



Republic of the Philippines
 Province of Bulacan
 City of Malolos

OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPT FROM THE MINUTES OF 29th REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALOLOS HELD AT SESSION HALL (ANNEX), 5TH FLOOR, NEW BUILDING OF THE CITY GOVERNMENT OF MALOLOS ON JANUARY 30, 2023.

MEMBERS PRESENT:

HON. MIGUEL ALBERTO T. BAUTISTA	City Vice Mayor Presiding Officer
HON. FRANCISCO J. CASTRO	City Councillor
HON. JOHN VINCENT G. VITUG III	"
HON. NINO CARLO C. BAUTISTA	"
HON. MICHAEL M. AQUINO	"
HON. MIGUEL CARLOS B. SOTO	"
HON. EDGARDO F. DOMINGO	"
HON. THERESE CHERYLL B. OPLE	"
HON. VICTORINO M. ALDABA III	"
HON. EMMANUEL R. SACAY	"
HON. DENNIS D. SAN DIEGO	"
HON. DIONISIO C. MENDOZA	ABC President
HON. PATRICK S. DELA CRUZ	SK President

ALL MEMBERS PRESENT:

CITY ORDINANCE NO. 10-2023

AN ORDINANCE CREATING THE POSITIONS OF STATISTICIAN I, SUPERVISING LABOR AND EMPLOYMENT OFFICER, LABOR AND EMPLOYMENT OFFICER I, AND DAY CARE WOKER II AND I IN THE OFFICE OF THE CITY PLANNING AND DEVEVELOPMENT COORDINATOR, OFFICE OF THE CITY TRAINING, EMPLOYMENT AND COOPERATIVE OFFICER, AND OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER, RESPECTIVELY.

SPONSORED BY: HON. MICHAEL M. AQUINO
 AUTHORED BY: HON. MIGUEL ALBERTO T. BAUTISTA, HON. FRANCISCO J. CASTRO,
 HON. JOHN VINCENT G. VITUG III, HON. NINO CARLO C. BAUTISTA,
 HON. MICHAEL M. AQUINO, HON. MIGUEL CARLOS B. SOTO, HON. EDGARDO F. DOMINGO,
 HON. THERESE CHERYLL B. OPLE, HON. VICTORINO M. ALDABA III, HON. EMMANUEL R. SACAY,
 HON. DENNIS D. SAN DIEGO, HON. DIONISIO C. MENDOZA AND HON. PATRICK S. DELA CRUZ

WHEREAS, Sections 76 and 77 of the Local Government Code provides the power of the local government unit to design and implement its own organization structure and staffing pattern and the local chief executive has the responsibility for human and resources and development in consideration with the financial capability and standards and guidelines prescribed by the Civil Service Commission;

WHEREAS Section 458 (a) (1) (vii and viii) of Local Government Code authorizes the Sangguniang Panlungsod to determine the positions, power and duties and salaries of officials and employees of the City Government;

WHEREAS, Section 4, paragraph 2 of Republic Act No. 11315 known as 'Community Based Monitoring System Act' mandates that there shall be a Statistician in every city and municipality, whose primary function is data collection, preservation and safekeeping of the data retained at the city or municipal level;

WHEREAS, Section 3 of Republic Act No. 8759, as amended by RA No. 10691, mandated the establishment of Public Employment Service Office in all provinces, cities, and municipalities, which shall be operated and maintained by local government units and shall be linked to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision, and to the DOLE central office, to constitute the national public employment service network.

HON. MIGUEL ALBERTO T. BAUTISTA
 CITY VICE MAYOR

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HON. DIONISIO C. MENDOZA
 CITY COUNCILOR

HON. PATRICK S. DELA CRUZ
 CITY COUNCILOR

WHEREAS, Civil Service Commission Resolution No. 1900905 approved the amendment of the qualification standards for positions under Labor and Employment group in the local government units pursuant to Republic Act No. 8759, as amended by RA No. 10691;

WHEREAS, the plantilla positions of the division of employment services are misaligned with the labor and employment index of occupational services group;

WHEREAS, the global community through the United Nations acknowledge the rights the children in health care, nutrition, education and protection from violence;

WHEREAS, under Section 17 of the Local Government Code, the basic services for social welfare include programs and projects on child;

WHEREAS, the program of day care service found to be essential in the development of the cognitive and social skills of preschool children;

WHEREAS, the Office of the City Social Welfare and Development Officer provides day care services to 51 barangays of the city and the number of Day Care Workers with permanent plantilla positions is only twenty two (22);

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MALOLOS IN A REGULAR SESSION ASSEMBLED THAT:

SECTION 1. - Purpose and Objective - The purpose of this ordinance is to provide adequate and qualified personnel to improve delivery of services and complement the requirement of Republic Act 11315, Republic Act 8759 amended by R.A. 10691 and issuances of the concerned bodies.

