

AN ORDINANCE RESTRUCTURING THE STAFFING PATTERN OF THE OFFICE OF THE VICE MAYOR AND INCORPORATING THE SAME TO THE OFFICE OF THE SANGGUNIANG PANLUNGSOD, DEFINING ITS DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES

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

SECTION 1. Declaration of Policy. - The Office of the Sangguniang Panlungsod recognizes the importance of accountability and transparency for effective, efficient and economical governance. To attain the objective, it is paramount that the structure of its bureaucratic system should not be extended and fragmented so as to avoid confusion. Toward this end, it is hereby declared a policy of the City Council of Manila to strengthen and streamline its bureaucracy in the interest of good governance.

SEC. 2. Organizational Structure of the Legislative Body. - The Sangguniang Panlungsod, as the legislative body of the City, with powers, duties and functions provided for under section 458 of the Local Government Code is structured into the **Office of the Presiding Officer** and the **Office of the City Councilors**, composed of the individual offices of the officers, members and standing committees of the Sangguniang Panlungsod. The Sangguniang Panlungsod is assisted by the Secretariat Offices and Divisions for legislative and administrative support services.

SEC. 3. The Vice-Mayor as Head of Office. - The restructured Sangguniang Panlungsod shall be headed by the Vice-Mayor and the Presiding Officer, who shall sign all warrants drawn from the city treasury for all expenditures appropriated for its operations and appoint all officials and employees, subject to civil service law, rules and regulations.

SEC. 4. Restructure and Incorporate. - It is hereby declared that the position of the City Government Assistant Department Head III and the twenty-four (24) personnel under the Administrative and Technical Divisions in the Office of the Vice Mayor shall be restructured and incorporated to the Office of the Sangguniang Panglungsod.

SEC. 5. The Secretary to the Sanggunian. - There shall be a **Secretary to the Sanggunian**, who shall be a regular, permanent career official and with an authorized position title of City Government Department Head III (SG-27). He shall be under the control and supervision of the Vice-Mayor and shall be the overall in-charge in the administrative and support services of the Office of the Presiding Officer, the Offices of the City Councilors and the Secretariat Offices of the Sanggunian and line divisions, with duties and functions provided under Section 469 of the Local Government Code and as may be prescribed further by law or ordinance.

SEC. 6. Assistant Secretaries. - There shall be two (2) Assistant Secretaries to the Sangguniang Panlungsod consisting of the Internal Assistant Secretary and the External Assistant Secretary.

The **Internal Assistant Secretary**, shall be a regular, permanent career official, who shall coordinate and assist the Secretary to the Sanggunian in the administration and support services of the different line divisions of the Sanggunian Secretariat for effective rendition of legislative and administrative services to the public. He shall have a position title of City Government Assistant Department Head III (SG-25).

The **External Assistant Secretary**, shall be a co-terminous official in primarily confidential position, appointed by the Vice-Mayor at the beginning of the term of office, who shall coordinate and assist the Secretary to the Sanggunian in the administration and support services of the Office of the Presiding Officer and the Offices of the City Councilors for effective rendition of legislative and administrative services to the public. He shall likewise have a position title of City Government Assistant Department Head III (SG-25).

SEC. 7. Divisions and Offices in the Sanggunian Secretariat, Duties, Functions and Responsibilities. – The offices in the Secretariat of the Sangguniang Panlungsod shall be divided into five (5) divisions, further sub-divided into twelve (12) sections or offices, with their respective functions, as follows:

