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GOVERNMENT OF NAGA:

Sponsors:

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EXPLANATORY NOTE

The Naga City Government has units which are part of existing departments or are attached to their own domains according to the sector they serve or the service they render need to be given specialized focus. Today, they are treated the same way as regular departments, given their own budget and are made accountable for results, so much so that their heads sit as peers of the department heads in the management committee meetings.

Now is the opportune time to institutionalize these units into full departments or offices by elevating them as such from their present category. Similarly existing departments which seek to align their structure with their mandate can be given the same opportunity to enhance the effectiveness of their organization through the creation of various positions. This proposed ordinance seeks to attain this goal.

Under the Implementing Rules and Regulations of Local Government Code, specifically Article 119 thereof, the Sangguniang Panlungsod is authorized to create offices as may be necessary to carry out the purposes of the LGU or consolidate the functions of some offices with those of another in the interest of efficiency and economy. Likewise, the same rule authorizes it further to reorganize its present organizational structure or alter its present staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

In view of the foregoing, be it enacted by the Sangguniang Panlungsod of the City of Naga, in session assembled, the following:

CHAPTER I
CREATION OF NEW DEPARTMENTS

ARTICLE I
OFFICE OF THE CITY ADMINISTRATOR

SECTION 1. CREATION- There is hereby created an Office of the City Administrator. This Office shall constitute a new department in the administrative structure of the city government headed by the City Administrator.

SECTION 2. FUNCTIONS - The following are the functions of the Office of the City Administrator:

- a. Develop plans and strategies and, upon approval thereof by the Mayor, implement the same particularly those which have to do with management and administration-related programs and projects that the Mayor is empowered to implement and which the Sangguniang is empowered to provide for under the Local Government Code;
- b. Assist in the coordination of the work of all government officials of the city, under the supervision, direction and control of the Mayor, and for this purpose, convene heads of offices and other officials of the city;
- c. Conduct continuing organizational development of the city with the end view of instituting effective administrative reforms;
- d. Coordinate with related counterpart national government departments or agencies as well as with other LGU's with respect to public concerns and services;
- e. Serve as the Mayor's advisory, monitoring and coordinating arm relative to the general operation and financial administration of the city;
- f. Be in the frontline of the delivery of administrative support services;
- g. Advise the Mayor and/or recommend to the Sanggunian, upon advice or with the consent of the City Mayor, matters pertaining to management and administration of the city;
- h. Render supervision over attached offices as cited under section 3 of this article;
- i. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 3. ATTACHED OFFICES - The following attached units/special projects to the Office of the City Mayor are hereby placed under it, to wit:

- a. I-governance Program Office;
- b. I-serve Information and Action Center;
- c. Naga City Governance Institute;
- d. City Properties Management Office;
- e. Media Relations Office;
- f. City Publication and External Relations Office, and;
- g. Arts, Culture and Tourism Office.

The units/special project offices under this section shall continue to operate and function in accordance with their respective laws or executive orders creating them, except as otherwise provided in this ordinance or law.

SECTION 4. PERSONNEL REQUIREMENT

- a. The plantilla positions and/or personnel are hereby being transferred to this office:
 1. City Administrator (SG-25) - From City Mayor's office
 2. Project Development Officer II (SG-15) - from City Mayor's Office.
 3. Two (2) Lifeguards (SG-3) - from General Services Office
 4. Administrative Aide III [Painter] (SG-3) - from General Services Office
 5. Watchman I (SG-2) - from Market Office
 6. All existing personnel or staff, regardless of employment status, of units/special projects offices mentioned in Section 3 under this Article
- b. Subject to existing civil service laws, rules and regulations, a plantilla position of Assistant City Government Department Head I (Assistant City Administrator) with Salary Grade 23 is hereby created under this office. He/she shall assist the department head in the over-all management and accomplishment of organizational objectives. To qualify, one must have at least three (3) years experience in a managerial position and a resident of Naga City;

ARTICLE II

MARKET ENTERPRISE AND PROMOTIONS OFFICE

SECTION 5. CREATION AND COVERAGE - The present Market Office is hereby being converted to a new department in the administrative structure of the city government to be now known as "Market Enterprise and Promotions Office".

This newly created office shall have authority to exercise supervision and control over the Naga City Public Market and all ambulant vendors at the Naga City Central Business District I.

As referred to in this section, ambulant vendors shall include sidewalk and transient vendors which are regulated under the existing Sidewalk Vending Regulatory Ordinance of the city.

Ambulant vendors may either be itinerant or semi-static. Itinerant vendors are those who go around shouting their wares while semi-static ones are those whose stalls are in semi-permanent positions but may move about as the circumstances dictate.

