

Republika ng Pilipinas
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
Lungsod ng Bacolod
-oOo-

February 22, 2022

HON. EVELIO R. LEONARDIA
City Mayor
Bacolod City

Dear Sir:

We have the honor to furnish you herewith copy of City Ordinance No. 981 dated January 12, 2022, (for approval), passed by the Sangguniang Panlungsod of Bacolod which is/are self-explanatory.

Please acknowledge receipt hereof.

10 DAYS LAPSED
AS OF 3/4/2022 *yr*

Very truly yours,

ATTY. VICENTE C. PETIERRE, III
Secretary to the Sanggunian

RECEIVED copy(ies) this 22nd day
of Feb. 2022. Time 1:20

By: *[Signature]*
(Signature)
Rosi Gallan
(Printed Name)

By: *[Signature]*
JEMA B. ZOLAYVAR
Local Legislative Staff Assistant III

SP LEGISLATIVE
SERVICES SECTION
DATE: 2/17/22 TIME: 12:42 PM
RKE *[Signature]*

**REPUBLIKA NG PILIPINAS
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
LUNGSOD NG BAKOLOD**

-oOo-

**CITY ORDINANCE NO. 981
January 12, 2022**

**CITY LEVEL-UP FOR AGRICULTURE AND BIOSYSTEMS ENGINEERING
ORDINANCE**

WHEREAS, Section 454 (C) (2) of RA No. 7160 otherwise known as the Local Government Code of 1991 empowers the Sangguniang Panlungsod to create such other offices as may be necessary to carry out the purposes of the City Government;

WHEREAS, Section 458 (A) (1) (VII and VIII) of the same Code likewise authorizes the Sangguniang Panlungsod to determine the positions, powers, duties and salaries of officials and employees of the City;

WHEREAS, Section 29 of Republic Act (RA) No. 10601 (Agricultural and Fisheries Mechanization Law) in relation to RA No. 10915 (Philippine Agricultural and Biosystems Engineering Act of 2016) mandates all Local Government Units to strengthen and establish their Agricultural and Biosystems Engineering Groups;

WHEREAS, Section 34 of Republic Act (RA) No. 10915 (Philippine Agricultural and Biosystems Engineering Act of 2016) mandates all concerned national government agencies, LGUs and SUCs implementing, regulating, funding and undertaking research, development, training and extension, testing, evaluation and inspection as well as technical audit of irrigation, farm mechanization, post-harvest and agro processing facilities, agricultural and biosystems infrastructures, farm-to-market roads, agro- meteorology, forest mechanization development programs, and environmental protection and conservation programs and projects to employ the required number of agricultural and biosystems engineers, and for this purpose, create various levels of agricultural and biosystems engineer positions;

WHEREAS, the Supreme Court En Banc in its April 10,2019 Resolution (Congressman Hermilando I. Mandanas, et.al vs. Executive Secretary Paquito N. Ochoa, Jr., et. al, G.R. Nos. 199802 and 208488) declared as unconstitutional the phrase "internal revenue" appearing in Sections 284, 285, 287, 290, 378,379,380, 382, 409 and 461 of the Local Government Code; thus the : 1) the share from the IRA of the LGUs will increase as this will now include other national taxes like customs duties; and 2) LGUs will fully assume the delivery of devolved services and facilities prescribed under Section 17 of the Local Government Code and other legislative measures;

WHEREAS, the provision of agricultural and biosystems engineering services is vital and necessary in the development and modernization of agriculture and fisheries, and the implementation of Food Security Program of the city and the Mandanas ruling;

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WHEREAS, the Department of Agriculture (DA), Department of Budget and Management (DBM), Civil Service Commission (CSC) and the Department of Interior and Local Government (DILG) have issued Joint Memorandum Circular No. 02, series of 2020, entitled "Implementing Guidelines on the Strengthening and Establishment of the Agricultural and Biosystems Engineering Groups of the Local Government Units (LGUs)", without prejudice to the current City Department of Agriculture, who shall retain its office and functions, and shall work together with the Agricultural and Biosystems Engineering Department;

Now therefore, be it ordained by the Sangguniang Panlungsod of Bacolod City in session assembled that:

SECTION 1. Short Title. This Ordinance shall be known as the "City Level-up for Agriculture and Biosystems Engineering Ordinance".

