

CITY ORDINANCE NO. 23-11 (SPECIAL)

Authors : SP Member Alfredo S. Ching
Chair, Committee on Personnel Affairs
and Appointment
SP Member Vivencio Q. Lozares, Jr.
Chair, 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 Richard R. Parin
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 Jowie S. Carampot
SP Member Ireneo C. Hatid
SP Member Reienel R. Ferrer

CHANGING THE NOMENCLATURE OF THE VACANT POSITIONS OF RECORD OFFICER I (SG-10), ASSISTANT REGISTRATION OFFICER (SG-8), AND CLERK III (SG-6) IN THE OFFICE OF THE CITY CIVIL REGISTRAR TO BOOKBINDER IV (SG-10), BOOKBINDER III (SG-7); AND DRIVER II (SG-4), RESPECTIVELY.

WHEREAS, the Office of the City Civil Registrar is in need of additional Bookbinder IV, Bookbinder III and Driver II positions for efficient management and safekeeping of files, records, and other important documents as well as for transport-related duties;

WHEREAS, there exist in the plantilla of personnel the vacant positions of Record Officer I, Assistant Registration Officer, and Clerk III under the said office;

WHEREAS, there is a need to change the nomenclature of the vacant positions of Record Officer I (SG-10), Assistant Registration Officer (SG-8), and Clerk III (SG-6) in the Office of the City Civil Registrar to Bookbinder IV (SG-10), Bookbinder III (SG-7), and Driver II (SG-4), respectively to meet the present needs and goals of the said office;

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 "CHANGING THE NOMENCLATURE OF THE VACANT POSITIONS IN THE OFFICE OF THE CITY CIVIL REGISTRAR ORDINANCE".

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

Section 3. CHANGING THE NOMENCLATURE OF THE DIFFERENT POSITIONS - The following positions will be changed of their nomenclatures along with the corresponding Salary Grade (SG):

1. Record Officer I (SG-10) to Bookbinder IV (SG-10);
2. Assistant Registration Officer (SG-8) to Bookbinder III (SG-7); and
3. Clerk III (SG-6) to Driver II (SG-4).

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JESSE RAPHAEL R. GREPO
SP Member


FELIX A. GREPO
SP Member


CLARISSSEL 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. PERDITO-BARISON
SP Member
(On Leave)


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

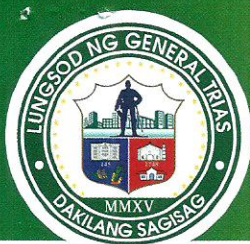

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

Attested:


JONAS GLYN P. LABUGUEN
City Vice Mayor/Presiding Officer

Approved:


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



Continuation...page 2 of City Ordinance No. 23-11 (Special):

Section 4. POWER, DUTIES AND FUNCTIONS – For purposes of implementation of the provisions of this Ordinance, the abovementioned positions shall perform the following duties and functions:

A. Bookbinder IV (SG-10)

- Sets up and operates bookbinding equipment,
- Supervises the bookbinding system, filing documents and records,
- Assigns labels to Civil Registry books and filing folders in chronological order,
- Files Civil Registry documents after submission of monthly report at Philippine Statistics Authority (PSA),
- Prepares Purchase Order/Purchase Request of Civil Registry supplies, and
- Performs other related functions that may be assigned;

B. Bookbinder III (SG-7)

- Sets up and operates bookbinding equipment,
- Assigns labels to Civil Registry books and filing folders in chronological order,
- Receives and records incoming and outgoing communications,
- Arranges Civil Registry books in designated shelves, and
- Performs other related functions that may be assigned;

C. Driver II (SG-4)

- Drives assigned vehicle per approved trip ticket by driving with utmost diligence and observing/obeying traffic rules and regulations to transport officials/personnel on official business, and visitors to destination safely and hassle-free,
- Maintains running condition of the motor vehicle by checking its oil, gasoline, water, brakes and tires in order to prevent delays and damages,
- Makes minor repairs by fixing punctures, cleaning spark plugs, and brings vehicles to repair shop for major repairs and routine checkup to ensure safe and hassle-free travel and to maximize government resources,
- Reports accidents, breakdown or other unusual incidents during trips, and prepares incident report for submission to the management, and
- Performs such other duties as maybe assigned.

Section 5. SEPARABILITY CLAUSE – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, not affected thereby, shall continue to be in full force and effect.

Section 6. REPEALING CLAUSE – All ordinance, resolutions, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

Section 7. EFFECTIVITY CLAUSE – This Ordinance shall take effect upon its approval.

ENACTED under THIRD/FINAL READING on 04 APRIL 2023.

wpc/mjm/jdj/jfa/dga


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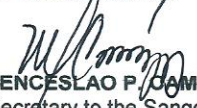

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Certified True and Correct:


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Attested:


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City Vice Mayor/Presiding Officer

Approved:


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

Date Signed:

APR 12 2023