



Republic of the Philippines  
Region IV-A (CALABARZON)  
Province of Cavite  
CITY OF GENERAL TRIAS  
OFFICE OF THE SANGGUNIANG PANLUNGSOD

**CITY ORDINANCE NO. 20-08 (SPECIAL)**

**Authors** : SP Member Isagani L. Culanding  
Chair, Committee on Transportation  
and Communication  
SP Member Jonas Glyn P. Labuguen  
Chair, Committee on Personnel Affairs  
and Appointment  
SP Member Walter C. Martinez  
Chair, Committee on Finance, Budget  
and Appropriation

**Sponsors** : SP Member Florencio D. Ayos  
SP Member Kristine Jane M. Perdito-Barison  
SP Member Vivencio Q. Lozares, Jr.  
SP Member Hernando M. Granados  
SP Member Gary A. Grepo  
SP Member Clarissel J. Campaña-Moral  
SP Member Jowie S. Carampot  
SP Member J-M Vergel M. Columna  
SP Member Richard R. Parin  
SP Member Alfredo S. Ching  
SP Member Reienel R. Ferrer

**CREATING THE CITY TRAFFIC MANAGEMENT DIVISION (CTMD) OF THE CITY GOVERNMENT OF GENERAL TRIAS, THE POSITIONS NECESSARY THEREOF, AND APPROPRIATING FUNDS THEREFOR.**

**WHEREAS, the continuous and rapid urbanization in most cities causes traffic problems due to increasing number of both private and public transportation vehicles passing regularly on the existing roads which exceeded their capacities;**

**WHEREAS, the traffic is considered inefficient which resulted to a wasting of time (non-productivity; opportunity cost), delays (traffic interference especially on emergencies; business loss; employee/personal loss), frustrated drivers/motorists/passengers, encouraging road rage;**

**WHEREAS, transportation and traffic management perform vital functions for the Local Government Unit (LGU) in maximizing the utility of roads and major thoroughfares; and enforcing national traffic laws, road rules and regulations, ordinances and such other transport policies being carried out by the authorized traffic enforcers;**

**WHEREAS, the Department of the Interior and Local Government (DILG) Memorandum dated 13 November 2019 relative to Regional Development Council (RDC) Resolution No. IV-A-117-2019, all Local Chief Executives of all municipalities and cities in CALABARZON Region are requested to create a Traffic Management Office with Plantilla Positions, to facilitate traffic flow and apprehend traffic violators;**

**WHEREAS, there is a need to create City Traffic Management Division under the Office of the City Mayor in order to alleviate and/or eradicate those above-mentioned problems through systematizing transport management; and for effective implementation of all existing laws especially those imposed by the Land Transportation Office;**

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Continuation...page 2 of City Ordinance No. 20-08 (Special):

WHEREAS, anent to the creation of City Traffic Management Division, several positions are necessary and shall be created and transferred to support its functions;

WHEREAS, the existing City Traffic Management and Public Safety Section (CTMPSS) under the Office of the City Mayor shall be abolished and the corresponding plantilla positions under the said section shall be transferred to the CTMD;

WHEREAS, Section 458 of the Local Government Code of 1991 (R.A. No. 7160), provides that the Sangguniang Panlungsod, as the legislative body of the City shall approve ordinances and pass resolutions necessary for an efficient and effective City government;

WHEREFORE, on motion of SP Member Isagani L. Culanding duly seconded by SP Member Jonas Glyn P. Labuguen and SP Member Walter C. Martinez,

Be it enacted by the Sangguniang Palungsod, that:

SECTION 1. TITLE - This Ordinance shall be known as the "Creation of the City Traffic Management Division (CTMD), Plantilla Positions Therein, and Funding Sources Therefor Ordinance."

SECTION 2. DECLARATION OF POLICY - The City Traffic Management Division (CTMD) shall plan, formulate, execute, coordinate and regulate the implementation of all programs and projects concerning transport and traffic management. The creation of CTMD shall be under the direct supervision and control of the Office of the City Mayor.