SECTION 2. Creation of Agricultural and Biosystems Engineering Department. An Agricultural and Biosystems Engineering (ABE) Department in the City Government of Bacolod shall be created. The Department shall be headed by a City Agricultural and Biosystems Engineer who shall be appointed by the City Mayor.

The City ABE Department shall be under the Office of the City Mayor.

The ABE Department shall have the following minimum divisions with the following sections:

- Programs and Projects Management Division
 - 1.1.1. Programs/Projects Planning Section
 - 1.1.2. Programs/Projects Management and Information Section
- Engineering Plans, Designs and Specifications Division
 - 1.1.3. Agricultural and Biosystems Machinery & Agro-Processing Plans Designs, and Specifications Section
 - 1.1.4. Irrigation and Agricultural and Biosystems Infrastructure Plans Design, and Specifications Section
- Standards Regulation and Enforcement Division
 - 1.1.5. Accreditation and Registration Section
 - 1.1.6. Regulation and Enforcement Section
- Administrative and Finance Division
 - 1.1.7. Records, Planning and Human Resource Management Section
 - 1.1.8. Finance and Procurement Section

SECTION 3. Powers, Duties and Functions of the ABE Department – The City ABE Department shall be responsible for the planning, coordinating, implementing, monitoring, and regulating the agricultural, fisheries and biosystems engineering, mechanization and infrastructure programs and projects within the City.

Specifically, the ABE Department shall have the following duties and functions.



- a) Provide agricultural and biosystems engineering services which include engineering survey, valuation/appraisal, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects;
- b) Administer, supervise, and coordinate the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects;
- c) Undertake the registration of agricultural and fishery machinery, equipment and facilities and the enforcement of the Philippine Agricultural and Biosystems Engineering Standards (PABES) and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the DA Regional Field Office-Regional Agricultural Engineering Division (RFO-RAED), concerned national government agencies and other offices of the LGUs. In line with this, the ABE department/division shall:
 - c.1. Provide assistance to the Bureau of Agricultural and Fisheries Engineering (BAFE) through the RFO-RAED on the validation and surveillance of applications at the City level relative to the issuance of Permit to Operate to small and medium sized agricultural and fishery machinery and equipment manufacturer, fabricators, assemblers and importers;
 - c.2. Monitor the City-wide compliance on the provision of after-sales service and warranty of concerned agricultural and fisheries machinery assemblers, manufacturers, importers, suppliers, distributors and dealers in the City in collaboration with BAFE;
 - c.3. Conduct inspection, performance testing and evaluation of agricultural, fisheries and biosystems machineries and equipment procured by the City Government in coordination and collaboration with the RFO-RAED and Agricultural Machinery Testing and Evaluation Center (AMTEC);
 - c.4. Provide technical assistance to the City Building Official in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery and biosystems buildings and structures to ensure the enforcement of PABES and RA No. 10915; and
 - c.5. Coordinate with the Bureau of Fisheries and Aquatic Resources (BFAR) on the city-wide registration of fish hatcheries, fish breeding facilities, private fishponds and post harvest facilities for fishing communities pursuant to Section 28 and 33 of RA No. 8550;



