



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

Ordinance No. 55  
Series of 2020

**AN ORDINANCE CREATING THE PASIG URBAN SETTLEMENTS OFFICE,  
DEFINING ITS DUTIES AND FUNCTIONS AND FOR OTHER PURPOSES.**

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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**, Republic Act 7279 or the Urban Development and Housing Act of 1992 is the landmark law that translates the social justice provision of the 1987 Constitution into urban land reform and socialized housing for the poor and underprivileged homeless citizens. It also serves as the watershed policy that defines squatting and other related provisions and guidelines that deal with squatting;

**WHEREAS**, then Pres. Corazon Aquino signed Executive Order No. 82 on December 8, 1986 creating the Presidential Commission on the Urban Poor (PCUP) as the direct link of the government to the urban poor, and in turn, advocated the creation of urban poor affairs offices (UPAO) or UPAO-like bodies in local government units that cover the whole range of government intervention from housing to ensuring livelihoods;

**WHEREAS**, Section 16 of Republic Act No. 7160 otherwise known as the 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;



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*Agustin*  
**WHEREAS**, currently, the Pasig Housing Regulatory Unit (PHRU), Urban Poor Affairs Office (UPAO) and Task Force Pabahay are the offices created and mandated for the implementation of housing programs of the City Government of Pasig;

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**WHEREAS**, the City Government of Pasig deems it necessary to integrate into one office, all offices mentioned above in-charge with the housing program of the City Government for efficiency and to avoid over-lapping of duties and functions.

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

**SECTION 1. CREATION.** – The Pasig Urban Settlements Office (PUSO) is hereby created under the Office of the City Mayor. The PUSO is tasked to implement the Pasig City Socialized Housing and Urban Community Development Program.

**SECTION 2. HEAD OF THE PUSO.** – The Head of the PUSO shall be appointed by the City Mayor and shall perform the following duties and functions:

- [Signature]*
- a) Head and oversee the overall functions of the Pasig Urban Settlements Office;
  - b) Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the PUSO;
  - c) Advise the City Mayor with regard to policies and interventions to improve the Program;
  - d) Shall be authorized to assign and/or re-assign personnel within its office for the effective and efficient administration of the said office; and
  - e) Exercise other functions as may be prescribed by law, ordinances, resolutions, orders and those may be assigned by the City Mayor.
- [Signature]*



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**SECTION 3. DUTIES AND FUNCTIONS** - The PUSO shall perform the following duties and functions:

- a) Implement the Pasig City Socialized Housing and Urban Community Development Program;
- b) Serve as Secretariat to the Local Housing Board;
- c) Recommend housing-related programs and policies for inclusion in the Comprehensive Development Plan and Comprehensive Land and Water Use Plan of the City;
- d) Assist the Local Housing Board in the preparation of the Local Shelter Plan/s;
- e) Identify lands suitable for socialized housing;
- f) Head the City's Task Force on Relocation and Resettlement of Informal Settlers, which prepare and organize the orderly relocation of informal settler families to their new housing sites;
- g) Coordinate with the Peace and Order Department and the Barangays in preventing the setting up of illegal structures and other nefarious activities of squatting syndicates in cleared waterways and danger areas;
- h) Assist in the city's regular reports on the city's compliance with the Supreme Court Mandamus on the clean-up of the Manila Bay and tributary rivers and waterways;
- i) Explore, coordinate and facilitate partnerships with National Government Agencies, the private sector, NGOs and international agencies that will promote the Program;
- j) Coordinate with the National and LGU agencies to ensure compliance by private developers with the Balanced Housing Amendments Act;

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[www.pasigcity.gov.ph](http://www.pasigcity.gov.ph)



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- k) Undertake strategic research for innovative models and practices for socialized housing and community development; and
- l) Conduct information, communication and education campaigns concerning the Program.

**SECTION 4. INTEGRATION.** – The Pasig Housing Regulatory Unit, the Urban Poor Affairs Office and the Task Force Pabahay are hereby integrated into the PUSO. The Pasig Housing Regulatory Unit shall now be called Public Housing Division; The Urban Poor Affairs Office shall now be called Urban Poor Services Division; The Task Force Pabahay shall now be called Administrative and Research Division.