SECTION 6. FUNCTIONS - The following are the functions of the Office of the Market Enterprise and Promotions Office (MEPO) as created:

- a. Plan, implement the same upon approval of the City Mayor, and oversee an integrated physical improvement plan of the Naga City Public Market that will further enhance the experience of its patrons and stallholders in terms of convenience, safety, cleanliness and aesthetics in

- coordination with stakeholders and government agencies and/or offices;
- b. Coordinate with city offices, private firms, individuals and/or organizations in resolving concerns on drainage, lighting, safety of passageways and stairways, comfort rooms and other physical aspects of the public market;
 - c. Conceptualize and implement marketing and promotions activities that will create awareness of business, products and services in the Naga City Public Market;
 - d. Provide business development and marketing assistance to vendors and business owners to uplift their financial viability;
 - e. Develop a comprehensive plan in monitoring and regulating the number and operations of vendors. In the performance of this function, the MEPO shall keep a register of all vendors within Central Business District I;
 - f. Establish a consultative mechanism which shall provide a forum for continuing dialogue between the Office and stakeholders on the proper planning and evaluation of policies, programs and projects affecting stakeholders, convening for the purpose, representatives of stallholders, consumers and the general public;
 - g. Collect fees, rentals and taxes to stallholders and/or vendors doing business in the Naga City Public Market, provided however, that all collectors in the Naga City Public Market shall be deputized by the City Treasurer's Office and who shall be under its supervision and control;
 - h. Ensure the timely remittance of collections to the City Treasurer's Office;
 - i. Improve the utilization of all leasable spaces in the Public Market through innovative schemes that will attract not only regular stallholders but also new entities that can improve over-all market services;
 - j. In coordination with government and non-government agencies, ensure the safety and quality of non-food items and services, and fitness of food for human consumption being sold and offered in the Public Market;
 - k. Recommend to the City Mayor or the Sangguniang Panlungsod policies and measures to further improve the service and financial viability and competitiveness of the Naga City Public Market.

SECTION 7. PERSONNEL REQUIREMENT/QUALIFICATIONS

- a. Subject to existing civil service laws, rules and regulations, the following plantilla positions are hereby created under this newly created office:

1. City Government Department Head I (Market Enterprise and Promotions Officer I) with salary grade 25 who shall be responsible for the over-all management and accomplishment of organizational objectives. He/she must be a holder of a college or bachelor's degree preferably in Commerce Major in Management and/or Marketing or related fields, with at least five (5) years experience in the actual management of a public market and a resident of Naga City;
 2. Assistant City Government Department Head I (Assistant Market Enterprise and Promotions Officer I) with Salary Grade 23 who shall be assist the department head in the over-all management and accomplishment of organizational objectives He/she must be a holder of a college or bachelor's degree preferably in Commerce major in Management and/or Marketing or related fields, with at least three (3) years experience in the actual management of a public market and a resident of Naga City;
- b. The following plantilla positions are hereby being transferred to this new department:
1. The position of Community Affairs Officer I (SG-11) - from Urban Poor Affairs Office.
 2. All plantilla positions under the Market Office, except those items that will be transferred to other departments/offices/units.

ARTICLE III
INFORMATION TECHNOLOGY OFFICE

SECTION 8. CREATION, MANDATE AND POLICIES - The existing Electronic Data Processing Unit is hereby elevated into a department in the administrative structure of the city government to be known as "Information Technology Office".

IT Office shall be the primary policy, planning, coordinating, and implementing, regulating, and administrative unit of the local government that will promote, develop, and regulate strategic ICT systems, reliable and cost-efficient communication facilities and services. The following policies shall guide the office:

- a. To ensure the provision of strategic, reliable and cost-efficient information and communications technology (ICT) infrastructure, systems and resources as instruments for local development and its competitiveness;
- b. To foster and accelerate convergence of ICT facilities;
- c. To ensure access and high-speed connectivity at fair and reasonable cost;
- d. To foster the widespread use and application of emerging ICT and ensure its growth;

- e. To encourage the use of ICT in support of efforts for development and promotion such as arts, culture and tourism, history, education, health and safety, and other socio-civic purposes.

"Information and Communications Technology" (ICT) is defined under this article as the totality of electronic means to collect, store, process and present information to end-users in support of their activities. It consists, among others, of information systems, computer systems and consumer electronics, as well as networked information infrastructure, the components of which include the telephone system, the Internet, fax machines and computers.

SECTION 9 - FUNCTIONS - To carry out its mandate, the IT Office shall exercise the following powers and functions:

- a. Formulate and recommend policies and guidelines to the Local Chief Executive and/or Sangguniang Panlungsod that will promote ICT, the wider use of the internet and other emerging technologies and infrastructures that will benefit city services and business strategies;
- b. Establish and prescribe rules and regulations for the procurement, operation and maintenance of ICT facilities in all local government owned areas;
- c. Administer and enforce standards, rules, and regulations governing ICT, and ensure the protection of ICT-related intellectual property rights including protection of constituents digital records to privacy, security and confidentiality;
- d. Initiate, harmonize and coordinate all ICT plans to ensure its consistency with national objectives and/or accepted standards;
- e. In coordination with units/departments/offices concerned, plan and/or implement activities appropriate and/or necessary to enhance the city's effectiveness and competitiveness;
- f. Provide an integrating framework and oversee the identification and prioritization of information systems/applications as provided for in the Government Information Systems Plan (GISP);
- g. In consultation with the concerned units/departments/offices, develop applications and software that will enhance the efficiency and effectiveness of the concerned units/departments/offices;
- h. Promote and advance the use of open source applications and software;
- i. Provide technical and other assistance to the I-governance Program Office in the development and maintenance of the Naga City government website;

j. Formulate the terms of reference that will guide the formulation of applications and software contracted out and/or outsourced to third parties, and;

k. Perform other functions may be prescribed by laws or as may be necessary, incidental or proper to its mandate or as may be assigned from time to time by the Local Chief Executive.

