



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2305-022

ORDINANCE NO. 784 series of 2023

**AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR
VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF TAYTAY,
RIZAL AND APPROPRIATING FUNDS THEREFORE**

Introduced & Sponsored by:	Coun. Jan Victor B. Cabitac
Sponsored by:	Coun. Jean Lalaine P. Calderon
	Coun. John Tobit E. Cruz
	Coun. Ma. Elaine T. Leonardo
	Coun. Patrick John P. Alcantara
Co-Sponsored by:	Vice Mayor Sophia Priscilla L. Cabral
	Coun. Ma. Jeca B. Villanueva
	Coun. Philip Jeison J. Cruz
	Coun. Joanne Marie P. Calderon
	LnB Pres. Rufe C. Tapawan
	SK Fed. Pres. Zyrell May B. Villanueva

WHEREAS, Section 25, Article II of the 1987 Constitution provides that the State shall ensure the autonomy of local governments;

WHEREAS, Section 2, Article X of the 1987 Constitution states that the territorial and political subdivisions shall enjoy local autonomy;

WHEREAS, Section 16 of Republic Act ("R.A.") No. 7160, otherwise known as the Local Government Code, mandates that "every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare";

WHEREAS, Section 447(v) of the R.A. No. 7160 authorizes the Sangguniang Bayan, as the legislative body of the municipality, to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants;

WHEREAS, pursuant to Section 447(viii) of R.A. No. 7160, the Sangguniang Bayan has the power to determine the positions and the salaries, wages, allowances and other emoluments and benefits of municipal officials and employees paid wholly or mainly from municipal funds;

WHEREAS, the exigency of the service demands that the current personnel structure of the Office of the Municipal Administrator and the Office for Legal Services of the Municipal Government of Taytay, Province of Rizal, be augmented, all for the interest of discharging swiftly its functions and further improving the delivery of *Serbisyong May Ngiti* to Taytayenos;

WHEREAS, the funding for the proposed positions were already included in the Budget Proposal of the said offices for the year 2023;

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

Section 1. There is hereby created several Plantilla Positions for the Office of the Municipal Administrator and the Office for Legal Services in the Municipal Government of Taytay, Province of Rizal, with the corresponding salary grade and qualifications indicated hereunder:

A. OFFICE OF THE MUNICIPAL ADMINISTRATOR

1. One (1) EXECUTIVE ASSISTANT IV- SG 22

Qualification Standard:

Education	:	Bachelor's Degree
Training	:	16 hours of relevant training
Experience	:	3 years of relevant experience
Eligibility	:	Career Service Professional

2. One (1) ADMINISTRATIVE OFFICER IV - SG 15

Qualification Standard:

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

B. OFFICE FOR LEGAL SERVICES

1. Two (2) ATTORNEY III - SG 21

Qualification Standard:

Education	:	Bachelor of Laws
Training	:	4 hours of relevant training
Experience	:	1 years of relevant experience
Eligibility	:	RA 1080

2. Two (2) ADMINISTRATIVE OFFICER IV - SG 15

Qualification Standard:

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

Section 2. The Plantilla Position of Executive Assistant IV shall perform the following duties and functions:

Executive Assistant IV

Salary Grade 22

Job Description

- Provide assistance to the various administrative work in the Municipal Administration Office;
- Handle communications with clients and constituents;
- Attend meeting with the Municipal Administrator;
- Prepare reports and minutes and documentation;
- Attend to various administrative concerns; and
- Perform such other function as may be required in the immediate office.

Section 3. The Plantilla Position of Attorney III shall perform the following duties and functions:

Attorney III

Salary Grade 21

Job Description

- Provide legal advice and opinions based on analysis of issues, applicable laws and jurisprudence;
- Propose ordinances, draft contracts, bonds, leases and other instruments involving any interest of the LGU;
- Provide administrative and project support involving legal matters; and
- Perform other functions as may be required by the immediate supervisor.

Section 4. The Plantilla Position of Administrative Officer IV shall perform the following duties and function:

Administrative Officer IV
Salary Grade 15
Job Description

- Provide basic legal services;
- Handle communication with clients, witness, etc.;
- Prepare basic legal documents and correspondence;
- Attend to different legal concerns; and
- Performing other functions as may be required by the immediate supervisor.


Section 5. Separability Clause - If for any reason, any section or provision of this ordinance shall be declared to be unconstitutional or invalid by competent authority, such declaration shall not affect or impair the other sections or provisions not affected thereby. 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 in conflict with or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

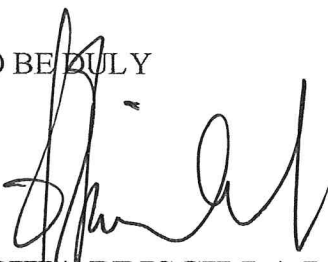
Section 7. Effectivity Clause - This Ordinance shall take effect ten (10) days upon approval thereof.

ENACTED, this 24th day of May, 2023, 2:28 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 17, 2023 and was passed on third and final reading on May 24, 2023, during the 46th Regular Session held on the 24th day of May, 2023.


JULIETA M. JUANILLO
Board Sec. III / Temp. SB Secretary

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