- d) Establish, maintain and regularly update the City database on irrigation, post-harvest, agricultural machinery and other infrastructure projects at all local levels;
- e) Coordinate with concerned national government agencies with regard to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure within the City;
- f) Be in the frontline of the delivery of basic agricultural and biosystems engineering services;
- g) Oversee, coordinate or provide city-wide training, conduct social preparation, institutional development and extension activities to farmers and fisherfolk to sustain the operation and utilization of irrigation, postharvest facilities, agricultural, fishery and biosystems machinery projects. In line with this, the City ABE Department shall coordinate and collaborate with State and Local Colleges and Universities, TESDA, and other concerned government agencies for the competency assessment and certification of agricultural and biosystems engineering technicians and operators including the establishment and operation of accredited technical-vocational education training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering within the City;
- h) Conduct pilot testing and commercialization of matured agricultural and fisheries engineering technologies ;
- i) Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the City Agricultural and Fishery Council (PAFC) and serve as Vice Chairperson and Secretariat of said Committee, as well as in providing technical assistance and support to the City chapter of the Philippine Society of Agricultural and Biosystems Engineer (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects;
- j) Responsible in the planning, design, institutional development, and management of communal irrigation system devolved or to be devolved to the City Government pursuant to Section 33 of RA No. 8435 (AFMA);
- k) Formulate City Agricultural and Fisheries Mechanization Plan for approval by the Sangguniang Panlalawigan pursuant to Section 33 of RA No. 10601;
- l) Formulate City Agricultural and Biosystems Engineering Master Plan/Program for approval by the Sanggunian pursuant to Joint DA-DILG MC No. 11, series of 2004 in relation to RA No. 10915. The master plan/program which supports and complements to the Comprehensive Land Use Plans, Local Development Plans, Local Food Security and Agri-Fisheries Modernization Plans shall have the following sub-components: (1) agricultural, fishery and biosystems mechanization; (2) soil and water conservation and irrigation; (3) farm-to-market road or farm access road development; (4) post-harvest, agro-



processing and agro-industrial development; (5) agricultural and biological waste utilization and management; and (6) farm electrification and bio/renewable-energy development.

- m) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

This also includes functions and responsibilities on agricultural and biosystems engineering under RA No. 10915, such as, but not limited to animal/livestock production engineering, aquaculture engineering, agricultural and biological waste management, and farm electrification and bio/renewable-energy development as part of the agricultural and fisheries modernization, environmental protection and food security program of the City LGU.

Section 4. Duties and Functions of Programs and Projects Management Division -
The Programs and Project Management Division shall:

- a) Formulates City Agricultural and Fisheries Mechanization Plan/Program; and City Agricultural and Biosystems Engineering Master Plan/Program;
- b) Supervises or administer the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, poultry dressing plants, post-harvest facilities, auction markets, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects of the City Government ;
- c) Undertake the management, operation and maintenance of communal irrigation systems/projects;
- d) Establish, Maintain and regularly update the city database on irrigation, post-harvest, agricultural machinery and agricultural, fishery and biosystems infrastructure projects at all local levels;
- e) Coordinate with the concerned national government agencies with regard to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure within the City;
- f) Oversee, coordinate or provide city-wide training and extension activities to farmers and fisherfolk particularly in the installation, operation and maintenance of their irrigation, postharvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension worker; including the establishment and operation of accredited technical-vocational education training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering within the City;
- g) Undertake and/or coordinate the pilot testing and commercialization of matured agricultural, fisheries and biosystems engineering technologies ; and



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- h) Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the City Agricultural and Fishery Council (CAFC), as well as in providing technical assistance and support to the City chapter of the Philippine Society of Agricultural and Biosystems Engineer (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects;

Section 5. Duties and Functions of the Engineering Plans, Designs and Specifications Division - The Planning, Design and Specification Division shall:

- a) Provide agricultural and biosystems engineering services which include engineering survey, valuation/appraisal, preparation and evaluation of plans, designs, technical specifications, feasibility studies, cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects;
- b) Prepare detailed engineering designs (DED) and program of works of communal irrigation systems/projects in coordination with National Irrigation Administration (NIA);

Section 6. Duties and Functions of the Standards Regulation and Enforcement Division - The Standards, Regulations and Enforcement Division shall facilitate and monitor at the City level the registration of agricultural and fishery machinery and facilities, and undertake the enforcement of the Philippine Agricultural and Biosystems Engineering Standards (PABES) and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the DA Regional Field Office-Regional Agricultural Engineering Division (RFO-RAED), concerned national government agencies and other offices of the LGUs. In line with this, the City ABE division shall:

