Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

NINETEENTH CONGRESS
Second Regular Session



HOUSE BILL NO. **9998**

Introduced by **REP. SALVADOR A. PLEYTO, SR.**

EXPLANATORY NOTE

The Municipality of Santa Maria is a 1st class urban municipality in the province of Bulacan. Having a population of 289,820 people, representing 7.8% of the population of the province based on the 2020 census, Santa Maria has existed as a thriving settlement for nearly four centuries since its establishment in 1793.

With a land area of about 9,092.5 hectares, or about 90.92 square kilometers, Santa Maria is generally plain although hilly in the northern portion. It has a lone body of water, the Santa Maria River. The municipality has rich deposits of gravel and sand and volcanic tuff or adobe, giving its citizens a good source of livelihood through quarrying.

Santa Maria reported revenue of 889.1 million pesos in 2020 and reached an all-time high of 925 million pesos in 2021 per a report from the Commission on Audit.

Under the Local Government Code, as amended, a municipality may be converted into a component city if it has an average annual income of at least Php 100,000,000.00 for the last two (2) consecutive years. The law further imposes either of the two additional requisites: a contiguous territory of at least 100 square kilometers, or a population of at least 150,000 inhabitants.

It is unmistakable that the Municipality of Santa Maria has surpassed the recommended threshold set by the constitutional standards for its conversion into a component city.

In view of the foregoing, immediate passage of this bill is earnestly sought.

SALVADOR A. PLEYTO, SR.

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HOUSE BILL NO. **9998**

Introduced by **REP. SALVADOR A. PLEYTO, SR.**

AN ACT
CONVERTING THE MUNICIPALITY OF SANTA MARIA IN THE PROVINCE OF BULACAN INTO A COMPONENT CITY TO BE KNOWN AS THE CITY OF SANTA MARIA

Be it enacted by the Senate and the House of Representatives in Congress assembled:

ARTICLE I
GENERAL PROVISIONS

SECTION 1. *Title.* - This Act shall be known as the Charter of the City of Santa Maria.

SEC. 2. *The City of Santa Maria* - The Municipality of Santa Maria shall be converted into a component city to be known as the City of Santa Maria, hereinafter referred to as the City, which shall comprise the present territory of the Municipality of Santa Maria, Bulacan. The territorial jurisdiction of the City shall be within the present metes and bounds of the Municipality of Santa Maria.

The foregoing provision shall be without prejudice to the resolution by the appropriate agency or forum of existing boundary disputes or cases involving questions of territorial jurisdiction between the City of Santa Maria and the adjoining local government units: *Provided,* That the territorial jurisdiction of the disputed area or areas shall remain with the local government unit, which has existing administrative supervision over said area or areas until the final resolution of the case.

SEC. 3. *Corporate Powers of the City*. – The City constitutes a political body corporate and as such is endowed with the attributes of perpetual succession and possessed of the powers which pertain to a municipal corporation to be exercised in conformity with the provision of this Charter. The City shall have the following corporate powers:

a) To have a continuous succession in its corporate name;
b) To sue and be sued;
c) To have and use a corporate seal;
d) To acquire, hold, and convey real or personal property;
e) To enter into any contract and/or agreement; and
f) To exercise such other powers, prerogatives, or authority subject to the limitations provided in this Act or laws.

SEC. 4. *General Powers of the City.* – The City shall have a common seal and may alter the same at pleasure. It shall exercise the powers to levy taxes; to close and open roads, streets, alleys, parks or squares; to take, purchase, receive, hold, lease, convey, and dispose of real and personal property for the general interests of the City; to expropriate or condemn private property for public use; to contract and be contracted with; to sue and be sued; to prosecute and defend to final judgment and execution suits wherein the City is involved or interested in; and to exercise all the powers as are granted to corporations or as hereinafter conferred.

SEC. 5. *Liability for Damages*. – The City and its officials shall not be exempt from liability for death or injury to persons or damage to property.

SEC. 6. *Jurisdiction of the City*. – The jurisdiction of the City of Santa Maria, for police purposes only, shall be coextensive with its territorial jurisdiction and for the purpose of protecting and ensuring the purity of the water supply of the City, such police jurisdiction shall also extend over all the territory within the drainage area of such water supply, or within one hundred meters (100 m.) of any reservoir, conduit, canal, aqueduct or pumping station used in connection with the city water service.

