

ORDINANCE NO. 7770

AN ORDINANCE CREATING THE DEPARTMENT OF PUBLIC SERVICES; DEFINING ITS FUNCTIONS AND PRESCRIBING ITS STAFFING PATTERN, AND FOR OTHER PURPOSES.

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

SECTION 1. There is hereby created a Department of Public Services in the City of Manila to discharge the functions related to solid waste management and environmental sanitation;

SEC. 2. The Department shall be headed by a City Government Department Head II (Chief Public Service Officer) and a City Government Assistant Department Head II (Assistant Chief Public Service Officer) who shall be appointed by and who shall be under the direct supervision of the Mayor.

SEC. 3. To promote the efficient performance of the functions of the Department, the organizational structure of the Department of Public Services shall be composed of four (4) divisions and six (6) district units, as follows:

- a) Administrative Division which shall take charge of the administrative personnel and records requirements of the department;
- b) Finance Division which shall take charge of the budget and accounting requirements of the department;
- c) Property and Procurement Division which shall take charge of the management and procurement of property and supply requirements of the department;
- d) Operations Division which shall take charge of the research, statistics, monitoring, enforcement, inspection, special projects, motorpool and vehicle maintenance requirements of the department; and
- e) Six (6) district units which shall take charge of solid waste management and environmental sanitation functions of the department.

SEC. 4. The staffing pattern, including the salary grade of positions authorized for the department are provided hereunder:

ITEM NO.:	TITLE OF POSITION	GRADE/	AMOUNT
(New)	:	STEP	:
1	: City Government Department Head II:	27-1	: P 166,980.00
2	: City Government Asst. Department	:	:
	: Head II	: 25-1	: 136,620.00
3	: Legal Officer III	: 20-1	: 81,576.00
4	: Secretary	: 7-1	: 31,248.00
5	: Clerk I	: 3-1	: 25,872.00
6	: Driver I	: 3-1	: 25,872.00
7	: Utility Worker I	: 1-1	: 24,000.00
	:	:	:
	: <u>ADMINISTRATIVE DIVISION</u>	:	:
8	: Administrative Officer V	: 24-1	: 121,620.00
9	: Administrative Officer IV	:	: 99,000.00
10 to 16	: 7 Administrative Assistant	: 8-1	: 231,168.00
17	: Clerk III	: 6-1	: 29,676.00
18	: Utility Worker I	: 1-1	: 24,000.00

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ITEM NO.	TITLE OF POSITIONS	GRADE/	AMOUNT
<u>PERSONNEL SECTION</u>			
19	Human Resource Management Officer III	18-1	P 68,040.00
20	Human Resource Management Officer II	15-1	53,016.00
21	Human Resource Management Assitant I	8-1	33,024.00
22 to 28	7 Human Resource Management Aide	4-1	189,000.00
29 to 31	Clerk I	3-1	77,616.00
<u>RECORDS SECTION</u>			
32	Records Officer III	18-1	68,040.00
33	Records Officer I	10-1	37,224.00
34	Clerk I	3-1	25,872.00
<u>FINANCE DIVISION</u>			
35	Finance Officer V	24-1	121,620.00
36	Finance Officer IV	22-1	99,000.00
37	Clerk I	3-1	25,872.00
38	Utility Worker I	1-1	24,000.00
<u>BUDGET SECTION</u>			
39	Budget Officer III	18-1	68,040.00
40	Budget Officer II	15-1	53,016.00
41	Budgeting Aide	4-1	27,000.00
42	Clerk I	3-1	25,872.00
<u>Accounting Section</u>			
43	Accountant III	18-1	68,040.00
44	Accountant II	15-1	53,016.00
45	Accounting Clerk III	8-1	33,024.00
46 & 47	2 Accounting Clerk II	6-1	59,352.00
48 to 53	6 Accounting Clerk I	4-1	162,000.00
<u>PROPERTY & PROCUREMENT DIVISION:</u>			
54	Supply Officer V	24-1	121,620.00
55	Supply Officer IV	22-1	99,000.00
56	Clerk I	3-1	25,872.00
57	Utility Worker I	1-1	24,000.00
<u>Property and Supply Section</u>			
58	Supply Officer III	18-1	68,040.00
59	Supply Officer I	10-1	37,224.00
60	Clerk III	6-1	29,676.00
61 to 64	4 Storekeeper I	4-1	108,000.00
65	Clerk I	3-1	25,872.00
66 & 67	2 Reproduction Machine Operator I	2-1	49,752.00
68 & 69	2 Utility Worker I	1-1	48,000.00
<u>Accountability, Inventory and Inspection Section</u>			
70	Supply Officer III	18-1	68,040.00
71	Supply Officer I	10-1	37,224.00
72 to 77	6 Storekeeper I	4-1	162,000.00
78 to 81	4 Clerk I	3-1	103,488.00

