



Republic of the Philippines  
**SANGGUNIANG BAYAN**  
Taytay, Rizal

DO No. 2305-018

**ORDINANCE NO. 782 series of 2023**

**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS IN THE  
MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL IN SUPPORT OF FULL  
DEVOLUTION UNDER EXECUTIVE ORDER NO. 138**

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WHEREAS, Section 2(a) of the Local Government Code (LGC) of 1991 (Republic Act No. 7160) provides that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units (LGUs) shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government (NG) to the local government units (LGUs);

WHEREAS, Section 3(d) of the LGC further provides that “the vesting of duty, responsibility, and accountability in local government units shall be accompanied with provision for reasonably adequate resources to discharge their powers and effectively carry out their functions; hence, they shall have the power to create and broaden their own sources of revenue and the right to a just share in national taxes and an equitable share in the proceeds of the utilization and development of the national wealth within their respective areas”;

WHEREAS, the Supreme Court (SC) decision clarifies the basis for the computation of local government shares and ordered the national government to include all collections of national taxes in the computation of the base amount for the just share of LGUs;

WHEREAS, Executive Order No. 138, s. 2021 orders the full devolution of functions, services, and facilities by the national government (NG) to local governments (LGUs) no later than the end of FY 2024. These shall include those devolved responsibilities indicated in Section 17 of RA 7160 and in other existing laws which subsequently devolved functions of the NG to LGUs. These fully devolved responsibilities shall be funded from the share of the LGUs in the proceeds of the national taxes and other local revenues;

WHEREAS, Section 10 of Executive Order No. 138, s. 2021 orders all local governments to prepare their Devolution Transition Plans (DTPs) in close coordination with the NGAs concerned especially with regard to devolved functions and services that are critical to them;

WHEREAS, pursuant to the approved DTP of the municipality, there is the necessity to create additional positions for the furtherance of the said plan. Hence, this Body after thorough discussion, decided to enhance the organizational structure of the LGU by creating new positions;

NOW THEREFORE, BE IT ENACTED, as it is hereby enacted, by the Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

**Section 1. Title** - This Ordinance shall be known as an “**Ordinance Creating Additional Plantilla Positions in the Municipal Government of Taytay, Rizal**”.

**Section 2. Purpose** - meet the needs of the present demands of a very functional and responsive government institution.

**Section 3. Creation of New Positions** - The following additional positions are hereby created to effect the purpose of this ordinance and shall have the following qualifications based on the provisions of the Local Government Code and Civil Service Commission (CSC) laws, rules and regulations:

**OFFICE FOR AGRICULTURAL SERVICES**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Veterinarian III	19	<ul style="list-style-type: none"><li>• Doctor of Veterinary Medicine</li><li>• 8 hours of relevant training</li><li>• 2 years of relevant experience</li><li>• RA 1080 (Veterinarian)</li></ul>
2. Veterinarian II	16	<ul style="list-style-type: none"><li>• Doctor of Veterinary Medicine</li><li>• 8 hours of relevant training</li><li>• 2 years of relevant experience</li><li>• RA 1080 (Veterinarian)</li></ul>
3. Veterinarian I	13	<ul style="list-style-type: none"><li>• Doctor of Veterinary Medicine</li><li>• RA 1080 (Veterinarian)</li></ul>

**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO)**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Ecosystems Management Specialist I (GIS Specialist)	11	<ul style="list-style-type: none"><li>• Bachelor’s Degree relevant to the job</li><li>• Career Service Professional</li></ul>

