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DISTRICT

HON, CATHERINE SARINO-EVARISTO

City Councilor whand

HON. MIGUEL N. BAUTISTA

City Councilgr

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HON. MANQLOS. GALVEZ JR.

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City Councilo

HON. RANDY C. FRANCISCO

City Councilor ABC President

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

Attested bir

ATTY, KHALID A. ATEGA, JR.

Sangguniang Panlungsod Secretary

Certified by

Approved a

City Mayory

HON. STRIKE B. REVILLA

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

CITY ORDINANCE NO. 466-2025 Series of 2025

AN ORDINANCE CREATING VARIOUS POSITIONS IN THE PLANTILLA OF THE OFFICE OF THE CITY MAYOR AND IN OTHER OFFICES AND DEPARTMENTS AND CREATING THE ROAD MAINTENANCE DIVISION OF THE OFFICE OF THE CITY ENGINEER OF THE CITY GOVERNMENT OF BACOOR TO TAKE EFFECT ON FISCAL YEAR 2026 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 of several positions in the plantilla of the Office of the City Mayor, and of various offices/departments of the city government as well as the creation of the Road Maintenance Division under the Office of the City Engineer.

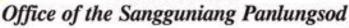
WHEREAS, in order to expedite action on the said requests and avoid confusion, the Committee on Ethics, Government Appointments and Reorganization recommended that the said disparate requests for the creation of several positions in the plantilla of the said offices and departments as well as the creation of a new division under the Office of the City Engineer be combined in one proposed city ordinance subject to pertinent civil service regulations.

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 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 be it ordained by the 6th Sangguniang N. Bautista Panlungsod that:



Republic of the Philippines Province of Cavite CITY OF BACOOR





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City Councilor- SK Federation President

Attested by:

ATTY, KHALID A. AFEGA, JR.

Sangguillang Panlungsod Secretary

Certified by

City Mayor

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Approved HON, STRIKE B. REVILLA



Section 1. Creation of Various Plantilla Positions under the Office of the City Mayor. The following plantilla positions under the Office of the City Mayor, whose appointment, salaries, and benefits shall be subject to pertinent civil service rules and regulations are hereby created:

Position Title	# of Positions To Be Created	Salary Grade
Executive Assistant IV	3	22
Executive Assistant III	3	20
Executive Assistant II	3	17
Executive Assistant I	3	14
Security Agent II	3	10

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

Section 2. Creation of Casual Positions at the Plantilla of Various Offices and Departments of the City Government. The following casual positions at various offices and departments are hereby created due to the exigencies of public service:

Office/Department /Positions to Be Created	# of Casual Positions to Be Created	Salary Grade	
City Finance Department (City Treasurer's Office)	9	1	
City Assessor's Department	1	1	
City Budget Department	1	1	
City Planning & Development Coordinating Office	3	1	
Office of the Civil Registry	5	1	
City Administrator's Office	7	1	
Business Permit and Licensing Department	8	1	



Republic of the Philippines Province of Cavite

CITY OF BACOOR





Office of the Sangguniang Panlungsod

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

Attested by

ATTY, KHALID A. AFEGA, JR.

Sanggunlang Panlungsod Secretary

Certified by

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Approved 6 HON. STRIKE B. REVILLA City Mayor



City Information and Community Relations Department	10	1
Zoning and Land Development Department	1	1
E-Governance Department	14	1
Human Resources Development & Management Department	1	1
Department of Public Safety	2	1
Office of the Population Development	1	1
Public Employment Services Office	2	1
Housing, Urban Development & Resettlement Department	1	1
City Livelihood & Development Department	18	1
Office of the City Engineer	20	1
Office of Veterinary Services	1	1
Office of the Agricultural Services	4	1
City Environment Service Department	1	1
Local Economic Development and Investments Promotion Office	3	1
Bacoor City Culture, History, Arts & Tourism Office	13	1
TOTAL	126	

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



Republic of the Philippines Province of Cavite CITY OF BACOOR

Office of the Sangguniang Panlungsod



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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

HON. STRIKE B. REVILLA City Mayor



Section 3. Creation of Plantilla Position of Engineer III and of the Road Maintenance Division under the Office of the City Engineer. The plantilla position of Engineer III under Office of the City Engineer is hereby created. The Road Maintenance Division under the Office of the City Engineer is likewise hereby created. The persons who shall occupy the said positions shall be appointed and shall receive salaries and benefits subject to pertinent civil service rules and regulations, to wit:

Positions to Be Created	Division	# of Position to Be Created/ Salary Grade
Engineer III	Road Maintenance Division	1/ \$G 19

Section 4. Repeal. ordinances, All orders, or memoranda inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

Section 5. 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 6. 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 6th day of October 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:

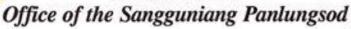
ATTY. KHALID A. ATEGA JR.

Sangguniang Panlungsod Secretary



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Sangguriang Panlungsod Secretary

Certified by

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA City Mayor



Approved:

HON. STRIKE B. REVILLA

City Mayor

Date of Approval:

2 7 OCT 2025

