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CHONA A. SIOSON
SANGGUNIAN SECRETARIAT
City of Mandaluyong

Republika ng Pilipinas
SANGGUNIANG PANLUNGSOD
Lungsod Mandaluyong

ORDINANCE NO. 712, S–2018

THE REVISED ORGANIZATIONAL STRUCTURES, FUNCTIONS AND STAFFING PATTERN OF THE CITY GOVERNMENT OF MANDALUYONG (2019–2023)

SECTION 1. TITLE. This Ordinance shall be known as "The Revised Organizational Structures, Functions and Staffing Pattern of the City Government of Mandaluyong (2019–2023)".

SECTION 2. DECLARATION OF POLICY. It is the declared and continuing policy of the present dispensation to institutionalize professionalism in the local government service and to foster and enhance growth and development of public service awareness, as well as to strengthen the security of tenure of qualified and deserving employees, by giving all the chances of being promoted to permanent status and to adhere to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership, which is the primary consideration of this Ordinance.

SECTION 3. AUTHORITY OF REORGANIZATION. Pursuant to Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 and in relation to Memorandum Circular No. 19, S–1992 of the Civil Service Commission:

ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN.

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. The appropriate organizational structure and staffing pattern shall be determined and established in accordance with Section 17 of the Local Government Code of 1991 and the priority needs identified by the City Mayor, the Sanggunian and/or the Local Development Council concerned: Further, Article 99 of the Implementing Rules and Regulations of the Local Government Code of 1991, which specifies the powers, duties and functions of the Sangguniang Panlungsod, among others, states: vis–a–vis – The Sangguniang Panlungsod as the legislative body of the City, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City and its inhabitants xxx and in the proper exercise of the corporate powers of the City as provided in Rule IX of these Rules and shall:

I. Approve Ordinances and pass Resolutions necessary for an efficient and effective City Government, and relative thereto, shall:

x x x x x x

VII. Subject to the provisions of Republic Act 7160 and applicable laws, determine the powers and duties of officials and employees of the City;

VIII. Determine the positions and the salaries, wages and other emoluments and benefits of officials and employees paid wholly or mainly from City funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the City Government.

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SECTION 4. PURPOSE. The revision of the present organizational structures, functions and staffing pattern has the end in view of doing away with too much bureaucracy and with an eye for efficiency and systematic functioning of offices to effect the speedy and proper delivery of basic services with due consideration of the City Government's financial capacity. Also, to institutionalize professionalism in the public/civil service and to enhance growth within the ranks of employees. The laws, implementing rules, regulations and guidelines of the Civil Service Commission (CSC) shall not be ignored and the basic principles shall be taken into account, namely:

a. only qualified personnel must be hired and should be assigned to departments and divisions where the service to be rendered are truly pertinent;

b. no civil servant shall be removed without just cause, but those retirables may be retired with appropriate benefits;

c. the revision of the organizational structures, functions and staffing pattern of the City Government or any part thereof will not be implemented if it will destroy or will be violative of the security of tenure enshrined in our 1987 Constitution.

SECTION 5. RULES AND INTERPRETATION. In the interpretation of the provisions of this Ordinance, the following rule shall apply:

a. Any provision on the power of the Sangguniang Panlungsod to promulgate this Ordinance shall be liberally interpreted in its favor. Any fair and reasonable doubt as to the existence of the power shall be interpreted in favor of the City Government.

SECTION 6. LIMITATIONS.

1. The organizational structure and staffing pattern shall, likewise, be established within the financial capacity of the City Government, taking into consideration the budgetary limitations provided for in Section 325 of the Local Government Code of 1991;

2. The creation of new positions and salary increases or adjustments shall in no case be made retroactive;

3. The tenure of the positions of Administrator, Information Officer and Legal Officer shall be co–terminous with that of the City Mayor who appointed them;

4. The provisions of Republic Act No. 6656, otherwise known as "An Act to Protect the Security of Tenure of Civil Service Officers and Employees", and the Implementing Rules and Regulations on Reorganization as embodied in the Civil Service Commission's Memorandum Circular No. 13, S–1988; CSC Memorandum Circular No. 38, S–1993; CSC Memorandum Circular Nos. 11, 12, and 30, S–1996 as amended by CSC Memorandum Circular No. 40, S–1998; MC No. 10, S–2005 (Administrative Positions); MC No. 5, S–2016 (Revised QS for Division Chief and Executive/Managerial Positions in the Second Level); MC No. 24, S–2017 (Revised Policies on the Grant of Eligibility under CSC

