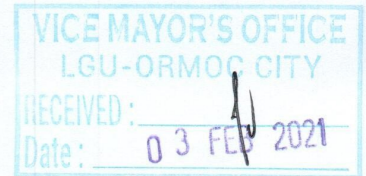


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



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 FEBRUARY 02, 2021

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
SP Member
SP Member
SP Member
SP Member
SP Member
SP Member
SP Member
SP Member

Joan Marbie C. Simbajon,

Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

Ex-Officio SP Member, Chapter President,
Liga ng mga Barangay ng Ormoc

Ex-Officio SP Member, Chapter President,

EXPLANATORY STATEMENT

WHEREAS, the 15th Sangguniang Panlungsod ng Ormoc received a letter of endorsement dated November 25, 2020 from the Office of the City Mayor regarding the request of Joel E. Mendoza, OIC-BPLO, to scrap three (3) vacant positions, the Licensing Officer IV (SG22), Licensing Officer II (SG15) and Admin Aide III (SG3) and for the creation of four (4) positions, Licensing Officer III (SG18), Administrative Officer II (SG11), Transportation Inspector (SG8) and Admin Aide IV (SG4);

WHEREAS, in consonance with the mandate of the Business Permits and Licensing Office (BPLO) which is to process all applications to business and mayors permits, process applications to tricycle franchises, and spearhead planning and implementation of programs for business developments and investment promotions, a need to create the aforesaid positions is therefore a necessity;

WHEREAS, the existing organizational structure of the BPLO 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 Aide IV to the request;

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 business and franchise services for the people of Ormoc City;

NOW, THEREFORE, on joint motion of SP Member Jasper M. Lucero, Chairman, Committee on Good Government and Oversight, and SP Member Nolito M. Quilang, Chairman, Committee on Trade, Commerce and Industry, severally seconded by SP Members Joan Marbie C. Simbajon, Lalaine A. Marcos, Roiland H. Villasencio, Tomas R. Serafica, Esteban V. Laurente, Gregorio G. Yrastorza III and Eusebio Gerardo S. Penserga; be it

RESOLVED, to enact:

ORDINANCE NO. 055
(Series of 2021)

AN ORDINANCE CREATING FIVE (5) ADDITIONAL POSITIONS FOR THE BUSINESS, PERMITS AND LICENSING OFFICE (BPLO) AND APPROPRIATING NECESSARY FUNDS THEREOF.

BE IT ORDAINED by the 15th Sangguniang Panlungsod of Ormoc City, that:

SECTION 1. CREATION OF NEW POSITIONS– There is hereby created five (5) new positions under the Business, Permits and Licensing Office and the corresponding Salary Grade are as follows:

NO. OF ITEMS	POSITION TITLE	SG
1	Licensing Officer III	18
1	Administrative Officer II	11
1	Transportation Inspector	8
2	Administrative Aide IV	4

SECTION 2. 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. (2021)	SOURCE
1	Licensing Officer IV	22	57	BPLO
1	Licensing Officer II	15	58	BPLO
1	Administrative Aide III	3	61	BPLO

SECTION 3. QUALIFICATIONS OF THE LICENSING OFFICER III– The Licensing Officer III (SG 18) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree
Experience	2 Years of Relevant Experience
Training	8 Hours of Relevant Training
Eligibility	Career Service (Professional) Second Level Eligibility

SECTION 4. QUALIFICATIONS OF THE ADMINISTRATIVE OFFICER II-

The Administrative Officer II (SG 11) position shall have the following qualifications:

Qualifications	Requirement
Education	Bachelor's degree
Experience	None Required
Training	None Required
Eligibility	Career Service (Professional) Second Level Eligibility

SECTION 5. QUALIFICATIONS OF THE TRANSPORTATION INSPECTOR

- The Transportation Inspector (SG 8) position shall have the following qualifications:

Qualifications	Requirement
Education	Completion of 2 Years Studies in College
Experience	1 Year of Relevant Experience
Training	4 Hours of Relevant Training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

SECTION 6. QUALIFICATIONS OF THE ADMINISTRATIVE AIDE IV-

The Administrative Aide IV (SG 4) position shall have the following qualifications:

Qualifications	Requirement
Education	Completion of 2 Years Studies in College or High School
Experience	None Required
Training	None Required
Eligibility	Career Service (Sub-Professional) First Level Eligibility

SECTION 7. DUTIES AND FUNCTIONS OF THE LICENSING OFFICER III

- The Licensing Officer III shall have the following duties and functions:

- Organizes and supervises the inspection and tax mapping of all business establishments in the city and its barangays;
- Ensures that all business establishments have secured the necessary Mayor's Permit and License to Operate;
- Makes realistic and reasonable assessments of all gross income declared by all business and ensures that all payments and fees are properly paid;
- Supervises personnel under the Permits and Licensing Section in the processing of application for Mayor's Permit;
- Assists the City Assistant Department Head I in the issuance of Mayor's Permits and Licenses;

- f. Assists the City Assistant Department Head I in all existing policies and regulations are observed and adhered to in the processing of permits and licenses; and
- g. Does other related duties as the City Mayor/ Assistant Department Head may direct.

