

**REPUBLIKA NG PILIPINAS**  
**TANGGAPAN NG SANGGUNIANG PANLUNGSOD**  
**LUNGSOD NG BACOLOD**  
**-ooOOoo-**

**CITY ORDINANCE NO. 315**  
**December 5, 2002**

**AN ORDINANCE ORGANIZING THE BACOLOD TRAFFIC AUTHORITY OFFICE (BTAO), SUBJECT TO CITY ORDINANCE NO. 230.**

**WHEREAS**, Section 4 of City Ordinance No. 230, Series of 1999, otherwise known as the *"Ordinance Creating the Bacolod Traffic Authority (BTA), It's Component Office and Providing Funds Thereof"*, provides for the establishment of a component office of the Bacolod Traffic Authority (BTA);

**WHEREAS**, Section 5 of the same ordinance further provides, that the component office, to be known as the Bacolod Traffic Authority Office (BTAO), shall be created in accordance to an organizational structure to be formulated by the Bacolod Traffic Authority (BTA) with the proposed plantilla in coordination with Human Resource Development Office and Civil Service Commission, and such, being subject to the approval of the Sangguniang Panlungsod.

**NOW THEREFORE**, be it ordained by the Sangguniang Panlungsod of the City of Bacolod in regular session assembled that:

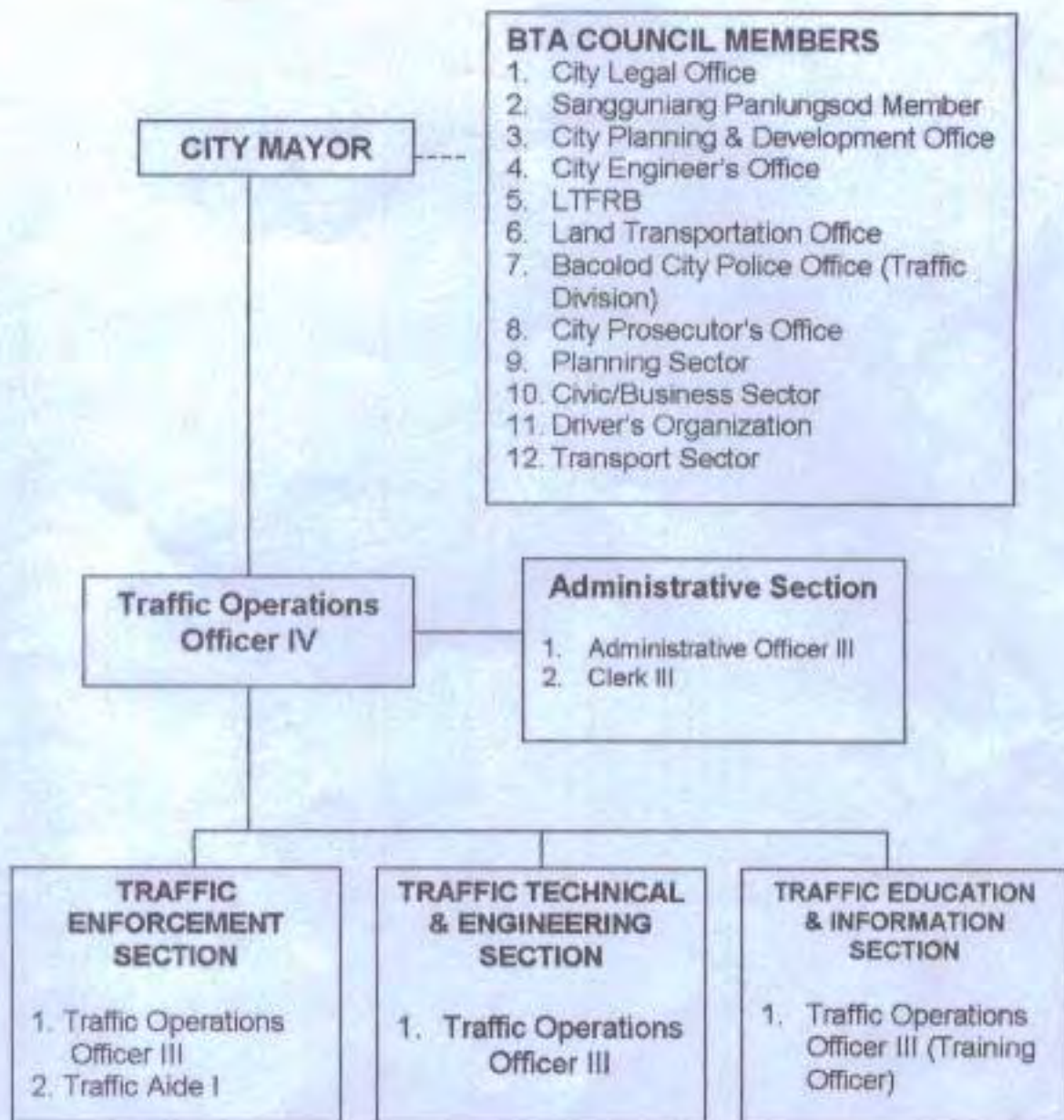
**Section 1 - TITLE -** This ordinance shall be known as the "Bacolod Traffic Authority Office (BTAO) Ordinance".