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MC No. 11, S–1996, as amended); Republic Act No. 10156, otherwise known as "An Act Conferring upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for other Purposes; Republic Act No. 9994 "Expanded Senior Citizens Act of 2010"; Republic Act No. 7277 Magna Carta for PWD. An Act providing for the rehabilitation, self–development and self–reliance of disabled persons and their integration into the mainstream of society and for other purposes; Republic Act No. 7305 Magna Carta of Public Health Workers; Republic Act No. 9710 An Act Providing for the Magna Carta of Women; and Equal Employment Opportunity Principles (EEOP)/GAD General Policies and Commitments shall be applied and complied;

5. Two or more divisions in our organizational structure may be considered to form a single department with the intention of facilitating the delivery of common basic services;

6. No new employee shall be taken in to fill a newly created position as a result of this revision until all permanent officers and employees have been considered, including temporary and casual employees who possess the necessary qualification requirements. Provided, however, that in the appointment and filling of vacancies under this Ordinance, the appointee shall be a bonafide resident of the City of Mandaluyong except only in cases where the technical skills and qualifications required could not be met by an interested resident of the City of Mandaluyong;

7. No official or employee holding a permanent position under this revised structure and staffing pattern shall be promoted more than once a year;

8. No employee shall be promoted with more than three (3) salary–grade increase except for very meritorious and exceptional cases.

   An employee may be promoted or transferred to a position which is more than three (3) salary grade, pay or job grades higher than employee's present position. (Rule IX, Section 97, Executive Order No. 003, Series of 2018 "An Order Amending The City Government of Mandaluyong Merit Selection Plan (CGM–MSP) and Constituting The Human Resource Merit Promotion & Selection Board (HRMPSB) and CSC Guidelines on Three–Salary Grade Limitation On Promotion).

9. Promotion shall be undertaken step by step in a ladderized manner wherein an employee shall be appointed starting with the lowest possible grade level of the position depending on his qualification as mandated by existing laws;

10. This revised organizational structure and staffing pattern shall not be amended, superseded, or abolished within a period of five (5) years after its approval and/or effectivity thereof, except when new laws are enacted by Congress for local applications that need to be institutionalized immediately so as to address its urgent enforcement or implementation for a quality, effective and efficient local governance that enhances the best practices act in public service;

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11. Only employees with at least one (1) year casual appointment/service shall be eligible for regularization as embodied in the CGM–MSP Rule IX Section 97 Item No. 14 (no direct appointment from JO (Job Order), SC (Service Contractor), or COS (Contract of Service) to Regular/Permanent Item/Position;

12. Higher QS – Qualification Standards for appointment to Division Chief Level (SG 22) and Executive Managerial Positions (City Government Assistant Department Head II–SG 24/ City Government Department Head II–SG 26) particularly on education (Master's degree) and Leadership Competencies under 2017 ORAOHRA Rule VIII;

13. That this Revised Organizational Structures, Functions and Staffing Pattern shall be used also and serve as the City Government of Mandaluyong (CGM). Approved and Updated System of Ranking Positions (SRP) as per CSC requirement.

SECTION 7. MANDATORY APPOINTIVE LOCAL POSITIONS. The City Government's mandatory positions are as follows:

a. Secretary to the Sangguniang Panlungsod;
b. Treasurer;
c. Assessor;
d. Accountant;
e. Engineer;
f. Budget Officer;
g. Planning and Development Officer;
h. Legal Officer;
i. Administrator;
j. Health Officer;
k. Civil Registrar;
l. Veterinarian;
m. Social Welfare and Development Officer;
n. General Services Officer.

SECTION 8. OTHER OFFICES AND POSITIONS. Other offices and positions in the organizational structure and staffing pattern not provided under Section 7 may be created by the City Government. Provided, however, that these offices and positions are the priority needs as identified by the City Mayor, the Sangguniang Panlungsod and/or the Local Development Councils concerned consistent with Section 17 of the Local Government Code. Provided, further, that the mandatory positions shall have been created: and provided, finally, that the budgetary limitations under Section 325 of the aforementioned Code have been complied with.

