ORDINANCE NO. 04-139

AN ORDINANCE AMENDING ORDINANCE No. 99-050 CREATING THE EARLY CHILDHOOD EDUCATION DIVISION, DEFINING ITS DUTIES AND RESPONSIBILITIES AND FOR OTHER PURPOSES.

Sponsored by: Hon. Atty. Raul R. Corro
Hon. Mario E. Bulay, Jr.
Hon. Artemio A. Simundac
Hon. Rufino B. Joaquin
Hon. Santiago V. Carlos, Jr.
Hon. Allan Rey A. Camilon
Hon. Melchor R. Teves
Hon. icasio M. Dela Rea
Hon. Elmer S. Espeleta
Hon. Francis Ian T. Bagatsing
Hon. Lucio B. Constantino
Hon. Mamerto T. Sevilla, Jr.
Hon. Aldrin L. San Pedro
Hon. Christian Glenn D. Lorica

WHEREAS, Art. 14 Sec. 1 of the 1987 Constitution provides for the protection and promotion of the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

WHEREAS, Art. 5 Sec. 11 {E(14)} of Republic Act 7926 otherwise known as an Act Converting the Municipality of Muntinlupa into a Highly Urbanized City to be known as the City of Muntinlupa, provides for the care of disabled persons, paupers, the aged, the sick, persons of unsound mind, abandoned minors, juvenile delinquents, drug dependents, abused children, and youth below 18 years of age and subject to availability of funds, establish and provide for the operation of centers and facilities for said needy and disadvantaged persons;

WHEREAS, Art. 5 Sec. 11 {A(7)} of Republic Act 7926, provides for the determination of the powers and duties of officials and employees of the city, subject to the provisions of the local government code and pertinent laws;

WHEREAS, the education of our children is the highest priority in the "Eight Point Program for Development" of the Fresnedi Administration;

WHEREAS, the organizational structure of the existing Early Childhood Education Division, which was created with the integration of the early childhood education programs of the Social Services Department and the Department of Agriculture, needs to be restructured to better realize its objectives;
WHEREAS, the importance of defining the functions and powers of the officers of the Early Childhood Education Division is necessary for the efficient and professional delivery of services:

Now therefore, be it ordained by the Sangguniang Panlungsod of Muntinlupa in session assembled that:

Section 1. EARLY CHILDHOOD EDUCATION DIVISION. The Early Childhood Education Division (ECED) which was created with the integration of the early childhood education programs of the Social Services Department and the Department of Agriculture shall be under the Social Services Department.

Section 2. DIVISION CHIEF. The ECED shall be headed by a Division Chief. He/she must be a citizen of the Philippines, a resident of the City of Muntinlupa, of good moral character, a holder of a college degree or higher preferably in education or any other related course from a recognized college or university, and a civil service eligible or its equivalent. He/she must have acquired teaching experience for at least three (3) years immediately preceding the date of his/her appointment. Pertinent rules and regulations of the Civil Service shall also be considered in his/her appointment.

Section 3. The Division Chief shall have the following powers and duties. The Division Chief shall be responsible for the development, integration, and implementation of policies and programs concerning early childhood education in the city, and shall.

1. Develop plans and strategies or upon the recommendation by the Department Head to the City Mayor, implements the same.
2. Lead in providing free education to pre-school children;
3. Identify sponsors, donors or benefactors among private companies, foundations or non-government organizations, civic clubs or associations;
4. Plan and arrange the location, physical lay-out of Early Childhood Education Centers in various barangays and ensure that they meet the physical standards and requirements of a learning center;
5. Study, evaluate and recommend the allocation of budget for the ECED;
6. Exercise general supervision over all employees and officers of the ECED;
7. Approve personnel and teachers evaluation report submitted by the Technical and Administrative Officer (TAO);
8. Perform such other duties and functions and exercise such other powers as may be prescribed by law or ordinance.

