



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 66
Series of 2017

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, 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

WHEREAS, Section 76 of R.A 7160, otherwise known as the Local Government Code of 1991, states that, "Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission".

WHEREAS, as a result of the mandate, the Office of the Secretary to the Sanggunian needs to upgrade its staffing pattern in order to strengthen its capabilities.

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

Section 1. CREATION – There is hereby created under the Office of the Secretary to the Sangguniang Panlungsod the following positions:

NO.	TITLE	GRADE	MONTHLY SALARY	QUALIFICATIONS
1	Administrative Officer IV	15	P29,359.00	Bachelor's Degree relevant to the Job 1 year of relevant experience / 4 hours of relevant training Career Service Professional 2 nd level eligibility
1	Administrative Officer III	14	P26,806 .00	Bachelor's Degree relevant to the Job 1 year of relevant experience / 4 hours of relevant training Career Service Professional 2 nd level eligibility
1	Administrative Officer II	11	P20,437.00	Bachelor's Degree relevant to the Job training none required Career Service Professional 2 nd level eligibility



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
 City Government of Pasig

Ordinance No. 66
 Series of 2017
 -page 2-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

1	Senior Administrative Asst. I (Computer Operator III)	13	P24,510.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course 3 years of relevant experience / 16 hrs. of relevant training Career Service (Subprofessional) First Level Eligibility
3	Administrative Asst. V (Computer Operator II)	11	P20,179.00	Completion of two years studies in college 2 year of relevant experience 8 hours of relevant training Career Service (Sub-Professional) First Level Eligibility
1	Admin Aide II (Messenger)	2	P11,200.00	High School Graduate

Section 2. DUTIES AND RESPONSIBILITIES – The duties and responsibilities of the above named positions created under Section 1 hereof shall be as follows:

A. Administrative Officer

- Assist in Drafting Ordinances and Resolutions
- Planning, supervising and coordinating work activities of employees involved in administrative service functions
- Maintains record of all Ordinances and Resolutions enacted by the Sangguniang Panlungsod.
- Maintains personnel records, requirements and performance standards.
- Acts as an OIC whenever the Chief of Office is on leave.
- In Charge of the Daily Operation in the Office of the Secretariat.

B. Senior Administrative Asst. I (Computer Operator III)

- Assist in encoding and drafting of Resolutions, Ordinances, transmittals, ratifications and certifications.
- In charge in sending and receiving correspondence.
- Performs general clerical duties to include but not limited to: photocopying, faxing, electronic mail, mail distribution and filing.
- Responsible for supervising computer operation and coordinates with the MIS for the maintenance of the computers.
- Performs other related tasks and assists with administrative duties as required by the Chief of Office and the City Council.

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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 66
Series of 2017
-page 3-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

C. Administrative Asst. V (Computer Operator II)

- Assist in encoding and drafting of Resolutions, Ordinances, transmittals and certifications.
- Scans documents needed for the Agenda.
- In charge in maintaining and updating digitized copy of the agenda.
- Proofread and make computer corrections to transcript, Resolutions, Ordinances and other documents of the council's proceedings.
- Sort and distribute incoming communications and prepares for mailing outgoing communications.
- File, maintain, arrange for storage, retrieve or reproduce documents records for the council and taxpayers.
- Performs other related tasks and assists with administrative duties as required by the Chief of Office and the City Council.

D. Admin Aide II (Messenger)

- Takes charge of the reproduction of Resolutions, Ordinances and other pertinent documents prepared and submitted by the City Council and Thirty Barangays.
- Assist in the preparation and distribution of the agenda and other documents needed in every session of the City Council.
- Furnish certified copies of public records to interested parties.
- In charge in of approved Resolutions and Ordinances for signature of the City Council and the Chief Executive.
- Performs such other duties that maybe assigned from time to time by the Secretary.

Section 4. TERM OF OFFICE – The term of office of the under the above named positions under the plantilla of the office of the Secretary to the Sanggunian shall be permanent in nature.

Section 5. APPOINTMENT AND COMPENSATION - Personnel for the above named positions shall be appointed by the City Vice Mayor upon recommendation of the Department head Concerned, in accordance with the pertinent Civil Service laws, rules and regulations and shall receive a salary in accordance with the salary grade prescribed by the Civil Service Commission and the Department of Budget and Management and other emoluments as may be prescribed by law or Ordinance.

