



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

Ordinance No. 48  
Series of 2023

**AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES**

**Authors:** Councilors Maria Luisa "Angelu" De Leon and  
Marion Rosalio M. Martires

**Co-Authors:** Councilors Raymund Francis S. Rustia, Mark Gil M.  
Delos Santos and Paul Roman C. Santiago

**WHEREAS**, Section 458(a)(1)(viii) of Republic Act No. 7160 or the Local Government Code of 1991 grants the Sangguniang Panlungsod the power to enact ordinances for the general welfare of the City, which includes the determination of the powers and duties of official and employees of the City, as well as their salaries, wages, allowances and other emoluments and benefits for the proper conduct of programs, projects, services, and activities of the local government unit (LGU);

**WHEREAS**, Section 3(h) of the Local Government Code provides that in the implementation of policies and measures on local autonomy, "a continuing mechanism to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms" must be operationalized;

**WHEREAS**, to professionalize services rendered by the LGU and streamline the social welfare programs and services provided by the same, it is necessary to establish a more responsive organizational system especially with its frontline offices;

**WHEREAS**, under Section 37 of Republic Act No. 7829 or the Charter of the City of Pasig, part of the duties of the City Social Welfare and Development Officer is to recommend measures, develop plans and strategies, and advise the city mayor on all matters related to social welfare and development services which will improve the livelihood and living conditions of the residents of the City;

**WHEREAS**, in the pursuit of a more efficient and effective provision of social welfare services, and with the development of mandatory welfare programs to be rendered to the public throughout the years, there is a need to rationalize the organizational structure of the City Social Welfare and Development Office (CSWDO);

**WHEREAS**, part and parcel of the proposed reorganization is the necessity to create additional plantilla positions under the CSWDO, to ensure that the Office is fully operational and can discharge its mandate through a participatory, inclusive, environment-friendly, and adaptive approach in the provision of responsive, transparent, and accountable services;



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

Ordinance No. 48  
Series of 2023

-page 2-

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

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

**SECTION 1. SHORT TITLE.** – This Ordinance shall be known and cited as the “Pasig City CSWDO Reorganization Ordinance of 2023.”

**SECTION 2. REORGANIZATION.** – The City Social Welfare and Development Office (CSWDO) is hereby restructured and reorganized, and shall consist of the following divisions and corresponding sections under each division:

- (a) Kanlungan sa Pasig Center
  - (1) Children in Need of Special Protection (CNSP), Adult and Elderly Section
  - (2) Bahay Pag-asa (CICL) Section
- (b) Children and Youth Division
  - (1) Early Childhood Care and Development Section
  - (2) Children Welfare and Development Section
  - (3) Youth Welfare and Development Section
- (c) Women, Family, and Community Division
  - (1) Women Welfare - Bahay Kalinga Section
  - (2) Family and Community Section
- (d) Administration Division

**SECTION 3. FUNCTIONS.** – The functions of each division shall be as follows:

- (a) Kanlungan sa Pasig Center – The Kanlungan sa Pasig is established to serve as a haven for individuals in crisis – specifically as a residential facility to children, women, elderly, adults in crisis situations, teen moms, victims of gender-based violence, and indigents. The Kanlungan sa Pasig shall provide temporary shelter, diagnostic and quality health care, and basic social services to its clients.
- (b) Children and Youth Division – The Children and Youth Division shall be responsible for the development, integration, and implementation of policies, programs, projects, and activities concerning children and youth. Programs for Early Childhood Care and Development, Street Children, Adoption, Child Laborers, Children in Emergency, Out of School Youth, and the Special Drug Education Center, shall be the responsibility of this division.



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

Ordinance No. 48  
 Series of 2023

-page 3-

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

- (c) Women, Family, and Community Division – The Women, Family, and Community Division shall be responsible for the development, integration, and implementation of policies, programs, projects, and activities concerning women, family and the community. Center-based and community-based programs of Bahay Kalinga, the Pantawid Pamilyang Pilipino Program and other livelihood programs, programs for Internally Displaced Programs and those affected by calamities, and the comprehensive program for solo parents shall be the responsibility of this division.
- (d) Administration Division – The Administration Division shall be responsible for planning and executing a comprehensive range of administrative services which supports office operations. These services encompass the areas of human resource management, financial managements, systems and information management, facilities management and support services. It shall also contribute to the efficient planning and implementation of office programs and services.