SECTION 10. PERSONNEL REQUIREMENT/QUALIFICATIONS

a. Subject to existing civil service rules, laws and regulations, the following plantilla positions are hereby created under this office with its corresponding qualifications:

1. City Government Department Head I (City Information Technology Officer I) (SG-25) who shall be responsible for the over-all management and accomplishment of organizational objectives. He/she must possess the following requirements: (1) a holder of a college degree in Information Technology or other related fields; (2) Must have working knowledge on at least three programming languages used by the city government; (3) must have participated in the formulation of Information systems strategic plan; (4) must have at least five (5) years in actual management of an Information Technology related office and (5) must be a resident of Naga City.
2. Assistant City Government Department Head I (SG-23) who shall assist the department head in the over-all management and accomplishment of organizational objectives of the department. He/she must be a holder of a college or bachelor's degree relevant to the job, with at least three (3) years experience in actual management an Information Technology related office and a resident of Naga City;
3. Information Technology Officer II (SG-22) - Must be a college degree holder in Information Technology or related fields, with at least three (3) years of relevant experience.
4. Information Technology Officer I (SG-19) - Must be a college degree holder in Information Technology or related fields, at least two (2) years of relevant experience.
5. Information System Analyst II (SG-16) - Must be a college degree holder in Information Technology or related fields.

b. All existing plantilla positions under the Electronic Data Processing Unit are hereby transferred to the Information Technology Office.

SECTION 11. CREATION - The present Urban Poor Affairs Office is hereby elevated into a department to be renamed as "Housing and Settlements Development Office".

SECTION 12. FUNCTIONS - The following are the functions of the Housing and Settlements Development Office:

- a. In consultation with stakeholders, craft a Naga City Shelter Plan consistent with existing laws and regulations and execute the same upon its approval;
- b. Develop and implement short-term and long-term housing programs tailored to fit the "capacity to pay" of the City's informal settlers and underprivileged residents.
- c. Formulate and implement plans and strategies that will foster a sound on-site and/or off-site community development. In the performance of this function, the office shall:
 1. Initiate or assist in the formal establishment of community organizations;
 2. Assist communities in effectively providing for their basic needs and tenurial rights;
 3. Conduct dialogues with community associations whenever necessary;
 4. Conduct regular community visits and site inspections.
- d. In coordination with the City Legal Office, provide legal aid and services to urban poor associations as warranted;
- e. Prepare technical plans pertinent to housing and resettlement projects;
- f. Conduct a census of all informal settlers residing in the City, including tagging and mapping;
- g. Facilitate the delivery of basic utilities, such as water and electricity, to the City's socialized housing and relocation communities;
- h. Assist the City Treasurer's Office in upgrading the collection efficiency rate of lot amortizations and impose applicable sanctions after due process to delinquent beneficiaries;
- i. Streamline lot titling and amortization processes for the convenience of beneficiaries and to ensure the non-proliferation of illegal or unauthorized transfers of awarded lots;

- j. Expedite titling of all housing and settlement projects in the name city government of Naga and cause their subsequent individual lot titling;
- k. In coordination with government agencies and non-government entities, secure and preserve affordable housing and provide community services to Naga City Residents of low and moderate income.

SECTION 13. PERSONNEL REQUIREMENT/QUALIFICATIONS

- a. Subject to existing civil service laws, rules and regulations, the following plantilla positions are hereby created:
 - 1. City Government Department Head I with salary grade 25 is hereby created who shall be responsible for the over-all management and accomplishment of organizational objectives. He/she must possess the following requirements: (1) a holder of a bachelor/college degree relevant to the job; (2) with least five years experience in actual management of personnel and resources; (3) holder of a second level CS eligibility; and, (4) a resident of Naga City;
 - 2. Assistant City Government Department Head I with Salary Grade 23 who assist the department head in the the over-all management and accomplishment of organizational objectives of the department. He/she must be a holder of a college or bachelor's degree relevant to the job, with at least three (3) years experience in actual management of personnel and resources, and a resident of Naga City;
 - 3. Engineer I (Civil Engineer) with salary grade 12 who will handle all civil works that require the skills and expertise of a civil engineer in the field of civil works. He/she must be RA 1080 eligible.
- b. The following plantilla positions are hereby transferred to this newly created office:
 - 1. Project Evaluation Officer II (SG-15) - from Metro PESO;
 - 2. Engineer I [Geodetic Engineer] (SG-12) - from City Engineer's Office;
 - 3. Community Affairs Assistant II (SG-8) - from City Mayor's Office;
 - 4. Administrative Aide III (SG-3) - From City Budget Office
 - 5. All plantilla positions, except those who will be transferred to other departments/offices/units, under the Urban Poor Affairs Office.

