

FINAL REVISION

DRAFT ORDINANCE NO. ____

An Ordinance Approving And Adopting The First Phase Of The Organizational Review And Reorganization Plan For The Executive Departments Of The City Government Of Dagupan, And Prescribing Revised Organizational Structure, Functions, Staffing Patterns, And Creating Positions And Appropriating Funds Therefor, And For Other Purposes

WHEREAS, Section 458 (a)(1)(vii and viii) of the Local Government Code (Republic Act No. 7160), grants the Sangguniang Panlungsod, as the legislative body of the City, the power to enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the city as provided for under Section 22 of the same Code, to approve ordinances and pass resolutions necessary for an efficient and effective city government, and in this connection, shall, subject to the provisions of the Local Government Code and pertinent laws – a) determine the powers and duties of officials and employees of the City, and b) determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

WHEREAS, in 1993, the University of the Philippines – National College of Public Administration and Governance (then known as the University of the Philippines – College of Public Administration), through its Center for Local and Regional Governance (then known as the Local Government Center), was commissioned to conduct a management evaluation study of the City Government of Dagupan, particularly on organization and management, manpower development and utilization, and financial management of the Executive Department, and made recommendations therefor;

WHEREAS, in 2001, the UP-NCPAG Center for Local and Regional Governance was again commissioned to assess the extent of implementation of the recommendations embodied in the 1993 study, as well as recommend additional measures to improve further the administrative performance of the Executive Department of the City Government of Dagupan;

WHEREAS, in 2002, the Sangguniang Panlungsod of Dagupan adopted the findings and recommendations of the UP-NCPAG Center for Local and Regional Governance through Resolution No. 3815-2002;

WHEREAS, in 2004, then-City Mayor Benjamin S. Lim was empowered by the Sangguniang Panlungsod of Dagupan to implement the reorganization of the City Government as embodied in the Management Evaluation and Reorganization Study of the UP-NCPAG Center for Local and Regional Governance through City Ordinance No. 1817-2004;

WHEREAS, upon his assumption of office, Honorable Marc Brian C. Lim, City Mayor of Dagupan, subjected anew the Executive Department of the City Government to organizational review as means of implementing the

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Management Evaluation and Reorganization Study of the UP-NCPAG Center for Local and Regional Governance approved under Resolution No. 3815-2002, and by virtue of the authority given to the Office of the City Mayor under City Ordinance No. 1817-2004;

WHEREAS, the organizational review was intended to determine the strengths and areas for improvement of the existing structure of the Executive Department of the City Government with the ultimate aim of achieving a more cohesive structure attuned with the changing needs of government service, to analyze human resource demographics and data, to assess how each department is organized and to explore if certain department/s can be merged or collapsed or new functions created, and to ascertain if there is adequate staffing — including pinpointing which department/s is/are overstaffed or understaffed, and to implement the delineation, creation or merger of units and departments, as well as transfer or creation of new positions by phase, in consideration of budgetary constraints, personal services cap, and transitional requirements;

WHEREAS, the Phase I of the Organizational Review and Reorganization Plan of the Executive Departments of the City Government of Dagupan highlight the immediate need to redefine and modify the existing organizational and functional structure of frontline offices to streamline government processes and truly reflect their mandate, to either delineate or merge some units within the same department or transfer some sections to another department to avoid duplication of functions, and to create new positions to establish clear management direction and leadership, and to equip the different offices with better functional competency;

WHEREAS, the succeeding phases of the reorganization, including creation of new positions and delineation/ merger of different units in the remaining departments, will be presented and implemented in the ensuing fiscal years, in anticipation of the full implementation of the Mandanas Ruling.

NOW THEREFORE, on motion of _____, duly seconded by _____, be it enacted by the Sangguniang Panlungsod in its regular session assembled that:

PART I.

DELINEATION AND/OR ELEVATION OF UNITS INTO SEPARATE OFFICES/ DEPARTMENTS, AND TRANSFER OF UNITS TO APPROPRIATE OFFICE/DEPARTMENT

SECTION 1. REORGANIZING THE SECTIONS UNDER THE CITY MAYOR'S OFFICE AND CONSTITUTING THE EXECUTIVE MANAGEMENT GROUP FOR THE THOROUGH AND EFFICIENT COORDINATION OF THE SCHEDULE, ACTIVITIES AND PROGRAMS OF THE LOCAL CHIEF EXECUTIVE

- a) The different sections under the City Mayor's Office is hereby reorganized and placed under the Executive Management Group, which is hereby constituted and conferred with the following functions:

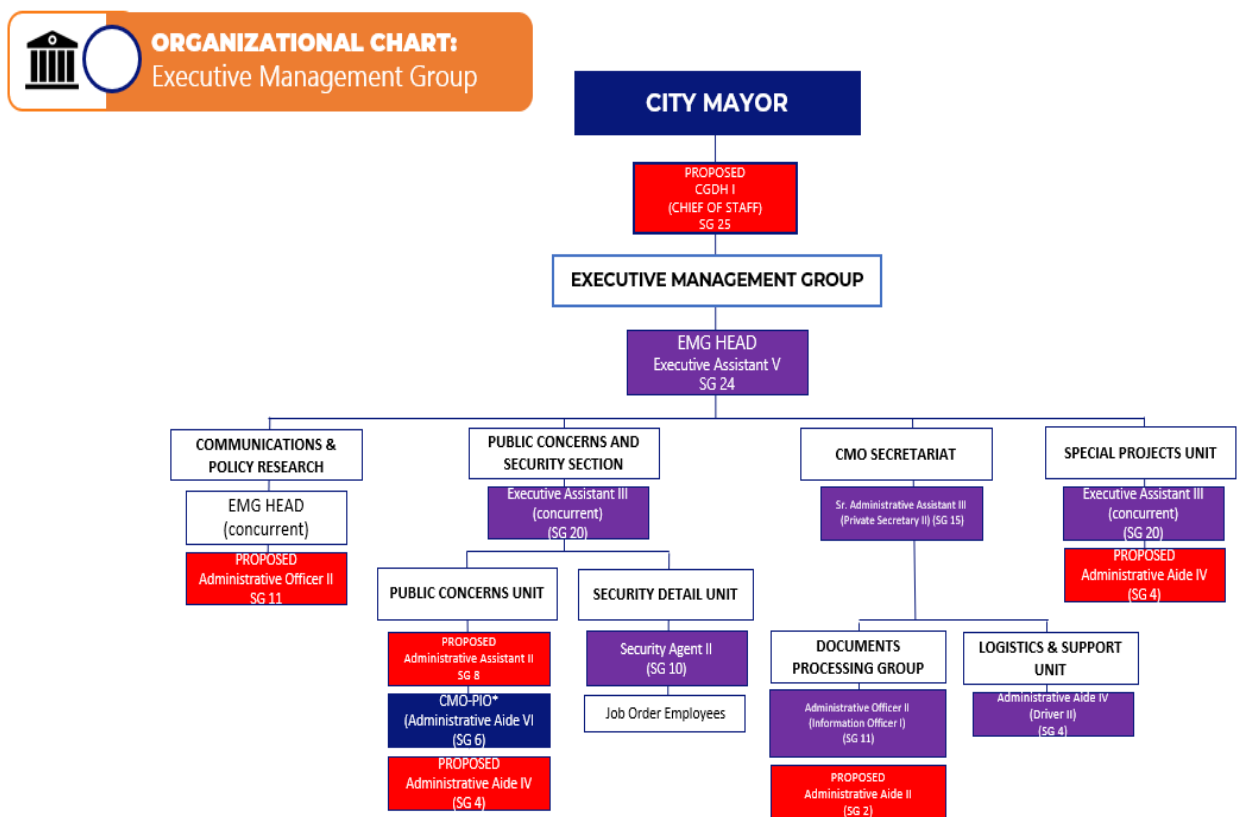
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1. It shall oversee and coordinate the operations of the different units and offices lodged under the City Mayor's Office, and assist in ensuring efficient internal administration.
2. It shall monitor issues and development, focusing specifically on those that shall have impact on the management of the City and local interest.
3. It shall provide timely, reliable, accurate and comprehensive information to the Local Chief Executive and the different departments to aid in policy- and decision-making.
4. It shall translate the insights/ perspective of the Local Chief Executive into operational terms, and provide alternative opinions/ recommendations on policy and program issues, and conduct policy reviews within its sectoral jurisdiction, and shall provide competent and responsive support to local chief executive's fora.
5. It shall prepare, and attend to the scheduling, outside engagement, meeting agenda, conference, communication and speechwriting requirements of the Local Chief Executive, and shall ensure thorough and efficient coordination of his activities and special projects.
6. It shall monitor and assess the implementation and completion of the different projects of the City Government, and submit report to the Local Chief Executive, and perform other functions that may be assigned or instructed by the Local Chief Executive.

