

Republic of the Philippines
Province of Cavite
CITY OF GENERAL TRIAS
OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 24-04 (SPECIAL)

Author : SP Member Alfredo S. Ching
Chair, Committee on Personnel Affairs
and Appointment

Sponsors : SP Member Isagani L. Culanding
SP Member Vivencio Q. Lozares, Jr.
SP Member Kristine Jane M. Perdito-Barison
SP Member J-M Vergel M. Columna
SP Member Hernando M. Granados
SP Member Jesse Raphael R. Grepo
SP Member Felix A. Grepo
SP Member Clarissel J. Campaña-Moral
SP Member Kyle Jassel J. Salazar
SP Member Richard R. Parin
SP Member Martin Nicholo A. Ferrer
SP Member Ireneo C. Hatid
SP Member Christine M. De Guzman

AN ORDINANCE PROVIDING MORTUARY FINANCIAL ASSISTANCE FROM COVERED EMPLOYEES AND PERSONNEL OF THE LOCAL GOVERNMENT UNIT (LGU) OF THE CITY OF GENERAL TRIAS TO THE DESIGNATED BENEFICIARIES UPON DEATH OF AN EMPLOYEE OR PERSONNEL, AND EXTENDING THE BENEFIT OF EVERY EMPLOYEE OR PERSONNEL TO RECEIVE MORTUARY FINANCIAL ASSISTANCE AFTER TERMINATION OF EMPLOYMENT BUT SHALL NOT EXCEED 12 MONTHS THEREAFTER.

WHEREAS, it has always been a part of the Filipino custom to sympathetically respond to the bereavement and grief of a fellow employee;

WHEREAS, one way of showing support and genuine sympathy to the bereaved family of a fellow employee is through the offering of financial help;

WHEREAS, it is believed that one hallmark of a good and responsible organization is the way it treats its members in need;

WHEREAS, to offer financial help to the bereaved family of a fellow employee, a salary deduction of the agreed amount of contribution for the purpose shall be made;

NOW THEREFORE, on motion of SP Member Alfredo S. Ching duly seconded by SP Member Isagani L. Culanding,

Be it enacted by the Sanggunian, that:

Section 1. SHORT TITLE - This Ordinance shall be known as the "MORTUARY FINANCIAL ASSISTANCE ORDINANCE".

Section 2. COVERAGE - This Ordinance shall cover all City Regular and Casual Employees, Contract of Service Workers/Consultants, and Job Order Personnel.

Section 3. DEFINITION OF TERMS - The following terms as used in this Ordinance shall be defined as follows:

- a. **Casual Employees - persons employed by the Local Government Unit of the City of General Trias who perform work for essential and necessary services where there are not enough regular staff to meet the demands of the service, and for emergency cases and intermittent period not to exceed one year;**
- b. **Contract of Service Workers/Consultants - persons employed by the Local Government Unit of the City of General Trias who provide expert advice to their respective department heads;**

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JESSE RAPHAEL R. GREPO
SP Member

FELIX A. GREPO
SP Member
(On Leave)


CLARISSEL J. CAMPAÑA-MORAL
SP Member


KYLE JASSEL J. SALAZAR
SP Member

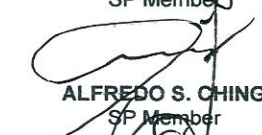
~~J-M VERGEL M. COLUMNA~~
~~SP Member~~


ISAGANI L. CULANDING
SP Member


KRISTINE JANE M. PERDITO-BARISON
SP Member


VIVENCIO Q. LOZARES, JR.
SP Member


RICHARD R. PARIN
SP Member


ALFREDO S. CHING
SP Member



HERNANDO M. GRANADOS
SP Member


MARTIN NICHOLO A. FERRER
SP Member

IRENEO C. HATID
SP Member /LNB President
(On Leave)


CHRISTINE M. DE GUZMAN
SP Member/SKF President

Certified True and Correct:

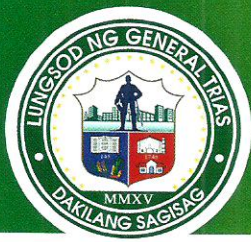

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

Attested:


JONAS GLYN P. LABUGUEN
City Vice Mayor/Presiding Officer

Approved:


LUIS "JON-JON" A. FERRER IV
City Mayor



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Continuation...page 2 of City Ordinance No. 24-04 (Special):
MORTUARY FINANCIAL ASSISTANCE ORDINANCE.