ARTICLE V

EDUCATION, SCHOLARSHIP AND SPORTS OFFICE

SECTION 14. CREATION - There is hereby created a new department in the administrative structure of the City Government to be known as Education, Scholarship and Sports Office. The Department shall be composed of three (3) divisions, namely: a) Basic Education

Development; b) Scholarship and Financial Aid, and; c) Sports Development.

SECTION 15. FUNCTIONS - The following are the functions of the Education, Scholarship and Sports Office:

- a. Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical support to the City Mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to Education, Scholarships and Sport development services as provided under Republic Act No. 7160, as amended;
- b. Develop plans and strategies and upon approval thereof by the City Mayor implement the same, particularly those which have to do with education, scholarship and sports development programs which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide for under the Local Government Code;
- c. In addition to the foregoing functions, the Education, Scholarship and Sports Office shall:
 - i. Coordinate with appropriate government agencies and non government organizations in the implementation of measures to enhance awareness of citizens to city initiated and supported programs on education, scholarships and sports;
 - ii. Recommend to the Sangguniang Panlungsod and advise the City Mayor on all matters relative to the promotion of the rights of all city residents to quality education, and sports and physical fitness programs, and;
 - iii. Implement present programs funded by the city or through the support of external funding and continuously secure the support of private individuals, professional associations, and major stakeholders with interest in the successful delivery of intended results and maintaining the viability of the Office's services.

SECTION 16. FUNCTIONS OF OFFICE DIVISIONS - The following shall be the functions of the three (3) divisions created under Section 14 of this Article:

a) Basic Education Development Division shall -

- i. Assist public elementary and high school administrators, students and PTAs in the conduct of programs and projects in their respective educational institutions;
- ii. Conduct seminars and workshops for parents, educators and students relative to student rights

and protection against child abuse and exploitation;

- iii. Administer the implementation of the Quality Universal Elementary Education in Naga Project for public elementary and high school students;
- iv. In coordination with the City Population and Nutrition Office, City Social Welfare and Development Office and City Agriculture Office, ensure the delivery of services that promote good nutrition and sustained school participation of the students in all public elementary and high school in the city;
- v. Recommend to the Naga City School Board development programs that match the needs and requirements of public schools;
- vi. Facilitate the efficient hiring and deployment of qualified and competent locally-funded teachers to all public elementary and high schools;

b) Scholarship and Financial Aid Division

- i. Those provided under Ordinance no. 2010 - 063, otherwise known as the City's Tertiary Scholarship Program, the provision whereof is herein being adopted as forming part hereof including those providing for the creation of a Scholarship Board.

c) Sports Development Division shall -

- i. Broaden sports participation among students and out-of-school youth to promote sportsmanship, physical fitness, participation in the community and school activities;
- ii. Formulate and implement a long term program that will develop athletes who can excel in regional, national and international sporting events;
- iii. In coordination with other agencies including the Sangguniang Kabataan, facilitate and/or assist in the conduct of Sports Events, such as Palarong Panlungsod, Inter-Barangay Sports Tournaments and/or similar activities;
- iv. Partner with national government and sports agencies/ organizations to generate resources to provide sustainable activities;
- v. Secure internal and external revenue and capital funding wherever possible and appropriate to develop community, school and Sport Development Division priorities;

- vi. Formulate and implement a long term program that will maximize the utilization of existing sports facilities as well as advance the sports development of the youth; and
- vii. Promote city as venue of national and international sporting events.

SECTION 17. SUPERVISION OF THE NAGA CITY SCHOOL BOARD SECRETARIAT

- The existing secretariat of the Naga City School Board shall be placed under the supervision of the head of the Basic Education Development Division and shall continue to operate and function in accordance to the law or executive order that created it.

SECTION 18. PERSONNEL REQUIREMENT/ QUALIFICATIONS/ FUNCTIONS

- a. Subject to existing civil service laws, rules and regulations, the following plantilla positions are hereby created under the Office of the Education, Scholarships and Sports Office.
 - 1. City Government Department Head I (Education, Scholarships and Sports Officer I) with salary grade 25 who shall be responsible for the over-all management and accomplishment of organizational objectives. He/she must possess the following requirements: (1) a holder of a bachelor/college degree in Education or other related fields; (2) with at least five (5) years experience in actual management of personnel and resources; (3) holder of a second level CS eligibility or its equivalent, and (4) preferably a resident of Naga City;
 - 2. Assistant City Government Department Head I with Salary Grade 23 who shall assist in the over-all management and accomplishment of organizational objectives. He/she must be a holder of a college or bachelor's degree related to the job, with at least three (3) years experience in actual management of personnel and resources and a resident of Naga City;
 - 3. Supervising Administrative Officer with salary grade 22 who shall be in charge of all programs and projects of the Basic Education Development Division. To qualify for the position one must be a bachelor's/college degree holder with at least three (3) years experience in actual management of personnel and resources, holder of a second level CS eligibility, with necessary training as required by civil service rules and regulations.
 - 4. Administrative Officer V with salary grade 18 who shall be in charge of all programs and projects of the Scholarship and Financial Aid Division. To qualify for the position one must be a bachelor's/college degree holder related to the nature of function of the division, with at least two (2) years experience in actual management of personnel and resources, holder of

a second level CS eligibility or its equivalent, with necessary training as required by civil service rules and regulations.