**Section 2 - POLICY -** It shall be the policy of the City to create and maintain a traffic environment that is orderly, free from congestion, and conducive to smooth flow of vehicles and pedestrians for the welfare of the general public.

**Section 3 - ORGANIZATIONAL STRUCTURE -** The Bacolod Traffic Authority Office (BTAO).

**3 a.** The Traffic Operation Officer IV will act as Head of the Office and under his supervision are the following sections: Administrative Section, Enforcement Section, Education and Information Section, and the Technical and Engineering Section.

**3 b. Structure**



**Section 4 - QUALIFICATIONS AND JOB DESCRIPTION -**

**4.a.** The Traffic Operations Officer IV which shall be a Division under the Office of the City Mayor will have the following qualifications necessary for appointment:

- Civil Service Career Professional Eligibility
- A graduate of a 4-year course/Bachelor's Degree
- Three (3) years relevant experience
- Sixteen (16) hours of relevant training
- Physically, morally, and mentally sound

**4 b.** Personnel of the Bacolod Traffic Authority Office (BTAO) shall be subjected to Civil Service Commission Rules and Regulations and

shall conform to the qualification standards set for and as defined by the Human Resource Development Office.

**QUALIFICATION STANDARD**

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Traffic Operations Officer IV	22	Bachelor's Degree	3 yrs of relevant experience	16 hrs of relevant training	Career Service Professional (Second Level Eligibility)
Traffic Operations Officer III	18	Bachelor's Degree	2 yrs of relevant experience	8 yrs of relevant training	Career Service Professional (Second Level Eligibility)
Traffic Aide I	5	High School Graduate	None required	None required	None required MC 11.6.96 – Category II
Administrative Officer III	18	Bachelor's Degree	2 yrs of relevant experience	8 hrs of relevant training	Career Service Professional (Second Level Eligibility)
Clerk III	6	Completion of 2 yrs studies in College	None required	None required	Career Service Professional (First Level Eligibility)

4 c.

**JOB DESCRIPTION**

**TRAFFIC OPERATIONS OFFICER IV –**

**Job description:**

- Under General supervision, assists in planning, organizing coordinating and implementation of traffic management undertaken by the various department of the City Government and line agencies.

**Duties and responsibilities:**

- Planning, monitoring, coordinating and evaluating the plans and implementation of the City Government and line agencies;
- Translates policies into operational goals and specific objectives consistent with available resources;
- Regulates the utilization of various roads based on existing City Ordinances;
- Instructs and conducts practical training of its staff;
- Maintains personnel discipline in the office and undertakes to acquire familiarity with organizations, operations and financial activities of the office;

- Checks and final review of communications, reports and prepares comments and recommendation to the head office;
- Checks and final review of applicable laws, policies, operations and financial activities of the office;
- Checks and final review of disbursement, vouchers, requisitions for supplies and materials and special journal vouchers processed by the property custodian;
- And does related work.

### **ADMINISTRATIVE OFFICER III –**

#### **Job description:**

- Under general supervision, assists in planning, organizing, coordinating, and supervising of the administrative activities of the office;
- And does related work as required.

#### **Duties and responsibilities:**

- Assists in planning, organizing, coordinating, directing of administrative and technical activities, and function of the various decisions of the office;
- Maintains personnel discipline in the office and undertakes to acquire familiarity with organizations, operations and financial activities of the office;
- Assists in the review of applicable laws, policies, operations and financial activities of the office;
- Supervises and coordinates personnel administrative function of the office;
- Checks communications, reports, and prepares comments and recommendation to the head office;
- Reviews disbursement, vouchers, requisitions for supplies and materials and special journal vouchers processed by the property custodian;
- And does related work.

### **TRAFFIC OPERATIONS OFFICER III: (Traffic Education and Information)**

#### **Job description:**

- Under general supervision, assists in planning, organizing, coordinating, supervising in the education, traffic information dissemination and training activities;
- And does related works as required.

