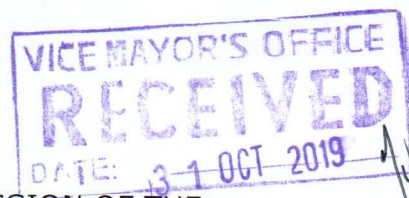


REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL  
ON OCTOBER 29, 2019

PRESENT:

Leo Carmelo L. Locsin, Jr.  
Benjamin S. Pongos, Jr.,  
Roiland H. Villasencio,  
Tomas R. Serafica,  
Nolito M. Quilang,  
Eusebio Gerardo S. Penserga,  
Jasper M. Lucero,  
Peter M. Rodriguez,  
Vincent L. Rama,  
Gregorio G. Yrastorza III,  
Lalaine A. Marcos,  
Esteban V. Laurente,

City Vice Mayor & Presiding Officer  
SP Member, Majority Floor Leader  
SP Member, 1<sup>st</sup> Asst. Majority Floor Leader  
SP Member, Presiding Officer "Pro-Tempore"  
SP Member, 2<sup>nd</sup> Asst. Majority Floor Leader  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
SP Member  
Ex-Officio SP Member, Chapter President,  
Liga ng mga Barangay ng Ormoc

ON LEAVE:

Jasper C. Yerro, Ex-Officio SP Member, Chapter President,  
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

**EXPLANATORY NOTE**

Section 1, Article XIV of the Constitution provides that "The State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all."

It can be learned that although the Philippines has a good school attendance rate, it is still estimated that 6.2 million primary-school aged children are not in school. Sometimes it is because they live in an area affected by disaster, there aren't enough teachers, they cannot afford books or uniforms, or they have to work to support their family. Senator Bam Aquino noted that 2 out of 5 high school graduates do not pursue tertiary education, hindered by the high tuition fees in addition to miscellaneous expenses incurred while studying. After spending many years working hard to make ends meet in order to put their children through school to obtain a high school diploma, it is often a disappointment to students who face the choice between working to help their family or sacrificing the education of other siblings so that one may be sent to college.

In Ormoc City, there are two major responses to educational challenges, to wit: (1) institutionalizing the scholarship program with increased funding to help finance the tertiary education of poor but deserving students, and (2) Making the Local School Board functional and ensuring effectiveness and efficiency in the projects and other interventions under the Special Education Fund and other sources under the general fund.

The Ormoc City Scholarship Program is institutionalized via Ordinance No. 28 series of 2017 mandating the provision of an annual appropriation for the college and vocational scholarship grants. The said ordinance also mandates the creation of the Scholarship Office under the City Youth Development Office structure manned by personnel designated by the City Mayor. At present, the said Scholarship Office is composed of one casual employee and two job order workers.



The three employees coordinate around 350 scholars of the City Government enrolled in several schools within and outside the region. With the passage of the Socio-Cultural Scholarship Program Ordinance and with the plan to provide scholarship grants to medicine, law and graduate studies, more scholars are expected to be managed by the City Scholarship Office and the scholarship funds to be managed is expected to increase to more than P10 Million therefore would require regular employees who should ensure continuity of the program and proper custody of the files and records of the scholars and funds.

On the other hand, the Local Government Code carried out the constitutional mandate through provisions that creates Special Education Fund (SEF) and the policy body known as the Local School Board. The Management of the Special Education Fund (SEF) belongs to the Local School Board (LSB). Under the current circumstances in Ormoc City, the Department of Education (DEPED) Ormoc City Division and the Ormoc City Youth Development Office (OCYDO) shared in carrying out the secretariat work of the Board and in implementing the projects funded under the SEF. In several meetings of the LSB, DEPED Ormoc City Division appealed for help and assistance because of lack of manpower in the division to manage the several SEF funded projects and so the City Mayor assigned the CYDO to help and assist. However, with the many activities and involvements of the CYDO and given that it only has one regular position managing all the job order workers in implementing all the programs and projects of the office, the LSB and the SEF projects are most likely given least priority. The Local School Board performs a very crucial role of appropriating the Special Education Fund each year and to oversee the operations of the educational system in the City.

