



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 26
Series of 2020

AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS TO THE OFFICE OF THE CITY ADMINISTRATOR, DEFINING ITS DUTIES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.

Authored By: Councilors Gregorio P. Rupisan, Jr. and Rhichie Gerard T. Brown

Co- Authored By: Councilors Rodrigo B. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, 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 Pres. Georgia Lynne P. Clemente

WHEREAS, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 ("Code") provides 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, Section 458 (a) (1) of the same Code provides that the Sangguniang Panlungsod has the power to:

*"(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the city; and
(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government."*

WHEREAS, the Office of the City Administrator, whose powers and duties are mandated by the Section 480 of the Code, among others, **assist in the coordination of the work of all the officials** of the local government unit, under the supervision, direction, and control of the mayor, and for this purpose, he may convene the chiefs of offices and other officials of the local government unit;

WHEREAS, adding *plantilla* positions to the Office of the City Administrator is necessary because of the enormous tasks given by law, ordinance and other duties and functions as may assigned by the City Mayor.



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NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF THE CITY OF PASIG IN REGULAR SESSION ASSEMBLED, THAT:

SECTION 1. CREATION. – It is hereby new created the following positions for the Office of the City Administrator:

No. of positions	Position	Salary Grade	Eligibility
1	City Government Assistant Department Head II	SG-24	Non-required
1	Executive Assistant III	SG-20	Non-required

SECTION 2. QUALIFICATIONS.–The following must have the following qualifications:

City Government Assistant Department Head II

- Must have a Bachelor's Degree;
- Must have at least three (3) years in any supervisory function role; and
- Must comply with any other requirement prescribed by the Civil Service Commission.

The Executive Assistant III

- Must have a Bachelor's Degree;
- Must have at least one (1) year of work related experience; and
- Must comply with any other requirement prescribed by the Civil Service Commission.



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SECTION 3. TERM. – The terms of the City Government Assistant Department Head II and the Executive Assistant III shall be co-terminous to the appointing authority.

SECTION 4. DUTIES AND FUNCTIONS OF THE CITY GOVERNMENT DEPARTMENT HEAD II. – The following shall comprise the duties, functions, and responsibilities of the City Government Assistant Department Head II:

- (a) Assist in the developing of plans and strategies for the City and implement the same particularly those which are related to management and administration-related programs and projects which the City Mayor is empowered to implement and which the *Sanggunian* is empowered to provide for under the Local Government Code;
- (b) Assist the City Administrator in the coordination of the work of all the officials of the city under the supervision, direction, and control of the City Mayor and assist in the convening of the chiefs of offices and other officials of the city when the need arises;
- (c) Assist the City Administrator in conducting a continual organizational development of the Pasig City Government;
- (d) Assist in the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters and calamities;
- (e) Assist in the recommendation to the *Sanggunian* and assist in giving advice to the City Mayor, as the case may be, on all matters relative to the management and administration of the Pasig City Government; and
- (f) Assist in the local fiscal administration through the recommendation and planning of measures relative to the tax rate and structure policy, revenue utilization and expenditure allocation, borrowing and borrowing instruments policy, tax ordinances, and the appointment and supervision of local fiscal officers.



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4.1. DUTIES AND FUNCTIONS OF THE CITY GOVERNMENT EXECUTIVE ASSISTANT III. -The following shall comprise the duties, functions, and responsibilities of the Executive Assistant III:

- (a) Provide administrative, operational and other support to the Office of the City Administrator;
- (b) Coordinate with all the officials of the city under the supervision, direction, and control of the City Mayor and the City Administrator and assist in the convening of the chiefs of offices and other officials of the city;
- (c) Maintain a secure records of all the incoming and outgoing communications under the Office of the City Administrator; and
- (d) Perform such other functions as may be assigned by his or her supervisor.

SECTION 5. APPROPRIATIONS. -The budgetary requirement to implement this Ordinance is chargeable to any available funds in the City Treasury subject to existing COA rules and regulations.

SECTION 6. REPEALING CLAUSE. All ordinances, rules and regulations which are inconsistent with or contrary to the provisions of this ordinance are hereby amended or repealed accordingly.

SECTION 7. SEPARABILITY CLAUSE. If, for any reason any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other part or provisions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 8. EFFECTIVITY - This Ordinance shall take effect immediately.

APPROVED, this 30th day of **June 2020** at Pasig City.



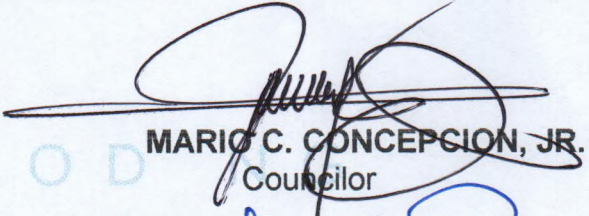
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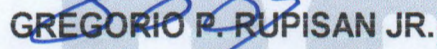
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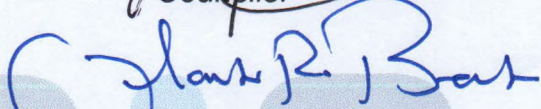
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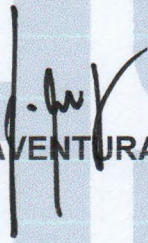
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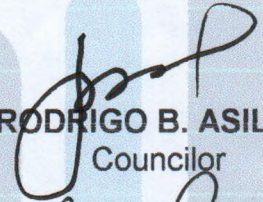

FERDINAND A. AVIS
Councilor

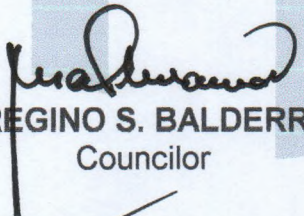

MARIO C. CONCEPCION, JR.
Councilor


GREGORIO P. RUPISAN JR.
Councilor

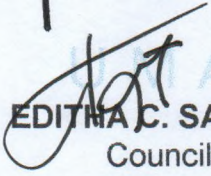

ORLANDO R. BENITO
Councilor


REYNALDO R. SAN BUENAVENTURA III
Councilor

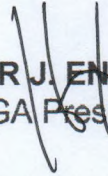

RODRIGO B. ASILO
Councilor


REGINO S. BALDERRAMA
Councilor

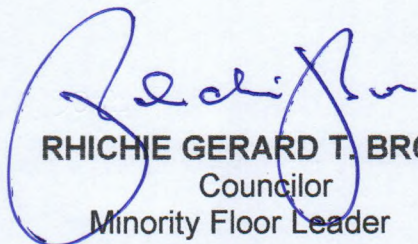

CORAZON M. RAYMUNDO
Councilor


EDITHA C. SANTIAGO
Councilor


WILFREDO F. SITYAR
Councilor


RIGOR J. ENRIQUEZ
LIGA President

GEORGIA LYNNE P. CLEMENTE
SK President


RHICIE GERARD T. BROWN
Councilor
Minority Floor Leader



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ROSALIO D. MARTIRES
Councilor
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

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