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PROPOSED ORDINANCE NO. XXXX-XXX

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AN ORDINANCE CREATING PERMANENT POSITIONS FOR VARIOUS DEPARTMENTS AND OFFICES IN THE CITY GOVERNMENT OF NAGA:-

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Hon. FRANCISCO M. MENDOZA

WHEREAS, Section 78 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units to establish and implement organizational structures and staffing patterns responsive to their service requirements and financial capabilities, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 77 of the same Code vests in the local chief executive the responsibility for human resource management and development within the local government unit, requiring all personnel actions to conform to constitutional provisions on the civil service, applicable laws, rules and regulations, and the policies, guidelines and standards established by the Civil Service Commission;

WHEREAS, Sections 458(a)(1)(viii) and 455(b)(1)(v) of the Code respectively provide for the authority of the Sangguniang Panlungsod to create positions in the city government and of the City Mayor to appoint personnel in accordance with law;

WHEREAS, casual personnel who have faithfully and efficiently served the government for at least ten (10) continuous years have contributed substantially to the delivery of public services, warranting due recognition of their dedication, institutional knowledge and sustained commitment to public service;

WHEREAS, the Civil Service Commission, through Resolution No. 2301123, provides a mechanism for recognizing the service and performance of qualified personnel through the grant of additional points in the civil service examination, thereby supporting their pursuit of eligibility and opportunities for permanent appointment while maintaining the standards of government service;

WHEREAS, legislative initiatives, including Senate Bill No. 1116, likewise seek to recognize prolonged government service through the proposed grant of civil service eligibility to personnel with ten (10) years of continuous service, with the aim of advancing security of tenure and access to corresponding benefits;

WHEREAS, consistent with the objectives of social justice, the protection of labor rights, and the maintenance of professional standards in public service, the City Government of Naga seeks to expand opportunities for qualified, long-serving casual personnel to attain regular employment status;

WHEREAS, Executive Order No. 02, Series of 2025, issued by the City Mayor, directs the establishment of a mechanism for the regularization of long-serving casual personnel, providing the policy basis for measures in support of this objective;

WHEREAS, the present administration affirms its commitment to exercise the appointing power solely in the interest of public service, ensuring that appointments are founded on merit and fitness rather than political affiliation, personal persuasion or belief;

Now, therefore, be it ordained by the Sangguniang Panlungsod ng Naga in session assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as the **" AN ORDINANCE CREATING PERMANENT POSITIONS FOR VARIOUS DEPARTMENTS AND OFFICES IN THE CITY GOVERNMENT OF NAGA."**

SECTION 2. PURPOSE. To provide security of tenure to government employees especially those who remained under the non-career service & casual status for the past 10 years or more in the City Government of Naga;

SECTION 3. CREATION. The following permanent positions are hereby created in the following department & offices:

BICOL CENTRAL STATION		
No. of Items	**Position Title**	**Salary Grade**
3	ADMINISTRATIVE AIDE I (Utility Worker I)	1

CITY ENVIRONMENT & NATURAL RESOURCES OFFICE		
No. of Items	**Position Title**	**Salary Grade**
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

CITY EVENTS PROTOCOL & PUBLIC INFORMATION OFFICE		
No. of Items	**Position Title**	**Salary Grade**
1	ADMINISTRATIVE AIDE IV (Driver II)	4

CITY HEALTH OFFICE II		
No. of Items	**Position Title**	**Salary Grade**
1	NURSE I	15
1	ADMINISTRATIVE OFFICER I (Records Officer I)	10
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

OUR LADY OF LOURDES INFIRMARY		
No. of Items	**Position Title**	**Salary Grade**
1	NURSE I	15

CITY MAYOR'S OFFICE		
No. of Items	**Position Title**	**Salary Grade**
1	ADMINISTRATIVE AIDE III (Audio-Visual Equipment Operator I)	3
1	ADMINISTRATIVE AIDE II (Messenger)	2

CITY POPULATION & NUTRITION OFFICE		
No. of Items	**Position Title**	**Salary Grade**
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE		
No. of Items	Position Title	Salary Grade
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

CITY VETERINARY OFFICE		
No. of Items	Position Title	Salary Grade
2	ADMINISTRATIVE AIDE I (Utility Worker I)	1

EMERGENCY MEDICAL SERVICES		
No. of Items	Position Title	Salary Grade
4	NURSE I	15
1	NURSING ATTENDANT	4

HOUSING & SETTLEMENTS DEVELOPMENT OFFICE		
No. of Items	Position Title	Salary Grade
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

INVESTMENT & TOURISM PROMOTIONS OFFICE		
No. of Items	Position Title	Salary Grade
1	ADMINISTRATIVE AIDE I (Utility Worker I)	3

NAGA CITY GENERAL HOSPITAL		
No. of Items	Position Title	Salary Grade
2	NURSE I	15
1	LABORATORY TECHNICIAN I	6
3	ADMINISTRATIVE AIDE I (Utility Worker I)	1