- c. **Covered Employees** - all employees and personnel defined in this Section;
- d. **Designated Beneficiaries** - persons who are designated by the qualified persons through a written agreement, regardless of their degree of relation by consanguinity or affinity, or lack thereof, who shall be acknowledged by the Local Government Unit of the City of General Trias as recipients of the Mortuary Financial Assistance benefit;
- e. **Job Order Personnel** - persons employed by the Local Government Unit of the City of General Trias occupying job order positions;
- f. **Mortuary Financial Assistance** - the financial contribution of the covered employees through salary deduction intended as assistance for designated beneficiaries of a qualified person;
- g. **Regular Employees** - persons employed by the Local Government Unit of the City of General Trias occupying regular Civil Service Commission (CSC) positions such as permanent, coterminous, and temporary employees, and elected officials; and
- h. **Termination** - any mode of severance of employment from the Local Government Unit of the City of General Trias such as resignation, expiration of contract, and retirement.

Section 4. QUALIFIED PERSONS

- a. All covered employees currently employed and is able to religiously comply with the agreed scheme of salary deduction for the purpose; and
- b. Former City Regular and Casual Employees, Contract of Service Workers/Consultants, and Job Order Personnel whose employment has been terminated but still entitled for financial assistance 12 months after termination.

Section 5. ADMINISTRATIVE PROVISION - Mortuary financial assistance of a covered employee shall be deducted upon death of a qualified person, as follows:

Regular and Casual Employees, -	Php 100.00
Contract of Service Workers/ Consultants	
Job Order Personnel -	Php 50.00

The recipient of the mortuary financial assistance must be one of the three (3) designated beneficiaries of the deceased qualified person in the order in which they were listed. He or she shall present the Death Certificate and Valid ID for the identification purpose to the Office of the City Human Resource Development and Management Officer (OCHRDMO) which will provide the Claimant Form for endorsement to the Office of the City Treasurer in order to claim the mortuary financial assistance in full.

Section 6. APPLICABILITY - The benefits granted in Section 5 shall apply to all qualified persons as defined in Section 4 of this Ordinance.

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.

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JESSE RAPHAEL R. GREPO
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(On Leave)

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KYLE JASSEL J. SALAZAR
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Certified True and Correct:

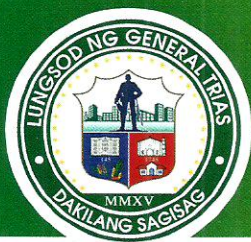

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

Attested:


JONAS GLYNN P. LABUGUEN
City Vice Mayor/Presiding Officer

Approved:


LUIS "JON-JON" A. FERRER IV
City Mayor



**Continuation...page 3 of City Ordinance No. 24-04 (Special):
 MORTUARY FINANCIAL ASSISTANCE ORDINANCE.**

Section 8. REPEALING CLAUSE – Municipal Ordinance No. 14-01 known as “An Ordinance Mandating the Collection of Mortuary Financial Assistance from the Employees and Job Order Personnel (Casual and Contractual) of the Local Government Unit of General Trias to the Immediate Family Member Upon the Death of an Employee or Personnel” is hereby repealed.

All ordinances, 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 9. EFFECTIVITY – This Ordinance shall take effect fifteen (15) days after its posting at three (3) conspicuous places in the City of General Trias.

ENACTED UNDER THIRD READING on 29 JANUARY 2024.


JESSE RAPHAEL R. GREPO
 SP Member


FELIX A. GREPO
 SP Member
 (On Leave)
CLARISSEL J. CAMPAÑA-MORAL
 SP Member

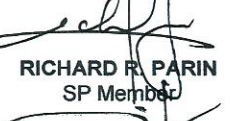

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 Date Signed: