



Republic of the Philippines  
BATANGAS CITY

**Office of the Sangguniang Panlungsod**

Tel. No. 722-0304

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**ORDINANCE NO. 22-15 S. 2022**

**AN ORDINANCE CREATING VARIOUS OFFICES AND POSITIONS IN THE  
CITY GOVERNMENT OF BATANGAS AND PROVIDING FUNDS THEREOF**

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**COUN. KARLOS EMMANJUEL A. BUTED**  
**AUTHORS: COUN. NESTOR E. DIMACUHA**  
**COUN. OLIVER Z. MACATANGAY**  
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**WHEREAS**, on September 27, 2022, the Honorable City Mayor Beverley Rose A. Dimacuha submitted to the Sangguniang Panlungsod the proposals and requests of Mrs. Aurea R. Castillo, City Government Assistant Department Head I dated September 23, 2022;

**WHEREAS**, on October 4, 2022, a Joint Committee Hearing by the Committee on Appropriations, Committee on Civil Service, and Committee on Laws, Rules, and Regulations presided over by Committee on Appropriations Chairman Coun. Karlos Emmanjuel A. Buted;

**WHEREAS**, Section 455 (v) of the Local Government Code of 1991 empowers the City Mayor to appoint all officials and employees whose salary and wages are wholly and mainly paid out of City fund and whose appointment are not otherwise provided in this Code, as well as those he may be authorized by law to appoint;

**WHEREAS**, there is now an urgent need to create certain Departments in the City Government of Batangas with specific line divisions;

**NOW, THEREFORE**, the Sangguniang Panlungsod of Batangas City in session assembled hereby ordained and decreed:

**SECTION 1. TITLE.** - This Ordinance shall be known as the "**Ordinance Creating Various Offices and Positions in the City Government of Batangas and Providing Funds Thereof.**"

**SECTION 2. CREATION OF VARIOUS DEPARTMENTS AND COMPOSITE POSITIONS.** - It is hereby created the following Department with the corresponding composite divisions and positions therein:

**A. Splitting of Office of the City Veterinary and Agricultural Services into two separate Departments: the City Veterinary Office and City Agriculture Office and the request for the creation of the following positions in addition to the existing positions;**

**A.1. CITY VETERINARY OFFICE**

**Administrative Division**

Administrative Officer II (Administrative Officer I)

SG-11

**Fishery Division**

Aquaculturist I

SG-11



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**A.2. CITY AGRICULTURE OFFICE**

City Government Department Head I (City Agriculturist) SG-25

**Administrative Division**

Supervising Administrative Officer SG-22  
(Administrative Officer IV)

Administrative Officer V (Administrative Officer III) SG-18

**Cooperative Division**

Two (2) Cooperatives Development Specialist I SG-11

**B. Creation of City Disaster Risk Reduction and Management Office, from the  
Office of the City Mayor, to Department with the creation of the following  
positions in addition to the existing positions;**

**B.1. City Government Department Head I**

(Local Disaster Risk Reduction Management Officer) SG-25

**B.2. Administration and Training Division**

Local DRRM Officer III SG-18

Local DRRM Officer II SG-15

Two (2) Administrative Assistant I (Bookbinder III) SG-7

Mechanic II SG-6

**B.3. Operations and Warning Division**

Local DRRM Officer IV SG-22

Local DRRM Officer III SG-18

Three (3) Administrative Aide III (Driver I) SG-3

Two (2) Administrative Aide II SG-2

**B.4. Research and Planning Division**

Local DRRM Officer IV SG-22

Local DRRM Officer III SG-18

Local DRRM Officer I SG-11

**B.5. Monitoring, Information and Analytics Division**

Local DRRM Officer IV SG-22

Local DRRM Officer III SG-18

Local DRRM Officer I SG-11

Administrative Aide II SG-2





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**C. Creation of Human Resource Management and Development Office, from the Office of the City Mayor, to Department with the creation of the following positions in addition to the existing positions:**

<b>C.1. City Government Department Head I</b>	SG-25
<b>C.2. Personnel Transactions Division</b>	
Supervising Administrative Officer (Human Resource Management Officer IV)	SG-22
Administrative Officer V (Human Resource Management Officer III)	SG-18
<b>C.3. Employees Welfare and Benefits Division</b>	
Supervising Administrative Officer (Human Resource Management Officer IV)	SG-22
Administrative Officer V (Human Resource Management Officer III)	SG-18
<b>C.4. Training, Development, and Research Division</b>	
Supervising Administrative Officer (Human Resource Management Officer IV)	SG-22
Administrative Officer V (Human Resource Management Officer III)	SG-18

**SECTION 3. ABOLITION AND CREATION OF POSITIONS.-** It is hereby abolished and created the following positions in the specified offices:

