ORDINANCE NO. 2021-238

AN ORDINANCE CREATING THE MUNTINLUPA SCHOLARSHIP DIVISION (MSD) UNDER THE OFFICE OF THE CITY MAYOR CREATING THE PERSONNEL STRUCTURE FOR THE TEN (10) REGULAR POSITIONS THEREIN AND APPROPRIATING FUNDS THEREFOR

Sponsored by:  
Hon. Coun. Louisito A. Arciaga  
Hon. Coun. Atty. Raul R. Corro  
Hon. Coun. Alexson V. Diaz  
Hon. Coun. Allan Rey A. Camilon  
Hon. Coun. Ting Niefes  
Hon. Coun. Stephanie G. Teves  
Hon. Coun. Ivey Rhia A. Tadefa  
Hon. Coun. Engr. Marissa C. Rongavilla  
Hon. Coun. Francis Ian T. Bagatsing  
Hon. Coun. Mark Lester M. Baes  
Hon. Coun. Engr. Arlene D. Hilapo  
Hon. Coun. Cornelio M. Martinez  
Hon. Coun. Walter A. Arcilla  

WHEREAS, Section 458 (a) (1)(viii) of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that, “the Sanggunian Panlungsod shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government”;

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that, “every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capacity, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)”;

WHEREAS, Section 83, paragraph (5) of Republic Act No. 10352, otherwise known as the General Appropriations Act of FY 2013, states that, “enforcement of Section 325(a) and 331(b) of Republic Act No. 7160, shall be waived to enable local government unit as confirmed by the Department of Budget and Management (DBM), for the initial year of such creation.”
Ordinance No. 2021-238

WHEREAS, in 2008, City Ordinance No. 08-055 was enacted by the Sangguniang Panlungsod of Muntinlupa which created the Muntinlupa Scholarship Program (MSP), under the Special projects account of the Office of the City Mayor and became operational on the same year:

WHEREAS, the MSP has established itself as one of the City’s major programs, giving benefits to thousands of students in the form of monetary educational assistance and other incentives to:

a) Qualified enrolled students of the city;
b) Those who graduated with honors;
c) Those who topped the national examination;

WHEREAS, while the MSP as a program has been institutionalize there is a need to further strengthen itself by re-organizing its personnel structure, giving its employees permanent status positions thereby securing their tenure;

WHEREAS, the institutionalization of position is one of the key factors to develop personnel dedication and commitment to their duties and responsibilities, which will also effectively carry out the performance and mandate of the Office to align with national standards;

WHEREAS, on May 21, 2021, the City Budget Officer issued a certification that the PS Cap/limitation has not been exceeded despite the creation of the Muntinlupa Scholarship Division (MSD) Plantilla/Regular Positions, under the Office of the City Mayor;

WHEREAS, the City Treasurer’s Office certified that there is available fund.

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 9th Sangguniang Panlungsod of Muntinlupa in Session Assembled that:

SECTION 1. Title. This Ordinance shall be known as an Ordinance Creating the Muntinlupa Scholarship Division (MSD) under the Office of the City Mayor and creating Personnel Structure of its ten (10) regular/plantilla positions.

SECTION 2. The Muntinlupa Scholarship Division (MSD) is hereby created by this Ordinance as Division under the Office of the City Mayor.

SECTION 3. The Staffing Pattern of ten (10) Regular Position for Muntinlupa Scholarship Division (MSD) as Division under the Office of the City Mayor as follows:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>SALARY GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervising Scholarship Officer</td>
<td>22-1</td>
</tr>
</tbody>
</table>
SECTION 4. The Muntinlupa Scholarship Division shall have three (3) Sections having the following functions, to wit:

A. Administrative Section:

i. Provides support and delegated by the Division Head, including but not limited to concerns on: budget, supplies, and equipment.

ii. It shall be responsible for human resource management and in keeping public records of the Office.

B. Scholarship Management Section:

i. Oversee the Laying down of requirements for the scholarship application, screening of candidates, and selection of deserving recipients.

ii. Maintenance of scholar’s database

iii. Insure accurate disbursement of funds and liquidation thereof.

C. Information, Education and Advocacy Section:

i. Formulate campaigns to secure adequate and extensive information drive about the City’s scholarship programs.

ii. Monitor the print and online content of MSP’s website and social media platforms.

iii. Lead the involvement of existing scholars and alumni in different programs, projects and advocacies of the City Government through volunteerism and community service.
Page 4
Ordinance No. 238

iv. Oversee the implementation of 10 MOST and other projects.
v. Facilitate the partnership with NGO’s, private sectors and international partners.

SECTION 5. Division and Section Heads- There shall be a Division Head which shall oversee the general administration and operation of the office; spearheads the formulation, management, and planning of MSD’s projects and services as mandated by existing ordinances. Each Section shall have its Head and they shall be responsible for the effective implementations of the functions of their sections.

SECTION 6. Appropriations - Except for the positions of Administrative Officer V (Administrative Officer III), Scholarship Officer II, and Scholarship Affairs Officer I, which is exigency of service must be filled up soonest possible time, the budget for the creation of personnel structure of the Muntinlupa Scholarship Division (MSD) shall be taken from the 2022 Executive Budget of the City Government of Muntinlupa.

SECTION 7. Separability Clause – If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby shall continue in full force and effect.

SECTION 8. Repealing Clause – All ordinances, local issuances, or rules inconsistent with the provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 9. Effectivity Clause – This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

ENACTED, by the 9th Sangguniang Panlungsod of Muntinlupa this 31ST day of May 2021, on its 99th Regular Session.

CONCURRED:  

COUN. ATTY. RAUL R. CORRO  
Member

(LEAVE)

COUN. PATY KATY C. BONCAYAO  
Member

COUN. ALEJAN REY A. CAMILON  
Member

DISTRICT 1:

COUN. ALEXSON V. DIAZ  
Member

COUN. LOUISITO A. ARCIAGA  
Member

COUN. TING NIEVES  
Member
Ordinance No. 238

COUN. STEPHANIE G. TEVES
Member

COUN. IVEE RHIA A. TADEFA
Member

DISTRICT 2:

COUN. ENGR. MARISSA C. RONGAVILLA
Member

COUN. FRANCIS IAN T. BAGATSING
Member

COUN. MARK Lester M. BAES
Member

COUN. MA. DHERSIREE G. AREVALO
Member

COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member

COUN. ENGR. ARLENE D. HILAPo
Member

COUN. CORNELIO M. MARTINEZ
Member

COUN. WALTER A. ARCILLA
President
Sectoral Representative
Association of Barangay Chairman

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

CECILIA C. LAZARTE
Secretary to the Sanggunian
Page 6
Ordinance No. 238

ATTESTED:

ARTEMIO A. SMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI
City Mayor
Date: 04 JUN 2021

Norie SP