



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

Ordinance No. 27  
Series of 2016

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) UNDER THE OFFICE OF THE LOCAL CIVIL REGISTRY (LCR), PRESCRIBING QUALIFICATIONS, SALARY GRADE, DEFINING ITS DUTIES AND FUNCTIONS, COMPENSATION AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.**

Authored By: Councilor Gregorio P. Rupisan, Jr.  
Co-Authored By: Councilors Rodrigo B. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Rhichie Gerard T. Brown, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Alejandro E. Santiago, Wilfredo F. Sityar, Victor Ma. Regis N. Sotto, and LIGA Pres. Celestino U. Chua

**BE IT ORDAINED** by the City Council of Pasig in session assembled that:

**Section 1. CREATION** - There is hereby created the position of Administrative Assistant III (Computer Operator II) under the plantilla of government positions in the Office of the Local Civil Registry (LCR) in accordance with existing Civil Service laws, rules and regulations.

**Section 2. QUALIFICATIONS** - No person shall be appointed Administrative Assistant III (Computer Operator II) unless he/she is a citizen of the Philippines, a resident of the city, of good moral character, has completed two (2) years studies in college, a holder of a sub-professional civil service eligibility as Data Encoder or its equivalent. He/she must have acquired experience in data encoding or in any related filed for at least one (1) year and for (4) hours relevant training.

**Section 3. APPOINTMENT, SALARY GRADE AND COMPENSATION** - The Administrative Assistant III (Computer Operator II) under the plantilla of government positions in the Office of the Local Civil Registry (LCR) shall be appointed by the City Mayor in accordance with existing Civil Service laws, rules and regulations. He/she shall receive a salary equivalent to Salary Grade 9 and other allowances and emoluments prescribed by law or ordinance.

**Section 4. DUTIES AND FUNCTION** - The Administrative Assistant III (Computer Operator II) under the plantilla of government positions in the Office of the Local Civil Registry shall perform the following duties and functions, to wit:

1. Encodes data and perform works that require computerization.
2. In-charge of processing of Certificates of Live Birth in accordance with R.A. 9255 (An Act allowing illegitimate children to use the surname of their father.)
3. Correction of entries in the Geographical/Statistical portion and registry numbers in the Local Civil Registry documents.
4. Liaison Officer of LCR to the Legal Office National Statistics Office in Quezon City and NSO Sta. Mesa.
5. Perform other duties that may be assign to him/her from time to time.

**Section 5. TERM OF OFFICE** - The term of office of the Administrative Assistant III (Computer Operator II) under the plantilla of Office of the Local Civil Registry (LCR) shall be permanent in nature.



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**Section 6. APPROPRIATION** - There is hereby appropriated the sum of **ONE HUNDRED FIFTY FOUR THOUSAND TWO HUNDRED SIXTY THREE PESOS AND 36/100 (P154,263.36)** to cover the payment of salaries, allowances and other mandatory personal expenses of the Administrative Assistant III (Computer Operator II) under the plantilla of government positions in the Office of the Local Civil Registry (LCR) created under Section 1 hereof chargeable against the available funds of the city or out of the salary savings from vacant positions as certified by the City Treasurer computed as follows:

(1) ADMINISTRATIVE ASST. III ( COMPUTER OPERATOR II) /S.G. 9 – PhP16,512.00/mo.			
Effective July 1 to December 31, 2016			
SALARY	PhP 16,512.00 x 1 x 6 mos.	=	PhP 99,072.00
GSIS (Life & Ret.)	99,072.00 x 12%	=	11,888.64
Pag-ibig	100.00 x 1 x 6 mos.	=	600.00
ECC	165.12 x 1 x 6 mos.	=	990.72
PHILHEALTH	200.00 x 1 x 6 mos.	=	1,200.00
PERA	2,000.00 x 1 x 6 mos.	=	12,000.00
13 <sup>th</sup> MONTH PAY	16,512.00	=	16,512.00
CASH GIFT	5,000.00	=	5,000.00
PRODUCTIVITY	2,000.00	=	2,000.00
CLOTHING ALLOWANCE	5,000.00	=	5,000.00
	<b>TOTAL</b>		<b>154,263.36</b>

Thereafter, the appropriation of the salary and other allowable fringe benefits shall be included in the annual budget of the City Government.


**Section 7. EFFECTIVITY** - This Ordinance shall take effect upon its approval.

APPROVED, this 10<sup>th</sup> day of **November 2016** at Pasig City.

  
**VICTOR MA. REGIS N. SOTTO**  
 Councilor

  
**RODRIGO B. ASILO**  
 Councilor

  
**GREGORIO P. RUPISAN JR.**  
 Councilor

  
**MARIO C. CONCEPCION, JR.**  
 Councilor

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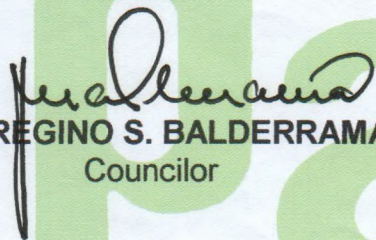
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RHICHIE GERARD T. BROWN  
Councilor

  
ORLANDO R. BENITO  
Councilor

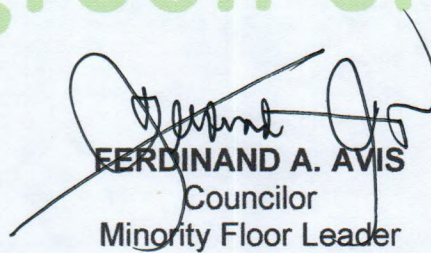
  
ALEJANDRO E. SANTIAGO  
Councilor

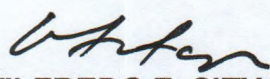
  
CORAZON M. RAYMUNDO  
Councilor

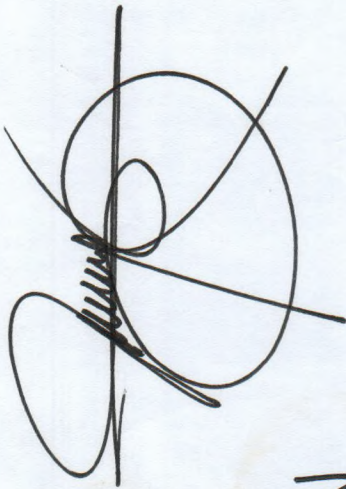
  
REGINO S. BALDERRAMA  
Councilor

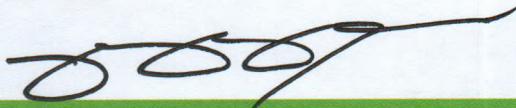
  
ROSALIO D. MARTIRES  
Councilor

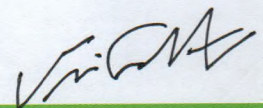
CELESTINO U. CHUA  
LIGA President

  
FERDINAND A. AVIS  
Councilor  
Minority Floor Leader

  
WILFREDO F. SITYAR  
Councilor  
Majority Floor Leader










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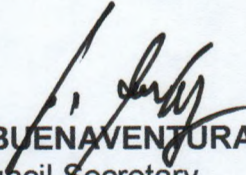
Attested by:

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

APPROVED:

  
**ROBERT C. EUSEBIO**  
City Mayor

Attested by:

  
**REYNALDO R. SAN BUENAVENTURA III**  
Acting City Council Secretary



