



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

**CITY ORDINANCE NO. 22-44 (SPECIAL)**

**Authors :** SP Member Alfredo S. Ching  
Chair, Committee on Personnel Affairs  
and Appointment  
SP Member Vivencio Q. Lozares, Jr.  
Committee on Finance, Budget  
and Appropriation

**Sponsors :** SP Member Isagani L. Culanding  
SP Member Kristine Jane M. Perdito-Barison  
SP Member J-M Vergel M. Columna  
SP Member Hernando M. Granados  
SP Member Richard R. Parin  
SP Member Jesse Raphael R. Grepo  
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**CREATING 33 VARIOUS PLANTILLA POSITIONS IN THE CITY GOVERNMENT OF GENERAL TRIAS; DETERMINING THE CORRESPONDING POWERS, DUTIES AND FUNCTIONS, APPOINTMENTS AND QUALIFICATIONS ASSOCIATED THEREIN; 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 Alfredo S. Ching duly seconded by SP Member Vivencio Q. Lozares, Jr.,**


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

**Section 1. TITLE. – This Ordinance shall be known as “Creation of 33 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.**

**CONTINUED ON NEXT PAGE.**

  
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SP Member

  
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CLARISSSEL J. CAMPAÑA-MORAL  
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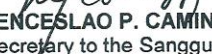
  
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SP Member

  
HERNANDO M. GRANADOS  
SP Member

  
IRENEO C. HATID  
SP Member /LNB President

  
REIENEL R. FERRER  
SP Member/SKF President

Certified True and Correct:

  
WENCESLAO P. CAMINGAY  
Secretary to the Sanggunian

Attested:

  
JONAS GLYN B. LABUGUEN  
City Vice Mayor/Presiding Officer

Approved:

  
LUIS "JON JON" A. FERRER IV  
City Mayor





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OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 2 of City Ordinance No. 22-44 (Special):

Section 3. CREATION OF PLANTILLA POSITIONS - the following Plantilla Positions with corresponding number, salary grade and item are hereby created:

A. Office of the City Mayor

A.1 Personal Staff

Position / Item	Quantity	Salary Grade (SG)
Executive Assistant IV	4	22

A.2 Administrative Unit

Position / Item	Quantity	Salary Grade (SG)
Administrative Assistant IV (Bookbinder IV)	4	10
Administrative Assistant I (Bookbinder III)	2	7
Administrative Aide III (Utility Worker II)	2	3
Administrative Aide IV (Driver II)	2	4

B. Office of the City Vice Mayor

B.1 Personal Staff

Position / Item	Quantity	Salary Grade (SG)
Executive Assistant III	1	20
Executive Assistant II	1	17
Executive Assistant I	1	14

B.2 Administrative Unit

Position / Item	Quantity	Salary Grade (SG)
Administrative Aide III (Driver I)	2	3
Administrative Aide II (Bookbinder I)	2	2
Administrative Aide I (Utility Worker I)	2	1

C. Office of the City Accountant

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

D. Office of the City Budget Officer

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

CONTINUED ON NEXT PAGE.

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Continuation...page 3 of City Ordinance No. 22-44 (Special):

**E. Office of the City Engineer**

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

**F. Office of the City Civil Registrar**

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

**G. Office of the City Agriculturist**

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

**H. Office of the City Environmentalist and Natural  
Resources Officer**

Position / Item	Quantity	Salary Grade (SG)
City Government Assistant Department Head I (Assistant City Environmental and Natural Resources Officer)	1	23

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

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

**J. City of General Trias Medicare Hospital**

Position / Item	Quantity	Salary Grade (SG)
Medical Officer IV	1	23
Medical Officer III	1	21

**K. Office of the City Mayor (Public Employment Service  
Division)**

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

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Continuation...page 4 of City Ordinance No. 22-44 (Special):

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

**A. Office of the City Mayor**

**A.1 Personal Staff**

**A.1.1 The Executive Assistant IV shall:**

- i. Work closely with the City Mayor to keep his/her well informed of the upcoming commitments and responsibilities, and following-up appropriately; Prioritize issues taking place in the environment and keeping the City Mayor updated. Anticipate needs in advance of meetings, conferences, and others;
- ii. Manage all aspects of organization's office services; Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs; Prioritize inquiries and request, make judgements and recommendations to ensure smooth day-to-day engagements;
- iii. Complete a broad variety of administrative tasks that facilitate the City Mayor's ability to effectively lead the local government unit, including assisting with special projects; designing and producing complex documents, reports and presentations; collecting and preparing information for meetings with staff and outside parties, and
- iv. Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the City Mayor, including those of a highly confidential or critical nature.

