

DRAFT ORDINANCE NO. 2009-038

**AN ORDINANCE CREATING SEVERAL PLANTILLA POSITIONS FOR VARIOUS OFFICES IN THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL.**

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WHEREAS, the Annual Budget for the year 2020, enacted thru Ordinance No. 13 Series of 2019, has already appropriated the needed funds for the creation of several plantilla positions in various offices of the Municipal Government of Taytay, Rizal.

WHEREAS, the relevant provision of Ordinance No. 13 s. 2019 is instructive, requiring the enactment of an enabling ordinance for the contemplated plantilla positions, failing which, the appropriation purposely made for the creation of such, would become meaningless, if not illusory.

WHEREAS, the exigency of the service demands that the current personnel structure of this Municipal Government be augmented, all for the interest of discharging swiftly its multifarious functions and further improving the delivery of services to the inhabitants of this municipality.

WHEREAS, pertinent is the provision of Section 447 of RA 7160 which lodged to the Sangguniang Bayan, the power to determine the positions and salaries, among others, of the officials and employees of the Municipal Government.

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 specified offices in the Municipal Government of Taytay, Rizal, with corresponding salary grade and qualifications indicated hereunder;

**A. Under the Office of the Municipal Mayor:**

1. EXECUTIVE ASSISTANT III - SG 20.
  - 1.a Qualification Standards:
    - Education: Bachelor's Degree
    - Training: 4 hours of training
    - Experience: 1 year of relevant experience
    - Eligibility: CS Professional
2. Three (3) PRIVATE SECRETARY I - SG 11.
  - 2.a Qualification Standards:
    - Education: Completion of two years studies in college

**B. Under Municipal Disaster Risk Reduction and Management Office:**

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I - SG 24.
  - 1.a Qualification Standards:
    - Education: Bachelor's Degree

Training: 24 hours of training in management and supervision

Experience: 4 years in position/s involving management and supervision

Eligibility: Career Service Professional

**C. Under Tourism Office:**

1. MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT MEAD I SG 22.

1.a Qualification Standards:

Education: bachelor's Degree

Training: 16 hours of training

Experience: 3 years if relevant experience

Eligibility: CS Professional

2. ADMINISTRATIVE ASSISTANT II (CLERK IV) - SG 8. 2.a.

2.a Qualification Standards:

Education: Completion of two years studies in college

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: CS Sub-Professional

**Section 2.** The plantilla positions herein created shall perform the duties and functions outlined in the annexed documents marked as Appendix A to D, which are appended to and made as an integral part of this ordinance.

**Section 3.** 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 4.** 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 5.** Effectivity: This ordinance shall take effect 10 days upon approval hereof.