- a. **ADMINISTRATIVE DIVISION.** The office formulates and takes charge of plans and programs to ensure effective and well-coordinated discharge of all administrative functions in general services, personnel administration, budget and accounting operations, supply & property administration, maintenance and custody of the Session Hall. It supervises the activities of all personnel, distributes work assignments equitably and reviews performance ratings of subordinate employees. The Administrative Division is constituted by five (5) sections, which render and discharge the following functions:
 - (1.) *Administrative & Technical Section.* This unit shall assist the Secretary of the Sanggunian and the Assistant Secretaries in the general planning, coordination, direction and control over the affairs of the Sanggunian Secretariat. Its task includes preparing memoranda, endorsements, office orders and other official correspondence relative to the administrative, legislative and other matters as may be directed by the Presiding Officer and the Secretary to the Sanggunian. It establishes and maintains a feedback mechanism on the resource expenditures and operations of the Sanggunian, prepares and submits to the Secretary quarterly reports of the accomplishments of the office and appropriate recommendations for improvements of office operations. It shall also take charge of the operations of special projects and programs tasked by the Presiding Officer and the City Council.
 - (2.) *Budget & Accounting Section.* This unit shall plan and prepare the budgetary requirement of the entire Sangguniang Panlungsod. It takes charge of the fiscal and accounting operations, City Council's expenditures and purchases, preparation of payrolls and vouchers for payments of services of office personnel and members of the City Council.
 - (3.) *Supply & Property Section.* This unit shall take charge of the provision and/or maintenance of equipment, materials & supplies needed by the entire office and prepare and submit regular inventory reports of all supplies, materials and equipment made available to the office.

- (4.) *Personnel & Human Resources Section.* This unit shall process, screen and prepare actions or propose appointments, salary adjustments, promotions, transfers, details, reinstatements, separations or retirement of personnel. It evaluates performance and recommends measures to improve the efficiency of office personnel and takes account of and records such employee benefits and privileges as longevity pay, Medicare, vacation, sick, maternity & terminal leaves, compensation benefits, etc.
- (5.) *Session Hall Custodian & Maintenance Section.* This unit shall take charge of the maintenance of the Session Hall and take custody of it. It maintains orderliness during sessions, facilitates the acquisition and distribution of supplies, equipment and services necessary during the sessions of the City Council and during committee meetings.

b. AGENDA AND BRIEFING DIVISION.

- (6.) *Agenda & Briefing Office.* This office shall prepare in brief statement or summaries of motions, proposals & measures, letters, endorsements transmitted to the Division. These in turn shall be forwarded to the office of the Majority Floor Leader for inclusion in the calendar. It prepares the agenda for the session as directed by the Majority Floor Leader, undertakes the reproduction of several copies of the agenda and distributes the same to the Members of the City Council and to other offices concerned. It maintains a file of every agenda prepared for every session of the City Council.

c. INFORMATION AND COMMUNICATIONS DIVISION. The office performs its duties, functions and responsibilities provided under City Ordinance No. 8254, through its two sections:

- (7.) *Records Management & Publication Section.* The unit takes charge of the performance of record management functions for the office. It assumes responsibility for the custody and safekeeping of records and documents of the City Council, maintains and preserves various official records and documents, manages and upkeeps all other records, such as the records of correspondence, petitions, endorsements, and similar matters received and acted upon by the office, including the records of operations of the entire office. It also takes charge of the publication of proposed and approved ordinances.
- (8.) *Information Technology & Telecommunications Section.* The unit shall create, develop, manage and maintain an information and communications technology system and structure, including an Information Management System, a Manila City Council Website, and televised coverage of regular and special sessions for a more transparent and interactive free exchange of knowledge and information between the City Council and the general public.

d. JOURNAL AND MINUTES DIVISION. The office takes full record of proceedings of regular and/or special sessions of the City Council.

(9.) *Transcription & Stenographic Section.* The unit takes down stenographic notes of proceedings of regular and/or special sessions of the City Council and assists in stenographic works during public hearings. Their task includes the editing of the stenographer's transcriptions.

