



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



CGBCR-SPBac-03-F01.03
07/01/2025

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
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HON. RICARDO F. UGALDE
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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



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 BACOR 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, Appointments and Government 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 N. Bautista be it ordained by the 6th Sangguniang Panlungsod that:



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HON. STRIKE B. REVILLA

City Mayor

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 co-terminous 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





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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.



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City Vice Mayor/Presiding Officer

Approved by:

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/ SG 19

Section 4. Repeal. All ordinances, executive 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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Certified by:
HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Approved:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 27 OCT 2025



Approved by:

HON. STRIKE B. REVILLA
City Mayor