

ORDINANCE NO. 8254

AN ORDINANCE CREATING THE INFORMATION AND COMMUNICATIONS DIVISION IN THE OFFICE OF THE CITY COUNCIL OF MANILA, PROVIDING FOR ITS FUNCTIONS, APPROPRIATING THE FUNDS NECESSARY THEREFOR, AND FOR OTHER PURPOSES

Be it ordained by the City Council of Manila, in session, assembled, THAT:

SECTION 1. Declaration of Policy. – The City Council of Manila recognizes the vital role of information technology and advanced communications in nation-building. To this end, it is hereby declared a duty of the City Council of Manila to provide adequate social services as well as adopt and implement a policy of full public disclosure of all records and transactions involving public interest by automating all ordinances, resolutions, correspondences, written communications and other records for transparency and easy access by the public in general and the residents of the City in particular.

SEC. 2. Pursuant to this policy, there is hereby created a division in the Office of the City Council to be known as the "Information and Communications Division" (ICD for brevity).

The ICD shall be divided in terms of duties and functions into the Records Management and Publication Section (RMPS for brevity) and the Information Technology and Telecommunications Section (ITTS for brevity).

SEC. 3. Duties, Functions and Responsibilities. – The Division shall:

1. Exercise full and exclusive control and custody of all records and transactions of the City Council including, but not limited to, the safekeeping and archive of ordinances and resolutions passed by the City Council;
2. Assume and take full responsibility of the custody, management, maintenance, safekeeping and upkeep of legislative records, official documents and other papers of the City Council, such as, but not limited to, written correspondences, petitions, endorsements, and other similar matters;
3. Be in charge of the publication of proposed and approved ordinances in any newspaper of general circulation;
4. Oversee, direct, supervise, plan, develop, manage and maintain an information and communications technology system that shall serve as a backbone and support function of the City Council in order to achieve a self-reliant, effective and more efficient legislative operation;
5. Create, develop, and establish an appropriate network of information and communication structure as well as implement a comprehensive and independent automated information and communication technology system of the City Council; and
6. Undertake, develop, manage and maintain a Manila City Council Website and Information Management System to be integrated with any interested existing local or international networks for coverage of the regular or special sessions for a more transparent and interactive free exchange of knowledge and information between the members of the City Council and the general public, particularly, the residents of Manila.

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SEC. 4. Organizational Composition. – The Division shall be headed by the Chief Administrative Officer (SG-24) who shall be the Chief of Division to be assisted by the Supervising Administrative Officer (SG-22) who shall be the Assistant Chief of Division.

They shall assume full responsibility, overall control and supervision over the Section Chief of the RMPS who shall have the rank of Administrative Officer V (SG-18) and the Section Chief of the ITTS who shall likewise have the rank of Administrative Officer V (SG-18).

SEC. 5. Staffing Pattern. – The Division, shall implement the herein approved staffing pattern in accordance with the rules and regulations promulgated by the Civil Service Commission, *PROVIDED, That:* the existing records section personnel shall be absorbed without any diminution of benefits, to wit:

5.0 Information and Communications Division

5.0.a. Chief Administrative Officer

Salary Grade	:	24
Rate/Month	:	PhP 37,473.00
Education	:	Masteral Degree
Experience	:	4 Years of relevant experience
Training	:	24 hours of relevant training
Eligibility	:	CS-Professional or 2 nd Level Eligibility
Item No.	:	New

5.0.b. Supervising Administrative Officer

Salary Grade	:	22
Rate/Month	:	PhP 32,973.00
Education	:	Bachelors Degree relevant to the job
Experience	:	4 Years of relevant experience
Training	:	24 hours of relevant training
Eligibility	:	CS-Professional or 2 nd Level Eligibility
Item No.	:	New

5.1 Records Management and Publication Section (RMPS)

5.1.a. Administrative Officer V

Salary Grade	:	18
Rate/Month	:	PhP 25,259.00
Education	:	Bachelors Degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	CS-Professional or 2 nd Level Eligibility
Item No.	:	568



5.1.b. Senior Administrative Assistant IV

Salary Grade : 16
Rate/Month : PhP 21,969.00
Education : completion of two years college with relevant vocational/trade course
Experience : 4 years of relevant experience
Training : 24 hours of relevant training
Eligibility : CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.1.c. Administrative Officer III

Salary Grade : 14
Rate/Month : PhP 19,112.00
Education : Bachelors Degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : CS-Professional or 2nd Level Eligibility
Item No. : 569

5.1.d. Administrative Assistant II

Salary Grade : 8
Rate/Month : PhP 12,735.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : 570

5.1.e. Administrative Aide VI

Salary Grade : 6
Rate/Month : PhP 11,062.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : 571

5.1.f. Administrative Aide IV

Salary Grade : 4
Rate/Month : PhP 9,536.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : 572



5.1.g. Administrative Aide IV

Salary Grade : 4
Rate/Month : PhP 9,536.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : 573

