



Republic of the Philippines
Province of Rizal
MUNICIPALITY OF TAYTAY

OFFICE OF THE MUNICIPAL MAYOR

COMM # 2210-040

04 October 2022

HON. SOPHIA PRISCILLA "PIA" LOPEZ CABRAL

Municipal Vice Mayor

Sangguniang Bayan ng Taytay

Municipal Government of Taytay

RE: TRANSMITTAL OF DRAFT SANGGUNIAN BAYAN ORDINANCE - AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL AND APPROPRIATING FUNDS THEREFOR

Dear **Vice Mayor Pia Cabral**,

Isang pagbati ng Serbisyong May Ngiti!

Respectfully referring the Proposed Sangguniang Bayan Ordinance entitled "**AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL AND APPROPRIATING FUNDS THEREFOR**" for consideration and approval of the Sangguniang Bayan through the Honorable Vice Mayor.

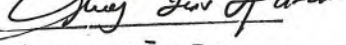
Thank you, and may we all continue to provide utmost public service to all Taytayaños!

Sincerely yours,

By authority of the Municipal Mayor,


ATTY. SOLIMAN ALLEN V. BAUTISTA
Municipal Administrator

OFFICE OF VICE MAYOR
SOPHIA "PIA" CABRAL
RECEIVED

BY: 
DATE: 10-04-22
TIME: 9:17 am



ORDINANCE NO. ____
Series of 2022

**AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR
VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF TAYTAY,
RIZAL AND APPROPRIATING FUNDS THEREFOR**

WHEREAS, Section 25, Article II of the 1987 Constitution provides that the State shall ensure the autonomy of local governments;

WHEREAS, Section 2, Article X of the 1987 Constitution states that the territorial and political subdivisions shall enjoy local autonomy;

WHEREAS, Section 16 of Republic Act ("R.A.") No. 7160, otherwise known the *Local Government Code*, mandates that "every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the *general welfare*";

WHEREAS, Section 447 (v) of the R.A. No. 7160 authorizes the Sangguniang Bayan, as the legislative body of the municipality, to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants;

WHEREAS, pursuant to Section 447 (viii) of R.A. No. 7160, the Sangguniang Bayan has the power to determine the positions and the salaries, wages, allowances and other emoluments and benefits of municipal officials and employees paid wholly or mainly from municipal funds;

WHEREAS, the exigency of the service demands that the current personnel structure of the Office of the Municipal Administrator and the Office for Legal Services of the Municipal Government of Taytay, Province of Rizal, be augmented, all for the interest of discharging swiftly its functions and further improving the delivery of *Serbisyong May Ngiti* to Taytayeños;

WHEREAS, the funding for the proposed positions were already included in the Budget Proposal of the said offices for the year 2023;

NOW THEREFORE, be it enacted, as it is hereby enacted, by the Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that;

Section 1. There is hereby created several Plantilla Positions for the Office of the Municipal Administrator and the Office for Legal Services in the Municipal Government of Taytay, Province of Rizal, with corresponding salary grade and qualifications indicated hereunder:

A. OFFICE OF THE MUNICIPAL ADMINISTRATOR:

1. One (1) ATTORNEY IV - ASSISTANT MUNICIPAL GOVERNMENT DEPARTMENT HEAD - SG 23

Qualification Standards:

Education: Bachelor of Laws

Training: 8 hours of relevant training

Experience: 2 years of relevant work experience

Eligibility: RA 1080

2. One (1) ADMINISTRATIVE OFFICER IV - SG 15

Education: Bachelor's Degree relevant to the job

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: Career Service (Professional) / Second Level Eligibility

B. OFFICE FOR LEGAL SERVICES

1. Two (2) ATTORNEY III - SG 21

Qualification Standards:

Education: Bachelor of Laws

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: RA 1080

2. Two (2) ADMINISTRATIVE OFFICER IV - SG 15

Qualification Standards:

Education: Bachelor's Degree relevant to the job

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: Career Service (Professional) / Second Level Eligibility

Section 2. The Plantilla Position of Attorney IV shall perform the following duties and functions:

Attorney IV

Salary Grade: 23

Job description:

- Provide legal advice and opinions based on analysis of issues, applicable laws, and jurisprudence;
- Provide basic services and provisions of adequate facilities as provided for under Section 17 of the Local Government Code;
- Draft ordinances, contracts, bonds, leases, and other instruments involving any interest of the LGU;

- Performing other functions as may be required by the immediate supervisor.

Section 3. The Plantilla Position of Attorney III shall perform the following duties and functions:

Attorney III

Salary Grade: 21

Job description:

- Provide legal advice and opinions based on analysis of issues, applicable laws and jurisprudence;
- Draft ordinances, contracts, bonds, leases and other instruments involving any interest of the LGU;
- Providing administrative and project support involving legal matters;
- Performing other functions as may be required by the immediate supervisor.

Section 4. The Plantilla Position of Administrative Officer IV shall perform the following duties and functions:

Administrative Officer IV

Salary Grade: 15

Job description:

- Provides basic legal services;
- Handling communication with clients, witness, etc;
- Prepares basic legal documents and correspondence;
- Attends to different legal concerns;
- Performing other functions as may be required by the immediate supervisor.

Section 5. Separability Clause - If for any reason, any section or provision of this ordinance shall be declared to be unconstitutional or invalid by competent authority, such declaration shall not affect or impair the other sections or provisions not affected thereby.

Section 6. Repealing Clause - All ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this ordinance are hereby repealed and modified accordingly.

Section 7. Effectivity Clause - This ordinance shall take effect 10 days upon approval thereof.

ENACTED, this ___th day of _____, 2022, Municipality of Taytay, Province of Rizal.