

**REPUBLIC OF THE PHILIPPINES  
BATANGAS CITY**

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE  
MEMBERS OF THE SANGGUNIANG PANLUNGSOD OF BATANGAS CITY  
ON AUGUST 27, 2013 AT THE SANGGUNIAN SESSION HALL**

**PRESENT:**

Hon. Emilio Francisco A. Berberabe Jr.,	Presiding Officer
Hon. Glenn M. Aldover,	Councilor
Hon. Ma. Claudette U. Ambida,	"
Hon. Hamilton G. Blanco,	"
Hon. Aileen Grace A. Montalbo,	"
Hon. Sergio Rex M. Atienza,	"
Hon. Armando C. Lazarte,	"
Hon. Alyssa Renee A. Cruz,	"
Hon. Gerardo A. dela Roca,	"
Hon. Ma. Kristine Josefina G. Balmes,	"
Hon. Julian B. Villena,	"

**ABSENT:**

Hon. Prudencio A. Cepillo,	(ABC-Rep.)
Hon. Richard I. Cabalay,	(SK-Rep.)

"On motion of Councilor Cruz seconded by Councilor Lazarte, the following Resolution was Adopted:

**RESOLUTION NO. 145 S. 2013**

**RESOLUTION GRANTING THE REQUEST OF THE HONORABLE CITY MAYOR  
EDUARDO B. DIMACUHA FOR THE ABOLITION AND CREATION OF POSITIONS  
IN THE OFFICE OF THE CITY CIVIL REGISTRAR, CITY PLANNING AND  
DEVELOPMENT OFFICE (CPDO), CITY ACCOUNTANT, OFFICE OF THE CITY  
MAYOR, CITY LEGAL OFFICER, CITY LIBRARY AND THE CREATION OF  
URGENTLY NEEDED PERMANENT POSITIONS IN THE OFFICE OF THE  
CITY BUDGET**

**WHEREAS**, the Honorable City Mayor in his letter dated July 30, 2013 requested for the abolition of two (2) vacant Administrative Aide VI positions and the creation of two (2) Administrative Aide II positions in the Office of the City Civil Registrar due to handling delicate clerical jobs relative to the different laws, rules and regulations on the processes of civil registration of the said office;

**WHEREAS**, the Honorable City Mayor in his letter dated July 29, 2013 requested for the creation of the position of Administrative Officer V with Salary Grade/Step of 18/1 in the City Planning and Development Office (CPDO) due to the functions of the administrative division of the said office specifically in providing assistance to the Supervising Administrative Officer;

**WHEREAS**, the Honorable City Mayor in his letter dated July 26, 2013 requested for the creation of urgently needed permanent positions one (1) Supervising Administrative Officer and four (4) Administrative Aide II in the Office of the City Budget due to the continuous piling up of official transactions of the said office. Based on the letter request, the creation of the said positions does not violate the 45% Personal Services (PS) limitations;

**WHEREAS**, the Honorable City Mayor in his letter dated July 10, 2013 requested for the abolition of three (3) Administrative Aide VI positions and the creation of two (2) Administrative Assistant I (SG-7) and one (1) Administrative Aide II (SG - 2) in the Office of the City Accountant due to vacant positions of the said office. The aforementioned

**Continuation of Resolution No. 145 S. 2013**

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DEVELOPMENT OFFICE (CPDO), CITY ACCOUNTANT, OFFICE OF THE CITY  
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CITY BUDGET**

items for abolition had been vacated and there are no more qualified regular employees within the said office to fill up the vacancies. Hence, the creation of new positions is requested since there are three (3) very qualified reassigned employees: one (1) Administrative Aide IV from the General Services Department (GSD), one (1) Administrative Aide I from the City Market, and one (1) Administrative Aide I from GSD. It is justifiable that the total amount allocated to the positions to be abolished reciprocates the amount to be allotted for the proposed creations;

**WHEREAS**, the Honorable City Mayor in his letter dated July 31, 2013 requested for the abolition of one (1) Administrative Assistant II – SG 8 position and the creation of two (2) new positions – one (1) Data Controller IV – SG 13 (Sr. Administrative Assistant I) and one (1) Administrative Assistant I – SG 7 (Bookbinder III) in the Office of the City Mayor due to vacant position of the said office. The aforementioned items for abolition had been vacated and there are no more qualified regular employees within the said office to fill up the vacancies. Hence, the creation of two (2) new positions is requested since there are two (2) very qualified employees: one (1) Administrative Aide VI who is tasked in encoding letter of recommendations, endorsements, certifications and other documents tasked by the superior and the other one (1) Photographer I who is assigned to this office. Both have been performing their assigned clerical duties very satisfactorily.