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ITEM NO. (New)	TITLE OF POSITIONS	GRADE/ STEP	AMOUNT
<u>OPERATIONS DIVISION</u>			
82	: Public Service Officer V	: 24-1	: 121,620.00
83	: Public Service Officer IV	: 22-1	: 99,000.00
84	: Administrative Officer II	: 15-1	: 53,016.00
<u>Research, Statistics and Monitoring Section</u>			
85	: Project and Evaluation Officer III	: 18-1	: 68,040.00
86	: Statistician	: 11-1	: 39,708.00
87	: Project and Evaluation Assistant	: 8-1	: 33,024.00
88	: Assistant Statistician	: 8-1	: 33,024.00
89	: Clerk I	: 3-1	: 25,872.00
<u>Enforcement and Inspection Section</u>			
90	: Public Service Officer III	: 18-1	: 68,040.00
91 to 114	: 24 Public Service Inspector	: 7-1	: 749,952.00
115	: Clerk I	: 3-1	: 25,872.00
116 to 124	: 9 Security Guard I	: 3-1	: 232,848.00
<u>Special Projects Section</u>			
125	: Public Service Officer III	: 18-1	: 68,040.00
126	: Construction & Maintenance Foreman	: 8-1	: 33,024.00
127	: Electrician I	: 4-1	: 27,000.00
128	: Clerk I	: 3-1	: 25,872.00
129 to 134	: 6 Painter I	: 3-1	: 155,232.00
135 to 139	: 5 Plumber I	: 3-1	: 129,360.00
140 to 141	: 2 Mason I	: 3-1	: 51,744.00
142 to 143	: 2 Carpenter I	: 3-1	: 51,744.00
<u>Motorpool and Maintenance Section</u>			
144	: Public Service Officer III	: 18-1	: 68,040.00
145	: Motorpool Dispatcher I	: 6-1	: 29,676.00
146	: Mechanic II	: 6-1	: 29,676.00
147	: Mechanic I	: 4-1	: 27,000.00
148	: Electrician I	: 4-1	: 27,000.00
149 to 154	: 6 Heavy Equipment Operator I	: 4-1	: 162,000.00
155	: Welder I	: 4-1	: 27,000.00
156	: Clerk I	: 3-1	: 25,872.00
157 to 189	: 33 Driver I	: 3-1	: 853,776.00
190 to 192	: 3 Utility Worker I	: 1-1	: 72,000.00
<u>DISTRICT UNITS</u>			
<u>DISTRICT I</u>			
193	: Public Service Officer V	: 24-1	: 121,620.00
<u>Administrative Services</u>			
194	: Clerk I	: 3-1	: 25,872.00
195	: Security Guard I	: 3-1	: 25,872.00
196	: Utility Worker I	: 1-1	: 24,000.00
<u>Street Cleaning Services</u>			
197	: Public Service Officer III	: 18-1	: 68,040.00
198	: Public Service Assistant	: 8-1	: 33,024.00
199 to 205	: 7 Public Service Foreman	: 7-1	: 218,736.00
206 to 343	: 138 Manila Aide I (P24,876.00)	: 2-1	: 3,432,888.00