The city court of the City of Santa Maria shall have concurrent jurisdiction with the city or municipal court of the adjoining municipalities or cities, to try crimes and misdemeanors committed within said drainage area or within said spaces of one hundred meters (100 m.). The court first taking cognizance of such an offense shall have jurisdiction to try said cases to the exclusion of others. The police force of several municipalities and cities concerned shall have concurrent jurisdiction with the police of the City for the maintenance of good order and the enforcement of ordinances throughout said zone, area, or spaces. But any license that may be issued within said zone, area or spaces shall be granted by the proper authorities of the city or municipality concerned, and the fees arising therefrom shall accrue to the treasury of the said city or municipality concerned and not to the City.

ARTICLE II
CITY OFFICIALS IN GENERAL

SEC. 7. *The Officials of the City of Santa Maria*. –

a) There shall be in the City of Santa Maria a city City Vice Mayor, Sangguniang Panglungsod members, a secretary to the Sangguniang Panglungsod, a city treasurer and an assistant city treasurer, a city assessor and an assistant city assessor, a city accountant, a city budget officer, a city planning and development officer, a city engineer, a city health officer, a city civil registrar, a city administrator, a city legal officer, a city social welfare and development officer, a city veterinarian and a city general services officer.
b) In addition thereto, the city mayor may appoint a city environment and natural resources officer, a city architect, a city information officer, a city cooperatives officer, a city population officer and a city agriculturist.
c) There shall be established in the City a city fire station to be headed by a city fire marshal, a city jail to be headed by a city jail warden and a city schools division to be headed by a city schools division superintendent.
d) The City of Santa Maria may:
    1. Maintain existing offices not mentioned in subsections (a), (b) and (c) hereof;
    2. Create such other offices as may be necessary to carry out the purposes of the City; or
    3. Consolidate the functions of any office with those of another in the interest of efficiency and economy.
e) Unless otherwise provided herein, heads of departments and offices shall be appointed by the City Mayor with the concurrence of the majority of all the members of the Sangguniang Panglungsod, subject to civil service law, rules and regulations. The Sangguniang Panglungsod shall act on the appointment within fifteen (15) days from the day of its submission, otherwise the same shall be deemed confirmed.

ARTICLE III
THE CITY MAYOR AND CITY VICE MAYOR

SEC. 8. *The City Mayor*. –

a) The City Mayor shall be the chief executive of the City. He shall be elected at large by the qualified voters of the City. No person shall be eligible for the position of city mayor unless, at the time of the election, he is at least twenty-one (21) years of age, an actual resident of the City for at least one year prior to his election and a qualified voter therein. He shall hold office for three years,

unless sooner removed, and shall receive a minimum monthly compensation corresponding to Salary Grade Thirty (30) as prescribed under Republic Act No. 6758, otherwise known as the Salary Standardization Law, and the implementing guidelines issued pursuant thereto.

b) The City Mayor, as the chief executive of the city government, shall exercise such powers and perform such duties and functions as provided herein:

c) For efficient, effective and economical governance, the purpose of which is the general welfare of the city and its inhabitants, the city mayor shall:

    (i) Exercise those powers expressly granted to him by law, those necessarily implied therefrom, as well as powers necessary, appropriate or incidental for the efficient and effective governance of the City, and those which are essential to the promotion of the general welfare:

    (ii) Determine the guidelines of city policies and be responsible to the Sangguniang Panglungsod for the program of government;

    (iii) Direct the formulation of the city development plan, with the assistance of the city development council, and upon approval thereof by the Sangguniang Panglungsod, implement the same;

    (iv) Present the program of government and propose policies and projects for the consideration of the Sangguniang Panglungsod at the opening of the regular session of the Sangguniang Panglungsod every calendar year and as often as may be deemed necessary as the general welfare of the inhabitants and the needs of the city government may require;

    (v) Initiate and propose legislative measures to the Sangguniang Panglungsod and as often as may be deemed necessary, provide such information and data needed or requested by said Sanggunian in the performance of its legislative functions;

