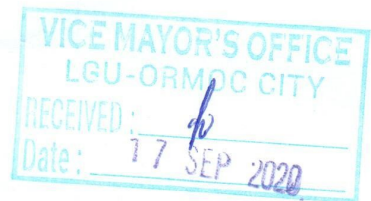


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,
ORMOC CITY HALL BUILDING
ON SEPTEMBER 15, 2020



PRESENT:

Leo Carmelo L. Locsin, Jr.	City Vice Mayor & Presiding Officer
Benjamin S. Pongos, Jr.,	SP Member
Roiland H. Villasencio,	SP Member
Tomas R. Serafica,	SP Member, Majority Floor Leader
Nolito M. Quilang,	SP Member
Eusebio Gerardo S. Penserga,	SP Member
Jasper M. Lucero,	SP Member, Asst. Majority Floor Leader
Peter M. Rodriguez,	SP Member
Vincent L. Rama,	SP Member
Gregorio G. Yrastorza III,	SP Member
Lalaine A. Marcos,	SP Member
Joan Marbie C. Simbajon,	Ex-Officio SP Member, Chapter President,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc	

ON LEAVE:

Esteban V. Laurente,	Ex-Officio SP Member, Chapter President,
	Liga ng mga Barangay ng Ormoc

EXPLANATORY STATEMENT

WHEREAS, the 15th Sangguniang Panlungsod ng Ormoc received a letter of endorsement dated August 10, 2020 from the Office of the City Mayor regarding the request of Ms. Delia Corbo, RSW, MPA, CSWD Officer, for the creation of three (3) additional positions of Social Welfare Officer II, Social Welfare Officer III, Social Welfare Officer IV, all of the Ormoc City Social Welfare and Development Office;

WHEREAS, in consonance with the mission of the City Social Welfare and Development Office which is to provide social protection and promote the rights and welfare of the poor, vulnerable and disadvantaged individual, family and community to contribute to poverty alleviation and empowerment through effective delivery of social welfare services and program implementation, therefore a need to create the aforesaid positions;

WHEREAS, the existing organizational structure of the CSWDO is insufficient to meet the demands of the present programs and services, the need to reorganize and create the intended positions is a must whilst adding one (1) more additional position of Administrative Officer II to the request;

WHEREAS, the Committee on Good Government suggests to rename the City Social Welfare Development Office (CSWDO) into City Social Welfare Department (CSWD), the same way the past administration renamed the City Health Office into City Health Department, strongly to emphasize that it's a Department.

WHEREAS, the Sangguniang Panlungsod as the Legislative Body of the City, has the responsibility to enact ordinances, 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 to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees 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);

WHEREAS, the Committee on Good Government finds merit to the proposal of the City Mayor for said creation of the positions and is convinced that the move is directed towards the improvement of city operations and betterment of public service in relation to the social welfare of the people of Ormoc City;

NOW, THEREFORE, on joint motion of SP Member Jasper M. Lucero, Chairman on Committee of Good Government & Oversight and SP Member Vincent L. Rama, Chairman, Committee on Social Welfare, Senior Citizens & Persons With Disability, severally seconded by SP Members Nolito M. Quilang, Rolland H. Villasencio, Esteban V. Laurente, Lalaine A. Marcos, Tomas R. Serafica, and Peter M. Rodriguez; be it

RESOLVED, to enact:

**ORDINANCE NO. 038
(Series of 2020)**

AN ORDINANCE RENAMING THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDO) TO CITY SOCIAL WELFARE DEPARTMENT (CSWD) AND CREATING ADDITIONAL POSITIONS AND APPROPRIATING NECESSARY FUNDS THEREOF.

BE IT ORDAINED by the Sangguniang Panlungsod of Ormoc City, that:

SECTION 1. RENAMING– The City Social Welfare and Development Office (CSWDO) is hereby renamed to City Social Welfare Department (CSWD).

SECTION 2. CREATION OF NEW POSITIONS– There is hereby created six (6) new positions under the City Social Welfare Department (CSWD) and the corresponding Salary Grade are as follows:

NO. OF ITEMS	POSITION TITLE	SG
1	Social Welfare Officer IV	22
1	Social Welfare Officer III	18
3	Social Welfare Officer II	15
1	Administrative Officer II	11

SECTION 3. ABOLITION OF EXISTING POSITIONS– The following vacant/unfilled positions shall be abolished to give way to the creation of new positions enumerated under Section 1 of this ordinance:



NO. OF ITEMS	POSITION TITLE	SG	ITEM NO. (2020)	SOURCE
1	Social Welfare Officer I	11	541	CSWD
1	Social Welfare Assistant	8	545	CSWD
2	Day Care Worker I	6	558, 559	CSWD
1	Statistician Aide	4	561	CSWD
3	Social Welfare Aide	4	563, 565, 566	CSWD
1	Assistant Dep't Head I	23	201	City Assessor's Office

SECTION 4. QUALIFICATIONS OF THE SOCIAL WELFARE OFFICER IV-

The Social Welfare Officer IV (SG 22) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree in Social Work
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	RA 1080 (Social Worker)

SECTION 5. QUALIFICATIONS OF THE SOCIAL WELFARE OFFICER III-

The Social Welfare Officer III (SG 18) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree in Social Work
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080 (Social Worker)