SECTION 9. CREATED DEPARTMENTS/OFFICES. Under this Ordinance, the following are the created Departments:

a. City Accounting Department;
b. City Administrator's Department;
c. City Assessor's Department;
d. City Barangay Affairs and Community Services Department;
e. City Budget Department;
f. City Business Permit and Licensing Department;
g. City Civil Registry Department;

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h. City Civilian Affairs and Security Department;
i. City Cultural Affairs and Tourism Department;
j. City Environmental Management Department;
k. City Engineering and Building Officials Department;
l. City General Services Department;
m. City Health Department;
n. City Human Resource Management Department;
o. City Information and Communications Technology Department;
p. City Internal Audit Services Department;
q. City Legal Department;
r. City Planning and Development Department;
s. City Public Employment and Services Department;
t. City Public Information Department;
u. City Social Welfare and Development Department;
v. City Traffic and Parking Management Department;
w. City Treasurer's Department;
x. Garden of Life Memorial Park;
y. Mandaluyong City Medical Center;
z. Mandaluyong Housing and Development Department;
aa. Mandaluyong Manpower and Technical/Vocational Training Center;
bb. Sangguniang Panlungsod/City Council Secretariat.

with all its plantilla organizations embodied in the Ordinance and/or Implementing Rules and Regulations. In these newly created offices, the Human Resource and Management Department (HRMD) or the Human Resource Merit Promotion and Selection Board (HRMPSB) and the heads of the departments shall define the functions, duties and responsibilities of each and every employee and all are subject to security of tenure in compliance with the Civil Service Commission and, pursuant thereto, personnel under this reorganization, to reiterate, are subject to Civil Service laws and regulations.

9.a The following institutionalized offices, shall be under the Office of the City Mayor and shall be headed by an officer with qualifications equivalent to that of a Division Chief and, likewise, subject to Civil Service laws and regulations:

a. Mandaluyong Disaster Risk Reduction and Management Office;
b. Mandaluyong Educational Service Office (SCHOLARSHIP);
c. Labor Affairs Office;
d. Mandaluyong Anti–Drug Abuse Council (MADAC);
e. Mandaluyong Sports Development Office;
f. Project T.E.A.C.H (Therapy, Education and Assimilation of Children with Handicap);
g. Urban Poor Affairs Office (UPAO);
h. Welfareville Commission (WELCOMM);
i. Gender and Development (GAD) Office;
j. Mandaluyong Youth Development Office.

It is understood that said offices are all line or technical services that are mandated to be institutionalized and, likewise, governed by Civil Service laws and regulations, hence, not co–terminous with the appointing authority and enjoying security of tenure in order to effectively and efficiently manage the day–to–day duties and responsibilities of said offices.

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SECTION 10. STRUCTURAL UNITS OF AN OFFICE. Subject to the financial capability and service requirement of the City Government, the structural units of an office shall be as follows:

a. A SECTION is the lowest structural unit/level composed of at least three (3) personnel performing similar tasks headed by an employee with a rank of Section Chief;

b. A DIVISION is the second highest structural unit/level in an office composed of at least two (2) sections performing dissimilar tasks but related functions headed by an employee with a rank of Division Chief;

c. A DEPARTMENT is the highest structural unit/level composed of at least two (2) divisions headed by an employee with a rank of Department Head.

SECTION 11. TITLES OF POSITIONS. The titles of positions established under Republic Act No. 6758 shall be used and adopted correspondingly in the reorganized staffing positions of the City Government and those newly created departments whose plantilla/positions are not yet defined by the Civil Service Commission and other national agencies, the HRMD, with the concurrence of the Sangguniang Panlungsod, shall define the positions, duties, obligations and responsibilities of such personnel and shall be submitted, if required, to the Civil Service Commission for the Commission's reference.

SECTION 12. APPOINTMENTS OF HEADS OF DEPARTMENTS. Heads of departments shall be appointed by the City Mayor with the concurrence of the majority of all the members of the Sangguniang Panlungsod and subject to Civil Service laws, rules and regulations.

The compensation of the Department Heads shall be based upon the pertinent provisions of Republic Act No. 6758, otherwise known as the Compensation and Position Classification Act of 1989; Provided, however, that it shall not be higher than that of elected City Officials.