SECTION 6. APPROPRIATION - There is hereby appropriated the sum of **THREE MILLION TWELVE THOUSAND SIX HUNDRED THIRTY PESOS & 08/100 (Php3,012,630.08)** 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:



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 66
Series of 2017
-page 4-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

(1) Administrative Officer IV / S.G. 15 – P29,359.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP29,359.00 x 1 x 12 mos.	=	352,308.00
GSIS (Life & Ret.)	352,308.00 x 12%	=	42,276.96
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	293.59 x 1 x 12 mos.	=	3,523.08
PHILHEALTH	362.50 x 1 x 12 mos.	=	4,350.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	29,359.00 x 1	=	29,359.00
YEAR END BONUS	29,359.00 x 1	=	29,359.00
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
	TOTAL		498,376.04

(1) Administrative Officer III / S.G. 14 – P26,806.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP26,806.00 x 1 x 12 mos.	=	321,672.00
GSIS (Life & Ret.)	321,672.00 x 12%	=	38,600.64
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	268.06 x 1 x 12 mos.	=	3,216.72
PHILHEALTH	325.00 x 1 x 12 mos.	=	3,900.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	26,806.00 x 1	=	26,806.00
YEAR END BONUS	26,806.00 x 1	=	26,806.00
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
	TOTAL		458,201.36

(1) Administrative Officer II / S.G. 11 – P20,437.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP20,437.00 x 1 x 12 mos.	=	245,244.00
GSIS (Life & Ret.)	245,244.00 x 12%	=	29,429.28
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	204.37 x 1 x 12 mos.	=	2,452.44
PHILHEALTH	250.00 x 1 x 12 mos.	=	3,000.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	20,437.00 x 1	=	20,437.00
YEAR END BONUS	20,437.00 x 1	=	20,437.00
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
	TOTAL		358,199.72



Ordinance No. 66
Series of 2017
-page 5-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

(1) Senior Administrative Asst. I (Computer Operator III) / S.G. 13 – P24,510.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP24,510.00 x 1 x 12 mos.	=	294,120.00
GSIS (Life & Ret.)	294,120.00 x 12%	=	35,294.04
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	245.10 x 1 x 12 mos.	=	2,941.20
PHILHEALTH	300 x 1 x 12 mos.	=	3,600.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	24,510.00 x 1	=	24,510.00
YEAR END BONUS	24,510.00 x 1	=	24,510.00
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
TOTAL			422,175.24

(3) Administrative Asst. V (Computer Operator II) / S.G. 11 – P20,179.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP20,179.00 x 3 x 12 mos.	=	726,444.00
GSIS (Life & Ret.)	726,444.00 x 12%	=	87,173.28
Pag-ibig	100.00 x 3 x 12 mos.	=	3,600.00
ECC	201.79 x 3 x 12 mos.	=	7,264.44
PHILHEALTH	250 x 3 x 12 mos.	=	9,000.00
PERA	2,000.00 x 3 x 12 mos.	=	72,000.00
MID YEAR BONUS	20,179.00 x 3	=	60,537.00
YEAR END BONUS	20,179.00 x 3	=	60,537.00
CASH GIFT	5,000.00 x 3	=	15,000.00
PRODUCTIVITY	2,000.00 x 3	=	6,000.00
CLOTHING ALLOWANCE	5,000.00 x 3	=	15,000.00
TOTAL			1,062,555.72

(1) Administrative Aide II (Messenger) / S.G. 2 – P11,200.00/mo.
Effective January 1 to December 31, 2018

SALARY	PhP11,200.00 x 1 x 12 mos.	=	134,400.00
GSIS (Life & Ret.)	134,400.00 x 12%	=	16,128.00
Pag-ibig	100.00 x 1 x 12 mos.	=	1,200.00
ECC	112.00 x 1 x 12 mos.	=	1,344.00
PHILHEALTH	137.50 x 1 x 12 mos.	=	1,650.00
PERA	2,000.00 x 1 x 12 mos.	=	24,000.00
MID YEAR BONUS	11,200.00 x 1	=	11,200.00
YEAR END BONUS	11,200.00 x 1	=	11,200.00
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
TOTAL			213,122.00

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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

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Ordinance No. 66
Series of 2017
-page 6-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

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 23rd day of **November 2017** at Pasig City.

Signature of Victor Ma. Regis N. Sotto
VICTOR MA. REGIS N. SOTTO
Councilor

Signature of Rodrigo B. Asilo
RODRIGO B. ASILO
Councilor

Signature of Gregorio P. Rupisan Jr.
GREGORIO P. RUPISAN JR.
Councilor

Signature of Mario C. Concepcion, Jr.
MARIO C. CONCEPCION, JR.
Councilor

Signature of Rhichie Gerard T. Brown
RHICHIE GERARD T. BROWN
Councilor

Signature of Orlando R. Benito
ORLANDO R. BENITO
Councilor

Signature of Alejandro E. Santiago
ALEJANDRO E. SANTIAGO
Councilor

Signature of Corazon M. Raymundo
CORAZON M. RAYMUNDO
Councilor

Signature of Regino S. Balderrama
REGINO S. BALDERRAMA
Councilor

CELESTINO U. CHUA
LIGA President

Signature of Ferdinand A. Avis
FERDINAND A. AVIS
Councilor
Minority Floor Leader



Ordinance No. 66
Series of 2017
-page 7-

AN ORDINANCE CREATING POSITIONS IN THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD, DEFINING THEIR DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

W. F. Sityar
WILFREDO F. SITYAR
Councilor
Majority Floor Leader

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

Am Form
W. F. Sityar

Orly B. Benido

Reynaldo R. San Buena Ventura III

Bob