



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

Ordinance No. 39  
Series of 2020

AN ORDINANCE CREATING THE PEACE AND ORDER DEPARTMENT AND INTEGRATING THEREIN VARIOUS OFFICES, RATIONALIZING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN AND APPROPRIATING FUNDS THEREOF.

Authored By: Councilor 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, Gregorio P. Rupisan, Jr., 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**, Section 16 of Republic Act No. 7160 otherwise known as Local Government Code of 1991 ("Code") provides that, every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, Section 76 of the same 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 454, paragraph C (3) of the same Code further provides that the *Sangguniang Panlungsod* may consolidate the functions of any office with those of another in the interest of efficiency and economy;

**WHEREAS**, currently, the *Batas ng Ciudad* Enforcement Office, Office of Public Security, *Kabataan* Rescue Patrol and Action Line are the offices created and mandated for the maintenance of peace and order in the City of Pasig;

**WHEREAS**, to improve government performance, it is necessary to enhance the organization and functional capacity of the above mentioned offices in charge with the maintenance of peace and order in the City of Pasig by integrating these offices into a department and to further rationalize its organizational structure and staffing pattern.

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



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**SECTION 1. OBJECTIVES.** – This Ordinance aims to create a department which will supervise all offices mentioned in Section 2 hereof and rationalize its organizational structure and staffing pattern and for the uniform enforcement all laws, ordinances, resolutions, executive orders, office orders, and other relevant rules and regulations.

**SECTION 2. CREATION.** – The Peace and Order Department of the City Government of Pasig is hereby created. The *Batas ng Ciudad* Enforcement Office, Office of Public Security, Action Line, and *Kabataan* Rescue Patrol are hereby further integrated into this Department. As such, each office herein shall be upgraded into a division.

For the purpose of this *Ordinance*, the Peace and Order Department shall be referred to as the *Department*.

**SECTION 3. RENAMING.** – The following offices are hereby renamed into:

- The former *Batas ng Ciudad* Enforcement Office shall now called as ***Bantay Pasig Division***;
- The former Office of Public Security shall now be called as ***Public Safety Division***;
- The former Action Line shall now be called ***Action Line Division***; and
- The former *Kabataan* Rescue Patrol shall now be called ***Kabataan Rescue Patrol Division***.

**SECTION 4. ORGANIZATIONAL STRUCTURE.** –The Department shall consist of five (5) different divisions, namely: Administrative Division, *Bantay Pasig* Division, Public Safety Division, *Kabataan* Rescue Patrol Division, and Action Line Division.

**SECTION 5. DIVISIONS' FUNCTIONS.** – Each division shall coordinate with one another to ensure efficiency and harmony. The five (5) divisions of the Department shall perform the duties and functions prescribed below.

**5.1. ADMINISTRATIVE DIVISION.** This division shall perform the following duties and functions:



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- a) Provide efficient and economic services relative to personnel, supplies and mobility requirements;
- b) Take charge of the record management functions of the Department;
- c) Prepare the annual budget of the Department and submit it to the *Finance Committee*, for perusal and further evaluation and review;
- d) Consolidate the accomplishment reports of each division and submit it to the Office of the City Mayor;
- e) Assist in the screening of applicants and facilitate interview, placement and orientation of the same;
- f) Coordinate with the Office of the General Services for the allocation of supplies on stock, janitorial and mobility requirements of the Department;
- g) Maintain records as to membership, personnel file including accomplishment and complaints, commendation, and memorandum;
- h) Perform other duties and functions as mandated by laws, ordinances, resolutions, orders, and other relevant rules and regulations.

**5.2. BANTAY PASIG DIVISION.** This division shall perform the following duties and functions:

- a) To implement all city ordinances of City of Pasig related to the following:
  - i. Illegal Drugs
  - ii. Solid waste management
  - iii. No smoking
  - iv. Anti-littering
  - v. Gambling
  - vi. Drinking in Public places
  - vii. Electric and electric wire theft
  - viii. Other city ordinances not enumerated thereof.



