



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
Pasig City

Ordinance No. 21  
Series of 2013

**AN ORDINANCE CREATING THE POSITION OF ONE (1) BOOKBINDER III AT THE LOCAL CIVIL REGISTRY OFFICE, PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, COMPENSATION, QUALIFICATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.**

Authored By: Councilor Ferdinand A. Avis  
Co-Authored by: Councilors Christian G. Sia, Reynaldo R. San Buenaventura III, Augustin Alexee C. Santiago, Gregorio P. Rupisan, Jr., Rhichie Gerard T. Brown, Richard C. Eusebio Orlando R. Benito, Reynaldo F. Raymundo, Charmie Q. Benavides, Rosalio D. Martires, Wilfredo F. Sityar, LIGA Pres. Celestino U. Chua and SK President Julia Nicole B. Pua

**BE IT ORDAINED BY THE CITY COUNCIL IN SESSION ASSEMBLED THAT:**

**Section 1. CREATION** – There is hereby created the position of Bookbinder III under the Local Civil Registry.

**Section 2. APPOINTMENT AND RATE OF COMPENSATION** – The Bookbinder III mentioned in Section 1 shall be appointed by the City Mayor in accordance with pertinent Civil Service laws, rules and regulations. He/She shall receive a salary, allowance and other emoluments equivalent to Salary Grade 7 in the City Government of Pasig.

**Section 3. QUALIFICATIONS** – No person shall be appointed Bookbinder III unless she/he meets the qualification standards setforth by the Civil Service Commission, Memorandum Circular 2, Series of 1996, category III.

**Section 4. TERM OF OFFICE** – The tenure of Office of the aforesaid Bookbinder III shall be permanent in nature and shall be subject to disciplinary action like any other civil service employee.

**Section 5. DUTIES AND FUNCTIONS** – The Bookbinder III shall have the following duties and functions, to wit:

1. Perform highly skilled hand finishing operations, such as grooving and lettering, to bind books.
2. Cut binder boards to specified dimensions, using board shears, hand cutters, or cutting machines.
3. Cut cover material to specified dimensions, and fit and glue material to binder boards manually or by machine.
4. Place bound books in presses that exert pressure on covers until glue dries.
5. Trim edges of books to size, using cutting or book trimming machines or hand cutters.
6. Repair, restore and rebind old or damaged books, including rare books.





Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**

Pasig City

Ordinance No. 21  
Series of 2013

- page 2 -

AN ORDINANCE CREATING THE POSITION OF ONE (1) BOOKBINDER III AT THE LOCAL CIVIL REGISTRY OFFICE, PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, COMPENSATION, QUALIFICATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

7. Apply glue to backs of books, using brushes or glue machines, and attach cloth backing and headbands.
8. Attach endpapers to tops and bottoms of book bodies, using sewing machines, or glue endpapers and signatures together along spines, using brushes or glue machines.
9. Compress sewed or glued signatures to reduce books to required thickness, using hand presses or smashing machines.
10. Imprint and emboss lettering, designs, or numbers on covers, using gold, silver, or colored foil, and stamping machines.
11. Fold and sew printed sheets to form signatures, and assemble signatures in numerical order to form book bodies.

**Section 6. APPROPRIATIONS** – There is hereby appropriated the sum of Ninety Seven Thousand Nine Hundred Six Pesos and 20/100 (P97,906.20) to cover the payment of the salary, allowances and other mandatory personal expenses of Bookbinder III created under Section 1 hereto computed as follows:

(1) BOOKBINDER III – S.G. 7/ P13,890.00/mo.  
Effective September 1 to December 31, 2013

SALARY	P13,890.00 x 1 x 4 mos.	55,560.00
GSIS (Life & Ret.)	55,560.00 x 4%	6,667.20
Pag-Ibig	100.00 x 1 x 4 mos.	400.00
ECC	138.90 x 1 x 4 mos.	555.60
PhilHealth	208.35 x 1 x 4 mos.	833.40
PERA	500.00 x 1 x 4 mos.	2,000.00
ACA	1,500.00 x 1 x 4 mos.	6,000.00
13 <sup>th</sup> Month Pay	13,890.00 x 1	13,890.00
Cash Gift	5,000.00 x 1	5,000.00
Productivity	2,000.00 x 1	2,000.00
Clothing Allowance	5,000.00 x 1	5,000.00
	<b>TOTAL</b>	<b>97,906.20</b>

Thereafter, said appropriation needed shall be incorporated in the annual budget of the City Government.

**Section 7. EFFECTIVITY** – This Ordinance shall take effect September 2013.

APPROVED, this 26<sup>th</sup> day of **September 2013** at Pasig City.





Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**

Pasig City

Ordinance No. 21  
Series of 2013

- page 3 -

AN ORDINANCE CREATING THE POSITION OF ONE (1) BOOKBINDER III AT THE LOCAL CIVIL REGISTRY OFFICE, PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, COMPENSATION, QUALIFICATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

**REYNALDO R. SAN BUENAVENTURA III**  
Councilor

**ORLANDO R. BENITO**  
Councilor

**AUGUSTIN ALEXEE C. SANTIAGO**  
Councilor

**REYNALDO F. RAYMUNDO**  
Councilor

**FERDINAND A. AVIS**  
Councilor

**CHARMIE Q. BENAVIDES**  
Councilor

**GREGORIO P. RUPISAN JR.**  
Councilor

**ROSALIO D. MARTIRES**  
Councilor

**RHICLIE GERARD T. BROWN**  
Councilor

**WILFREDO F. SITYAR**  
Councilor

**CELESTINO U. CHUA**  
LIGA President

**JULIA NICOLE B. PUA**  
SK Federation President

**CHRISTIAN G. SIA**  
Councilor  
Minority Floor Leader

**RICHARD C. EUSEBIO**  
Councilor  
Majority Floor Leader





Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**

Pasig City

Ordinance No. 21  
Series of 2013

- page 4 -

AN ORDINANCE CREATING THE POSITION OF ONE (1) BOOKBINDER III AT THE LOCAL CIVIL REGISTRY OFFICE, PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, COMPENSATION, QUALIFICATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Attested by:

*Iyo Christian C. Bernardo*  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

*Maria Belen A. Eusebio*  
**MARIA BELEN A. EUSEBIO**  
City Mayor

Attested by:

*Roberto A. Barretto*  
**ROBERTO A. BARRETTO**  
Acting City Council Secretary

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*Jean R. I. Benia*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*