



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



CITY ORDINANCE NO. 455-2025
Series of 2025

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

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City Councilor

HON. RANDY C. FRANCISCO
City Councilor-ABC President

HON. PALM ANGELS S. BUNCIO
City Councilor- SK Federation President

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

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor



AN ORDINANCE CREATING AND/OR ABOLISHING VARIOUS POSITIONS IN THE PLANTILLA OF THE OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT, THE OFFICE OF THE CITY HEALTH SERVICES, THE BACOR CITY CULTURE, HISTORY, ARTS, AND TOURISM OFFICE, THE CITY PLANNING AND DEVELOPMENT COORDINATING OFFICE, OFFICE OF THE CITY ENGINEER AND THE CITY ASSESSOR'S DEPARTMENT TO TAKE EFFECT ON FISCAL YEAR 2025 PURSUANT TO RELEVANT CIVIL SERVICE REGULATIONS.

Sponsored by:

Hon. Miguel N. Bautista

Co-sponsored by:

Hon. Catherine Sarino-Evaristo, Hon. Rogelio M. Nolasco, and Hon. Reynaldo D. Palabrica.

WHEREAS, the Office of the City Mayor sent separate formal requests to the Sangguniang Panlungsod for the creation and/or abolition of several positions in the plantilla of the Office of the City Social Welfare and Development, the Office of the City Health Services, the Bacoor City Culture, History, Arts and Tourism, the City Planning and Development Coordinating Office, Office of the City Engineer and the City Assessor's Department.

WHEREAS, in order to expedite action on the said requests and avoid confusion, the Committee on Ethics, Appointments and Government Reorganization recommended that the said disparate requests for the creation and/or abolition of several positions in the plantilla of the said departments be combined in one proposed city ordinance subject to pertinent civil service regulations.

WHEREAS, the proposed creation of the various positions at the City Assessor's Department is in accord with the pertinent provisions of Republic Act No. 12001 (the "Real Property Valuation and Assessment Reform Act") while the creation of the Child Development Service Unit under the OSDW is pursuant to Republic Act No. 12199 (the "Early Childhood Care and Development System Act").

WHEREAS, Section 11, (viii) of Republic Act No. 10160 (the "Charter of the City of Bacoor") empowered the Sangguniang Panlungsod to determine the positions, salaries, wages, allowances and other emoluments and benefits of officials



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and employees paid wholly and mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects and services and activities of the city government.

NOW THEREFORE, upon the motion of Councilor Miguel N. Bautista, be it ordained by the 6th Sangguniang Panlungsod that:

Section 1. Creation of the CHILD DEVELOPMENT SERVICE UNIT Under the Office of the City Social Welfare and Development. The Child Development Service Unit (CDSU) under the Office of the City Social Welfare and Development (OSWD) which will be primarily tasked to implement the Early Childhood Care and Development (ECCD) System in the City of Bacoor in accordance with Republic Act No. 12199 and its implementing rules and regulations is hereby created.

Section 2. Creation of Plantilla Positions under the CDSU. The following plantilla positions under the CDSU, whose appointment, salaries, and benefits shall be subject to pertinent civil service regulations are hereby created:

Position Title	# of Positions To Be Created	Salary Grade
Day Care Worker I	47	SG-6

The persons to be appointed in the said positions by the City Mayor shall receive all the benefits and emoluments of a permanent employee pursuant to relevant civil service regulations.

Section 3. Abolition and Creation of Various Positions at the Plantilla of the Office of the City Social Welfare and Development. The following positions at the OCSWD are hereby created and abolished due to the exigencies of public service:

Positions to Be Abolished	# of Positions to Be Abolished	Salary Grade
Social Welfare Officer III	2	18
Social Welfare Officer I	1	11



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Provided that: the aforementioned positions may only be abolished if they are vacant.

Positions to Be Created	# of Positions to Be Created	Salary Grade
Social Welfare Officer IV	1	22

The persons to be appointed in the said positions by the City Mayor shall receive all the benefits and emoluments of a permanent employee pursuant to relevant civil service regulations.

