



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2510 – 042

ORDINANCE NO. 868 series of 2025

**AN ORDINANCE CREATING COTERMINOUS PLANTILLA POSITIONS
UNDER THE LEGISLATIVE DEPARTMENT OF THE MUNICIPAL
GOVERNMENT OF TAYTAY, RIZAL, DEFINING ITS FUNCTIONS, DUTIES
AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR AND FOR
OTHER PURPOSES**

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WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, authorizes local government units (LGUs) to create positions deemed necessary to carry out the delivery of basic services and functions and it also provides that the appointment of local government personnel shall be made according to the civil service law, rules and regulation;

WHEREAS, members of the Sangguniang Bayan, being elective officials, are required to perform legislative duties and effectively represent their constituents which requires personnel that will be based on trust and confidence of the respective elected official with adequate administrative and technical support;

WHEREAS, there is a necessity to create coterminous positions, under the Office of the members of the Sangguniang Bayan, to ensure efficient and effective public service and to provide administrative and support for the performance of legislative and constituency-related duties;

WHEREAS, Memorandum Circular 8 series of 2025 issued by the Civil Service Commission, provides that the coterminous position is an appointment issued to a person whose tenure is limited to a period specified by law, or whose continuity in the service is based on the trust and confidence of the appointing officer or authority and subject to his or her discretion or pleasure, as determined by law, or declared by the CSC to be primarily confidential in nature, and such the appointment is coexistent with the term or tenure of the appointing officer or authority;

WHEREAS, the Civil Service Commission and the Department of Budget and Management allow the creation of coterminous positions for legislative support staff in local government units, subject to the budgetary limitations and existing rules and regulations;

NOW THEREFORE, BE IT ORDAINED, by the 13th Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

Handwritten signature and initials on the right margin.

Section 1. Title - This Ordinance shall be known as “**An Ordinance Creating Coterminous Plantilla Positions under the Legislative Department of the Municipal Government of Taytay, Rizal**”.

Section 2. Creation of Coterminous Positions - There is hereby created the following coterminous Plantilla positions under the Legislative Department of the Municipal Government of Taytay, Rizal.

- 2.1 ELEVEN (11) PRIVATE SECRETARY I (Salary Grade 11), one for each member of the Sangguniang Bayan (municipal vice mayor, municipal councilors and ex-officio members), to serve in a confidential, legislative and administrative capacity; and
- 2.2 TWO (2) ADMINISTRATIVE AIDE III (Salary Grade 3), under the Office of the Municipal Vice Mayor to serve in an official and confidential capacity.

Section 3. Nature of Appointment - The appointment of the positions of Private Secretary I and Administrative Aide III shall be coterminous with the term of office of the appointing authority and shall be classified as primarily confidential and non-career service consistent with Civil Service laws.

Section 4. Functions, Duties and Responsibilities - The following are the functions, duties and responsibilities of the created Coterminous Plantilla positions:

4.1 PRIVATE SECRETARY I:

- a. Provide personal and confidential staff support to the Sangguniang Bayan Member;
- b. Provide administrative and secretarial support to the Sangguniang Bayan Member;
- c. Assist the Sanggunian Member in the conduct of legislative research, analysis, and drafting of ordinances, resolutions, and committee reports;
- d. Prepare drafts of letters, endorsements, memoranda, and other official documents as may be directed;
- e. Assist in the coordination and follow-up of legislative and constituency-related matters;
- f. Attend meetings, sessions, and public hearings as directed by the Sangguniang Bayan Member;
- g. Assist in the preparation and submission of reports and performance / accomplishment records as may be required;
- h. Maintain confidentiality of official documents and matters of the Sangguniang Bayan Member; and
- i. Perform such other duties and responsibilities as may be assigned.

4.2 ADMINISTRATIVE AIDE III

- a. Provide personal and confidential staff support to the Office of the Vice Mayor;
- b. Provide administrative and secretarial support to the Office of the Vice Mayor;
- c. Perform messenger and support tasks, as may be required by the Office of the Vice Mayor; and
- d. Perform other related duties that may be assigned from time to time by the Vice Mayor.

Section 5. Appointing Authority - The appointees for all the positions created in this Ordinance shall be appointed by the Municipal Vice Mayor upon the recommendation of the Sangguniang Bayan member in which the appointee shall be detailed.

Section 6. Exemption of Eligibility and Qualification Standards - Appointees to the said coterminous positions shall not be required to possess civil service eligibility or meet the usual qualification standards in accordance with Section 9 of Rule IV of the Omnibus Rules of Appointment and Other Human Resource Actions (ORAOHRA) and other applicable CSC issuance governing coterminous and confidential appointments.

Section 7. Salary And Benefits - The compensation and benefits of the following coterminous positions shall be equivalent to the following salary grade, pursuant to the prevailing Salary Standardization Law and applicable budget circulars:

POSITION	SALARY GRADE
Private Secretary I	11
Administrative Aide III	3

Section 8 Funding and Appropriation - The amount necessary for the salaries and benefits of the Private Secretary I and Administrative Aide III position, shall be charged against the available funds of the Office of the Sangguniang Bayan Members and Office of the Municipal Vice Mayor, respectively, 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 under the Office of the Sangguniang Bayan Members and Office of the Municipal Vice Mayor.


Section 9. Separability Clause - If, for any reason, any part or provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 10. Repealing Clause - All ordinances, resolutions, executive orders, or issuances inconsistent with this Ordinance are hereby repealed or modified accordingly.

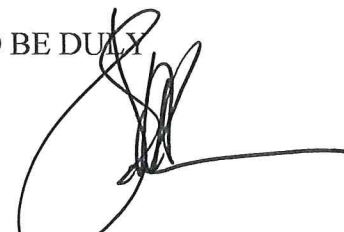
Section 11. Effectivity - This Ordinance shall take effect immediately upon approval and compliance with the requirements prescribed under existing laws.

ENACTED, this 20th day of October 2025, 3:42 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