**A.2 Administrative Unit**

**A.2.1 The Administrative Assistant IV (Bookbinder IV) 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 and other documents in the office;
- v. Perform other related activities as may be required.

  
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SP Member

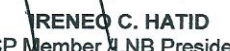
  
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**RICHARD R. PARIN**  
SP Member

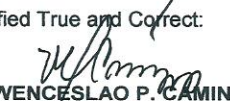
  
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SP Member/SKF President

Certified True and Correct:

  
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Secretary to the Sanggunian

Attested:

  
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City Vice Mayor/Presiding Officer

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City Mayor

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**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

Continuation...page 5 of City Ordinance No. 22-44 (Special):

**A.2.2 The Administrative Assistant I (Bookbinder III) shall:**

- i. Set up and operate bookbinding equipment;
- ii. Receive and record incoming and outgoing communications and permits;
- iii. Sort, index and maintain up-to-date files and other documents in the office;
- iv. Perform other related duties as assigned.

**A.2.3 The Administrative Aide III (Utility Worker II) 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 documents;
- iii. Perform other duties as may be assigned.

**A.2.4 The Administrative Aide IV (Driver II) shall:**

- i. Ensure safe driving of Head of Office and co-employees from the place of work and other official business destinations in a timely, safe and courteous manner;
- ii. Maintain the service and appearance of vehicle used;
- iii. Perform other related duties as assigned.

**B. Office of the City Vice Mayor**

**B.1 Personal Staff**

**B.1.1 The Executive Assistant III shall:**

- i. Work closely to the City Vice Mayor to keep his/her informed of upcoming commitments and responsibilities, following-up appropriately and anticipate needs in advance of meetings, conferences, etc.
- ii. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs. Prioritize inquiries and request, make judgements and recommendations to ensure smooth day-to-day engagements;
- iii. Complete a broad variety of administrative task that facilitate the

  
**JESSE RAPHAEL R. GREPO**  
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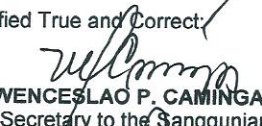
  
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SP Member

  
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Continuation...page 6 of City Ordinance No. 22-44 (Special):

City Vice Mayor's ability to effectively lead the local government unit, including assisting with special projects; collecting and preparing information for meetings with staff and outside parties; and

- iv. Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the City Vice Mayor, including those of a highly confidential or critical nature.

**B.1.2 The Executive Assistant II shall:**

- i. Work closely to the City Vice Mayor to keep his/her informed of upcoming commitments and responsibilities, following-up appropriately and anticipate needs in advance of meetings, conferences, etc.
- ii. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs. Prioritize inquiries and request, make judgements and recommendations to ensure smooth day-to-day engagements;
- iii. Complete a broad variety of administrative task that facilitate the City Vice Mayor's ability to effectively lead the local government unit, including assisting with special projects; collecting and preparing information for meetings with staff and outside parties; and
- iv. Perform such other functions that may be assigned from time to time.


**B.1.3 The Executive Assistant I shall:**


- i. Participate in the policy formulation or decision making at top management level, studies current trends, issues and problems affecting the city government mission, objectives and policies, reviews and recommends changes in the existing policies of the city government, and perform such other functions that may be assigned from time to time.


**B.2 Administrative Unit:**

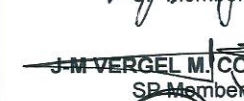
**B.2.1 The Administrative Aide III (Driver II) shall:**


- i. Ensure safe driving of Head of Office and co-employees from the place of


  
JESSE RAPHAEL R. GREPO  
SP Member

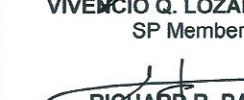
  
FELIX A. GREPO  
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SP Member

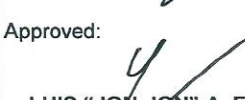
  
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City Mayor

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Continuation...page 7 of City Ordinance No. 22-44 (Special):

work and other official business destinations in a timely, safe and courteous manner;

- ii. Maintains the service and appearance of the vehicle used; and
- iii. Perform other related duties as assigned.

**B.2.2 The Administrative Aide II (Bookbinder I) shall:**

- i. Set up and operate bookbinding equipment;
- ii. Receive and record incoming and outgoing communications and permits;
- iii. Sort, index and maintain up-to-date files and other documents in the office; and
- iv. Perform other related duties as assigned.

