



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2509 – 026

ORDINANCE NO. 864 series of 2025

AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE OFFICE OF PUBLIC SAFETY AND SECURITY OF THE MUNICIPALITY OF TAYTAY AS A MUNICIPAL GOVERNMENT DEPARTMENT, CREATING THE NECESSARY POSITIONS, APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES

Introduced and Sponsored by:	Coun. Joanne Marie P. Calderon
Sponsored by:	Committee on Civil Service and Local Government Reorganization
Co-Sponsored by:	Vice Mayor Jan Victor B. Cabitac
	Coun. Rulf Marius G. Valera
	Coun. Ma. Elaine T. Leonardo
	Coun. Patrick John P. Alcantara
	Coun. Carizza A. Cortez
	Coun. John Tobit E. Cruz
	Coun. Michell B. Bermundo
	Coun. Kristofer Charls S. Esguerra
	LnB President Roseller Z. Valera
	SK Fed. Pres. Lucia Marie D. Alcantara

WHEREAS, Article X, Section 5 of the 1987 Constitution vests in Local Government Units *“the power to create its own sources of revenues and to levy taxes, fees, and charges subject to such guidelines and limitations as the Congress may provide, consistent with the basic policy of local autonomy”*;

WHEREAS, Section 3(b) of Republic Act (“R.A.”) No. 7160 otherwise known as the Local Government Code of 1991 states that *“there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and services requirements of its communities”*;

WHEREAS, Section 17(a) of R.A. No. 7160 provides that *“Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them” and that “local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities”*;

WHEREAS, in the provision of effective and efficient *Serbisyong May Ngiti*, the Municipal Government must ensure that the primary duties of providing traffic direction and management, providing protection security and safety to government officials and personnel, government installations, buildings, maintaining safety, security, and order in all public spaces, and enforcing all national laws and local ordinances for safety, comfort and protection of the citizenry, are given to its communities;

WHEREAS, to properly support the Municipal Government in the achievement of its programs and goals, supported by the provisions of the 1987 Constitution and R.A. No. 7160, an empowered and merged Municipal Public Safety Office (MPSO), Smile Traffic Action Group

(STAG) and Municipal Building Security Section (MBSS), is required and shall hereinafter be referred to as the Office of Public Safety and Security (OPSS);

WHEREAS, due to the big scope of works, duties and responsibilities of the OPSS, the OPSS requires additional personnel and office personality to perform its functions properly;

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. Title - This Ordinance shall be known as the “Office of Public Safety and Security Creation Ordinance”.

Section 2. Declaration of Policy - The Municipal Government of Taytay, Rizal adopts as its declared policies, among others the following:

1. To provide effective and efficient *Serbisyong May Ngiti* to all Taytayeños at all times;
2. To work for the continuous enhancement of the delivery of service to the public in tune with developmental trends;
3. To eliminate duplication of functions and maximize the utilization of manpower and resources of the Municipality;
4. To closely coordinate with the concerned national government agencies, developmental partners, non-governmental organizations, and other stakeholders in promoting the Municipal Government’s objectives, programs, and projects.

Section 3. Creation of the Office of Public Safety and Security (OPSS) - The Office of Public Safety and Security is hereby created as a department and shall have the following Sections:

1. Public Order and Security / Public Security
2. Traffic Management and Enforcement / Transport Systems and Regulations
3. Building Security

The OPSS shall be headed by a Municipal Government Department Head to be assisted by an Administrative Officer II. The OPSS shall be composed of three (3) Sections as detailed in the Organizational Structure with the corresponding plantilla items and functions.

Section 4. There are hereby created several Plantilla Positions for the Office of Public Safety and Security, with corresponding salary grades and qualifications indicated hereunder:

1. Municipal Department Head - SG 24

Qualification Standards

- Education : Bachelor’s Degree
- Training : 24 hours of training in management and supervision
- Experience : 4 years in position/s involving management and supervision
- Eligibility : Career Service Professional

2. Four (4) Administrative Officer II - SG 11

Qualification Standards

- Education : Bachelor’s Degree
- Training : None required
- Experience : None required
- Eligibility : Career Service (Professional) / Second Level Eligibility

3. Twelve (12) Administrative Aide II - SG 2

Qualification Standards

- Education : Must be able to read and write
- Training : None required
- Experience : None required
- Eligibility : None required

4. Twelve (12) Administrative Aide I - SG 1

Qualification Standards

- Education : Must be able to read and write
- Training : None required
- Experience : None required
- Eligibility : None required

Section 5. Functions and Responsibilities of the Office of Public Safety and Security and its Section.

