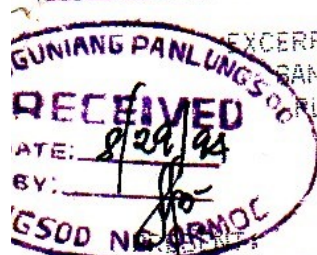
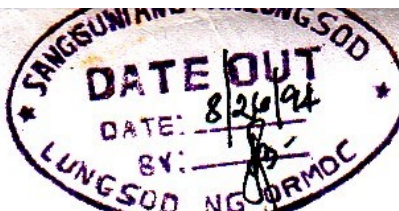


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SIXTH
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE HONORABLE
FELACIDO ENECIO SESSION HALL, SANGGUNIANG PANLUNGSOD
BUILDING ON AUGUST 25, 1994

Hon. Benjamin F. Tugonon,	Vice-Mayor & Presiding Officer
Hon. Sotero M. Pepito,	Majority Floor Leader, Kagawad
Hon. Jose B. Conejos,	Assistant Majority Floor Leader, Kagawad
Hon. Celso P. Adolfo,	Kagawad
Hon. Sixto T. Pongos,	Kagawad
Hon. Benjamin B. Liadoc,	Kagawad
Hon. Mariano Y. Corro,	Kagawad
Hon. Nestor C. Pensenga,	Kagawad
Hon. Claudio P. Larrazabal,	Kagawad
Hon. Jose C. Alfaro, Jr.,	Kagawad
Hon. Alfredo F. Capahi,	Kagawad
Hon. Fernando P. Parrilla,	Chapter Pres. Liga ng mga Barangay ng Ormoc, Ex-Officio, Kagawad

Hon. Angelyn R. Paca,

Sk. Fed. Pres., Ex-Officio, Kagawad

ABSENT:

NONE

RESOLUTION NO. 142

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "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";

WHEREAS, the latest Organizational Structure and Staffing Pattern of the City Government of Ormoc, (meaning, up to the current year, until and unless amended), was approved based on submitted and approved Position Classifications to the Joint Commission of Local Government Personnel Administration (JCLGPA), Manila, organized pursuant to Presidential Decree No. 1136, the said Joint Commission having the final say in the approval of the Compensation and Position Classification System in the local governments;

WHEREAS, lately, the Joint Commission is abolished, however, legally leaving approved compensation and position classification system in the local governments valid and binding, and, the Joint Commission's records, personnel, equipment and other assets, are transferred to the appropriate office in the Civil Service Commission, (Par. 2, Sec. 77 of Rep. Act 7160);

WHEREAS, Article 99 with Par. (1) and Sub-Par. (viii) in Rules & Regulations Implementing the Local Government Code of 1991 provides that "the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances X X X and appropriate funds for the general welfare of the city X X X pursuant to Section 16 of the Code and in the proper exercise of the corporate powers of the city as provided in rule IX of these Rules, and shall approve ordinances and pass resolutions necessary for the efficient and effective city government, and relative thereto,

[Handwritten signature]

shall determine the positions and the salaries, wages X X X and other emoluments and benefits of officials and employees paid wholly or mainly from city funds X X X X" (Underscoring Supplied.);

WHEREAS, there is at present a true need in the amendment and approval for the 1994 Organizational Structure and Staffing Pattern of the Local Government of Ormoc City for effective and efficient services to the constituents, for priority needs and for purposes of placement of regular positions in respective departments, divisions, and sections, including mandatory and devolved positions;

WHEREFORE, on motion of Kagawad Sotero M. Pepito, Chairman, Committee on Good Government & Ethics, jointly seconded by mga. Kagawad Benjamin B. Liadoc and Angelyn R. Paca; be it

RESOLVED, to adopt:

ORDINANCE NO. 46

AN ORDINANCE APPROVING THE 1994 ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT OF ORMOC CITY.

BE IT ORDAINED by the Sixth Sangguniang Panlungsod ng Ormoc, in regular session, That:

SECTION 1. Organizational Structure. Taking into consideration the financial capability and service requirements of the city, hereunder are the Organizational Structures, (in separate sheets constituting as parts and parcels of this Ordinance), of the following Offices, including devolved and mandatory offices as provided under Republic Act 7160:

1. City Mayor's Office
2. Sangguniang Panlungsod
3. City Administrator's Office
4. City Legal Officer
5. City Treasurer's Office
6. City Assessor's Office
7. City Planning and Development Office
8. City Budget Office
9. City Accountant's Office
10. City General Services Office
11. City Agricultural Services Office
12. City Health Office
13. City Veterinary Office
14. City Engineering Office
15. City Social Welfare & Development Office
16. City Civil Registrar Office

SECTION 2. Staffing Pattern. The above Offices with their corresponding Divisions and Sections likewise are with their respective Staffing Patterns (in separate sheets) pursuant to Section 76 of Republic Act 7160 and Section 17 of Civil Service Memorandum Circular No. 19 s. 1992.

SECTION 3. This Organizational Structure and Staffing Pattern of the City Government of Ormoc are determined and established in accordance with Section 17 (Basic Services and Facilities) of the Code (7160) and the priority needs identified to by the local chief executive

Ord. No. 46; Res. No. 142

and the sangguniang panlungsod based on the following factors: Public Works and Infrastructure Projects, Field Health Services, Social Welfare Services, Agricultural Extension Services, Public Markets, Garbage Collection, Cooperatives, Housing, Tourism and Sports, and Environmental Programs.

SECTION 4. Effectivity. This Ordinance shall take effect immediately upon its approval.

ENACTED, August 25, 1994

RESOLVED, FURTHER, to furnish copies of this resolution-ordinance, one each, to His Honor, the City Mayor, and all the Department Heads, all in Ormoc City;

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of this resolution-ordinance.

BENJAMIN F. TUGONON
Vice-Mayor & Presiding Officer

ATTESTED:

HERMIGENA P. SUMALINGOG
Board Secretary II
For and in the absence of
the City Secretary

APPROVED:

EUFROCINO M. CODILLA, SR.
City Mayor

8/29/94 p.

Ord. No. 46; Res. No. 142

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BENJAMIN F. TUGONON
Vice-Mayor & Presiding Officer

ATTESTED:

HERMIGENA P. SUMALINGOG
Board Secretary II
For and in the absence of
the City Secretary

APPROVED:

EUFROCINO M. CODILLA, SR.
City Mayor

8/29/94 p.



