



SANGGUNIANG PANLUNGSOD OFFICE  
CITY OF VALENCIA, BUKIDNON  
RECORDS DIVISION  
**RECEIVED**  
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BY: *Chavez*

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**EXCERPTS FROM THE MINUTES OF THE 29<sup>TH</sup> REGULAR SESSION OF THE 6<sup>TH</sup> SANGGUNIANG PANLUNGSOD, CITY OF VALENCIA, BUKIDNON, HELD AT THE SP SESSION HALL ON MARCH 12, 2014.**

Present:

- |   |                              |
|---|------------------------------|
| Hon. Azucena P. Huervas                   | Presiding Officer            |
| Hon. Rolando P. Laviña,                   | Majority Floor Leader/Member |
| Hon. Oliver Owen L. Garcia                | Member                       |
| Hon. Rodrigo A. Rosal,                    | Member                       |
| Hon. Glen G. Galario,                     | Member                       |
| Hon. John Lee B. Quillo,                  | Member                       |
| Hon. Helen T. Bernal,                     | Member                       |
| Hon. Camilo E. Pepito,                    | Member                       |
| Hon. Eduardo D. Chan,                     | Member                       |
| Hon. Policarpo P. Murillo, IV, M.D.       | Minority Floor Leader/Member |
| Hon. Rolando C. Centillas, Jr.,           | Member                       |
| Hon. Arlando L. Cañete, ABC Fed. Pres.    | Member                       |
| Hon. Bernabe G. Lauga, IP Representative, | Member                       |

Absent: *NONE*

**ORDINANCE NO. 28-2014**  
(29<sup>th</sup> Regular Session)

**AN ORDINANCE INSTITUTING THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN DEFINING THE ROLES AND FUNCTIONS OF THE OFFICES OF THE CITY VICE-MAYOR, SANGGUNIANG PANLUNGSOD AND SECRETARY TO THE SANGGUNIAN.**

Author: Hon. Oliver Owen L. Garcia  
Co-Author: Hon. Eduardo D. Chan

Explanatory Note

**WHEREAS**, Section 76 of the Local Government Code of 1991 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**, only duly qualified personnel must be hired and should be assigned to departments, divisions and sections where the services are truly pertinent and no civil servants shall be removed without cause but those retireable may be retired with appropriate benefits;

**WHEREAS**, there are some created positions which shall remain inactive unless funds for salaries and wages shall be appropriated.

**BE IT ORDAINED**, by the Sangguniang Panlungsod in the City of Valencia, Bukidnon, in a regular session assembled, that;

**SECTION I. TITLE.** This Ordinance shall be known as "An Ordinance Instituting the Organizational Structure and Staffing Pattern, Defining the Roles and Functions of the offices of the City Vice-Mayor, Sangguniang Panlungsod and Secretary to the Sanggunian."

**SECTION II. DEFINITION OF TERMS.** Unless a specific word of the text, or the context as a whole, or a particular statute, shall require a different meaning, the following terms shall be understood as follows:

- a. **Staffing** - refers to the placement of qualified personnel in a specific office to perform functions attached to the position.
- b. **Co-terminus Appointment** - is an appointment issued to a person whose entrance and continuity in the service is based on the trust and confidence of the appointing authority or that which is subject to his pleasure, co-existent with his tenure or limited by the duration of a project or subject to availability of funds.
- c. **Co-terminus with the Incumbent** - is when an appointment is co-existent with the appointee, in that after resignation, separation, or termination of services of the incumbent, the position shall be deemed automatically abolished.
- d. **Promotion** - is the advancement of an employee from one position to another with increase of duties and responsibilities as authorized by law, and usually accompanied by an increase of salary.

Promotion may be from one department or agency to another or from one organizational unit to another in the same department or agency.

- e. **Transfer** - is the movement from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of appointment.

The transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency.

- f. **Reemployment** - is the reappointment of a person who has been previously appointed permanently to a position in the career service but who has been separated as a result of reduction in force, reorganization, retirement or voluntary resignation.

