



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

**CITY ORDINANCE NO. 22-18 (GENERAL)**

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

**CREATING 20 VARIOUS PLANTILLA POSITIONS IN THE CITY GOVERNMENT OF GENERAL TRIAS; DETERMINING THE POWERS, DUTIES AND FUNCTIONS, AND APPOINTMENTS AND QUALIFICATIONS; AND APPROPRIATING FUNDS THEREFOR.**

**WHEREAS**, Section 458 (a) of Republic Act No. 7160, otherwise known as the Local Government Code 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 the expenditures necessary for proper conduct of programs, projects, services and activities of the City Government;

**WHEREAS**, Article 163 of the Implementing Rules and Regulations of the abovementioned Code also 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);

**NOW THEREFORE**, on motion of SP Member Jonas Glyn P. Labuguen duly seconded by SP Member Walter C. Martinez,

**Be it ordained by the Sangguniang Panlungsod, that:**

**Section 1. TITLE.** - This Ordinance shall be known as "Creation of 20 Various Plantilla Positions in the City Government of General Trias Ordinance".

**Section 2. PURPOSE** - To meet the needs of the present demand of a very functional and responsive government institution, it is imperative to create the different positions in the organizational structure and staffing pattern of the City Government.

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Continuation...page 2 of City Ordinance No. 22-18 (General):

**Section 3. CREATION OF PLANTILLA POSITIONS** – The following 20 Plantilla Positions with corresponding number, salary grade and item are hereby created.

**A. Office of the City Assessor**

Position / Item	Quantity	Salary Grade (SG)
Draftsman II	1	8
Tax Mapping Aide	2	4

**B. Office of the City Budget Officer**

Position / Item	Quantity	Salary Grade (SG)
Supervising Administrative Officer (Budget Officer IV)	1	22
Administrative Assistant IV (Bookbinder IV)	1	10

**C. Office of the City General Services Officer**

Position / Item	Quantity	Salary Grade (SG)
Mechanic I	2	4
Cemetery Caretaker	3	2

**D. Office of the City Health Officer**

Position / Item	Quantity	Salary Grade (SG)
City Health Officer II	1	25

**E. Office of the City Human Resource Development and Management Officer**

Position / Item	Quantity	Salary Grade (SG)
Supervising Administrative Officer (Human Resource Management Officer IV)	1	22

**F. Office of the City Mayor**

**F.1 City Building Regulatory Division**

Position / Item	Quantity	Salary Grade (SG)
Administrative Assistant IV (Bookbinder IV)	1	10

**F.2 City Disaster Risk Reduction and Management Division**

Position / Item	Quantity	Salary Grade (SG)
Administrative Aide I (Utility Worker I)	1	1

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Continuation...page 3 of City Ordinance No. 22-18 (General):

**F.3 City Tourism Section**

Position / Item	Quantity	Salary Grade (SG)
Senior Tourism Operations Officer	1	18
Tourist Receptionist I	1	8
Administrative Assistant IV (Bookbinder IV)	1	10
Administrative Assistant I (Bookbinder III)	1	7
Administrative Aide IV (Driver II)	1	4

**G. Office of the Sangguniang Panlungsod**

Position / Item	Quantity	Salary Grade (SG)
City Government Assistant Department Head I	1	23

**Section 4. POWER, DUTIES AND FUNCTIONS**

**A. Office of the City Assessor**

**A.1 The Draftsman II (SG-8) shall:**

- i. Perform skilled drafting work using manual or automated methods in preparing, maintaining and updating maps and drawings for assessment purposes,
- ii. File record maps and encode such into the database, maintain proper indexing of records,
- iii. Provide mapping and property information to other departments and agencies, and
- iv. Perform other duties as required by the Department Head.

**A.2 The Tax Mapping Aide (SG-4) shall:**

- i. Assist in the conduct of physical surveys to verify and determine whether all real properties within the City are properly listed,
- ii. Assist in the issuance of certified copies of assessment records of real property and all other records relative to its assessment,
- iii. Receive/release Job Orders for Tax Mapping Processing, and
- iv. Perform such other functions and duties that may be assigned from time to time.

