



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2507 – 006

ORDINANCE NO. 859 series of 2025

AN ORDINANCE CREATING NEW PLANTILLA POSITIONS IN THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) OF THE MUNICIPALITY OF TAYTAY, RIZAL, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Authored and Sponsored by: Coun. Joanne Marie P. Calderon
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Coun. John Tobit E. Cruz
Coun. Ma. Elaine T. Leonardo
Coun. Kristofer Charls S. Esguerra
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Co-Sponsored by: Coun. Rulf Marius G. Valera
Coun. Carizza A. Cortez
Coun. Michell B. Bermundo.
LnB President Roseller Z. Valera
SK Fed. Pres. Lucia Marie D. Alcantara

Mr. M. J. M.

WHEREAS, under Republic Act No. 7160, also known as the “Local Government Code of 1991”, empowers local government units to create positions and determine compensation for officials and employees within the budgetary limitations and guidelines set by the Civil Service Commission (CSC) and Department of Budget and Management (DBM);

WHEREAS, the Municipal Social Welfare and Development Office (MSWDO) plays a vital role in the delivery of basic social welfare services to disadvantaged, marginalized, and vulnerable sectors in the municipality particularly those who are in crisis situation and in need of assistance of Social Workers and Psychological interaction;

WHEREAS, the increasing workload and service demand of the MSWDO necessitates the creation of additional plantilla positions to improve service delivery and ensure effective program implementation especially down to the Barangay level;

WHEREAS, the Municipal Human Resource Management Office (HRMO), the Municipal Budget Office and the Local Finance Committee (LFC) have reviewed the proposal for the creation of additional positions based on functional needs and budget availability;

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NOW THEREFORE, BE IT ENACTED, as it is hereby enacted by the 13th Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

Section 1. Creation of Positions - The following plantilla positions are hereby created under the Municipal Social Welfare and Development Office (MSWDO), with the corresponding salary grade and qualifications indicated hereunder:

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1. TWO (2) SOCIAL WELFARE OFFICER II (SG-15)
Qualification Standard:
 - Education : Bachelor's Degree in Social Work
 - Training : 4 Hours of Relevant Training
 - Experience : 1 year Relevant Experience
 - Eligibility : RA 1080 (Social Worker)

2. THREE (3) SOCIAL WELFARE OFFICER I (SG-11)
Qualification Standard:
 - Education : Bachelor's Degree in Social Work
 - Training : None Required
 - Experience : None Required
 - Eligibility : RA 1080 (Social Worker)

3. FOUR (4) SOCIAL WELFARE ASSISTANT (SG-8)
Qualification Standard:
 - Education : Completion of Two (2) years studies in College
 - Training : 4 Hours of Relevant Training
 - Experience : 1 year of Relevant Experience
 - Eligibility : Career Service (Sub-Professional) / First Level Eligibility

4. FIVE (5) DAY CARE WORKER II (SG-8)
Qualification Standard:
 - Education : Highschool Graduate
 - Training : 4 Hours of Relevant Training
 - Experience : 1 year of Relevant Experience
 - Eligibility : None required (MC No. 10, s.2013 - Category III)

5. FIVE (5) DAY CARE WORKER I (SG-6)
Qualification Standard:
 - Education : Highschool Graduate
 - Training : None Required
 - Experience : None Required
 - Eligibility : None required (MC No. 10, s.2013 - Category III)

6. ONE (1) PSYCHOLOGIST I (SG-16 - based on DBM Circular)
Qualification Standard:
 - Education : Master's Degree in Psychology
 - Training : None Required
 - Experience : None Required
 - Eligibility : RA No. 10029 (MC No. 14, series of 2019)

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Section 2. Funding Source - The funding requirement for the salaries, benefits, and other necessary expenses of the above-mentioned positions shall be charged against the Personnel Services (PS) allotment in the approved Annual Budget of the Municipality or from savings as certified available by the Municipal Budget Officer, subject to existing accounting and auditing rules.

Section 3. Compliance with Civil Service and DBM Rules - The filling of the created positions shall be in accordance with Civil Service Commission (CSC) rules and regulations and DBM organizational staffing and compensation guidelines.

Section 4. Repealing Clause - All ordinances, resolutions, executive orders, or parts thereof that are inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

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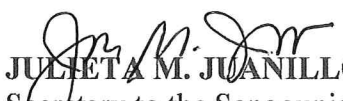
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Section 5. Separability Clause - If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall not be affected and shall continue in full force and effect.

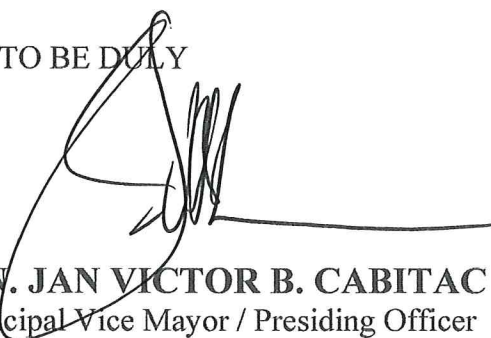
Section 6. Effectivity - This Ordinance shall take effect after approval and publication or posting in at least three (3) conspicuous places in the Municipality.

ENACTED, this 29th day of September 2025, 2:59 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 September 23, 2025 and was passed on third and final reading on September 29, 2025, during the 13th Regular Session held on the 29th day of September 2025.


JULIETA M. JUANILLO
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR


HON. JAN VICTOR B. CABITAC
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR
DATE OCT 14 2025


HON. ALLAN MARTINE S. DE LEON
Municipal Mayor