Republic of the Philippines
OFFICE OF THE CITY MAYOR
Ormoc City, Leyte

4. Engineer II-

From
City Engineering Office
To
City General Services Office

C) Reclassification of Position or change in nomenclature without change in salary grade and which is presently vacant.

Office of the City Assessor

From
Local Assessment
Operations Officer IV
G.-22
To
Records Officer IV
G. -22

This Organizational Structure and Staffing Pattern are based on the priority needs of the city as identified by this Office which are listed below:

1. Public Works and Infrastructure projects;
2. Field Health Services
3. Social Welfare Services;
4. Agricultural Extension Services;
5. Public Markets;
6. Garbage Collection;
7. Cooperatives;
8. Housing;
9. Tourism and Sports; and
10. Environmental Programs.

There are only Eighteen(18) Offices which are included in our Organizational Structure as compared to the Organizational Models provided in the Guidebook for Cities dated January 1993 which has a maximum of Twenty Four (24) offices and a minimum of Twenty Two (22) offices for First Class Cities and Twenty (20) offices for Second Class Cities. Taking into consideration the financial capability and the service requirements of the city; thus we have limited the number to Eighteen Offices including all devolved and mandatory offices as provided in Republic Act. 7160.



Republic of the Philippines
OFFICE OF THE CITY MAYOR
Ormoc City, Leyte

Therefore, pursuant to Section 76 of Republic Act 7160 and Section 17 of the Civil Service Memorandum Circular no. 19, s. 1992, we are requesting the Honorable Members of the Sangguniang Panlungsod to approve the new Organizational Structure and Staffing Pattern of the Local Government Unit of Ormoc City.

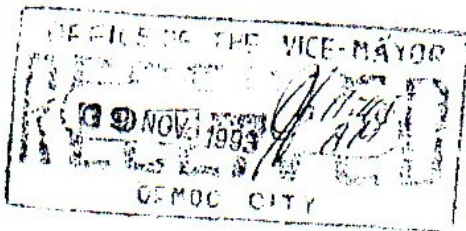
Very truly yours,



EUFROCINO M. CODILLA, SR.
City Mayor



STAFFING PATTERN
Office of the City Mayor



Minimum No.
of Positions

Maximum No.
of Positions

City Mayor I

1

1

A. Personal Staff :

Secretary to the City Mayor
Executive Asst. III
Executive Asst. I
Clerk IV
Stenographer II
Driver II

1

1

1

1

0

1

1

1

1

1

1

1

B. Pollution Control :

Ecosystem & Management
Specialist II
Clerk II

1

1

1

1

C. Public Affairs & Information Assistance Division:

Community Affairs Officer IV
Community Affairs Officer II
Community Affairs Asst. II
Public Information
Officer I
Sports & Games Coordinator

1

1

5

1

1

1

1

1

5

1

1

1

D. Permits, Licenses & Franchising Division:

Licensing Officer IV
Licensing Officer I
License Inspector II
Clerk II

1

1

1

1

1

1

1

1

E. Socio-Cultural Services:

Musician

18

18

PROPOSED ORGANIZATIONAL STRUCTURE
OFFICE OF THE CITY MAYOR

OFFICE OF THE CITY MAYOR
CITY MAYOR

PERSONAL STAFF

PUBLIC AFFAIRS & INFO.
ASSISTANCE DIVISION

PERMITS, LICENSES &
FRANCHISING DIVISION

POLLUTION CONTROL
SECTION

SOCIO-CULTURAL
SERVICES SECTION

SPORTS & GAMES
REGULATIONS SEC.
(PROPOSED)

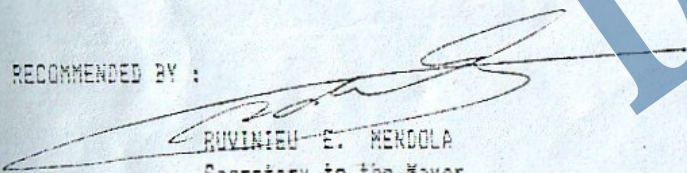
COMMUNITY AFFAIRS
SECTION

PUBLIC INFO.
SECTION

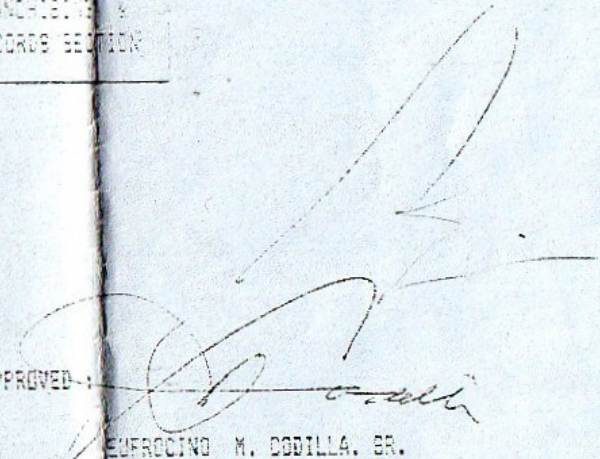
PERMITS & LICENSES
INSPECTORATE SECTION

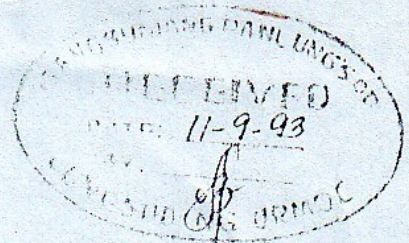
FRANCHISING &
RECORDS SECTION

RECOMMENDED BY :


RUVINIEL E. MENDOLA
Secretary to the Mayor

APPROVED :


EUFROCINO M. DODILLA, SR.
City Mayor



STAFFING PATTERN
Sangguniang Panlungsod

	Minimum No. of Positions	Maximum No. of Positions
City Vice Mayor I	1	1
SP Member I	14	14
City Secretary	1	1
Private Secretary II	1	1
Board Secretary II	1	1

A. Administrative Staff :

Clerk IV	1	1
Clerk II	1	1
Computer Operator III	1	1

SANGGUNIAN SECRETARIAT:

B. Ordinance & Resolution Staff :

Legislative Staff Officer II	1	1
Legislative Staff Officer I	1	1

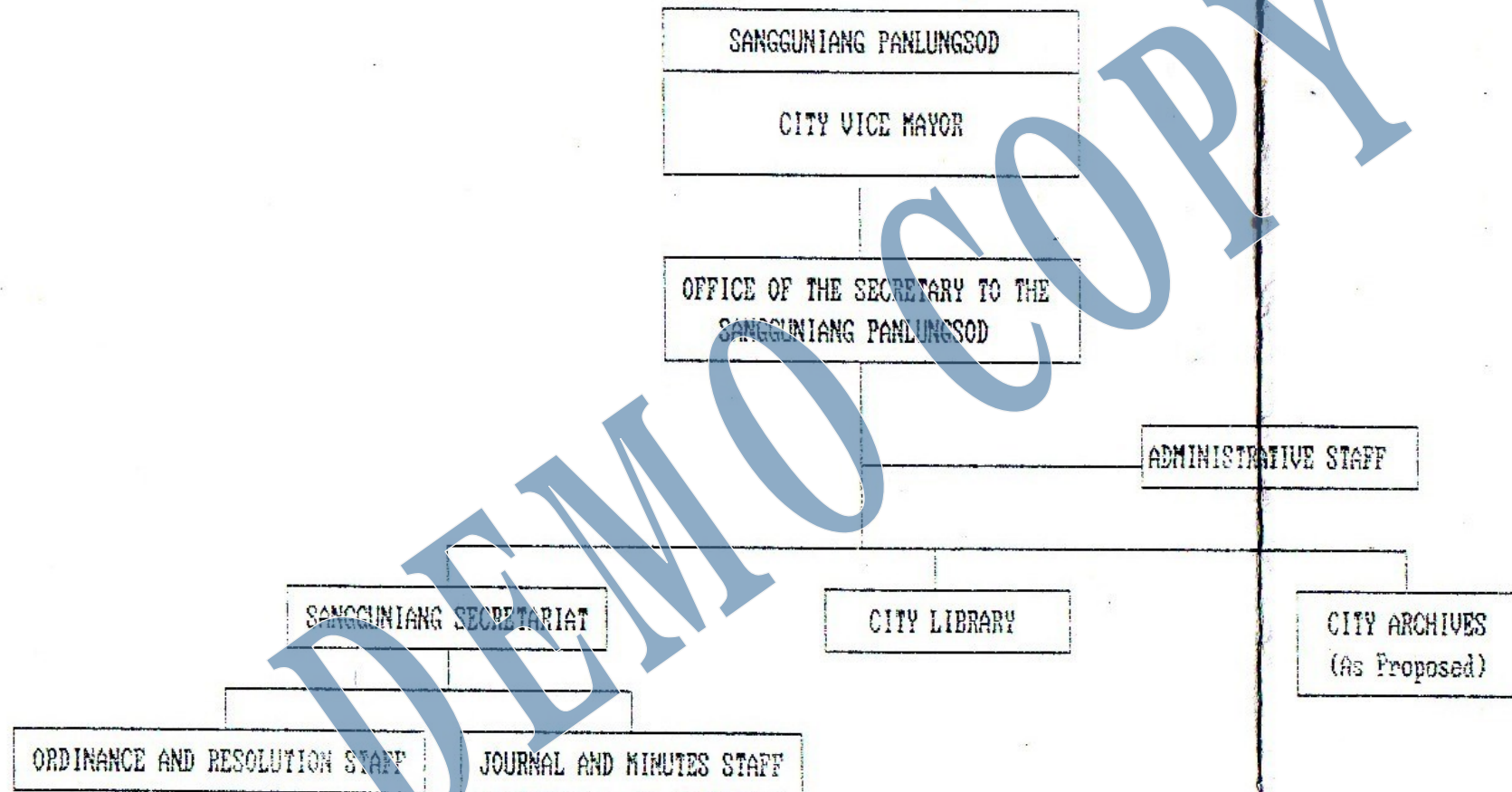
C. Journal & Minutes Staff :

Stenographic Reporter III	1	1
Stenographic Reporter II	3	3
Stenographic Reporter I	1	1
Bookbinder I	1	1

D. City Library:

Librarian I	1	1
Clerk II	1	1

ORGANIZATIONAL STRUCTURE

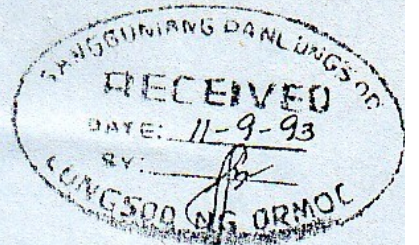


RECOMMENDED BY :

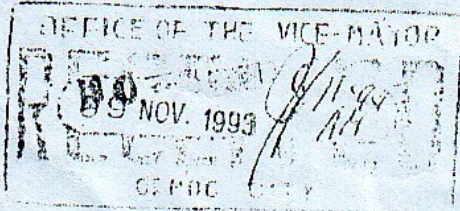
[Signature]
BENJAMIN F. TUGONON
City Vice-Mayor

APPROVED :

[Signature]
EUFROCINO M. CODILLA, SR.
City Mayor



STAFFING PATTERN
City Legal Office



Minimum No.
of Positions

Maximum No.
of Positions

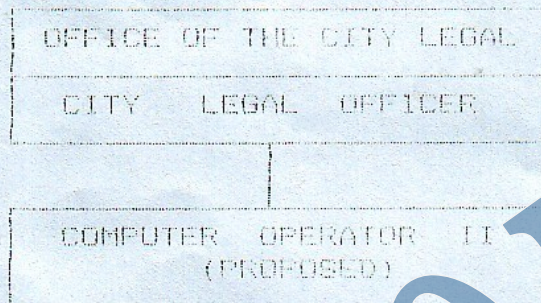
City Legal Officer
Computer Operator

1
0

1
1

DEMO COPY

ORGANIZATIONAL STRUCTURE & POSITION CHART



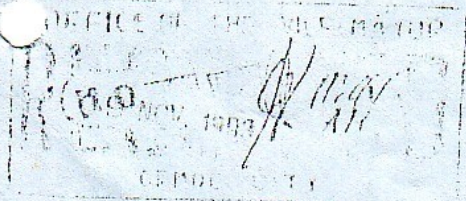
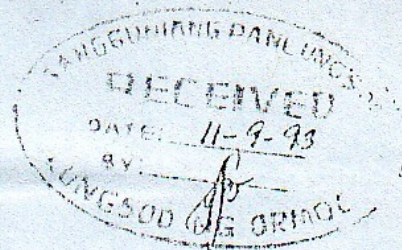
RECOMMENDED BY :

