



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2509 – 025

ORDINANCE NO. 867 series of 2025

AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR THE MUNICIPAL LEGAL OFFICE IN THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL AND APPROPRIATING FUNDS THEREFORE

Introduced 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, 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 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 role of the Municipal Legal Office for the past years have already expanded to other legal services which include but is not limited to free legal advice for constituents, legislative inquiries in aid of legislation, growing numbers of boundary disputes, other legal inquiries and assistance for various departments and offices among many others;

WHEREAS, the exigency of the service demands that the current personnel structure of the Municipal Legal Office 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 Taytayefios;

Jan Victor B. Cabitac

[Signature]

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

1. **One (1) ADMINISTRATIVE OFFICER IV - SG 15**
 - Education : Bachelor's degree relevant to the job
 - Training : 4 hours of relevant training
 - Experience : 1 year of relevant experience
 - Eligibility : Career Service Professional / Second Level Eligibility

2. **One (1) LEGAL ASSISTANT III - SG 14**
 - Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
 - Training : 8 hours of training relevant to legal work such as legal ethics, legal research and writing, or legal procedure
 - Experience : 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
 - Eligibility : Career Service Professional / Second Level Eligibility

3. **One (1) LEGAL ASSISTANT II - SG 12**
 - Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
 - Training : 4 hours of training relevant to legal work such as legal ethics, legal research and writing, or legal procedure
 - Experience : None Required
 - Eligibility : Career Service Professional / Second Level Eligibility

4. **One (1) LEGAL ASSISTANT I - SG 10**
 - Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
 - Training : None Required
 - Experience : None Required
 - Eligibility : Career Service Professional / Second Level Eligibility

5. **One (1) LEGAL AIDE - SG 5**
 - Education : Completion of two years studies in college (prior to 2018) or completion of Grade 12 / Senior High School (starting 2016)
 - Training : None Required
 - Experience : None Required
 - Eligibility : Career Service Sub-Professional / First Level Eligibility

6. **One (1) ADMINISTRATIVE OFFICER II - SG 11**
 - Education : Bachelor's degree relevant to the job
 - Training : None Required
 - Experience : None Required
 - Eligibility : Career Service Professional / Second Level Eligibility

7. **Two (2) ADMINISTRATIVE OFFICER III - SG 14**
 - Education : Bachelor's degree relevant to the job
 - Training : 4 hours of relevant training
 - Experience : 1 year of relevant experience
 - Eligibility : Career Service Professional / Second Level Eligibility

J. M. J. Jr.

8. One (1) ADMINISTRATIVE ASSISTANT II - SG 8

- Education : Completion of two years studies in college (prior to 2018) or completion of Grade 12 / Senior High School (starting 2016)
- Training : 4 hours of relevant training
- Experience : 1 year of relevant experience
- Eligibility : Career Service Sub-Professional / First Level Eligibility

9. One (1) ADMINISTRATIVE AIDE I - SG 1

- Education : Completion of two-year studies in college or a High School Graduate with a relevant vocational / trade course
- Training : None required
- Experience : 1 year of relevant experience
- Eligibility : None required

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

1. Administrative Officer IV (SG-15)

Administrative Officer IV shall supervise administrative operations, including human resource and records management functions of the office. The position assists the Municipal Legal Officer in policy formulation, ensures efficient office operations, and enforces compliance with civil service rules and internal control systems.

2. Legal Assistant III (SG-14)

Legal Assistant III conducts legal research, performs case analysis, and provides guidance and supervision to junior legal staff in the preparation of legal documents and reports.

3. Legal Assistant II (SG-12)

Legal Assistant II prepares drafts of legal documents, memoranda, and contracts. The position assists in hearings, conducts in-depth legal research, and coordinates with government agencies, offices, and clients for case updates and related matters.

4. Legal Assistant I (SG-10)

Legal Assistant I assists in drafting simple pleadings and correspondence. The position shall perform legal research, maintain case documentation, and provide support in the preparation of legal reports and office files.

5. Legal Aide (SG-5)

Legal Aide is tasked with filing, organizing, and safekeeping legal documents. The position provides clerical support during legal proceedings, assists in the preparation of case folders, and handles the delivery and retrieval of documents to and from other offices and agencies.

6. Administrative Officer II (SG-11)

Administrative Officer II shall assist in administrative, personnel, and records management functions of the office. The position prepares reports, maintains office files, and provides support in office planning, coordination, and implementation of administrative programs.

7. Administrative Officer III (SG-14)

Administrative Officer III manages office operations and administrative programs, supervises support staff in the performance of administrative functions, and consolidates reports necessary for policy implementation and office planning.

8. Administrative Assistant II (SG-8)

Administrative Assistant II provides clerical and administrative support services, including preparation of correspondence, filing, and records keeping. The position assists in logistical arrangements for meetings, conferences, and hearings, and ensures smooth day-to-day office transactions.

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9. Administrative Aide I (SG-1)

Administrative Aide I performs messenger, utility, and basic clerical tasks necessary for office operations. The position provides logistical support in official activities and assists in maintaining the cleanliness, orderliness, and efficiency of the workplace.

Section 3. Appropriation of Funds - The amount necessary for the salaries and benefits of the created Plantilla position, shall be charged against the available funds of the Municipality, subject to usual budgeting, accounting, and auditing rules and regulations. The appropriation for the succeeding years of the said created positions shall be included in the Annual Budget of the Municipality.


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 declaration shall not affect or impair the other sections or provisions not affected thereby.

Section 5. Repealing Clause - All ordinances, rules and regulations or part thereof in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed and modified accordingly.

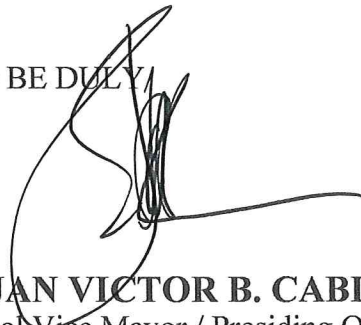
Section 6. Effectivity Clause - This Ordinance shall take effect ten (10) days upon approval thereof.

ENACTED, this 20th 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 16th Regular Session held on the 20th 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