



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

Ordinance No. 02  
 Series of 2020

AN ORDINANCE RECLASSIFYING POSITIONS IN THE PLANTILLA OF POSITIONS OF THE CITY GOVERNMENT OF PASIG, PRESCRIBING THE QUALIFICATION STANDARDS AND DUTIES AND RESPONSIBILITIES THEREOF.

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, Reynaldo R. San Buenaventura III, Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

**WHEREAS**, there are existing positions in the approved Plantilla of Positions in the City Government of Pasig which are not compliant with latest circulars and resolutions of the Civil Service Commission and Department of Budget and Management;

**WHEREAS**, said positions are existing and currently vacant and are therefore eligible for reclassification in accordance with Section 325 (f) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991;

**NOW THEREFORE**, BE IT ORDAINED BY THE CITY COUNCIL IN SESSION DULY ASSEMBLED:

**SECTION 1. Reclassification**

The following existing positions are hereby reclassified to the positions stated below with corresponding salary grades and prescribed qualification standards:

POSITION	SG	NEW POSITION TITLE	SG
<b>SANGGUNIANG PANLUNGSOD</b>			
Local Legislative Staff Officer IV	19	Executive Assistant III	20
Local Legislative Staff Officer II	13	Executive Assistant I	14
<b>BUSINESS PERMITS AND LICENSE OFFICE</b>			
Licensing Officer V	24	City Government Assistant Department Head II	24
<b>PUBLIC INFORMATION OFFICE</b>			
Information Officer V	24	City Government Assistant Department Head II	24



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**SECTION 2. Qualification Standards**

a. Subject positions under the Sangguniang Panlungsod shall be coterminous in nature and shall have the following qualifications:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant III	None required	None required	None required	None required
Executive Assistant I	None required	None required	None required	None required

b. City Government Assistant Department Head II under the Business Permits and License Office shall have the following qualifications:

- Education : Bachelor's degree relevant to the job
- Experience : 3 years of supervisory experience
- Eligibility : Career Service Professional  
Second Level Eligibility
- Training : 40 hours of supervisory training

c. City Government Assistant Department Head II under the Public Information Office shall have the following qualifications:

- Education : Bachelor's degree preferably in journalism, mass communication or any other related course
- Experience : experience in writing articles and research papers, or in writing for print, television or broadcast media for at least five preceding appointment (5) years immediately
- Eligibility : Career Service Professional  
Second Level Eligibility
- Training : 40 hours of supervisory training

**Section 3. Duties and Responsibilities**

a. The following are the duties and responsibilities of positions under the Sangguniang Panlungsod:



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1. Executive Assistant III

- (a) Assist the Members of the City Council in legislative functions;
- (b) Conduct research on matters assigned by the Member of the City Council;
- (c) Assist in the documentation and filing of all pertinent records of the Sangguniang Panlungsod and Members of the Council;
- (d) Assist in the recording and sorting of ordinances and resolutions;
- (e) Review and check all minutes of the minutes and journal of the session and hearings;
- (f) Assists and immediately respond to walk-in and phone-in queries in the Sanggunian Office.

2. Executive Assistant I

- (a) Assist the Members of the City Council in legislative functions;
- (b) Conduct researches to aid in drafting of resolutions and ordinances;
- (c) Review Minutes of the Session of the City Council;
- (d) Assist the Member of the City Council in the formulation of ordinances and resolutions;
- (e) Assist and immediately respond to walk-in and phone-in queries in the Sanggunian Office.

b. The duties and responsibilities of the City Government Assistant Department Head II under the Business Permits and License Office are as follows:

- (a) Direct and supervise the processing and issuance of new as well as renewal of licenses or permits to all other business establishments;
- (b) Direct and supervise suspension or revocation of business license or permit for any violation pursuant to laws or ordinances;
- (c) Formulate measures and recommends policies to the City Mayor to maximize generation of resources and revenues within the function of the office;
- (d) Act on complaints received by the office and recommend action to be taken;
- (e) Direct data gathering and generation on business permits and licenses;



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(f) Act as head of the office, assign and supervises work of all staff under the Office.

c. The duties and responsibilities of the City Government Assistant Department Head II under the Public Information Office are enumerated under Section 40 (c) of Republic Act No. 7829.

**Section 4. Budget**

All positions specified herein are made part and integral elements of the Plantilla of Positions of the City Government of Pasig and shall be automatically funded from the Personal Services component of the annual budget of the City Government.

**Section 5. Repealing clause**

Any ordinance, resolution, or executive order inconsistent with this Ordinance shall be deemed repealed.