No prior authority shall be required for the reemployment of a person who has been previously retired and who has not reached to compulsory retirement age of 65 years old.

- g. **Reappointment** - is the re-issuance of appointment during reorganization, devolution, standardization, reclassification, or other similar events; (with or without gap and to same or different item)
- h. **Renewal**- refers to the subsequent appointment issued upon expiration of the appointment of contractual/casual personnel or temporary appointment, as certified by the Civil Service Regional Director or Field Officer. Renewal presupposes no gap in the service.
- i. **Demotion** - is the movement of an employee from one position to another with reduction in duties, responsibilities, status or rank, which may or may not involve reduction in salary and is not disciplinary in nature.

**SECTION III. POSITIONS CREATED.** The following positions under the offices of the City Vice-Mayor, Sangguniang Panlungsod and Secretary to the Sanggunian are hereby created.

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3.a Office of the City Vice-Mayor

Vice-Mayor  
Private Secretary II  
Security Officer I  
Clerk IV  
Driver I  
Utility Worker II  
1 Messenger

} co-terminus

3.b Sangguniang Panlungsod Office

10 City Councilors  
1 Ex-Officio Member  
1 Sectoral Representative

3.c Office of the Secretary to the Sangguniang Panlungsod

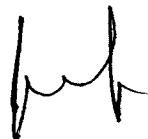
Secretary to the Sanggunian  
Assistant Secretary to the Sanggunian  
1 Clerk IV  
1 Local Legislative Staff Employee II  
1 Driver II  
1 Utility Worker II (A)  
1 Messenger

3.d Administrative Division

Administrative Officer IV  
Administrative Officer III  
1 Security Officer III (Sergeant at Arms) (Co-terminus)  
Supply Officer III  
1 Administrative Officer I (Co-terminus)  
Store Keeper III  
1 Clerk IV  
2 Computer Operators I  
Reproduction Machine Operator III  
1 Watchman III  
2 Clerks III  
1 Utility Foreman  
2 Watchmen II  
2 Drivers II  
1 Driver I  
3 Utility Workers II (A)  
1 Messenger

3.e Minutes and Journal Division

Board Secretary IV  
2 Board Secretary II  
Stenographic Reporter IV  
Stenographic Reporter III  
2 Stenographers II (B)  
2 Computer Operators I  
1 Utility Worker II (A)  
1 Messenger



**3.f Legislative Division**

- 1 Local Legislative Staff Officer V
- 2 Local Legislative Staff Officer IV
- 2 Local Legislative Staff Officer II
- 2 Local Legislative Staff Assistant III
- 2 Computer Operators I
- 13 Local Legislative Staff Assistant I (co-terminus)
- 1 Local Legislative Staff Employee II
- 1 Utility Worker II (A)

**3.g Public Information and Records Division**

- 1 Records Officer IV
- 1 Information Technology Officer I
- 1 Records Officer III
- 1 Information Systems Analyst II
- 1 Information Officer II
- 1 Translator II
- 1 Computer Maintenance Technologist I
- 1 Records Officer I
- 1 Librarian
- 1 Reproduction Machine Operator III
- 1 Bookbinder III
- 1 Computer Operator I
- 1 Local Legislative Staff Employee II
- 1 Utility Worker II (A)
- 1 Messenger

**SECTION IV. ORGANIZATIONAL STRUCTURE.** The Legislative Department shall be composed of:

**I. Vice-Mayor's Office**

- ❖ Vice-Mayor
- ❖ Private Secretary II
- ❖ Security Officer I
- ❖ Clerk IV
- ❖ Driver I
- ❖ Utility Worker II (A)
- ❖ Messenger

**II. Sangguniang Panlungsod Office**

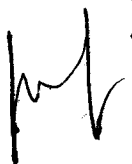
- ❖ 10 City Councilors
- ❖ 1 Ex-Officio Member
- ❖ 1 Sectoral Representative

