ORDINANCE NO. 18-221

AN ORDINANCE CREATING AND/OR RE-ORGANIZING THE STRUCTURE AND STAFFING PATTERN FOR CO-TERMINOUS REGULAR POSITIONS IN THE OFFICE OF THE SANGGUNIANG PANLUNGSOD MEMBERS (REGULAR AND SECTORAL) AND APPROPRIATING FUNDS FOR THE COMPENSATION OF PERSONNEL TO BE ASSIGNED THEREAT AND FOR OTHER PURPOSES.

Sponsored by: Hon. Coun. Louisito A. Arciaga
Hon. Coun. Bal Nieves
Hon. Coun. Stephanie G. Teves
Hon. Coun. Ringo A. Teves
Hon. Coun. Alexander Diaz
Hon. Coun. Iveye Rhia Arciaga-Tadefa
Hon. Coun. Marissa Cole-Rongavilla
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Lucio B. Constantino
Hon. Coun. Victor L. Ulanday
Hon. Coun. Grace B. Gonzaga
Hon. Coun. Kenichi D.A. Takagi, Jr. - SK

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that, “The Civil Service Commission, as the central personnel agency of the government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. xxx”;

WHEREAS, Section 458 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that, “the Sanggunian Panlungsod is empowered to determine the positions, salaries, wages and other emoluments and benefits of officials and employees, paid wholly or mainly from the city funds and provide for the expenditures necessary for the proper conduct of programs, projects, services and activities of the city government.”;

WHEREAS, Article 99 of the Implementing Rules and Regulations of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that, “the Sanggunian Panlungsod, as the Legislative Body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city”;

WHEREAS, Article 163 of the Implementing Rules and Regulations of the same Code, provides that, “the local government unit shall design and implement its organizational structure and staffing pattern taking into consideration its priority needs, service requirements and financial capabilities, consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)”;
WHEREAS, the creation of Co-Terminous Regular Positions are in accordance with the Civil Service Commission MC No. 22, Series of 2007;

WHEREAS, pursuant to aforesaid Memorandum Circular the Commission hereby adopts the following guidelines/policies on the declaration of position in the Local Government Units as primarily Confidential:

1. "Positions in the xxx Office of Sangguniang Panglunsod as found in the organizational structure of the local government unit, the duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which insures freedom of discussion, delegation and reporting without embarrassment or freedom from misgiving or betrayals of personal trust are hereby declared/confirmed as primarily confidential positions." Xxx.

2. Position in the Office of the xxx Sangguniang Panlungsod with position titles belonging to the career service, the duties of which do not require the highest degree of trust and confidence as shown in the description of duties and responsibilities, but were classified as primarily confidential under MC No. 22, Series of 2007, shall be reverted to their career service classification.

The Co-Terminous incumbents may, at the discretion of the appointing authority, however, be reappointed to said reverted position under permanent status if found qualified and subject to compliance with the requirements set forth under existing Civil Service Law and Rules.

WHEREAS, the Honorable August Body of the City Government of Muntinlupa requested for the creation of Co-Terminous Regular Positions such as Administrative Officer V, Administrative Assistant IV, Administrative Aide II and Administrative aide I for the Office of the Sangguniang Panlungsod Members (Regular and Sectoral Representatives);

WHEREAS, as Legislative Body there is a need to create regular positions as part of the City Government of Muntinlupa to serve the constituents, to give continuous programs, projects and activities;

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by 8th Sangguniang Panlungsod of Muntinlupa in Regular Session Assembled that:

SECTION 1. This ordinance shall be known as “An Ordinance Creating And/Or Re-Organizing The Structure And Staffing Pattern For Co-Terminous Regular Positions In The Office Of The Sangguniang Panlungsod Members (Regular And Sectoral) And Appropriating Funds For The Compensation Of Personnel To Be Assigned Thereat And For Other Purposes.”
Ordinance No. 18-221

SECTION 2. Creation of Regular Positions. The following Regular Positions with corresponding numbers and salary grade is hereby created to wit:

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>SALARY GRADE</th>
<th>NUMBER</th>
<th>SALARY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant V (Secretary I)</td>
<td>11</td>
<td>18</td>
<td>Php20,754.00</td>
</tr>
<tr>
<td>Administrative Aide VI (Clerk III)</td>
<td>6</td>
<td>18</td>
<td>Php14,847.00</td>
</tr>
<tr>
<td>Administrative Aide IV (Driver II)</td>
<td>4</td>
<td>18</td>
<td>Php13,214.00</td>
</tr>
<tr>
<td>Administrative Aide II (Messenger)</td>
<td>2</td>
<td>18</td>
<td>Php11,761.00</td>
</tr>
</tbody>
</table>

SECTION 3. Coverage – This Co-Terminous regular positions covered staff of Office of the Sangguniang Panlungsod Members (Regular and Sectoral Representatives) which shall have duties and responsibilities primarily confidential in nature with the City Councilors.

Pursuant to MC No. 22, Series of 2007 and as provided in Section 2 of this Ordinance the created co-terminous regular positions shall assign to the Office of the Sangguniang Panlungsod Members (Regular and Sectoral Representative).

SECTION 4. Appropriations – The basic annual compensation of personnel who will fill-up the Co-Terminous Regular Positions as herein-above created is hereby appropriated, which amount shall be taken from the General Fund of the City Government of Muntinlupa.

SECTION 5. The City Human Resources and Management Office (HRMO) is hereby mandated and shall see to it that the Regular Positions as herein created for the Office of Sangguniang Panlungsod Members (Regular and Sectoral Representatives) is accordance with the Qualifications Standard (QS) of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

SECTION 6. The privileges and benefits of a Co-Terminous Regular Positions are the following:

i. GSIS (Life and Retirement)

ii. Pag-Ibig

iii. Clothing Allowance

iv. 13th Month (Mid Year Bonus)

v. 14th Month (Year End Bonus)

vi. Cash Gift.

vii. Philhealth

viii. ACA-PERA

ix. Productivity Enhancement Incentive

x. ECC (Estate Insurance)

xi. Leave Credits

SECTION 7. Separability Clause. If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.
SECTION 8. **Repealing Clause.** All Ordinances, Implementing Rules and Regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 10. **Effectivity Clause.** This Ordinance shall take effect upon its approval.

**ENACTED,** by the 8th Sanggunian Panlungsod of Muntinlupa this 19th day of November, 2018, on its 97th Regular Session.

**CONCURRED:**

**DISTRICT I:**

COUN. ATTY. PATRICIO L. BONCAYAO, JR.
Member

COUN. BAL NIEVES
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. LOUISITO A. ARCIAGA
Member

**DISTRICT II:**

COUN. MA. DHESIREE G. AREVALO
Member

COUN. MARISSA C. RONGAVILLA
Member

COUN. LUCIO B. CONSTANTINO
Member

COUN. STEPHANIE G. TEVES
Member

COUN. RINGO A. TEVES
Member

COUN. ALEXANDER B. DIAZ
Member

COUN. IVEE RHIA A. TADEFA
Member

COUN. MARK LESTER M. BAES
Member

COUN. VICTOR L. ULANDAY
Member
COUN. GRACE B. GONZAGA
Member

(ABSENT)
COUN. WALTER A. ARCILLA
Sectoral Representative
President
League of Barangay Captains

COUN. KENJI D.A. TAKAGI, JR.
Sectoral Representative
President
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

CELSO C. DIOKO
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. PRESNEDI
City Mayor

Date: 03 DEC 2018

Norie/8th SP