Further, the existing personnel of the units mentioned above are absorbed into the PUSO and shall perform duties and functions as herein prescribed. In addition thereto, *plantilla* positions of one (1) Executive Assistant III with Salary Grade 20 and shall be co-terminus to the appointing authority and (1) Attorney V with Salary Grade 25 are hereby created with duties and functions in accordance with the rules and regulations prescribed by the Civil Service Commission.

**SECTION 5. COMPOSITION.** – There shall be four (4) divisions under the PUSO: (a) the Public Housing Development Division; (b) the Urban Poor Services Division; (c) the Community Development Division; and (d) the Administrative and Research Division.

**5.1. The Public Housing Division** shall have the following functions and responsibilities:

- a) Serve as initiator and developer of public housing projects slated for financing by the city government or jointly with National Government agencies and/or the private sector. These projects include public housing intended for informal settlers living along the waterways and other danger zones, other poor and underprivileged citizens;



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b) Undertake housing project preparation activities in coordination with all other departments and units of the City government, including land acquisition, site development planning, social preparation, and provision of basic community services and facilities;

c) Prepare the People's Plan for the housing projects. Validate and qualify the prospective beneficiary families and prepare the master list of beneficiary families. Undertake social preparation support for the beneficiary families, including training seminar;

d) Improve the system of awardee selection and monitoring of occupancy in the City's public housing projects to avoid outright violations and malpractices such as awarding housing units to unqualified persons, and illegal renting out and/or sale of occupancy rights. Recommend prosecution of those responsible for such violations, including awards cancellation.

For government-initiated and funded projects, the Beneficiary Selection Committee composed of members of the PUSO and the community organization to be benefited by the housing project. For purely community-initiated (People's Plan) projects, the BSC shall be dispensed with and the community organization shall be given a free hand in the selection of beneficiaries. Provided, that all beneficiaries should be qualified in accordance with the guidelines to be provided in this Code's implementing rules and regulations; and

e) Systematize and enforce rules and regulations governing amortization payments, foreclosures, condonations, and restructuring;

**5.2. The Urban Poor Services Division shall have the following functions and responsibilities:**

a) Serve as originator and mobilizer of socialized housing projects proposed by community associations of informal settlers and slated for



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financing under the Community Mortgage Program (CMP) of the Social Housing Financing Corporation and such other institutions as the PAG-IBIG Fund. As such, its principal role is to assist, organize, and prepare the community associations of informal settlers for participation in the CMP;

b) Provide social and organizational preparation support to community associations composed of beneficiary families of the socialized housing projects, including member-beneficiary validation and qualification, community consensus-building, and capacity-building;

c) Provide guidance to beneficiaries on financing options and coordinate with financing institutions to assist the beneficiaries;

d) Explore, monitor and facilitate other programs to secure the land tenure of informal settlers like Direct Sale and Residential Free Patent;

e) Facilitate livelihood projects and employment opportunities for beneficiaries of the Community Mortgage Program and other urban poor communities;

f) Monitor and assist the community associations in developing their self-governing capacities through trainings and regular dialogues.

g) Register and accredit Homeowners Associations, Housing Cooperatives and other Neighborhood Associations;

h) Mediate community conflicts among and between HOAs and other community organizations, without prejudice to the filing of such controversies with the Human Settlements Adjudication Commission;

i) Monitor and improve the provision of basic services such as water and electrification, and prepare the necessary certification in the application for such services.