- a) Provide assistance to BAFE through the RFO-RAED on the validation and surveillance of applications at the City level relative to the issuance of Permit to Operate to all agricultural and fishery machinery and equipment manufacturer, fabricators, assemblers, distributors, dealers, importers and exporters (MFADDIESSs);
- b) Monitor the City-wide compliance and provide assistance in the enforcement of the provision of after-sales service and warranty of concerned agricultural and fisheries machinery MFADDIEs dealers in the City in collaboration with BAFE;
- c) Conduct inspection, performance and acceptance testing and evaluation of agricultural, fisheries and biosystems machineries and equipment procured by the City Government in coordination and collaboration with the RFO-RAED and AMTEC;
- d) Provide technical assistance to the City Building Officials in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery and biosystems buildings and structures to ensure the enforcement of PABES and RA No. 10915; and



- e) Coordinate with the BFAR on the city-wide registration of fish hatcheries, fish breeding facilities, private fishponds and post-harvest facilities for fishing communities.

Section 7. Duties and Functions of the Administrative and Finance Division - The Administrative and Finance Division shall provide human resource management, general services and procurement, budget, accounting and records services for the City ABE Department/Division.

Section 8. Creation of Agricultural and Biosystems Engineer Plantilla Positions - Pursuant to Section 13 of Civil Service Memorandum Circular No. 13, series of 1992 "Guidelines and Standards in the Establishment of Organizational Structure and Staffing Pattern in the Local Government Units, the City ABE Department shall have the minimum plantilla positions to be created:

Position	Salary Grade	Number
City Government Department	26 ²	1
Head (City Agricultural and Biosystems Engineer)		
Assistant City Government Department Head (Assistant City Agricultural and Biosystems Engineer)	24 ³	1
Programs and Projects Management Division (PPMD):		
Engineer IV (Division Chief)	22	1
Engineer III	19	2
Engineer II	16	2
Engineer I	12	2
Engineering Plans, Designs and Specifications Division (EPDSD):		
Engineer IV (Division Chief)	22	1
Engineer III	19	2
Engineer II	16	2
Engineer I	12	2
Standards Regulation and Enforcement Division (SRED):		
Engineer IV (Division Chief)	22	1
Engineer III	19	2
Engineer II	16	2
Engineer I	12	2



Administrative and Finance Division (AFD)		
Supervising Administrative Officer	22	1
Administrative Officer V	18	1
Administrative Officer V	18	1
Planning Officer II	15	1
Administrative Officer III (Records)	14	1
Administrative Officer III (Cashier/Budget)	14	1
Administrative Office III (Supply Officer)	14	1
Administrative Assistant III	9	1
Administrative Assistant Aide	4	1
TOTAL		32

Section 9. Duties and Responsibilities of Positions - The duties and responsibilities of the plantilla positions of the City Agricultural and Biosystems Engineering Department are as follows:

Position		Duties and Responsibilities
1	City Government Department Head (City Agricultural and Biosystems Engineer)	1) As head of the Department, oversees the day-to-day operations of the Department; 2) Provides overall leadership in the planning and implementation of the programs and projects of the City ABE Department; 3) Represent the City ABE Department in conferences, meetings and external functions; 4) Ensures a conducive environment for effective working relationship between the City ABE Department and coordinating/collaborating agencies; 5) Reports plans, programs, activities and accomplishments to the City Mayor; and 6) Performs such other functions as the City ABE Department mandate and other circumstances may warrant.
2	Assistant City Government Department Head (Assistant City Agricultural and Biosystems Engineer)	1) Assists the City Agricultural and Biosystems Engineer in managing the day-to-day affairs of the Department; 2) Establishes the strategic framework of the Department as basis for setting divisions' operational targets; 3) Spearheads the review of agricultural and fishery engineering proposals, designs, guidelines for approval of the City Agricultural and Biosystems Engineer; 4) Performs such other functions as the City Agricultural and Biosystems Engineer may assign from time to time.
3	Engineer IV	As head of the Division, spearheads and supervise the planning, coordination, implementation and monitoring of all programs, projects and activities of the Division.

