



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

Ordinance No. 28  
Series of 2020

**AN ORDINANCE ESTABLISHING THE PASIG CITY OFFICE OF GENERAL SERVICES, REVISING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DEFINING THEIR FUNCTIONS, AND APPROPRIATING FUNDS THEREOF.**

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**WHEREAS**, pursuant to Section 490 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, institutionalized the position of the General Services Officer in every city with the main mandate of providing assistance and support to the Mayor to ensure the delivery of basic services expertise and technical support services;

**WHEREAS**, the Local Government Code of 1991 expressly authorizes the local government units to create such other offices as maybe necessary to carry out the purposes of the City Government, in accordance with law;

**WHEREAS**, since the constitution of the Pasig City General Services Office, the Pasig City has gone through massive changes in population to substantive growth in the economy, and in order to fix and organize the current structure this compelled the city to modify some components of its organizational structure to address the accompanying expansion of its public services and respond to the changing needs of the constituents;

**WHEREAS**, in order to ensure that it continues to efficiently and effectively perform its functions and give administrative support to the delivery of the basic services of the city, there is a need to establish a Pasig City Office of General Services, define and rationalize its duties, functions and responsibilities, create an organizational structure, staffing pattern and upgrade its *plantilla* positions.

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

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**SECTION 1. PASIG CITY OFFICE OF GENERAL SERVICES.**— The Pasig City Office of General Services (“OGS”) is hereby established as the primary arm of the City Government of Pasig in the delivery of effective, efficient and economical general services supportive of the welfare of its constituents and to the City Government.

**SECTION 2. DIVISIONS/SECTIONS/UNITS.** —The OGS shall be organized into the following divisions: five (5) divisions, sixteen (16) sections and eight (8) units. Unless amended, changed or modified hereof, the divisions, sections and units of OGS and their functions under existing law, ordinances and issuances shall subsist as constituted and provided therein.

2.1 **ADMINISTRATIVE DIVISION** is hereby created and shall have four (4) sections, namely: Fiscal Management Section (FMS), Human Resources Management Section (HRMS), Security and Housekeeping Services Section (SHSS), and Utilities Management Section (UMS);

2.2 **ASSET MANAGEMENT DIVISION** shall have five (5) sections, namely: Land and Building Management and Inventory Section (LMIS), Equipment, Furnitures and Fixtures Management and Inventory Section (EFFMIS), Planning Section (PS), Technical Inspection Section (TIS) and the Building Maintenance Section (BMS) currently under the Engineering Office is hereby integrated into this division;

2.3 The Central Supply Office is hereby upgraded into a division to be known as the **CENTRAL SUPPLY MANAGEMENT DIVISION** which shall have three (3) sections namely: Supplies Management and Inventory Section (SMIS), this section shall have three (3) units namely: Supplies Receiving and Programming Unit (SRPU), Storage and Processing Unit (SPU) and Inventory Unit (IU); Food Supplies Management Section (FSMS), and Central Printing Section (CPS);

2.4 The Pasig City Motor Pool is hereby upgraded into a division to be known as the **MOTOR POOL DIVISION** which shall have two (2) sections, namely: Motor Vehicle Management and Control Section (MVMCS), this section shall have three (3) units namely: Allocation Unit (AU), Registration Unit (RU) and Disposal Unit (DU); and Motor Vehicle Repair and Maintenance Section (MVMCS), this section shall have two (2) units namely: Periodic Maintenance Unit (PMU) and Repairs Unit (RU);