**A. OFFICE OF THE CITY ACCOUNTANT**

**Abolition**

Administrative Aide III (Driver I) (AC-15) SG-3

**Creation**

Administrative Aide II (Bookbinder I) SG-2

**B. OFFICE OF THE CITY LEGAL OFFICER**

**Abolition**

Legal Assistant I (LE-20) SG-10

Administrative Aide I  
(Crafts and Trades Helper) (LE-14, LE-15) SG-1

**Creation**

Administrative Assistant IV (Bookbinder IV) SG-10



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**C. OFFICE OF THE CITY MARKET ADMINISTRATOR**

**Abolition**

Revenue Collection Clerk I SG-5  
(MK-29, MK-30, MK-34, MK-36, MK-39)

**Creation**

Engineer I SG-12  
Three (3) Administrative Aide IV (Bookbinder II) SG-4  
Two (2) Administrative Aide III (Utility Worker II) SG-3

**D. OFFICE OF THE CITY ENGINEER**

**Abolition**

Architect III (EN-62) SG-19

**Creation**

Architect II SG-16  
Architect I SG-12

**E. OFFICE OF THE CITY ASSESSOR**

**Abolition**

Draftsman III (AS-31) SG-11

**Creation**

Four (4) Tax Mapper I SG-11  
Draftsman I SG-6  
Five (5) Tax Mapping Aide SG-4  
Administrative Aide III (Clerk I) SG-3  
Administrative Aide II SG-2  
Two (2) Administrative Aide I SG-1

**F. CITY PLANNING AND DEVELOPMENT OFFICE**

**Abolition**

Sociologist I (PL-19) SG-11

**Creation**

Two (2) Planning Assistant SG-8

**G. OFFICE OF THE CITY HEALTH OFFICER**

**Creation of the City Epidemiology and Surveillance  
Unit with the creation of the following positions:**

Supervising Health Program Officer SG-22  
Senior Health Program Officer SG-18  
Two (2) Health Program Officer II SG-15  
Medical Technologist II SG-15  
Health Program Officer I SG-11  
Sanitation Inspector I SG-6





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Two (2) Administrative Aide III	SG-3
<b>H. OFFICE OF THE CITY MAYOR</b>	
<b>H.1. Public Affairs and Assistance Division</b>	
<b>Abolition</b>	
Community Affairs Officer IV (MA-112)	SG-22
<b>Creation</b>	
Administrative Assistant I (Bookbinder III)	SG-7
<b>H.2. Information Division</b>	
<b>Abolition</b>	
Administrative Assistant II (Clerk IV) (MA-156)	SG-8
<b>Creation</b>	
Administrative Assistant I (Photographer II)	SG-7
<b>H.3. Transport Development and Regulatory Division</b>	
<b>Abolition</b>	
City Government Assistant Department Head I (MA-169)	SG-23
<b>Creation</b>	
Supervising Transportation Regulation Officer (MA-171)	SG-22
Five (5) Traffic Aide I	SG-3
<b>H.4. Security Service Unit</b>	
<b>Creation</b>	
Three (3) Security Guard I	SG-3
<b>H.5. Public Employment Service Division</b>	
<b>Creation</b>	
Administrative Assistant I (Reproduction Machine Operator III)	SG-7
Administrative Aide IV (Bookbinder II)	SG-4
Administrative Aide II (Bookbinder I)	SG-2
<b>H.6. Permits and License Division</b>	
<b>Abolition</b>	
Licensing Officer I (MA-91)	SG-11
<b>Creation</b>	
Two (2) Licensing Officer III	SG-18
Tax Mapper I	SG-11
Three (3) License Inspector II	SG-8
Three (3) Administrative Aide II (Bookbinder I)	SG-2



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I. OFFICE OF THE CITY BUDGET OFFICER

Creation

Supervising Administrative Officer (Budget Officer IV)	SG-22
Administrative Officer V (Budget Officer III)	SG-18
Administrative Assistant II (Budgeting Assistant)	SG-8

**SECTION 4. POWER OF THE CITY MAYOR TO ISSUE IMPLEMENTING RULES AND REGULATIONS.** - The City Mayor may formulate and issue the necessary Implementing Rules and Regulations for the efficient and effective implementation of the provision of this ordinance.

**SECTION 5. REPEALING CLAUSE.** - All ordinances, rules and regulations, orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 6. SEPARABILITY CLAUSE.** - If for any reason any part of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected shall continue to be in full force and effect.

**SECTION 7. EFFECTIVITY.** - This Ordinance shall take effect upon approval of the City Mayor.


ENACTED by the Sangguniang Panlungsod this 4<sup>th</sup> day of October, 2022.

  
ATTY. OLIVA D. TELEGATOS  
Secretary

ATTESTED:

  
ATTY. ALYSSA RENEE A. CRUZ  
Presiding Officer

APPROVED:

  
HON. BEVERLEY ROSE A. DIMACUHA  
City Mayor

Date Approved: OCT 07 2022