b) It shall have the following structure, headed by a City Government Department Head I, co-terminous with the appointing authority:

SECTION 2. SEPARATING THE CITY ADMINISTRATOR'S OFFICE FROM THE ORGANIZATIONAL STRUCTURE OF THE CITY MAYOR'S OFFICE, AND ORGANIZING IT AS A SEPARATE DEPARTMENT

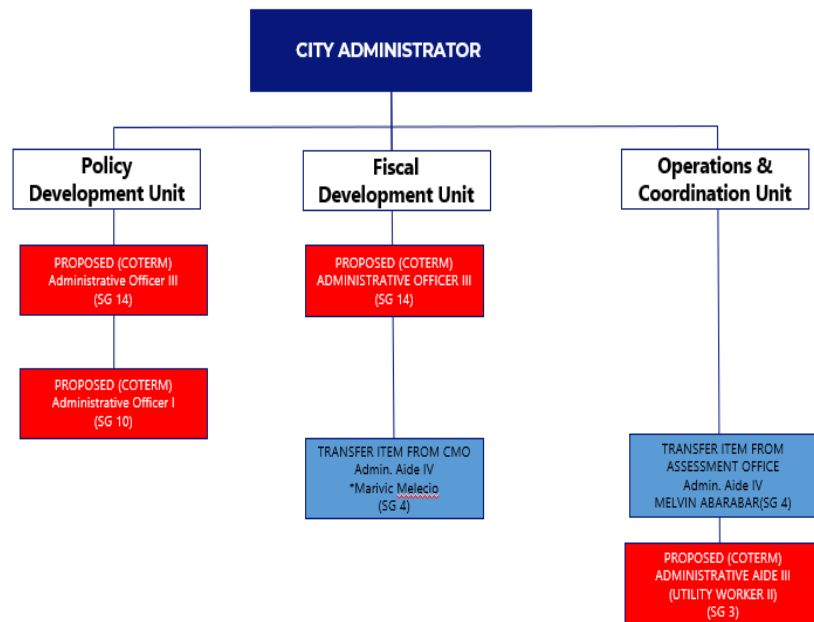
a) The City of the Office Administrator is hereby delineated and separated



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from the organizational structure of the City Mayor’s Office to enable it to be more efficient and effective in supervising the different departments and processes of the City Government of Dagupan.

b) The City Administrator’s Office shall have the following structure and staffing:



SECTION 3. SEPARATING THE INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION FROM THE ORGANIZATIONAL STRUCTURE OF THE CITY MAYOR’S OFFICE, AND ESTABLISHING THE MANAGEMENT INFORMATION SYSTEMS OFFICE IN ITS PLACE

- a) The Management Information Systems (MIS) Office is hereby created, consistent with Article 120 (b) of the Implementing Rules and Regulations of Republic Act No. 7160 (Local Government Code), separated from the organizational structure of the City Mayor’s Office.
- b) The creation of the Management Information Systems (MIS) Office will strengthen the position of the City Government of Dagupan on e-governance, and will ensure effective and efficient management, security, and development of all information communication technology-enabled and online services.
- c) It shall perform the following functions –

1. Policy and Planning.

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- a. Formulate, recommend and implement national policies, plans, programs and guidelines that will promote the development and use of information technology with due consideration to the advantages of convergence and emerging technologies;
- b. Formulate policies and initiatives, in coordination with the other agencies and local government units to develop and promote information technology consistent with the national goals and objectives, and responsive to the human resource needs of the information technology and IT-enabled services sectors;
- c. Provide an integrated framework in order to optimize all government information technology resources and networks;

2. Improve Public Access

- a. Prescribe rules and regulations for the establishment, operation and maintenance of information technology infrastructures;
- b. Establish a free internet service that can be accessed in government offices and public areas using the most cost-effective telecommunications technology, through partnership with private service providers;

3. Resource-sharing and Capacity Building

- a. Harmonize and coordinate information technology plans and initiatives to ensure knowledge, information and resource-sharing, database-building and agency networking linkages among different departments;
- b. Ensure the development and protection of integrated government information technology infrastructures and designs, taking into consideration the inventory of existing manpower, plans, programs, software, hardware, and installed systems;
- c. Assist and provide technical expertise to the different departments of the in the development of guidelines in the enforcement and administration of laws, standards, rules, and regulations governing information technology;

4. Consumer Protection and Industry Development

- a. Ensure and protect the rights and welfare of consumers and business users to privacy, security and confidentiality in matters relating to information technology, in coordination with agencies concerned, the private sector and relevant bodies;
- b. Promote strategic partnerships and alliances between and among local and international information technology,

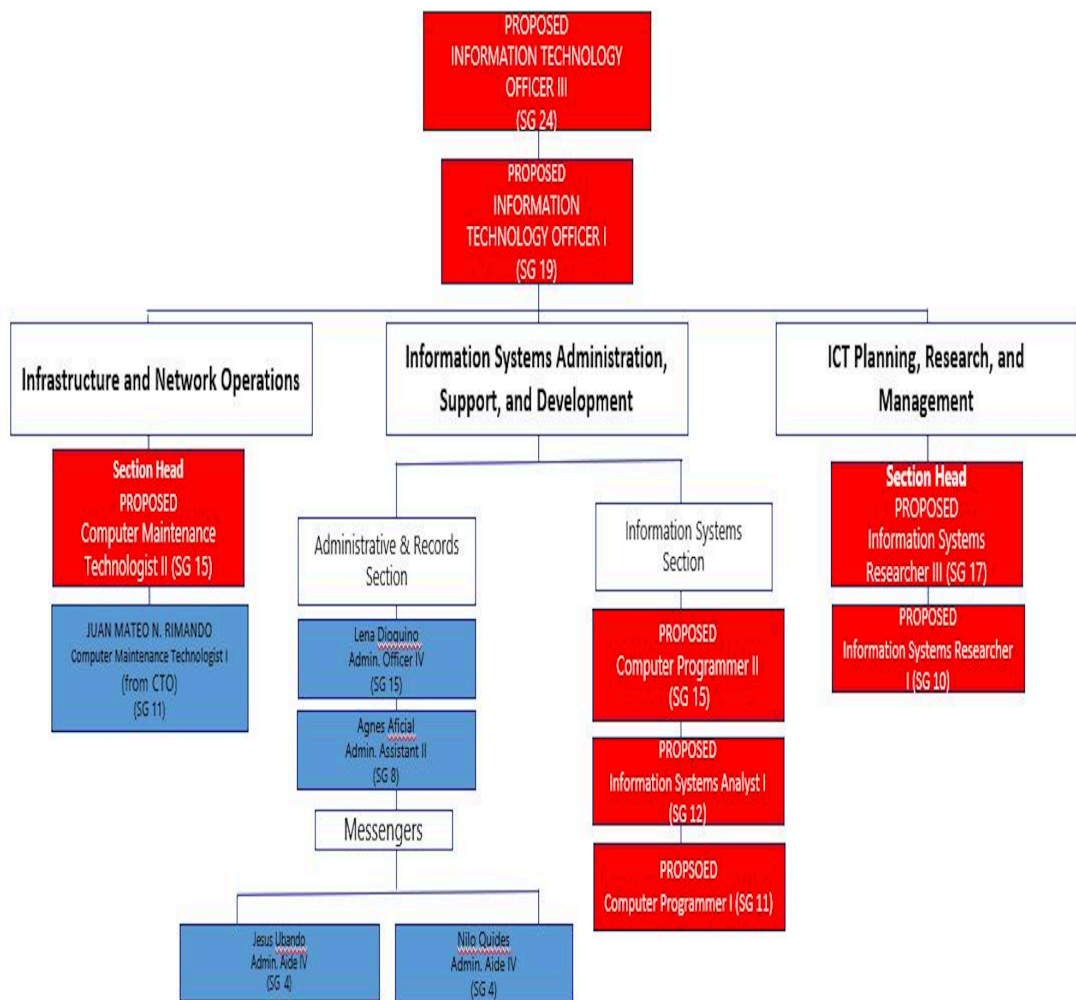
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research and development, educational and training institutions to speed up industry growth and enhance competitiveness workers, firms, and small and medium enterprises in the global markets for information technology and IT-enabled services sector;

5. Cybersecurity Policy and Program Coordination

- a. To formulate a local cybersecurity plan consisting of robust and coherent strategies that would minimize local security risks in order to promote a peaceful, secure, open and cooperative information technology environment.

