ORDINANCE NO. 2021-282

AN ORDINANCE CREATING THE MUNTINLUPA POPULATION DEVELOPMENT OFFICE (MPDO), ADOPTING ITS ORGANIZATIONAL AND STAFFING PATTERN AND APPROPRIATING FUNDS THEREFOR

Sponsored by:
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Alexson V. Diaz – via zoom
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Allan Rey A. Camilon – via zoom
Hon. Coun. Ting Nieves
Hon. Coun. Stephanie G. Teves – via zoom
Hon. Coun. Ivey Rhia A. Tadefa
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
Hon. Coun. Kenichi D. Takagi, Jr. – via zoom

WHEREAS, Article 99(a) of the Rules and Regulations Implementing the Local Government Code (LGC) of 1991, provides that, “The Sangguniang Panlungsod, as the legislative body of the City shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants xxx.”;

WHEREAS, Section 458 (a)(1)(viii) of the LGC of 1991 provides that, “The Sangguniang 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 expenditures necessary for the proper conduct of programs, projects, services and activities of the city government”;

WHEREAS, Article 163 of the Rules and Regulations Implementing the LGC of 1991, provides that, “The Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority, need 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 Services Commission (CSC)”;

WHEREAS, the appointment, qualifications, powers and duties of a Population Officer is sanctioned by Section 488 of the LGC of 1991;

WHEREAS, although the appointment of a Population Officer is optional for LGUs, DILG Memorandum Circular No. 2019-100 underscored the designation of Local Population Officer as key strategy in the implementation of the National Program on Population and Family Planning (NPPFP);
NOW THEREFORE, BE ENACTED, by the 9th Sangguniang Panlungsod of Muntinlupa in Session assembled that:

SECTION 1. Title – This Ordinance shall be known as the Muntinlupa Population Development Office.

SECTION 2. Creation and Mandate - A local Population Development Office (PDO) under the supervision and control of the Office of the City Mayor, is hereby created and shall be known as the Muntinlupa Population Development Office (MPDO) which shall oversee, coordinate, and manage programs and projects that will enable the City to establish and maintain a comprehensive, integrated and updated population development information system that contains demographic and socio-economic profile to analyze populations needs.

The MPDO shall likewise discharge the functions provided for under the LGC of 1991, pertinent rules and regulations issued by the national government and implementation of local ordinances on population concerns.

SECTION 3. Staffing Pattern and Functions. Consistent with the Guidelines and standards in the establishment of organizational structures and staffing patterns in the Local Government Units, the MPDO shall have the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title</th>
<th>Salary Grade</th>
<th>Name of incumbent/vacant</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>City Government Assistant Department Head II</td>
<td>24/1</td>
<td>Vacant</td>
<td>Proposal</td>
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<td></td>
<td>ADMINISTRATIVE DIVISION:</td>
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<tr>
<td>2</td>
<td>Supervising Administrative Officer (Administrative Officer IV)</td>
<td>22/1</td>
<td>Vacant</td>
<td>Proposal</td>
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<td>RECORDS MANAGEMENT SECTION</td>
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<tr>
<td>3</td>
<td>Administrative Officer V (Records Officer III)</td>
<td>18/1</td>
<td>Vacant</td>
<td>Proposal</td>
</tr>
<tr>
<td>4</td>
<td>Administrative Officer I (Records Officer I)</td>
<td>10/1</td>
<td>Vacant</td>
<td>Proposal</td>
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<td></td>
<td>SUPPLIES and MANAGEMENT SECTION</td>
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<td>5</td>
<td>Administrative Officer V (Supply Officer III)</td>
<td>18/1</td>
<td>Vacant</td>
<td>Proposal</td>
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<tr>
<td>6</td>
<td>Administrative Assistant II (Clerk IV)</td>
<td>8/1</td>
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<td>Proposal</td>
</tr>
<tr>
<td>7</td>
<td>Administrative Aide IV (Driver II)</td>
<td>4/1</td>
<td>Vacant</td>
<td>Proposal</td>
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<tr>
<td>8</td>
<td>Administrative Aide III (Utility Worker II (A))</td>
<td>3/1</td>
<td>Vacant</td>
<td>Proposal</td>
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**POPULATION DEVELOPMENT DIVISION:**

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<tr>
<td>9</td>
<td>Planning Officer IV</td>
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**PLAN FORMULATION SECTION**

