



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

Ordinance No. 40  
 Series of 2017

**AN ORDINANCE CREATING THE RECORDS MANAGEMENT AND ARCHIVES OFFICE UNDER THE OFFICE OF THE CITY MAYOR, DEFINING ITS DUTIES AND FUNCTIONS, PRESCRIBING THE PERSONNEL COMPLEMENT, SALARY GRADE, SALARY AND QUALIFICATIONS AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.**

Authored By: Councillor Gregorio P. Rupisan, Jr.  
 Co-Authored By: Councillors 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 a Records Management and Archives Office under the Office of the City Mayor.

**SECTION 2. PERSONNEL COMPLEMENT, SALARY GRADE, SALARY AND QUALIFICATIONS** – The Records Management and Archives Office shall have the following manpower complement, salary grade, salary and qualifications, to wit:

NO.	TITLE	GRADE	MONTHLY SALARY	QUALIFICATIONS
1	Records Officer V	24	₱ 64,416.00	Masteral Degree 4 years in position/s involving management and supervision 24 hours of training in management and supervision Career Service (Professional) Second Level Eligibility
1	Administrative Asst.	8	₱ 15,818.00	Completion of two years studies in college 1 year of relevant experience 4 hours of relevant training Career Service (Sub-Professional) First Level Eligibility
1	Records Officer II	14	₱ 25,290.00	Bachelor's Degree 1 year of relevant experience 4 hours of relevant training Career Service (Professional) Second Level Eligibility
1	Administrative Aide IV (Clerk II)	4	₱ 12,155.00	Completion of 2 years studies in college None required (experience) None required (training) Career Service (Sub-Professional) First Level Eligibility

*Balderrama*

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*Rodrigo B. Asilo  
Orlando R. Benito*

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1	Archivist II	14	₱ 25,290.00	Bachelor's Degree relevant to the job 1 year of relevant experience 4 hours of relevant training Career Service (Professional) Second Level Eligibility
1	Administrative Aide III (Clerk I)	3	₱ 11,387.00	Completion of 2 years studies in college None required (experience) None required (training) Career Service (Sub-Professional) First Level Eligibility
1	Archivist I	10	₱ 18,217.00	Bachelor's Degree relevant to the job None required (experience) None required (training) Career Service (Professional) Second Level Eligibility
7	Administrative Assistant I (Computer Operator I)	7	₱ 14,785.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course None required (experience) None required (training) Career Service (Sub-Professional) First Level Eligibility
1	Administrative Aide IV – Driver Courier (External Messenger)	4	₱ 12,155.00	Elementary School Graduate None required (experience) None required (training) Driver License (MC 11, s. 96-Cat. II)
1	Administrative Aide IV – Driver Courier (Internal Messenger)	4	₱ 12,155.00	Elementary School Graduate None required (experience) None required (training) Driver License (MC 11, s. 96-Cat. II)
1	Administrative Aide I (Utility Worker I)	1	₱ 9,981.00	Must be able to read and write None required (experience) None required (training) None required (eligibility)/(MC 11, s. 96-Cat. III)

Above-enumerated qualifications are in addition to those prescribed by the Civil Service Commission. Provided, that all appointee are Filipino citizens and preferably bonafide residents of Pasig.

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**SECTION 3. DUTIES AND FUNCTIONS** - The plantilla positions in the Records Management and Archives Office under the Office of the City Mayor shall perform the following duties and functions, to wit:

**RECORDS OFFICER V (SG-24)**

1. Responsible for leading, planning and managing records management program for both core mission and administrative records regardless of medium or format.
2. Serves as the office's senior technical expert on agency wide electronic and non-electronic records management issues. Advises Department Heads/Chiefs of Offices on adequacy of documentation and creation and management of the City's records. Facilitates communications among these offices in matters relating to records/information assets and the management of risks to those assets.
3. Works closely and proactively with legal counsel within the Departments/Offices to ensure that records/information assets are managed to ensure government accountability, protect the interest of the public and mitigate records-related litigation risks.
4. Leads the transformation of the City's records management processes to address the challenges posed by electronic records.
5. Formulates and oversee the implementation of the City Government policy and guidance for a records-keeping in accordance with strategic planning, congressional mandates for all electronic and non-electronic records, National Archives of the Philippines (NAP) regulations, standards and guidance, and appropriate national and international professional records/information and management standards.
6. Coordinates with the National Archives of the Philippines (NAP) to ensure records creation, maintenance, use and disposition are in accordance with the existing regulations and standards.
7. Plans, organizes, directs, reviews, coordinates and establishes and control for all the City Government's records activities.
8. Promotes effective records management throughout the City Gov't. of Pasig.
9. Ensures the maintenance and monitoring of effective systems of administrative control for safeguarding all records and deployment of state-of-the-art information technology techniques and modern management practices.
10. Ensures that Departments/Offices personnel are knowledgeable and kept current about records management principles and requirements and that they receive records management training appropriate to their needs.
11. Direct a staff of records management professionals responsible for the implementation of the records management program.