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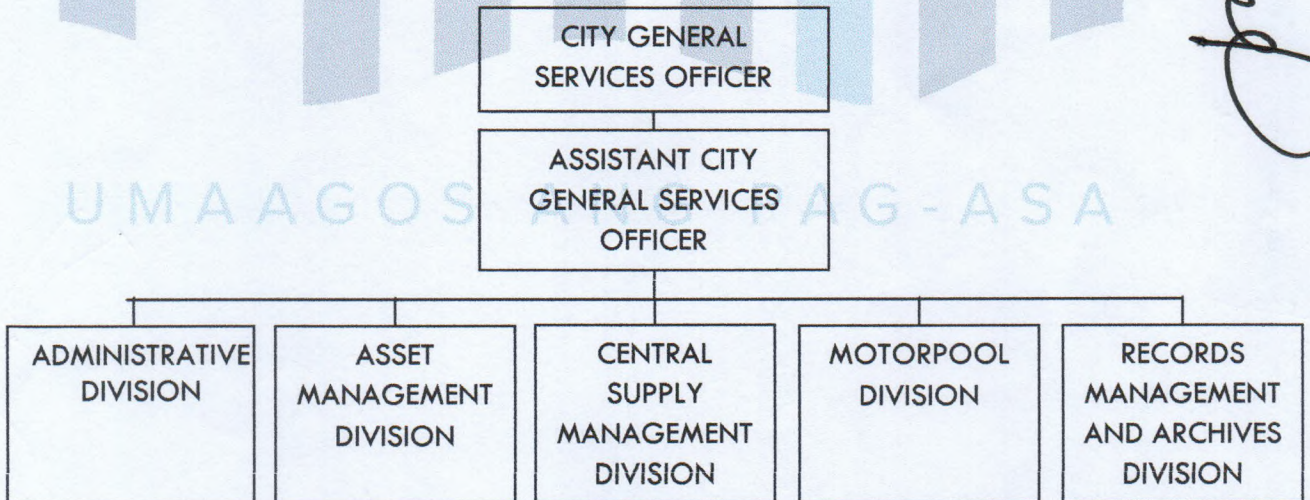
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2.5 The current Records and Archives Management Office under the Office of the Mayor is hereby integrated to the OGS and further upgraded into a division namely: **RECORDS MANAGEMENT AND ARCHIVES DIVISION** which shall have a two (2) sections, namely: Record Management Section (RMS) and Archive Section (AS);

**SECTION 3. STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE.**—The total plantilla of the OGS shall have five hundred nineteen (519) positions. Filling the position in the OGS shall give preferential accommodation to the regular employees and priority to casual employees of the GSO.

3.1. The restructured OGS organizational chart shall be as follows:

**PASIG CITY OFFICE OF GENERAL SERVICES**







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3.2. Summary of the departments' positions:

NO. OF POSITION	POSITIONS	SALARY GRADE
1	City Department Head II (City General Services Officer)	26
1	Assistant City Department Head II (Assistant City General Services Officer)	24
5	Supervising Administrative Officer	22
1	Engineer III	19
1	Senior Administrative Assistant V	18
2	Administrative Officer V(Records Officer III)	18
15	Administrative Officer V (Supply Officer III)	18
1	Engineer II	16
7	Administrative Officer IV	15
3	Administrative Officer IV(Supply Officer II)	15
10	Administrative Officer III (Supply Officer I)	14
10	Administrative Officer II	11
3	Security Officer	11
19	Administrative Officer I (Records Officer I)	10
5	Administrative Assistant III (Buyer III)	9
3	Motorpool Supervisor II	9
12	Administrative Assistant III (Computer Operator II)	9
10	Mechanic III	9
1	Accounting Clerk III	8
10	Administrative Assistant II (Clerk IV)	8
4	Administrative Assistant II (Mason Foreman)	8
14	Administrative Assistant I (Computer Operator I)	7
1	Administrative Assistant I(Bookbinder III)	7
2	Administrative Assistant I (Reproduction Machine Operator III)	7
1	Administrative Aide VI (Motorpool Dispatcher)	6
3	Administrative Aide VI (Clerk III)	6
12	Mechanic II	6
5	Administrative Aide VI (Heavy Equipment Operator II)	6
2	Metal Worker II	6
1	Administrative Aide VI (Storekeeper I)	6





