

REPUBLICA NG PILIPINAS
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
LUNGSOD NG BAKOLOD
-oOo-

CITY ORDINANCE NO. 954
September 8, 2021

AN ORDINANCE CREATING THE ADMINISTRATIVE SECTION AND THE POSITIONS OF ONE (1) ADMINISTRATIVE OFFICER IV (GRADE 15 STEP 1), ONE (1) ADMINISTRATIVE ASSISTANT V (GRADE 11 STEP 1), ONE (1) ADMINISTRATIVE AIDE III (GRADE 3 STEP 1), IN THE OFFICE OF THE SANGGUNIANG PANLUNGSOD, BACOLOD CITY AND APPROPRIATING FUNDS THEREFOR.

WHEREAS, the City of Bacolod is a Highly Urbanized City in the Province of Negros Occidental and yet it has no Administrative Section in its organizational structure in the Office of the Sangguniang Panlungsod;

WHEREAS, Section 76 of the Local Government Code of 1991 (R.A. No. 7160) provides that "Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

WHEREAS, under Section 458 (a) (1) (vii) & (viii) of R.A. No. 7160 the Sangguniang Panlungsod, as the legislative body of the City, is endowed with power to approve ordinances and pass resolutions necessary for an efficient and effective city government and may thus, subject to the provisions of pertinent laws, determine the powers and duties of officials and employees of the City and also the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

Be it enacted by the Sangguniang Panlungsod in session assembled:

Section 1. Administrative Section and Positions. There are hereby created in the Office of the Sangguniang Panlungsod the Administrative Section and the following positions:

- A. One (1) Administrative Officer IV (Grade 15 Step 1);
- B. One (1) Administrative Assistant V (Grade 11 Step 1); and
- C. One (1) Administrative Aide III (Grade 3 Step 1).

Section 2. Functions.

Administrative Officer IV shall:

- a. Supervise activities involving clerical services, property management/supplies, office maintenance, personnel records management and budget preparation;
- b. Develop and recommends standardized administrative policies and procedures;
- c. Maintain and develop an efficient filing system of administrative/personnel documents or records and performance standards;
- d. Assist in planning, organizing, coordinating and redirecting administrative activities of the office;
- e. Prepare/review documents for signature of the SP Secretary; and
- f. Perform such other related work as may be required by the SP Secretary, the Vice Mayor and the Sangguniang Panlungsod.

Administrative Assistant V shall:

- a. Assist in safekeeping and maintaining an efficient filing system of administrative/personnel documents or records of SP Members, their staffs and other Sangguniang Panlungsod employees;
- b. Prepare and process leave applications, Daily Time Records and Summary of absence and report of undertime;
- c. Process appointments and terminal leaves of officials, staffs and employees of the Sanggunian Panglungsod;
- d. Assist in the maintenance of leave ledgers and employee attendance;
- g. Perform such other related work as may be required by the SP Secretary, the Vice Mayor and the Sangguniang Panlungsod.

Administrative Aide III shall:

- a. Reproduce/record reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various offices;
- b. Performs liaison functions;
- c. Assist in safekeeping and maintaining an efficient filing system of the Administrative Section and assist in the physical inventory of books, indexes and journals of Ordinances and Resolutions of the Sangguniang Panlungsod;
- d. Sorts/checks active & in-active records/documents for bookbinding and/or disposal;
- e. Arrange personnel records, books/journals in the shelves according to their labels;
- f. Maintain, safeguard and check the condition of records and indexes and journals of the Sanggunian; and



- g. Perform such other related work as may be and required by the SP Secretary, the Vice Mayor and the Sangguniang Panlungsod.

SECTION 3. QUALIFICATION STANDARD – The qualification standard of the above enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission and other related laws;

SECTION 4. APPROPRIATION - Sufficient amount shall be appropriated for the compensation and other emoluments and benefits for these newly created positions based on their respective salary grades to be taken from the annual appropriation of the City.

SECTION 5. EFFECTIVITY. – This ordinance shall be effective immediately upon its approval.

CARRIED BY THE VOTE OF:

Affirmative :

Councilors : Cindy T. Rojas, Renecito S. Novero, Simplicia Z. Distrito, Al Victor A. Espino, Archie S. Baribar, Israel P. Salanga, Dindo C. Ramos, Bartolome N. Orola, Sr., Ana Marie V. Palermo, Wilson C. Gamboa, Jr., Lady Gles Gonzales-Pallen and Ayesha Joy Y. Villaflor.

Negative : None

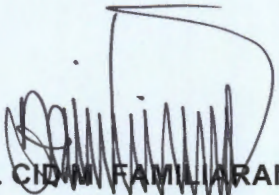
Absent : None

Proponent : Councilor Renecito S. Novero

Passed : September 8, 2021 (114th Regular Session of the 10th Council via Zoom Teleconference).

Comment : P a s s e d.



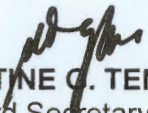


EL CHIM FAMILIARAN
Vice Mayor
Presiding Officer

ATTESTED:

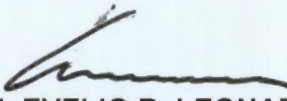
ATTY. VICENTE C. PETIERRE III
Secretary to the Sanggunian

By:



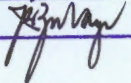
CHRISTINE C. TEMPLA
Board Secretary IV

APPROVED: SEPT 10, 2021



HON. EVELIO R. LEONARDIA
City Mayor

CGT/OEM/JPB

SP LEGISLATIVE
SERVICES SECTION
DATE: 9/10/21 TIME: 10:40




CERTIFICATION

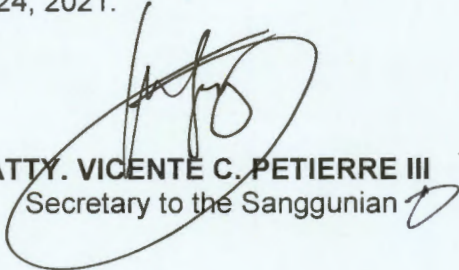
This is to certify that **CITY ORDINANCE NO. 954, Series of 2021** passed by the Sangguniang Panlungsod of the City of Bacolod on September 8, 2021 entitled:

AN ORDINANCE CREATING THE ADMINISTRATIVE SECTION AND THE POSITIONS OF ONE (1) ADMINISTRATIVE OFFICER IV (GRADE 15 STEP 1), ONE (1) ADMINISTRATIVE ASSISTANT V (GRADE 11 STEP 1), ONE (1) ADMINISTRATIVE AIDE III (GRADE 3 STEP 1), IN THE OFFICE OF THE SANGGUNIANG PANLUNGSOD, BACOLOD CITY AND APPROPRIATING FUNDS THEREFOR.

was published in Sunstar Bacolod on September 22, 2021 and posted on September 13, 2021, in the following conspicuous places in the City of Bacolod, to wit:

1. Bulletin Board of the Sangguniang Panlungsod
2nd Floor Bacolod City Government Center
2. Old City Hall (Araneta-Luzuriaga Streets)
3. Bacolod Public Plaza
4. City Health Office
5. Hall of Justice
6. North (Burgos) Public Market
7. South (Libertad) Public Market
8. Central Market

Bacolod City, Philippines, September 24, 2021.


ATTY. VICENTE C. PETIERRE III
Secretary to the Sanggunian