SECTION 3. STAFFING PATTERN AND ORGANIZATIONAL CHART

CITY TRAFFIC MANAGEMENT DIVISION:

\*positions with item numbers are already existing and to be transferred from CTMPSS to CTMD

1. Traffic Operations Officer IV, SG - 22 for creation

A. Traffic Enforcement Section:

- |     |                                       |              |
|-----|---------------------------------------|--------------|
| 1.  | Traffic Operations Officer III, SG-18 | Item No. 302 |
| 2.  | Traffic Operations Officer I, SG-11   | Item No. 303 |
| 3.  | Traffic Aide III, SG - 7              | Item No. 304 |
| 4.  | Traffic Aide II, SG - 5               | Item No. 305 |
| 5.  | Traffic Aide II, SG - 5               | Item No. 306 |
| 6.  | Traffic Aide II, SG - 5               | Item No. 307 |
| 7.  | Traffic Aide I, SG - 3                | Item No. 308 |
| 8.  | Traffic Aide I, SG - 3                | Item No. 309 |
| 9.  | Traffic Aide I, SG - 3                | Item No. 310 |
| 10. | Traffic Aide I, SG - 3                | Item No. 311 |
| 11. | Traffic Aide I, SG - 3                | Item No. 312 |
| 12. | Traffic Aide I, SG - 3                | Item No. 313 |
| 13. | Traffic Aide I, SG - 3                | Item No. 314 |
| 14. | Traffic Aide I, SG - 3                | Item No. 315 |

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Continuation...page 3 of City Ordinance No. 20-08 (Special):

- |                            |                            |
|----------------------------|----------------------------|
| 15. Traffic Aide I, SG - 3 | Item No. 316               |
| 16. Traffic Aide I, SG - 3 | Item No. 317               |
| 17. Traffic Aide I, SG - 3 | Item No. 318               |
| 18. Traffic Aide I, SG - 3 | Item No. 319               |
| 19. Traffic Aide I, SG - 3 | Item No. 320               |
| 20. Traffic Aide I, SG - 3 | Item No. 321               |
| 21. Traffic Aide I, SG - 3 | Item No. 322               |
| 22. Traffic Aide I, SG- 3  | (20 items)<br>for creation |