    (vi) Appoint all officials and employees whose appointments are not otherwise provided for in this Act, as well as those he may be authorized by law to appoint;

    (vii) Represent the City in all its business transactions and sign on its behalf all bonds, contracts and obligations, and such other documents upon authority of the Sangguniang Panglungsod or pursuant to law or ordinance;

    (viii) Carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities;

    (ix) Determine the time, manner and place of payment of salaries or wages of the officials and employees of the City, in accordance with law or ordinance;

    (x) Allocate and assign office space to the City and other officials and employees who, by law or ordinance, are entitled to such space in

the city hall and other buildings owned or leased by the city government;

(xi) Ensure that all executive officials and employees of the City faithfully discharge their duties and functions as provided by law and this Act, and cause to be instituted administrative or judicial proceedings against any official or employee of the City who may have committed an offense in the performance of his official duties;

(xii) Examine the books, records and other documents of all offices, officials, agents or employees of the City and, in aid of his executive powers and authority, require all national officials and employees stationed in or assigned to the City to make available to him such books, records and other documents in their custody except those classified by law as confidential;

(xiii) Furnish copies of executive orders issued by him to the Office of the President and the Office of the Secretary of the Interior and Local Government within seventy-two (72) hours after their issuance;

(xiv) Visit component barangays of the City at least once every six months to deepen his understanding of problems and conditions, listen and give appropriate counsel to local officials and inhabitants of general laws and ordinances which especially concern them, and otherwise conduct visits and inspections to ensure that the governance of the City will improve the quality of life of the inhabitants;

(xv) Act on leave applications of officials and employees appointed by him and the commutation of the monetary value of their leave credits in accordance with law;

(xvi) Authorize official trips of city officials and employees outside of the City for a period not exceeding thirty (30) days: *Provided,* That the trips abroad or for a longer period may be authorized in accordance with the Local Government Code of 1991;

(xvii) Call upon any national official or employee stationed in or assigned to the City to advise him on matters affecting the City and to make recommendations thereon; coordinate with said officials and employees in the formulation and implementation of plans, programs and projects; and, when appropriate, initiate an administrative or judicial action against a national government official or employee who may have committed an offense in the performance of his official duties while stationed in or assigned to the City;

(xviii) Authorize payment for medical care, necessary transportation, subsistence, hospital or medical fees of city officials and employees who are injured while in the performance of their official duties and functions, subject to the availability of funds;

(xix) Solemnize marriages, any provision of law to the contrary notwithstanding;

(xx) Conduct an annual palarong panlungsod, which shall feature traditional sports and disciplines included in national and international games, in coordination with the Department of Education (DepEd); and

(xxi) Submit to the provincial governor the following reports: (a) an annual report containing a summary of all matters pertinent to the management, administration, and development of the City and all information and data relative to its political, social and economic conditions, and, (b) supplemental reports when unexpected events and situations arise at any time during the year, particularly when man-made or natural disasters or calamities affect the general welfare of the City;

(xxii) Enforce all laws and ordinances relative to the governance of the City and in the exercise of its appropriate corporate powers, as well as implement all approved policies, programs, projects, services and activities of the City:

d) Ensure that the acts of the City's component barangays and of its officials and employees are within the scope of their prescribed powers, duties and functions;

e) Call conventions, conferences, seminars or meetings of elective or appointive officials of the City, including national officials and employees stationed in or assigned to the City, at such time and place and on such subject as he may deem important for the promotion of the general welfare of the local government unit and its inhabitants;

f) Issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

g) Be entitled to carry the necessary firearms within his territorial jurisdiction;

h) Act as the deputized representative of the National Police Commission, formulate the peace and order plan of the City and, upon its approval, implement the same; and as such exercise the general and operational control and supervision over the police forces in the City in accordance with Republic Act No. 6975, otherwise known as the Philippine National Police Law; and

i) Call upon the appropriate law enforcement agencies to suppress disorder, riot, lawless violence, rebellion or sedition, or apprehend violators of the law when public interest so requires and the city police forces are inadequate to cope with the situation or the violators;

