or by an ordinance or law consistent with the prevailing laws and regulations of the Civil Service Commission.</u></p>
XXXXXX			
<p>3) Nutrition Officer IV</p>	1	22	<p>1. <u>In-charge in the over-all implementation of Nutrition Program of the LGU including those from national agencies;</u></p> <p>2. <u>Assess Operation Timbang (OPT) results and make plans and recommendations;</u></p> <p>3. <u>Provides supervision/monitoring to Nutrition Program Unit Staff;</u></p> <p>4. <u>Develops/prepares manual for Nutrition Education;</u></p> <p>5. <u>Maintains records/profile of nutrition program and beneficiaries;</u></p> <p>6. <u>Provides recommendation and technical support to CSWDO/Mayor;</u></p> <p>7. <u>Coordinates with other Government Organizations (GOs) and Non-Government Organizations (NGOs) for nutrition related activities/referrals;</u></p> <p>8. <u>Conduct nutrition counseling to</u></p>



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 City Mayor

			<p>mothers of malnourished children;</p> <p>9. <u>Provide nutrition program orientation to target clientele/beneficiaries;</u></p> <p>10. <u>Prepares cycle menu; and</u></p> <p>11. <u>Perform such other duties, functions and responsibilities that may be assigned thereto by the City Mayor or by an ordinance or law consistent with the prevailing laws and regulations of the Civil Service Commission.</u></p>
XXXXX "			

Section 2. Date of Effectivity. --This Ordinance shall take effect immediately after it has been published once in a newspaper of general circulation in the City of Bacoor and after it has been approved by the Sangguniang Panlalawigan of Cavite.

Section 3. Separability. -- Any provision of this Ordinance declared void by any court of law shall not affect the other provisions hereof not affected by such declaration.

Section 4. Dissemination. -- The Sangguniang Panlungsod Secretariat is hereby directed to furnish the following with certified true copies of this Ordinance:

- a) the City Social Welfare and Development Office;
- b) the Human Resources Development and Management Department; and
- c) all other government offices and agencies concerned.

APPROVED this 21st day of May 2018 at the City of Bacoor, Province of Cavite.



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City Councilor / ABC President

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

Certified by:

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

Attested by:

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

Approved by:

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City Mayor

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