SECTION 2. - Creation of Positions - The positions shall be created accordingly:

OFFICE	POSITION
Office of the City Planning and Development Coordinator	Statistician I
Office of the City Training, Employment and Cooperative Officer	Supervising Labor and Employment Officer Labor and Employment Officer I
Office of the City Social Welfare and Development Officer	Day Care Worker II Day Care Worker I

SECTION 3. - QUALIFICATIONS, SALARY GRADE AND DUTIES AND FUNCTIONS - The Civil Service Commission qualification standards shall be observed in the created positions, such as:

1. **Position** : **Statistician I**
- Division/Office : Research, Planning, Monitoring and Evaluation Division
Office of the City Planning and Development Coordinator
- Salary Grade : SG 11
- Level : 2nd Level
- Education : Bachelor's Degree relevant to the job
- Experience : none
- Training : none
- Eligibility : Career Service (Professional)
Second Level Eligibility
- Number of Position : one (1)

Duties and Functions:

- a. Assist in the preparation of planning documents
- b. Review, consolidate, tabulate, and compile periodic plans or report
- c. Validate and maintain statistical reports
- d. Assist in data gathering

HON. FRANCISCO J. CASTRO
CITY COUNCILOR

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CITY COUNCILOR

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HON. MICHAEL M. AQUINO
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HON. MIGUEL CARLOS B. SOTO
CITY COUNCILOR

HON. MIGUEL ALBERTO T. BAUTISTA
CITY VICE MAYOR

HON. PATRICK B. DELA CRUZ
CITY COUNCILOR

HON. DIONISIO C. MONDOZ
CITY COUNCILOR

HON. DENNIS M. SAN DIEGO
CITY COUNCILOR

HON. JAMES P. SANCAY
CITY COUNCILOR

HON. VICTORIO M. ALDREA III
CITY COUNCILOR

HON. TERESA CHAVEZ B. UTEJA
CITY COUNCILOR

HON. EDUARDO F. DOMINGO
CITY COUNCILOR

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- e. Assist in the evaluation of results of statistical surveys
- f. Data processing, estimation and validation
- g. Perform other duties as may be assigned from time to time

2. Position : Supervising Labor and Employment Officer
 Office : Office of the City Training, Employment and Cooperative Officer
 Salary Grade : SG 22
 Level : 2nd Level
 Education : Bachelor's degree relevant to the job
 Experience : 3 years of relevant experience
 Training : 16 hours of training
 Eligibility : Career Service (Professional)
 Second Level Eligibility
 Number of Position: one (1)

Duties and Functions:

- a. Prepare plans and implement programs, activities and projects for public employment services
- b. Establish labor market information
- c. Provide referrals and monitor placement of catered individuals
- d. Provide employment coaching and career counseling
- e. Maintain database of skills and labor force of the city
- f. Coordinate with the concerned national government agencies with regard to the implementation of national government programs and projects on labor and employment
- g. Facilitate partnerships with private companies for labor and employment opportunities
- h. Perform other duties as may be assigned from time to time

3. Position : Labor and Employment Officer I
 Office : Office of the City Training, Employment and Cooperative Officer
 Salary Grade : SG 11
 Level : 2nd Level
 Education : Bachelor's Degree
 Experience : none
 Training : none
 Eligibility : Career Service (Professional)
 Second Level Eligibility
 Number of Position: one (1)

Duties and Functions:


- a. Assist in the formulation of plans, activities and projects for public employment services
- b. Gather data on industries' labor requirements
- c. Assist job seekers/clientele on the available jobs
- d. Facilitate the posting of job vacancies in different platforms
- e. Assist in the conduct of job fairs
- f. Prepare reports of employment services
- g. Perform other duties as may be assigned from time to time