5. Administrative Officer V with salary grade 18 who shall be in charge of all programs and projects of the Sports Development Division. To qualify for the position one must be a bachelor's/college degree holder preferably in Sports Science or Physical Fitness or Education or related fields, with at least two (2) years experience in actual management of personnel and resources, holder of a second level CS eligibility or its equivalent, with necessary training as required by civil service rules and regulations.

6. Administrative Aide I with salary grade 1 who will provide administrative support to the office and possesses the necessary experience and education as prescribed by civil service rules and regulations.

b. An item of Administrative Aide I (SG-I) from the City Accounting Office is hereby transferred to this office;

ARTICLE VI **SOLID WASTE MANAGEMENT OFFICE**

SECTION 19. CREATION - the present Waste and Pollution Management Division of the City Environment and Natural Resources (ENRO) is hereby elevated into a regular department in the administrative structure of the city government to be now known as the "Solid Waste Management Office". It shall be headed by a Solid Waste Management Officer. In order to accomplish the desired output of this newly created department, the existing City Motor Pool is hereby being placed under this office.

SECTION 20. FUNCTIONS - the Solid Waste Management Department shall have the following functions:

- a. Develop plans, programs and projects on solid waste management compliant with Republic Act 9003 or the Solid Waste Management Act and other applicable laws and execute the same upon approval thereof;
- b. Maintain cleanliness of city hall premises, city streets, street islands, parks and plazas and other public spaces as may be assigned by the city mayor;
- c. Coordinate with government agencies and/or offices and non-government organizations regarding the different programs and projects of the city government on solid waste management;
- d. Develop plans, programs and projects related to collection of solid wastes in consonance with the city's thrust on solid waste management;

- e. Promote, through sustained information and education campaigns, and advance waste segregation, reduction, recovery, recycling and composting among city residents particularly by those who generate or dispose solid waste;
- f. Implement ordinances and laws related to solid waste management;
- g. In the long term, design, implement and manage waste disposal site that meets the standards of RA no. 9003 and other applicable laws;
- h. In the event any part of its functions is to be contracted to a private entity upon prior authority of the Sangguniang Panlungsod, formulate the terms and conditions of the contract, monitor and evaluate compliance by the service provider, and make the necessary recommendations to the City Mayor to improve the service;
- i. Manage and operate the existing motor pool;
- j. Recommend to the City Mayor or the Sangguniang Panlungsod policies and measures to further improve the solid waste management in the city.

SECTION 21. PERSONNEL REQUIREMENT

- a. Subject to existing civil service laws, rules and regulations, the following plantilla positions are hereby created under this newly created office:
 - 1. There is hereby created plantilla position of City Government department Head I (SWMO I) who shall be responsible for the over-all management and accomplishment of organization objectives. To qualify for the position one must be a bachelor's/college degree holder with at least five (5) years experience in actual management of personnel and resources, holder of a second level CS eligibility, with necessary training as required by civil service rules and regulations and a resident of Naga City.
 - 2. Assistant Department Head with salary grade 23 who assist in the over-all management and accomplishment of organizational objectives. He/she must be (1) holder of a bachelor's/college degree relevant to the job; (2) with at least three (3) years experience in actual management of an abattoir; (3) holder of a second level CS eligibility, and; (4) resident of Naga City;
- b. Except those deemed necessary in the operation and/or administration of the City Environment and Natural Resources Office, all personnel especially those primarily responsible for the collection, transport and disposal of garbage including the street sweepers are hereby reassigned to this newly created office.

ARTICLE VII
NAGA CITY ABATTOIR

SECTION 22. CREATION - The Naga City Abattoir is herein converted into a regular department in the administrative structure of the City Government which shall be headed by a Naga City Abattoir Administrator with the rank equivalent to a Department head.

SECTION 23. FUNCTIONS - The Naga City Abattoir shall have following functions:

- a. In addition to the existing functions being exercised by the Naga City Abattoir, it shall:
 - i. Ensure that all meat products that enters and leaves its plant are fit for human consumption;
 - ii. Maintain the grounds, facilities and equipment of the Naga City Abattoir in accordance with the standards set by the National Meat Inspection Service;
 - iii. Coordinate with the city government offices in the implementation of civil work projects which are necessary to maintain its existing AAA category;
 - iv. In partnership with the City Veterinary Office, apprehend vendors or traders of meat not slaughtered in its plant and cause the filing of the appropriate criminal and/or civil cases against them in court;
 - v. Recommend to the Sangguniang Panlungsod or the City Mayor policies and measures to further improve its service and financial viability;
 - vi. Ensure the upkeep of facilities, equipments, structures and premises of the abattoir;
 - vii. Collect abattoir fees, provided however, that all collectors of the Abattoir shall be deputized by the City Treasurer's Office and who shall be under its supervision and control;
 - viii. Ensure the timely remittance of collections to the City Treasurer's Office;
 - ix. Maximize the utilization of all facilities and equipment within its premises.