**III. Office of the Secretary to the Sangguniang Panlungsod**

**1. Secretary to the Sanggunian**

**1.a. Assistant Secretary to the Sanggunian**

- ❖ Clerk IV
- ❖ Local Legislative Staff Employee II
- ❖ Utility Worker II (A)
- ❖ Driver II
- ❖ Messenger



#### IV. Administrative Division

- ❖ Administrative Officer IV

##### A. Personnel and Claim Section

- ❖ Administrative Officer III
- ❖ Administrative Officer I (Co-terminus)
- ❖ Clerk IV
- ❖ Computer Operator I
- ❖ Reproduction Machine Operator III
- ❖ Clerk III
- ❖ 1 Messenger

##### B. Security and Utility Section

- ❖ Security Officer III (Sergeant At Arms) (Co-terminus)
- ❖ Watchman III
- ❖ Utility Foreman
- ❖ 2 Watchman II
- ❖ 3 Utility Worker II (A)

##### C. Supply, Budget, Property Section

- ❖ Supply Officer III
- ❖ Store Keeper III
- ❖ Computer Operator I
- ❖ Clerk III
- ❖ 2 Driver II
- ❖ 1 Driver I

#### V. Minutes and Journal Division

- ❖ Board Secretary IV

##### A. Minutes and Documentation Section

- ❖ Board Secretary II
- ❖ Stenographic Reporter IV
- ❖ Stenographer II (B)
- ❖ Computer Operator I
- ❖ Utility Worker II (A)
- ❖ Messenger

##### B. Journal Section

- ❖ Board Secretary II
- ❖ Stenographic Reporter III
- ❖ Stenographer II (B)
- ❖ Computer Operator I

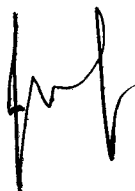
#### VI. Legislative Division

- ❖ Local Legislative Staff Officer V

##### A. Measure and Framing Section

- ❖ Local Legislative Staff Officer IV
- ❖ Local Legislative Staff Officer II
- ❖ Local Legislative Staff Assistant III
- ❖ Computer Operator I
- ❖ 13 Local Legislative Staff Assistant I (co-terminus)

##### B. Agenda Preparation and Secretariat Section



- ❖ Local Legislative Staff Officer IV
- ❖ Local Legislative Staff Officer II
- ❖ Local Legislative Staff Assistant III
- ❖ Computer Operator I
- ❖ Local Legislative Staff Employee II
- ❖ Utility Worker II (A)

**VII. Public Information and Records Division**

- ❖ Records Officer IV

**A. Public Information and Data Bank Section**

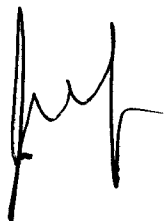
- ❖ Records Officer III
- ❖ Public Information Officer II
- ❖ Translator II
- ❖ Librarian I
- ❖ Records Officer I
- ❖ Reproduction Machine Operator III
- ❖ Bookbinder III
- ❖ Computer Operator I
- ❖ Utility Worker II (A)
- ❖ Messenger

**B. Management Information System Section**

- ❖ Information Technology Officer I
- ❖ Information Systems Analyst II
- ❖ Computer Maintenance Technologist I
- ❖ Local Legislative Staff Employee II

**SECTION V. POSITIONS CREATED AND ITS CORRESPONDING SALARY GRADE** per Local Budget Circular No. 61 series of 1996.

<b>Office of the City Vice-Mayor</b>	<b>Salary Grade</b>
Vice- Mayor	26
Private Secretary II	15
Security Officer I	11
Clerk IV	8
Utility Worker II (A)	3
Driver I	3
Messenger	2
<b>Office of the Sangguniang Panlungsod</b>	<b>Salary Grade</b>
City Councilors	25
Ex-Officio Member	25
Sectoral Representative	25
<b>Office of the Secretary to the Sangguniang Panlungsod</b>	<b>Salary Grade</b>
Secretary to the Sanggunian	25
Assistant Secretary to the Sanggunian	23
Clerk IV	8
Local Legislative Staff Employee II	4



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Driver II	4
Utility Worker II	3
Messenger	2