**B. Office of the City Budget Officer**

**B.1 The Supervising Administrative Officer (Budget Officer IV) (SG-22) shall:**

- i. Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for signature of the City Mayor,

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Continuation...page 4 of City Ordinance No. 22-18 (General):

- ii. Assist the City Budget Officer to review and consolidate budget proposal of different departments and offices in the local government unit,
- iii. Assist the City Budget Officer in coordination with the City Treasurer, City Accountant and City Planning and Development Coordinator for the purpose of budgeting, and
- iv. Perform other duties to be assigned by the immediate superior.

**B.2 The Administrative Assistant IV (Bookbinder IV) (SG-10) shall:**

- i. Supervise the bookbinding system, filing of documents and records,
- ii. Assist in the issuance of obligation request, checking of balance in the book of accounts,
- iii. Maintain up-to-date files of records, reports and other pertinent documents and communication as directed by the supervisor, and
- iv. Perform other related activities as may be required.

**C. Office of the City General Services Officer**

**C.1 The Mechanic I (SG-4) shall:**

- i. Check, repair, overhaul, adjust, and maintain vehicles,
- ii. Perform troubleshooting, tuning and testing of engines repaired,
- iii. Perform bench-fitting work such as assembling machine parts and bearings,
- iv. Check specifications of spare parts requirements,
- v. Estimate costs of materials and labors,
- vi. Prepare, submit and keep records and reports of accomplishments, and
- vii. Perform other related activities as may be required.

**C.2 The Cemetery Caretaker (SG-2) shall:**

- i. Responsible for the overall presentation and appearance of the cemetery which includes mowing grass, pruning shrubs, trimming trees, spreading of pesticide/herbicide, and planting/maintaining landscaping,
- ii. Monitor sprinkle system and all lawn maintenance equipment and conduct or schedule repairs as needed,
- iii. Maintain shop area in a safe and clean manner,
- iv. Clean mausoleums and statues,
- v. Properly ensure accuracy of interment, inurnment and entombment, dig and set up graves (open and close graves, niches, crypts and set markers, crypt bars and niche bars), and

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Continuation...page 5 of City Ordinance No. 22-18 (General):

- vi. Prepare reports and work to supervisor to ensure record keeping is done within established procedure and with adequate safeguards to ensure accuracy.

D. Office of the City Health Officer

D.1 The City Health Officer II (SG-25) shall:

- i. Supervise, formulate program implementation guidelines, and rules and regulations for the operation of the office for the approval of the City Mayor in order to assist him or her in the efficient, effective and economical implementation of health service programs geared to implement health related projects and activities under the district jurisdiction,
- ii. Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support in the City Mayor for carrying out activities to ensure the delivery of basic services and the provision of adequate facilities relative to health services as provided by the Local Government Code,
- iii. Develop plans and strategies subject for the approval of the City Mayor and implement the same, particularly those pertaining to health programs and projects,
- iv. Formulate and implement policies, plans and projects to promote the health of the people in the City/District,
- v. Advise the City Mayor and the Sangguniang Panlungsod on matters pertaining to health,
- vi. Execute and enforce all laws, ordinances and regulations relating to public health,
- vii. Recommend the Sangguniang Panlungsod through the Local Health Board, the passage of ordinance as may be deemed necessary for the preservation of public health,
- viii. Recommend the prosecution of any violation of sanitary laws, ordinances or regulations,
- ix. Direct the sanitary inspection of all business establishments, stores selling food items or providing accommodations such as hotels, motels, lodging houses, pension houses and the like, in accordance with the Sanitation Code of the Philippines,
- x. Conduct health information campaigns and render health intelligence service,
- xi. Coordinate with other government agencies and nongovernment organizations involve in the promotion and delivery of health services,
- xii. Be in the frontline of the delivery of health services, particularly during and in the aftermath of man-made and natural disasters or calamities, and
- xiii. Perform such other duties and functions, and exercise other powers prescribe by law or ordinance.