**WHEREAS**, the Honorable City Mayor in his letter dated August 5, 2013 requested for the abolition of one (1) Administrative Officer I (G-10), one (1) Administrative Aide III (G-3) and one (1) Legal Assistant I (G-10) positions and the creation of one (1) Administrative Assistant II (G - 8), one (1) Administrative Assistant I (G-7) and one (1) Administrative Aide IV (G-4) in the Office of the City Legal Officer pursuant to the provisions of R.A. 7160;

**WHEREAS**, the Honorable City Mayor in his letter dated August 5, 2013 requested for the abolition of one (1) Librarian III (SG-18) position and the creation of two (2) Administrative Aide II (SG-2) in the Balangas City Library and Information Center (BCPLIC) due to exigencies of outreach services among their barangay libraries and their technical section;

**NOW THEREFORE**, be it resolved, as it hereby resolves, to approve the following:

**FIRST** – Abolition of two (2) vacant Administrative Aide VI positions and the creation of two (2) Administrative Aide II positions in the Office of the City Civil Registrar.

**SECOND** - Creation of the position of Administrative Officer V with Salary Grade/Step of 18/1 in the City Planning and Development Office (CPDO).

**THIRD** – Creation of Urgently Needed Permanent Positions – one (1) Supervising Administrative Officer and four (4) Administrative Aide II in the Office of the City Budget.

**FOURTH** – Abolition of three (3) Administrative Aide VI positions and the creation of two (2) Administrative Assistant I (SG-7) and one (1) Administrative Aide II (SG-2) in the Office of the City Accountant.

Continuation of Resolution No. 145 S. 2013

**RESOLUTION GRANTING THE REQUEST OF THE HONORABLE CITY MAYOR  
EDUARDO B. DIMACUHA FOR THE ABOLITION AND CREATION OF POSITIONS  
IN THE OFFICE OF THE CITY CIVIL REGISTRAR, CITY PLANNING AND  
DEVELOPMENT OFFICE (CPDO), CITY ACCOUNTANT, OFFICE OF THE CITY  
MAYOR, CITY LEGAL OFFICER, CITY LIBRARY AND THE CREATION OF  
URGENTLY NEEDED PERMANENT POSITIONS IN THE OFFICE OF THE  
CITY BUDGET**

**FIFTH** – Abolition of one (1) Administrative Assistant II – SG 8 and the creation of two (2) new positions – one (1) Data Controller IV – SG 13 (Sr. Administrative Assistant I) and one (1) Administrative Assistant I – SG 7 (Bookbinder III) in the Office of the City Mayor.

**SIXTH** – Abolition of one (1) Administrative Officer I (G-10), one (1) Administrative Aide III (G-3) and one (1) Legal Assistant I (G-10) positions and the creation of one (1) Administrative Assistant II (G-8), one (1) Administrative Asst. I (G-7) and one (1) Administrative Aide IV (G-4) in the Office of the City Legal Officer.

**SEVENTH** – Abolition of one (1) Librarian III (SG-18) position and the creation of two (2) Administrative Aide II (SG-2) in the Batangas City Public Library and Information Center (BCPLIC).

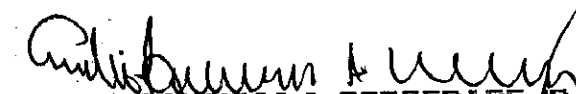
**RESOLVED FURTHER**, that compliance to the Budget Operation Manuals for Local Government Units issued by the Commission on Audit and the Department of Budget and Management, and to all auditing rules and regulations and all applicable laws are hereby mandated and shall be the responsibility of the Chief Executive.

**UNANIMOUSLY APPROVED** by the Sangguniang Panlungsod this 27<sup>th</sup> day of August, 2013."

I hereby certify to the correctness of the copy of the foregoing Resolution.

  
**ATTY. OLIVA D. TELEGATOS**  
Secretary  
Sangguniang Panlungsod

ATTESTED:

  
**EMILIO FRANCISCO A. BERBERABE JR.**  
Presiding Officer

SPONSOR	:	COUN. ALYSSA RENEE A. CRUZ
CO-SPONSORS	:	COUN. MA. CLAUDETTE U. AMBIDA
		COUN. ARMANDO C. LAZARTE
		COUN. SERGIE REX M. ATIENZA
		COUN. AILEEN GRACE A. MONTALBO



Republic of the Philippines  
BATANGAS CITY

Office of the Sangguniang Panlungsod

Tel. No. 723-2175

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COMMITTEE REPORT

SUBMITTED BY : THE COMMITTEE ON LAWS, RULES AND REGULATIONS

SUBJECTS :

1. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated July 30, 2013 forwarding the request of the City Civil Registrar- Mrs. Josephine P. Maranan requesting for the abolition of two (2) vacant positions and the creation of two Administrative Aide II positions.
2. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated July 29, 2013 requesting for the creation of the position of Administrative Officer V in the Office of the City Planning and Development Office (CPDO).
3. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated July 26, 2013 forwarding the request of the City Budget Officer for the creation of Urgently Needed Permanent Positions in the Office of the City Budget.
4. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated July 10, 2013 requesting for the abolition of position and the creation of new position in the Office of the City Accountant.
5. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated July 31, 2013 requesting for the abolition of one (1) Administrative Assistant II – SG 8 and the creation of two (2) new positions in the Office of the City Mayor.
6. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated August 5, 2013 requesting for the abolition and creation of respective positions items in the Office of the City Legal Officer.
7. Letter from the Honorable City Mayor, Eduardo B. Dimacuha dated August 5, 2013 requesting for the abolition of Librarian III and creation of two (2) positions for the Batangas City Library.