CLETO L. EVANGELISTA
City Legal Officer

APPROVED :

EUFROCINO H. CODILLA, SR.
City Mayor

STAFFING PATTERN
City Planning & Development Office



Minimum No.
of Positions

Maximum No.
of Positions

City Planning & Dev. Coordinator	1	1
----------------------------------	---	---

A. Administrative Staff:

Computer Operator II	1	1
----------------------	---	---

B. Plans & Programs Division :

Planning Officer IV	1	1
Zoning Officer III	1	1
Planning Officer II	1	1
Draftsman I	1	1

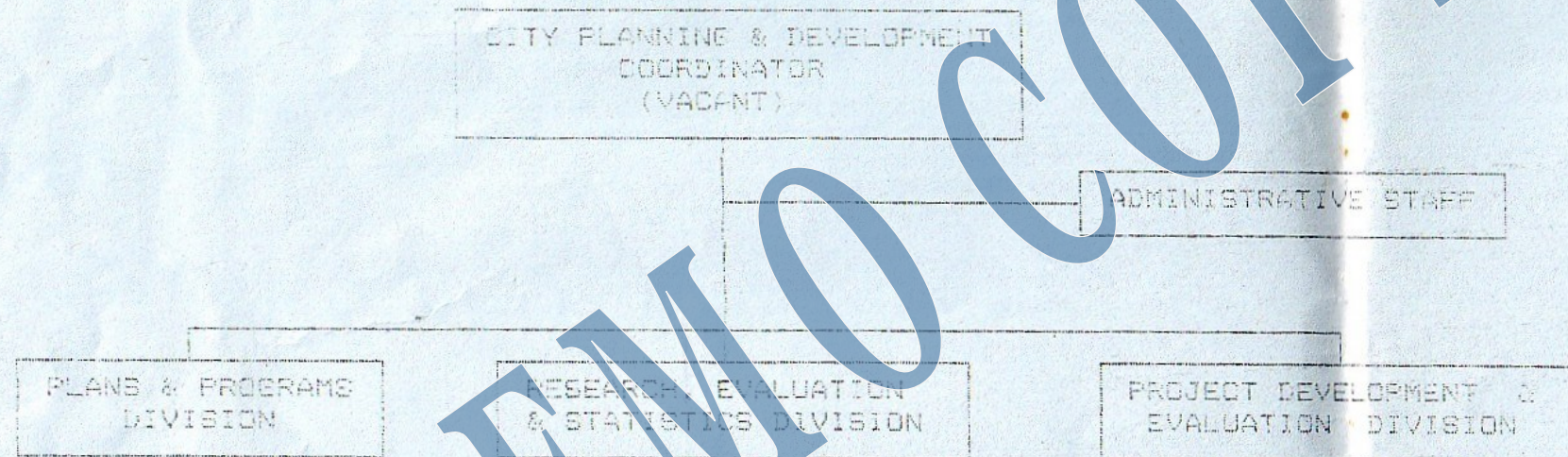
C. Research, Evaluation & Statistics Division:

Economist I	1	1
Sociologist I	1	1
Statistician I	1	1

D. Project Development & Evaluation Division:

Project Development Officer IV	1	1
Project Development Officer II	1	1
Project Development Officer I	2	2
Project Evaluation Officer I	1	1

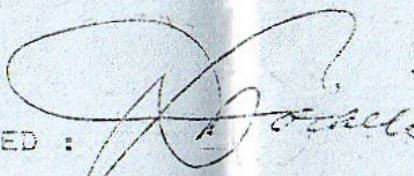
PROPOSED ORGANIZATIONAL STRUCTURE & POSITION CHART
CITY PLANNING & DEVELOPMENT OFFICE



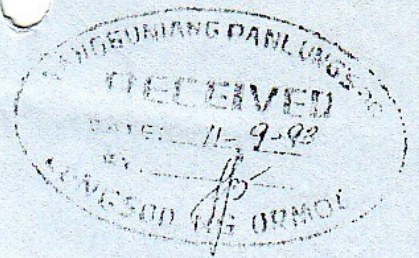
RECOMMENDED BY :

VICENTE W. REDONA
CIC - City Planning & Dev. ,Coordinator

APPROVED :


EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
City Budget Office



Minimum No.
of Positions

Maximum No.
of Positions

City Budget Officer

1

1

A. Administrative Staff :

Computer Operator II
Clerk II

0
0

1
1

B. City Budget Division :

Budget Officer IV
Budgeting Aide

1
1

1
1

C. Barangay Budget Division :

Budget Officer III

1

1

CITY BUDGET OFFICE
PROPOSED ORGANIZATIONAL STRUCTURE

CITY BUDGET OFFICER

CHIEF OF STAFF

CITY BUDGET DIVISION

SRVY. BUDGET DIVISION

RECOMMENDED BY :

ELENA L. AMILES
City Budget Officer

APPROVED :