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Continuation...page 6 of City Ordinance No. 22-18 (General):

**E. Office of the City Human Resource Development and Management Officer**

**E.1 The Supervising Administrative Officer (Human Resource Management Officer IV) (SG-22) shall:**

- i. Assist the City Human Resource Development and Management Officer in the preparation and implementation of programs and activities pertaining to human resources and developments,
- ii. Assist the Head of Office in staff performance management,
- iii. Help the Head of Office in maintaining the morale and discipline among staff,
- iv. Assist the Head of Office in the evaluation and processing of appointments, and other personnel transactions, and
- v. Does related work that may be assigned.

**F. Office of the City Mayor**

**F.1 City Building Regulatory Division**

**F.1.1 The Administrative Assistant IV (Bookbinder IV) (SG-10) shall:**

- i. Supervise the bookbinding system, filing of documents and records,
- ii. Set up and operate bookbinding equipment,
- iii. Receive and record incoming and outgoing communications and permits,
- iv. Sort, index and maintain up-to-date files of Building Permits, infrastructure project, architectural designs and other documents in the office, and
- v. Perform other related activities as may be assigned.

**F.2 City Disaster Risk Reduction and Management Division**

**F.2.1 The Administrative Aide I (Utility Worker I) (SG-1) shall:**

- i. Provide janitorial services by cleaning the office and its premises to maintain orderliness,
- ii. Provide messengerial services by performing errands to ensure timely delivery of communications and efficient flow of documents, and
- iii. Perform other duties as may be assigned.

**F.3 City Tourism Section**

**F.3.1 The Senior Tourism Operations Officer (SG-18) shall:**

- i. Direct, manage and supervise the day-to-day operations and internal administration of the Office and be responsible for the efficient and effective conduct whereof,

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Continuation...page 7 of City Ordinance No. 22-18 (General):

- ii. Coordinate with relevant tourism enterprise association, including adventure sports association, in the formulation of rules and regulations, accreditation, and enforcements,
- iii. Develop and enforce a comprehensive system of mandatory accreditation for secondary tourism enterprise, in accordance with prescribed guidelines and standards, and
- iv. Perform other related duties as assigned.

**F.3.2 The Tourist Receptionist I (SG-8) shall:**

- i. Formulate and recommend protection and preservation of tourist destinations, and in carrying tour activities to ensure the delivery of basic services and provision of adequate facilities related to tourism,
- ii. Conduct tourism campaigns and information drive for the promotion of tourist attractions in the City as a tourist destination, and
- iii. Perform other related duties as assigned.

**F.3.3 The Administrative Assistant IV (Bookbinder IV) (SG-10) shall:**

- i. Make available to clients and researchers records of history, historical sites, and profile of the City of General Trias and its current activities, projects and programs,
- ii. Prepare agenda and take minutes of the meeting,
- iii. Stitch, bind and file records of programs, projects and activities, and
- iv. Perform other related duties as assigned.

**F.3.4 The Administrative Assistant I (Bookbinder III) (SG-7) shall:**

- i. Make available to clients and researchers records of history, historical sites, and profile of the City of General Trias and its current activities, projects and programs,
- ii. Prepare agenda and take minutes of the meeting,
- iii. Stitch, bind and file records of programs, projects and activities, and
- iv. Perform other related duties as assigned.

**F.3.5 The Administrative Aide IV (Driver II) (SG-4) shall:**

- i. Ensure safely driving for of Head of Office and co-employees from the place of work and other official business destinations in a timely and courteous manner,
- ii. Maintain the service and appearance of the vehicle used, and

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Continuation...page 8 of City Ordinance No. 22-18 (General):

iii. Perform other related duties as assigned.