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9	Administrative Aide VI (Warehouseman I)	6
1	Welder II	6
2	Painter II	5
4	Administrative Aide IV (Clerk II)	4
4	Administrative Aide IV (Reproduction Machine Operator II)	4
13	Administrative Aide IV (Driver II)	4
1	Accounting Clerk I	4
9	Administrative Aide IV (Clerk II)	4
2	Administrative Aide III (Driver I)	3
299	Administrative Aide III (Utility Worker II)	3
10	Administrative Aide III (Laborer II)	3

**3.3. QUALIFICATION STANDARDS** – The following must have the following qualifications:

**City Government Department Head II**

**Education:** Bachelor's degree holder in Public Administration, Business Administration or Management from a recognize college or university.

**Eligibility:** First Grade Civil Service Eligibility or its equivalent.

**Experience:** Must have acquired experience in General Services including management of supply, solid waste disposal and general sanitation for at least five (5) years immediately preceding the date of appointment.

**Training:** 120 hours of management and technical training

**City Government Assistant Department Head II**

**Education:** Bachelor's degree holder in Public Administration, Business Administration or Management from a recognize college or university.

**Eligibility:** First Grade Civil Service Eligibility or its equivalent.





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**Experience:** must have acquired experience in General Services including management of supply, solid waste disposal and general sanitation for at least three (3) years immediately preceding the date of appointment.

**Training:** 120 hours of management and technical training

Further, that the qualification standards for the above-listed positions in Section 3.2 which was not mentioned in Section 3.3, must be in accordance with the Civil Service guidelines and its Implementing Rules and Regulations.

**3.4. FUNCTIONAL STATEMENT** – The divisions with reference to Section 2 of this Ordinance shall perform the following functions:

**3.4.1. ADMINISTRATIVE DIVISION**

1. Formulate plan of action relative to organizational development and human resource management;
2. Undertake actions in relation to personnel welfare and benefits;
3. Exercise administrative functions in accordance with existing Civil Service Laws, rules and regulations in relation to human resource management;
4. Organize trainings and seminars as part of the capability building programs of the department;
5. Periodic preparation of departmental budget, accomplishment reports and other developmental programs;
6. Maintain adequate stock and supplies inventory for the department including, including preparation and processing of financial documents;
7. Maintenance and development of Information Technology capabilities within the department;
8. Maintain current records, issuances and pertinent administrative documents of the department;





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9. Coordinate with the Electricity, Water, Telephone and Internet provider of the City pertinent to all matters of application, processing, and payment of the utilities actually used by the Pasig City Hall and other offices under the direct supervision and control of the City;
10. Prepare periodic reportorial requirements;
11. Responsible in supervising the outsourced janitorial and security services of all the City's buildings, schools, facilities and properties;
12. Perform records and archival management with respect to all records and documents from the six (6) divisions of the OGS;
13. Develop and formulate policies for the efficient and effective recording and archival system for the OGS;
14. Safe keep all records and documents, for filing, archival and retrieval, in relation to the City's properties, equipment, supplies and materials.

**3.4.2. ASSET MANAGEMENT DIVISION**

1. Manage all estates of the local government pursuant to existing laws as Presidential Decree 957 Section 31, Presidential Decree 1216, Republic Ac No. 7160 (Rule XVIII-Art.122);
2. Formulate policies and guidelines that will govern the disposition of the City's fixed assets;
3. Conduct periodic inventory of all movable and non-movable assets owned by the Pasig City Government and submit timely report on the same;
4. Maintain and update records of all movable and non-movable assets owned by the Pasig City Government and provide the Records Management Section copy of all the records;
5. And perform other functions that may be assigned from time to time.