(10.) *Drafting Section.* The unit types the edited transcriptions, cuts stencils of the edited transcriptions and reproduces several copies to be distributed to the members of the City Council and the officers concerned. It collates reproduced minutes for distribution to the members of the Council and maintains a file of the journal and minutes of the sessions.

e. LEGAL DIVISION. The office reviews the final drafts of enacted ordinances and adopted resolutions prior to transmittal to the Vice-Mayor and Presiding Officer for authentication. It is composed of two sections:

(11.) *Legislative Research and Study Section.* The unit conducts legal research as to pertinent statutes and jurisprudence for studies and analyses of legislative legal problems. It renders advisory or interpretative legal opinions and provides informational data for the preparation of reports or technical and legislative matters on proposed measures to the City Council.

(12.) *Legislative Evaluation & Drafting Section.* The unit prepares initial drafts of proposed ordinances and resolutions acted upon by the City Council and incorporating all approved amendments. It proceeds with the final drafts of all approved ordinances and resolutions ready for publication in any two newspapers of general circulation.

SEC. 8. Staffing Pattern. – The Sanggunian Secretariat, its offices, divisions, and sections shall now be composed of the following Regular Plantilla Items with the corresponding salary grade; to wit:

OFFICES OF THE SECRETARY & ASSISTANT SECRETARIES

Sanggunian Secretary, City Government Department Head III	(SG 27)
Internal Assistant Secretary, City Government Assistant Department Head III	(SG-25)
External Assistant Secretary, City Government Assistant Department Head III	(SG-25)
Executive Assistant V	(SG-24)
Special Operations Officer V	(SG-24)
Special Operations IV	(SG-22)
Supervising Administrative Officer	(SG-22)
Executive Assistant III	(SG-20)
Administrative Officer V	(SG-18)
Executive Assistant II	(SG-17)
Executive Assistant II	(SG-17)
Executive Assistant II	(SG-17)
Executive Assistant II	(SG-17)
Senior Administrative Assistant IV	(SG-16)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)

ADMINISTRATIVE DIVISION

Chief Administrative Officer	(SG-24)
Supervising Administrative Officer	(SG-22)
Administrative Officer IV	(SG-15)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)
Administrative Aide I	(SG-1)

Administrative & Technical Section

Administrative Officer V	(SG-18)
Administrative Officer III	(SG-14)
Administrative Officer III	(SG-14)
Administrative Officer III	(SG-14)
Administrative Officer III	(SG-14)
Administrative Officer III	(SG-14)
Administrative Assistant VI	(SG-12)
Administrative Assistant V	(SG-11)
Administrative Assistant II	(SG-8)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide III	(SG-3)
Administrative Aide III	(SG-3)

Budget and Accounting Section

Administrative Officer V	(SG-18)
Administrative Officer II	(SG-11)
Administrative Assistant II	(SG-8)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide I	(SG-1)
Administrative Aide I	(SG-1)

Supply and Property Section

Administrative Officer V	(SG-18)
Administrative Officer III	(SG-14)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)

Personnel Section

Administrative Officer V	(SG-18)
Administrative Officer IV	(SG-15)
Administrative Officer II	(SG-11)
Administrative Officer II	(SG-11)
Administrative Assistant II	(SG-8)
Administrative Assistant II	(SG-8)
Administrative Assistant II	(SG-8)
Administrative Assistant II	(SG-8)
Administrative Aide I	(SG-1)

Session Hall Custodian and Maintenance Section

Administrative Officer V	(SG-18)
Administrative Officer II	(SG-11)
Administrative Officer I	(SG-10)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Electronics and Communications Equipment Technician I	(SG-6)
Electronics and Communications Equipment Technician I	(SG-6)

AGENDA & BRIEFING DIVISION

Chief Administrative Officer	(SG-24)
Supervising Administrative Officer	(SG-22)
Senior Administrative Assistant IV	(SG-16)
Senior Administrative Assistant IV	(SG-16)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)

INFORMATION & COMMUNICATIONS DIVISION

Chief Administrative Officer	(SG-24)
Supervising Administrative Officer	(SG-22)

Records Management and Publication Section

Administrative Officer V	(SG-18)
Senior Administrative Assistant IV	(SG-16)
Administrative Officer III	(SG-14)
Administrative Assistant II	(SG-8)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)