**MUNICIPAL TREASURY OFFICE (MTO)**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Local Revenue Collection Officer III	18	<ul style="list-style-type: none"><li>• Bachelor’s Degree</li><li>• 8 hours of relevant training</li><li>• 2 years of relevant experience</li><li>• Career Service Professional</li></ul>
2. Admin Officer II	11	<ul style="list-style-type: none"><li>• Bachelor’s Degree relevant to the job</li><li>• Career Service Professional</li></ul>
3. Local Revenue Collection Officer	11	<ul style="list-style-type: none"><li>• Bachelor’s Degree</li><li>• Career Service Professional</li></ul>
4. Administrative Officer I (Cashier)	11	<ul style="list-style-type: none"><li>• Bachelor’s Degree</li><li>• Career Service Professional</li></ul>
5. Administrative Aide II (Bookbinder)	2	<ul style="list-style-type: none"><li>• Elementary School Graduate</li></ul>
6. Administrative Aide I	1	<ul style="list-style-type: none"><li>• Must be able to read and write</li></ul>

**PUBLIC EMPLOYMENT SERVICES OFFICE (PESO)**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Administrative Aide I	1	<ul style="list-style-type: none"><li>• Must be able to read and write</li></ul>



**MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO)**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Social Worker Officer III	18	<ul style="list-style-type: none"><li>• Bachelor's Degree in Social Work</li><li>• 8 hours of relevant training</li><li>• 2 years of relevant experience</li><li>• RA 1080 (Social Worker)</li></ul>
2. Social Worker Officer II	15	<ul style="list-style-type: none"><li>• Bachelor's Degree in Social Work</li><li>• 4 hours of relevant training</li><li>• 1 years of relevant experience</li><li>• RA 1080 (Social Worker)</li></ul>
3. Social Worker Officer I	11	<ul style="list-style-type: none"><li>• Bachelor's Degree in Social Work</li><li>• RA 1080 (Social Worker)</li></ul>
4. Psychologist	11	<ul style="list-style-type: none"><li>• Master's Degree in Psychology</li><li>• RA 10029 (Psychologist)</li></ul>
5. Social Welfare Assistant	8	<ul style="list-style-type: none"><li>• Bachelor's Degree in Social Work</li><li>• RA 1080 (Social Worker)</li></ul>

**MUNICIPAL TOURISM OFFICE**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Administrative Aide I	1	<ul style="list-style-type: none"><li>• Must be able to read and write</li></ul>

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Statistician	11	<ul style="list-style-type: none"><li>• Bachelor's Degree relevant to the job</li><li>• Career Service Professional</li></ul>
2. Planning Assistant	8	<ul style="list-style-type: none"><li>• Completion of two-year studies in college</li><li>• 4 hours of relevant training</li><li>• 1 year of relevant experience</li><li>• Career Service Sub-Professional</li></ul>
3. Data Entry Machine Operator I	6	<ul style="list-style-type: none"><li>• Completion of two-year studies in college</li><li>• 4 hours of relevant training</li><li>• 1 year of relevant experience</li><li>• Career Service Sub-Professional</li></ul>

**MUNICIPAL YOUTH DEVELOPMENT OFFICE**

POSITION / TITLE	SALARY GRADE	QUALIFICATIONS
1. Municipal Youth Development Officer III	18	<ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• 8 hours of relevant training</li><li>• 2 years of relevant experience</li><li>• Career Service Professional</li></ul>

**Section 4. Powers and Duties / Responsibilities** - The powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC) laws, rules and regulations.


**Section 5. Appointments** - The appointments for those who will be occupying the herein mentioned positions shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**Section 6. Repealing Clause** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.


**Section 7. Effectivity Clause** - This Ordinance shall take effect immediately upon its approval.

ENACTED, this 17<sup>th</sup> day of May, 2023, 4:40 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on May 10, 2023 and was passed on third and final reading on May 17, 2023, during the 45<sup>th</sup> Regular Session held on the 17<sup>th</sup> day of May, 2023.

  
**ATTY. STANLEE D. CALMA**  
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY  
ADOPTED BY HER HONOR

  
**HON. SOPHIA PRISCILLA L. CABRAL**  
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR  
DATE SEP 29 2023

  
**HON. ALLAN MARTINE S. DE LEON**  
Municipal Mayor