**B.2.3 The Administrative Aide I (Utility Worker I), 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.

**C. Office of the City Accountant**

**C.1 The City Government Assistant Department Head I (Assistant City Accountant) shall:**

- i. Assist the City Accountant in the daily task of the Office by providing administrative support;
- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

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

**D.1 The Administrative Assistant IV (Bookbinder IV) shall:**

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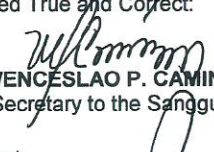
  
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- i. Supervise the bookbinding system, filing of documents and records;
- ii. Assist in the issuance of obligation request and checking of balance in a book of accounts;
- iii. Maintain up-to-date files of records, reports and other pertinent documents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

**E. Office of the City Engineer**

**E.1 The City Government Assistant Department Head I (Assistant City Engineer) shall:**

- i. Assist the City Engineer in the daily task of the Office by providing administrative support;
- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

**F. Office of the City Civil Registrar**

**F.1 The City Government Assistant Department Head I (Assistant City Civil Registrar) shall:**

- i. Assist the City Civil Registrar in the daily task of the Office by providing administrative support;
- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

**G. Office of the City Agriculturist:**

**G.1 The City Government Assistant Department Head I (Assistant City Agriculturist) shall:**

- i. Assist the City Agriculturist in the daily task of the Office by providing administrative support;

  
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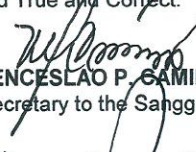
  
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Continuation...page 9 of City Ordinance No. 22-44 (Special):

- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

**H. Office of the City Environmental and Natural Resources Officer:**

**H.1 The City Government Assistant Department Head I (Assistant City Environmental and Natural Resources Officer) shall:**

- i. Assist the City Environmental and Natural Resources Officer in the daily task of the Office by providing administrative support;
- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

**I. Office of the City General Services Officer:**

**I.1 The City Government Assistant Department Head I (Assistant City General Services Officer) shall:**

- i. Assist the City General Services Officer in the daily tasks of the Office by providing administrative support;
- ii. Assist the Head office in the preparation and implementation of programs and activities.
- iii. Assist the Head in staff performance management;
- iv. Help the Head 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.

**J. City of General Trias Medicare Hospital:**

**J.1 The Medical Officer IV shall:**

- i. Perform a variety of technical and medical tasks

  
JESSE RAPHAEL R. GREPO  
SP Member

  
FELIX A. GREPO  
SP Member

  
CLARISSE J. CAMPAÑA-MORAL  
SP Member

  
KYLE JASSEL J. SALAZAR  
SP Member

  
JM VERGEL M. COLUMNA  
SP Member

  
ISAGANI L. CULANDING  
SP Member

  
JOVIE S. CARAMPOT  
SP Member

  
KRISTINE JANE M. PERDITO-BARISON  
SP Member

  
VIVENCIO Q. LOZARES, JR.  
SP Member

  
RICHARD R. PARIN  
SP Member

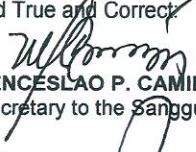
  
ALFREDO S. CHING  
SP Member

  
HERNANDO M. GRANADOS  
SP Member

  
IRENEO C. HATID  
SP Member / LNB President

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

Continuation...page 10 of City Ordinance No. 22-44 (Special):

- such as assistance to the Chief of Hospital for the implementation of health programs;
- ii. Give medical attention to all patients and directs the treatment management of the case;
  - iii. Coordinate with the nurses/midwives etc. regarding patient care;
  - iv. Consult Chief of Hospital on different and conflicted cases; and
  - v. Perform other related activities as may be required.

**J.2 The Medical Officer III, shall:**

- i. Assist the immediate supervisor for the implementation of health program in the City.
- ii. Give medical attention to all patients and direct the treatment management of the case;
- iii. Coordinate with the immediate supervisor and other personnel regarding patient care;
- iv. Consult Chief of Hospital on different and conflicted cases; and
- v. Perform other related activities as may be required.

**K. Office of the City Mayor (Public Employment Service Division)**

**K.1 The City Government Assistant Department Head I (Assistant PESO Manager) shall:**

- i. Assist the PESO Manager to develop action plans, proposals, and other documents needed in the implementation of programs and services;
- ii. Assist the PESO Manager to identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating to appropriate unit/staff;
- iii. Assist the PESO Manager to maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
- iv. Assist the PESO Manager to conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action;
- v. Assist the PESO Manager to maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions; and
- vi. Perform other related activities as may be required.

