



**Republic of the Philippines  
CITY COUNCIL  
City of Manila**

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REGULAR SESSION NO. 156

11<sup>TH</sup> CITY COUNCIL

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**Begun and held in the City Council on Thursday,  
the eight day of July, Two Thousand Twenty-One**

**ORDINANCE NO. 8768**

**AN ORDINANCE** REVISING THE PERSONNEL SCHEDULE AND POSITION TITLES OF THE CITY TREASURER'S OFFICE BY CREATING NEW PLANTILLA ITEMS OF ONE (1) LOCAL TREASURY OPERATIONS OFFICER V AND ONE (1) SUPERVISING ADMINISTRATIVE OFFICER OUT OF THE ELEVEN (11) ABOLISHED VARIOUS POSITIONS THROUGH SCRAP-AND-BUILD POLICY AND BY RE-TITLING FOUR (4) ADMINISTRATIVE AIDE VI (CLERK III) TO ADMINISTRATIVE AIDE VI (LABOR FOREMAN) AND FIFTEEN (15) ADMINISTRATIVE AIDE IV (CLERK II) TO ADMINISTRATIVE AIDE IV (STOREKEEPER I)

PRINCIPAL AUTHORS:

**HON. LUCIANO M. VELOSO**

**HON. ERNESTO C. ISIP, JR.**

President Pro-Tempore and Acting Majority Floor Leader

and

**HON. JOEL R. CHUA**

Majority Floor Leader



## PREAMBLE

WHEREAS, the Covid-19 global pandemic has, among other things, drastically altered numerous work-place processes and extensively placed a tremendous pressure on time-sensitive adaptability and response of fiscal management in order to successfully address the unprecedented challenges brought about by the prevailing plague;

WHEREAS, the City Council has the power to approve ordinances necessary for an efficient and effective city government and to determine the positions, salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds [Sec. 458 (1) {viii}, Local Government Code];

WHEREAS, the legal basis of this draft Ordinance can be found in Sec. 325 (General Limitations) of Republic Act No. 7160 (otherwise known as the Local Government Code of 1991) and Section 2.5 of the Civil Service Commission (CSC) Memorandum Circular No. 19, Series of 1992, which states; *"In cases of abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition shall be made in accordance with pertinent provisions of this Code and the civil service law, rules and regulations"*;

WHEREAS, the Executive Committee on the Rationalization Program composed of the Department of Budget and Management (DBM) and CSC in May 12, 2006 came out with Resolution No. 1 which laid down as part of the Allowable Staffing Actions the following: (a) Abolition of positions, (b) Conversion of positions, (c) Reclassification of positions, (d) Re-titling of positions, and (e) Creation of positions whereby the *scrap and build policy* must be observed when new positions may be created as long as there are corresponding obsolete/unnecessary but funded positions can be abolished to support the creation of these new positions;

WHEREAS, the contemplated revision in the Personnel Schedule of the City Treasurer's Office is compelled by the unquestionable necessity to streamline treasury operations in order to quickly adapt and effectively respond to different exigencies and best serve the critical funding requirements of the City Government of Manila;

WHEREAS, the proposed adjustments consist of minor but crucial changes in the current personnel contingent as there would be no significant increase in the present allotment for personnel services;

WHEREAS, the re-titling will simply remove the eligibility requirement and will thus allow lower-level personnel who have been competently performing comparable tasks for many years to be promoted to these higher positions;

WHEREAS, the modifications in the organizational structure and staffing pattern will ensure that the respective job descriptions suitably correspond to specific and existing functions and guarantee that essential official responsibilities are identified and operational assignments are rationalized: NOW, THEREFORE,

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

**SECTION 1. Declaration of Policy.** – It is hereby declared the policy of the City Government of Manila to faithfully observe the overriding goal of improving the delivery of vital services in terms of quality, scope, speed, accountability and affordability.

The city and its instrumentalities must promote focused use of limited resources on core functions and programs, while simultaneously cutting down waste and overlaps by scaling-down, phasing-out or abolishing non-core tasks.

**SEC. 2. Abolished Plantilla Positions.** – The following positions are hereby abolished under the City Treasurer's Office:

NO.	POSITION	ITEM NO.	SALARY GRADE	DIVISION/SERVICES	ANNUAL SALARY (FY 2021)
1	Local Treasury Operations Assistant	30	8-1	Fiscal Examination	PhP. 210,060.00
2	Local Treasury Operations Assistant	32	8-1	Fiscal Examination	210,060.00
3	Administrative Aide IV (Human Resource Management Aide)	75	4-1	Administrative	165,684.00
4	Administrative Aide IV (Clerk II)	121	4-1	Administrative	165,684.00
5	Administrative Aide IV (Clerk II)	122	4-1	Administrative	165,684.00
6	Administrative Aide IV (Clerk II)	124	4-1	Administrative	165,684.00
7	Administrative Aide IV (Clerk II)	125	4-1	Administrative	165,684.00
8	Administrative Aide IV (Clerk II)	127	4-1	Administrative	165,684.00
19	Revenue Collection Clerk 1	83	5-1	Administrative	175,692.00
10	Revenue Collection Clerk 1	297	5-1	License	175,692.00
11	Revenue Collection Clerk 1	300	5-1	License	175,692.00
	<b>TOTAL</b>				<b>PhP. 1,941,300.00</b>

**SEC. 3. Revision of Personnel Schedule.** – The official Personnel Schedule (LBP Form No. 3-A) of the City Treasurer's Office is hereby pertinently revised as follows:

**A. New Positions:**

TITLE OF POSITION	NUMBER	SALARY GRADE	ANNUAL SALARY FY 2021
Local Treasury Operation Officer V	1	24-1	PhP. 1,040,904.00
Supervising Administrative Officer (Records Officer IV)	1	22-1	820,980.00
<b>TOTAL</b>	<b>2</b>		<b>PhP. 1,861,884.00</b>

**B. Re-Titling of Nineteen (19) Position Titles:**

**FROM**

**TO**

POSITION TITLE	ITEM NO.	SG/ STEP	ANNUAL SALARY	POSITION TITLE/ DIVISION/ SERVICES	ITEM NO.	SG/ STEP	ANNUAL SALARY
Administrative Aide VI (Clerk III)	88	6/2	187,716	Administrative Aide VI (Labor Foreman) Records Section, Administrative Division	85	6/1	194,400
Administrative Aide VI (Clerk III)	112	6/1	186,288	Administrative Aide VI (Labor Foreman) General Services Section, Admin. Division	111	6/1	194,400
Administrative Aide VI (Clerk III)	291	6/1	186,288	Administrative Aide VI (Labor Foreman) License Division	285	6/1	194,400
Administrative Aide VI (Clerk III)	421	6/1	186,288	Administrative Aide VI (Labor Foreman) Miscellaneous Section, Real Estate Division	415	6/1	194,400
Administrative Aide IV (Clerk II)	10	4/1	165,684	Administrative Aide IV (Storekeeper I) Financial and Budget Services	10	4/1	172,800
Administrative Aide IV (Clerk II)	87	4/1	165,684	Administrative Aide IV (Storekeeper I) Records Section, Administrative Division	86	4/1	172,800
Administrative Aide IV (Clerk II)	91	4/1	165,684	Administrative Aide IV (Storekeeper I) Records Section, Administrative Division	90	4/1	172,800
Administrative Aide IV (Clerk II)	101	4/6	172,140	Administrative Aide IV (Storekeeper I) Accountable Forms Section, Admin. Division	100	4/1	172,800
Administrative Aide IV (Clerk II)	114	4/1	165,684	Administrative Aide IV (Storekeeper I) General Services Section, Admin. Division	113	4/1	172,800
Administrative Aide IV (Clerk II)	116	4/1	165,684	Administrative Aide IV (Storekeeper I) General Services Section, Admin. Division	115	4/1	172,800
Administrative Aide IV (Clerk II)	117	4/1	165,684	Administrative Aide IV (Storekeeper I) General Services Section, Admin. Division	116	4/1	172,800
Administrative Aide IV (Clerk II)	118	4/1	165,684	Administrative Aide IV (Storekeeper I) General Services Section, Admin. Division	117	4/1	172,800

Administrative Aide IV (Clerk II)	120	4/1	165,684	Administrative Aide IV (Storekeeper I) General Services Section, Admin. Division	119	4/1	172,800
Administrative Aide IV (Clerk II)	224	4/1	165,684	Administrative Aide IV (Storekeeper I) Miscellaneous Section, Cash Division	218	4/1	172,800
Administrative Aide IV (Clerk II)	225	4/1	165,684	Administrative Aide IV (Storekeeper I) Miscellaneous Section, Cash Division	219	4/1	172,800
Administrative Aide IV (Clerk II)	226	4/1	165,684	Administrative Aide IV (Storekeeper I) Miscellaneous Section, Cash Division	220	4/1	172,800
Administrative Aide IV (Clerk II)	227	4/1	165,684	Administrative Aide IV (Storekeeper I) Miscellaneous Section, Cash Division	221	4/1	172,800
Administrative Aide IV (Clerk II)	232	4/1	165,684	Administrative Aide IV (Storekeeper I) Abstracting Section, Cash Division	226	4/1	172,800
Administrative Aide IV (Clerk II)	405	4/1	165,684	Administrative Aide IV (Storekeeper I) Tax Registry Section, Real Estate Division	399	4/1	172,800

**SEC. 4. Qualifications, Powers and Duties/Responsibilities.** – The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission (CSC) and other relevant laws.


**SEC. 5. Appointments.** – The employment and appointment for those who will be occupying the herein subject positions shall be within the prescribed qualification standards and guidelines set by the Civil Service Commission (CSC) and other relevant agencies.

**SEC. 6. Appropriation.** – The amount necessary for the creation of the two (2) new regular positions shall be sourced from available funds out of the existing eleven (11) positions to be abolished for this purpose as provided for under the 2021 Executive Budget. Thereafter, the herein subject positions shall be automatically funded through the succeeding Annual City Budget as part of the plantilla of personnel of the City Treasurer's Office.


**SEC. 7. Effectivity.** – This Ordinance shall take effect upon its approval.

This Ordinance was finally enacted by the City Council of Manila on September 2, 2021.

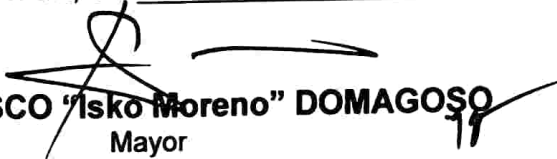
PRESIDED BY:

  
**MARIA SHEILAH "Honey" LACUNA-PANGAN, MD, FPDS**  
Vice-Mayor and Presiding Officer  
City Council, Manila

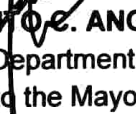
ATTESTED:

  
**LUCH R. GEMPIS, JR.**  
City Government Department Head III  
(Secretary to the City Council)

APPROVED BY HIS HONOR THE MAYOR, ON NOV 11 2021

  
**FRANCISCO "Isko Moreno" DOMAGOSO**  
Mayor  
City of Manila

ATTESTED:

  
**BERNARD O. C. ANG**  
City Government Department Head III  
(Secretary to the Mayor)

RNF: rrb/acl/jok/cpf/jmt/jrp