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12. Serves as the City Government's representative to the Dept. of Budget and Management (DBM), the Congress, NAP and the press in matters relating to records management.
13. Imbue all personnel involved with the importance of records security and recommend/institute measures to correct/penalize violations of regulations governing custody of records.
14. Protects records security for safeguarding public documents or records of the City Gov't. of Pasig from unwanted and indiscriminate disclosure, damage, destruction and loss, whether those records are filed/housed in the current/non-current storage areas.

**ADMINISTRATIVE ASSISTANT (SG-8)**

1. Assists the Chief of Office on administrative matters particularly on personnel management and in various daily operations.
2. In-charge of the attendance of all personnel involved in the operation of the Records Management and Archives Office.
3. Submits the Daily Time Records of all personnel of RMAO to the HRD duly signed by the Chief of Office.
4. Prepares, follow-ups and receives supplies from the Central Supplies Depot.
5. Accurately record and distribute all inward and outward correspondence including mail, faxes, e-mail and internal correspondence.
6. Performs other tasks as maybe assigned from time to time.

**RECORDS OFFICER II (SG-14)**

1. Assists the Chief of Office in maintaining records management system.
2. Will be accountable for quality and efficiency of individual workloads while contributing to the day to day performance of the unit, guiding and supporting fellow colleagues and by providing efficient and effective customer support.
3. Assists with maintaining Records Management System including the maintenance and management of active and archived records.
4. Assists staff with requests to locate and retrieve information.
5. Assists in the training of internal users on Records Management policies and procedures.
6. Assists in the formulation, implementation and review of Records Management policies and procedures.
7. Assists in the development, implementation and review and support training of an Electronic Document Management System (EDMS).
8. Participate as a member of the Records Management Team in innovative and creative ways while providing courteous and professional service.
9. Assists with administrative duties as required.





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10. Performs other tasks as maybe assigned from time to time.

**ARCHIVIST II (SG-14)**

1. Authenticate and appraise historical documents and archival materials.
2. Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
3. Direct activities of workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials.
4. Locate new materials and direct their acquisition and display.
5. Organize archival records and develop classification systems to facilitate access to archival materials.
6. Prepare archival records, such as document descriptions, to allow easy access to information.
7. Preserve records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
8. Research and record the origins and historical significance of archival materials.
9. Performs other related tasks as required from time to time.

**ARCHIVIST I (SG-10)**

1. Assists in the authentication and appraisal of historical documents and archival materials.
2. Enter, transcribe, records, restores and maintains information in written or electronic form.
3. Compiling, coding, categorizing, calculating, tabulating, auditing or verifying records subject for archiving.
4. Assists in the preservation of records & documents in the manner adopted by the City Government.
5. Assists in the preparation of archival records such as document descriptions to allow easy access to information.
6. Assists in organizing archival records and develop classification systems to facilitate access to archival materials.
7. Performs other related tasks as required from time to time.

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**ADMIN. AIDE IV (CLERK II) (SG-4)**

1. Arranges and classifies records in a systematic way so that they will not only be safely stored but also quickly retrieved when needed.
2. Make records available when they are needed for reference or evidence.
3. Lends out materials using "charge-out slips" and checks periodically if borrowed records have been returned/ filed.
4. Ensures the safety of all records filed.
5. Performs other related tasks as required.

**ADMIN. AIDE III (CLERK I) (SG-3)**

1. Receives documents coming from different departments/offices subject for filing/storage.
2. Prepares documents for digitization.
3. Forwards the documents to MIS Technical Staff for digitization.
4. Performs other related tasks as required.

**ADMIN. ASSISTANT I (COMPUTER OPERATOR I) (SG-7)**

1. Digitize records.
2. Maintain an update data bank.
3. Performs other related tasks as required.

**ADMIN. AIDE IV-DRIVER COURIER (EXTERNAL MESSENGER) (SG-4)**

1. Deliver mails from the City Government of Pasig to other government or private offices or vice-versa within the Metro Manila Area.
2. Performs other related tasks as required.