**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:

CONTINUED ON NEXT PAGE.

  
**JESSE RAPHAEL R. GREPO**  
SP Member

  
**FELIX A. GREPO**  
SP Member

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

  
**KYLE JASSEL J. SALAZAR**  
SP Member

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

  
**ISAGANI L. CULANDING**  
SP Member

  
**JOWIE S. CARAMPOT**  
SP Member

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

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

  
**RICHARD R. PARIN**  
SP Member

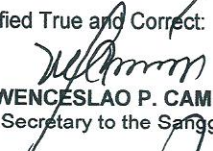
  
**ALFREDO S. CHING**  
SP Member

  
**HERNANDO M. GRANADOS**  
SP Member

  
**IRENEO C. HATID**  
SP Member/LNB President

  
**REIENEL R. FERRER**  
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





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

Continuation...page 11 of City Ordinance No. 22-44 (Special):

**A. Office of the City Mayor**

**A.1 Personal Staff**

**A.1.1 Executive Assistant IV (SG-22)**

<b>Education</b>	-	<b>none required</b>
<b>Experience</b>	-	<b>none required</b>
<b>Training</b>	-	<b>none required</b>
<b>Eligibility</b>	-	<b>none required</b>

**A.2. Administrative Unit**

**A.2.1 Administrative Assistant IV (Bookbinder IV) (SG-10)**

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

**A.2.2 Administrative Assistant I (Bookbinder III) (SG-7)**

<b>Education</b>	-	<b>Elementary School Graduate</b>
<b>Experience</b>	-	<b>none required</b>
<b>Training</b>	-	<b>none required</b>
<b>Eligibility</b>	-	<b>none required (MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)</b>

**A.2.3 Administrative Aide III (Utility Worker II) (SG-3)**

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

**A.2.4 Administrative Aide IV (Driver II) (SG-4)**

<b>Education</b>	-	<b>Elementary School Graduate</b>
<b>Experience</b>	-	<b>None required</b>
<b>Training</b>	-	<b>None Required</b>
<b>Eligibility</b>	-	<b>Professional Driver's License (MC 11 s. 1996, as</b>

  
**JESSE RAPHAEL R. GREPO**  
SP Member

  
**FELIX A. GREPO**  
SP Member

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

  
**KYLE JASSEL J. SALAZAR**  
SP Member

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

  
**ISAGANI L. CULANDING**  
SP Member

  
**JOWIE S. CARAMPOT**  
SP Member

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

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

  
**RICHARD R. PARIN**  
SP Member

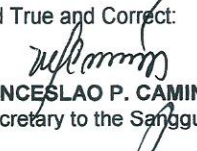
  
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SP Member

  
**HERNANDO M. GRANADOS**  
SP Member

  
**RENEO C. HATID**  
SP Member/LNB President

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

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

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

Continuation...page 12 of City Ordinance No. 22-44 (Special):

amended by CSC  
MC 10, s. 2013,  
Cat. IV)

**B. Office of the City Vice Mayor**

**B.1 Personal Staff (Coterminous)**

**B.1.1 Executive Assistant III (SG-20)**

Education	-	none required
Experience	-	none required
Training	-	none required
Eligibility	-	none required

**B.1.2 Executive Assistant II (SG-17)**

Education	-	none required
Experience	-	none required
Training	-	none required
Eligibility	-	none required

**B.1.3 Executive Assistant I (SG-14)**

Education	-	none required
Experience	-	none required
Training	-	none required
Eligibility	-	none required

**B.2 Administrative Unit**

**B.2.1 Administrative Aide III (Driver I) (SG-3)**

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)

**B.2.2 Administrative Aide II (Bookbinder I)  
(SG- 2)**

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)

**B.2.3 Administrative Aide I (Utility Worker I)  
(SG-1)**

Education	-	Must be able to read and write
Experience	-	none required
Training	-	none required

JESSE RAPHAEL R. GREPO  
SP Member

FELIX A. GREPO  
SP Member

CLARISSEL J. CAMPAÑA-MORAL  
SP Member

KYLE JASSEL J. SALAZAR  
SP Member

J-M VERGEL M. COLUMBIA  
SP Member

ISAGANI L. CULANDING  
SP Member

JOWIE S. CARAMPOT  
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

IRENEO C. HATID  
SP Member / LNB President

REIENEL R. FERRER  
SP Member/SKF President

Certified True and Correct:

