



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

DO No. 2508 – 016

**ORDINANCE NO. 866 series of 2025**

**AN ORDINANCE CREATING THE POSITIONS OF ONE (1) RECORDS OFFICER 1 (SG 10), ONE (1) ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I) (SG 7), ONE (1) ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III) (SG 7), AND ONE (1) AUDIO-VISUAL EQUIPMENT OPERATOR I (SG 3) UNDER THE OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT AND APPROPRIATING FUNDS THEREOF**

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Authored and Sponsored by: Coun. John Tobit E. Cruz  
Sponsored by: Vice Mayor Jan Victor B. Cabitac  
Coun. Joanne Marie P. Calderon  
Coun. Rulf Marius G. Valera  
Coun. Ma. Elaine T. Leonardo  
Coun. Patrick John P. Alcantara  
Coun. Carizza A. Cortez  
Coun. Michell B. Bermundo  
Coun. Kristofer Charls S. Esguerra  
LnB President Roseller Z. Valera  
SK Fed. Pres. Lucia Marie D. Alcantara  
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WHEREAS, Section 76 of R.A. 7160, otherwise known as the Local Government Code of 1991, empowers the Local Government Unit (LGU) to design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447(viii) of RA. No. 7160 provides that, 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 creation of the new positions will augment manpower in the Office of the Sangguniang Bayan Secretariat for the interest of discharging swiftly its functions and further improve the delivery of basic services to the municipality;

WHEREAS, in the exigency of service and in order to promote an efficient and effective personnel force, there is a need to create new plantilla positions and provide funds therefor;

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

**Section 1. Creation of Plantilla Position** - There are hereby created the following Plantilla Positions under the Office of the Sangguniang Bayan Secretariat with corresponding salary grade and qualifications indicated hereunder:

**1. One (1) - Records Officer 1 - SG 10**

*Qualification Standard*

Education : Bachelor's degree  
Training : None Required  
Experience : None Required  
Eligibility : Career Service (Professional) Second Level Eligibility

**2. One (1) - Administrative Assistant I (Computer Operator I) - SG 7**

*Qualification Standard*

Education : Completion of 2-years studies in College or High School  
Graduate with relevant vocational / trade course  
Training : None Required  
Experience : None Required  
Eligibility : CS Sub-Professional / First Level

**3. One (1) - Administrative Assistant I (Reproduction Machine Operator III) - SG 7**

*Qualification Standard*

Education : Elementary School Graduate  
Training : None Required  
Experience : None Required  
Eligibility : None Required (MC No. 10, s. 2013, Category III)

**4. One (1) - Audio-Visual Equipment Operator I - SG 3**

*Qualification Standard*

Education : High School Graduate or Completion of relevant  
vocational / trade course  
Training : None Required  
Experience : None Required  
Eligibility : None Required (MC No. 11, s. 1996, Category III)

**Section 2. Duties and Responsibilities** - The above-mentioned Plantilla positions shall perform the following duties and functions:

- Records Officer 1** - Manage, keep and retrieve all the records and other documents in the records / archive section.
- Administrative Assistant I (Computer Operator I)** - Monitor and maintains computer systems which include routine maintenance, troubleshooting of hardware and software issues and executing commands as well as data processing, documentation and report.
- Administrative Assistant I (Reproduction Machine Operator III)** - Sets-up, operates and maintains machines for copying and printing, which include using equipment like copiers, presses, and bindery tools that involves preparing machines for production, running jobs, ensuring quality by checking for defects, and performing basic maintenance and cleaning and preparing finished materials for distribution.
- Audio-Visual Equipment Operator I** - Operates the audio equipment during sessions, committee and public hearings and other activities in the Sangguniang Bayan Session Hall.

**Section 3. Appropriation** - The corresponding funds for the salaries and other emoluments and benefits for the said positions shall be appropriated in the Annual Budget of the Municipal Government of Taytay, Rizal.

**Section 4. 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

*En. M. D. N.*

*[Signature]*


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 5. 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.

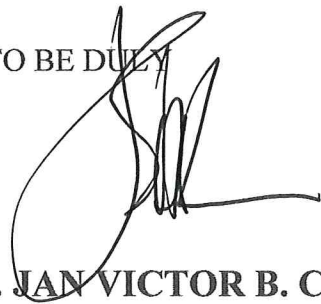
**Section 6. Effectivity Clause** - This Ordinance shall take effect within ten (10) days after posting copies of this Ordinance in the Taytay Transparency Board within the Municipality of Taytay, Rizal.

ENACTED, this 20<sup>th</sup> day of October 2025, 3:41 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 October 13, 2025 and was passed on third and final reading on October 20, 2025, during the 16<sup>th</sup> Regular Session held on the 20<sup>th</sup> 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 OCT 23 2025

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