



Republic of the Philippines
CITY COUNCIL
City of Manila

REGULAR SESSION NO. 143

12TH CITY COUNCIL

Begun and held in the City Council on Tuesday,
the eighteenth day of June, Two Thousand Twenty-Four

ORDINANCE NO. 9062

AN ORDINANCE CREATING THE POSITION CHIEF ADMINISTRATIVE OFFICER, SALARY GRADE 24, ADMINISTRATIVE SERVICES DIVISION, MARKET ADMINISTRATION OFFICE, DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES

PRINCIPAL AUTHORS: **HON. TERRENCE F. ALIBARBAR**, **HON. ARLENE MAILE I. ATIENZA**, **HON. KRYSTLE MARIE C. BACANI**, **HON. DON JUAN "DJ" BAGATSING**, **HON. LARIS T. BORROMEO**, **HON. RUBEN F. BUENAVENTURA**, **HON. CARLOS C. CASTAÑEDA**, **HON. LOUISITO N. CHUA**, **HON. NIÑO M. DELA CRUZ**, **HON. ROBERTO S. ESPIRITU II**, **HON. JESUS E. FAJARDO, JR.**, **HON. PAMELA "Fa" G. FUGOSO-PASCUAL**, **HON. JAYBEE S. HIZON**, **HON. MARTIN V. ISIDRO, JR.**, **HON. RICARDO "Boy" A. ISIP, JR.**, **HON. RODOLFO N. LACSAMANA**, **HON. MOISES T. LIM**, **HON. NUMERO G. LIM**, **HON. JOHANNA MAUREEN C. NIETO-RODRIGUEZ**, **HON. CHARRY R. ORTEGA**, **HON. ELMER M. PAR**, **HON. LOUISA MARIE "Lady" J. QUINTOS-TAN**, **HON. SCIENCE A. REYES**, **HON. DARWIN B. SIA**, **HON. LUCIANO M. VELOSO**, **HON. JOEL "JTV" VILLANUEVA**, **HON. RAYMUNDO R. YUPANGCO**, **HON. TIMOTHY OLIVER I. ZARCAL**, **HON. JULIANA RAE M. IBAY**, **HON. SALVADOR PHILIP H. LACUNA**, Minority Floor Leader, **HON. ERNESTO C. ISIP, JR.**, Majority Floor Leader and **HON. JOHN MARVIN C. "Yul Servo" NIETO**, Vice-Mayor and Presiding Officer



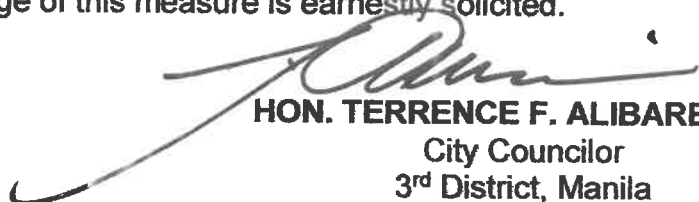
EXPLANATORY NOTE

Section 76 under the Organizational Structure and Staffing Pattern of the Local Government Code of 1991 states that: "Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission."

Section 9 of CSC Memorandum Circular No. 19, s. 1992, expressly authorizes LGUs to create offices, thus: "**Section 9. Other offices and positions in the organizational structure and staffing pattern not provided under Sections 3 and 4 of these Guidelines may be created by local government units: Provided, that they are the priority needs as identified by the local chief executive, the *sanggunian* and/or the local development councils concerned consistent with Section 17 of R.A. No. 7160, Provided, further, that the mandatory positions shall have been created, and, Provided, finally, that the budgetary limitations under Sec. 325 of R.A. 7160 have been complied with**".

The Head of the Market Administration Offices has requested for the creation of position **Chief Administrative Officer, Salary Grade 24**, under the Administrative Services Division to meet the current needs of the office.

Your support for the passage of this measure is earnestly solicited.



