

ORDINANCE NO. 1192

AN ORDINANCE CREATING A CITY HALL DISTRICT OFFICE (CHDO) UNDER THE OFFICE OF THE MAYOR IN EACH OF THE LEGISLATIVE DISTRICTS OF THE CITY OF MANILA, PRESCRIBING THE FUNCTIONS AND COMPOSITIONS THEREOF, APPROPRIATING FUNDS NEEDED THEREFOR, AND FOR OTHER PURPOSES.

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

SECTION 1. Declaration of Policy. - It is hereby declared the policy of the City Government of Manila to bring the local government closer to City residents to expedite delivery of basic services and to make it less expensive, more expedient and convenient to submit or secure important documents or air grievances which otherwise would require their presence at the City Hall, and to have speedy collection of taxes, licenses and other fees which has always been a nagging problem for the City Government.

SEC. 2. Pursuant to the above policy, there is hereby created under the Office of the Mayor, a City Hall District Office (CHDO) in each of the legislative districts of the City of Manila.

SEC. 3. Functions - Each CHDO shall serve as the extension office of the City Mayor and other offices and departments of the City Government of Manila that shall, among other things, accept/entertain business transactions on license fees, business permits, birth certificates, marriage license fees, death certificates, tax payments, and other related transactions which shall be determined by the Office of the Mayor.

SEC. 4. Organization and Staffing - The organization and staffing of the CHDO shall be composed of the following:

- A. One (1) Office Administrator/Chief of Staff who shall be appointed by the City Mayor;
- B. One (1) Secretary/Receptionist to be appointed by the City Mayor;
- C. One (1) Representative each from the City:
 - 1. Assessor's Office
 - 2. Registrar's Office
 - 3. Health Officer's Office
 - 4. Bureau of Permits
 - 5. Engineer's Office
 - 6. City Building Official
 - 7. Job Placement Center
 - 8. Complaints Office
 - 9. Social Welfare
 - 10. Treasurer's Office

The City Mayor is hereby authorized to designate additional personnel as the need arises.

SEC. 5. Other Offices - Other new offices to be housed at the CHDO:

- 1. The People's Law Enforcement Board (PLEB)
- 2. The Association of Barangay Councils (ABC)

SEC. 6. Appropriation - The amount of SIX MILLION PESOS (P6,000,000.00) or so much thereof as may be necessary, is hereby appropriated out of the unappropriated funds existing in the City Treasury to be made available for the construction or acquisition of office space and office equipment, furniture, fixtures and fittings for each of the CHDOs. Subsequent thereto, the yearly appropriation for each CHDO shall be incorporated in the annual City Budget.

SEC. 7. The City Mayor is likewise authorized to provide each CHDO with office equipment, furniture and fixtures such as computer, fax machine and other necessary equipment that would make the function of the office more efficient.

SEC. 8. The City Mayor is hereby authorized further to issue the necessary rules, regulations and guidelines to implement the intent and objectives of this Ordinance.

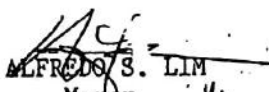
SEC. 9. Effectivity Clause - This Ordinance shall take effect upon its approval.


Enacted by the City Council of Manila at its regular session today, May 25, 1993.

Approved by His Honor, the Mayor on

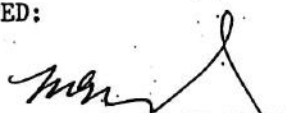
June 22, 1993.

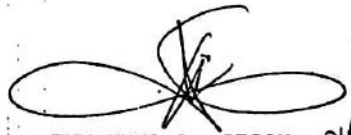
APPROVED:


ALFREDO S. LIM
Mayor
City of Manila


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

ATTESTED:


RAFAELITO M. GARAYBAS
Secretary to the Mayor


EMMANUEL R. SISON
Secretary to the City Council

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