**ADMIN. AIDE IV-DRIVER COURIER (INTERNAL MESSENGER) (SG-4)**

1. Deliver incoming communications to action units concern within the City Hall as per instruction.
2. Serve memorandum, Special Orders, Executive Orders, etc. to every departments concern.
3. Prepare correspondences scheduled for mailing.
4. Dispatch outgoing.
5. Perform other related tasks as required.

*Proclamation*

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**ADMIN. AIDE I – UTILITY WORKER I (SG-1)**

1. Cleans restrooms, gathering and emptying trash, sweeping, mopping, vacuuming and dusting.
2. Keeping the office as clean and tidy as possible.
3. Prepares to do things like moving heavy furniture to reach corners, cracks and crevices of covered parts of the room.
4. Cleans equipments such as computers and tables.
5. Performs other related tasks as required.

**SECTION 4. APPOINTMENT** – The personnel of the Records Management and Archives Office shall be appointed by the City Mayor upon recommendation by the City Personnel Selection Board.

**SECTION 5. APPROPRIATION** - There is hereby appropriated the sum of **FIVE MILLION FIVE HUNDRED TWO THOUSAND THREE HUNDRED EIGHTY SIX AND 04/100 PESOS (Php5,502,386.04)** to cover the payment of salaries, allowances and other mandatory personal expenses of Plantilla Positions 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) Records Officer V / S.G. 24 – P 64,416.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP 64,416.00 x 1 x 12 mos.	=	772,992.00
GSIS (Life & Ret.)	772,992.00 x 12%	=	92,759.04
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	644.16 x 1 x 12 mos.	=	7,729.92
PHILHEALTH	437.00 x 1 x 12 mos.	=	5,250.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	64,416.00 x 1	=	64,416.00
YEAR END BONUS	64,416.00 x 1	=	64,416.00
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>1,044,762.96</b>

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**(1) Administrative Assistant / S.G. 8 – P 15,818.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP 15,818.00 x 1 x 12 mos.	=	189,816.00
GSIS (Life & Ret.)	189,816.00 x 12%	=	22,777.92
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	158.18 x 1 x 12 mos.	=	1,898.16
PHILHEALTH	187.50 x 1 x 12 mos.	=	2,250.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	15,818.00 x 1	=	15,818.00
YEAR END BONUS	15,818.00 x 1	=	15,818.00
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>285,578.08</b>

**(1) Records Officer II / S.G. 14 – P 25,290.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP 25,290.00 x 1 x 12 mos.	=	303,480.00
GSIS (Life & Ret.)	303,480.00 x 12%	=	36,417.60
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	252.90 x 1 x 12 mos.	=	3,034.80
PHILHEALTH	312.50 x 1 x 12 mos.	=	3,750.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	25,290.00 x 1	=	25,290.00
YEAR END BONUS	25,290.00 x 1	=	25,290.00
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>434,462.40</b>

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*Maadhawa*  
*Mufarrah*

**(1) Administrative Aide IV (Clerk II) / S.G. 4 – P 12,155.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP12,155.00 x 1 x 12 mos.	=	145,860.00
GSIS (Life & Ret.)	145,860.00 x 12%	=	17,503.20
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	121.55 x 1 x 12 mos.	=	1,458.60
PHILHEALTH	150.00 x 1 x 12 mos.	=	1,800.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	12,155.00 x 1	=	12,155.00
YEAR END BONUS	12,155.00 x 1	=	12,155.00
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>228,131.80</b>

**(1) Archivist I / S.G. 10 – P 18,217.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP18,217.00 x 1 x 12 mos.	=	218,604.00
GSIS (Life & Ret.)	218,604.00 x 12%	=	26,232.48
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	182.17 x 1 x 12 mos.	=	2,186.04
PHILHEALTH	225.00 x 1 x 12 mos.	=	2,700.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	18,217.00 x 1	=	18,217.00
YEAR END BONUS	18,217.00 x 1	=	18,217.00
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>323,356.52</b>

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**(7) Administrative Assistant I (Computer Operator I) / S.G. 8 – P 14,785.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP 14,785.00 x 7 x 12 mos.	=	1,214,940.00
GSIS (Life & Ret.)	1,241,940.00 x 12%	=	149,032.80
Pag-ibig	100.00 x 7 x 12 mos.	=	8,400.00
ECC	147.85 x 7 x 12 mos.	=	12,419.40
PHILHEALTH	175.00 x 7 x 12 mos.	=	14,700.00
PERA	2,000.00 x 7 x 12 mos.	=	168,000.00
MID YEAR BONUS	14,785.00 x 7	=	103,495.00
YEAR END BONUS	14,785.00 x 7	=	103,495.00
CASH GIFT	5,000.00 x 7	=	35,000.00
PRODUCTIVITY	2,000.00 x 7	=	14,000.00
CLOTHING ALLOWANCE	5,000.00 x 7	=	35,000.00
	<b>TOTAL</b>		<b>1,885,482.20</b>