G. Office of the Sangguniang Panlungsod

G.1 The City Government Assistant Department Head I (SG-23) shall:

- i. Assist the Sangguniang Panlungsod Secretary in the daily task of the Office by providing administrative support,
- ii. Assist the Sangguniang Panlungsod Secretary in the preparation and implementation of programs and activities,
- iii. Assist the Head of Office in staff performance management,
- iv. Help the Head of Office in maintaining the morale and discipline among staff,
- v. Assume responsibility for timely reporting to senior management or regulatory agencies, and
- vi. Perform other duties to be assigned by the immediate superior.

**Section 5. APPOINTMENT AND QUALIFICATION** – The following positions shall be appointed by the City Mayor and such appointment shall be in accordance with civil service laws, rules and regulations, and subject to the following qualifications:

A. Office of the City Assessor

A.1 Draftsman II (SG-8)

- |             |   |  |
|-------------|---|--|
| Education   | - | Completion of 2 years studies in College or High School Graduate with relevant Vocational/Trade Course   |
| Experience  | - | 1 year of relevant experience  |
| Training    | - | 4 hours of relevant training   |
| Eligibility | - | Career Service (Sub-professional)/ Draftsman or Illustrator (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. II)/First Level Eligibility |

A.2 Tax Mapping Aide (SG-4) – Two (2) Items

- |             |   |   |
|-------------|---|---|
| Education   | - | High School Graduate or completion of relevant Vocational/Trade Course    |
| Experience  | - | None required   |
| Training    | - | None required   |
| Eligibility | - | None required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. III) |

B. Office of the City Budget Officer

B.1 Supervising Administrative Officer (Budget Officer IV) (SG-22)

- |            |   |                                       |
|------------|---|---------------------------------------|
| Education  | - | Bachelor's Degree relevant to the job |
| Experience | - | 3 years of relevant experience        |

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Continuation...page 9 of City Ordinance No. 22-18 (General):

Training - 16 hours of relevant training  
Eligibility - Career Service (Professional)/  
Second Level Eligibility

**B.2 Administrative Assistant IV (Bookbinder IV) (SG-10)**

Education - Elementary School Graduate  
Experience - 2 years of relevant experience  
Training - 8 hours of relevant training  
Eligibility - None required (MC 11, s. 1996, as  
amended by CSC MC 10, s. 2013-  
Cat. III)

**C. Office of the City General Services Officer**

**C.1 Mechanic I (SG-4) – Two (2) Items**

Education - High School Graduate or  
completion of relevant  
Vocational/Trade Course  
Experience - None required  
Training - None required  
Eligibility - Mechanic (MC 11, s. 1996, as  
amended by CSC MC 10, s. 2013-  
Cat. II)

**C.2 Cemetery Caretaker (SG-2) – Three (3) Items**

Education - Must be able to read and write  
Experience - None required  
Training - None required  
Eligibility - None required (MC 11, s. 1996, as  
amended by CSC MC 10, s. 2013-  
Cat. III)

**D. Office of the City Health Officer**

**D.1 City Health Officer II (SG-25)**

Education - Doctor of Medicine  
Experience - 5 years experience as medical  
practitioner  
Training - None  
Eligibility - RA 1080

**E. Office of the City Human Resource Development and  
Management Officer**

**E.1 Supervising Administrative Officer (Human Resource  
Management Officer IV) (SG-22)**

Education - Bachelor's Degree  
Experience - 3 years of relevant experience  
Training - 16 hours of relevant trainings  
Eligibility - Career Service (Professional)/  
Second Level Eligibility

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Continuation...page 10 of City Ordinance No. 22-18 (General):

**F. Office of the City Mayor**

**F.1 City Building Regulatory Division**

**F.1.1 Administrative Assistant IV (Bookbinder IV) (SG-10)**

- Education - Elementary School Graduate
- Experience - 2 years of relevant experience
- Training - 8 hours of relevant training
- Eligibility - None required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. III)

**F.2 City Disaster Risk Reduction and Management Division**

**F.2.1 Administrative Aide I (Utility Worker I) (SG-1)**

- Education - Must be able to read and write
- Experience - None required
- Training - None required
- Eligibility - None required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. III)