COMMENTS / RECOMMENDATIONS:

Referred to the Committee on Laws, Rules and Regulations was the letter of the Honorable City Mayor, Eduardo B. Dimacuha, requesting for the abolition and creation of positions in the Office of the City Civil Registrar, City Planning and Development Office (CPDO), City Accountant, Office of the City Mayor, City Legal Officer, City Library; and the creation of urgently needed permanent positions in the Office of the City Budget.

In relation to Item No.1 aforementioned, the request for the abolition of two (2) vacant Administrative Aide VI positions and the creation of two (2) Administrative Aide II positions in the Office of the City Civil Registrar is in line with handling delicate clerical jobs relative to the different laws, rules and regulations on the processes of civil registration of the said office. Hence, the need to create two (2) positions becomes necessary to this Office's job performance.

In relation to Item No.2 aforementioned, the request for the creation of the position of Administrative Officer V with Salary Grade/Step of 18/1 in the Office of the City Planning and Development Office (CPDO) is in line with the functions of the administrative division of the said office specifically in providing assistance to the Supervising Administrative Officer.

In relation to Item No.3 aforementioned, the request for the creation of urgently needed permanent positions- one (1) Supervising Administrative Officer and four (4) Administrative Aide II in the Office of the City Budget is in line with the continuous piling up of official transactions of the said office. Based on the letter request, the creation of the said positions does not violate the 45% Personal Services (PS) limitations.



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In relation to the fourth request of the City Mayor for the abolition of three (3) Administrative Aide VI positions and the creation of two (2) Administrative Assistant I (SG 7) and one (1) Administrative Aide II (SG 2) in the Office of the City Accountant is in line with the vacant positions of the said office. The aforementioned items for abolition had been vacated and there are no more qualified regular employees within the said office to fill up the vacancies. Hence, the creation of new positions is requested since there are three (3) very qualified reassigned employees: one (1) Administrative Aide IV from the General Services Department (GSD), one (1) Administrative Aide I from the City Market, and one (1) Administrative Aide I from GSD. It is justifiable that the total amount allocated to the positions to be abolished reciprocates the amount to be allotted for the proposed creations.

In relation to the fifth request of the City Mayor for the abolition of one (1) Administrative Assistant II – SG 8 position and the creation of two (2) new positions - one (1) Data Controller IV – SG 13 (Sr. Administrative Assistant I) and one (1) Administrative Assistant I – SG 7 (Bookbinder III) in the Office of the City Mayor is in line with the vacant position of the said office. The aforementioned items for abolition had been vacated and there are no more qualified regular employees within the said office to fill up the vacancies. Hence, the creation of two (2) new positions is requested since there are two (2) very qualified employees: one (1) Administrative Aide VI who is tasked in encoding letter of recommendations, endorsements, certifications and other documents tasked by the superior and the other one (1) Photographer I who is assigned to this office. Both have been performing their assigned clerical duties very satisfactorily.

In relation to the sixth request of the City Mayor for the abolition of one (1) Administrative Officer I (G-10), one (1) Administrative Aide III (G-3) and one (1) Legal Assistant I (G-10) positions and the creation of one (1) Administrative Assistant II (G-8), one (1) Administrative Assistant I (G-7) and one (1) Administrative Aide IV (G-4) in the Office of the City Legal Officer is subject to the provisions of R.A. 7160.

In relation to the seventh request of the City Mayor for the abolition of one (1) Librarian III (SG-18) position and the creation of two (2) Administrative Aide II (SG-2) in the Batangas City Library and Information Center (BCPLIC) is in line with the Technical section and outreach services of the said office. These permanent positions will be given to two contractual employees who have shown full dedication and diligence to their work.

Section 455 of R.A. 7160 and Article 86 of its Implementing Rules and Regulations grant to the City Mayor the power to exercise general supervision and control over all programs, projects, services and activities of the city government, and in this connection shall have the power to appoint all officials and employees in the Executive Department. Corollary with this executive power is the power to create and abolish positions with the concurrence of the Sanggunian.

Considering the justifications stated by the Honorable City Mayor in his request for abolition and creation of positions, and there being no law or circular violated, the Committee hereby recommends:

- (a) the adoption of the Committee Report
- (b) approval of the resolution hereto attached

Respectfully submitted, August 27, 2013.

THE COMMITTEE ON LAWS, RULES AND REGULATIONS

COUN. ALYSSA RENEE A. CRUZ  
Chairman

COUN. MA. CLAUDETTE U. AMBIDA  
Member

COUN. ARMANDO C. LAZARTE  
Member

COUN. SERGIO REX M. ATIENZA  
Member

COUN. AILEEN GRACE A. MONTALBO  
Member