Information Technology and Telecommunications Section

Administrative Officer V	(SG-18)
Senior Administrative Assistant IV	(SG-16)
Senior Administrative Assistant II	(SG-14)
(Computer Operator IV)	
Administrative Assistant IV	(SG-10)
(Videographer/Photographer III)	
Administrative Assistant IV	(SG-10)
(Communications Equipment Operator III)	

Administrative Assistant I (Videographer/Photographer II)	(SG-7)
Administrative Assistant I (Audio-Visual Equipment Operator III)	(SG-7)
Administrative Assistant I (Computer Operator I)	(SG-7)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)
Administrative Aide II	(SG-2)

JOURNAL & MINUTES DIVISION

Chief Administrative Officer	(SG-24)
Supervising Administrative Officer	(SG-22)

Transcription and Stenographic Section

Local Legislative Staff Officer IV	(SG-19)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Administrative Assistant V	(SG-11)
Administrative Assistant V	(SG-11)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)

Drafting Section

Local Legislative Staff Officer IV	(SG-19)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer II	(SG-13)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)

LEGAL DIVISION

Local Legislative Staff Officer VI	(SG-24)
Local Legislative Staff Officer V	(SG-22)

Legislative Research and Study Section

Local Legislative Staff Officer IV	(SG-19)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer II	(SG-13)
Senior Administrative Assistant I	(SG-13)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)

Legislative Evaluation and Drafting Section

Local Legislative Staff Officer IV	(SG-19)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer III	(SG-16)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer II	(SG-13)
Local Legislative Staff Officer I	(SG-11)
Local Legislative Staff Officer I	(SG-11)
Administrative Assistant V	(SG-11)
Administrative Assistant V	(SG-11)
Administrative Aide VI	(SG-6)
Administrative Aide VI	(SG-6)
Administrative Aide IV	(SG-4)
Administrative Aide IV	(SG-4)
Administrative Aide I	(SG-1)

SEC. 10. Non-Diminution of Salaries/Benefits. - All personnel already occupying the positions prior to the passing of this Ordinance shall not be removed from the plantilla items. Moreover, there will be no diminution of their salaries and benefits as well as the computation of the length of their services.

SEC. 11. Appointing Power. - The head of the Division shall be vested with the privilege to recommend to the 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 in accordance with the minimum requirement set-forth by the Civil Service Law.

SEC. 12. Appropriations. - The amount so appropriated for the Office of the Vice Mayor in so far as the Personal Services are concerned, *except* the salaries, wages and all other benefits being accorded to the Vice Mayor and Administrative Aide I under the Administrative and Technical Division of the Office of the Vice Mayor, shall be incorporated in the Personal Services of the Office of the *Sangguniang Panlungsod* and will form part of its Current Operating Expenditures under the Personal Services. *PROVIDED*, that the Maintenance and Other Operating Expenses (MOOE) and the Capital Outlay under the Office of the Vice Mayor shall remain under the Office of the Vice Mayor.

SEC. 13. 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. 14. 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. 15. Effectivity Clause. – This Ordinance shall take effect upon its approval.

Enacted by the City Council of Manila at its regular session today, December 6, 2011.

Approved by His Honor, the Mayor, on

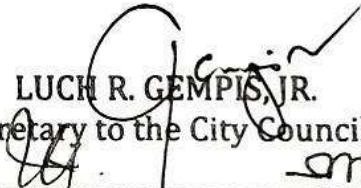
APPROVED:

ALFREDO S. LIM
Mayor
City of Manila


MARLON M. LACSON
President Pro-Tempore and
Acting Presiding Officer
City Council, Manila

ATTESTED:

RAFAELITO M. GARAYBLAS
Secretary to the Mayor


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

PRINCIPAL AUTHORS: HON. JOEL R. CHUA and HON. MARIA SHEILAH H. LACUNA-PANGAN, Majority Floor Leader

OMR: mqm\rmd\jok