5.1 The primary responsibilities of the Office of Public Safety and Security are as follows:

- a. Maintaining safety, security and order in all public spaces,
- b. Keeping peace and order, preventing and suppressing lawlessness, disorder and violence,
- c. Enforcing all laws and local ordinances for the safety, comfort and protection of the citizenry,
- d. Managing, supervising, executing, enforcing and implementing all national and local laws, rules and regulations governing the operations / activities of all motorized and non-motorized vehicles within the Municipality of Taytay, Rizal, and
- e. Attending all council and committee meetings that require the participation of said office and reporting all necessary data and accomplishment of the office.

5.2 The functions of the created sections under the Office of Public Safety and Security are as follows:

1. Public Order and Safety / Public Security:

- a. Plan, develop, and/or implement programs, projects and activities promoting public safety and order in the Municipality of Taytay, Rizal;
- b. Implement laws, rules and regulations on public safety, peace and order, and crime prevention along with other government agencies and peacekeeping units in the municipality;
- c. Plan, develop, and/or implement programs, projects and activities promoting public security in the Municipality of Taytay, Rizal;
- d. Provide security in the municipal government buildings / installations / properties;
- e. Conduct investigation on violations pertaining to public safety and security;
- f. Create intelligence network to suppress crimes and lawlessness;
- g. Collect and correlate gathered intelligence information in coordination with the local PNP;
- h. Conduct operative actions to apprehend crime perpetrators in coordination with the local PNP; and
- i. Provide escort or physical / personal security to government officials / employees.

2. Transport Systems and Regulations:

- a. Plan, develop, and/or implement programs, projects and activities promoting transport systems and regulations in the Municipality of Taytay, Rizal;
- b. Conduct research and study for the improvement of the operation of public utility vehicles in the municipality;
- c. Formulate long-range plans for the development of transport system and services in the municipality;
- d. Conduct educational programs and launch municipal-wide information dissemination to all PUV drivers / operators, commuters, OPSS personnel relative to public utility transport operations; and
- e. Cause the release of confiscated driver's license of traffic violators and impounded vehicles after payment of corresponding fines / penalties.

3. Traffic Management and Enforcement:

- a. Plan, develop, and/or implement programs, projects and activities promoting traffic management and enforcement in the Municipality of Taytay, Rizal;

- b. Supervise, direct, and control traffic routes;
- c. Enforce traffic laws;
- d. Plan and develop systems in implementing the enforcement of national and local laws, rules and regulations on transport operations;
- e. Supervise the towing operations of stalled, illegally parked / abandoned vehicles, and other obstructions that affect traffic flow; and
- f. Conduct inspections and monitoring of all PUVs, its routes and terminals, parking zones, bikeways and other municipal thoroughfares.

Section 6. Appropriations - The funds for the operation of the Office of Public Safety and Security shall be appropriated from the Annual Executive Budget under the General Fund of the Municipality and other available funds.

The positions and salaries of the staff of OPSS shall be subject to the usual existing accounting and auditing rules and regulations, the Civil Service Commission Guidelines and Qualifications Standard, and the approval of the Department of Budget and Management.


Section 7. Separability Clause - In case any specific provision/s of this Ordinance is/are declared to be null and void by an entity or Court with proper jurisdiction, any and all other provisions not declared as null and void shall be considered valid and effective.

Section 8. Repealing Clause - Any Sangguniang Bayan Ordinance, Resolution, and all other issuances of the Municipal Government contrary to the provisions of this Ordinance shall be considered repealed or appropriately amended.

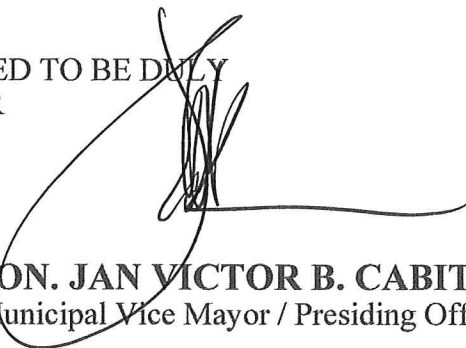
Section 9. Effectivity Clause - This Ordinance shall take effect upon its approval, pursuant to applicable laws, issuances, and rules and regulations.

ENACTED, this 6th day of October 2025, 3:29 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 29, 2025 and was passed on third and final reading on October 6, 2025, during the 14th Regular Session held on the 6th day of October 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 _____


HON. ALLAN MARTINE S. DE LEON
Municipal Mayor