OFFICE OF THE CITY ADMINISTRATOR		
No. of Items	Position Title	Salary Grade
3	ADMINISTRATIVE AIDE I (Utility Worker I)	1

PUBLIC SAFETY OFFICE		
No. of Items	Position Title	Salary Grade
2	ADMINISTRATIVE AIDE I (Utility Worker I)	1

SANGGUNIANG PANLUNGSOD		
No. of Items	Position Title	Salary Grade
2	ADMINISTRATIVE AIDE I (Utility Worker I)	1

SOLID WASTE MANAGEMENT OFFICE		
No. of Items	Position Title	Salary Grade
1	ADMINISTRATIVE AIDE I (Utility Worker I)	1

SECTION 3. QUALIFICATIONS, POWERS, DUTIES & RESPONSIBILITIES. The qualifications, powers, duties & responsibilities of the position therein created shall be in consonance with the prescribed qualification standards and guidelines set forth by the Civil Service Commission and other applicable laws, as follows:

3.1 ADMINISTRATIVE AIDE I (UTILITY WORKER I)

1. Maintain cleanliness of the workplace; building, grounds, toilets and other facilities.

2. Ensure that work areas are safe by switching off lights and other electrical equipment.

3. Assist/directs clients transacting with the office.

4. Other functions as may be assigned by the immediate supervisor.

3.2 ADMINISTRATIVE AIDE II (MESSENGER)

1. Deliver communications and office documents to other offices or agencies

2. Conduct follow-up activities on office requests and documents in process

3. Other functions as may be assigned by the immediate supervisor

3.3 ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I)

1. Operate audio-visual equipment during events and activities to control sounds, videos, and lighting

2. Troubleshoot technical problems that occur during events

3. Transport, set up, and connect equipment such as microphones, speakers, projectors, and LED walls for live events and presentations

4. Assist clients/users in the proper use of audio-visual equipment

5. Other duties as may be assigned by the immediate supervisor.

3.4 ADMINISTRATIVE AIDE IV (DRIVER II)

1. Perform driving services to transport passengers or goods

2. Ensure that the vehicle is in good running condition by conducting regular check-ups

3. Fuel and clean the vehicle

4. Other duties as may be assigned by the immediate supervisor

3.5 ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)

1. Handles incoming and outgoing communications, routing of official mail and other office documents

2. Maintains systematic filing, records safekeeping, and retrieval of office documents

3. Ensures compliance with data privacy policies to protect the confidentiality of office records

4. Perform other duties as may be assigned by the immediate supervisor

3.6 LABORATORY TECHNICIAN I

1. Collect, label, and test blood tissue, and other specimens

2. Set up, clean, and maintain laboratory tools and equipment

3. Prepare test result documents and maintain proper safekeeping and recording

4. Dispose of chemicals and waste according to regulatory protocols

5. Perform other duties as may be assigned by the immediate supervisor

3.7 NURSE I

1. Provide direct care to patients and administer medication and treatment

2. Monitor vital signs and perform basic medical procedures like wound dressing and cleaning

3. Perform pre- and post-operative care

4. Record patients' medical histories, symptoms, and observations for the doctor's evaluation

5. Educate patients and families on the proper management and home care of patients

6. Other duties as may be assigned by the immediate supervisor

3.8 NURSING ATTENDANT I

1. Provide care to patients by assisting in bathing, grooming, dressing, and preparing bedding

2. Help patients move from bed to chairs and reposition in bed

3. Take and record vital signs of patients and relay them to the nurse on duty

4. Serve meals and help patients eat and with fluid intakes

5. Assist nurses in providing basic medical care

6. Other duties as may be assigned by the immediate supervisor

SECTION 4. CO-TERMINUS POSITIONS AND TENURE PROVISIONS. In line with the ongoing Organizational Structure and Staffing Program of the City Government of Naga, all positions created under this Ordinance are hereby declared as co-terminus with their respective incumbents. These positions shall remain effective only for the duration of the tenure of the current occupant and shall be deemed automatically abolished upon the expiration of such tenure or when the position becomes vacant, without need of further legislative action. Personnel appointed to co-terminus positions shall enjoy security of tenure during their incumbency, subject to existing civil service laws, rules, and regulations. No new appointments shall be made to fill such positions unless otherwise authorized by a subsequent ordinance.

SECTION 5. TRANSITORY PROVISION. The positions created under this Ordinance shall be established and funded only upon the availability of Personnel Services appropriations and funding margins. Implementation and filling of such positions shall be subject to the passage of a corresponding appropriation ordinance, which will provide the necessary funds for their compensation and related benefits. No appointment or hiring for these co-terminus positions shall be made unless the required appropriation has been duly approved by the Sanggunian.

SECTION 6. FUNDING. The local government shall provide additional and necessary funding and other necessary assistance for the effective implementation of this ordinance.

SECTION 7. REPEALING CLAUSE. All ordinances, resolutions, memorandum circulars, rules and regulations inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 8. SEPARABILITY CLAUSE. If for any reason any section or provision of this Ordinance is declared unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 9. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.