WENCESLAO P. CAMINGAY  
Secretary to the Sanggunian

Attested:

JONAS GLYN P. ABUGUEN  
City Vice Mayor/Presiding Officer

Approved:

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

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

Continuation...page 13 of City Ordinance No. 22-44 (Special):

Eligibility - none required (MC 11, s. 1996, as Amended by CSC MC 10, s. 2013 - Cat. III)

**C. Office of the City Accountant**

**C.1 City Government Assistant Department Head I (Assistant City Accountant) (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

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

**D.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)

**E. Office of the City Engineer**

**E.1 City Government Assistant Department Head I (Assistant City Engineer) (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

**F. Office of the City Civil Registrar**

**F.1 City Government Assistant Department Head I (Assistant City Civil Registrar) (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

JESSE RAPHAEL R. GREPO  
SP Member

FELIX A. GREPO  
SP Member

CLARISSEL J. CAMPANA-MORAL  
SP Member

KYLE JASSEL J. SALAZAR  
SP Member

J.M. VERGEL M. COLUMNA  
SP Member

ISAGANI L. CULANDING  
SP Member

JOWIE S. CARAMPOT  
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

IRENEO C. HATID  
SP Member /LNB President

RENEAL R. FERRER  
SP Member/SKF President

Certified True and Correct:

WENCESLAO P. CAMINGAY  
Secretary to the Sanggunian

Attested:

JONAS GLYN P. LABUGEN  
City Vice Mayor/Presiding Officer

Approved:

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

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

Continuation...page 14 of City Ordinance No. 22-44 (Special):

**G. Office of the City Agriculturist**

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

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

**H. Office of the City Environmental and Natural Resources Officer**

**H.1 City Government Assistant Department Head I  
(Assistant City Environmental and Natural Resource Officer) (SG-23)**

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

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

**I.1 City Government Assistant Department Head I  
(Assistant City General Service Officer) (SG-23)**

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

**J. General Trias Medicare Hospital**

**J.1 Medical Officer IV (SG-23)**

<b>Education</b>	-	<b>Doctor of Medicine</b>	
<b>Experience</b>	-	<b>1 year of relevant experience</b>	
<b>Training</b>	-	<b>4 hours of relevant training</b>	
<b>Eligibility</b>	-	<b>RA 1080</b>	

**J.2 Medical Officer III (SG-21)**

<b>Education</b>	-	<b>Doctor of Medicine</b>	
<b>Experience</b>	-	<b>none required</b>	
<b>Training</b>	-	<b>none required</b>	
<b>Eligibility</b>	-	<b>RA 1080</b>	

  
**JESSE RAPHAEL R. GREPO**  
SR Member

  
**FELIX A. GREPO**  
SP Member

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

  
**KYLE JASSEL J. SALAZAR**  
SP Member

  
**J.M. VERGEL M. COLUMINA**  
SP Member

  
**ISAGANI L. CHILANDING**  
SP Member

  
**JOWIE S. CARAMPOT**  
SP Member

  
**KRISTINE JANE M. PERDITO-BARISON**  
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**RICHARD R. PARIN**  
SP Member

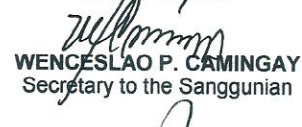
  
**ALFREDO S. CHING**  
SP Member

  
**HERNANDO M. GRANADOS**  
SP Member

  
**IRENEO C. HATID**  
SP Member/VNB President

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

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

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OFFICE OF THE SANGGUNIANG PANLUNGSOD

Continuation...page 15 of City Ordinance No. 22-44 (Special):

**K. Office of the City Mayor (Public Employment Service Division)**

**K.1 City Government Assistant Department Head I (Assistant PESO Manager) (SG-23)**

Education	-	Bachelor's degree (preferably Operations Management, Human Resource Management, Human Resource Development (HRD); and/or allied fields)
Experience	-	3 years of experience in program management relative to employment facilitation
Training	-	none required
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.

**ENACTED** under SECOND/FINAL READING on 06 DECEMBER 2022.

  
JESSE RAPHAEL R. GREPO  
SP Member

  
FELIX A. GREPO  
SP Member

  
CLARISSEL J. CAMPAÑA-MORAL  
SP Member

  
KYLE JASSEL J. SALAZAR  
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City Mayor