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Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**

Pasig City  
Ordinance No. 04  
Series of 2015

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**AN ORDINANCE CREATING TWO (2) ADDITIONAL POSITIONS OF POLITICAL AFFAIRS ASSISTANT I AND EXECUTIVE ASSISTANT I, IN THE OFFICE OF THE CITY MAYOR, PRESCRIBING THE SALARY GRADE, QUALIFICATIONS AND APPROPRIATING FUNDS THEREFOR.**

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

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**WHEREAS**, Section 458 (a) (viii) of Republic Act 7160 provides that Sanggunian Panlungsod shall determine the position and salaries, wages, allowances and other emoluments and benefits of local government 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;

**WHEREAS**, Section 77, RA 7160 otherwise known as the Local Government Code of 1991 provides that the Local Chief Executive of every Local Government Unit (LGU) shall be responsible for human resources development in the local government and shall take all personnel action in accordance with the constitutional provisions of the Civil Service, pertinent laws and regulations thereon including such policies, guidelines and standards as the Civil Service Commission may establish.

*[Handwritten signature: Orlando R. Benito]*

**WHEREAS**, the existing plantilla positions in the Office of the City Mayor have proven insufficient and must be supplemented to address its inadequacies.

**NOW, THEREFORE**, the Sangguniang Panlungsod in session duly assembled, do hereby ordained the creation of positions pursuant to Section 458 (1) (viii), R.A. 7160 otherwise known as the Local Government Code of 1991, to strengthen the Office of the City Mayor and to assist the Local Chief Executive in effective city governance.

**Section 1. CREATION.** The following positions are hereby created with the corresponding Salary Grade and monthly compensation, to comply furthermore to the Qualification Standards set forth by the Civil Service Commission, viz:

**Section 2. PERSONNEL COMPLEMENT, SALARY GRADE, COMPENSATION AND QUALIFICATIONS**

No.	Title	Salary Grade	Monthly Rate	Qualifications
1	Political Affairs Assistant I	6	P12,912.00	Education: Must be able to read and write Experience: None required Training: None required Eligibility: None required

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No.	Title	Salary Grade	Monthly Rate	Qualifications
1	Executive Assistant I	14	P23,044.00	Education: Bachelor's Degree Experience: 1 year experience Training: 4 hours of training Eligibility: Level-II Professional

**Section 3. APPOINTMENT.** Appointees to the positions created in the preceding section must be of good moral character, must possess at least the minimum qualifications for the positions he/or she will appointed to based on the qualifications standards of the Civil Service Commission, preferably a resident of Pasig City, to be appointed by the Local Chief Executive.

**Section 4. SALARIES AND WAGES.** The salary and wage levels for the newly created positions are based on the corresponding Salary Grades listed in the Qualification Standard of the Civil Service Commission and in accordance with the Salary Schedule for 1<sup>st</sup> Class Cities.

**Section 5. APPROPRIATION.** There is hereby appropriated the sum of Six Hundred Four Thousand Five hundred Twenty Four Thousand Pesos and Sixteen Centavos (P604,524.16) to cover the payment of salaries, allowances and annual benefits for a period covering a year and succeeding years thereafter.

Particulars are as follows:

<b>POLITICAL AFFAIRS ASSISTANT – I, S.G. 6/P12,921.00/month</b>			
(Figures computed on an annual basis from January to December)			
Salary	P12,921.00x1x12 months	=	155,052.00
GSIS (Life & Retirement)	P155,052.00 x 12%	=	18,606.24
HDMF	P100.00x1x12 months	=	1,200.00
ECC	P129.21x1x12 months	=	1,550.52
Philhealth	P193.82x1x12 months	=	2,325.84
PERA	P2,000.00x1x12 months	=	24,000.00
13 <sup>th</sup> Month Pay	P12,921.00	=	12,921.00
Cash Gift	P5,000.00x1	=	5,000.00
Productivity	P2,000.00x1	=	2,000.00
Clothing Allowance	P5,000.00x1	=	5,000.00
<b>TOTAL</b>			<b>227,655.60</b>



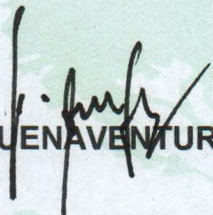
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APPROVED, this 26th day of February 2015 at Pasig City.

  
REYNALDO R. SAN BUENAVENTURA III  
Councilor

  
ORLANDO R. BENITO  
Councilor

  
AUGUSTIN ALEXEE C. SANTIAGO  
Councilor


CHARMIE Q. BENAVIDES  
Councilor

  
FERDINAND A. AVIS  
Councilor

  
ROSALIO D. MARTIRES  
Councilor

  
GREGORIO R. RUPISAN JR.  
Councilor

  
WILFREDO F. SITYAR  
Councilor

  
RHICHIE GERARD T. BROWN  
Councilor

CELESTINO U. CHUA  
LIGA President

Absent  
CHRISTIAN G. SIA  
Councilor  
Minority Floor Leader



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

Attested by:

**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor

APPROVED:

**MARIA BELEN A. EUSEBIO**  
City Mayor

Attested by:

**LOIDA U. VILLANUEVA**  
Acting City Council Secretary