4	Engineer III, Section Chief (Programs/ Projects Planning Section)	<ol style="list-style-type: none"> 1) Oversee the formulation of City Agricultural and Fisheries Mechanization Plan; and City Agricultural and Biosystems Engineering Master Plan/Program; 2) Coordinate with the concerned national government agencies with regard to the planning and implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure; and 3) Facilitate and coordinate the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the City Agricultural and Fishery Council (CAFC), as well as in providing technical assistance and support to the Provincial chapter of the Philippine Society of Agricultural and Biosystems Engineers (PSABE) and ABEs in the local implementation of agricultural and fisheries mechanization and infrastructure projects;
5	Engineer III, (Programs/Projects Management and Information Section)	<ol style="list-style-type: none"> 1) Supervise, coordinate and monitor the construction, operation, maintenance, improvement and management of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, auction markets, poultry dressing plants, post-harvest facilities, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects of the City Government; 2) Oversee, coordinate or provide city-wide training and extension activities to farmers and fisherfolk particularly in the installation, operation and maintenance of their irrigation, postharvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers including the establishment and operation of accredited technical- vocational education training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering within the province; and 3) Supervise or coordinate the city-wide pilot testing and commercialization of matured agricultural, fisheries and biosystems engineering technologies;
6	Engineer III, (Section Chief, Agricultural and Biosystems Machinery & Agro- Processing Plans, Designs and Specifications Section)	Prepare, reviews and recommend engineering plans, designs, technical specifications, program or works, feasibility studies and cost estimates/program of work of agricultural and biosystems machinery, post-harvest facilities, agro-processing and renewable energy projects of the City Government;

7	Engineer III, (Section Chief, Irrigation and Agricultural and Biosystems Infrastructure Plans, Designs and Specifications Section)	Prepare, reviews and recommend engineering plans, designs, technical specifications, program or works, feasibility studies and cost estimates/program of work of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, slaughterhouses, auction markets, farm-to-market roads/farm access roads and other agricultural, fisheries and biosystems infrastructure projects of the City Government.
8	Engineer III, (Section Chief, Accreditation and Registration Section)	<ol style="list-style-type: none"> 1) Conduct registration of agricultural and fishery machinery and facilities and the establishment and maintenance of city registration data-base; 2) Coordinate with BFAR on the city-wide registration of fish hatcheries, fish breeding facilities, private fishponds and post-harvest facilities for fishing communities. 3) Provide assistance to BAFE through the RFO-RAED on the validation of applications at the provincial level relative to the issuance of Permit to Operate to small and medium sized agricultural and fishery machinery and equipment MFADDIES; 4) Assist the City Building Official in the evaluation and processing of application permits and certificate of occupancy of agricultural, fishery and biosystems buildings and structures to ensure the enforcement of PABE and RA No. 10915;
9	Engineer III, (Section Chief, Regulation and Enforcement Section)	<ol style="list-style-type: none"> 1) Plan and supervise the enforcement of the PABES and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with RFO-RAED, concerned national government agencies and other offices of the LGUs; 2) Supervise or conduct monitoring on the city-wide compliance on the provision of after-sales service and warranty of concerned agricultural and fisheries machinery assemblers, manufacturers, importers, suppliers, distributors and dealers in the province in collaboration with BAFE through RAED; 3) Supervise or conduct inspection, performance and acceptance testing and evaluation of agricultural, fisheries and biosystems machineries and equipment procured by the City Government in coordination and collaboration with the RFO-RAED, AMTEC or BAFE;