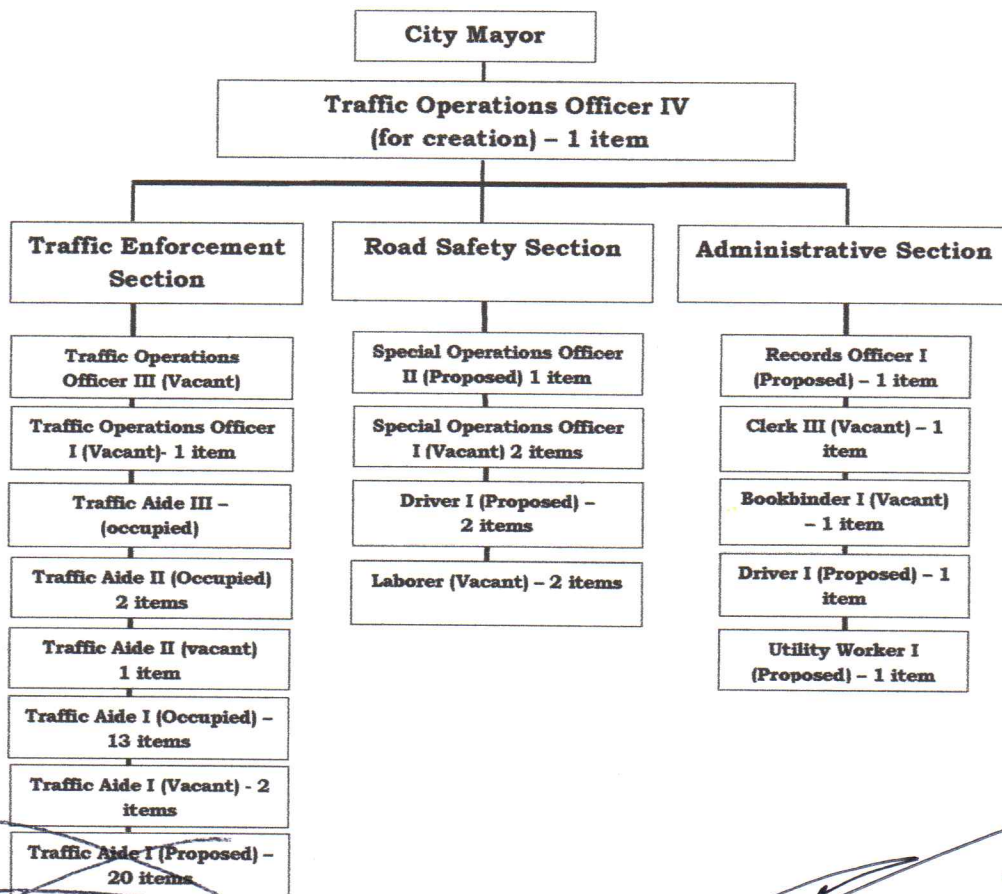
**B. Road Safety Section:**

- |                                               |                           |
|-----------------------------------------------|---------------------------|
| 1. Special Operations Officer II, SG- 14      | for creation              |
| 2. Special Operations Officer I, SG-10        | Item No. 325              |
| 3. Special Operations Officer I, SG-10        | Item No. 326              |
| 4. Administrative Aide III (Driver I), SG-3   | (2 items)<br>for creation |
| 5. Administrative Aide III (Laborer II), SG-3 | Item No. 327              |
| 6. Administrative Aide III (Laborer II), SG-3 | Item No. 328              |

**C. Administrative Section:**

- |                                                        |              |
|--------------------------------------------------------|--------------|
| 1. Administrative Officer I (Records Officer I), SG-10 | for creation |
| 2. Administrative Aide VI (Clerk III), SG- 6           | Item No. 323 |
| 3. Administrative Aide II (Bookbinder I), SG-2         | Item No. 324 |
| 4. Administrative Aide III (Driver I), SG- 3           | for creation |
| 5. Administrative Aide I (Utility Worker I), SG - 1    | for creation |

**D. Organizational Chart**







Republic of the Philippines  
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Continuation...page 4 of City Ordinance No. 20-08 (Special):

**SECTION 4. POSITIONS TO BE CREATED. ITS CORRESPONDING QUALIFICATION STANDARDS, DUTIES AND RESPONSIBILITIES -**

**I. Functions of Sections under the City Traffic Management Division:**

- a. **Traffic Management Section.** - Shall be responsible to enforce rules and regulations and participate on formulation of guidelines for the improvement of traffic flow in the City,
- b. **Road Safety Section.** - Shall be responsible in ensuring the protection of citizens using the road network from serious injury and death, and
- c. **Administrative Section.** - Shall be responsible for the provision of administrative services relating to administrative records management, property and supply management, general services, engineering, and other logistics.

**II. Positions to be created, Qualification Standards, and Duties & Responsibilities:**

a. **Traffic Operations Officer IV - SG-22; ONE (1) ITEM**

- Education :** Bachelor's degree
- Experience :** 3 years of relevant experience
- Training :** 16 hours of relevant training
- Eligibility :** Career Service (Professional) Second Level

**Duties and responsibilities:**

Under the direct supervision of the City Mayor, the Traffic Operations Officer IV shall be in charge of overall supervision and monitoring of transport mobility and road safety on areas within the City which includes:

- ❖ Plan, conceptualize and formulate strategies for traffic management and control,
- ❖ Carry out plans and programs directed by the City Mayor,
- ❖ Review and approve request of both private and public individuals or sectors pertaining to road closures, excavations, motorcades and other activities for rerouting and closure that will affect traffic flow,
- ❖ Report or coordinate accomplishments, bottleneck/s, mismanagements and other concerns as necessary to the City Mayor,
- ❖ Communicate with other government entities in administering traffic management and control as well as road safety vital to the operation of the CTMD, and
- ❖ Perform other duties and functions as directed by the City Mayor.