**Administrative Division**

**Salary Grade**

Administrative Officer IV	22
Administrative Officer III	18
Security Officer III (Sergeant at Arms) (Co-terminus)	18
Supply Officer III	18
Administrative Officer I (Co-terminus)	11
Store Keeper III	9
Clerk IV	8
Computer Operator I	7
Reproduction Machine Operator III	7
Watchman III	7
Clerk III	6
Utility Foreman	6
Driver II	4
Driver I	3
Utility Worker II (A)	3
Messenger	2

**Minutes and Journal Division**

**Salary Grade**

Board Secretary IV	22
Board Secretary II	17
Stenographic Reporter IV	13
Stenographic Reporter III	11
Computer Operator I	7
Stenographer II (B)	6
Utility Worker II (A)	3

**Legislative Division**

**Salary Grade**

Local Legislative Staff Officer V	22
Local Legislative Staff Officer IV	19
Local Legislative Staff Officer II	13
Local Legislative Staff Assistant III	10
Computer Operator I	7
13 Local Legislative Staff Assistant I (Co-terminus)	6
Local Legislative Staff Employee II	4
Utility Worker II (A)	3
Messenger	2

**Public Information and Records Division**

**Salary Grade**

Records Officer IV	22
Information Technology Officer I	19
Records Officer III	18
Information Systems Analyst II	16
Information Officer II	15
Computer Maintenance Technologist I	11
Translator II	11
Librarian I	10
Records Officer I	10
Reproduction Machine Operator III	7
Bookbinder III	7



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Local Legislative Staff Employee II	4
Utility Worker II (A)	3
Messenger	3

**SECTION VI. QUALIFICATIONS**

All positions created herein must meet the minimum requirements set by the Civil Service Commission or as reflected in the Qualification Standards including the following requirements: (1) Filipino Citizenship; (2) of good moral character; and (3) a resident of Valencia City for at least six (6) months. Further, additional qualifications must be met for the following positions:

**Board Secretary IV and Board Secretary II** - must be a graduate of Bachelor's degree with required hours of relevant training, required number of years of relevant experience stated in the Qualification Standards and holder of Career Service (Professional) Second Level Eligibility and preferably a passer of Stenographer's examination.

**Stenographic Reporters IV and III** - must have completed two years studies in college with the required hours of relevant training, required number of years of relevant experience stated in the Qualification Standards and holder of Career Service (Sub-Professional) First Level Eligibility and preferably a passer of Stenographer's examination.

**Stenographer II (B)** - must have completed two years studies in college and holder of Career Service (Sub-Professional) First Level Eligibility and preferably a passer of Stenographer's examination.

**Local Legislative Staff Officer V and IV** - must be a graduate of Bachelor of Laws, with the required hours of relevant training, required number of years of relevant experience stated in the Qualification Standards and holder of Career Service (Professional) Second Level Eligibility.

**Local Legislative Staff Officer II** - must be a graduate of Bachelor's degree preferably of Political Science/Public Administration or has earned 36 units in the Bachelor of Laws, and holder of Career Service (Professional) Second Level Eligibility.

**Local Legislative Staff Assistant III** - must have completed two (2) years studies in college, two (2) years of relevant experience, eight (8) hours of relevant training, and holder of Career Service (Sub-Professional) First Level Eligibility.

**Security Officer III (Sergeant at Arms)** - must be a graduate of a Bachelor's degree relevant to the job, with two (2) years of relevant experience, eight (8) hours of relevant training, and holder of Career Service (Professional) Second Level Eligibility.

**Information Technology Officer I** - must be a graduate of Bachelor's degree preferably Bachelor of Science in Information Technology or Computer Science or Computer Engineering, with two (2) years of relevant experience, eight (8) hours of relevant training, and holder of Career Service (Professional) Second Level Eligibility.

**Information Systems Analyst II** - must be a graduate of Bachelor's degree preferably Bachelor of Science in Information Technology or Computer Science or Computer Engineering, with one (1) year of relevant experience, four (4) hours of relevant training, and holder of Career Service (Professional) Second Level Eligibility.