City Hall of Muntinlupa
National Road, Putatan, Muntinlupa City, Philippines
Section 4. Technical and Administrative Officer. The Technical and Administrative Officer (TAO) must be a citizen of the Philippines, a resident of the City of Muntinlupa, of good moral character, a holder of a college degree or higher preferably in psychology or management or any related field from a recognized college or university, and a civil service eligible or its equivalent. He/she must have a working experience of at least two years immediately preceding the date of his or her appointment. Civil Service rules and regulations dealing with his/her appointment shall also apply.

The following are the powers and duties of the TAO:

1. Assist the Division Chief in all programs and projects of ECED;
2. Keep the records of ECED personnel;
3. Process all matters related to payroll and salaries of ECED personnel;
4. Develop programs that will enhance the well being of ECED personnel.
5. Report to the Division Chief on all matters dealing with personnel, projects and programs.
6. Develop an objective evaluation system for all ECED personnel and teachers;
7. Submit a bi-annual report on personnel and teacher evaluation to the Division Chief;
8. Exercise such powers and duties as may be determined by the Division Chief.

Section 5. There shall be a Human Resource Assistant (HRA) and a Technical Service Assistant (TSA) under the Office of the Technical and Administrative Officer. The HRA and the TSA shall assist the TAO in the areas of personnel management and liaison tasks respectively and such other duties and functions as may be instructed by the Division Chief.

The TSA and HRA must be citizen of the Philippines, resident of the City of Muntinlupa, of good moral character, holder of a college degree from a recognized college or university, civil service eligible or its equivalent.

Section 6. Planning and Development Officer. The Planning and Development Officer (PDO) must be a citizen of the Philippines, a resident of the City of Muntinlupa, of good moral character, a holder of a college degree or higher preferably in education or psychology or any related course from a recognized college or university, and a civil service eligible or its equivalent. He/she must have acquired a working experience of two years immediately preceding the date of his/her appointment.
The following are the powers and duties of the PDO:

1. Assist the Division Chief in all matters related to his/her work and specifically in the development of programs to enhance the efficiency of the ECED and to uplift the quality of its educational instructions;
2. Facilitate the conduct of training and programs for ECED teachers;
3. Reports to the Division Chief on the progress of programs and projects assigned to him/her;
4. Perform such other duties and functions and exercise such other powers as may be prescribed by law or ordinance;

Section 7. There shall be two coordinators, one each for the 1st District and 2nd District of the City of Muntinlupa, under the Office of the PDO. They shall assist the PDO in all matters related to the proper functioning and accomplishment of its tasks. Specifically they shall act as the liaison personnel of the PDO.

The coordinators must be citizen of the Philippines, resident of Muntinlupa, of good moral character, holder of college degree preferably in education, civil service eligible or its equivalent.

Section 8. Early Childhood Education Center Teachers. There shall be at least one teacher in every early childhood education center (ECEC). No person shall become an ECEC teacher unless a citizen of the Philippines, a resident of Muntinlupa and of good moral character.

To further professionalize the rank and file of ECEC teachers, a grading system shall be created. A rank of Teacher I shall be assigned to those who passed the Licensure Examination for Teachers (LET) and a rank of Day Care Worker I and II shall be assigned to those who are not LET passers. Civil Service rules and regulation dealing with his/her appointment shall also be applied.

Section 9. Early Childhood Education Center. There shall be at least one ECEC in each barangay. Additional early childhood education centers may be created subject to the needs of a particular barangay and the availability of funds. The Division Chief shall recommend to the Office of the Mayor as to the creation of ECEC.
Section 10. The Organizational Chart of the ECED and the corresponding salary grade of officers, personnel and teachers shall be as follows:

Division Chief
(Admin., Officer IV)
SG-22

Technical Administrative Off.
(Administrative Officer II)
SG 15

Early Childhood Planning &
Development Officer
(Planning Officer II)
SG 15

Technical Service
Assistant
(Administrative Officer I)
SG 11

Human Resource
Assistant
(Human Resource
Mgmt. Asst.)
SG 8

District I Coordinator
(Planning Officer I)
SG 11

District II Coordinator
(Planning Officer I)
SG 11

(Bookbinder III)
SG 7

Tunasang (Teacher I)
SG 10
(3)