**Traffic Enforcement Section:**

b. **Traffic Aide I - SG-3; TWENTY (20) ITEMS**

- Education :** High School Graduate
- Experience :** None required

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Continuation...page 5 of City Ordinance No. 20-08 (Special):

Training : None required  
Eligibility : None required

**Duties and responsibilities:**

Under supervision of Traffic Operations Officer IV, the Traffic Aide I position shall perform the following functions:

- a. Given the designated place of assignment, implement/enforce traffic rules and regulation under Land Transportation and Traffic Codes and City Ordinances,
- b. Issue traffic citation tickets and apprehend traffic violators,
- c. Prepare and submit reports on the traffic violation incidents to the Section Supervisor,
- d. Attend and participate on meeting/s as may be required by the Traffic Operations Officer IV,
- e. Participate in seminars and trainings for capability development, and
- f. Perform other related duties and functions as may be required.

**Road Safety Section**

- c. **Special Operations Officer II – SG-14:ONE(1) ITEM**  
Education : Bachelor's Degree  
Experience : 1 year relevant experience  
Training : 4 hours of relevant training  
Eligibility : Civil Service (Professional)  
Second Level Eligibility

**Duties and responsibilities:**

- a. Supervise road closures and/or rerouting if there are activities that may affect traffic flow such as excavations, accidents, motorcades and other activities requesting for rerouting and closure;
- b. Provide advisories and safety precautions that may safeguard the commuters, pedestrians, drivers and other groups;
- c. Coordinate road accidents within the City of General Trias for prompt response that hinder transport mobility and to reduce further incidents, and
- d. Perform other duties and function as directed by the Traffic Operations Officer IV.

**d. Administrative Aide III (Driver I) – SG-3; TWO (2) ITEMS**

Education : Elementary School Graduate  
Experience : None required  
Training : None required  
Eligibility : Driver License (MC 11, s. 96 – Category II)

**Duties and responsibilities:**

- a. Drive the authorized vehicle as to respond on the request like road closures, motorcades, accidents and other incidents,

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Continuation...page 6 of City Ordinance No. 20-08 (Special):

- b. Incharge of transporting office employees, clients, documents, etc. from the point of origin to the point of destination or the opposite with utmost diligence, safe and hassle-free,
- c. Maintain running condition of the motor vehicle by checking its oil, gasoline, water, brakes and tires in order to prevent delays and damage,
- d. Perform minor repairs by fixing punctures, cleaning spark plugs, and coordinate to concerned office for major repairs, or bring vehicles to repair shop as required for major repairs and routine check-up to ensure safe and hassle-free travel and to maximize government resources, and
- e. Perform other related duties and functions as may be required.

**Administrative Section:**

- e. **Administrative Officer I (Records Officer I) – SG-10: ONE (1) ITEM**  
**Education : Bachelor's Degree**  
**Experience : None required**  
**Training : None required**  
**Eligibility : Career Service (Professional) Second Level**

**Duties and responsibilities:**

Under the supervision of Traffic Operations Officer IV, the Records Officer I shall perform the following functions:

- a. Under immediate supervision, assure full responsibility for the custody and safekeeping of records and documents of CTMD,
- b. Handle the functional phase of the Office including writing different correspondences (incoming/outgoing) and management decision in accordance with the establish policies,
- c. Prepare weekly reports, establish and maintain active and continuing program for the management preservation and disposition of records, and
- d. Assign work, issue verbal or written instruction, and perform other related duties and functions as may be required.

- 6. **Administrative Aide III (Driver I) – SG-3: ONE (1) ITEM**

**Education : Elementary School Graduate**  
**Experience : None required**  
**Training : None required**  
**Eligibility : Driver License (MC 11, s. 96 – Category II)**

**Duties and responsibilities:**

Under the supervision of Traffic Operations Officer IV, the Driver I position shall perform the following functions:

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Continuation...page 7 of City Ordinance No. 20-08 (Special):

- a. Incharge of transporting office employees, clients, documents, etc. from the point of origin to the point of destination or the opposite with utmost diligence, safe and hassle-free,
- b. Maintain running condition of the motor vehicle by checking its oil, gasoline, water, brakes and tires in order to prevent delays and damage,
- c. Perform minor repairs by fixing punctures, cleaning sparks plugs, and coordinate to concern office for major repairs or bring vehicles to repair shop as required for major repairs and routine check-up to ensure safe and hassle-free travel and to maximize government resources, and
- d. Perform other related duties and functions as may be required.