SECTION 8. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE OFFICER II – The Administrative Officer II shall have the following duties and functions:

- a. Assists the LEIPO under the Local Economic & Investment Promotions Section in the processing of the Investment Incentives Application;
- b. Ensures availability of databases of investment opportunities and investors and establishes on-line information assistance desk;
- c. Assists the Administrative Officer V (LEIPO) in preparing and implementing annual and term industry development plans involving micro, small, medium and large enterprises as well as investment priorities plan;
- d. Assists in identifying key investment opportunities from among those provided by the Operation Unit to be highlighted in promotions and marketing efforts;
- e. Assists in organizing trade missions, trade fairs and exhibits, and other special events that will feature trading locally produced products;
- f. Assists in the development and implementation of retention/expansion strategies for existing investors;
- g. Assists the LEIPO in trade and investments meetings, conferences, conventions and other similar gatherings in both domestic and foreign as directed by the Board, and
- h. Does other related duties as the Assistant Department Head may direct.

SECTION 9. DUTIES AND FUNCTIONS OF THE TRANSPORTATION INSPECTOR – The Transportation Inspector shall have the following duties and functions:

- a. Inspects motorized tricycle and other transport, business establishments in carrying out tax collection;
- b. Assists in the processing of application for authority to operate motorized tricycle operators permit-MTOP, SP Resolution No. 137 Ordinance No. 34;
- c. Assists in scheduling all MTOP applications and petitions for hearing;
- d. Assists the Transportation Regulation Officer in endorsing all heard applications and petitions to the City Legal Office, SP for approval of MTOP;
- e. Assists in processing petitions for dropping and substitutions of units, amendment of line, increase of units and approval of sale and transfer of CPC, PA;
- f. Assists in monitoring and keeping all MTOP records and files as approved by the City Legal Office/ Sangguniang Panlungsod; and
- g. Does related work as directed by the Assistant Department Head/ Transportation Regulation Officer I.

SECTION 10. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE AIDE IV – The Administrative Aide IV shall have the following duties and functions:

Under LEIPO Section:

- a. Takes charge of office files, resolutions, ordinances, etc;
- b. Records all incoming communications and outgoing memoranda and resolutions, ordinances, etc;

- c. Types office correspondence, resolutions, ordinances, etc;
- d. Keeps and maintains individual records of Investors for investment incentives applications;
- e. Checks and verifies documents of Investment Incentives Application and supporting documents of the investors;
- f. Issues order of payment for the filing fee of Investment Incentives application; and
- g. Does other related duties as the Assistant Department Head/ LEIPO may direct.

Under Records and Data Management Section:

- a. Takes charge of office files, resolutions, ordinances, etc;
- b. Records all incoming communications and outgoing memoranda and resolutions, ordinances, etc;
- c. Types office correspondence, resolutions, ordinance, etc; and
- d. Does other related duties as the Assistant Department Head may direct.

SECTION 11. SCREENING AND APPOINTMENT PROCEDURES-

Screening of prospective applicants including hiring procedures shall be in accordance with 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, selected and appointed applicants shall be entitled to appropriate compensations and benefits upon assumption to office and after their appointments shall have been attested to by the Civil Service Commission.

SECTION 12. APPROPRIATIONS- The amount needed to carry out the provisions of this Ordinance for Calendar Year 2021 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 Business, Permits and Licensing Office (BPLO).

SECTION 13. 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 14. 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.

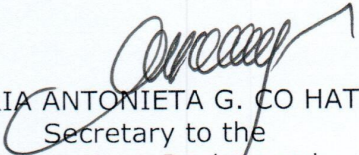
SECTION 15. EFFECTIVITY- This Ordinance shall take effect immediately upon approval and after compliance with the requirements of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

ENACTED, February 02, 2021.


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; BPLO; the Civil Service Commission - Ormoc; the City Local Government Operations Officer-DILG; and other offices concerned;

CARRIED by Eleven (11) affirmative Votes. SP Member Vincent L. Rama encountered technical problem with his internet connection 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
10 FEB 2021
(Date)