SECTION 13. THE OFFICES OF THE CITY MAYOR, CITY VICE–MAYOR AND THE CITY COUNCILORS. The term of office of all personnel or staff in the offices of the City Mayor, City Vice–Mayor and City Councilors shall be co–terminous with the term of office of the elective officials where they are assigned except those provided in Section 9 hereof. This should be construed to mean that any incoming elective officials in the aforementioned offices will be given a free hand to select their own personnel and/or staff and not to be tied up with the personnel and staff of their predecessors. Provided, however, that the appointment of such personnel and staff shall meet the minimum requirements mandated by existing laws, Ordinances, rules and regulations.

SECTION 14. DEPARTMENTS UNDER THE CITY GOVERNMENT OF MANDALUYONG. The structure as contained in the organizational charts, the staffing pattern, and the functions of all Departments in the City Government of Mandaluyong shall be as follows:

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SECTION 15. EMPLOYMENT OF CONTRACTUAL, TEMPORARY OR CASUAL EMPLOYEES, JOB ORDERS, SERVICE CONTRACTORS AND CONSULTANTS. When the exigency of the service demands, the City Mayor, as the sole appointing authority pursuant to the Local Government Code of 1991, may employ the services of contractual, temporary or casual employees, job orders, service contractors and consultants, provided, such employment will be within the financial capacity of the City Government, taking into consideration the budgetary limitations provided for in Section 325 of the Local Government Code of 1991.

SECTION 16. SEPARABILITY CLAUSE. If any clause, sentence, paragraph, section or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Ordinance, but shall be confined, in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy.

SECTION 17. REPEALING CLAUSE. All Ordinances, rules and regulations or part thereof in conflict or inconsistent with the provisions of this Ordinance, are hereby repealed, amended or modified accordingly.

SECTION 18. EFFECTIVITY. This Ordinance shall be published in a newspaper of general circulation in Metro Manila and shall take effect on the first day of January 2019.

ENACTED on this 29th day of October, 2018 in the City of Mandaluyong.

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ENACTED AND APPROVED BY THE SANGGUNIANG PANLUNGSOD OF MANDALUYONG IN REGULAR SESSION HELD ON THE DATE AND PLACE FIRST ABOVE GIVEN.

MA. TERESA S. MIRANDA
Sanggunian Secretary

ATTESTED BY:

LUISITO E. ESPINOSA
Councilor & Acting
Presiding Officer

APPROVED:

CARMELITA A. ABALOS
City Mayor

Date: DEC 12 2018

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CITY PLANNING AND DEVELOPMENT DEPARTMENT
FUNCTIONAL STATEMENTS
YEAR 2019–2023

1. Formulate integrated economic, social, physical, and other development plans and policies for consideration of the Local Government Development Council;

2. Conduct continuing studies, researches and training programs necessary to evolve plans and programs for implementation;

3. Integrate and coordinate all sectoral plans and studies relevant to the City undertaken by the different functional groups and agencies;

4. Monitor and evaluate the implementation of the different development programs, projects and activities in the LGU;

5. Analyze the income and expenditure pattern, formulate and recommend fiscal plans and policies for consideration of the Local Finance Committee as provided under Title V, Book II of the Code;

6. Promote people participation in the development planning within the City;

7. Exercise supervision over the Technical Working Group and Secretariat for the City Local Governance Performance Management System (LGPMS) Team;

8. Ensure timely compliance to the requirements of the full Disclosure Policy Portal.

9. Exercise supervision and control over the Secretariat of the Local Development Council;

10. Exercise such powers and function of the Zoning Administrator set forth in Article XII Section 47 of Zoning Ordinance 664, S–2017;

11. Exercise such powers and function of the City Green Building Officer set forth in Article V Section 10 Item 10.2 of the Green Building Ordinance No. 535, S–2014 or its latest version;

12. Act as the Local Economic Investment Promotion Officer per City EO No. 21–1, S–2016;

13. Develop a Database System thru complimentary use of hardware and software in collecting, processing, storage and dissemination of information in order to support and facilitate planning, programming and governance of the City;

14. Exercise such other powers and perform such other functions and duties as may be prescribed by law.