**SECTION 4. CREATION.** – There are hereby created twenty-two (22) additional plantilla positions under the new organizational structure of the CSWDO, with the corresponding qualification standards in accordance with existing civil service laws, rules, and guidelines. The CSWDO shall therefore be composed of the following number of positions with the corresponding salary grades:

Total No. of Positions	Salary Grade	Position Title	Filled	Vacant	New
1	SG 26	City Government Department Head II	1	0	0
1	SG 24	City Government Assistant Department Head II	0	1	0
3	SG 22	Social Welfare Officer IV	1	1	1
6	SG 18	Social Welfare Officer III	2	4	0
10	SG 15	Social Welfare Officer II	2	1	7
15	SG 11	Social Welfare Officer I	10	5	0
1	SG 18	Psychologist III	0	0	1
1	SG 22	Supervising Administrative Officer	0	1	0
4	SG 11	Administrative Officer II	0	0	4
4	SG 10	Administrative Officer I	0	0	4
5	SG 8	Social Welfare Assistant	0	1	4
9	SG 4	Social Welfare Aide	0	9	0
1	SG 4	Driver I	0	0	1
<b>61</b>		<b>TOTAL</b>	<b>16</b>	<b>23</b>	<b>22</b>





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

Ordinance No. 48  
Series of 2023

-page 4-

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

**SECTION 5. ORGANIZATIONAL STRUCTURE.** – The redesigned functional structure of the CSWDO, hereto attached, is made an integral part of this Ordinance and shall be complied with: *Provided, That:*

- (1) The restructuring or reorganization of the CSWDO shall not result in the dismissal or demotion of any existing employee; and
- (2) Existing employees shall be prioritized in the filling up of the vacant positions commensurate to their qualifications.

**SECTION 6. APPROPRIATIONS.** – Salaries and other benefits of the newly created positions shall be taken from the General Fund of the Annual Budget of the Pasig City Government, and shall thereafter be included in the annual appropriations of the CSWDO for the succeeding years.

**SECTION 7. REPEALING CLAUSE.** – All ordinances, resolutions, orders, circulars and regulations or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed, amended, and/or modified accordingly.

**SECTION 8. SEPARABILITY CLAUSE.** – If, for any reason, any part or provision of this Ordinance is held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

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

APPROVED, this 7th day of **August 2023** at Pasig City.

HON. RAYMUND FRANCIS S. RUSTIA  
City Councilor

HON. CORAZON M. RAYMUNDO  
City Councilor

HON. SIMON GERARD R. TANTOCO  
City Councilor

HON. SYVEL ASILO-GUPILAN  
City Councilor



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

Ordinance No. 48  
Series of 2023

-page 5-

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

*[Signature]*  
**HON. PAUL ROMAN C. SANTIAGO**  
City Councilor

*[Signature]*  
**HON. NOEL L. AGUSTIN**  
City Councilor

*[Signature]*  
**HON. RODERICK MARIO U. GONZALES**  
City Councilor

*[Signature]*  
**HON. QUIN A. CRUZ**  
City Councilor

*[Signature]*  
**HON. REGINO S. BALDERRAMA**  
City Councilor

*[Signature]*  
**HON. MARION ROSALIO M. MARTIRES**  
City Councilor

*[Signature]*  
**HON. RIGOR V. ENRIQUEZ**  
LIGA President

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

*[Signature]*  
**HON. MARIA LUISA "ANGELU" M. DE LEON**  
City Councilor  
Minority Floor Leader

*[Signature]*  
**HON. MARK GIL M. DELOS SANTOS**  
City Councilor  
Majority Floor Leader





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

Ordinance No. 48  
Series of 2023

-page 6-

AN ORDINANCE RATIONALIZING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

*[Handwritten signature]*

*[Handwritten signature]*  
*[Handwritten signature]*

Attested by:

*[Handwritten signature]*  
HON. ROBERT VINCENT JUDE B. JAWORSKI, JR.  
City Vice Mayor  
Presiding Officer

APPROVED:

*[Handwritten signature]*  
HON. VICTOR MA. REGIS N. SOTTO  
City Mayor

Attested by:

*[Handwritten signature]*  
ATTY. NICOLO JOEL B. GUTIERREZ  
Acting City Council Secretary

