



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
 Pasig City

Ordinance No. 35
 Series of 2011

AN ORDINANCE CREATING THE CITY DEMOGRAPHY AND STATISTICAL OFFICE, DEFINING ITS DUTIES AND FUNCTIONS, PRESCRIBING THE PERSONNEL COMPLEMENT, AND FOR OTHER PURPOSES.

AUTHORED BY : Councilors Virgilio I. Del Rosario, Iyo Christian C. Bernardo, Christian G. Sia, Reynaldo R. San Buenaventura III, Regino S. Balderrama, Augustin Alexee C. Santiago, Lorna A. Bernardo, Richard C. Eusebio, Rodrigo B. Asilo, Reynaldo F. Raymundo, Roberto E. Benito, Charmie Q. Benavides, LIGA Pres. Ferdinand A. Avis and SK President Julia Nicole B. Pua

BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF PASIG IN SESSION DULY ASSEMBLED, THAT:

Section 1. **CREATION** - There is hereby created a City Demography and Statistical Office, Office of the City Mayor.

Section 2. **FUNCTIONS** - The City Demography and Statistical Office shall:

- (a) Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of services and provision of adequate facilities relative to the integration of population development principles;
- (b) Collect and update population and population-related data of the city, including but not limited to, census-and survey-taking as directed and appropriate for planning and evaluation;
- (c) Conduct research and collect secondary data on relevant aspects of the city that will be important for planning programs and projects;
- (d) Install in appropriate and compatible data storage, maintenance and retrieval systems the different data bases that have been collected;
- (e) Generate statistical tables and conduct analyses of information in the data bases that will be useful in planning programs;
- (f) Coordinate and supervise the population data base at the barangay level;
- (g) Coordinate with relevant offices of the city government in the further development and utilization of the data bases;
- (h) Monitor population size, distribution, movements of the city and render a regular report on this to the City Mayor;



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(i) Perform such other duties as maybe assigned by the City Mayor or by law or ordinance.

Section 3. **PERSONNEL COMPLEMENT.** – The City Demography and Statistical Office shall have the following personnel complement, to wit:

No.	Title	Salary Grade	Qualifications			
			Education	Experience	Training	Eligibility
1	City Population Officer	26	Bachelor's Degree with specialized training in population development from a recognized college or university	Five (5) years experience in the implementation of programs on population development or responsible parenthood	None required	Career Service (Professional) Second Level Eligibility
1	Population Program Officer II	15	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level Eligibility
2	Statistician I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
2	Illustrator	5	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Draftsman or Illustrator (MC 11, s. 96 – Cat. I) First Level Eligibility
2	Computer Operator I	7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility
2	Population Program Worker II	7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) (MC 11, s. 96 – Cat. I) First Level Eligibility
1	Driver II	4	Elementary School graduate	None required	None required	Driver's License (MC 11, s. 96-Cat. III)

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Section 4. APPOINTMENT. - The City Population Officer shall be appointed by the City Mayor in accordance with Civil Service laws, rules and regulations subject to the confirmation of the Sangguniang Panlungsod. All other employees are to be appointed by the City Mayor in accordance with the qualification standards prescribed by the Civil Service Commission. *Provided, however,* that pending the appointment of qualified personnel to fill-in aforesaid permanent positions, the City Mayor can hire or engage the services of other qualified individuals under Job-Order or casual basis prior to appointment of permanent employees.

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Section 5. FUNCTION/DUTIES. - The personnel complement of the City Demography and Statistical Office shall perform the following functions, to wit:

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Lorna A. Benavente

5.1 City Population Officer

- (a) Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the City Mayor in carrying out **measures to ensure the delivery of basic services and provision of adequate facilities** relative to the integration of the population development principles and in providing access to said services and facilities;
- (b) Develop plans and strategies and upon approval thereof by the City Mayor implement the same, particularly those which have to do with **size, growth rate, density, vital statistics, and distribution of a specified population, measures and methods** in programs and projects which the City Mayor is empowered to implement and which the Sanggunian is empowered to provide for under R.A. 7160;
- (c) Assist the City Mayor in the implementation of the Constitutional provisions relative to population development and the promotion of responsible parenthood;
- (d) Establish and maintain an updated data bank for program operations, development planning and an educational program to ensure the people's participation in and understanding of population development;

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- e) Implement appropriate training programs responsive to the cultural heritage of the inhabitants; and
- f) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

5.2 Population Program Officer II: Under the supervision of the City Population Officer shall:

- (a) Assist the City Population Officer in the supervision of programs, projects and activities of the office and in such other responsibilities attached to the position within the structure of the City Government of Pasig;
- (b) Lead in the planning, monitoring and implementation of the projects and activities of the office;
- (c) Recommend thru the City Population Officer for the approval of the City Mayor and/or the Sangguniang Panlungsod projects and projects to be undertaken by the office;
- (d) Coordinate with relevant offices within and outside the City of Pasig whenever work warrants such linkage;
- (e) Supervise the different operations and the staff and of the office and ensure that everyone contributes to the achievement of the objectives of the office and its programs and projects;
- (f) Report regularly to the proper authorities regarding the progress and performance of the individual projects and overall work of the office; and
- (g) Perform such other duties and functions as may be assigned from time to time.