Poblacion (Teacher I)
SG 10
(2)

Putatan (Teacher I)
SG 10
(3)

Bayanan (Teacher I)
SG 10
(1)

Alabang (Teacher I)
SG 10
(1)

Cupang (Teacher I)
SG 10
(1)

Buli (Teacher I)
SG 10
(1)

Sucat (Teacher I)
SG 10
(1)

Tunasang (Day Care
Worker II)
SG 8
(5)

Poblacion (Day Care
Worker II)
SG 8
(5)

Putatan (Day Care
Worker II)
SG 8
(4)

Bayanan (Day Care
Worker II)
SG 8
(5)

Alabang (Day Care
Worker II)
SG 8
(5)

Cupang (Day Care
Worker II)
SG 8
(5)

Buli (Day Care
Worker II)
SG 8
(1)

Sucat (Day Care
Worker II)
SG 8
(1)

Tunasang (Day Care
Worker I)
SG 6
(6)

Poblacion (Day Care
Worker I)
SG 6
(4)

Putatan (Day Care
Worker I)
SG 6
(2)

Bayanan (Day Care
Worker I)
SG 6
(2)

Alabang (Day Care
Worker I)
SG 6
(2)

Cupang (Day Care
Worker I)
SG 6
(2)

Buli (Day Care
Worker I)
SG 6
(1)

Sucat (Day Care
Worker I)
SG 6
(2)
Section 11. TRANSITORY PROVISION. No incumbent employee, whether permanent, casual or contractual shall be displaced as a result of this amendment. All incumbent employees shall remain in their position. Any discrepancy in the compensation, emoluments and other allowances received shall be corrected in the next budgetary allocation.

The incumbent employees who shall not meet the additional requirements set forth for each position in the ECED shall not be displaced. As a matter of policy they shall be given opportunity to make up their qualification to meet those requirements. The Division Chief shall formulate a program and implement the same in consultation with the Office of the City Mayor for this purpose.

Any provision/s of Ordinance No. 99-050 contrary to the provision/s of this amendment shall become void.

Section 12. EFFECTIVITY. This amendment shall take effect ten days after completion of its publication as required by the New Local Government Code of 1991.

ADOPTED, by the Sangguniang Panlungsod of Muntinlupa, this 24th day of June 2004 on its 120th Regular Session.

CONCURRED:

ALDRÍN L. SAN PEDRO
Councilor

ALLAN REY A. CAMILON
Councilor

Atty RAUL R. CORRO
Councilor

MELCHOR R. TEVES
Councilor

MAY. ICASIANO M. DELA REA
Councilor

ELMER S. ESPELETA
Councilor

FRANCIS IAN T. BAGATSING
Councilor

LUCIO B. CONSTANTINO
Councilor

MARIO E. BULAY, JR.
Councilor

MAMERTO T. SEVILLA, JR.
Councilor
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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglunsod

RUFINO B. JOAQUIN
Councilor

SANTIAGO V. CARLOS, JR.
Councilor

CHRISTIAN GLENN D. LORICA
President
Sectoral Representative
Federation of Sangguniang Kabataan

ARTEMIO A. SIMUNDAC
President
Sectoral Representative
Association of Barangay Captains

ABSENT:

BAL NIEFES
Councilor

Atty. PATRICIO L. BONCAYAO, JR.
Councilor

NICANOR L. ECHAVEZ, MD
Councilor

RENE CARL S. CAYETANO
Councilor

I hereby certify as to the correctness of the foregoing Ordinance.

LEONORA M. MARCELO
Acting Secretary

ATTESTED:

Atty. JO JASON T. ALCARAZ
City Vice Mayor

APPROVED:

Atty. JAIME R. FRESENEI
City Mayor