(i) Initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives and priorities, particularly those resources and revenues programmed for agro-industrial development and countryside growth and progress:

j) Require each head of an office or department to prepare and submit an estimate of appropriations for the ensuing calendar year, in accordance with the budget preparation process enshrined under Republic Act No. 7160, otherwise known as the Local Government Code of 1991;
k) Prepare and submit to the sanggunian for approval the executive and supplemental budgets of the City for the ensuing calendar year in the manner provided for under the Local Government Code of 1991;
l) Ensure that all taxes and other revenues of the City are collected, and that city funds are applied to the payment of expenses and settlement of obligations of the City, in accordance with law or ordinance;
m) Issue licenses and permits and suspend or revoke the same for any violation of the conditions upon which said licenses or permits had been issued, pursuant to law or ordinance;
n) Issue permits, without need of approval therefore from any national agency, for the holding of activities for any charitable or welfare purpose, excluding prohibited games of chance or shows contrary to law, public policy and public morals;
o) Require owners of illegally constructed houses, buildings or other structures to obtain the necessary permit, subject to such fines and penalties as may be imposed by law or ordinance, or to make necessary changes in the construction of the same when said construction violates any law or ordinance, or to order the demolition or removal of said house, building or structure within the period prescribed by law or ordinance;
p) Adopt adequate measures to safeguard and conserve land, mineral, forest and other resources of the City;
q) Provide efficient and effective property and supply management in the City and protect the funds, credits, rights and other properties of the City; and
r) Institute or cause to be instituted administrative or judicial proceedings for violation of ordinances in the collection of taxes, fees or charges, and for the recovery of funds and property; and cause the City to be defended against all suits to ensure that its interests, resources and rights shall be adequately protected;
    (i) Ensure the delivery of basic services and the provision of adequate facilities and, in addition thereto, shall:
s) Ensure that the construction and repair of roads and highways funded by the national government shall be, as far as practicable, carried out in a spatially contiguous manner and in coordination with the construction and repair of the roads and bridges of the City; and
t) Coordinate the implementation of technical services, including public works and infrastructure programs, rendered by national offices; and
    (i) Perform such other duties and functions and exercise such other powers, as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.

u) During his incumbency, the city mayor shall hold office in the city hall.

SEC. 9. *The City Vice Mayor*. –

(a) There shall be a City Vice Mayor who shall be elected in the same manner as the city mayor and shall at the time of his election, possess the same qualifications as the City Mayor. He shall hold office for three years, unless sooner removed, and shall receive a monthly compensation corresponding to Salary Grade Twenty-six (26) as prescribed under the Salary Standardization Law and the implementing guidelines issued pursuant thereto.

(b) The City Vice Mayor shall:

(1) Be the presiding officer of the Sangguniang Panglungsod and sign all warrants drawn on the city treasury for all expenditures appropriated for the operation of the Sangguniang Panglungsod;
(2) Subject to civil service law, rules and regulations, appoint all officials and employees of the Sangguniang Panglungsod, except those whose manner of appointment is specifically provided for under existing laws;
(3) Assume the office of the city mayor for the unexpired term of the latter in the event of permanent vacancy;
(4) Exercise the powers and perform the duties and functions of the city mayor in cases of temporary vacancy; and
(5) Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.

ARTICLE IV
THE SANGGUNIANG PANGLUNGSOD

SEC. 10. *Composition*. -

(a) The Sangguniang Panglungsod, the legislative body of the City, shall be composed of the city vice mayor as presiding officer, the regular sanggunian members, the president of the city chapter of the liga ng mga barangay, the president of the panlungsod na pederasyon ng mga sangguniang kabataan and the sectoral representatives, as members.

(b) In addition thereto, there shall be three (3) sectoral representatives: one (1) from the women, and as shall be determined by the Sangguniang Panglungsod within

ninety (90) days prior to the holding of the local elections, one (1) from the agricultural or industrial workers and one (1) from the other sectors, including the urban poor, indigenous cultural communities and disabled persons.

(c) The regular members of the Sangguniang Panglungsod and the sectoral representatives shall be elected in the manner as may be provided by law. The elective members of the Sangguniang Panglungsod shall possess the same qualifications as that of the city mayor and vice mayor.