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- a) Formulate plans and recommend measures which will improve the public order and safety situation in the City of Pasig;
- b) Provide overall security and orderliness during all authorized city activities;
- c) Issuance of Ordinance Violations Receipt to apprehended violators of ordinances;
- d) Assist the Philippine National Police and other national government agencies in enforcing laws related in the maintenance of peace and order in the city; and
- e) Perform other duties and functions as mandated by laws, ordinances, resolutions, orders, and other relevant rules and regulations.

**5.3. PUBLIC SAFETY DIVISION.** This division shall perform the following duties and functions:

- a) Formulate plans and recommend measures which will improve the public order and safety situation in the City of Pasig;
- b) Secure the safety of all properties owned by the City Government of Pasig including, vital installations within the city such as the city hall, city library, school buildings, hospitals, other facilities, and its peripheral area;
- c) Provide security and orderliness during all authorized city activities;
- d) Issuance of Ordinance Violations Receipt to apprehended violators of ordinances; and
- e) Perform other duties and functions as mandated by laws, ordinances, resolutions, orders, and other relevant rules and regulations.

**5.4. ACTION LINE DIVISION.** This division shall perform the following duties and functions:

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- a) Dismantle illegal structures, obstructing sidewalks, streets, public or recreational area and similar hindrances;
- b) Assist in removing structure without building permit upon valid order of the City Building Official or other city officials authorized by law;
- c) Spearhead in the implementation of anti-illegal squatting and assist in relocation program of the City Government of Pasig;
- d) Remove all structure used as shelter of displaced families established in riverbanks, creeks and other danger zones;
- e) Issuance of Ordinance Violations Receipt to apprehend violators of ordinances; and
- f) Perform other duties and functions as mandated by laws, ordinances, resolutions, orders, and other relevant rules and regulations.

**5.5. KABATAAN RESCUE PATROL DIVISION.** This division shall perform the following duties and functions:

- a) Assist the City Social Welfare and Development Office in implementing related laws, ordinance, orders, rules and regulations for the welfare of the minors and the youth;
- b) Prepare plans and programs to assist the advocacy of the City Government of Pasig on programs for the development and welfare of children;
- c) Provide information materials on current programs relative to child protection and welfare through massive information campaign;
- d) Monitor the thirty (30) barangays within the City of Pasig with regard to the proper implementation of ordinances involving welfare of the children;
- e) Assist the City Social Welfare and Development Office in their rescue operations involving children;



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- a) In close coordination with the City Social Welfare and Development Office, apprehend minors that will violate the curfew ordinance of the City Government of Pasig; and
- b) Issuance of Ordinance Violations Receipt to apprehend violators of ordinances; and
- c) Perform other duties and functions mandated by the laws, ordinances, resolutions, orders, and other relevant rules and regulations.

**SECTION 6. CREATION OF POSITIONS.** – It is hereby created new positions for the Department:

NUMBER OF POSITIONS	POSITION TITLE	SALARY GRADE
1	City Government Department Head II	26
1	City Government Assistant Department Head II	24
<b>ADMINISTRATIVE DIVISION</b>		
1	Administrative Officer V	18
1	Administrative Officer III	14
1	Administrative Officer II	11
2	Administrative Assistant III	9
6	Administrative Aide III	3
<b>BANTAY PASIG DIVISION</b>		
1	Security Officer IV	22
1	Security Officer III	18
1	Security Officer II	15
1	Security Officer I	11
5	Security Guard III	7
10	Security Guard II	5
20	Security Guard I	3
<b>PUBLIC SAFETY DIVISION</b>		
1	Security Officer IV	22
1	Security Officer III	18
1	Security Officer II	15



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1	Security Officer I	11
5	Security Guard III	7
10	Security Guard II	5
20	Security Guard I	3
<b>ACTION LINE DIVISION</b>		
1	Security Officer IV	22
1	Security Officer III	18
1	Security Officer II	15
1	Security Officer I	11
1	Security Guard III	7
2	Security Guard II	5
5	Security Guard I	3
<b>KABATAAN RESCUE PATROL DIVISION</b>		
1	Security Officer IV	22
1	Security Officer III	18
1	Security Officer II	15
1	Security Officer I	11
1	Security Guard III	7
2	Security Guard II	5
5	Security Guard I	3

**SECTION 7. QUALIFICATIONS STANDARDS.**— The qualifications standards for the above-listed positions as well as those not mentioned in this section must be in accordance with the guidelines issued by the Civil Service Commission and its other relevant rules and regulations.

