



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 01
Series of 2019

AN ORDINANCE CREATING THE POSITION OF SECRETARY TO THE CITY MAYOR UNDER THE OFFICE OF THE CITY MAYOR, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING THE NECESSARY 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, Reynaldo R. San Buenaventura III, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Pres. Georgia Lynne P. Clemente

WHEREAS, under the existing plantilla positions of the Office of the City Mayor, there is an absence of the position of Secretary to the Mayor;

WHEREAS, to temporarily address the need of such position, the Honorable City Mayor Victor Maria Regis N. Sotto issued an Executive Order No. PCG-10, Series of 2019, creating the position of Secretary to the City Mayor, defining its functions and budgetary requirements for the salary, allowances, and other benefits;

WHEREAS, in the interest and exigency of service, there is now a need to create the plantilla position of Secretary to the Mayor, who shall directly assist the City Mayor in the management of the affairs pertaining to the City Government of Pasig, and shall likewise assist the City Mayor in the performance of duties and functions that would redound to the general welfare of the city and its inhabitants;

WHEREAS, pursuant to Section 458 of Republic Act 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Panlungsod shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PASIG IN A REGULAR SESSION DULY ASSEMBLED:

SECTION 1. CREATION. – There is hereby created a regular plantilla position of SECRETARY TO THE MAYOR, to be appointed by the City Mayor on a co-terminous employment status.

SECTION 2. QUALIFICATIONS. – The qualifications of the newly created position shall be in consonance with the existing guidelines prescribed by the Civil Service Commission.

SECTION 3. DUTIES AND FUNCTIONS. – The Secretary shall, among others:



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- Amended*
- (1) Directly assist the City Mayor in the management of the affairs pertaining to the City Government of Pasig;
 - (2) Implement executive directives, orders, and decisions;
 - (3) Exercise supervision over the various units in the Office of the City Mayor Proper including their internal administrative requirements;
 - (4) Exercise supervision, on behalf of the City Mayor, over the various agencies under the Office of the City Mayor;
 - (5) Provide overall coordination in the operation of the Local Executive Office;
 - (6) Determine and assign matters to the appropriate units in the Office of the City Mayor;
 - (7) Have administrative responsibility for matters in the Office of the City Mayor coming from the various departments and agencies of government;
 - (8) Exercise primary authority to sign papers "By authority of the City Mayor", attest executive orders and other presidential issuances unless attestation is specifically delegated to other officials by him or by the City Mayor;
 - (9) Determine, with the City Mayor's approval, the appropriate assignment of offices and agencies not placed by law under any specific executive department;
 - (10) Provide consultative, research, fact-finding, and advisory service to the City Mayor;
 - (11) Assist the City Mayor in the administration of special projects;
 - (12) Provide secretarial and clerical services for the City Mayor, the Departments, City Offices, and other advisory bodies to the City Mayor;
 - (13) Promulgate such rules and regulations necessary to carry out the objectives, policies and functions of the Office of the City Mayor Proper; and
 - (14) Perform such other functions as the City Mayor may direct.

SECTION 4. SALARY, ALLOWANCES, AND OTHER BENEFITS. – The salary of the position of the Secretary shall be equivalent to a Department Head, or a Salary Grade of SG-26. The Secretary shall also be entitled to the payment of a monthly Representation and Transportation Allowance corresponding to the position pursuant to Department of Budget and Management ("DBM") Local Budget Circular No. 103 dated 15 May 2013;



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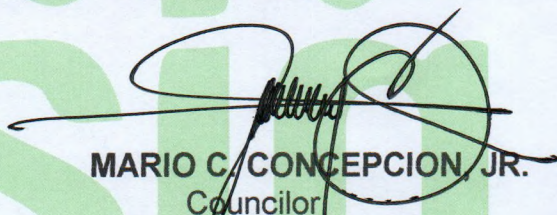
provided that, no motor vehicle is assigned to them or reimbursement of any gasoline expenses for any official vehicle, otherwise, they shall no longer be entitled to the Commutable Representation Allowance for the month pursuant to Local Budget Circular No. 102 dated 17 January 2013; provided, further, that Commission on Audit Circular No. 2012-001 dated 14 June 2012 and DBM Local Budget Circular No. 2009-001 dated 27 March 2009 shall likewise apply.

SECTION 5. FUNDING. – The City shall allocate fund corresponding to the salary grade of the newly created position.

SECTION 6. EFFECTIVITY. – This ordinance shall take upon its approval.

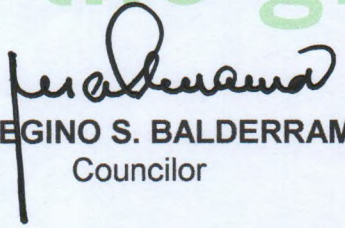
APPROVED, this 1st day of **August** 2019 at Pasig City.

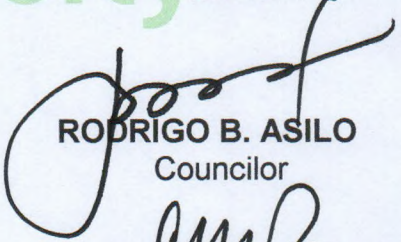

FERDINAND A. AVIS
Councilor

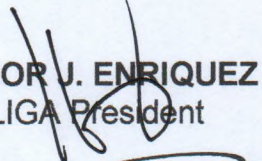

MARIO C. CONCEPCION, JR.
Councilor

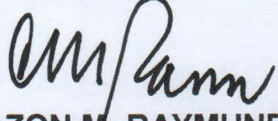

GREGORIO P. DUPISAN JR.
Councilor

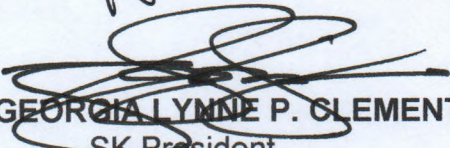

ORLANDO R. BENITO
Councilor


REGINO S. BALDERRAMA
Councilor


RODRIGO B. ASILO
Councilor


RIGOR J. ENRIQUEZ
LIGA President


CORAZON M. RAYMUNDO
Councilor


GEORGIA LYNNE P. CLEMENTE
SK President


WILFREDO F. SITYAR
Councilor



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ROSALIO D. MARTIRES
Councillor

[Handwritten signature]
RHICHIE GERARD T. BROWN
Councillor
Minority Floor Leader

[Handwritten signature]
REYNALDO R. SAN BUENAVENTURA III
Councillor
Majority Floor Leader

Attested by: *[Handwritten signature]*
IYO CHRISTIAN C. BERNARDO
City Vice-Mayor
Presiding Officer

APPROVED:

[Handwritten signature]
VICTOR MA. REGIS N. SOTTO
City Mayor

Attested by:

[Handwritten signature]
LOIDA U. VILLANUEVA
Acting City Council Secretary