**Computer Maintenance Technologist I** - must be a graduate of Bachelor's degree preferably Bachelor of Science in Information Technology or Computer Science and holder of Career Service (Professional) Second Level Eligibility.

## **SECTION VII. ROLES AND FUNCTIONS.**

### **City Vice Mayor's Office**

- Presiding Officer of the Sangguniang Panlungsod;
- Signs all warrants drawn from the City Treasury for all expenditures for the operation of the Sangguniang Panlungsod;
- Appoint all officials and employees of the Sangguniang Panlungsod; and
- Perform other functions per Article II, Chapter III Section 456 of the Local Government Code of 1991 and Republic Act 8985.

### **Sangguniang Panlungsod Office**

Shall enact ordinances, approved resolutions and appropriate funds for the general welfare of the City and inhabitants pursuant to Section 16 of the Local Government Code of 1991 and in the proper exercise of the corporate powers in the City as provided for under Section 22 of said code and Charter of the City (RA 8985).

### **Office of the Secretary to the Sanggunian**

- General Supervision of SP employees/staff, attend all SP meetings/sessions and keep the journal/minutes of the proceedings;
- Keep the seal of the city and affix his/her signature in all ordinances and resolutions of the Sangguniang Panlungsod;
- Liaison with other LGU officials, PO's, NGO's, Civic Services;
- Serves and signs notice of sessions and invitations to session;
- Serves all summons issued by the Presiding Officer; and
- Performs such other duties and functions that the Vice-Mayor may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.

### **Assistant Secretary to the Sanggunian**

- Assists in the performance of duties and functions prescribed by law or Ordinance;
- Assists the Secretary to the Sanggunian in the coordination and exercises general supervision over respective division/section/unit to ensure effective discharge of functions and responsibility within the office of the Sanggunian;
- Assumes the powers and duties of the Secretary to the Sanggunian in case of the absence or incapacity of the latter unless the Presiding Officer designates and Acting Secretary to the Sanggunian; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.

### **Administrative Division**

- Planning, supervising and coordinating work activities of employees involved in administrative service functions;
- Preparation of financial transactions such as PR's, RIV, Travel Vouchers, payroll, etc.;
- Preparation of financial reports & such other functions;

- Maintains personnel records, requirements and performance standards;
- Maintenance of SP Building and other general services; and
- Responsible in budget preparation, property management, procurement of office supplies; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.
- Public Assistance Office is primarily tasked to address the request for assistance of the public particularly the non-legislative assistance requests such as but not limited to medical, burial, and educational among others.

#### **Journal & Minutes Division**

- Takes charge in the transaction of all SP meetings/sessions;
- Takes charge in transcription of the minutes of meetings/sessions and of keeping the same;
- Provide secretarial services during sessions and committee/public meetings/hearings conducted by the SP; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.

#### **Legislative Division**

- Preparation of calendar of business of the Sangguniang Panlungsod meetings/sessions;
- Conduct research, studies, surveys, and gather information about public issues and problems demanding legislative action;
- Drafts/formulate proposed resolutions/ordinances as directed by the Secretary, Vice-Mayor and Sangguniang Panlungsod members;
- Preparation of final drafts of ordinances and resolutions passed and approved by the City Council;
- Reproduction of all approved ordinances and resolutions;
- Attends/Assists and taking down notes during sessions and committee/public meetings/hearings conducted by the SP; and
- Drafts/Review committee report/s; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.

#### **Public Information and Records Division**

- Posting/Publication of approved Sangguniang Panlungsod resolutions & ordinances;
- Translation and publication of resolutions & ordinances into local dialect;
- Takes charge in recording and management of all public documents;
- Take custody and safekeeping of records and all documents;
- Legislative library services and take custody of archives;
- Provides technical assistance and support to the Vice-Mayor in providing the information and research data required for the delivery of the basic services;
- Help in research works and fieldworks in aid of legislation;
- Furnish copies of approved resolutions and ordinances, transcript of records of regular and special sessions, books of minutes and journals proceedings;



- Takes charge of the Management Information System of the Sangguniang Panlungsod Office;
- Takes charge and maintain of the Legislative Tracking System; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct and/or such other functions provided by law and/or Ordinance.