The City Government Department Head II must have the following qualifications:

- Must have a Bachelor's Degree;
- Resident of the City of Pasig;
- Of good moral character;
- Must have a career service professional eligibility or its equivalent;
- 120 hours of management and technical training;



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f) Must have an at least of five (5) years of experience in management and supervision;

g) Those standards set by the Civil Service Commission.

The City Assistant Government Department Head II must have the following qualifications:

a) Must have a Bachelor's Degree;

b) Resident of the City of Pasig;

c) Of good moral character;

d) Must have a career service professional eligibility or its equivalent;

e) 120 hours of management and technical training;

f) Must have an at least of three (3) years of experience in management and supervision;

g) Those standards set by the Civil Service Commission.

**SECTION 8. PERSONNEL COMPLIMENT.** – The existing personnel of all the offices integrated herein are hereby absorbed in this Department. The different sections, units, and task force attached to the former offices shall continue to exist and subsist.

**SECTION 9. OFFICIAL VIOLATIONS RECEIPT.** –The authority to issue an Ordinance Violations Receipt against a violator shall be vested with the duly authorized enforcers of the Department. The Department Head shall have the power to designate personnel who are authorized to issue an Ordinance Violations Receipt. Upon determination of such authorized personnel, a complete list containing the names, designations, and duration of employment and/or appointment shall be submitted to the Office of the City Mayor.

Provided, however, no enforcer shall be allowed to issue an Ordinance Violations Receipt unless there exists, in his or her status of employment, an employer-employee relationship, as defined by law.





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**SECTION 10. REPORT.** -The Department shall submit a monthly accomplishment report to the Office of the City Mayor which shall also contain the names, addresses, contact numbers, and the infractions made by violators who were issued an Official Violation Receipt.

**SECTION 11. APPROPRIATIONS.** - The funds to cover the salaries, emoluments, and other benefits of the newly created positions shall be taken from any available funds in the City Treasury subject to existing laws and Commission on Audit rules and regulations.

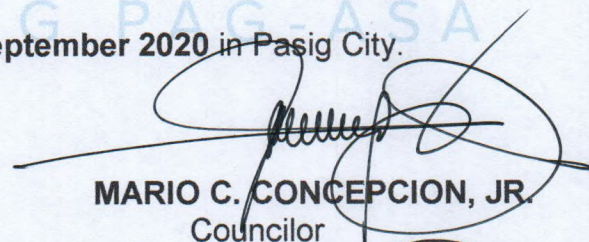
**SECTION 12. REPEALING CLAUSE.** - All ordinances, rules and regulations which are inconsistent with or contrary to the provisions of this ordinance are hereby amended or repealed accordingly.

**SECTION 13. 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.

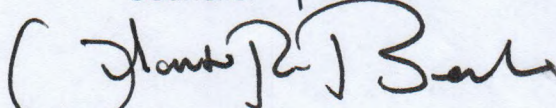
**SECTION 14. EFFECTIVITY.** - This Ordinance shall take effect immediately upon its approval.

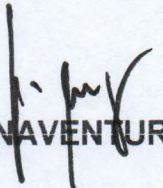
APPROVED this 3rd day of **September 2020** in Pasig City.