EUFRODINO M. CORTILLA, JR.
City Mayor

CITY ACCOUNTANT

1

1

A. Administrative Staff :

Clerk II

0

1

Driver I

0

1

B. General Accounting Division :

Accountant IV

1

1

Accountant III

0

1

Accountant II

1

1

Accountant I

1

1

Bookkeeper

1

2

Accounting Clerk III

1

1

Accounting Clerk II

2

2

Accounting Clerk I

2

2

C. Records & Remittance Division :

Records Officer IV

0

1

Records Officer II

0

1

Computer Operator II

0

1

Clerk IV

1

1

Accounting Clerk II

1

1

Clerk II

0

1

D. Barangay Accounting Division :

Accountant IV

0

1

Accountant III

0

1

Accountant I

1

1

Bookkeeper

1

1

Accounting Clerk II

0

2

E. Internal Control Division:

Mgt. & Audit Analyst IV

1

1

Mgt. & Audit Analyst II

0

1

Technical Audit Specialist

0

1

Clerk III

0

1

Fiscal Clerk II

1

1

Fiscal Clerk I

1

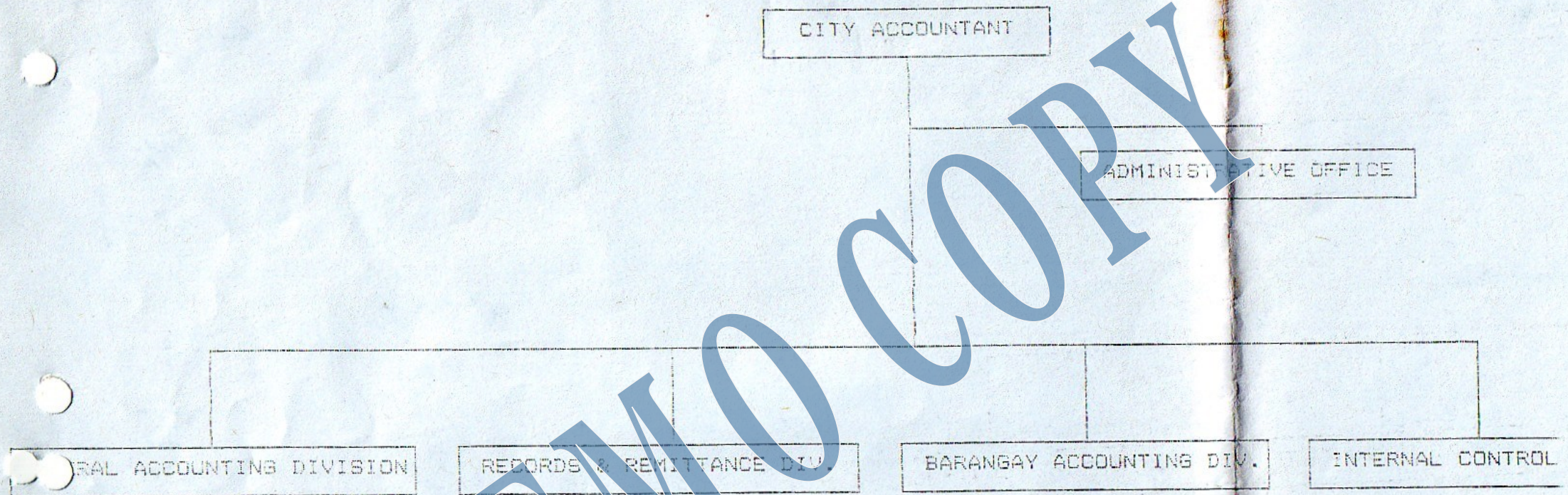
1

Clerk II

0

2

PROPOSED ORGANIZATIONAL STRUCTURE



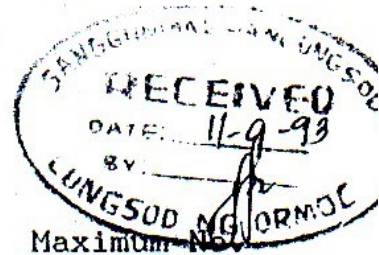
RECOMMENDED BY :

ANGELO I. ROMAN
CIC - City Accountant

APPROVED :

EUFROCINO M. CORDI
City Mayor

STAFFING PATTERN
Office of the City Treasurer



Minimum No.
of Positions

Maximum No.
of Positions

City Treasurer	1	1
Asst. City Treasurer	1	1

A. Administrative Division :

Administrative Officer II	1	1
Computer Operator II	1	1
Clerk III	1	1
Clerk II	2	2

B. Cashier Division:

Cashier IV	1	1
Cashier III	0	1
Cashier II	1	1
Disbursing Officer II	1	1
Disbursing Officer I	1	1
Cash Clerk II	1	1

C. Licenses & Fees Division:

Local Treasury Operations Officer IV	1	1
Local Treasury Operations Officer II	1	1
Local Revenue Collection Officer I	1	1
Revenue Collection Clerk III	0	1
Revenue Collection Clerk II	7	7
Revenue Collection Clerk I	10	10
Ticket Checker I	2	2

D. Real Property Tax Division:

Local Treasury Operations Officer IV	1	1
Local Treasury Operations Officer II	1	1
Revenue Collection Officer I	1	1
Revenue Collection Clerk III	0	1
Revenue Collection Clerk II	3	3
Revenue Collection Clerk I	1	1

ORGANIZATIONAL STRUCTURE

CITY TREASURER

ASST. CITY TREASURER

ADMINISTRATIVE DIVISION

CASE DIVISION

LICENSES & FEES
DIVISION

REAL PROPERTY TAX
DIVISION

RECOMMENDED BY :

JESUS F. CARRASCO
Asst. City Treasurer

APPROVED :

ELEODILLO M. CODILLA, SR.
City Mayor

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STAFFING PATTERN
City Social Welfare & Development Office

	Minimum No. of Positions	Maximum No. of Positions
City Social Welfare & Development Officer	1	1
Social Welfare Officer V	1	1
A. Administrative Division:		
Social Welfare Asst./ Records Officer	1	1
Social Welfare Asst./ Property Custodian	1	1
Social Welfare Aide/ Liaison Officer	1	1
Statistician Aide	1	1
Social Welfare Aide/ Clerk	1	1
B. Program Division:		
Project Evaluation Officer II	1	1
Social Welfare Asst./ Nutritionist	1	1
C. Unit Office No. 1 - No. 5 :		
Social Welfare Officer III	5	5
Social Welfare Officer I	4	4
Social Welfare Asst.	7	7
Social Welfare Aide	3	3
Day Care Workers I	6	6

EXISTING ORGANIZATIONAL STRUCTURE

CITY SOCIAL WELFARE & DEVELOPMENT OFFICER

SOCIAL WELFARE OFFICER V

PROGRAM DIVISION

ADMINISTRATIVE DIVISION

UNIT OFFICE NO. 1

UNIT OFFICE NO. 2

UNIT OFFICE NO. 3

UNIT OFFICE NO. 4

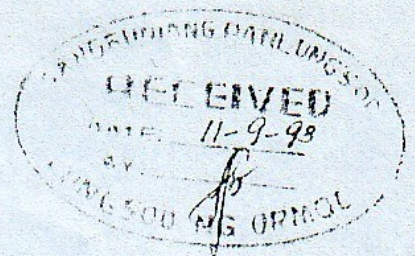
UNIT OFFICE NO. 5

RECOMMENDED BY :