Section 4. Creation of Plantilla Position under the Office of the City Health Services. The plantilla position under the (OCHS), whose appointment, salaries, and benefits shall be subject to pertinent civil service regulations is hereby created:

Positions to Be Created	# of Position to Be Created	Salary Grade
Nurse I	1	15

Section 5. Creation of Position of Planning Officer II and Administrative Assistant V (Data Controller III) With Corresponding Salary Grade 15 and 11 Under the City Planning and Development Coordinating Office. The position of Planning Officer II with Salary Grade 15 and Administrative Assistant V (Data Controller III) with Salary Grade 11, respectively, at the plantilla of the City Planning and Development Coordinating Office are hereby created. The persons to be appointed in the said positions by the City Mayor shall receive all the benefits and emoluments of a permanent employee pursuant to relevant civil service regulations.

Section 6. Creation of Various Positions at the City Assessor's Department. Pursuant to the relevant provisions of Republic Act No. 12001 (the "Real Property Valuation and Assessment Reform Act") the following positions and divisions are hereby created under the plantilla of the City Assessor's Department:

No. of Position	Position Title	Division	Salary Grade
1	Administrative Officer V	Administrative Services Division	18



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1	Local Assessment Operations Officer I	Assessment Operations Evaluation, Standards & Examinations Division	11
1	Assessment Clerk II	Assessment Operations Evaluation, Standards & Examinations Division	6
1	Administrative Officer V	Property Appraisal & Tax Mapping Operations Division	18
1	Local Assessment Operations Officer II	Real Property Valuation Division	15
1	Local Assessment Operations Officer I	Real Property Valuation Division	11
1	Statistician I	Real Property Valuation Division	11
1	Driver I	Real Property Valuation Division	3
1	Records Officer 1	Assessment Records and Management Division	10
1	Administrative Officer V	Real Property Valuation Division	18
1	Assessment Clerk II	Real Property Valuation Division	6



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07/01/2025

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Sangguniang Panlungsod Secretary

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City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA
City Mayor



Section 7. Abolition and Creation of Various Positions at the Plantilla of the Bacoor City Culture, History, Arts, and Tourism Office. The following position at the plantilla of the Bacoor City Culture, History, Arts, and Tourism Office (BCCHATO) is hereby abolished:

Positions to Be Abolished	# of Positions to Be Abolished	Salary Grade
Supervising Tourism Operations Officer	1	22

Provided that: the aforementioned position may only be abolished if it is vacant.

The following positions at the plantilla of the BCCHATO are hereby created:

Positions to Be Created	# of Positions to Be Created	Salary Grade
Tourism Operations Officer II	1	15
Park Maintenance Foreman	1	8

The persons to be appointed in the said positions by the City Mayor shall receive all the benefits and emoluments of a permanent employee pursuant to relevant civil service regulations.

Section 8. Creation of Various Positions in the Plantilla of the Office of the City Engineer. The following positions in the plantilla of the Office of the City Engineer are hereby created:

Positions to Be Created	# of Positions to Be Created	Salary Grade
Laborer II	3	3
Casual Employees	10	

The persons to be appointed in the said position of Laborer II by the City Mayor shall receive all the benefits and emoluments of a permanent employee pursuant to relevant civil service regulations.

Section 9. Repeal. All ordinances, executive orders, or memoranda inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.



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Section 10. Separability. In case the Civil Service Commission (CSC) or a court of law of competent jurisdiction declares any provision of this Ordinance void or unconstitutional, the remaining provisions hereof not affected by the said declaration shall remain valid and enforceable.

Section 11. Effectivity. This Ordinance shall become effective immediately after it has been posted in at least three (3) conspicuous places within the City of Bacoor.

APPROVED on 15th day of September 2025 at the City of Bacoor, Cavite.

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

Certified:

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

Attested:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 07 OCT 2025

Attested by:

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

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
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