10	Engineer II	Assists their respective Section Chief in the planning and implementation of all programs and projects of the Section
11	Engineer I	Under immediate supervision of Engineer II, assists in the planning and implementation of all programs and projects of their respective Section.
12	Supervising Administrative Officer	<ol style="list-style-type: none"> 1) As head of the Division, provides over-all administrative functions of the administrative and finance operation of the City ABE Department; and 2) Spearheads and supervise the planning, coordination, implementation and monitoring of all programs, projects and activities of the Division/Section
13	Administrative Office V (Section Chief, Records, Planning and Human Resource Management Section)	<ol style="list-style-type: none"> 1) As head of the Section, spearheads and supervise the planning, coordination, implementation and monitoring of all programs, projects and activities of the Section ; 2) Administers/Conducts/Implements specific activities on personnel administration, such as recruitment, manpower development, performance management, personnel benefits and other related administrative and human resource functions;
14	Administrative Office V (Section Chief, Finance and Procurement Section)	As head of the Section, spearheads and supervise the planning, coordination, implementation and monitoring of all programs, projects and activities of the Section
15	Planning Officer II	<ol style="list-style-type: none"> 1) Undertakes specific responsibilities pertaining to preparation of planning framework, methodologies, guidelines, and work and financial plans; 2) Consolidates and analyses the overall physical and financial plans of the City ABE Department; 3) Develops/ conceptualizes institutional development proposal; 4) Analyses, interprets and recommends statistical data to be integrated or applied to plans and programs being developed; 5) Conducts a periodic assessment of the City ABE Department operational capacity and limits vis-à-vis targeted programs of work and prepares corresponding reports and recommendations; 6) Coordinate with the City Budget Officer in the preparation and allocation of the budget of the City ABE Department. 7) Performs other functions as may be assigned from time to time

Position		Duties and Responsibilities
16	Administrative Officer III (Records)	<ol style="list-style-type: none">1. Manages the records of the City ABE Department and ensures their due safekeeping and disposition;2) Maintains a complete file of all incoming and outgoing correspondence;3) Checks and classifies signed correspondence before they are released for mailing;4) Establishes and maintains an active continuing program for the management, preservation and disposition of Bureau records;5) Formulates such policy guidelines and issuances as would ensure a sound agency records management; and6) Performs such other duties as assigned.
17	Administrative Office III (Supply Officer/ Procurement)	<ol style="list-style-type: none">1) Conducts/coordinates the City ABE's Department's property supply and management activities such as procurement, issuance, inventory, etc;2) Takes charge of the issuance, recording and monitoring of the supplies and equipment of the City ABE Department;3) Formulates suitable policy guidelines and operating systems to ensure a sound property and supply management;4) Ensures the adequate and timely provision of supplies, materials and equipment needed for the conduct of City ABE Department;5) Regularly conducts an inventory of the ABE Department's properties and supplies and submits a report thereon;6) Supervises/coordinates the maintenance and repair of the ABE Department's physical properties such as buildings, furniture, office equipment, etc.; and7) Performs such other functions as maybe assigned from time to time



Position		Duties and Responsibilities
18	Administrative Officer III (Budget and Cashier)	<ol style="list-style-type: none"> 1) Prepares the annual budgets proposals of the City ABE Department in coordination with the Planning Officer III and other concerned operating units; 2) Ensures the timely allocation of budget among operating units and monitors the status of their utilization; 3) Prepares all the required budget related reports and ensures their timely submission; 4) Ensures the timely release of payments to employees of the City ABE Department, suppliers and other claimants 5) Receives the collections of the City ABE Department and ensures their deposit in accordance with government rules and regulations; 6) Prepares reports of collections and disbursements and maintains a complete record thereof;
19	Administrative Assistant III	<ol style="list-style-type: none"> 1) Provides secretarial and clerical assistance to the Office of the City ABE. 2) Provides secretariat functions to City ABE Department's meetings called by the City ABE. 3) Manages the inflow, outflow and safekeeping of communications, documents and records intended for the City ABE and Assistant City ABE 4) Monitors and coordinates the logistical requirements of the Office of the City ABE; and 5) Perform such other functions/special assignments as may be assigned from time to time.
20	Administrative Assistant Aide	<ol style="list-style-type: none"> 1. Conducts/implements specific division activities such as: <ol style="list-style-type: none"> a) Provides driving services to the Office of the City ABE; b) Ensures the cleanliness and roadworthiness of the assigned vehicle at all times c) Maintains and updates the assigned vehicle's service history card d) Prepares vehicle travel requirements such as trip tickets, cash advance, and other documents; 2) Provides administrative assistance such as: <ol style="list-style-type: none"> a) Attendance to queries and request; and b) Coordination with supervisor for travel assignments 3) Perform such other duties as may be assigned from time to time

Section 10. Appointments and Qualifications. - The positions in the City ABE Department shall be appointed by the City Mayor pursuant to the civil service laws and rules and that the appointees shall have met the qualification standards set by the Civil Service Commission and in accordance with DA-DBM-CSC-DILG Joint Memorandum Circular No. 02, series 2020, and other CSC issuances.