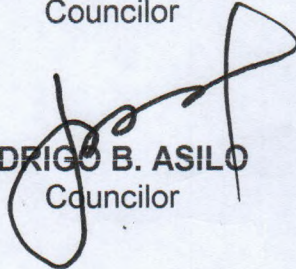
  
FERDINAND A. AVIS  
Councilor

  
MARIO C. CONCEPCION, JR.  
Councilor

  
GREGORIO P. RUPISAN JR.  
Councilor

  
ORLANDO R. BENITO  
Councilor

  
REYNALDO R. SAN BUENAVENTURA III  
Councilor

  
RODRIGO B. ASILO  
Councilor

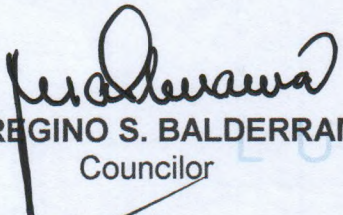


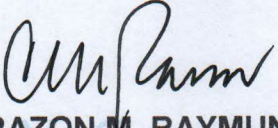
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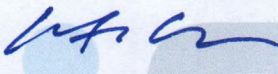
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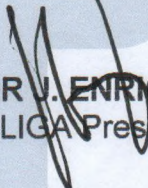
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REGINO S. BALDERRAMA  
Councilor

  
CORAZON M. RAYMUNDO  
Councilor


  
EDITHA C. SANTIAGO  
Councilor

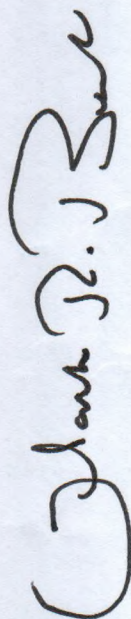
  
WILFREDO F. SITYAR  
Councilor

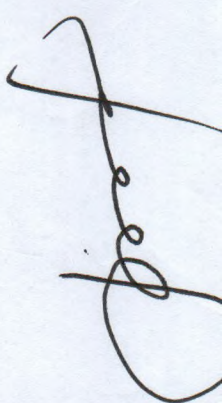
  
RIGOR J. ENRIQUEZ  
LIGA President

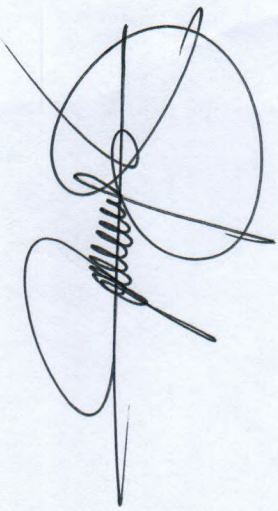
  
GEORGIA LYNNE P. CLEMENTE  
SK Fed. President

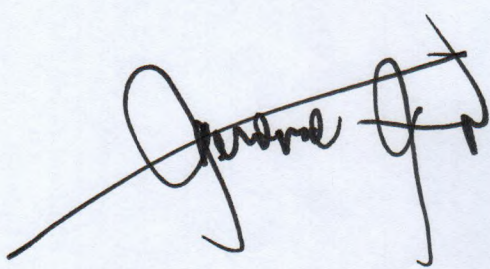
  
RHICHIE GERARD T. BROWN  
Councilor  
Minority Floor Leader

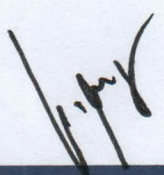
  
ROSALIO D. MARTIRES  
Councilor  
Majority Floor Leader















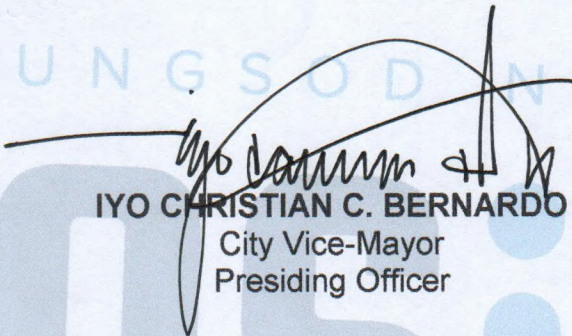
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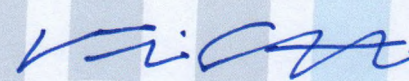
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Attested by:


  
IYO CHRISTIAN C. BERNARDO  
City Vice-Mayor  
Presiding Officer

APPROVED:

  
VICTOR MA. REGIS N. SOTTO  
City Mayor

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Attested by:

  
LOIDA U. VILLANUEVA  
Acting City Council Secretary