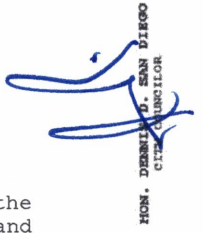
4. Position : Day Care Worker II
 Office : Office of the City Social Welfare and Development Officer
 Salary Grade : SG 8
 Level : First Level
 Education : High School Graduate
 Experience : 1 year of relevant experience
 Training : 4 hours of relevant training
 Eligibility : None required (MC 10 s. 2013 - Cat - III)
 Number of Position: three (3)

Duties and Functions:

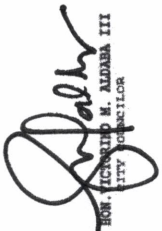
- a. Train children in the proper health habits, group activities attitudes, elementary decorum and eating proper food through the feeding program of the center

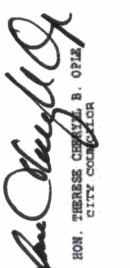

HON. PATRICK S. DELA CRUZ
CITY COUNCILOR


HON. DIONISIO C. MENDOZA
CITY COUNCILOR

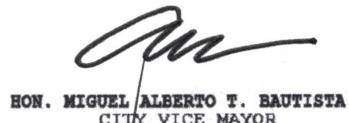

HON. DENNIS D. SAN DIEGO
CITY COUNCILOR

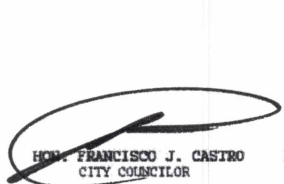

HON. ROMMEL J. SACKAY
CITY COUNCILOR


HON. LEONARDO M. ALDANA III
CITY COUNCILOR


HON. HERESE CRUZ B. OFEL
CITY COUNCILOR

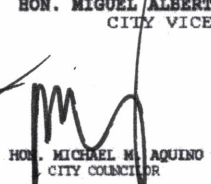

HON. EDGARDO F. DOMINGO
CITY COUNCILOR



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HON. MIGUEL CARLOS B. SOTO
CITY COUNCILOR

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- b. Take weights of children monthly and refer to doctors cases, which need medical attention
- c. Make home visits and identify factors affecting social behaviour of the child, record information gathered and refer same to social worker for appropriate assistance
- d. Plans, schedule and supervise parents and volunteers in food preparation, feeding and other nutrition program for day care children
- e. Keep the food commodities, supplies and equipment in good condition
- f. Prepare and maintain reports and records of budget, donation, supplies, materials, equipment
- g. Keep the Day Care Center clean, safe and comfortable for the children
- h. Perform other duties as may be assigned from time to time

5. Position : Day Care Worker I
 Office : Office of the City Social Welfare and Development Officer
 Salary Grade : SG 6
 Level : First Level
 Education : High School Graduate
 Experience : none required
 Training : none required
 Eligibility : None required (MC 10 s. 2013 - Cat - III)
 Number of Position: eight (8)

Duties and Functions:


- a. Coordinate and participate day care service program, activities and projects
- b. Provide care for children in grooming, feeding, cleaning rooms and others
- c. Conduct age-appropriate activities to enhance skills in communication, socialization, good manners, sharing and others
- d. Keep the Day Care Center clean, safe and comfortable for the children
- e. Prepare and maintain reports and records of budget, donation, supplies, materials, equipment
- f. Prepare and maintain reports and records of budget, donation, supplies, materials, equipment
- g. Keep the Day Care Center clean, safe and comfortable for the children
- h. Perform other duties as may be assigned from time to time

SECTION 4. - ABOLITION OF PROJECT DEVELOPMENT OFFICER IV AND PROJECT DEVELOPMENT OFFICER I - Once the position of Supervising Labor and Employment Officer and Labor Employment Officer I had been filled-up, the position of Project Development Officer IV and Labor Employment Officer I under the Office of the City Training, Employment and Cooperative Officer shall be abolished to eliminate duplication or over-lapping of functions.