*[Handwritten signature]*

*[Handwritten signature]*  
*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

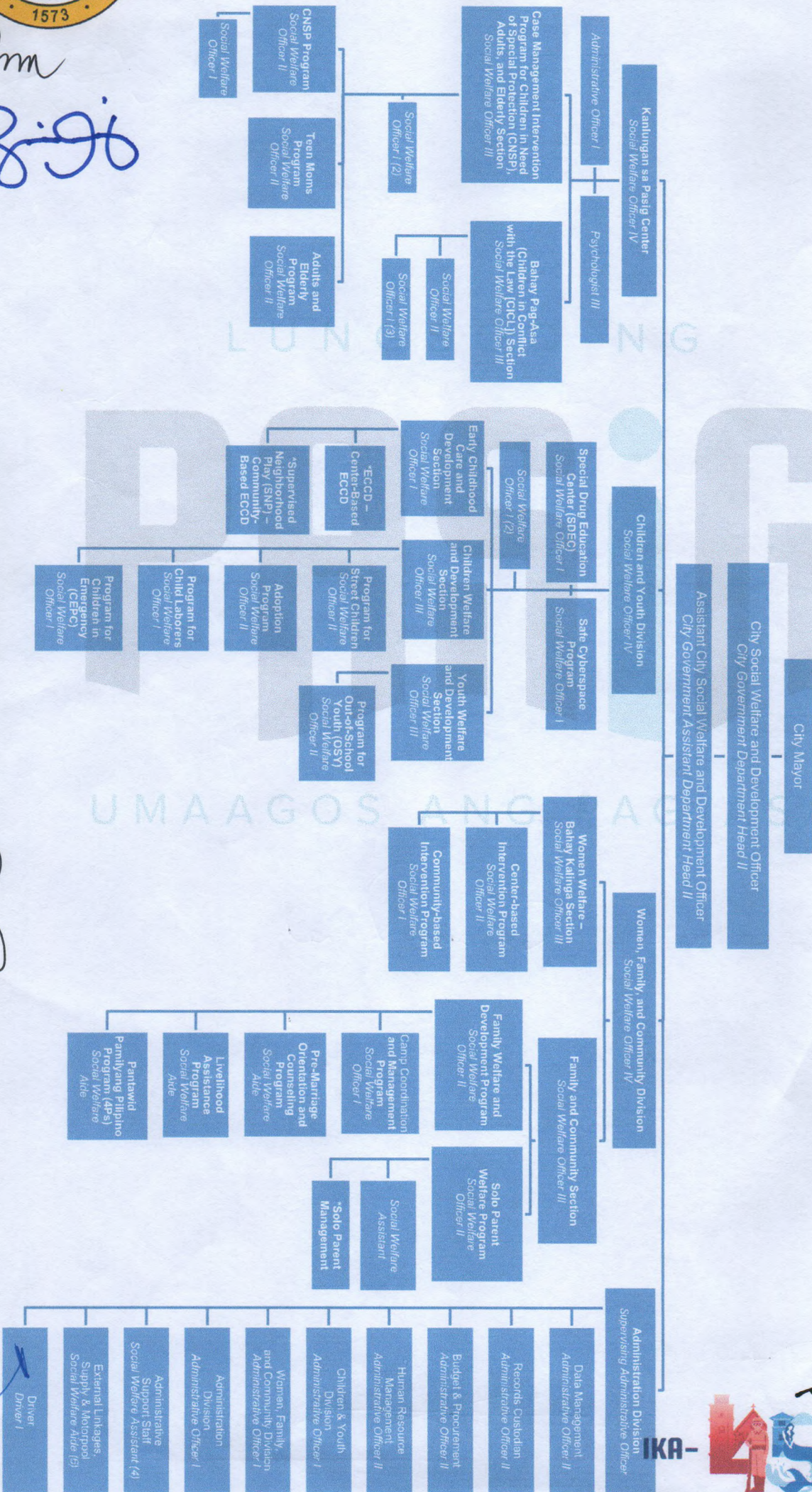
*[Handwritten signature]*





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

**PASIG CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDO)**  
**ORGANIZATIONAL STRUCTURE**



*[Handwritten signature]*  
 Program supervised by CSWDO with separate personal structure

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