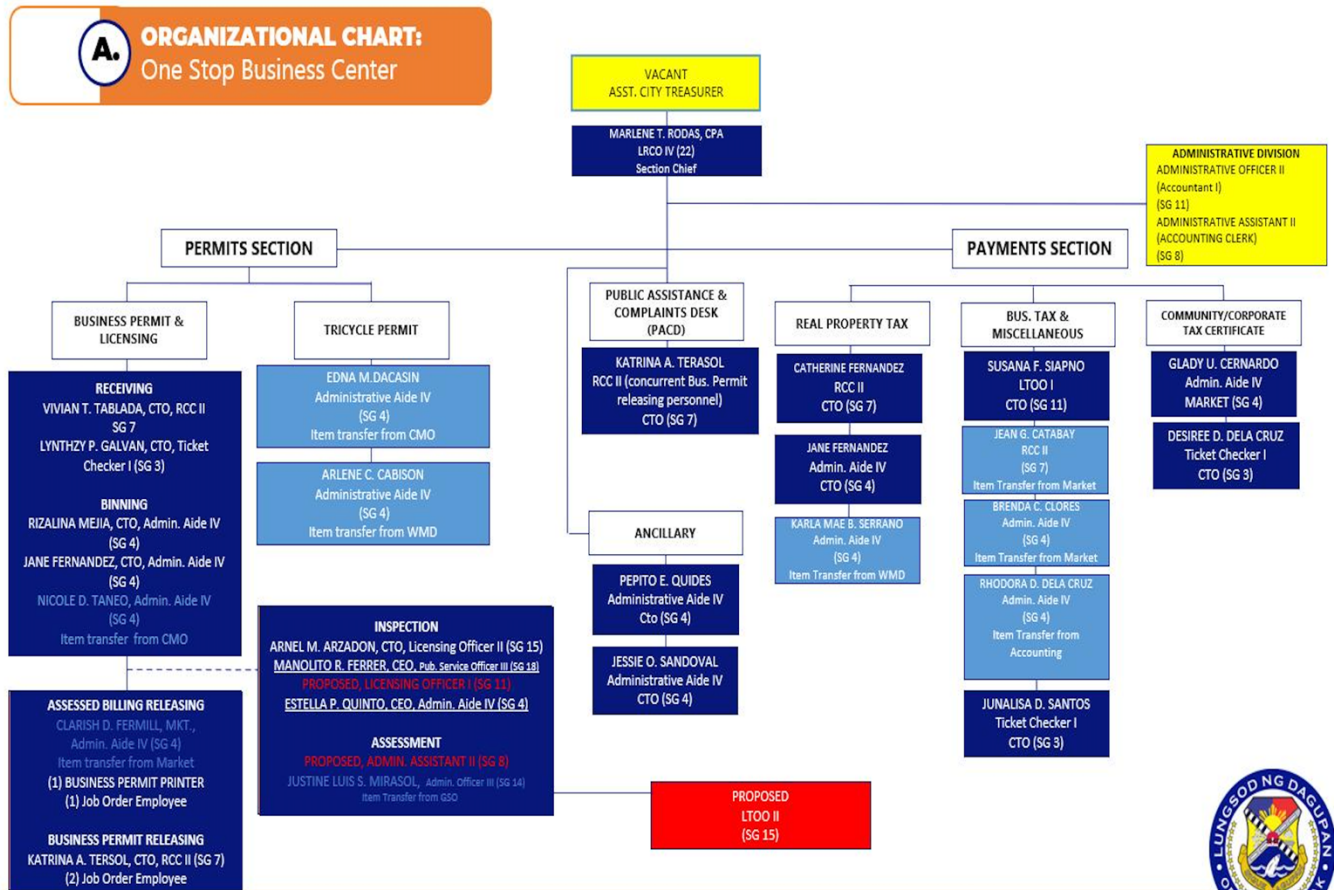
- d) The Management Information Systems (MIS) Office shall be headed by a permanent Information Technology Officer III, and shall have the following structure and staffing –



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SECTION 4. TRANSFER OF THE ADMINISTRATIVE SUPERVISION OF THE ONE-STOP BUSINESS CENTER FROM THE CITY MAYOR'S OFFICE TO THE CITY TREASURER'S OFFICE

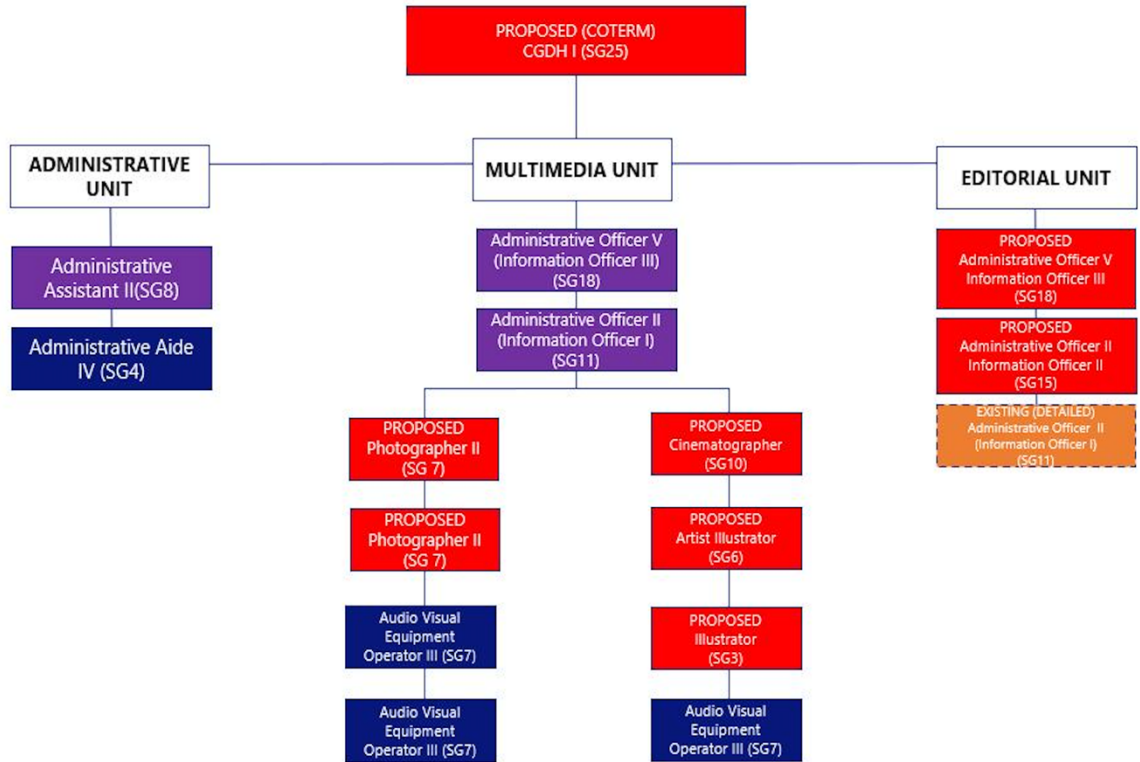
- a) The One-Stop Business Center is hereby transferred from administrative supervision of the City Mayor's Office to the City Treasurer's Office.
- b) It shall have the following organizational structure and staffing -



SECTION 5. SEPARATING THE PUBLIC INFORMATION OFFICE FROM THE ORGANIZATIONAL STRUCTURE OF THE CITY MAYOR'S OFFICE, AND ESTABLISHING IT AS A SEPARATE DEPARTMENT

- a) A Public Information Office, separate and delineated from the organizational structure of the City Mayor's Office, is hereby created in order to convey it the capacity and flexibility to deliver service encompassing various aspects of multimedia communication.
- b) It shall have the following functional units and positions, headed by a City Government Department Head I, co-terminous with the appointing authority -