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**3.4.3. CENTRAL SUPPLY MANAGEMENT DIVISION**

1. Formulate and develop plans, programs, standard and guidelines on centralized procurement of supplies and materials storage and its issuances in conformity with existing laws, rules and regulations;
2. Develop and formulate policies for the purpose of instituting a more economical, efficient delivery of supply and services to different offices/departments of the City;
3. Responsible for planning, programming, establishing, implementing, monitoring, reviewing, maintaining the performance of warehouse management system;
4. Act as the City's custodian of the supplies, materials and equipment delivered to the City warehouse;
5. Establish the policy and procedures of the centralized procurement of commonly used supplies to support the day to day operation of various offices/departments of the City Government;
6. Establish the policy and procedures for the centralized procurement of food to support the various activities of the City Government;
7. Formulate and develop plans and programs on centralized procurement of food and its implementation in conformity with existing laws, rules and regulations;
8. Keep records of the issuances/food consumption of Pasig City Government;
9. And perform other functions that may be assigned from time to time.





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**3.4.5. MOTORPOOL DIVISION**

1. Plan, manage, and supervise the over-all activities pertaining to requisition of commonly used supplies and spare parts, repair and maintenance of all motor vehicles owned by the City Government of Pasig;
2. Formulate an efficient and effective program for the management of the City owned motor vehicles;
3. In close coordination with the Asset Management Division of the OGS oversee the renewal and updating of all licenses and insurance relative to the motor-vehicles of the City;
4. Maintain and update all the records of the City's motor-vehicle;
5. Undertake periodic inventory in close coordination with the OGS, Asset Management Division and Records Management and Archives Division, of all City-owned motor vehicles;
6. Ensure conformity with existing and applicable rules, regulations and COA issuances pertaining to repair and maintenance of government vehicles.

**3.4.6. RECORDS MANAGEMENT AND ARCHIVES DIVISION**

1. Perform archival and record management with respect to records of offices and departments of the City Government of Pasig; and
2. Perform other functions that may be assigned from time to time.

**Section 4. REALLOCATION.** – The Administrative Aide I (Utility Worker) positions which are currently under the plantilla position of the current General Service Office that are assigned in different schools in City of Pasig are hereby transferred to Special Education Fund.

Further, all Administrative Aide I (Street Sweeper) positions that are also under the existing plantilla position of the current General Service Office are hereby transferred to City Environment and Natural Resources Office.

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**SECTION 5. APPROPRIATIONS.** -The funds to cover the salaries and other benefits of the newly created positions shall be taken from any available funds and shall thereafter be appropriated in the annual budget of the Pasig City Office of General Services for the next fiscal year with the approval of the City Mayor.

**SECTION 6. SEPARABILITY CLAUSE.** -Should any provision of this Ordinance or any portion hereof be declared invalid or unconstitutional, the other provisions or portions hereof not affected by invalidity or unconstitutionality shall continue to be in full force and effect.

**SECTION 7. REPEALING CLAUSE.** -All ordinances, resolutions, circulars, memoranda, orders and other issuances inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 8. EFFECTIVITY CLAUSE.** -This Ordinance shall take effect upon its approval.

APPROVED, this 17th day of July 2020 at City of Pasig.

**Ferdinand A. Avis**  
Councilor

**Mario C. Concepcion, Jr.**  
Councilor

**Gregorio P. Rupisan Jr.**  
Councilor

**Orlando R. Benito**  
Councilor

**Reynaldo R. San Buena Ventura III**  
Councilor

**Rodrigo B. Asilo**  
Councilor

**Regino S. Balderrama**  
Councilor

**Corazon M. Raymundo**  
Councilor





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*[Signature]*  
**EDITHA C. SANTIAGO**  
Councilor

*[Signature]*  
**WILFREDO F. SITYAR**  
Councilor

*[Signature]*  
**RIGOR J. ENRIQUEZ**  
LIGA President

*[Signature]*  
**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

*[Signature]*  
**RHICHIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

*[Signature]*  
**ROSALIO D. MARTIRES**  
Councilor  
Majority Floor Leader

Attested by:

*[Signature]*  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

*[Signature]*  
**VICTOR MA. REGIS N. SOTTO**  
City Mayor

Attested by:

*[Signature]*  
**LOIDA U. VILLANUEVA**  
Acting City Council Secretary