**F.3 City Tourism Section**

**F.3.1 Senior Tourism Operations Officer (SG-18)**

- Education - Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields
- Experience - 2 years of work experience and involvement in the tourism industry either in the private sector or the government
- Training - 8 hours of relevant training on tourism or DOT specific and mandatory trainings
- Eligibility - Career Service (Professional)/ Second Level Eligibility

**F.3.2 Tourist Receptionist I (SG-8)**

- Education - Completion of 2 years studies in College
- Experience - 1 year of relevant experience in the tourism industry either in the private sector or the government
- Training - 4 hours of relevant training on Tourism
- Eligibility - Career Service (Sub-professional)/ First Level Eligibility

**F.3.3 Administrative Assistant IV (Bookbinder IV) (SG-10)**

- Education - Elementary School Graduate
- Experience - 2 years of relevant experience
- Training - 8 hours of relevant training

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Continuation...page 11 of City Ordinance No. 22-18 (General):

**Eligibility** - None required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. III)

**F.3.4 Administrative Assistant I (Bookbinder III) (SG-7)**

**Education** - Elementary School Graduate  
**Experience** - None required  
**Training** - None required  
**Eligibility** - None required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. III)

**F.3.5 Administrative Aide IV (Driver II) (SG-4)**

**Education** - Elementary School Graduate  
**Experience** - None required  
**Training** - None required  
**Eligibility** - Professional Driver's License (MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. IV)

**G. Office of the Sangguniang Panlungsod**

**G.1 City Government Assistant Department Head I (SG-23)**

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

**Section 6. APPROPRIATIONS** - The basic compensation of personnel who will fill-up the plantilla positions as herein above created is hereby appropriated and shall be taken from the general funds of the City Government of General Trias.

**Section 7. IMPLEMENTING GUIDELINES** - The City Human Resource and Management Office (HRMO) is hereby mandated to see to it that the plantilla positions as herein created are in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policies of the Department of Budget and Management (DBM).

**Section 8. SEPARABILITY CLAUSE** - If any portion of this Ordinance is declared invalid, other parts not affected shall remain valid and enforceable.

**Section 9. REPEALING CLAUSE** - All orders, memoranda, rules and regulations, or any part or parts hereof, inconsistent with the provisions of this Ordinance are hereby revoked or modified accordingly.

**Section 10. EFFECTIVITY** - This Ordinance shall take effect upon its approval.

**ORDAINED under SECOND READING on 25 APRIL 2022.**

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Continuation...page 12 of City Ordinance No. 22-18 (General):

  
**JONAS GLYN P. LABUGUEN**  
SP Member

  
**GARY A. GREPO**  
SP Member

  
**CLARISSEL 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

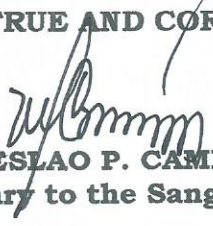
  
**RICHARD R. PARIN**  
SP Member

  
**HERNANDO M. GRANADOS**  
SP Member

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

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

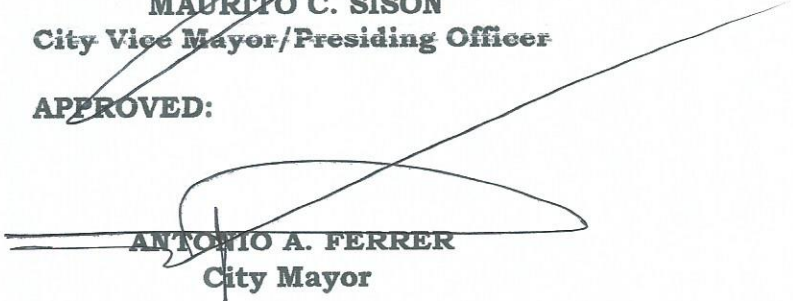
**CERTIFIED TRUE AND CORRECT:**

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

  
**ATTESTED:**

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

**APPROVED:**

  
**ANTONIO A. FERRER**  
City Mayor