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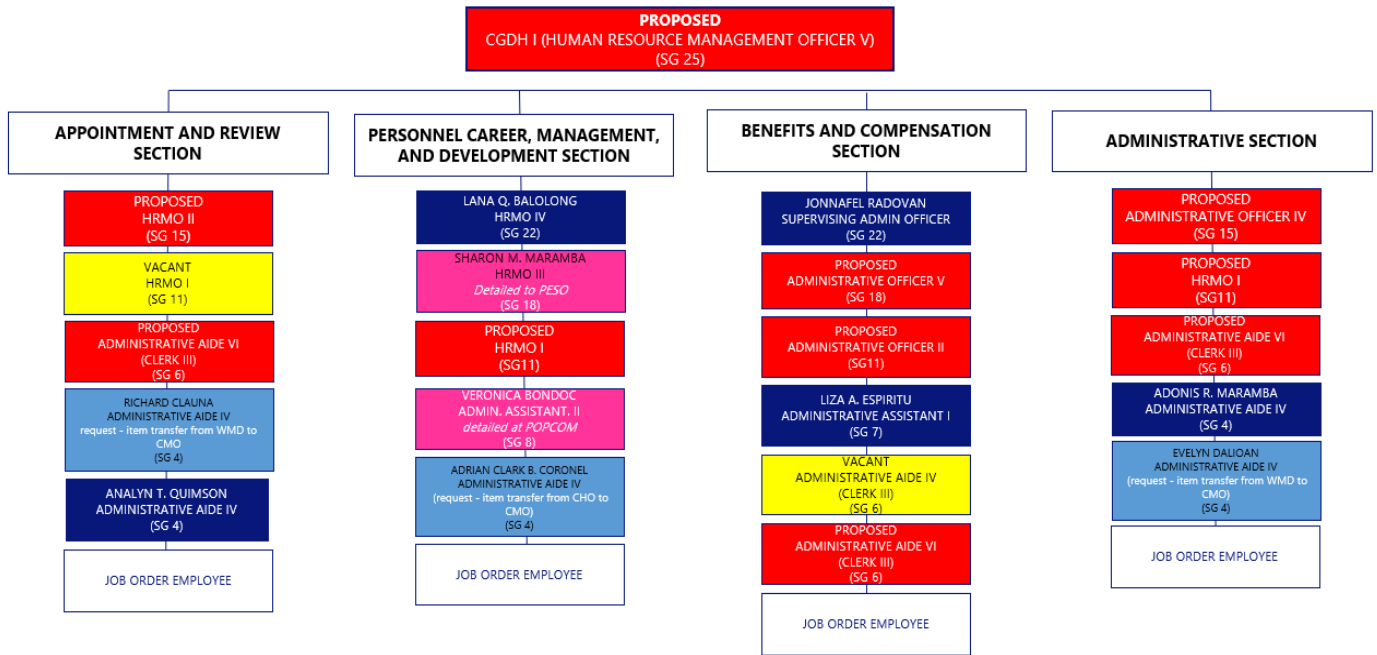


SECTION 6. SEPARATING THE HUMAN RESOURCES OFFICE FROM THE ORGANIZATIONAL STRUCTURE OF THE CITY MAYOR'S OFFICE, AND ESTABLISHING IT AS A SEPARATE DEPARTMENT

- a) To provide functional organization receptive to employee needs and the capacity to implement the core responsibilities crucial to the institutional management cluster, the Human Resources Management Office is hereby separated from the organizational structure of the City Mayor's Office and elevated to a department status.
- b) It shall have the following sections reflecting the core responsibilities of the Human Resources Management: 1) Appointment and Review, 2) Personnel Career, Management, and Development, 3) Benefits and Compensation, and 4) Administrative.
- c) The Human Resources Management Department shall have the following organizational structure and staffing, headed by a permanent City Government Department Head I, intended to capacitate it on the full implementation of the Strategic Performance and Management System (SPMS) that will aid the City Government in various aspects such as promotion, performance evaluation, recognition and employee discipline -

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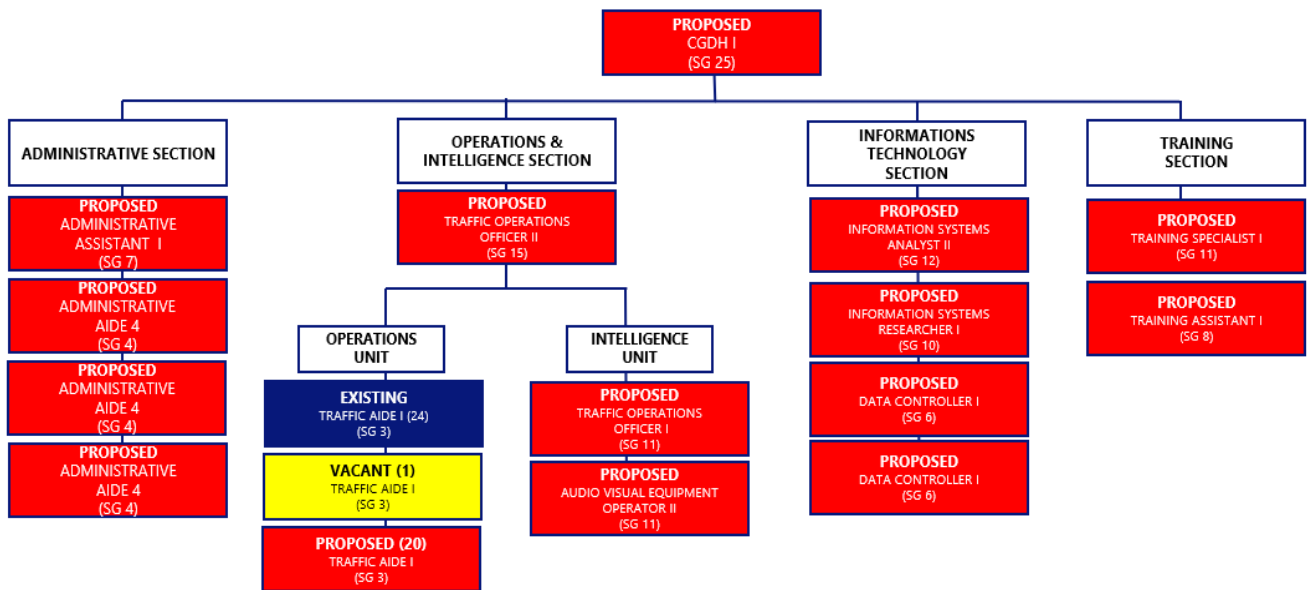
ORGANIZATIONAL CHART:
HRM Office



SECTION 7. FORMALLY NAMING THE PUBLIC ORDER AND SAFETY OFFICE (POSO) FROM ITS ORIGINAL DENOMINATION

- a) The Public Order and Safety Office is so renamed from its original denomination as PNP-Traffic Aide, and to be headed by a City Government Department Head I, co-terminous with the appointing authority.
- b) In order to capacitate it to be responsive to its expanded role not just of managing traffic but to ensure public order and safety, it shall have the following organizational structure and staffing –