The implementation of the projects under the SEF turned out to be very challenging and labor intensive that require fulltime personnel. It is noted that SEF utilization is among the indicators in the Seal of Good Local Governance (SGLG). Under the new law institutionalizing the SGLG, the indicators include both SEF utilization and education reforms initiated by the local government unit.

The ordinance is therefore aimed at strengthening the effectiveness and efficiency in the management of the SEF and operations of the Local School Board as well as the implementation of the scholarship programs, thereby making public service to the Ormocanons better.

The matter was carefully considered taking into consideration the provisions of Section 76 of the Local Government Code of 1991. The Sangguniang Panlungsod, as the legislative Body of the City, has the responsibility to enact ordinance, approve resolutions and appropriate funds for the general welfare of the city (Sec. 458, LGC of 1991). Furthermore, the Code provides that the Sangguniang Panlungsod shall approve ordinances and pass resolutions necessary for an efficient and effective city government, 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, services, and activities of the city government (Sec. 458 (1) (viii) of LGC of 1991).

WHEREFORE, on motion of SP Member Nolito M. Quilang, Chairman, Committee on Education, severally by SP Members Roiland H. Villasencio, Tomas R. Serafica, Eusebio Gerardo S. Penserga, Gregorio G. Yrastorza III, Esteban V. Laurente and Vincent L. Rama; be it



**ORDINANCE NO. 007**  
**(Series of 2019)**

**AN ORDINANCE ESTABLISHING THE EDUCATION AND SCHOLARSHIP OFFICE, DEFINING ITS COMPOSITION AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES THEREBY REPEALING SECTION 17 AND SECTION 18 OF ORDINANCE NO. 028 SERIES OF 2017 ALSO KNOWN AS "THE ORMOC CITY SCHOLARSHIP PROGRAM ORDINANCE".**

BE IT ENACTED, by the 15<sup>th</sup> Sangguniang Panlungsod ng Ormoc that:

**SECTION 1. TITLE** – This Ordinance shall be known as the *Education and Scholarship Office Ordinance*.

**SECTION 2. CREATION OF EDUCATION AND SCHOLARSHIP OFFICE (ESO)** – The ESO shall be created and established as a section under the City Budget Office to coordinate and manage the projects under the SEF as well as the operations of the Local School Board and manage the disbursements and other operations of the scholarship programs as well as operations of the Scholarship Board.

**SECTION 3. DUTIES AND FUNCTIONS OF THE ESO** – Under the direct supervision of the City Budget Officer, the duties and functions of the said Section are as follows:

- A. Serve as secretariat of the Local School Board (LSB) and the Ormoc City Scholarship Board;
- B. Facilitate the implementation of the decisions and agreements of the above mentioned Boards;
- C. Coordinate with other departments and offices on the education data needs required by the Local School Board and the Scholarship Board;
- D. Coordinate and facilitate and ensure prompt implementation of the projects under the Special Education Fund (SEF) and submit to the LSB regular status of the projects and bottlenecks in the implementation;
- E. Regularly report to the LSB and to the City Scholarship Board fund utilization status of the SEF and scholarship fund respectively;
- F. Submit a regular status reports and recommendations on the education and scholarship programs to the Boards for the latter's consideration and submission to the City Mayor or Sangguniang Panlungsod;
- G. Perform the tasks and functions relevant to the City Scholarship Program such as but not limited to:
  - 1) Submit to the Scholarship Board processed applications as well as the cancellation or revocation of grants;
  - 2) Monitor performance of the scholars and keep track of them, especially after their availment of the benefits of the program;
  - 3) Coordinate with the City Legal Officer on the legal documents needed to develop a system of collecting payments of grants under the program;
  - 4) Process vouchers and other supporting documents for the scholars;
  - 5) Keep track and monitor the grantees of the program after their graduation and where feasible, establish an association with all the grantees and mobilize them how they can help to sustain and strengthen the program;



- 6) Coordinate and assist those institutions and organizations with scholarship grants in their recruitment and actively negotiate for more scholars from Ormoc City;
  - 7) Assist, coordinate with and monitor the barangays in the implementation of their respective tertiary scholarship program pursuant to the mandate herein provided; and
- H. Implement scholarship-related ordinances of the City Government and other powers and functions that may be assigned to it;
- I. Monitor barangays with scholarship programs and those that utilize their SK funds for education and scholarship programs;
- J. Assist in implementing other education projects and activities funded under the general fund; and
- K. Perform other tasks and functions as may be assigned to it from time to time.