SECTION 24. PERSONNEL REQUIREMENTS

- a. Subject to existing civil service laws, rules and regulations, the following plantilla positions are hereby created under this newly created department:

1. There is hereby created plantilla position of City Government Head I (Naga City Abattoir Administrator I) who shall be responsible for the over-all management and accomplishment of organization objectives. He/she must be (1) holder of a bachelor's/college degree; (2) with at least five (5) years experience in the management of an abattoir; (3) holder of a second level CS eligibility, and; (4) a resident of Naga City;
 2. Assistant Department Head with salary grade 23 who shall assist in the over-all management and accomplishment of organizational objectives. He/she must be (1) holder of a bachelor's/college degree relevant to the job; (2) with at least three (3) years experience in a managerial position; (3) holder of a second level CS eligibility, and; (4) a resident of Naga City;
 3. Two (2) Revenue Collection Clerks - SG-5 who serve as collectors of payments being made for clients and who shall ensure the timely remittance of the same to the City Treasurer's Office.
 4. Administrative Aide IV (Electrician I) with salary grade 6 who shall ensure that abattoir machines and electrical facilities are operational at all times.
- b. The item of Administrative Aide III (SG-3) from the City Veterinary Office is hereby transferred under this department.
- c. The existing plantilla positions and its corresponding functions and responsibilities under the Naga City Abattoir shall be realigned to this newly created department.

CHAPTER II
**CREATION OF NEW DIVISIONS UNDER THE CITY SOCIAL WELFARE AND
DEVELOPMENT OFFICE**

ARTICLE I
EARLY CHILDHOOD CARE AND DEVELOPMENT DIVISION

SECTION 25. CREATION - There is hereby created a division under the administrative structure of the City Social Welfare and Development Office to be called as the "Early Childhood Care and Development Division".

SECTION 26. FUNCTIONS - The following are the functions of the Early Childhood Care and Development Division as created:

- a. Develop plans, programs and projects on early childhood care and development compliant with laws, rules and regulations and execute the same upon approval thereof;
- b. Manage the City SEED Montessori and maintain its existing category;

- c. Formulate model lesson plans for Educare Teachers compliant with guidelines set forth the Department of Social Welfare and Development and National Council for the Welfare of Children;
- d. In coordination with the City Nutrition and Population Office and the Naga City Hospital, ensure the proper nutrition and annual medical check-up of children availing the services of Educare Centers;
- e. Develop and provide trainings to EduCare Teachers to enhance the learning experience and care for children in all Educare Centers;
- f. Initiate new approaches and strategies in the delivery of early childhood development services in the city and barangay levels;
- g. Coordinate with government offices, agencies and/or organizations for the maintenance of safety, academic viability and aesthetics of all Educare centers in the city;
- h. Assist in the organization of Parents Effectiveness Service and Teachers Associations in all Educare Centers in the city and render assistance to them, whenever necessary, in their conduct of programs and projects formulated for the benefit of Educare students;
- i. Ensure the establishment of child minding center in city hall and in such other offices as required by law or ordinance;
- j. Render report and feedbacks as may be required by accrediting institutions;
- k. Recommend to the City Mayor or the Sangguniang Panlungsod policies and measures to further improve the service of the Office, and;
- l. Perform other functions as may be prescribed by laws or as may be necessary, incidental or proper to its mandate or as may be assigned from time to time by the Local Chief Executive.

SECTION 27. PERSONNEL REQUIREMENTS

- a. A plantilla position of Supervising Administrative Officer with salary grade 22 is hereby created who shall be in charge of all programs and projects concerned with early childhood care and development. To qualify one must be a holder bachelors/college degree preferably in Education or Child Development or related fields with three (3) years experience in actual management of personnel and resources, with necessary training as required by civil service rules and regulations.
- b. All plantilla positions under the City Social Welfare and Development whose functions are directly related with the functions of this division are placed under it.

ARTICLE II
**CHILDREN-IN-CONFLICT-WITH-THE-LAW DIVERSION
AND INTERVENTION DIVISION**

SECTION 28. CREATION - There is hereby created a new division in the administrative structure of the City Social Welfare and Development Office to be known as the "Children-in-Conflict-with-the law Intervention Division".