**Section 6. Effectivity**

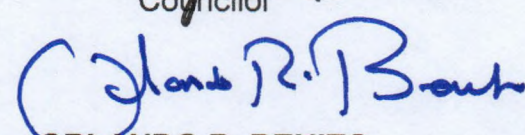
This Ordinance shall take effect immediately.

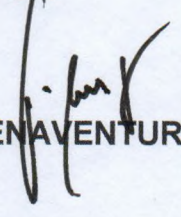
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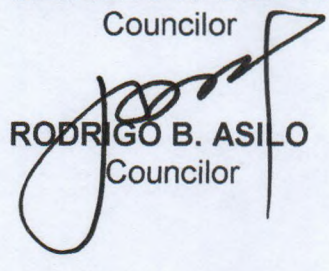
  
FERDINAND A. AVIS  
Councilor

  
MARIO C. CONCEPCION, JR.  
Councilor

  
GREGORIO P. RUPISAN JR.  
Councilor

  
ORLANDO R. BENITO  
Councilor

  
REYNALDO R. SAN BUENAVENTURA III  
Councilor

  
RODRIGO B. ASILO  
Councilor

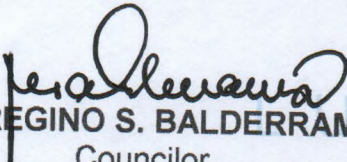


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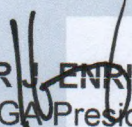
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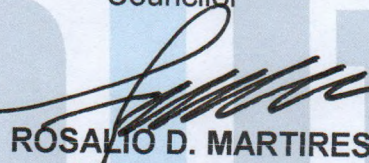
  
REGINO S. BALDERRAMA  
Councilor

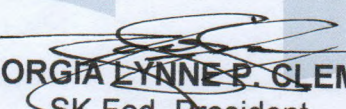
  
CORAZON M. RAYMUNDO  
Councilor

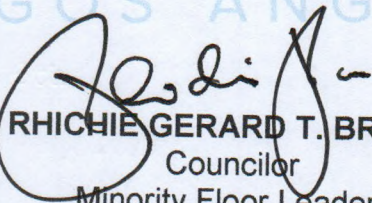
  
EDITHA C. SANTIAGO  
Councilor

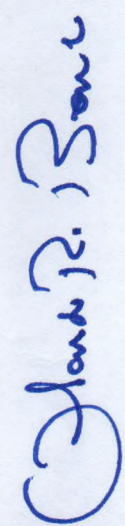
  
WILFREDO F. SITYAR  
Councilor

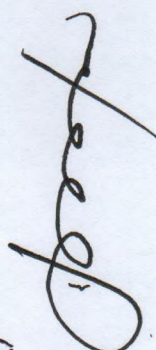
  
RIGOR J. ENRIQUEZ  
LIGA President

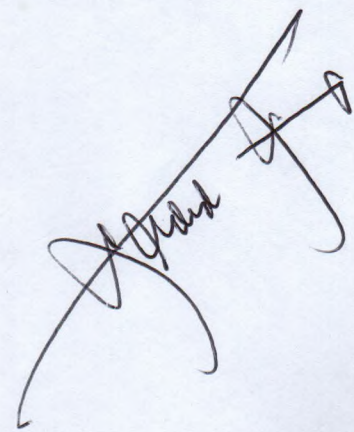
  
ROSALIO D. MARTIRES  
Councilor

  
GEORGIA LYNNE P. CLEMENTE  
SK Fed. President

  
RHICHIE GERARD T. BROWN  
Councilor  
Minority Floor Leader









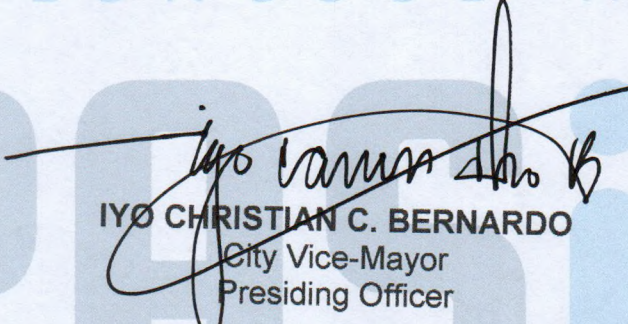
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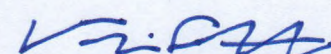
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Attested by:

  
IYO CHRISTIAN C. BERNARDO  
City Vice-Mayor  
Presiding Officer

APPROVED:

  
VICTOR MA. REGIS N. SOTTO  
City Mayor

Attested by:

  
LOIDA U. VILLANUEVA  
Acting City Council Secretary