**SECTION 4. STAFF COMPOSITION OF THE ESO** – The ESO shall be composed of the following manpower complement:

Position	Salary Grade
Administrative Officer IV (Education Program Specialist)	15
Administrative Aide IV	4
Administrative Aide IV	4

The said creation shall be sourced from the abolition of a vacant position to wit:

No. of Items	Position	Salary Grade	Item Number	Source
1	Medical Officer III	21	530	City Hospital

**SECTION 5. QUALIFICATIONS OF NEWLY CREATED POSITIONS** – the new positions shall have the following qualifications:

A. Administrative Officer IV, SG-15 (Education Program Specialist)

Education	Bachelor’s Degree relevant to the Job
Experience	One Year (1) relevant experience
Training	Four 4 hours of relevant training
Eligibility	Career Service professional/Second level Eligibility
Residence	Resident of Ormoc City

B. Administrative Aide IV, SG-4

Education	Completion of two (2) years studies in College
Experience	NONE
Training	NONE
Eligibility	Career Service Sub Professional / First Level Eligibility
Residence	Resident of Ormoc City

**SECTION 6. DUTIES AND RESPONSIBILITIES OF NEWLY CREATED POSITIONS** – The following are the duties and responsibilities of each newly created position:

A. Duties and Responsibilities of Administrative Officer IV

- 1. Manage the day-to-day operations of the ESO and provide administrative supervision to the administrative and technical support staff;



2. Prepare an Annual Work and Financial Plan (WFP) for the Office and the corresponding requirements of implementation of the programs, projects and activities for approval of the Boards;
3. Direct the entire program and ensures that all program requirements and targets are attained as scheduled;
4. Develop written management and administrative systems, policies, standards, guidelines and procedures in coordination with the Board;
5. Ensure efficient and timely overall implementation of the decisions of the Boards and all other programs;
6. Facilitate and maintain strategic relationships/networking with other government offices and even NGOs and Private Sector for effective implementation of the education programs of the City;
7. Assist the City Mayor's Office in the implementation of the other education programs, projects and activities funded under the said office;
8. Serve as the Board Secretary of the Local School Board and the Scholarship Board and shall perform the following duties and responsibilities:
  - a) Facilitate the collection of data and other documents required by the Board;
  - b) Ensure proper documentation of Board meetings and ensure prompt actions on the agreements of the meetings including the drafting of resolutions and other documents;
  - c) Prepare agenda folders during Board meetings;
  - d) Send notices and confirm attendance to the members of the Board;
  - e) Keep custody of all records and documents of the Board; and
9. Perform other functions as may be assigned by the board, the City Mayor, or City Budget Officer from time to time.

B. Duties and Responsibilities of the First Administrative Aide IV

1. Assist Section Head in managing the operations of the Local School Board particularly in the following:
  - (a) Preparation of the agenda and meeting folders for the meeting;
  - (b) Send notices and confirm attendance of the members;
  - (c) Coordinate with various offices in the processing of the documents for the implementation of the projects under the SEF;
2. Assist the City Mayor's Office in the implementation of the other education programs, projects and activities funded under the said office;
3. Coordinate with DEPED Ormoc City Division and process the vouchers for the allowances of the teachers as well as the salaries of the workers charged under the SEF;
4. Assist in the processing of the various requests from schools or on matters related to the education program of the City; and
5. Perform other functions as may be assigned by the Office Head from time to time.