SECTION 29. FUNCTIONS - The following are the functions of the Children-in-Conflict-with-the-Law Diversion and Intervention Division as created:

- a. In coordination with the Naga City Council for the Welfare of Children, formulate a comprehensive city juvenile intervention program and upon approval thereof, implement the same;
- b. Ensure the proper implementation of the provisions of Republic Act no. 9344 and related laws in the city;
- c. Coordinate with national or local child-focus institutions and government agencies involved in delinquency prevention in the planning process and implementation of juvenile intervention and diversion programs;
- d. Develop policies and programs to ensure that children-in-conflict-with-the-law (CICL) are not subjected to discrimination in schools and the community;
- e. Promote and replicate good practices of intervention and diversion programs;
- f. Submit a periodic report of its accomplishments to the Juvenile Justice and Welfare Council, the City Mayor and the Sangguniang Panlungsod;
- g. Manage and supervise the Naga City CICL Youth facility;
- h. Perform other functions as may be prescribed by laws or as may be necessary, incidental or proper to its mandate or as may be assigned from time to time by the Department Head and/or the Local Chief Executive.

SECTION 30. PERSONNEL REQUIREMENT

- a. The existing item of Social Welfare Officer (SG-11) of the CSWDO shall serve as head of this division.
- b. Three (3) plantilla positions of Social Welfare Aide with salary grade 4 are hereby created under the office. To qualify, one must possess the minimum requirements being prescribed by civil service laws, rules and regulations.

CHAPTER III
CREATION OF NEW OFFICE UNDER THE CITY MAYOR'S OFFICE

ARTICLE I
WATER SERVICES OFFICE

SECTION 31. CREATION AND NATURE- There is hereby created a new office in the administrative structure of the Office of the City Mayor to be known as the "Water Services Office" which shall be responsible for the installation, maintenance of water facilities within and under the jurisdiction and authority of the city Government, including but not limited to the City Hall main building, other offices/departments, and all other government owned-facilities, including schools, hospitals, barangay halls, Educare Centers within the twenty seven barangays of Naga City.

SECTION 32. FUNCTIONS - The following shall be the functions of the Water Services Office:

- a. Identify priority areas for the installation of water system, levels I and II, and immediate implementation of the same;
- b. Coordinate with Metro Naga Water District in the installations of levels II and III water systems, particularly in the Urban Barangays to ensure access to potable water;
- c. Conduct an inventory and monitor all installed levels I and II water system by coordinating with barangay officials and end-users, to attain effective water system;
- d. Conduct regular inspections of all city owned buildings to make certain that all water facilities are operating effectively in order to avoid wastage;
- e. Repair / maintain and install water facilities in buildings under the jurisdiction of the city government, including schools, hospitals, barangay halls, Educare Centers within the twenty-seven barangays of Naga City;
- f. Institute a user-fee system that will free the city from subsidizing level II water consumptions or bills;
- g. Perform other functions may be prescribed by law or as may be necessary, incidental or proper to its mandate or as may be assigned from time to time by the Local Chief Executive.

SECTION 33. PERSONNEL REQUIREMENT

- a. Subject to existing civil service laws, rules and regulations, the following plantilla personnel are hereby created under this newly created division with its corresponding qualifications:
 1. Supervising Administrative Officer with Salary Grade 22 who shall be in charge of all programs and projects concerned with the maintenance and improvement of water services within and under the jurisdiction and authority of the city Government. To qualify one must be a holder of a bachelors/college degree, preferably in Engineering or plumbing or related fields, with

three (3) years experience in actual management of personnel and resources, holder of a second level CS eligibility, with necessary training as required by civil service rules and regulations.

2. Engineer II with salary grade 16 who supervise projects and activities relative to installation of water lines and connections. He/she must be holder of RA1080 eligible, with the necessary experience and education as prescribed by civil service rules and regulations.
3. Administrative Officer I with salary grade 11 who will provide administrative support to the office. He/she must be holder of a second level CS eligibility, with the necessary experience and education as prescribed by civil service rules and regulations.
4. Two (2) Administrative Aide I with salary grade 1 who will provide administrative support to the office, with the necessary experience and education as prescribed by civil service rules and regulations.

- b. The following items from the Market Office are hereby transferred to this division:
 1. Administrative Aide V [Plumber] - SG-5
 2. Engineering Assistant - SG-8
- c. The existing workforce of the existing Task Force Tubig is placed under this newly created division.

CHAPTER IV

CREATION/TRANSFERS OF POSITIONS TO OTHER DEPARTMENTS AND OFFICES

SECTION 34. CREATION OF NEW POSITIONS - The following plantilla positions are hereby created in the following departments and offices of the city government:

- a. City Mayor's Office
 1. Administrative Aide I - SG-1
- b. Sangguniang Panlungsod
 1. Administrative Aide III (Driver I) - SG-3
- c. City Planning and Development Office
 1. Assistant Department Head - SG-23
- d. City Legal Office
 1. Assistant Department Head - SG-23
 2. Administrative Aide II (Messenger) - SG-2
- e. Human Resource Management Office
 1. Assistant Department Head - SG-23
 2. Senior Administrative Assistant II - SG-14
 3. Administrative Aide IV - SG-4
 4. Administrative Assistant II - SG-8
- f. Public Safety Office
 1. Assistant Department Head - SG-23
- g. City Health Office
 1. Assistant Department Head - SG-23