ORGANIZATIONAL CHART:
Public Order & Safety Office

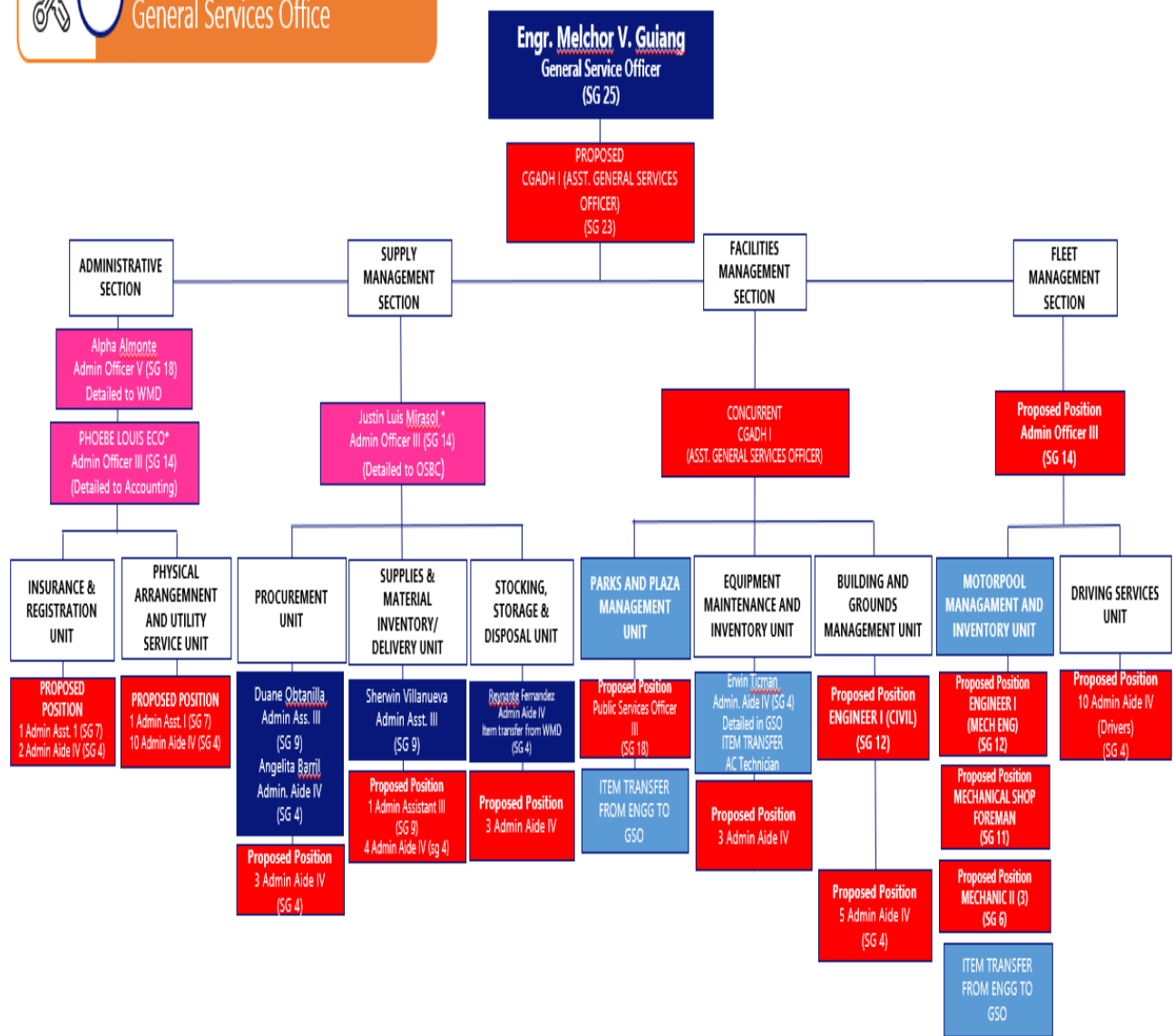


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SECTION 8. TRANSFERRING THE MOTORPOOL UNIT FROM THE CITY ENGINEER'S OFFICE TO THE GENERAL SERVICES OFFICE, AND REORGANIZING THE GENERAL SERVICES OFFICES FOR THIS PURPOSE

- The entire Motorpool Unit is hereby transferred from the City Engineer's Office to the General Services Office, and shall be renamed Fleet Management Section.
- The General Services Section is reorganized as follows to reflect the new section placed under its control and supervision, and to equip it with the capacity to manage both the fixed and movable assets of the City Government –

ORGANIZATIONAL CHART: General Services Office



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PART II. CREATION OF NEW POSITIONS

SECTION 1. CREATION OF NEW POSITIONS UNDER THE CITY MAYOR'S OFFICE/ EXECUTIVE MANAGEMENT GROUP. In order to capacitate the new Executive Management Group under the City Mayor with personnel capable of overseeing the special projects, schedule, outside engagements, activities and decisions of the City Mayor, the following positions, with corresponding salary, qualification and functions, are hereby created –

1. CITY GOVERNMENT DEPARTMENT HEAD I

a) POSITION INFORMATION:

OFFICE: CITY MAYOR'S OFFICE
SALARY GRADE: 25
ANNUAL SALARY: P1,127,304.00
MONTHLY SALARY: P93,942.00

b) QUALIFICATIONS:

Education: Master's degree OR Certificate in Leadership and Management from the CSC
Experience: 5 years of supervisory/management experience
Training: 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Develop plans and strategies, upon approval thereof by the Local Chief Executive as the case may be, to implement the same particularly to units under the Executive Management Group (EMG), and organizes the core of the Local Chief Executive;
2. Organize all the special projects under the City Mayor's Office, and for this purpose, may represent the Local Chief Executive in various ceremonies, programs and social activities in case of the latter's unavailability to attend, and presides over meetings called specifically by the Office of the City Mayor in the absence of the same;
3. Provide communication framework, feedback, and recommendations to the Local Chief Executive as to the operation and necessary policy direction of the different units working under the EMG; and
4. Exercise such other powers and perform such other duties and functions as may be prescribed by law or by ordinance

2. ADMINISTRATIVE OFFICER II

a) POSITION INFORMATION:

OFFICE: CITY MAYOR'S OFFICE
SALARY GRADE: 11
ANNUAL SALARY: P272,196.00
MONTHLY SALARY: P22,683.00

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b) QUALIFICATIONS:

Education: Bachelor's Degree

Experience: None required

Training: None required

Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Construct various correspondence for the City Mayor's Office;
2. Produce, analyze, and disseminate reliable information and policies;
3. Oversee or coordinate the implementation of policies, plans and programs among government offices;
4. Execute appropriate operations management system that reflect compliance with standard operating procedures/protocols;
5. Establish external linkages with various offices and agencies for facilitation of the needs of the LGU;
6. Update the LCE on various legislations and administrative issuances pertinent to the governance of LGU matters;
7. Provide support for effective and efficient implementation of projects and programs of the City Government;
8. Take specific instructions from the Chief of Staff.

SECTION 2. CREATION OF NEW POSITIONS UNDER THE CITY ADMINISTRATOR'S OFFICE. To provide the City Administrator with the technical assistance to oversee the City Government operations and other functions lodged under the said office, the following positions are hereby created, with corresponding salary, qualification and functions -

1. ADMINISTRATIVE OFFICER III

a) POSITION INFORMATION:

OFFICE: CITY ADMINISTRATOR'S OFFICE

SALARY GRADE: 14

ANNUAL SALARY: P351,108.00

MONTHLY SALARY: P29,259.00

b) QUALIFICATIONS:

Education: Bachelor's Degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Undertake public policy reviews and revisions for the City Administrator's Office;
2. Ensure policy enforcement and monitoring;
3. Review and analyze existing policies;
4. Produce, analyze, and disseminate reliable information and policies;
5. Coordinate financial resource mobilization;
6. Provide support for effective and efficient implementation of projects and programs of the City Government;

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7. Oversee effective relationship management and coordination between offices;
8. Assist in formulating, monitoring, and assessment of financial-related concerns of the local government offices;
9. Perform other tasks given by the City Administrator.

2. ADMINISTRATIVE OFFICER I

a) POSITION INFORMATION:

OFFICE: CITY ADMINISTRATOR'S OFFICE
SALARY GRADE: 10
ANNUAL SALARY: P241,740.00
MONTHLY SALARY: P20,154.00

b) QUALIFICATIONS:

Education: Bachelor's Degree
Experience: None Required
Training: None Required
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Assist in the preparation and submission of the Project Procurement Management Plans of the City;
2. Analyze costs and inventory of supplies and materials consumption rate of various offices relative to the approval of Purchase Requests;
3. Facilitate and assist in the preparation of funding and processing of priority expenditure programs of the City Government for the review and approval of the City Administrator and City Mayor;
4. Assist in the monitoring of expenses of government offices;
5. Assist in the coordination of the work of all the officials of the local government unit, under the supervision and direction of the City Administrator;
6. Coordinate the implementation of policies, plans and programs among government offices;
7. Coordinate with other government offices and other agencies for the City Administrator's Office; and
8. Perform other tasks given by the City Administrator.