#### **Duties and responsibilities:**

- Assists in planning, organizing, coordinating and directing training activities and functions for the training of traffic enforcers and educational decision of the office;
- Maintains discipline of subordinate personnel;
- Makes reports and recommendation related to training and educational activities on the field to be submitted to the Bacolod Traffic Authority Council;

- Assists in drafting programs of instruction that will be necessary for the enhancement of the working capability of the traffic enforcers;
- Assists in conducting information dissemination for the public to be aware of the programs implemented by the city relative to traffic;
- Evaluates trainings conducted and offers suggestions for improvement;
- Conducts research needed in the preparation of the programs of training;
- Prepares schedule in training calendar for the proposed training;
- Conducts studies that are deemed necessary for the education and training of personnel;
- And does related work.

**TRAFFIC OPERATIONS OFFICER III –  
(Traffic Enforcement)**

**Job Description:**

- Under general supervision, assists in planning, organizing, coordinating and supervises, traffic enforcement and operational functions;
- And does related work as required.

**Duties and Responsibilities:**

- Assists in planning, organizing, coordinating and directs operational and enforcement activities and functions from the various decisions of the office;
- Maintains discipline of subordinate personnel;
- Makes report and recommendation related to the operations and traffic information on the field to be submitted to the Bacolod Traffic Authority Council;
- Assists in making a draft program of instructions that will be necessary for the enhancement of the working capability of the traffic enforcers;
- Assists in conducting information dissemination for the public to be aware of the programs implemented by the city relative to traffic;
- Assists in the evaluation of trainings conducted and offers suggestions for improvement;
- And does related works.

**TRAFFIC OPERATIONS OFFICER III-  
(Traffic Technical and Engineering)**

**Job description:**

- Under general supervision, assists in planning, organizing, coordinating supervises traffic technical functions and activities;
- And does related work as required.

**Duties and responsibilities:**

- Assists in planning, organizing, coordinating and directs technical and engineering activities and functions from the various decisions of the office;
- Maintains discipline of subordinate personnel;
- Makes report and recommendation related to the technical aspect to be submitted to the Bacolod Traffic Authority Council;
- Assists in the evaluation of trainings conducted and offers suggestions for improvement;
- And does related work.

**CLERK III:**

**Job description:**

- Under general supervision performs highly-skilled responsible clerical work;
- And does related work as required.

**Duties and responsibilities:**

- Reviews the work of a clerical unit and performs simple, repetitive and routine clerical tasks;
- Performs liaison work and follows-up important papers with offices;
- Prepares draft of routine official letters and endorsements;
- Gathers information on rules and regulations affecting the work in the office;
- Participates in the preparation, certification and endorsement of records and correspondence and processes application in accordance with approved rules and regulations;
- And does related work.

**TRAFFIC AIDE:**

**Job description:**

- Under general supervision set by the Bacolod Traffic Authority Council, enforces and implements the traffic laws and related ordinances;
- And does related work as required.

**Duties and responsibilities:**

- Shall direct and maintain an orderly flow of traffic in the city;
- Enforces traffic ordinances, laws, and other related rules and regulations;
- Performs other related tasks as may be necessary, to ensure a smooth flow of traffic and provide safety to the public;
- And does related works.

**Section 6. SEPARABILITY CLAUSE** - The provisions of this ordinance are hereby declared to be separate and in the event that any or more such provisions are held unconstitutional, they shall not affect the validity of other provisions.

**Section 7 -** This ordinance shall take effect upon its approval

**CARRIED BY THE VOTE OF:**

Affirmative:

Councilors: Archie S. Baribar, Roberto M. Rojas, Jude Thaddeus A. Sayson, Ana Marie V. Palermo, Celia Matea R. Flor, Jose H. Gabuat, Lyndon P. Caña, Elmer T. Sy, Bobbie S. Lucasan, Greg G. Gasataya, Reynold I. Iledan, Sonya M. Verdeflor, Arturo V. Parreño, Marx Louie S. de la Rosa.

Negative : None.


Main Author : Councilor Greg G. Gasataya

Co-Author : Councilor Lyndon P. Caña

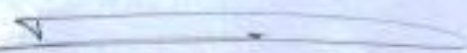
Absent : None.

Passed : December 5, 2002 (75<sup>th</sup> Regular Session)

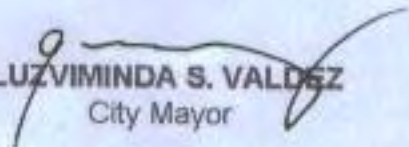
Comments: Passed.

  
**RAMIRO L. GARCIA, JR.**  
Vice Mayor  
Presiding Officer *12/18/02*

ATTESTED:

  
**ATTY. NILO T. ALEJANDRINO**  
Secretary to the Sanggunian

APPROVED: Dec. 20, 2002

  
**LUZVIMINDA S. VALDEZ**  
City Mayor

NTA/HPL/ryt