- 2. Dentist III- SG-19
- h. City Population and Nutrition Office
 - 1. Assistant Department Head - SG-23
- i. City Civil Registrar
 - 1. Assistant Department Head - SG-23
- j. Raul S. Roco library
 - 1. Librarian I - SG-10
 - 2. Computer Operator I - SG-7
- k. Office of the City Engineer
 - 1. Assistant Department Head - SG-23
- l. Office of the City Agriculturist
 - 1. Assistant Department Head - SG-23
 - 2. Two (2) Agriculturist II - SG-15
 - 3. Engineer I - SG-12
 - 4. Agricultural Technician II - SG-8
 - 5. Two (2) Farm Worker I - SG-2
 - 6. Farm Worker II - SG-4
 - 7. Administrative Aide IV (Mechanic I) - SG-4
 - 8. Heavy Equipment Operator I - SG-4
- m. Metro PESO
 - 1. Assistant Department Head - SG-23
- n. City Environment and Natural Resources
 - 1. Assistant Department Head - SG-23
- o. City Veterinarian
 - 1. Assistant Department Head - SG-23
- p. City Hospital
 - 1. Assistant Department Head - SG-23

SECTION 35. TRANSFER OF PLANTILLA POSITIONS - The following plantilla positions are hereby transferred to the following departments and offices:

- a. City Mayor's Office
 - 1. Computer File Librarian I (SG-8) from Raul S. Roco Library
 - 2. Computer Operator I - (SG-7) from Raul S. Roco Library
- b. Office of the City Treasurer
 - 1. Administrative Aide IV (Clerk II) - SG-4 from City Mayor's Office
 - 2. Administrative Aide IV (Clerk II) - SG-4 from City Agriculturist Office
 - 3. Administrative Aide I (Utility Worker I) - SG-2 from CSWDO
 - 4. Revenue Collection Clerk II - SG-7) from Abattoir
 - 5. Local Revenue Collection Officer I - SG - 11 from Market Office
 - 6. Four (4) Revenue Collection Clerk II - SG-7 from Market Office
 - 7. Revenue Collection Clerk I - SG-5 from Market Office
- c. Office of the City Accountant
 - 1. Administrative Aide IV (Clerk II) - SG-4 from City Legal Office
- d. Office of the General Services
 - 1. Administrative Aide III (Driver I) - SG-3 from the City Agriculturist Office
- e. Public Safety Office

1. Administrative Aide IV (Driver II) - SG-4 from City Mayor's Office
2. Two (2) Administrative Aide III - SG-4 from Sangguniang Panlungsod
3. Administrative Officer V - SG-18 from City Mayor's Office
4. Watchman I - SG-2 from Market Office
5. Two (2) Security Guard I - SG-3 from Naga City Hospital
- f. City Social Welfare and Development Office
 1. Administrative Aide II (Messenger) - SG-2 from City Mayor's Office
 2. Administrative Aide I (Utility Worker I) - SG-I from ENRO
 3. Metro Aide I - SG 2 from the Market Office
- g. City Population and Nutrition Office
 1. Administrative Aide III (Driver I) - SG-3 from City Engineer's Office
- h. City Engineer's Office
 1. Administrative Aide III (Driver I) - SG-3 from City Mayor's Office
 2. Administrative Aide III (Driver I) - SG-3 from City Nutrition and Population Office
- i. City Agriculturist Office
 1. Administrative Aide IV (Clerk II)- SG-4 from City Treasurer's Office
 2. Administrative Aide III (Driver I)- SG-3 from City Engineer's Office
 3. Construction and Maintenance Man - SG-2 from City Engineer's Office
 4. Community Affairs Assistant II - SG-8 from City Mayor's Office
 5. Administrative Aide IV (Clerk II) - SG-4 from General Services Office
- j. Naga City Hospital
 1. Metro Aide I - SG-2 from Market Office

CHAPTER V MISCELLANEOUS AND FINAL PROVISIONS

SECTION 36. The organizational charts of the departments, offices and divisions herein created are herewith attached as "Annex A" which shall form as integral part of this ordinance.

SECTION 37. All appointed department heads and assistant department heads with additional requirements as prescribed in this ordinance shall be subjected to the confirmation of the Sangguniang Panlungsod.

SECTION 38. For purposes of expediency and economy, appointment to newly created positions or items may be drawn from existing city personnel of any department or section, who may be upgraded upon recommendation of the Personnel Selection Board (PSB) and approval by the City Mayor.

SECTION 39. SEPARABILTY CLAUSE - in the event that any of the provisions of this ordinance or parts thereof are declared

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unconstitutional or invalid, the other parts not so affected shall remain in full force and effect.

SECTION 40. REPEALING CLAUSE - All ordinances, rules and regulations as well as executive orders, or parts thereof, in conflict with or contrary to the provisions of this ordinance are hereby repealed, amended, or modified accordingly.

SECTION 41. EFFECTIVITY - This ordinance shall take effect immediately upon its approval.

ENACTED. January 5, 2010

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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

GIL A. DE LA TORRE
Secretary to the
Sangguniang Panlungsod

GABRIEL H. BORDADO, JR.
City Vice-Mayor &
Presiding Officer

APPROVED:

JOHN G. BONGAT
City Mayor