SECTION 3. CREATION OF NEW POSITIONS UNDER THE MANAGEMENT INFORMATION SYSTEMS OFFICE (FORMERLY INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION). To better equip the City Government for e-governance, and to reflect the expanded functions of the Management Information Systems relating to management, security, and continuous development of all information technology and online services within Dagupan, the following positions are hereby created, with corresponding salary, qualification and functions -

1. INFORMATION SYSTEMS RESEARCHER III

a) POSITION INFORMATION

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OFFICE: MANAGEMENT INFORMATION SYSTEMS OFFICE
SALARY GRADE: 17
ANNUAL SALARY: P455,844.00
MONTHLY SALARY: P37,897.00

b) QUALIFICATIONS:

Education: Bachelor's Degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Assists in the establishment of long-term needs for information systems, and strategic plans for developing systems and acquiring hardware to meet application needs;
2. Assists in the general planning regarding ICT policies and standards, and technology and system required to maintain the City Government's operations and competitiveness;
3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement, and maintenance contracts in coordination with concerned units;
4. Analyzes current ICT operational plans and standards to study, and recommends modifications and implementation of new guidelines, procedures, and monitoring tools;
5. Confirms quality standards for programming and accuracy of instructions given to computer operations staff; and
6. Performs other related tasks that may be assigned or delegated by the MIS Office Head.

2. COMPUTER MAINTENANCE TECHNOLOGIST II

a) POSITION INFORMATION

OFFICE: MANAGEMENT INFORMATION SYSTEMS OFFICE
SALARY GRADE: 15
ANNUAL SALARY: P382,752.00
MONTHLY SALARY: P31,896.00

b) QUALIFICATIONS:

Education: Bachelor's Degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Investigate hardware problems and performs major and minor system hardware and communication connection repairs;
2. Assist in the operation and monitoring of all activities related to the operations and maintenance of mainframe computer and other operating systems using established procedures;
3. Install, assemble, and configure computers, monitors, network infrastructure and peripherals such as printers, scanners, and related hardware;

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- 4. Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration;
- 5. Respond to inquiries and requests for assistance with the City Government operating systems, networks, and databases;
- 6. Assist in the planning, design, research and acquisition of new or upgraded hardware and software systems, and maintains current knowledge on hardware, software, and network technology and recommends modifications as necessary;
- 7. Document system problem resolutions for future reference and prepares management information reports and/or correspondences; and
- 8. Perform other related tasks that may be assigned or delegated by the MIS Office Head.

3. COMPUTER PROGRAMMER II

a) POSITION INFORMATION

OFFICE:	MANAGEMENT INFORMATION SYSTEMS OFFICE
SALARY GRADE:	15
ANNUAL SALARY:	P382,752.00
MONTHLY SALARY:	P31,896.00

b) QUALIFICATIONS:

- Education: Bachelor's Degree relevant to the job
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training
- Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

- 1. Assist in the simple to moderately complex design/development and maintenance/enhancement for information systems and programs;
- 2. Install and maintain databases to Office or Departments such as, but not limited to, space monitoring and virus checking, daily back-up of transaction, file maintenance, and database turning;
- 3. Conduct essential research needed in the design and development of IT systems to improve the delivery of service of the various departments/division/units;
- 4. Assist in monitoring industry development for new technologies in information technology for possible adoption by the City Government;
- 5. Prepare and generate simple to complex management information reports;
- 6. Conduct simple to complex IT seminars and trainings to IT staff from various departments/divisions/units relevant to the application system of the City; and
- 7. Perform other related tasks that may be assigned or delegated by the MIS Office Head.

SECTION 4. CREATION OF NEW POSITIONS UNDER THE HUMAN RESOURCES MANAGEMENT OFFICE (FORMERLY HRM DIVISION). To ensure that the Human Resources Management Office can effectively implement its expanded function relating to staffing, employee compensation and benefits, and

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defining/ designing work as mandated by the Civil Service Commission, including supervising the entire manpower resources of the City Government of Dagupan, the following positions are hereby created, with corresponding salary, qualification and functions –

1. CITY GOVERNMENT DEPARTMENT HEAD I

a) POSITION INFORMATION

OFFICE: HUMAN RESOURCES AND MANAGEMENT OFFICE
SALARY GRADE: 25
ANNUAL SALARY: P1,127,304.00
MONTHLY SALARY: P93,942.00

b) QUALIFICATIONS:

Education: Master’s degree OR Certificate in Leadership and Management from the CSC
Experience: 5 years of supervisory/management experience
Training: 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Develop, formulate, and execute policies, rules, and regulations in all areas of Human Resource Management in accordance with the Civil Service Laws and Rules;
2. Establish a sound recruitment and section system within the organization;
3. Administer the position, classification, and compensation system (as prescribed by DBM) and other employees welfare program such as medical and hospitalization benefits, health and safety standards, insurance, disability, retirement, and other benefits;
4. Assist the agency in the development and implementation of performance standards, insurance, disability, retirement, and other benefits;
5. Assist the agency in the development and implementation of performance standards evaluation system and employee recognition programs such as national and city awards;
6. Provide relevant inputs in the development and implementation of Human Resource Training and Development programs designed to raise the level of efficiency, effectiveness, and morale of the personnel in the City Government;
7. Supervise the Human Resource Management Office and staff; and
8. Perform such other duties and functions that may be prescribed by the Agency.

2. ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)

a) POSITION INFORMATION

OFFICE: HUMAN RESOURCES AND MANAGEMENT OFFICE
SALARY GRADE: 15
ANNUAL SALARY: P382,752.00

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MONTHLY SALARY: P31,896.00

b) QUALIFICATIONS:

- Education: Bachelor's Degree relevant to the job
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training
- Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Assist in the employee recruitment, selection, placement, and appointments;
2. Evaluate qualifications of applicants vis-à-vis the approved qualification standards, for endorsement to the Personnel Selection Board (PSB);
3. Serve as secretariat and assists the Personnel Selection Board during deliberation of vacant positions, and prepares the minutes for the said meeting;
4. Review and verify all supporting documents of appointments;
5. Manage the Career Pathing and Succession Planning; and
6. Perform other duties and functions as prescribed by the Office Head.

SECTION 5. CREATION OF NEW POSITIONS UNDER THE CITY ENGINEER'S OFFICE. To augment and update the existing office plantilla in order to meet the design and preparation requirements for the different infrastructure projects of the City Government through the City Engineer's Office, the following positions are hereby created, with corresponding salary, qualification and functions –

1. ARCHITECT III

a) POSITION INFORMATION

OFFICE:	CITY ENGINEER'S OFFICE
SALARY GRADE:	19
ANNUAL SALARY:	P550,764.00
MONTHLY SALARY:	P45,897.00

b) QUALIFICATIONS:

- Education: Bachelor's Degree in Architecture
- Experience: 2 years of relevant experience
- Training: 8 hours of relevant training
- Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

1. Draft perspective, drawing, and working plans of proposed structures, coordinates architectural structures and other engineering requirements;
2. Prepare preliminary studies and sketches on original designs of architectural structures, makes and reviews studies in landscape planning, color, scheme, ornamental details and interior decorating, and the specifications, detailed estimates and PERT/CPM scaled network diagrams;
3. Supervise and review work of draftsman;

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4. Monitor and inspect projects, programs, and activities under construction and other proposed structures for repair and renovation; and
5. Do other related works as may be assigned from time to time by the superiors.

2. ENGINEER I

a) POSITION INFORMATION

OFFICE:	CITY ENGINEER'S OFFICE
SALARY GRADE:	12
ANNUAL SALARY:	P296,988.00
MONTHLY SALARY:	P24,749.00

b) QUALIFICATIONS:

Education: Bachelor's Degree in Engineering relevant to the job
Experience: None required
Training: None required
Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

1. Undertake activities requiring application of technical knowledge, skills, and experience;
2. Determine and prepare project cost by calculating labor, materials, and other related cost for preparation of Program of Works; and
3. Do other related works as may be assigned from time to time by the superiors.

3. DRAFTSMAN II

a) POSITION INFORMATION

OFFICE:	CITY ENGINEER'S OFFICE
SALARY GRADE:	8
ANNUAL SALARY:	P208,056.00
MONTHLY SALARY:	P17,338.00

b) QUALIFICATIONS:

Education: Completion of two 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 (Subprofessional)
Draftsman or Illustrator (MC11, s.96 – Cat. I)
First Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Provide routine drafting support, prepares various drawings and schematics derived from a variety of specifications, layout, blueprint and sketches;
2. Assist and coordinate with engineers or architects as to preparation of project plans; and

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3. Do other related works as may be assigned from time to time by the superiors.