**(1) Archivist II / S.G. 14 – P 25,290.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP 25,290.00 x 1 x 12 mos.	=	303,480.00
GSIS (Life & Ret.)	303,480.00 x 12%	=	36,417.60
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	252.90 x 1 x 12 mos.	=	3,034.80
PHILHEALTH	312.50 x 1 x 12 mos.	=	3,750.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	25,290.00 x 1	=	25,290.00
YEAR END BONUS	25,290.00 x 1	=	25,290.00
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>434,462.40</b>

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**(1) Administrative Aide III (Clerk I) / S.G. 4 – P 11,387.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP11,387.00 x 1 x 12 mos.	=	136,644.00
GSIS (Life & Ret.)	136,644.00 x 12%	=	16,397.28
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	113.87 x 1 x 12 mos.	=	1,366.44
PHILHEALTH	137.50 x 1 x 12 mos.	=	1,800.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	11,387.00 x 1	=	11,387.00
YEAR END BONUS	11,387.00 x 1	=	11,387.00
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>216,031.72</b>

**(2) Admin. Aide IV Driver Courier (External & Internal Messenger)**  
**/ S.G. 4 – P 12,155.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP12,155.00 x 2 x 12 mos.	=	291,720.00
GSIS (Life & Ret.)	291,720.00 x 12%	=	35,006.40
Pag-ibig	100.00 x 2 x 12 mos.	=	2,400.00
ECC	121.55 x 2 x 12 mos.	=	2,917.20
PHILHEALTH	150.00 x 2 x 12 mos.	=	3,600.00
PERA	2,000.00 x 2 x 12 mos.	=	48,000.00
MID YEAR BONUS	12,155.00 x 2	=	24,310.00
YEAR END BONUS	12,155.00 x 2	=	24,310.00
CASH GIFT	5,000.00 x 2	=	10,000.00
PRODUCTIVITY	2,000.00 x 2	=	4,000.00
CLOTHING ALLOWANCE	5,000.00 x 2	=	10,000.00
	<b>TOTAL</b>		<b>456,263.60</b>

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 Series of 2017

-page 12-

AN ORDINANCE CREATING THE RECORDS MANAGEMENT AND ARCHIVES OFFICE UNDER THE OFFICE OF THE CITY MAYOR, DEFINING ITS DUTIES AND FUNCTIONS, PRESCRIBING THE PERSONNEL COMPLEMENT, SALARY GRADE, SALARY AND QUALIFICATIONS AND APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

**(1) Administrative Aide I (Utility Worker I) / S.G. 1 – P 9,981.00/mo.**  
**Effective January 1 to December 31, 2017**

SALARY	PhP9,981.00 x 1 x 12 mos.	=	119,772.00
GSIS (Life & Ret.)	119,772.00 x 12%	=	14,372.64
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	99.81 x 1 x 12 mos.	=	1,197.72
PHILHEALTH	112.50 x 1 x 12 mos.	=	1,350.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	9,981.00 x 1	=	9,981.00
YEAR END BONUS	9,981.00 x 1	=	9,981.00
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>193,854.36</b>

(1) RECORDS OFFICER V	P 1,044,762.96
(1) ADMINISTRATIVE ASSISTANT	285,578.08
(1) RECORDS OFFICER II	434,462.40
(1) ADMINISTRATIVE AIDE IV	228,131.80
(1) ADMINISTRATIVE AIDE III	216,031.72
(1) ARCHIVIST II	434,462.40
(1) ARCHIVIST I	323,356.52
(7) ADMINISTRATIVE ASSISTANT I	1,885,482.20
(2) ADMINISTRATIVE AIDE IV	456,263.60
(1) ADMINISTRATIVE AIDE I	193,854.36
<b>GRAND TOTAL</b>	<b>5,502,386.64</b>

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

**Section 5. EFFECTIVITY -** This Ordinance shall take effect upon its approval.

APPROVED, this 4th day of **August 2017** at Pasig City.

*Peralvarez*

*Amfamm*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*





Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
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**VICTOR MA. REGIS N. SOTTO**  
Councilor

**RODRIGO A. ASILO**  
Councilor

**GREGORIO P. RUPISAN JR.**  
Councilor

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

**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



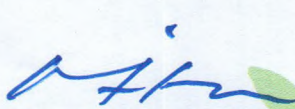


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**WILFREDO F. SITYAR**  
Councilor  
Majority Floor Leader

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