



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

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REGULAR SESSION NO. 78

12<sup>TH</sup> CITY COUNCIL

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

**ORDINANCE NO. 8987**

**AN ORDINANCE ABOLISHING THREE (3) POSITIONS TO GIVE WAY TO THE  
CREATION OF FIVE (5) ESSENTIAL POSITIONS IN THE DEPARTMENT OF  
ASSESSMENT**

**PRINCIPAL AUTHORS:**

**HON. LUIS C. UY**

**HON. TIMOTHY OLIVER I. ZARCAL**

and

**HON. JOEL "JTV" VILLANUEVA  
Acting Majority Floor Leader**



## **EXPLANATORY NOTE**

A good records management enables the preservation and use of records with continuing value to future generations and it is just crucial to properly manage the same from its creation to its disposal.

The Department of Assessment has just undergone digitizing all tax records to include the Tax Declarations (TD's) FAASes and all the supporting documents of more or less 450 real property units of the city covering the revision years 1979, 1985, 1996, 2005 and 2014.

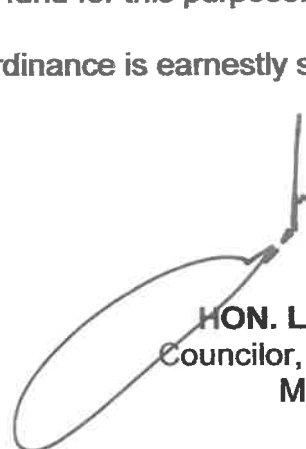
The Department of Assessment has already reached its maximum limit of storage space of its tax records and therefore there is really a need to archive these files gradually, to provide for a more convenient workplace for its employees and mobility for the taxpaying public. The processing of transactions is still being done manually before the same are digitized to be part of the in-house system, thus adding more to the bulk of files in the storage space.

There is really a need to put back all the scanned files to its respective folders and book bind the same prior to the archival for safekeeping and preservation of these vital documents from being damaged by natural and man-made disasters.

The need to create lower grade positions with no eligibility requirement is thus preferred to do the bookbinding, proper inventory of physical records, monitor the movements thereof to pinpoint accountability of borrowers, document the same proper scheduling of records disposal and maintaining the cleanliness of the archives room to preserve the records from further damage.

There is a need to abolish some positions from the present plantilla of personnel of the Department of Assessment to give way to the creation of these new positions which are very essential to continuously carry out the task related to the digital transformation of the voluminous files without infusing any additional fund for this purpose.

In view of the foregoing, the passage of this Ordinance is earnestly sought.



**HON. LUIS C. UY**  
Councilor, Sixth District  
Manila

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

**SECTION 1. Abolished Plantilla Position.** – The following positions are hereby abolished under the Department of Assessment:

ITEM NO. (ORD. NO. 8919)	TITLE OF POSITION	SALARY GRADE	SALARY
174	Assessment Clerk I	4-1	PhP. 282,723.64
107	Local Assessment Operations Officer II	15-1	PhP. 613,783.06
145	Local Assessment Operations Officer II	15-1	PhP. 613,783.06
	<b>TOTAL</b>		<b>PhP. 1,510,289.76</b>

**SEC. 2. New Plantilla Positions.** – There is hereby created the following new Plantilla Positions as replacement for the abolished Plantilla Positions under the Department of Assessment as mentioned in Section 1 hereof, to wit:

TITLE OF POSITION	SALARY GRADE	SALARY
Administrative Aide II (Bookbinder I)	2-1	PhP. 254,911.06
Administrative Aide II (Bookbinder I)	2-1	PhP. 254,911.06
Administrative Aide II (Reproduction Machine Operator I)	2-1	PhP. 254,911.06
Administrative Aide II (Messenger)	2-1	PhP. 254,911.06
Administrative Aide II (Messenger)	2-1	PhP. 254,911.06
<b>TOTAL</b>		<b>PhP. 1,274,555.30</b>

**SEC. 3. 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 and other relevant agencies.

**SEC. 4. Appointment.** – The employment and appointment of the individuals to the herein subject positions shall be subject to the qualification standard and guidelines set forth by the Civil Service Commission (CSC) and other relevant agencies.

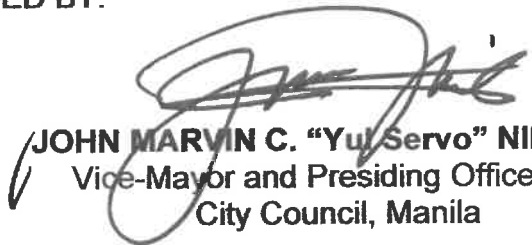
**SEC. 5. Appropriation of Funds.** – Funds necessary for the creation of the five (5) new regular plantilla positions under Section 2 hereof shall be sourced from available funds existing from three (3) regular plantilla items to be abolished for this purpose under Section 1 hereof, funds provided for under the 2023 Executive Budget. Further, the herein subject positions shall be automatically funded in the succeeding Annual City Budget through the Personnel Schedule of the Department of Assessment which is incorporated in the Annual Budget of the City of Manila.

**SEC. 6. Repealing Clause.** – All other laws, decrees, orders, issuances, rules and regulations which are inconsistent with the provision of the Ordinance are hereby repealed, amended or modified accordingly.

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

This Ordinance was finally enacted by the City Council of Manila on September 5, 2023.

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 \_\_\_\_\_

SEP 26 2023

  
**MARIA SHEILAH "Honey" H. LACUNA-PANGAN, MD, FPDS**  
Mayor  
City of Manila

ATTESTED:

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

RRB: jhb/rmd/kjm/agv/egv/jrp