7. Administrative Aide I (Utility Worker I) – SG-1: ONE (1) ITEM

Education : Must be able to read and write  
Experience : None required  
Training : None required  
Eligibility : None required

Duties and responsibilities:

Under the supervision of Traffic Operations Officer IV, the Utility Worker I shall perform the following functions:

- a. Provide janitorial services by cleaning the office and its premises to maintain orderliness,
- b. Provide messengerial services by performing errands to ensure timely delivery of communications and efficient flow of documents, and
- c. Perform other related duties and functions as may be required.

**SECTION 5. BUDGET** – The newly-created positions shall be made part and integral element of the Plantilla of the City Government of General Trias and shall automatically be funded from the Personal Services component of the Annual Budget.

**SECTION 6. REPEALING CLAUSE** – All orders, memoranda, rules and regulations, or any part or parts hereof inconsistent with the provisions of the Ordinance are hereby revoked or modified accordingly.

**SECTION 7. SEPARABILITY CLAUSE** – If for any reason a provision of this Ordinance is declared invalid or unconstitutional, all other provisions hereof not affected thereby shall continue to be in full force and effect.

**SECTION 8. EFFECTIVELY CLAUSE** – This Ordinance shall take effect upon approval and after posting in three (3) conspicuous places within the City.

APPROVED under THIRD/FINAL READING on 02 MARCH 2020.

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Continuation...page 8 of City Ordinance No. 20-08 (Special):


  
**JONAS GLYN P. LABUGUEN**  
SP Member

  
**GARY A. GREPO**  
SP Member

  
**CLARISSSEL J. CAMPAÑA-MORAL**  
SP Member

  
**JOWIE S. CARAMPOT**  
SP Member

  
**KRISTINE JANE M. PERDITO-BARISON**  
SP Member

  
**ISAGANI L. CULANDING**  
SP Member


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

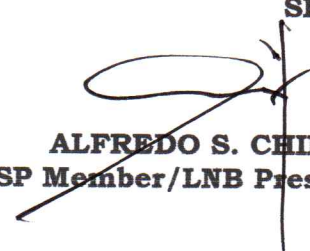
  
**WALTER C. MARTINEZ**  
SP Member


  
**FLORENCIO D. AYOS**  
SP Member

  
**VIVENCIO Q. LOZARES, JR.**  
SP Member

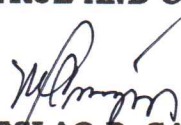
  
**RICHARD R. PARIN**  
SP Member

  
**HERNANDO M. GRANADOS**  
SP Member

  
**ALFREDO S. CHING**  
SP Member/LNB President

  
**REINEL R. FERRER**  
SP Member/SKF President

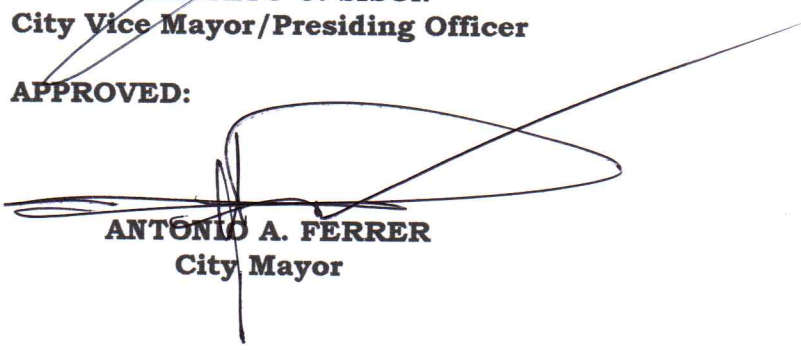
CERTIFIED TRUE AND CORRECT:

  
**WENCESLAO P. CAMINGAY**  
Secretary to the Sanggunian

ATTESTED:

  
**MAURITO C. SISON**  
City Vice Mayor/Presiding Officer

APPROVED:

  
**ANTONIO A. FERRER**  
City Mayor