



Republic of the Philippines
City Government of Meycauayan
Province of Bulacan

Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE 23RD REGULAR SESSION IN THE YEAR 2023
OF THE 7TH SANGGUNIANG PANLUNGSOD OF THE CITY OF MEYCAUAYAN, BULACAN,
HELD AT THE SESSION HALL OF THE CITY HALL BUILDING ON JULY 4, 2023.

Present:

JOSEFINA O. VIOLAGO	City Vice Mayor (Presiding Officer)
ANNA KATHRINA M. HERNANDEZ	City Councilor
MARIANO V. ALARILLA II	City Councilor
RONALD S. PALOMARES	City Councilor
JERIMECO S. DULALIA	City Councilor
RAOUL M. ATADERO	City Councilor
MARIO T. BERBOSO	City Councilor
DANILO B. ABACAN, JR.	City Councilor
LARISSA DS. ABRACERO-SAN DIEGO	City Councilor
WILFREDO DS. MACATULAD	City Councilor
ROVIELYN A. CABIGQUEZ	City Councilor
CRISANTO NIÑO D. CAPARAS	President, SK Federation

Absent:

OLIVERT Y. DUAYA	President, LnB
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CITY ORDINANCE NO. 353 (OF 2023)

AN ORDINANCE ADOPTING THE IMPLEMENTATION OF THE CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 12, SERIES OF 2022, OR THE "2022 GUIDELINES AND STANDARDS IN THE ESTABLISHMENT OF ORGANIZATIONAL STRUCTURES AND STAFFING PATTERNS IN LOCAL GOVERNMENT UNITS" IN THE CITY OF MEYCAUAYAN, BULACAN.

WHEREAS, in Section 76 of the Local Government Code states that: "Organizational Structure and Staffing Pattern. - 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 5 of Memorandum Circular No. 12, series of 2022 of the Civil Service Commission (CSC) provided that: "LGUs shall create mandatory positions. It may create optional positions, provided that all mandatory positions shall have been created, and in accordance with the limitations provided under the law and these guidelines. It is understood that the creation of the position shall have the corresponding budget, approved by the Sanggunian, to be considered valid";

WHEREAS, Section 13 of the same Memorandum Circular No. 12, series of 2022 of the Civil Service Commission states that: "the titles of positions in LGUs corresponding to the same or similar functional description as those established under the latest DBM Local Budget Circular on the "Index of Occupational Services, Positions

Titles and Salary Grades in the Local Government (IOS-LGU) “shall be used and adopted.”

However, in the issuance of appointment, the generic position titles shall be accompanied by a parenthetical title, which shall be used to determine the qualification standards and the duties and functions of the position, if applicable;

WHEREAS, it is the policy of the City Government of Meycauayan, Bulacan to redefine its own organizational structure and staffing pattern in accordance with Section 76 of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991” in relation to Republic Act No. 9356, otherwise known as the “Charter of the City of Meycauayan”, and in furtherance thereof, to transfer, move and appoint personnel subject to the rules, regulations, and guidelines set forth by the Civil Service Commission on personnel administration;

WHEREAS, Section 454 of the Local Government Code specifically provided the list of city government officials required in every city;

WHEREAS, there is a need to rename certain positions within the personnel structure of the City of Meycauayan to comply with the guidelines and standards of the Civil Service Commission.

NOW, THEREFORE, be it **ORDAINED**, as it is hereby **ORDAINED**, by the Sangguniang Panlungsod of Meycauayan, Bulacan, in a Regular Session duly assembled, **THAT**:

SECTION 1. Enactment. This Ordinance is hereby enacted adopting the implementation of the Civil Service Commission Memorandum Circular No. 12, Series of 2022, or the “2022 Guidelines and Standards in the Establishment of the Organizational Structures and Staffing Patterns in Local Government Units” in the City.

SECTION 2. City Offices. The City shall have the following offices subject to the provisions of Sections 1, 2 and 9 of the MC No.12, series of 2022 of the CSC.

CITY	
1	<i>Office of the City Mayor</i>
2	<i>Office of the City Vice Mayor</i>
3	<i>Office of the Sangguniang Panlungsod</i>
4	<i>Office of the City Accountant</i>
5	<i>Office of the City Administrator</i>
6	<i>Office of the City Agricultural and Biosystems Engineer</i>
7	<i>Office of the City Agriculturist</i>
8	<i>Office of the City Architect</i>
9	<i>Office of the City Assessor</i>
10	<i>Office of the City Budget Officer</i>
11	<i>Office of the City Civil Registrar</i>
12	<i>Office of the City Cooperatives Development Officer</i>
13	<i>Office of the Local Disaster Risk Reduction and Management Officer</i>
14	<i>Office of the City Engineer</i>
15	<i>Office of the City Environment and Natural Resources Officer</i>
16	<i>Office of the City General Services Officer</i>
17	<i>Office of the City Health Officer</i>
18	<i>Office of the City Human Resource Management Officer</i>