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ITEM NO. :	TITLE OF POSITIONS	GRADE/STEP :	AMOUNT
(New)			
	<u>Garbage Collection Services</u>		
344 :	Public Service Officer III	: 18-1 :	68,040.00
345 :	Public Service Assistant	: 8-1 :	33,024.00
346 to 348: 3 :	Public Service Foreman	: 7-1 :	93,744.00
349 :	Motorpool Dispatcher I	: 6-1 :	29,676.00
350 to 545:196 :	Manila Aide I (P24,876.00)	: 2-1 :	4,875,696.00
	<u>DISTRICT II</u>		
546 :	Public Service Officer V	: 24-1 :	121,620.00
	<u>Administrative Services</u>		
547 :	Clerk I	: 3-1 :	25,872.00
548 :	Security Guard I	: 3-1 :	25,872.00
549 :	Utility Worker I	: 1-1 :	24,000.00
	<u>Street Cleaning Services</u>		
550 :	Public Service Officer III	: 18-1 :	68,040.00
551 :	Public Service Assistant	: 8-1 :	33,024.00
552 to 558: 7 :	Public Service Foreman	: 7-1 :	218,736.00
559 to 662:104 :	Manila Aide I (P24,876.00)	: 2-1 :	2,587,104.00
	<u>Garbage Collection Service</u>		
663 :	Public Service Officer III	: 18-1 :	68,040.00
664 :	Public Service Assistant	: 8-1 :	33,024.00
665 to 667: 3 :	Public Service Foreman	: 7-1 :	93,744.00
668 :	Motorpool Dispatcher I	: 6-1 :	29,676.00
669 :	Heavy Equipment Operator	: 4-1 :	27,000.00
670 to 814: 145 :	Manila Aide I (P24,876.00)	: 2-1 :	3,607,020.00
	<u>DISTRICT III</u>		
815 :	Public Service Officer V	: 24-1 :	121,620.00
	<u>Administrative Services</u>		
816 :	Clerk I	: 3-1 :	25,872.00
817 :	Security Guard I	: 3-1 :	25,872.00
818 :	Utility Worker I	: 1-1 :	24,000.00
	<u>Street Cleaning Services</u>		
819 :	Public Service Officer III	: 18-1 :	68,040.00
820 :	Public Service Assistant	: 8-1 :	33,024.00
821 to 827: 7 :	Public Service Foreman	: 7-1 :	218,736.00
828 to 1045 218 :	Manila Aide I (P24,876.00)	: 2-1 :	5,422,968.00
	<u>Garbage Collection Services</u>		
1046 :	Public Service Officer III	: 18-1 :	68,040.00
1047 :	Public Service Officer II	: 15-1 :	53,016.00
1048 to 1049 :	2 Public Service Assistant	: 8-1 :	66,048.00
1050 to 1052 :	3 Public Service Foreman	: 7-1 :	93,744.00
1053 to 1054 :	2 Motorpool Dispatcher I	: 6-1 :	59,352.00
1055 to 1271 :217 :	Manila Aide I (P24,876.00)	: 2-1 :	5,398,092.00

ITEM NO. : (New) :	TITLE OF POSITIONS	GRADE/ STEP :	AMOUNT
<u>DISTRICT IV</u>			
1272	Public Service Officer V	24-1	121,620.00
<u>Administrative Services</u>			
1273	Clerk I	3-1	25,872.00
1274	Security Guard I	3-1	25,872.00
1275	Utility Worker I	1-1	24,000.00
<u>Street Cleaning Services</u>			
1276	Public Service Officer III	18-1	68,040.00
1277 to 1278:	2 Public Service Assistant	8-1	66,048.00
1279 to 1285:	7 Public Service Foreman	7-1	218,736.00
1286 to 1538:	253 Manila Aide I (P24,876.00)	2-1	6,293,628.00
<u>Garbage Collection Services</u>			
1539	Public Service Officer III	18-1	68,040.00
1540	Public Service Officer II	15-1	53,016.00
1541 to 1542:	2 Public Service Assistant	8-1	66,048.00
1543 to 1545:	3 Public Service Foreman	7-1	93,744.00
1546 to 1547:	2 Motorpool Dispatcher I	6-1	59,352.00
1548 to 1754:	207 Manila Aide I (P24,876.00)	2-1	5,149,332.00
<u>DISTRICT V</u>			
1755	Public Service Officer V	24-1	121,620.00
<u>Administrative Services</u>			
1756	Clerk I	3-1	25,872.00
1757	Security Guard I	3-1	25,872.00
1758	Utility Worker I	1-1	24,000.00
<u>Street Cleaning Services</u>			
1759	Public Service Officer III	18-1	68,040.00
1760 to 1761:	2 Public Service Assistant	8-1	66,048.00
1762 to 1768:	7 Public Service Foreman	7-1	218,736.00
1769 to 2031:	263 Manila Aide I (P24,876.00)	2-1	6,542,388.00
<u>Garbage Collection Services</u>			
2032	Public Service Officer III	18-1	68,040.00
2033	Public Service Officer II	15-1	53,016.00
2034 to 2035:	2 Public Service Assistant	8-1	66,048.00
2036 to 2038:	3 Public Service Foreman	7-1	93,744.00
2039 to 2040:	2 Motorpool Dispatcher I	6-1	59,352.00
2041 to 2164:	124 Manila Aide I (P24,876.00)	2-1	3,084,624.00
<u>DISTRICT VI</u>			
2165	Public Service Officer V	24-1	121,620.00
<u>Administrative Services</u>			
2166	Clerk I	3-1	25,872.00
2167	Security Guard I	3-1	25,872.00
2168	Utility Worker I	1-1	24,000.00