SECTION 6. CREATION OF NEW POSITIONS UNDER THE PUBLIC ORDER AND SAFETY OFFICE (POSO). To complement the traffic and incident monitoring hardware and installations in Dagupan, and to ensure effective implementation of its expanded function, the following positions, with the corresponding salary, qualifications and duties, are hereby created under the Public Order and Safety Office –

1. DATA CONTROLLER I

a) POSITION INFORMATION

OFFICE:	PUBLIC ORDER AND SAFETY OFFICE
SALARY GRADE:	6
ANNUAL SALARY:	P184,680.00
MONTHLY SALARY:	P15,390.00

b) QUALIFICATIONS:

Education: Completion of two 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 (Subprofessional)
Data Encoder (MC11, s.96 – Cat. I)
First Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Assist in the development of data processing systems to meet department needs;
2. Enter, access, and maintain information in on-line / onsite computer and microcomputer terminals, assuring data integrity.
3. Generate and analyze reports; prepares reports required by the City Government;
4. Maintain and retrieve records, files and related media format collected in the surveillance system;
5. Check data for completeness, accuracy and compliance with criteria;
6. Troubleshoot hardware and software problems;
7. Analyze current procedures for suitability to future requirements;
8. Operate CCTV surveillance system, and other office equipment such as base radio, calculators and multiple telephone lines;
9. Maintain all financial accounts using appropriate software system;
10. Ensure compliance with data privacy, confidentiality of information, data integrity, and security policies;
11. Performs other related tasks that may be assigned or delegated by the Section and Division Chiefs of the Public Order and Safety Office and / or the Information Technology Resource Management Division.

2. TRAFFIC AIDE I

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a) POSITION INFORMATION

OFFICE: PUBLIC ORDER AND SAFETY OFFICE
SALARY GRADE: 3
ANNUAL SALARY: P154,716.00
MONTHLY SALARY: P12,893.00

b) QUALIFICATIONS:

Education: High School Graduate
Experience: None Required
Training: None Required
Eligibility: None Required (MC 11, s. 96 – Cat. III)

c) DUTIES AND RESPONSIBILITIES:

1. Perform tasks assigned to on-the-ground traffic enforcers;
2. Facilitate the swift movement of people and vehicles;
3. Aid in minimizing opportunities for the commission of crime through preventive patrol and other crime prevention measures;
4. Provide other services on emergency and non-emergency basis as may be directed by the head of office.

3. TRAFFIC AIDE I

a) POSITION INFORMATION

OFFICE: PUBLIC ORDER AND SAFETY OFFICE
SALARY GRADE: 3
ANNUAL SALARY: P154,716.00
MONTHLY SALARY: P12,893.00

b) QUALIFICATIONS:

Education: High School Graduate
Experience: None Required
Training: None Required
Eligibility: None Required (MC 11, s. 96 – Cat. III)

c) DUTIES AND RESPONSIBILITIES:

1. Perform tasks assigned to on-the-ground traffic enforcers;
2. Facilitate the swift movement of people and vehicles;
3. Aid in minimizing opportunities for the commission of crime through preventive patrol and other crime prevention measures;
4. Provide other services on emergency and non-emergency basis as may be directed by the head of office.

4. TRAFFIC AIDE I

a) POSITION INFORMATION

OFFICE: PUBLIC ORDER AND SAFETY OFFICE
SALARY GRADE: 3
ANNUAL SALARY: P154,716.00
MONTHLY SALARY: P12,893.00

b) QUALIFICATIONS:

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Education: High School Graduate
Experience: None Required
Training: None Required
Eligibility: None Required (MC 11, s. 96 – Cat. III)

c) DUTIES AND RESPONSIBILITIES:

- 1. Perform tasks assigned to on-the-ground traffic enforcers;
- 2. Facilitate the swift movement of people and vehicles;
- 3. Aid in minimizing opportunities for the commission of crime through preventive patrol and other crime prevention measures;
- 4. Provide other services on emergency and non-emergency basis as may be directed by the head of office.

SECTION 7. CREATION OF NEW POSITIONS UNDER THE CITY HEALTH OFFICE. To bridge the gap between the ideal and actual nurses/ midwives to population ratio, and in conformity with the Universal Health Care, the following positions, with the corresponding salary, qualifications and duties, are created under the City Health Office -

1. NURSE I

a) POSITION INFORMATION

OFFICE: CITY HEALTH OFFICE
SALARY GRADE: 15
ANNUAL SALARY: P402,900.00
MONTHLY SALARY: P33,575.00

b) QUALIFICATIONS:

Education: Bachelor of Science in Nursing
Experience: None required
Training: None required
Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

- 1. Administer medications and renders treatment to patients;
- 2. Communicate with physicians and other medical professionals in carrying out their orders and accomplish patient's medical records;
- 3. Respond to inquiries, concerns, & complaints of patients;
- 4. Counsel patients and family members before, during, and after treatment;
- 5. Implement assigned health programs, consolidates reports, and supervises and monitors barangay nurses and midwives in their assigned catchment areas; and
- 6. Perform other related tasks.

2. NURSE I

a) POSITION INFORMATION

OFFICE: CITY HEALTH OFFICE
SALARY GRADE: 15
ANNUAL SALARY: P402,900.00

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MONTHLY SALARY: P33,575.00

b) QUALIFICATIONS:

Education: Bachelor of Science in Nursing
Experience: None required
Training: None required
Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

1. Administer medications and renders treatment to patients;
2. Communicate with physicians and other medical professionals in carrying out their orders and accomplish patient's medical records;
3. Respond to inquiries, concerns, & complaints of patients;
4. Counsel patients and family members before, during, and after treatment;
5. Implement assigned health programs, consolidates reports, and supervises and monitors barangay nurses and midwives in their assigned catchment areas; and
6. Perform other related tasks.

3. MIDWIFE I

a) POSITION INFORMATION

OFFICE: CITY HEALTH OFFICE
SALARY GRADE: 9
ANNUAL SALARY: P235,116.00
MONTHLY SALARY: P19,593.00

b) QUALIFICATIONS:

Education: Completion of Midwifery Course
Experience: None required
Training: None required
Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

1. Provide and administer midwifery services in the barangay;
2. Work and coordinate with the public health nurses in the planning and evaluating health services and programs at the barangay level;
3. Implement all health programs in areas of jurisdiction;
4. Assist medical and nursing personnel in the health activities as specified in the operational manual for midwives; and
5. Accomplish and submit reports of accomplishments, annual operational plans, and other duties as may be required by the City Health Officer.

4. MIDWIFE I

a) POSITION INFORMATION

OFFICE: CITY HEALTH OFFICE
SALARY GRADE: 9
ANNUAL SALARY: P235,116.00

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MONTHLY SALARY: P19,593.00

b) QUALIFICATIONS:

Education: Completion of Midwifery Course
Experience: None required
Training: None required
Eligibility: RA 1080

c) DUTIES AND RESPONSIBILITIES:

1. Provide and administer midwifery services in the barangay;
2. Work and coordinate with the public health nurses in the planning and evaluating health services and programs at the barangay level;
3. Implement all health programs in areas of jurisdiction;
4. Assist medical and nursing personnel in the health activities as specified in the operational manual for midwives; and
5. Accomplish and submit reports of accomplishments, annual operational plans, and other duties as may be required by the City Health Officer.

SECTION 8. CREATION OF NEW POSITION UNDER THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE. In compliance with the Sangguniang Kabataan Reform Act of 2015, and to emphasize the vital role of the youth in nation- and capacity-building, the following position is hereby created, with the corresponding salary, qualification and duties, under the City Social Welfare and Development Office:

1. YOUTH DEVELOPMENT OFFICER I

a) POSITION INFORMATION

OFFICE: CITY SOCIAL WELFARE AND DEVELOPMENT
SALARY GRADE: 10
ANNUAL SALARY: P241,740.00
MONTHLY SALARY: P20,145.00

b) QUALIFICATIONS:

Education: Bachelor's Degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility
Additional:

1. Preferably not more than thirty (30) years of age at the time of appointment
2. Of good moral character
3. Must have acquired experience in youth development affairs or involvement in youth or youth-serving organizations for at least three (3) years
4. To be appointed by the local chief executive, and must not be related within fourth (4th) degree of consanguinity or affinity to the appointing authority (Rule IV, Section 26, IRR of RA 10742)

c) DUTIES AND RESPONSIBILITIES:

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1. Facilitate the registration of youth and youth-serving organizations;
2. Provide technical assistance to the Local Youth Development Council (LYDC) in the formulation of the LYDP;
3. Facilitate election of the LYDC and serve as its secretariat;
4. Conduct continuing and capacity development of SK Officials, LYDC members, and the youth in the City;
5. Coordinate youth programs in the City, such as the scholarship and sports programs; and
6. Perform other functions as may be prescribed by law.