#### **Security Officer III (Sergeant at Arms)**

- To be personally present in all sessions of the Sanggunian unless excused by the Presiding Officer and to be present, personally or through his/her subordinates, in all meetings of the committees;
- To strictly enforce the rules relating to admission to the Session Hall, the galleries, corridors, and premises of the Sanggunian building;
- To be responsible for the faithful and proper behavior and performance of employees under him/her;
- To execute the orders of the Sanggunian and serve all processes issued by authority thereof or the Presiding Officer;
- To be responsible for the security and maintenance of order during the session of the Sanggunian under the direction of the Presiding Officer, during the meeting of any of the committees or subcommittees under the direction of the Chairperson thereof; and in the antechamber, corridors and offices of the Sanggunian, whether in session or not, under the direction of the Presiding Officer; and during the period between the final adjournment of one Council and the organization of the next, under the direction of the Secretary to the Sanggunian;
- To be responsible for the personal safety of the members while in the Sanggunian premises or, as the Presiding Officer may direct, in any other place;
- To be responsible for the faithful and proper performance of the official duties of all security personnel, watchmen and messengers;
- To be responsible for the security of the properties of the Sanggunian;
- To keep the Mace under his/her custody; and
- Performs such other duties and functions that the Vice-Mayor and/or Secretary to the Sanggunian may assign/prescribe/direct

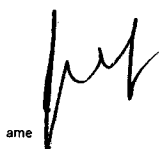
#### **SECTION VIII. MISCELLANEOUS PROVISIONS.**

a. The Public Assistance Office shall be managed by a pool of competent staff and headed by the Administrative Officer I (co-terminus) with salary grade 11.

b. The other personnel for the said office shall be taken from the staff of the members of the Sangguniang Panlungsod whose salaries/wages shall be charged to their respective offices.

**SECTION IX. PROHIBITION AGAINST CHANGE.** No change in the Staffing Pattern shall be valid except upon prior approval of the City Council for the purpose of promoting efficiency and effectiveness in the delivery of public services.

**SECTION X. FUNDING REQUIREMENT.** Funds needed to carry out the provisions of this ordinance shall be incorporated in the annual budget.

  
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For the purpose of initial operation of the Public Assistance Office, the funds shall be taken from Other Maintenance and Operating Expenses of the Sangguniang Panlungsod Office in the amount of Two Million Six Hundred Thousand Pesos (Php2,600,000.00) unless adjusted by the Sangguniang Panlungsod as reflected in the annual budget.


**SECTION XI. REPEALING CLAUSE.**

All ordinances, executive orders, rules and regulations inconsistent or in conflict with the provisions of the ordinance are hereby repealed, amended, or modified accordingly.

**SECTION XII. EFFECTIVITY CLAUSE.** This ordinance shall take effect upon approval.

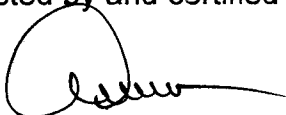
**PASSED AND ENACTED.** March 12, 2014

**I HEREBY CERTIFY** that the foregoing Ordinance is true and accurate copy of the Ordinance which was duly approved by the 6<sup>th</sup> Sangguniang Panlungsod during the 29<sup>th</sup> Regular Session held on March 12, 2014.



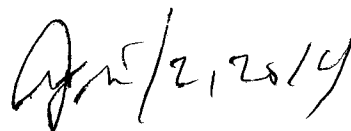
**LELIBETH T. CANILLO**  
Assistant Secretary to the Sanggunian

Attested by and certified to be duly adopted:



**AZUCENA P. HUERVAS**  
City Vice Mayor/Presiding Officer

Approved: \_\_\_\_\_  
Vetoed : \_\_\_\_\_



**JOSE M. GALARIO, JR.**  
City Mayor