C. Duties and Responsibilities of the Second Administrative Aide IV

1. Assist in administering the operations of the City Scholarship Board
2. Take charge of administering and promoting participation to the scholarship program;



3. Provide all schools information regarding the various Scholarship and Financial Assistance programs or grants available;
4. Assist in submitting to the Board processed applications as well as the cancellation or revocation of grants;
5. Monitor performance of the scholars and keep track of them, especially after their availment of the benefits of the program;
6. Assist in preparing the yearly Status Report of the program to the Board for the latter's consideration and submission to the Sangguniang Panlungsod and the City Mayor;
7. In coordination with the City Legal Officer, develop a system of enforcing the scholarship contracts especially in instances when grantees need to return the amounts spent for his/her scholarship;
8. Process vouchers and other supporting documents for the scholars;
9. Keep track and monitor the grantees of the program after their graduation and where feasible, establish an association with all the grantees and mobilize them how they can help to sustain and strengthen the program;
10. Come up with a database of all scholars to facilitate monitoring of those scholar graduates;
11. Assist, coordinate with and monitor the barangays in the implementation of their respective tertiary scholarship program pursuant to the mandate herein provided; and
12. Perform such other powers and function that may be assigned by the Section Head from time to time.

**SECTION 7. OTHER MANPOWER REQUIREMENTS OF THE ESO** – For the effective operations of the said Section, the City Mayor may hire additional personnel whose positions and qualifications are based on stipulations and policies of the Qualification Standards of Civil Service Commission (CSC) M.C. No. 1 s. 1997 or augment the personnel of the said office through any or a combination of the following options:

- A. Hiring other necessary personnel with casual and/or JO status;
- B. Designation or assignment of personnel to the ESO in concurrent capacities with their existing positions;
- C. Reassignment of LGU personnel to the ESO; and
- D. Full-time or part-time detail of existing personnel to the ESO.

**SECTION 8. APPROPRIATION.** The amount needed to carry out the provisions of this Ordinance for the calendar year 2019 particularly the creation of positions shall be sourced from the abolished positions in the abovementioned office. For succeeding years, the appropriation for the newly created positions and other operational costs of the Office shall be included in the annual budget of the said Office.

**SECTION 9. SEPARABILITY CLAUSE.** Should any part or provision of this Ordinance be held unconstitutional and declared invalid by competent court, other parts or provisions hereof are not affected thereby shall continue to be in full force and effect.

**SECTION 10. REPEALING CLAUSE.** Section 17 and Section 18 of Ordinance No. 28 s 2017 and all other provisions of other ordinances, rules and regulations and/or parts thereof inconsistent with the provisions of this ordinance are hereby repealed and/or modified accordingly.



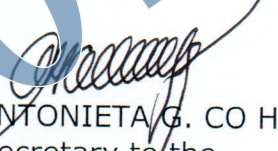
**SECTION 11. EFFECTIVITY.** This Ordinance shall take effect immediately following compliance with the publication and posting requirements in the Local Government Code of 1991.

ENACTED, October 29, 2019.

RESOLVED, FURTHER, to furnish copies of this ordinance one each to the City Mayor Richard I. Gomez; the City Administrator; the City Legal Officer; the City Scholarship Office; the Human Resource Management Office; the City Planning & Development Office; the City Budget Office; the City Accounting Office; the City Treasurer’s Office; the City Auditor’s Office; the DepEd Office, Ormoc City Division; the Public Employment Services Office; the City Youth Development Council; the President Liga ng mga Barangay ng Ormoc; the City Local Government Operations Officer-DILG; and other Offices concerned;

CARRIED by 9 Nine (9) Affirmative Votes. SP Member Roiland H. Villasencio and Lalaine A. Marcos were out of the Session Hall during the voting.

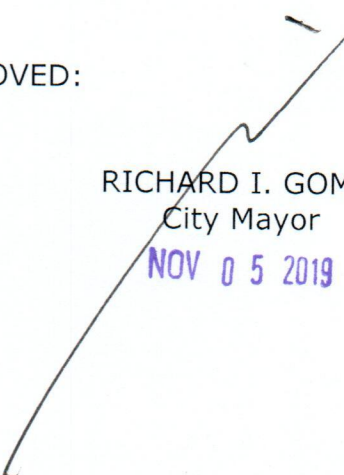
I HEREBY CERTIFY to the correctness of the above ordinance.

  
MARIA ANTONIETA G. CO HAT  
Secretary to the  
Sangguniang Panlungsod

ATTESTED:

  
LEO CARMELO L. LOCSIN, JR.  
City Vice Mayor & Presiding Officer

APPROVED:

  
RICHARD I. GOMEZ  
City Mayor

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