5.1.h. Administrative Aide IV

Salary Grade : 4
Rate/Month : PhP 9,536.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : 574

5.1.i. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : 575

5.1.j. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : 576

5.1.k. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : 577



5.1.I. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : 578

5.2 Information Technology and Telecommunications Section (ITTS)

5.2.a. Administrative Officer V

Salary Grade : 18
Rate/Month : PhP 25,259.00
Education : Bachelors Degree relevant to the job
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : CS-Professional or 2nd Level Eligibility
Item No. : New

5.2.b. Senior Administrative Assistant IV

Salary Grade : 16
Rate/Month : PhP 21,969.00
Education : completion of two years college with relevant vocational/trade course
Experience : 4 years of relevant experience
Training : 24 hours of relevant training
Eligibility : CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.c. Senior Administrative Assistant II (Computer Operator IV)

Salary Grade : 14
Rate/Month : PhP 19,112.00
Education : Completion of 2 years studies in College
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New



5.2.d. Administrative Assistant IV (Videographer/Photographer III)

Salary Grade : 10
Rate/Month : PhP 14,641.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.e. Administrative Assistant IV (Communications Equipment Operator III)

Salary Grade : 10
Rate/Month : PhP 14,641.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.f. Administrative Assistant I (Videographer/Photographer II)

Salary Grade : 7
Rate/Month : PhP 11,869.00
Education : Completion of 2 years studies in College
Experience : none required
Training : none required
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.g. Administrative Assistant I (Audio-Visual Equipment Operator III)

Salary Grade : 7
Rate/Month : PhP 11,869.00
Education : Completion of 2 years studies in College
Experience : none required
Training : none required
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

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5.2.h. Administrative Assistant I (Computer Operator I)

Salary Grade : 7
Rate/Month : PhP 11,869.00
Education : Completion of 2 years studies in College
Experience : none required
Training : none required
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.i. Administrative Aide IV

Salary Grade : 4
Rate/Month : PhP 9,536.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.j. Administrative Aide IV

Salary Grade : 4
Rate/Month : PhP 9,536.00
Education : Completion of 2 years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Relevant of MC 11 s.1996
CS-Sub-Professional or 1st Level Eligibility
Item No. : New

5.2.k. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : New



5.2.I. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : New

5.2.m. Administrative Aide II

Salary Grade : 2
Rate/Month : PhP 8,189.00
Education : must be able to read and write
Experience : none required
Training : none required
Eligibility : none required
Item No. : New

5.3 Organizational Structure and Staffing Pattern of City Council of Manila

Agenda and Briefing Division

Administrative Division

Sections:

- Session Hall Custodian and Maintenance
- Budget and Accounting
- Supply and Property
- Personnel

Legal Division

Sections:

- Legislative Research and Study
- Legislative Evaluation and Drafting

Journal and Minutes Division

Sections:

- Transcription and Stenographic
- Drafting

Information and Communications Division

Sections:

- Records Management and Publication
- Information Technology and Telecommunications



SEC. 6. Appointing Power. – The Chief of Division shall be vested with the privilege to recommend to the Vice-Mayor and Presiding Officer, for appointment, the members of the staff, as the exigencies of the office may so require: *PROVIDED, However, that:* The recommendee/s to the desired position(s) meet at least the minimum requirements for qualification to the said position.

SEC. 7. Appropriation. – The amount of Twenty Million Pesos (PhP 20,000,000.00), or so much thereof as may be deemed necessary, shall be appropriated for the initial operational expenses of the Information and Communications Division to be taken from the City Treasury for the immediate implementation of this Ordinance. All subsequent appropriations shall be provided for in the Annual Budget of the City.

SEC. 8. Repealing Clause. – All ordinances, resolutions, issuances, executive or administrative orders, or any part or parts thereof, which are inconsistent with any of the provisions of this Ordinance, are hereby repealed, modified or amended accordingly as well as rendered without any further force and effect.

SEC. 9. Separability Clause. – If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SEC. 10. Effectivity Clause. – This Ordinance shall take effect upon its approval.

Enacted by the City Council of Manila at its regular session today, November 3, 2011.

~~VETOED~~
Approved by His Honor, the Mayor, on 11/25/11.

I Veto this Ordinance for being ultra vires and prejudicial to financial interest of Manila

AL
ALFREDO S. LIM
Mayor
City of Manila

FRANCISCO "Isko Moreno" DOMAGOSO
Vice-Mayor and Presiding Officer
City Council, Manila

ATTESTED:

RAFAELITO M. GARAYBLAS
Secretary to the Mayor

LUCH R. GEMPTIS, JR.
Secretary to the City Council

PRINCIPAL AUTHORS: HON. JOCELYN J. QUINTOS and HON. MARIA SHEILAH H. LACUNA-PANGAN, Majority Floor Leader

OMR: avt/gdc/mbi