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**5.3. The Community Development Division** shall have the following functions and responsibilities:

- a) Set up and develop a community estate management system in the City's public housing projects that is responsible, participatory, accountable and efficient. This management shall cover community health and sanitation, safety and security, disaster preparation, management of essential services, livelihood and welfare projects, protection of gender rights, seniors, children and PWDs, environmental protection and amortization and/or rental management and regular public dialogues and consultations;
- b) The community estate management system shall be a joint undertaking of the City Government through its Housing Project Administrators and Staff and the autonomous Homeowners Association;
- c) Engage and assist the community associations in building their capacities for responsible, participatory, accountable and efficient self-governance through capacity building trainings and dialogues;
- d) Monitor and improve the provision of basic services and community infrastructure, such as water, power, sewage treatment and other sanitation facilities for the City's housing projects;
- e) Safeguard the city's properties in the housing sites and ensure their proper and efficient uses;
- f) Provide mediation and conciliation assistance towards the resolution of community conflicts;
- g) Undertake financing recovery from city-initiated housing projects through improved amortization management;



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- i) Coordinate with the Resettlement Governance Program of the Department of Interior and Local Government in addressing the service gaps in government resettlements;
  - j) Coordinate with the Public Housing Division in constantly monitoring against illegal occupancy of housing units, vandalism, theft and misuse of public properties in the housing sites;
  - k) Assist the community associations in the development of social enterprises and livelihood for the benefit of their members; and
  - l) Supervise the city coordinators and their staff in Off-City Resettlement Sites who are tasked to monitor and administer in a responsible and participatory manner the services and livelihood programs which are continuously financed by the City, and assist the receiving LGU and the concerned National Government agencies in ensuring basic services and livelihood support and promoting the safety, security and welfare of the resettled communities on their way to full integration into the economic, social and political life of the receiving municipality or city.

*Perduranda*

**5.4. The Administrative and Research Division shall have the following functions and responsibilities:**

- a) Conduct regular census and updates regarding informal settlers;
  - b) Data management and sharing with City Planning and Development Office, Manila Bay Task Force and other concerned offices or units;
  - c) In charge in record keeping of all applications for housing;
  - d) Prepare project proposals, budget, liquidation and other reports, in collaboration with the other units;
  - e) Provide administrative support to all units; and
- John P. B...*





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f) Conduct research for modern and innovative technology and trends in housing and community development.

**SECTION 6. 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 PUSO for the next fiscal year with the approval of the City Mayor.

**SECTION 7. 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 8. REPEALING CLAUSE.** – All ordinances, resolutions, circulars, memoranda, orders and other issuances inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 9. EFFECTIVITY CLAUSE.** – This Ordinance shall take effect upon its approval.

APPROVED this 26th day of **November 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

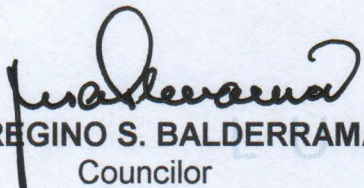


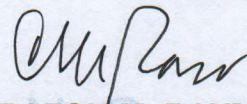
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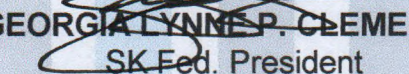
  
**REGINO S. BALDERRAMA**  
Councilor

  
**CORAZON M. RAYMUNDO**  
Councilor


**EDITHA C. SANTIAGO**  
Councilor

  
**WILFREDO F. SITYAR**  
Councilor

**RIGOR J. ENRIQUEZ**  
LIGA President

  
**GEORGIALYNNE P. CLEMENTE**  
SK Fed. President

  
**RHICHIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

  
**ROSALIO D. MARTIRES**  
Councilor  
Majority Floor Leader

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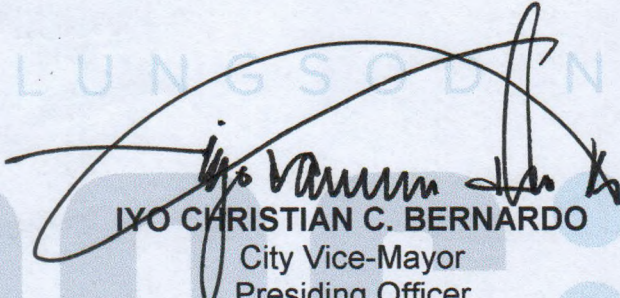
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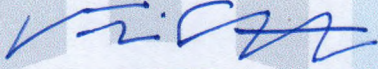
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Attested by:

  
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

