



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

HON. ALEJANDRO F. GUTIERREZ
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HON. LEVY M. TELA
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HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RAMON R. BAUTISTA
Liga nga mga Barangay President

HON. MAC RAVEN ESPIRITU
SKF-President

Attested by:

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

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

City Ordinance No. 232-2022
Series of 2022

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 2-S-2011, CREATING THE BACoor BARANGAY AFFAIRS OFFICE AND PROVIDING THE DUTIES AND FUNCTIONS OF ITS PERSONNEL IN SUPPORT OF THE CITY MAYOR IN THE EXERCISE OF HIS SUPERVISORY POWER OVER THE BARANGAYS OF THE CITY OF BACoor, CAVITE.

Sponsored by:

Hon. Reynaldo D. Palabrica

Co-sponsored by:

Hon. Roberto L. Advincula, Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine S. Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio L Guerrero Jr., Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, Hon. Michael E. Solis, and Hon. Levy M. Tela

WHEREAS, Sections 3 (b) and (h) of Republic Act No. 7160 provide that there shall be established in every local government unit an accountable, efficient and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities and that there shall be a continuing mechanism to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms.

WHEREAS, Section 76 of RA 7160 provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its serving requirements and financial capability subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

WHEREAS, the innovations and increasing complexities of the function of the sangguniang barangay has brought to the fore the need to create a permanent office with the corresponding organizational structure and plantilla solely focused on enhancing the capacity of barangay officials to cope with the demands and expectations of their constituents.



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City Mayor

WHEREAS, the office to be created shall assist the Mayor in the exercise of his supervisory power over the 73 barangay councils and the Sangguniang Kabataan.

NOW THEREFORE, be it **ORDAINED** by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

SECTION 1. Creation of the Bacoor Barangay Affairs Office. The Bacoor Barangay Affairs Office is hereby created. The said office shall be a unit under the Office of the Mayor and shall provide technical assistance to the Mayor in the exercise of his supervisory function over the barangays and to serve as the city's coordinating body with the Liga ng mga Barangay, the Barangays and the Sangguniang Kabataan, primarily in the areas of budgeting, planning, operations, and in the synchronization of programs and projects of all barangays with that of the City Government as a whole based on the concept of decentralization of power.

SECTION 2. Duties and Functions. The Bacoor Barangay Affairs Office shall have the following duties and functions:

1. Organizational growth of the office towards directional perspective and foresight through the use of innovative management techniques.
2. Increase qualification of personnel for programs and policy analysis.
3. Closely adhere to the fundamental policies of the City Mayor to empower the barangay council as the foundation for social and economic development.
4. Promote productivity for the officials and personnel of the Liga ng mga Barangay, the various barangays, and the various Sangguniang Kabataan of the City of Bacoor.
5. Acquire equipment and technology needed to modernize work processes.
6. Open opportunities for the improvement of performance of barangay and Sangguniang Kabataan officials by tapping private sector participation in the business of local governance.
7. Promote legacy programs that will set apart the barangays and Sangguniang Kabataan of the City of Bacoor from the other barangays of the Philippines.
8. Assist barangays in the performance of their duties and responsibilities.
9. Dissemination of information to barangay officials on matters related to public policies, projects and



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 City Mayor

- programs of the City.
10. Periodic inspection/monitoring of all barangays related to the implementation of various city ordinances.
 11. Regular inspection/monitoring of barangay projects/biddings.
 12. Conduct special training, seminars, and workshops touching on various topics in coordination with Human Resources Development and Management Department (HRDMD) and the Department of Interior and Local Government (DILG).
 13. Registration of barangay suppliers/contractors.
 14. Receipt of complaints against barangay officials and conducts fact finding investigation, conciliations and/or mediations.
 15. Receipt of various communications, issuances, referrals or certifications; and
 16. Assist the City Mayor in the performance of his official duties in accordance with law.

SECTION 3. Staffing. The Bacoor Barangay Affairs Office shall have the following staffing pattern subject to, and in accordance with, the rules and regulations promulgated by the Civil Service Commission:

Position	Qualification Standards	Salary Grade	Number of Position
Public Services Officer III	-Bachelor's degree relevant to the job; -2 years relevant experience ; and -8 hours training None required (CSC MC 11, S. 1996, as amended by CSC MC 10 S. 2013-Cat III).	18	1
Administrative Officer IV	-Bachelor's degree relevant to the job - 1 year relevant experience -4 hours relevant training -Career Service Professional/ 2 nd level Eligibility.	15	1
Public Service Officer I	-Bachelor's degree relevant to the job -No required work	11	1



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	experience; and -No training required (CSC MC 11, S. 1996, as amended by CSC MC 10 S. 2013-Cat III).		
Administrative Assistant I (Bookbinder III)	-Elementary school graduate -No required experience; and -No training required (CSC MC 11, S. 1996, as amended by CSC MC 10 S. 2013-Cat III)	7	1
Public Service Foreman	-High school graduate -No required work experience; and - No training required (CSC MC 11, S. 1996, as amended by CSC MC 10 S. 2013-Cat III)	6	4
Administrative Aide III (Utility Worker II)	-Must be able to read and write; -No required work experience; and -No training required (CSC MC 11, S. 1996, as amended by CSC MC 10 S. 2013-Cat III)	3	1
Regular Casual			12

SECTION 4. Assistance of the City Legal Services Office.

The City Legal Service Office shall assist the Barangay Affairs Office in the performance of its duties and functions.

SECTION 5. Repeal. Upon the approval of this ordinance, Municipal Ordinance No. 2, Series of 2011 shall be repealed.


SECTION 6. Dissemination. Let copies of this Ordinance be furnished to the Liga ng mga Barangay, HRDMD, the CSC, the University of the Philippines-Office of the National Administrative Register (UP-ONAR), and other government offices concerned for their information and guidance.



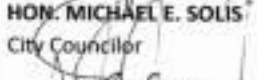
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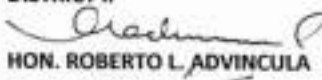

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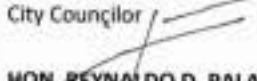

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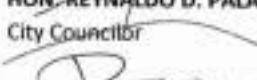

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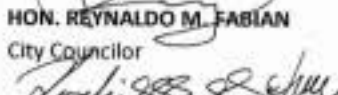

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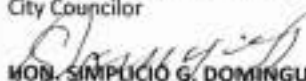

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City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

SECTION 7. Effectivity. This Ordinance shall take effect immediately upon its approval.

ENACTED this 10th day of October 2022 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly approved in accordance with law.

Certified by:


HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Attested by:


ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:


HON. STRIKE B. REVILLA
City Mayor

Date of Approval: OCTOBER 17, 2022