5.3 Statistician I

- (a) Serve as data base manager of the office;



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- (b) Responsible for the analysis and production of statistical reports/tables from the data bases stored in the office;
- (c) Oversee the data processing work of the office as well as that of the data managers at the barangay level;
- (d) Plan and oversee the mapping work of the office;
- (e) Report directly to the City Population Officer as maybe necessary; and
- (f) Perform such other duties and functions as may be assigned from time to time.

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5.4 Illustrator

- (a) Create illustrations, concepts and detailed layouts incorporating drawings and other design elements that will help explain and visualize a written concept or idea that will add visual interest to best meet project needs;
- (b) Perform such other duties and functions as may be assigned from time to time.

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5.5 Computer Operator I

- (a) Responsible in entering/encoding data into the computer;
- (b) Maintain data bases, disks, files and related material, retrieving and segregating data and storing them in an orderly manner;
- (c) Keep a record of the computer use of others for both supervision or security reasons, and setting computer controls accordingly.
- (d) Programs simple modifications of established programs of the office;

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- (e) Schedule a continuous flow of data to a variety of computer and data communication equipment; and maintain records of operations.
- (f) Assist superiors in planning and gathering data for computer analysis;
- (g) Performs cleaning and minor maintenance or troubleshooting and adjustments on the computer including change of printing ribbons and ink containers;
- (h) Perform such other duties and functions as may be assigned from time to time.

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5.6 Population Program Worker II

- (a) Serve as Fieldwork Monitor in the barangays;
- (b) Assist in the mapping of the population data under the direction of the City Population Officer and/or Statistician;
- (c) Upon direction of the City Population Officer and/or Statistician, oversee the field and data management work of the Barangay level statistician aides;
- (d) Perform such other duties and functions as may be assigned from time to time.

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5.7 Driver II

- (a) Serve as Driver of the office in all official functions of the office;
- (b) Act as messenger, if necessary or when needed by the office;
- (c) Perform such other duties and functions as may be assigned from time to time.

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Section 6. APPROPRIATION. – There is hereby appropriated the sum of **THREE MILLION THREE HUNDRED SIXTY FIVE THOUSAND SEVEN HUNDRED NINE PESOS & 28/100 (P 3,365,709.28)** to cover the payment of salary, allowances and other mandatory personnel expenses of the City Demography and Statistical Office computed from January 1, 2012 to December 31, 2012, to wit:

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Salary	=	2,296,656.00
GSIS (Life & Retirement)	=	275,598.72
PAG-IBIG	=	13,200.00
ECC	=	22,966.56
Philhealth	=	24,900.00
PERA	=	66,000.00
ACA	=	198,000.00
RATA	=	156,000.00
13 th Month Pay	=	191,388.00
Cash Gift	=	55,000.00
Productivity	=	22,000.00
Clothing/ Allowance	=	44,000.00
		P 3,365,709.28

Provided, the City Budget Officer shall incorporate the budget of the office every year thereafter.

Section 7. This Ordinance shall take effect on January 1, 2012.

APPROVED this 27th of **October 2011** at Pasig City.

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IYO CHRISTIAN C. BERNARDO
 Councilor

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RICHARD C. EUSEBIO
 Councilor

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REYNALDO R. SAN BUENAVENTURA III
 Councilor

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RODRIGO B. ASILO
 Councilor

[Handwritten signature]
REGINO S. BALDERRAMA
 Councilor

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REYNALDO F. RAYMUNDO
 Councilor

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Laura A. Bernante

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AUGUSTIN ALEXEE C. SANTIAGO
Councilor

ROBERTO E. BENITO
Councilor

LORNA A. BERNARDO
Councilor

CHARMIE Q. BENAVIDES
Councilor

FERDINAND A. AVIS
LIGA President

JULIA NICOLE B. PUA
SK Federation President

CHRISTIAN G. SIA
Councilor
Minority Floor Leader

VIRGILIO I. DEL ROSARIO
Councilor
Majority Floor Leader

Attested by:

ROSALIO D. MARTIRES
City Vice-Mayor
Presiding Officer




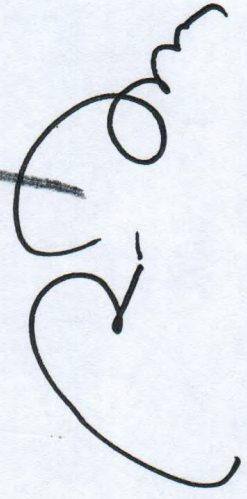
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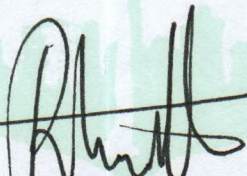
APPROVED:


ROBERT C. EUSEBIO
City Mayor



James A. Benavente

Attested by:


ROBERTO A. BARRETTO
Acting City Council Secretary