SECTION 6. QUALIFICATIONS OF THE SOCIAL WELFARE OFFICER II-

The Social Welfare Officer II (SG 15) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree in Social Work
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (Social Worker)

SECTION 7. QUALIFICATIONS OF AN ADMINISTRATIVE OFFICER II –
The Administrative Officer II (SG 11) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree relevant to the job
Experience	None
Training	None
Eligibility	CS Professional 2 nd Level Eligibility

SECTION 8. DUTIES AND FUNCTIONS OF THE SOCIAL WELFARE OFFICER IV – The Social Welfare Officer IV shall have the following duties and functions:

- Conducts regular visits to District offices, Centers/Facility, NGOs and POs, provides technical assistance through consultations, dialogues, conferences and training;
- Prepares and submits feedback reports to the Department Head for actions and decisions;
- Prepares and reviews plans and accomplishment reports and other intermediaries on social welfare concerns;
- Conducts TNAs and training/capability building activities;
- Facilitates research study;
- Mobilizes and generates resources;
- Acts as resource person;
- Represents as the supervisor on committee meetings, conferences and social welfare related activities as may be delegated;
- Evaluates and monitor the implementation of the Social Welfare and Development programs and services in the District Offices;
- Recommends undertaking of action research projects, trainings programs, strategies/approaches for a more effective program implementation and assists the Department Head;
- Overall supervision of the District Offices and monitor their performance; and
- Perform other related task as required by the Department Head.

SECTION 9. DUTIES AND FUNCTIONS OF THE SOCIAL WELFARE OFFICER III – The Social Welfare Officer III shall have the following duties and functions:

- Supervise the operations of the District office;
- Technical assistance to NGOs, partners and other stakeholders in the District;
- Prepare work and financial plan of the District;
- Conduct meetings/workshops with Barangays and other stakeholders in the District;
- Review feedback reports; and
- Perform other related task as required by the Division Chief and the Department Head.

SECTION 10. DUTIES AND FUNCTIONS OF THE SOCIAL WELFARE OFFICER II – The Social Welfare Officer II shall have the following duties and functions:

- a. Implements assigned social welfare programs and services;
- b. Conducts interviews, home visits, jail visits, case counseling, case management conferences;
- c. Gathers collateral information;
- d. Handles court-related cases;
- e. Accomplish social case study reports of clients;
- f. Coordinates network with NGAs, LGUs, NGOs, GOs, in relation to their assigned social programs and services;
- g. Prepares/submits project proposals, case studies and other reports; and
- h. Performs other related tasks as assigned.

SECTION 11. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE OFFICER II– the Administrative Officer II shall have the following duties and functions:

- a. Receive and send communications/documents from/to intended offices/recipients and properly maintain the records/files of all documents/communications including data tracking of said incoming and outgoing documents;
- b. Respond to inquiries and follow up on documents and communications as well as monitor submission of reports and other documents required by the Head;
- c. Coordinate with various units/districts pertaining to the preparation and submission of Proposed Procurement Management Plan (PPMP) and monitoring the schedule of procurement based on the submitted PPMP;
- d. Take charge of procurement activities of the department for acquisition of goods, supplies and services. Prepare the requisition and procurement of goods and office supplies. Supervise its proper issuances and disposal, as well as proper property and equipment management, including goods, office supplies and equipment maintenance;
- e. Supervise and coordinate the dispatching of vehicles and drivers and ensure that employees and events have vehicle support
- f. Ascertain the correctness and completeness of personnel documents including but not limited to payroll and leave;
- g. Assists in the budgetary planning and preparation of the office for each calendar year;
- h. Takes notes and reports administrative problems and makes recommendations for new or revised administrative policies and procedures.
- i. Attends meetings, conferences, and concerns related to administrative concerns;
- j. Compiles performance appraisals for individuals and the office for every rating period; and
- k. Performs other related tasks and administrative functions that shall be assigned from time to time.

SECTION 12. SCREENING AND APPOINTMENT PROCEDURES– Screening of prospective applicants including hiring procedures shall be in accordance under Civil Service Law, rules and regulations. The appointments of the respective positions created under Section 1 shall be issued by the City Mayor in accordance with Civil Service Law, rules and regulations, in relation to the provisions of RA 7160, the Local Government Code of 1991. Qualified, screened and recommended applicants shall be entitled with respective compensations and benefits upon assumption to office and after their appointments shall have been attested to by the Civil Service Commission.

SECTION 13. APPROPRIATIONS- The amount needed to carry out the provisions of this Ordinance for Calendar Year 2020 shall be sourced from the abolished positions abovementioned. For succeeding years, the appropriation for the newly created positions shall be included in the annual budget of the City Social Welfare Department.

SECTION 14. REPEALING CLAUSE- Any provision of ordinances, rule and regulations and/or parts thereof inconsistent with the provisions of this ordinance are hereby modified, amended, and/or repealed accordingly.

SECTION 15. SEPARABILITY CLAUSE- Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions that are not affected thereby shall continue to be in full force and effect.


SECTION 16. EFFECTIVITY- This Ordinance shall take effect immediately upon approval and after compliance with the requirements of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

ENACTED, September 15, 2020.

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 Budget Officer; the City Accountant; the City Treasurer; the City Auditor; the HRMO; the CSWD; the Civil Service Commission - Ormoc; the City Local Government Operations Officer-DILG; and other offices concerned;

CARRIED UNANIMOUSLY.


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
30 SEP 2020
(Date)