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ITEM NO.:	TITLE OF POSITIONS	: GRADE/	Amount
(New)	:	: STEP :	

Street Cleaning Services

2169	:	Public Service Officer III	:	18-1	:	68,040.00
2170	:	Public Service Assistant	:	8-1	:	33,024.00
2171 to 2177:	7	Public Service Foreman	:	7-1	:	218,736.00
2178 to 2350:	173	Manila Aide I (P24,876.00)	:	2-1	:	4,303,548.00

Garbage Collection Services

2351	:	Public Service Officer III	:	18-1	:	68,040.00
2352 to 2353:	2	Public Service Assistant	:	8-1	:	66,048.00
2354 to 2356:	3	Public Service Foreman	:	7-1	:	93,744.00
2357	:	Motorpool Dispatcher I	:	6-1	:	29,676.00
2358 to 2500:	143	Manila Aide I (P24,876.00)	:	2-1	:	3,557,268.00

TOTAL REGULAR PLANTILLA ITEMS (2,500 Positions) P65,968,860.00

TOTAL REGULAR PLANTILLA ITEMS - August 1 to December 31, 1992 P27,497,390.00

SEC. 5. The filling-up of positions created in the preceding section hereof shall be in accordance with Civil Service Law, Rules and Regulations: PROVIDED, that qualified regular employees of the Environmental Sanitation Center (ESC)-West Sector shall be extended corresponding appointments to positions equivalent to, or higher than, the prescribed positions prior to consideration of appointment of non-ESC personnel.


SEC. 6. Within one (1) year after approval of this ordinance, the City Government must acquire a sufficient number of dump trucks, payloaders, bulldozers and other equipment necessary for the operation of the department, either by purchase or loan subject to the concurrence of the City Council.

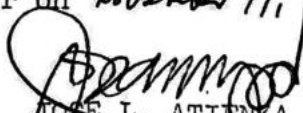
SEC. 7. Upon compliance with the above section, any and all contracts executed for the hauling of garbage are hereby terminated and/or rendered without force and effect: PROVIDED, that in case of emergency or garbage crisis necessitating the services of additional equipment, the City Mayor, with the concurrence of the City Council, may enter into contract/agreement with legitimate garbage collection contractors.

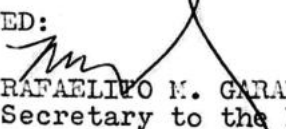
* SEC. 8. This ordinance shall take effect on the date of approval by the City Council.


Enacted by the City Council of Manila at its regular session today, October 6, 1992.

Approved by His Honor, the Mayor on November 17, 1992.

APPROVED:

ALFREDO S. LIM
Mayor
City of Manila


JOSE L. ATIENZA, JR.
Vice Mayor and Presiding Officer
City Council, Manila

ATTESTED:

RAFAELINO M. GARAYBLAS
Secretary to the Mayor


EMMANUEL R. SISON
Secretary to the City Council

Principal Author: Hon. KARLO Q. BUTIONG