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| 19 | <i>Office of the City Information Officer</i> |
| 20 | <i>Office of the City Internal Audit Service</i> |
| 21 | <i>Office of the City Legal Officer</i> |
| 22 | <i>Office of the City Persons with Disability Affairs Officer</i> |
| 23 | <i>Office of the City Planning and Development Coordinator</i> |
| 24 | <i>Office of the City Population Officer</i> |
| 25 | <i>Office of the City Public Employment Service Manager</i> |
| 26 | <i>Office of the City Senior Citizen Affairs Head</i> |
| 27 | <i>Office of the City Social Welfare and Development Officer</i> |
| 28 | <i>Office of the City Treasurer</i> |
| 29 | <i>Office of the City Tourism Officer</i> |
| 30 | <i>Office of the City Veterinarian</i> |
| 31 | <i>Office of the City Youth Development Officer</i> |

SECTION 3. Appointive Positions. The following local appointive positions shall be named as follows:

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| CITY | |
| | <u>MANDATORY</u> |
| 1 | <i>City Accountant</i> |
| 2 | <i>City Administrator</i> |
| 3 | <i>City Agricultural and Biosystems Engineer</i> |
| 4 | <i>City Assessor</i> |
| 5 | <i>City Budget Officer</i> |
| 6 | <i>City Civil Registrar</i> |
| 7 | <i>City Cooperatives Development Officer</i> |
| 8 | <i>City Persons with Disability Affairs Officer</i> |
| 9 | <i>Local Disaster Risk Reduction and Management Officer</i> |
| 10 | <i>City Engineer</i> |
| 11 | <i>City General Services Officer</i> |
| 12 | <i>City Health Officer</i> |
| 13 | <i>City Legal Officer</i> |
| 14 | <i>City Planning and Development Coordinator</i> |
| 15 | <i>City Public Employment Service Office Manager</i> |
| 16 | <i>City Senior Citizens Affairs Head</i> |
| 17 | <i>City Social Welfare and Development Officer</i> |
| 18 | <i>City Treasurer</i> |
| 19 | <i>City Tourism Officer</i> |
| 20 | <i>City Veterinarian</i> |
| 21 | <i>City Youth Development Officer</i> |
| 22 | <i>Secretary to the Sangguniang Panlungsod</i> |
| | <u>OPTIONAL</u> |
| 23 | <i>City Agriculturist</i> |
| 24 | <i>City Architect</i> |
| 25 | <i>City Environment and Natural Resources Officer</i> |
| 26 | <i>City Human Resource Management Officer</i> |
| 27 | <i>City Information Officer</i> |
| 28 | <i>City Internal Audit Service Officer</i> |
| 29 | <i>City Population Officer</i> |
| 30 | <i>Assistant City Assessor</i> |
| 31 | <i>Assistant City Treasurer</i> |

SECTION 4. Other Offices and Positions. Those not provided under Sections 2 & 3 of this Ordinance may be created by the City; Provided that they are priority needs as identified by the Local Chief Executive, the Sangguniang Panlungsod and/or

the Local Development Councils concerned, consistent with Section 17 of RA No. 7160; Provided further, that the mandatory positions shall have been created; and, provided, finally, that the budgetary limitations under Section 325 of RA No. 7160 have been complied with.

SECTION 5. Appropriation of Funds. The City Budget Officer shall make sure that the necessary funds to cover the salaries, allowances and other emoluments for the positions herein stated have properly appropriated and allotted for in the budget of the City Government of Meycauayan.

SECTION 6. Separability Clause. - If any portion of this Ordinance is declared unconstitutional, the same shall not affect the validity and effectivity of the other provisions not affected thereby.

SECTION 7. Repealing Clause. - All Ordinances, resolutions, memoranda, orders and other issuance, which is inconsistent with this ordinance are hereby repealed and/or modified accordingly.

SECTION 8. Effectivity Clause. - This Ordinance shall take effect immediately after its posting at the prominent places in the City Hall for a period of three (3) consecutive weeks of its publication in a newspaper of general circulation.

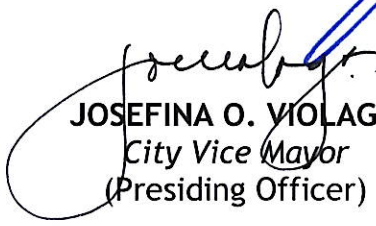
Let copies of this Ordinance be sent to all concerned offices for their information and guidance.


APPROVED UNANIMOUSLY.


I hereby CERTIFY that this Ordinance was approved by the Sangguniang Panlungsod.

ATTY. BERNARD JOSEPH E. DOMINGO
Secretary to the Sangguniang Panlungsod


ATTESTED BY:


JOSEFINA O. VIOLAGO
City Vice Mayor
(Presiding Officer)



ANNA KATHRINA M. HERNANDEZ
City Councilor



MARIANO V. ALARILLA II
City Councilor


RONALD S. PALOMARES
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City Councilor


ROVIELYN A. CABIGQUEZ
City Councilor


CRISANTO NIÑO D. CAPARAS
President, SK Federation

APPROVED by the City Mayor this _____ day of 12 JUL 2023, 2023:


ATTY. HENRY R. VILLARICA
City Mayor