HON. TERRENCE F. ALIBARBAR
City Councilor
3rd District, Manila

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

SECTION 1. Creation of Position. - There shall be created the position of Chief Administrative Officer, Salary Grade 24, Administrative Services Division, Market Administration Office, City of Manila.

SEC. 2. Functions. - The CHIEF ADMINISTRATIVE OFFICER shall have the following functions:

- (a) Implements administrative policies and attend to all personnel action;
- (b) Reviews and develop recruitment, selection and placement process;
- (c) Supervises and monitor the financial and administrative operations of the Office Property, Budget and Accounting Section, Human Resource Management (Personnel Section) and Management Information (Records) Section;
- (d) Prepares communications/correspondence;
- (e) Updates and prepare required personnel reports and statistics;
- (f) Coordinates and monitors the implementation of HRD programs, projects and activities in the following HR functions: Recruitment and Selection, Performance Management System and Leave and Administration, Employee Welfare and Benefits Programs and Human Resource Information System;
- (g) Prepares programs and projects in all human resources management;
- (h) Draft policies, procedures and guidelines on human resource management;
- (i) Conducts researches and studies on human resource management;
- (j) Performs other related functions as may be assigned by the Market Administrator/Head of Office.

CORE COMPETENCIES:

- (a) With Master's Degree in Finance, Accounting Commerce, Business Administration and other related fields.
- (b) Implement Employee Welfare Programs
- (c) Implement Quality Standards and Procedures
- (d) Mentor/Coach Personnel
- (e) Prepare Reports Section

SEC. 3. Appointments. - The appointment herein mentioned position shall be within the prescribed qualification standards and guidelines prescribed by the Civil Service Commission (CSC) and other relevant laws.

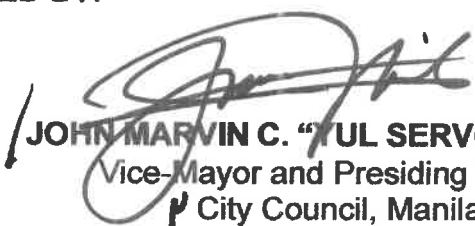
SEC. 4. Appropriations. - The necessary funds to cover the salary, benefits and rata of the newly created position at the Market Administration Office, City of Manila shall be in the amount of One Million Five Hundred Seventy-Six Thousand Four Hundred Twenty-Nine Pesos (PhP. 1,576,429.00) only or so much thereof shall be included in the Annual Executive Budget for Fiscal Year 2025 and thereafter be included in the succeeding Annual Executive Budget.

SEC. 5. Repealing Clause. - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SEC. 6. Effectivity Clause. - This Ordinance shall take effect fifteen (15) days after the publication.

This Ordinance was finally enacted by the City Council of Manila on June 18, 2024.

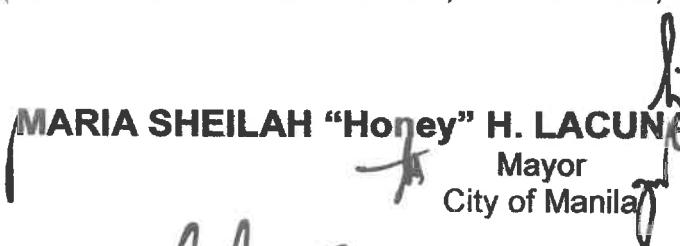
PRESIDED BY:


JOHN MARVIN C. "TUL SERVO" NIETO
Vice-Mayor and Presiding Officer
City Council, Manila

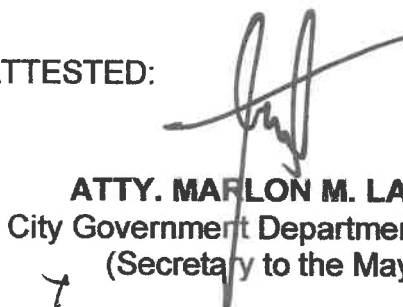
ATTESTED:


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

APPROVED BY HER HONOR, THE MAYOR, ON JUL 23 2024


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)

JMG/RRB:jhb/rmd/kjm/agv/egv/avs