SECTION 5. - FUNDING AND IMPLEMENTATION - City Resolution No. 277-2022 approved the 2023 Annual Investment Plan of the City Government of Malolos included are the creation of positions of Statistician I, Supervising Labor and Employment Officer, Labor Employment Officer I and Day Care Worker II and Day Care Worker I. City Ordinance No. 37-2022 approving the 2023 Annual Budget, appropriated funds for the said positions, under the Personnel Schedule CY 2023 of the Office of the City Planning and Coordinator item number seven (7), Office of the City Training, Employment and Cooperative Officer item numbers five (5) and six (6), Office of the City Social Welfare and Development Officer item numbers eighteen (18), nineteen (19), twenty (20), thirty three (33), thirty four (34), thirty five (35), thirty six (36), thirty seven (37), thirty eight (38), thirty nine (39) and forty (40), respectively.

SECTION 6. - EFFECTIVITY CLAUSE - This ordinance shall take effect upon approval.

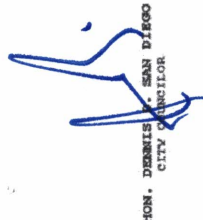
APPROVED.



HON. PATRICK S. MELIA CRUZ
CITY COUNCILOR



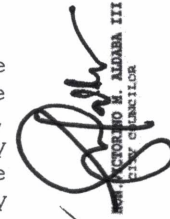
HON. DIONISIO C. MENDOZA
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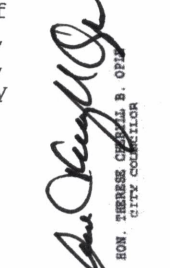
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CITY COUNCILOR



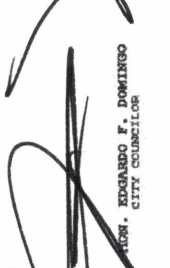
HON. RAMON A. SACA
CITY COUNCILOR



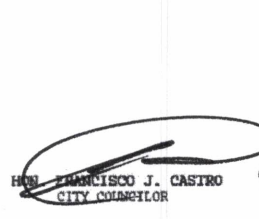
HON. VICTORIO H. ALDABA III
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CITY COUNCILOR



HON. EDGARDO F. DOMINGO
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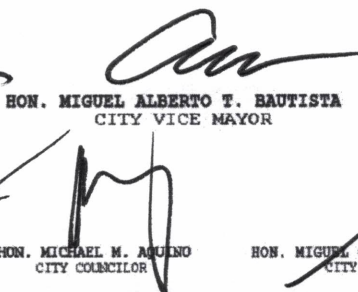
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HON. RINO CARLO C. BAUTISTA
CITY COUNCILOR



HON. MIGUEL ALBERTO T. BAUTISTA
CITY VICE MAYOR



HON. MICHAEL M. AQUINO
CITY COUNCILOR



HON. MIGUEL CARLOS B. SOTO
CITY COUNCILOR


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City Councilor


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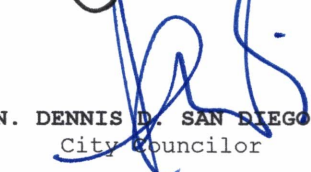

HON. MIGUEL CARLOS B. SOTO
City Councilor

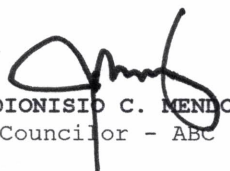

HON. EDGARDO F. DOMINGO
City Councilor

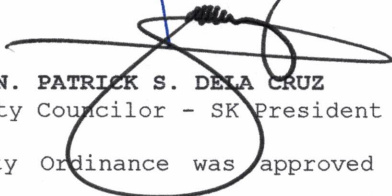

HON. THERESE CHERYLL B. OPLE
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HON. VICTORINO M. AلدABA III
City Councilor

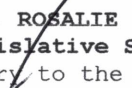

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City Councilor



HON. DIONISIO C. MENDOZA
City Councilor - ABC President


HON. PATRICK S. DELA CRUZ
City Councilor - SK President

I HEREBY CERTIFY that the foregoing City Ordinance was approved by the Sangguniang Panlungsod.


MA. ROSALIE SP. CRUZ
Local Legislative Staff Officer V
Temporary Secretary to the Sangguniang Panlungsod

ATTESTED BY:


HON. MIGUEL ALBERTO T. BAUTISTA
City Vice Mayor - Presiding Officer

APPROVED/DISAPPROVED:
FEB 01 2023
Date of Approval:


ATTY. CHRISTEN D. ANTIVIDAD
City Mayor

*absent

DhorieTrago*01302023