Section 11. Initial Workforce Complement and Transition. -

1) The existing City Department of Agriculture shall be expanded to and be renamed as the City Agricultural and Biosystems Engineering (ABE) Department, and form part of the initial workforce complement during this transition phase; provided that, all incumbent staff of the current City Department of Agriculture shall be retained, and shall not lose their current positions or be demoted in terms of rank.

2) In the exigency of the service, the City Mayor may temporarily appoint or re-assign registered and licensed Agricultural and Biosystems Engineers presently employed at other Offices of the City Government to augment the initial workforce complement of the City Agricultural and Biosystems Engineering Department following the CSC rules and regulations on reassignment of personnel until such plantilla positions of the newly-created department are filled.

3) Furthermore, the City Mayor may temporarily hire Agricultural and Biosystems Engineers under contract of service, pursuant to Section 77 of the Local Government Code and other pertinent laws, in anticipation of such plantilla positions of the newly-created department.

4) In case that the existing City or Assistant Agriculturist is a registered and licensed agricultural and biosystems engineer, one of them shall be temporarily designated as Officer-in-Charge City Agricultural and Biosystems Engineer by the City Mayor, following the CSC rules on designation of personnel, until such plantilla position of the head of the newly-created department are filled.

5) The Human Resource Management Officer shall immediately prepare the necessary documents in compliance with DBM Budget Circular No. 03, series of 2003⁴ which will form part of the plantilla positions of the department, subject to the PS limitation of the City LGU.

Section 12. Implementing Rules and Regulations.-The necessary Implementing Rules and Regulations (IRR) for the implementation and operationalization of this Ordinance, as well as the proposed Organizational Structure, shall be developed by the designated officer-in-charge head of the City Agricultural and Biosystems Engineering Department together with the City Administrator, City Agriculturist, and all other persons as may be assigned by the City Mayor. Once approved, the IRR of this Ordinance shall be signed and issued as an Executive Order, which shall be appended to this Ordinance.

Section 13. Funding Support.-The Funding necessary for the implementation of this Ordinance shall be included by the City Budget Officer in the proposed Annual Appropriation of the City Government starting at the end of 2022.



Section 14. Separability Clause.-If for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, the other parts or provision hereof which are not affected thereby shall continue to be in full force and effect.

Section 15. Repealing Clause. - All ordinances, resolutions and regulation or parts thereof which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

Section 16. Effectivity. - This ordinance shall take effect upon its approval

CARRIED BY THE VOTE OF:

Affirmative :

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

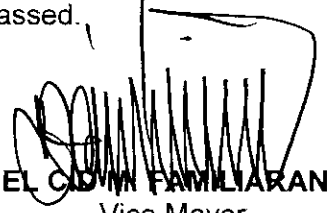
Negative : N o n e.

Absent : N o n e.

Author : Councilor Carlos Jose V. Lopez

Passed : January 12, 2022 (132nd Regular Session of the 10th Council via Zoom Teleconference)

Comments : P a s s e d .
Councilor Wilson C. Gamboa Jr. was not yet around when this ordinance was passed.



EL CIDVIN FAMILIARAN
Vice Mayor
Presiding Officer

ATTESTED:


ATTY. VICENTE C. PETIERRE III
Secretary to the Sanggunian

APPROVED:

_____ **10 DAYS LAPSED**
AS OF 3/4/2022 *jr*

EVELIO R. LEONARDIA
City Mayor

VCP/CGT/*ngb*