



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

Ordinance No. 03  
Series of 2019

AN ORDINANCE CREATING THE POSITIONS OF FOUR (4) SOCIAL WELFARE OFFICER II AND FIVE (5) SOCIAL WELFARE AIDE UNDER THE CITY SOCIAL SERVICE AND WELFARE DEPARTMENT, APPROPRIATING FUNDS THEREFOR 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, LIGA Pres. Rigor J. Enriquez and SK Pres. Georgia Lynne P. Clemente

**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".

**BE IT ORDAINED**, by the Sangguniang Panlungsod, in session duly assembled, that:

**Section 1. CREATION** - There is hereby created the position of Four (4) Social Welfare Officer II and Five (5) Social Welfare Aide under the City Social Service and Welfare Department.

**Section 2. APPOINTMENT AND COMPENSATION** - The Four (4) Social Welfare Officer II and Five (5) Social Welfare Aide under the City Social Service and Welfare Department, shall be appointed by the City Mayor in accordance with pertinent Civil Service laws, rules and regulations. Their appointment shall be permanent in nature. They shall receive a monthly equivalent to their salary grades as follows:

a. Social Welfare Officer II	SG 15	Php 30,351.00
b. Social Welfare Aide	SG 4	Php 13,214.00

**Section 3. QUALIFICATIONS** - No person shall be appointed Social Welfare Officer II unless he/she is a citizen of the Philippines, a resident of Pasig City, of good moral character, a graduate of Bachelor's degree in Social Work. Eligibility: RA 1080 (Social Worker). Experience: 1 year of relevant experience and Training: 4 hours of relevant training.

No person shall be appointed Social Welfare Aide unless he/she is a citizen of the Philippines, a resident of Pasig City, of good moral character, a High School graduate. Eligibility, Experience and Training are not required.





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**Section 4. DUTIES AND FUNCTIONS.** The Social Welfare Officer II shall perform the following duties and functions, to wit:

1. Assists in Planning in the delivery of services and program on the department;
2. Leads, organizes and works directly with the team, demonstrate skills and conducts group work activities;
3. Promote, organizes and supervises special events and mass group activities or assembles for the department;
4. Recruits, supervises and train volunteers;
5. Submits monthly statistical and narrative records and progress reports of individuals and groups under his/her supervision;
6. Be responsible for the overall administration and operation of a particular unit;
7. Assist in the supervision of staff in the unit;
8. Handles management of different cases, follow up cases of discharge clients from the institutions;
9. Perform other duties as requested by Supervisors.

The Social Welfare Aide shall perform the following duties and functions, to wit:

1. Under the supervision of the Social Worker, work as a member of a team in rendering social service functions in the area(s) of assignment and in implementing the Integrated Social Welfare Development Plan of CSWDO;
2. Provide the following assistance in rendering their social service functions:
  - a. Community organizing in depressed barangays.
  - b. Assist/enable clients in problem/needs identification in order to determine the types of service needed.
  - c. Assist the community during emergencies as a result of disaster like, typhoon, floods, fire and demolition, and
  - d. Assist/attend to special projects and activities of the local government unit in the community.
3. Preparation and filing of reports of activities undertaken and results thereof as well as of case studies both of which can be used by the CSWDO in technical consultation and other works;
4. Attend staff development activities (seminars, workshops, etc.) in order to optimize capability for service delivery;
5. Performs other related tasks as assigned by supervisors and the Head Officer.

**Section 6. APPROPRIATIONS** – There is hereby appropriated the sum of Three Million Three Hundred Eighteen Thousand Eight Hundred Twenty Eight Pesos and 68/100 (P3,318,828.68) to cover payment for the services of Four (4) Social Welfare Officer II and Five (5) Social Welfare Aide created under Section 1 hereof for the period of January 1 to December 31, 2019, chargeable against Personal Services of the 2019 budget of the City Government as herein shown:





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**FOUR (4) SOCIAL WELFARE OFFICER II – S.G. 15 / P30,351.00/mo.**  
 Effective January 1 to December 31, 2019

SALARY	P30,351.00 x 4 x 12 mos.	1,456,848.00
GSIS (Life & Ret.)	1,456,848.00 x 12%	174,821.76
Pag-Ibig	100.00 x 4 x 12	4,800.00
ECC	303.51 x 4 x 12	14,568.48
PhilHealth	417.33 x 4 x 12	20,031.84
PERA	2,000.00 x 4 x 12	96,000.00
Mid Year Bonus	30,351.00 x 4	121,404.00
Year End Bonus	30,351.00 x 4	121,404.00
Cash Gift	5,000.00 x 4	20,000.00
Productivity	5,000.00 x 4	20,000.00
Clothing Allowance	6,000.00 x 4	24,000.00
<b>TOTAL</b>		<b>Php 2,073,878.08</b>

**FIVE (5) SOCIAL WELFARE AIDE – S.G. 4 / P13,214.00/mo.**  
 Effective January 1 to December 31, 2019

SALARY	P13,214.00 x 5 x 12 mos.	792,840.00
GSIS (Life & Ret.)	792,840.00 x 12%	95,140.80
Pag-Ibig	100.00 x 5 x 12	6,000.00
ECC	132.14 x 5 x 12	7,928.40
PhilHealth	181.69 x 5 x 12	10,901.40
PERA	2,000.00 x 5 x 12	120,000.00
Mid Year Bonus	13,214.00 x 5	66,070.00
Year End Bonus	13,214.00 x 5	66,070.00
Cash Gift	5,000.00 x 5	25,000.00
Productivity	5,000.00 x 5	25,000.00
Clothing Allowance	6,000.00 x 5	30,000.00
<b>TOTAL</b>		<b>Php 1,244,950.60</b>

Thereafter, said appropriation shall be included in the Annual City Budget.

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

**APPROVED**, this 7th day of **February 2019** at Pasig City.

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

**RODRIGO B. 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  
Acting Presiding Officer

**RIGOR J. ENRIQUEZ**  
LIGA President

**GEORGIA LYNNE P. CLEMENTE**  
SK President

**FERDINAND A. AVIS**  
Councilor  
Minority Floor Leader

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





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Attested by:

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

APPROVED:

**ROBERT C. EUSEBIO**  
City Mayor

Attested by:

**LOIDA U. VILLANUEVA**  
Acting City Council Secretary