



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

REGULAR SESSION NO. 8

12TH CITY COUNCIL

**Begun and held in the City Council on Tuesday,
the twelfth day of July, Two Thousand Twenty-Two**

ORDINANCE NO. 8895

AN ORDINANCE REVISING THE PERSONNEL SCHEDULE AND POSITION TITLE OF THE OFFICE OF THE SHERIFF – MANILA, BY CREATING NEW PLANTILLA POSITIONS OF TWO (2) ADMINISTRATIVE ASSISTANT II, SG-8 OUT OF THE FOUR (4) VACANT SHERIFF III, SG-10 POSITIONS THROUGH SCRAP-AND-BUILD POLICY OF THE GOVERNMENT

PRINCIPAL AUTHORS: HON. SALVADOR PHILIP H. LACUNA, HON. LUIS C. UY, HON. BENNY FOG T. ABANTE III, HON. CARLOS C. CASTAÑEDA, HON. ELMER M. PAR, HON. LUCIANO M. VELOSO, HON. ERNESTO C. ISIP, JR.
Majority Floor Leader



PREAMBLE

WHEREAS, the legal basis of this Draft Ordinance can be found in Section 325 (General Limitations) of Republic Act 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 case 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 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 [Section 458 (1) {viii} Local Government Code of 1991];

WHEREAS, the Executive Committee on the Rationalization Program composed of Department of Budget and Management (DBM) and CSC in May 12, 2006 came out with a 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 proposed adjustments consists of crucial changes in the current personnel contingent as there would be no significant increase in the present allotment for personnel services in lieu, the city will save Eight Hundred Ten Thousand Four Hundred Five Pesos and Four Centavos (PhP. 810, 405.04);

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. Declarations 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 and scaling-down waste, phasing-out, or abolishing non-core tasks.

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SEC. 2. Abolished Plantilla Positions. – The following positions are hereby abolished under the Office of the Sheriff – Manila, to wit:

NO.	POSITION	ITEM NO.	SALARY GRADE	DIVISION/ SERVICES	ANNUAL SALARY (FY 2022)
1.	Sheriff III	26	10	Civil Process/ Writ Enforcement Division	Salary and Wages PhP. 254,460.00 PERA 24,000.00 Clothing Allowance 6,000.00 Cash Gift 5,000.00 13 th Month Pay 21,205.00 14 th Month Pay 21,205.00 Life and Retirement 30,535.20 Pag Ibig Premium 1,200.00 Philhealth Premium 5,725.32 ECC 1,200.00 PhP. 370,530.52
2.	Sheriff III	27	10	Civil Process/ Writ Enforcement Division	Salary and Wages PhP. 254,460.00 PERA 24,000.00 Clothing Allowance 6,000.00 Cash Gift 5,000.00 13 th Month Pay 21,205.00 14 th Month Pay 21,205.00 Life and Retirement 30,535.20 Pag Ibig Premium 1,200.00 Philhealth Premium 5,725.32 ECC 1,200.00 PhP. 370,530.52
3.	Sheriff III	29	10	Civil Process/ Writ Enforcement Division	Salary and Wages PhP. 254,460.00 PERA 24,000.00 Clothing Allowance 6,000.00 Cash Gift 5,000.00 13 th Month Pay 21,205.00 14 th Month Pay 21,205.00 Life and Retirement 30,535.20 Pag Ibig Premium 1,200.00 Philhealth Premium 5,725.32 ECC 1,200.00 PhP. 370,530.52
4.	Sheriff III	63	10	Criminal Process/ Foreclosure and Sales Division	Salary and Wages PhP. 254,460.00 PERA 24,000.00 Clothing Allowance 6,000.00 Cash Gift 5,000.00 13 th Month Pay 21,205.00 14 th Month Pay 21,205.00 Life and Retirement 30,535.20 Pag Ibig Premium 1,200.00 Philhealth Premium 5,725.32 ECC 1,200.00 PhP. 370,530.52
				TOTAL	PhP. 1,482,122.08

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SEC. 3. Revision of Personnel. – The official Personnel Schedule of the Sheriff-Manila is hereby pertinently revised as follows:

A. New Positions:

TITLE OF POSITION	ITEM NO.	SALARY GRADE	ANNUAL SALARY (FY 2023)																						
ADMINISTRATIVE ASSISTANT II	9	8	<table> <tr><td>Salary and Wages</td><td>PhP. 227,976.00</td></tr> <tr><td>PERA</td><td>24,000.00</td></tr> <tr><td>Clothing Allowance</td><td>6,000.00</td></tr> <tr><td>Cash Gift</td><td>5,000.00</td></tr> <tr><td>13th Month Pay</td><td>18,998.00</td></tr> <tr><td>14th Month Pay</td><td>18,998.00</td></tr> <tr><td>Life and Retirement</td><td>27,357.12</td></tr> <tr><td>Pag Ibig Premium</td><td>1,200.00</td></tr> <tr><td>Philhealth Premium</td><td>5,129.40</td></tr> <tr><td>ECC</td><td>1,200.00</td></tr> <tr><td></td><td><u>PhP. 335,858.52</u></td></tr> </table>	Salary and Wages	PhP. 227,976.00	PERA	24,000.00	Clothing Allowance	6,000.00	Cash Gift	5,000.00	13 th Month Pay	18,998.00	14 th Month Pay	18,998.00	Life and Retirement	27,357.12	Pag Ibig Premium	1,200.00	Philhealth Premium	5,129.40	ECC	1,200.00		<u>PhP. 335,858.52</u>
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		TOTAL	PhP. 671,717.04																						

SEC. 4. Qualifications, Powers, Duties and Responsibilities. – The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991, 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 forth by the Civil Service Commission (CSC) and other relevant agencies.

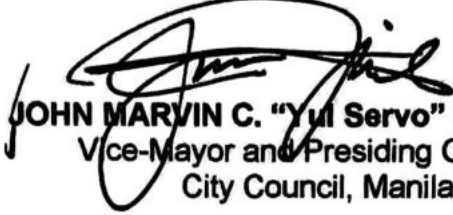
SEC. 6. Appropriation. – The amount necessary for the creation of two (2) new regular positions, shall be sourced from available funds out of the existing four (4) positions to be abolished for this purpose as provided for under the 2023 Executive Budget. Thereafter, the herein subject positions shall be automatically funded through the succeeding Annual City Budget as part of the plantilla positions of personnel of the Office of the Sheriff - Manila.

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

This Ordinance was finally enacted by the City Council of Manila on August 4, 2022.




PRESIDED BY:


JOHN MARVIN C. "Yul Servo" NIETO
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 AUG 25 2022


MARIA SHEILAH "Honey" LAOUNA-PANGAN, MD, FPDS
Mayor
City of Manila

ATTESTED:

MARLON M. LACSON
City Government Department Head III
(Secretary to the Mayor)

RRB:acl/jok/cpf/jmt/avs