Estela M. Seroy
ESTELA M. SEROY
Social Welfare Officer

APPROVED :

Eufrocino M. Codilla, Sr.
EUFROCINO M. CODILLA, SR.
City Mayor

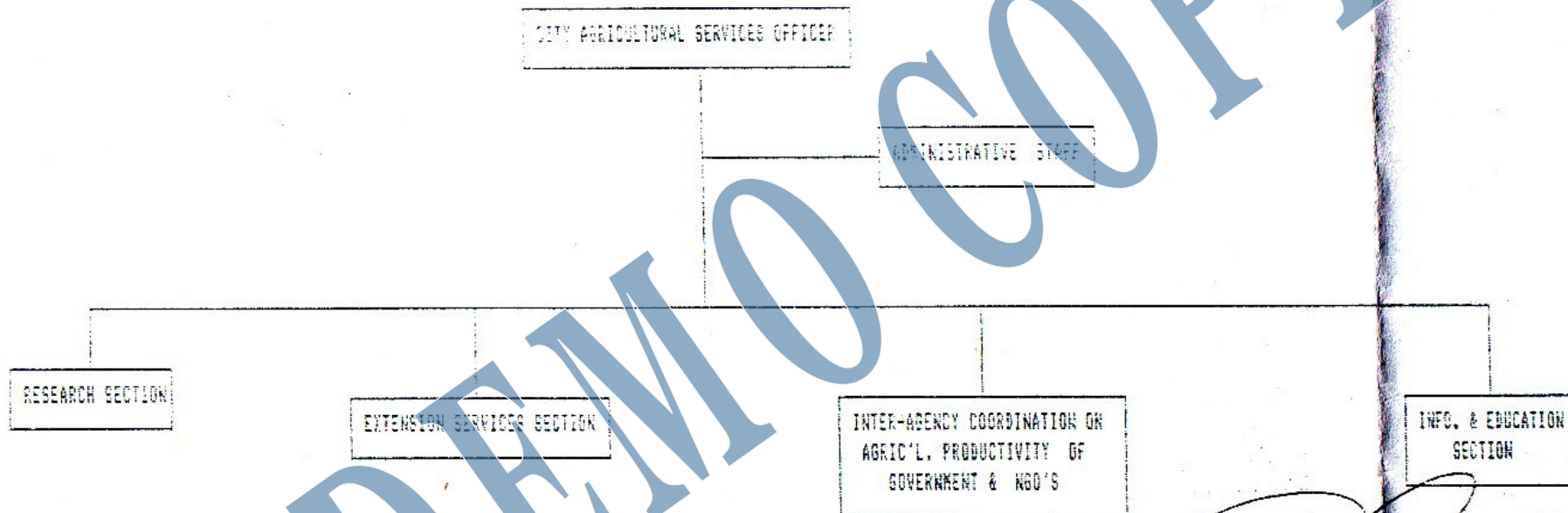


STAFFING PATTERN
Office of the City Agricultural Services

	Minimum No. of Positions	Maximum No. of Positions
City Agricultural Services Officer	1	1
A. Administrative Staff :		
Clerk II	2	2
Utility Worker I	2	2
B. Research Section :		
Agricultural Technologist	4	4
C. Extension Services Section:		
Agricultural Technologist	5	5
D. Inter-Agency Coordination On Agric'l. Productivity of Gov't. & NGO's :		
Agriculturist II	1	1
Agricultural Technologist	2	2
E. Information & Education Section :		
Agricultural Technologist	2	2

Republic of the Philippines
OFFICE FOR AGRICULTURAL SERVICES
Ormoc City

PROPOSED ORGANIZATIONAL STRUCTURE



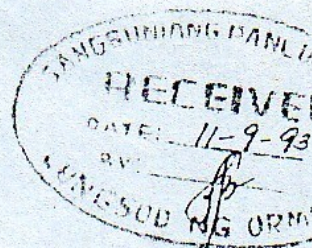
RECOMMENDED BY :

Corazon N. Esperanza
CORAZON N. ESPERANZA
City Agricultural Services Officer

APPROVED :

Eufrocino M. Codilla, Sr.
EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Human Resource Management Division



Minimum No.
of Positions

Maximum No.
of Positions

Asst. Dept. Head I
Human Resource Management
Officer IV
Computer Operator II

0

1

1

1

0

1

A. HRD & Performance Training Development Section:

Training Officer I
Training Asst. I
HRM Aide

0

1

0

1

1

1

B. Appointments & Records Management Section :

HRM Officer III
HRM Officer I
HRM Asst.

0

1

1

1

0

1

C. Leave Adm./Ret. & other Personnel Service Section:

HRM Officer III
HRM Asst.

1

1

0

1

ORGANIZATIONAL STRUCTURE
Human Resource Management Office
(As Proposed)

ASST. DEPT. HEAD I
(As Proposed)

DIVISION HEAD
(Existing)

HRD and Trng.
Dev. Section
(As Proposed)

Appointments and
Records Mgt. Section
(As Proposed)

Leave Admin./Ret. and
others Pers. Services
(As Proposed)

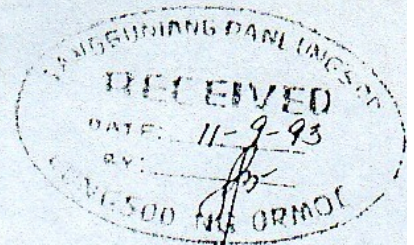
RECOMMENDED BY :

VICENTE V. REDORA
City Administrator

APPROVED :

EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
City Health Office



	Minimum No. of Positions	Maximum No. of Positions
City Health Officer II	1	1
City Health Officer I	1	1
A. Administrative Staff :		
Administrative Officer III	0	1
Administrative Officer I	1	1
Statistician II	0	1
Statistician I	1	1
B. Public Health Services Division:		
Medical Officer V	1	1
Medical Officer IV	1	1
Public Health Nurse III	1	1
Public Health Nurse I	6	6
Midwife III	12	12
Midwife II	5	10
Nursing Attendant	3	3
Medical Technologist III	0	1
Medical Technologist II	1	1
Laboratory Aide	1	1
Nutrition Officer III	0	1
Nutrition Officer II	1	1
Nutrition Officer I	0	1
Laboratory Aide I	0	1
C. Ancillary Services Division :		
Dentist IV	0	1
Dentist III	1	1
Dentist II	1	1
Dental Aide	1	2
D. Environmental Health Services Division:		
Sanitation Inspector V	1	1
Sanitation Inspector III	0	2
Sanitation Inspector II	2	2
Sanitation Inspector I	7	7

PROPOSED ORGANIZATIONAL STRUCTURE

CITY HEALTH OFFICER II

CITY HEALTH OFFICER I

ADMINISTRATIVE STAFF

PUBLIC HEALTH SERVICES DIVISION

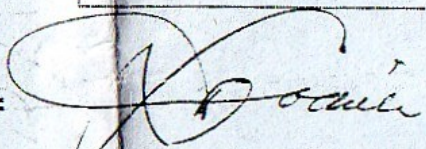
ANCILLARY SERVICES DIVISION

ENVIRONMENTAL HEALTH SERVICES
DIVISION

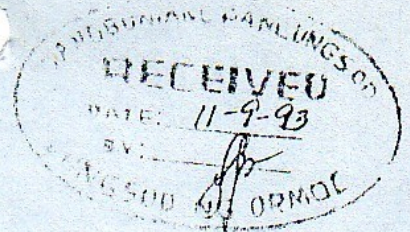
RECOMMENDED BY:


ROGELIO G. MARSON
City Health Officer

APPROVED :


EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Office of the City Assessor



Minimum No.
of Positions

Maximum No.
of Positions

City Assessor
Asst. City Assessor

1
1

1
1

A. Administrative Staff:

Computer Operator II

0

1

B. Assessment Division :

Local Assessment Operations
Officer IV
Local Assessment Operations
Officer III
Local Assessment Operations
Officer II
Local Assessment Operations
Officer I

1
0
1
1
1

1
1
1
1
1

C. Records Management Division :

Records Officer IV
Records Officer I
Assessment Clerk III
Clerk IV
Clerk II
Statistician Aide
Bookbinder I

1
0
1
1
2
1
1

1
1
1
1
2
1
1

D. Tax Mapping Division :

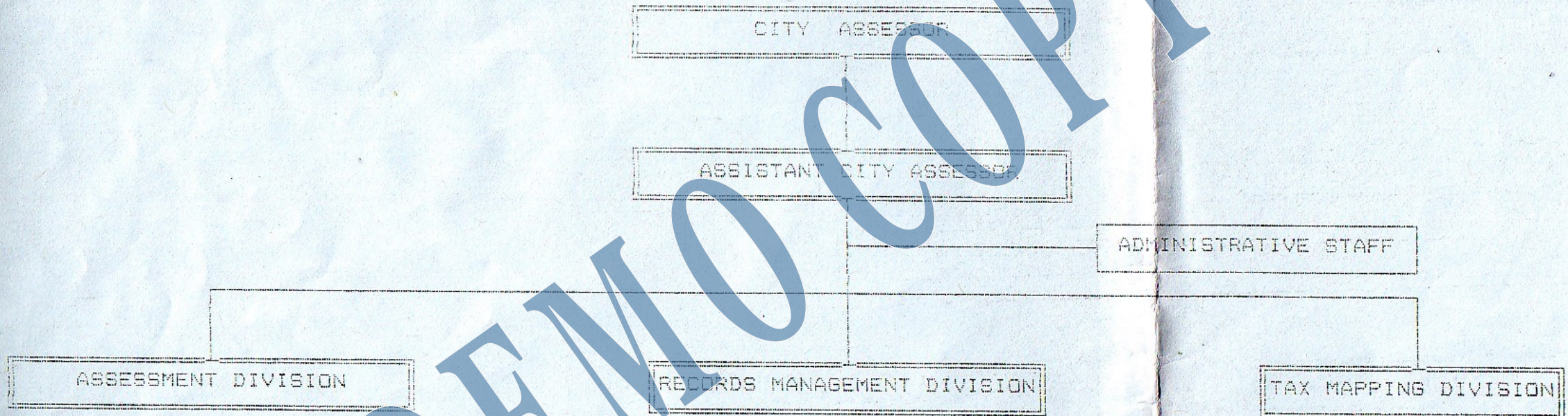
Tax Mapper IV
Draftsman III
Draftsman II
Draftsman I

1
1
0
1

1
1
1
1

Republic of the Philippines
OFFICE OF THE CITY ASSESSOR
Ormoc City

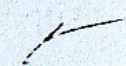
PROPOSED ORGANIZATIONAL STRUCTURE



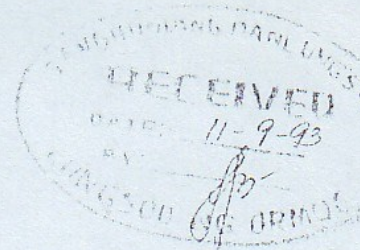
RECOMMENDED BY :


BRILLIAN D. SUPREMO
City Assessor

APPROVED :


EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Office of the City Veterinarian



Minimum No.
of Positions

Maximum No.
of Positions

City Veterinarian
Veterinarian IV
Clerk

1
1
0

1
1
1

A. Livestock & Poultry Division :

Livestock Inspector I

1

1

B. Meat & Fish Inspection Division :

Meat Inspector III
Laborer I

1
0

1
2

C. Livestock Quarantine Vaccination Division :

Meat Inspector I

1

1

ORGANIZATIONAL STRUCTURE
OFFICE OF THE CITY VETERINARIAN
Ormoc City

CITY VETERINARIAN

VETERINARIAN IV

LIVESTOCK & POULTRY
DIVISION

MEAT & FISH INSPECTION
DIVISION

LIVESTOCK QUARANTINE
VACCINATION DIVISION

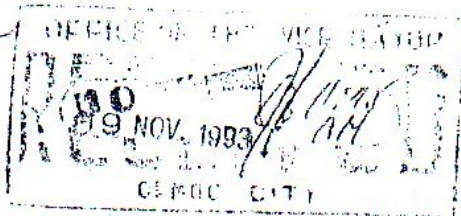
RECOMMENDED BY :