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<tbody>
<tr>
<td>10</td>
<td>Planning Officer III</td>
<td>18/1</td>
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<tr>
<td>11</td>
<td>Planning Officer II</td>
<td>15/1</td>
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<td>12</td>
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<td>11/1</td>
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**MONITORING EVALUATION SECTION**

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<tr>
<td>13</td>
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<tr>
<td>14</td>
<td>Project Evaluation Officer II</td>
<td>15/1</td>
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<td>15</td>
<td>Statistician I</td>
<td>11/1</td>
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**POPULATION PROGRAM DIVISION:**

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<tbody>
<tr>
<td>16</td>
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**PROGRAM IMPLEMENTATION SECTION**

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<tr>
<td>17</td>
<td>Population Program Officer III</td>
<td>18/1</td>
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<tr>
<td>18</td>
<td>Population Program Worker II</td>
<td>7/1</td>
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<tr>
<td>19</td>
<td>Population Program Worker II</td>
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**TRAINING AND ADVOCACY SECTION**

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<tbody>
<tr>
<td>20</td>
<td>Population Program Officer III</td>
<td>18/1</td>
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<tr>
<td>21</td>
<td>Population Program Worker II</td>
<td>7/1</td>
</tr>
<tr>
<td>22</td>
<td>Population Program Worker II</td>
<td>7/1</td>
</tr>
</tbody>
</table>

a. **Administrative Divisions** – provision of support services relating to personnel and staff development, records management, supplies and equipment, budgeting and accounting, security and general utility.

i. **Records Management Section** – provide support services relating to personnel staff development, records and financial management.

ii. **Supplies and General Services Section** – provide support services relating to supplies and equipment, security and general utility.

b. **Population Development Division** – establish and maintain a comprehensive, integrated and updated data bank for program operations, development planning and educational program to ensure people's participation in understanding the population development.

i. **Plan Formulation Section** – Design and undertake Population Development related services, studies and researches for planning and programming.

ii. **Monitoring and Evaluation Section** – establish mechanism for monitoring and evaluation of programs, projects and activities relating to population development and formulate measures for planning and programming.
c. **Population Program Division** – Strengthen linkages and coordination between line agencies for the full implementation of population programs.
   i. **Program Implementation Section** – Coordinate with local departments/offices including Barangays, the planning and conduct of critical strategies for full implementation of the program on population and family planning.
   ii. **Training and Advocacy Section** – Implementation of appropriate training programs responsive to the cultural heritage of the inhabitants and promotion and advocacy for the national program on population and family planning.

**SECTION 4. City Government Assistant Department Head II.** A City Government Assistant Department Head II is hereby created, who shall oversee the function of the MPDO. The appointment, qualifications of the City Government Assistant Department Head II shall conform with the requirements set forth in the revised Omnibus Rules on Appointments and Other Human Resource Actions (ORAORHA).

The City Government Assistant Department Head II shall receive a salary/compensation equivalent to Salary Grade 24, which amount shall, upon approval of this ordinance, be immediately budgeted in the Personal Services of the 2021 Executive Budget.

**SECTION 5. Appropriation for other Positions.** Allocation for the Twenty-One (21) positions/items provided in Section 3 of this ordinance shall be considered in the 2023 Executive Budget.

**SECTION 6. Separability Clause** – If, for any reason or reasons, any part or provisions of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 7. Repealing Clause.** All previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

**SECTION 8. Effectivity Clause** – This ordinance shall take effect after completion of its publication in a newspapers of general circulation.

ENACTED, by the 9th Sangguniang Panlungsod of Muntinlupa this 25th day of October 2021, on its 120 Regular Session.

CONCURRED:

COUN. ATTY. RAUL R. CORRO
Member

COUN. ALEXSON V. DIAZ
Member
COUN. PATY KATY C. BONCAYAO  
Member

COUN. LOUISITO A. ARCIAGA  
Member

COUN. ALLAN REY A. CAMILON  
Member

COUN. TING NIEFES  
Member

COUN. STEPHANIE G. TEVES  
Member

COUN. IVEE RHIA A. TADEFA  
Member

COUN. ENGR. MARISSA C. RONGAVILLA  
Member

COUN. FRANCIS IAN T. BAGATSING  
Member

COUN. MARK LESTER M. BAES  
Member

COUN. MA. DHEISREE 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

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

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

CECILIA C. LAZARTE  
Secretary to the Sanggunian
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ATTESTED:

ARTEMIO A. MUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESENEDI
City Mayor
Date: 29 OCT 2021

Norie/9th SP