



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 18
Series of 2017

[Handwritten signature]

AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE OFFICER IV UNDER THE OFFICE OF THE CITY SOCIAL SERVICE & WELFARE DEPARTMENT, 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:

[Handwritten signature: Balderrama]

Section 1. CREATION – There is hereby created the position of Social Welfare Officer IV under the plantilla of government positions in the Office of the City Social Service & Welfare Department in accordance with existing Civil Service laws, rules and regulations.

Section 2. QUALIFICATIONS - No person shall be appointed Social Welfare Officer IV unless he/she is a citizen of the Philippines, a resident of the city, of good moral character, has bachelor's degree in social work, 3 years of relevant experience, 16 hours of relevant training.

Section 3. APPOINTMENT, SALARY GRADE AND COMPENSATION – The Social Welfare Officer IV under the plantilla of government positions in the Office of the City Social Service & Welfare Department 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 22 and other allowances and emoluments prescribed by law or ordinance.

Section 4. DUTIES AND FUNCTION - The Social Welfare Officer IV under the plantilla of government positions in the Office of the City Social Service & Welfare Department shall perform the following duties and functions, to wit:

1. Reviews, signs as authorized internal and external communication pertaining to administrative matters.
 2. Ensures confidentiality and controls access to sensitive information such as management profiles.
 3. Performs administrative duties associated with scheduling of training, coordination of meeting and planning activities.
 4. Supervise overall operations and conduct of activities.
 5. Prepares agendas, gather supporting information and attends to functions to ensure satisfactory outcome as directed by immediate superior.
 6. Oversees office operations, suggests improvement to procedures to improve efficiency and service.
 7. Conduct periodic analysis and evaluation of administrative status, stability and develop plans.
 8. Responsible in the administration function of the office.
- [Handwritten signature]*



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
 City Government of Pasig

Ordinance No. 18
 Series of 2017

-page 2-

AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE OFFICER IV UNDER THE OFFICE OF THE CITY SOCIAL SERVICE & WELFARE DEPARTMENT, PRESCRIBING QUALIFICATIONS, SALARY GRADE, DEFINING ITS DUTIES AND FUNCTIONS, COMPENSATION AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

9. Oversee the attendance of Personnel, review daily time record and evaluate performance of personnel.
10. Assist immediate superior in planning, directing, supervising and coordinating of administrative function.
11. Monitor projects and ensure timely implementation of programs, projects and activities.
12. Perform other duties and responsibilities from time to time.

Section 5. TERM OF OFFICE – The term of office of the Social Welfare Officer IV under the plantilla of Office of the City Social Service & Welfare Department shall be permanent in nature.

Section 6. APPROPRIATION - There is hereby appropriated the sum of **EIGHT HUNDRED SIXTY FIVE THOUSAND SEVEN HUNDRED FIFTY THREE PESOS AND 48/100 (P865,753.48)** to cover the payment of salaries, allowances and other mandatory personal expenses of the Social Welfare Officer IV under the plantilla of government positions in the City Social Service & Welfare Department 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) Social Welfare Officer IV /S.G. 22 – PhP52,783.00/mo.
 Effective January 1 to December 31, 2017

SALARY	Php 52,783.00 x 1 x 12 mos.	=	P 633,396.00
GSIS (Life & Ret.)	633,396.00 x 12%	=	76,007.52
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	527.83 x 1 x 12 mos.	=	6,333.96
PHILHEALTH	437.50 x 1 x 12 mos.	=	5,250.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	52,783.00	=	52,783.00
YEAR END BONUS	52,783.00	=	52,783.00
CASH GIFT	5,000.00	=	5,000.00
PRODUCTIVITY	2,000.00	=	4,000.00
CLOTHING ALLOWANCE	5,000.00	=	5,000.00
		TOTAL	865.753.48

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 11th day of **May** 2017 at Pasig City.

Handwritten signature

Handwritten signature

Handwritten signatures and notes on the right margin

Handwritten signatures and notes at the bottom right

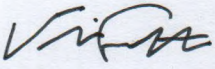



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 18
Series of 2017

-page 3-


AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE OFFICER IV UNDER THE OFFICE OF THE CITY SOCIAL SERVICE & WELFARE DEPARTMENT, PRESCRIBING QUALIFICATIONS, SALARY GRADE, DEFINING ITS DUTIES AND FUNCTIONS, COMPENSATION AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.


VICTOR MA. REGIS N. SOTTO
Councillor

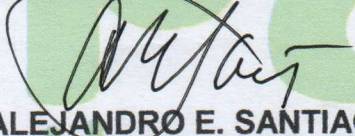

RODRIGO B. ASILO
Councillor


GREGORIO P. RUPISAN JR.
Councillor


MARIO C. CONCEPCION JR.
Councillor



RHICHIE GERARD T. BROWN
Councillor


ORLANDO R. BENITO
Councillor


ALEJANDRO E. SANTIAGO
Councillor

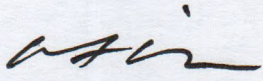

CORAZON M. RAYMUNDO
Councillor


REGINO S. BALDERRAMA
Councillor


ROSALIO D. MARTIRES
Councillor
Acting Presiding Officer

CELESTINO U. CHUA
LIGA President


FERDINAND A. AVIS
Councillor
Minority Floor Leader


WILFREDO F. SITYAR
Councillor
Majority Floor Leader



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 18
Series of 2017

-page 4-

AN ORDINANCE CREATING THE POSITION OF SOCIAL WELFARE OFFICER IV UNDER THE OFFICE OF THE CITY SOCIAL SERVICE & WELFARE DEPARTMENT, PRESCRIBING QUALIFICATIONS, SALARY GRADE, DEFINING ITS DUTIES AND FUNCTIONS, COMPENSATION AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

Attested by:

ABSENT
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