AMADO P. APODERADO
Veterinarian IV

APPROVED :

EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Office of the City Civil Registrar



Minimum No.
of Positions

Maximum No.
of Positions

City Civil Registrar	1	1
A. Administrative Staff :		
Computer Operator II	0	1
B. Birth Registration Division :		
Registration Officer IV	1	1
Registration Officer II	1	1
Clerk III	1	1
Clerk II	0	1
Bookbinder	0	1
C. Marriage License & Registration Division :		
Registration Officer IV	0	1
Registration Officer I	0	1
Clerk II	0	1
Bookbinder I	0	1
D. Death Registration Division :		
Registration Officer III	0	1
Asst. Registration Officer	0	1
Clerk II	1	1
Bookbinder I	0	1

OFFICE OF THE CIVIL REGISTRAR
PROPOSED ORGANIZATIONAL STRUCTURE

CITY GOV'T. DEPARTMENT HEAD
CITY CIVIL REGISTRAR

ADMINISTRATIVE STAFF

BIRTH REGISTRATION
DIVISION

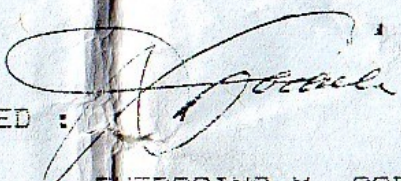
MARRIAGE LICENSE & REGISTRATION
DIVISION

DEATH REGISTRATION
DIVISION

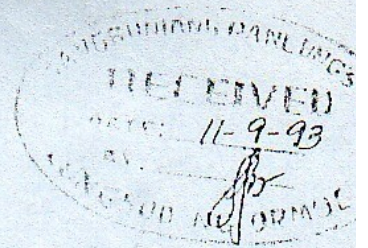
RECOMMENDED BY :


ARCHILLES A. SILVA
OIS - City Civil Registrar

APPROVED :


EUFROCINO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Office of the City Administrator



Minimum No.
of Positions

Maximum No.
of Positions

City Administrator

1

1

A. Administrative Staff :

Administrative Officer I

1

1

Computer Operator II

0

1

Clerk II

1

1

Economic Enterprises Management Division:

B. Market & Slaughterhouse:

Market Supervisor IV

1

1

Market Supervisor III

1

1

Market Inspector I

1

1

Utility Worker II

2

2

Utility Worker I

16

16

C. Waterworks:

Waterworks Superintendent II

1

1

Waterworks Superintendent I

1

1

Construction & Maintenance

Supervisor

0

1

Plumbing & Tinning Inspector I

0

1

Plumber II

2

2

Plumber I

2

2

Pipefitter I

0

2

Watchman I

3

3

Crafts & Trades Helper

2

2

Production Supervisor

1

1

Waterworks Technician

0

1

Water Pump Operator

4

4

Metering Supervisor

1

1

Meter Reader III

1

1

Meter Reader II

4

4

Meter Reader I

0

4

Meter Repairman

0

1

PROPOSED ORGANIZATIONAL STRUCTURE
OFFICE OF THE CITY ADMINISTRATOR

OFFICE OF THE CITY ADMINISTRATOR
CITY ADMINISTRATOR
ADMINISTRATIVE STAFF

ECONOMIC ENTERPRISES MANAGEMENT DIVISION
MARKETS & SLAUGHTER- HOUSE

ECONOMIC ENTERPRISES MANAGEMENT DIVISION
ORMOC WATERWORKS DIVISION

CONSTRUCTION & MAINTENANCE SECTION

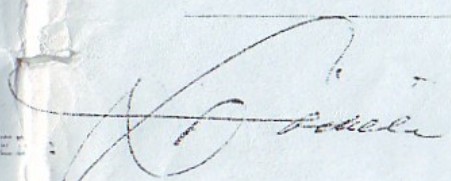
PRODUCTION SECTION

METERING SECTION

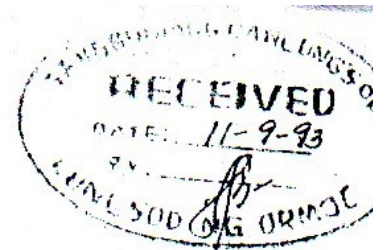
RECOMMENDED BY


VICENTE V. REDORA
City Administrator

APPROVED :


RODOLFO M. CODILLA, SR.
City Mayor

STAFFING PATTERN
Office of the City Engineer



NOV 11 1993
CITY ENGINEER
ASST. CITY ENGINEER

Minimum No.
of Positions

Maximum No.
of Positions

A. Infrastructure Planning & Development Division :

Engineer IV	1	1
Engineer II	2	2
Architect II	1	1
Draftsman I	1	1

B. Construction & Maintenance Division :

Engineer IV	1	1
Engineer III	2	2
Engineer II	2	2
Engineering Aide	2	2
Const. & Maint. Gen. Foreman	2	2
Const. & Maint. Capataz	4	4
Labor General Foreman	1	1
Material Testing Engineer	1	1
Laboratory Aide	1	1

C. Administrative Staff :

Administrative Officer III	1	1
Administrative Officer II	1	1
Supply Officer II	1	1
Storekeeper III	1	1
Computer Operator II	1	1
Accounting Clerk III	1	1
Accounting Clerk I	1	1
Clerk IV	1	1
Clerk II	3	3
Laborer II	2	2
Laborer I	3	3

D. Building & Industrial Safety Inspection Division :

Engineer IV	1	1
Engineer II	2	2
Building Inspector I	1	1
Electrician I	1	1

E. Motorpool Division :

Engineer IV	1	1
Engineer III	0	1
Engineer II	1	1
Equipment Automotive Inspector II	0	1
Automotive Serviceman	0	2
Metal Worker I	7	2
Painter II	1	1
Crafts & Trade Helper I	4	4
Welder II	1	1
Toolkeeper	0	1
Battery Radiator Technician	0	1
Auto Electrician	0	1
Metal Worker I	0	2
Motorpool Dispatcher	1	1
Heavy Equipment Operator I	0	6
Driver II	1	4
Driver I	23	29
Mechanic III	1	1
Mechanic II	2	3
Mechanic I	3	4