SECTION 9. CREATION OF NEW POSITION UNDER THE CITY AGRICULTURE OFFICE. To relieve the agricultural and aquacultural technologists of administrative duties and focus instead on the technical aspect of their posts, the following position is hereby created, with the corresponding salary, qualification and duties, under the City Agriculture Office –

1. ADMINISTRATIVE OFFICER I

a) POSITION INFORMATION

OFFICE:	CITY AGRICULTURE OFFICE
SALARY GRADE:	10
ANNUAL SALARY:	P241,740.00
MONTHLY SALARY:	P20,145.00

b) QUALIFICATIONS:

- Education: Bachelor's Degree
- Experience: None Required
- Training: None Required
- Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. Act as Property Custodian of the City Agriculture Office;
2. Assist the City Agriculture Officer with respect to budget concerns of the City Agriculture Office, such as preparing the PPMP, Purchase Requests, and other documents;
3. Assist in the monitoring of the Office's budget plans;
4. Assist walk-in clients of the City Agriculture Office;
5. Facilitate the recording and encoding of fisherfolks and farmers into relevant database systems, such as the Registry System for Basic Sectors in Agriculture (RSBS), Fisherfolk Registry System (FishR), among others;
6. Coordinate and liaise with other government offices and agencies;
7. Receive, record, release, and file communications and other documents; and
8. Other tasks as may be assigned.

SECTION 10. CREATION OF NEW POSITION UNDER THE GENERAL SERVICES OFFICE. To provide staffing complement in consideration of its expanded functions relating to management of fixed and movable assets of the City Government,

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the following position under the General Services Office is hereby created, with the corresponding salary, qualification and duties -

1. ADMINISTRATIVE OFFICER III

a) POSITION INFORMATION

OFFICE:	GENERAL SERVICES OFFICE
SALARY GRADE:	14
ANNUAL SALARY:	P351,108.00
MONTHLY SALARY:	P29,259.00

b) QUALIFICATIONS:

Education: Bachelor's Degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

c) DUTIES AND RESPONSIBILITIES:

1. In-charge of numbering of PR/POs;
2. In-charge of the preparation of all communications, publications, and other various communications to different offices;
3. Prepare various documents pertaining to the different projects of the City;
4. Assist in the preparation of vouchers/PRs/Pos and other supporting documents of various suppliers; and
5. Do other related work as required.

SECTION 11. SELECTION AND APPOINTMENT. The selection and appointment to these newly-created positions shall be in accordance with existing guidelines and policies of the Civil Service Commission.

SECTION 12. CONFIRMATION BY THE SANGGUNIANG PANLUNGSOD. The provisions of the 2017 Omnibus Rules on Appointments and Other Resource Actions, and its revisions, on the rules on submission of appointments for department head and equivalent positions, within seven (7) calendar days upon issuance by the appointing authority, to the Sangguniang Panlungsod for the requisite concurrence by the majority of its members, are hereby reiterated.

PART III. TRANSFER OF ITEMS/ PLANTILLA POSITIONS TO APPROPRIATE DEPARTMENTS AND UNITS

SECTION 1. TRANSFER OF ITEMS AND PLANTILLA POSITIONS. To properly effectuate the streamlining and clustering of related functions, and staffing of created/

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delineated departments and offices for the efficient delivery of service under the resulting organizational review, the following existing items/ plantilla positions are hereby transferred from their mother/ originating unit to the intended departments/ offices:

a. ITEM TRANSFERS TO CITY ADMINISTRATOR'S OFFICE

MOTHER UNIT	ITEM NO	PLANTILLA POSITION
CITY MAYOR'S OFFICE	58	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CITY ASSESSOR'S OFFICE	15	ADMINISTRATIVE AIDE IV (METRO AIDE II)

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b.

ERS TO CITY INFORMATION OFFICE

MOTHER UNIT	ITEM NO	PLANTILLA POSITION
CITY MAYOR'S OFFICE	40	ADMINISTRATIVE ASSISTANT I (AUDIO VISUAL EQUIPMENT OPERATOR III)
CITY MAYOR'S OFFICE	41	ADMINISTRATIVE ASSISTANT I (AUDIO VISUAL EQUIPMENT OPERATOR III)
CITY MAYOR'S OFFICE	42	ADMINISTRATIVE ASSISTANT I (AUDIO VISUAL EQUIPMENT OPERATOR III)
CITY MAYOR'S OFFICE	43	ADMINISTRATIVE AIDE VI (CLERK III)
CITY MAYOR'S OFFICE	51	ADMINISTRATIVE AIDE VI (CLERK III)
CITY MAYOR'S OFFICE	59	ADMINISTRATIVE AIDE IV (METRO AIDE II)

c. ITEM TRANSFERS TO HUMAN RESOURCE MANAGEMENT OFFICE

MOTHER UNIT	ITEM NO	PLANTILLA POSITION
CITY MAYOR'S OFFICE	5	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)
CITY MAYOR'S OFFICE	6	SUPERVISING ADMINISTRATIVE OFFICER (HRMO IV)
CITY MAYOR'S OFFICE	9	ADMINISTRATIVE OFFICER V (HRMO III)
CITY MAYOR'S OFFICE	12	ADMINISTRATIVE ASSISTANT II (CLERK IV)
CITY MAYOR'S OFFICE	14	ADMINISTRATIVE OFFICER II (HRMO I)
CITY MAYOR'S	25	ADMINISTRATIVE AIDE IV (METRO AIDE II)

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OFFICE		
CITY MAYOR'S OFFICE	28	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CITY MAYOR'S OFFICE	39	ADMINISTRATIVE AIDE IV (CLERK II)
CITY MAYOR'S OFFICE	46	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)
CITY MAYOR'S OFFICE	60	ADMINISTRATIVE AIDE VI (CLERK III)
WASTE MGT. DIVISION	76	ADMINISTRATIVE AIDE IV (METRO AIDE II)
WASTE MGT. DIVISION	94	ADMINISTRATIVE AIDE IV (METRO AIDE II)

d. ITEM TRANSFERS TO CITY TREASURER'S OFFICE (OSBC)

MOTHER UNIT	ITEM NO	PLANTILLA POSITION
CITY MAYOR'S OFFICE	16	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CITY MAYOR'S OFFICE	53	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CTO-MARKET DIVISION	43	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CTO-MARKET DIVISION	6	REVENUE COLLECTION CLERK II
CTO-MARKET DIVISION	35	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CITY ACCOUNTING OFFICE	16	ADMINISTRATIVE AIDE IV (METRO AIDE II)

e. ITEM TRANSFERS TO GSO (FLEET MANAGEMENT)

MOTHER UNIT	ITEM NO	PLANTILLA POSITION
CEO-PARKS AND PLAZA	2	LABOR FOREMAN
CEO-PARKS AND PLAZA	18	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CEO-PARKS AND PLAZA	28	ADMINISTRATIVE AIDE IV (METRO AIDE II)
CEO-ADMIN	27	CARPENTER I
CEO-ADMIN	19	MECHANIC SHOP GENERAL FOREMAN
CEO-ADMIN	20	MECHANIC II
CEO-ADMIN	25	MECHANIC I
CEO-ROADS	3	CONSTRUCTION MAINTENANCE MAN

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AND BRIDGES		
CEO-ROADS AND BRIDGES	27	CONSTRUCTION MAINTENANCE MAN

SECTION 2. DOCUMENTATION. These items transferred to the receiving departments/ units shall be properly documented and reflected in the organizational structure of the receiving departments/ units, and on the appropriate records of the Human Resources Management Division, and corresponding ledgers of the City Budget Office, City Accounting Office, and City Treasurer's Office, and reported to the Civil Service Commission, as applicable.

PART IV. APPROPRIATION AND EFFECTIVITY

SECTION 1. APPROPRIATION. The corresponding salaries, benefits, and funding pertaining to the positions and departments/ units created under this Ordinance shall be properly appropriated and incorporated in the Annual and/or Supplemental Budget starting Fiscal Year 2021. All budgetary requirements of this Ordinance shall be subject to the applicable provisions of the Local Government Code, and all pertinent laws and regulations by the Commission on Audit and the Department of Budget and Management.

SECTION 2. EFFECTIVITY. This Ordinance shall take effect upon its approval and completion of its publication requirements.

Enacted this _____ day of May, 2021.