



Republic of the Philippines  
Province of Rizal  
**MUNICIPALITY OF TAYTAY**  
**HUMAN RESOURCE MANAGEMENT OFFICE**

COMM. 2209-031

September 13, 2022

**Atty. STANLEE CALMA**

*SB Secretary*

*Office of the Secretary to the Sangguniang Bayan*

Dear Atty. Calma:

Good day!

Respectfully endorsing to your good Office the attached letter of Ms. Fatima Garcia, MPDC, dated September 9, 2022, for creation of Plantilla Positions based on the Devolution Transition Plan.

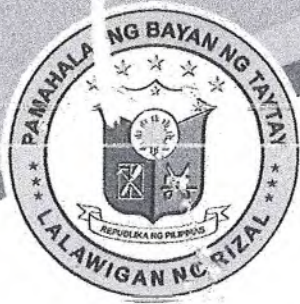
Thank you and God bless.

Yours in Public Service,



**LORE JEAN PITULAR ARAULLO**  
*Mun. Gov't. Dept. Head I, HRMO*





Republic of the Philippines  
Province of Rizal  
**MUNICIPALITY OF TAYTAY**  
**MUNICIPAL PLANNING & DEVELOPMENT OFFICE**

September 9, 2022

**Ms. LORE JEAN PITULAR-ARAULLO**  
Head, Local Human Resource and Management Office  
This Municipality

Dear Ms. Araullo:

Greetings in the Name of Public Service!

Per Executive Order No. 138 s. 2021, known as the *Full Devolution of Certain Functions of the Executive Branch to Local Governments, Creation of a Committee on Devolution, and other Purposes*, we are respectfully forwarding to your good office the Plantilla Items proposed by several Departments for 2022 and 2023.

We have attached the list of Departments and their respective proposed Plantilla Items for your reference and perusal.

Thank you very much.

Sincerely,

**MA. FATIMA G. GARCIA, EnP.**  
MPDC

Human Resources Management Office  
**RECEIVED**  
Name: SPES POMEBA  
Date: 09-09-22  
Time: 1:19 PM

*Serbisyong may ngiti!*

Don Hilario Cruz Ave., Club Manila East Compd. Brgy. San Juan, Taytay, Rizal





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**MUNICIPAL PLANNING & DEVELOPMENT OFFICE**

**Devolution Transition Plan: Plantilla Positions**

<b>MUNICIPAL AGRICULTURE OFFICE (MAO)</b>	
<b>2022</b>	<b>2023</b>
Animal Keeper (3)	Veterinarian I
Administrative Aide III - Driver (1)	Additional Staff (4)
Meat Inspector (1)	Meat Inspector (4)
Farm Worker I	Agriculturist I
Aquaculturist I	Farm Worker II (3)
Agricultural Technologist (1)	Agricultural Engineer
Biosystem Engineer I	Farm Manager
	Administrative Aide III - Driver (1)

<b>MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO)</b>
<b>2023</b>
GIS Specialist (1)
Administrative Assistant II (1)
Environmental Management Specialist I (1)
Forester I (1)
Pollution Control Officer (1)
Environmental Inspector (2)
Administrative Aide III (2)
Job Order (10)

<b>MUNICIPAL TREASURY OFFICE</b>
<b>2023</b>
Local Revenue Collector Officer II (1)
Administrative Assistant II - Clerk IV
Administrative Aide III (14)

<b>PUBLIC EMPLOYMENT SERVICES OFFICE (PESO)</b>	
<b>2022</b>	<b>2023</b>
Labor and Employment Assistant (1)	Labor and Employment Officer I (2)
Data Entry Machine Operator (1)	Data Entry Machine Operator II (2) - Computer Programmer
Administrative Aide III (1)	
Administrative Aide I (4)	



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MUNICIPAL SOCIAL AND WELFARE DEVELOPMENT OFFICE (MSWDO)	
2022	
Social Welfare Officer III (6)	
Project Evaluation Officer I (3)	
Psychologist I (2)	
Daycare Worker II - Child Development (4)	
Social Welfare Assistant I (10)	
Housekeeping Services Asst. (8)	
Male Houseparent (4)	
Female Houseparent (4)	

MUNICIPAL TOURISM OFFICE	
2022	2023
Administrative Aide I (1)	Administrative Aide I (1)

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)	
2022	
Municipal Statistician II	
Data Entry Machine Operator I	
Planning Assistant	

Youth Office	
2022	
Municipal Youth Development Officer	

COOP	
2022	
Cooperative Development Specialist I	

Municipal Library	
2022	
Librarian	