



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

Ordinance No. 36  
Series of 2017

AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT - VI IN THE REGULAR PLANTILLA OF THE PASIG CITY GENERAL HOSPITAL (PCGH), 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 - VI in the regular plantilla of the Pasig City General Hospital (PCGH) in accordance with existing Civil Service laws, rules and regulations.

**Section 2. QUALIFICATIONS** - No person shall be appointed Administrative Assistant - VI 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 field for at least two (2) years and have eight (8) hours relevant training.

**Section 3. APPOINTMENT, SALARY GRADE AND COMPENSATION** - The Administrative Assistant - VI under the plantilla of government positions in Pasig City General Hospital (PCGH) 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 12 and other allowances and emoluments prescribed by law or ordinance.

**Section 4. TERM OF OFFICE** - The term of office of the Administrative Assistant - VI under the plantilla of Pasig City General Hospital (PCGH) shall be permanent in nature.

**Section 5. APPROPRIATION** - There is hereby appropriated the sum of **TWO HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY TWO PESOS AND 86/100 (P213,952.86)** to cover the payment of salaries, allowances and other mandatory personal expenses of the Administrative Assistant - VI under the plantilla of government positions in Pasig City General Hospital (PCGH) 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:





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(1) ADMINISTRATIVE ASST. VI ( COMPUTER OPERATOR III) /S.G. 12 – PhP21,387.00/mo.  
 Effective July 1 to December 31, 2017

SALARY	PhP 21,387.00 x 1 x 6 mos.	=	P 128,322.00
GSIS (Life & Ret.)	128,322.00 x 12%	=	15,398.64
Pag-ibig	100.00 x 1 x 6 mos.	=	600.00
ECC	213.87 x 1 x 6 mos.	=	1,283.22
PHILHEALTH	262.50 x 1 x 6 mos.	=	1,575.00
PERA	2,000.00 x 1 x 6 mos.	=	12,000.00
MID YEAR BONUS	21,387.00	=	21,387.00
YEAR END BONUS	21,387.00	=	21,387.00
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>213,952.86</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 27th day of **July 2017** at Pasig City.

*V. M. Sotto*  
**VICTOR MA. REGIS N. SOTTO**  
 Councilor

*R. B. Asilo*  
**RODRIGO B. ASILO**  
 Councilor

*G. P. Rupisan Jr.*  
**GREGORIO P. RUPISAN JR.**  
 Councilor

*M. C. Concepcion Jr.*  
**MARIO C. CONCEPCION, JR.**  
 Councilor

*R. G. Brown*  
**RHICNE GERARD T. BROWN**  
 Councilor

*O. R. Benito*  
**ORLANDO R. BENITO**  
 Councilor





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**ALEJANDRO E. SANTIAGO**  
Councilor

**CORAZON M. RAYMUNDO**  
Councilor

**REGINO S. BALDERRAMA**  
Councilor

**ROSALIO D. MARTIRES**  
Councilor

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

APPROVED:

*Robert C. Eusebio*  
**ROBERT C. EUSEBIO**  
City Mayor

Attested by:

*Reynaldo R. San Buena Ventura III*  
**REYNALDO R. SAN BUENAVENTURA III**  
Acting City Council Secretary