SEC. 11. *Powers, Duties, Functions and Compensation.* – (a) The Sangguniang Panglungsod, as the legislative body of the City, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the City as provided for under Section 22 of the Local Government Code, and shall:

(d) They shall receive such compensations, emoluments, and allowances as may be determined by law.

(e) The Sangguniang Panglungsod shall:

(1) Approve ordinances and pass resolutions necessary for an efficient and effective city government and relative hereto shall:

(a) Review all ordinances approved by the sangguniang barangay and executive orders issued by the punong barangay to determine whether there are within the scope of the prescribed powers of the sangguniang barangay and of the punong barangay;

(b) Maintain peace and order by enacting measures to prevent and suppress lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties for the violation of said ordinances;

(c) Approve ordinances imposing a fine not exceeding Five Thousand Pesos (P5,000.00) or an imprisonment for a period not exceeding one (1) year, or both, at the discretion of the court, for the violation of a city ordinance;

(d) Adopt measures to protect the inhabitants of the City from the harmful effects of man-made or natural disasters and calamities, and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and in their return to productive livelihood following said events;

(e) Enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness in public places, vagrancy, mendicancy, prostitution, establishment and maintenance of houses of ill-repute, gambling and other prohibited games of chance, fraudulent devices and ways to obtain money or property, drug addiction, maintenance of drug dens, drug pushing, juvenile delinquency, the printing, distribution and exhibition of obscene or pornographic materials or publications, and such other activities inimical to the welfare and morals of the inhabitants of the City;

(f) Protect the environment and impose appropriate penalties for acts which endanger the environment, such as dynamite fishing and other forms of destructive fishing, illegal logging and smuggling of logs, smuggling of natural resources products and of endangered species of flora and fauna, slash-and-burn farming, and such other activities which result in pollution, acceleration of eutrophication of rivers and lakes or of ecological imbalance;

(g) Subject to the provisions of the Local Government Code and pertinent laws, determine the powers and duties of officials and employees of the City;

(h) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditure necessary for the proper conduct of programs, projects, services and activities of the city government;

(i) Authorize the payment of compensation to a qualified person not in the government service who fills up a temporary vacancy or grant honorarium to any qualified official or employee designated to fill a temporary vacancy or in a concurrent capacity at the rate authorized by law;

(j) Provide a mechanism and the appropriate funds therefore, to ensure the safety and protection of all city government property, public documents or records, such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits, and such other records and documents of public interest in the offices and departments of the city government;

(k) When the finances of the city government allow, provide for additional allowances and other benefits to judges, prosecutors, public elementary and high school teachers, and other national government officials stationed in or assigned to the City;

(l) Provide legal assistance to barangay officials who, in the performance of their official duties or on the occasion thereof have to initiate judicial proceedings or defend themselves against legal action; and,

(m) Provide for group insurance or additional insurance coverages for all barangay officials, including members of barangay tanod brigades and other service units, with public or private insurance companies, when the finances of the city government allow such coverage.

(2) Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the City, with particular attention to agro-industrial development and city-wide growth and progress:

(a) Approve the annual and supplemental budgets of the city government and appropriate funds for specific programs, projects, services and activities of the City, or for other purposes not contrary to law in order to promote the general welfare of the City and its inhabitants;

(b) Subject to the provisions of Book II of the Local Government Code and applicable laws and upon the majority vote of all members of the Sangguniang Panglungsod, enact ordinances levying taxes, fees and charges, prescribing the rates thereof for general and specific purposes, and granting tax exemptions, incentives or reliefs;

(c) Subject to the provisions of Book II of the Local Government Code and upon majority vote of all members of the Sangguniang Panglungsod, authorize the city mayor to negotiate and contract loans and other forms of indebtedness;

(d) Subject to the provisions of Book II of the Local Government Code and applicable laws and upon the majority vote of all the members of the Sangguniang Panglungsod, enact ordinances authorizing the floating of bonds or other instruments of indebtedness, for the purpose of raising funds to finance development projects;

(e) Appropriate funds for the construction and maintenance or the rental of buildings for the use of the City; and upon the majority vote of all

members of the Sangguniang Panglungsod, authorize the city mayor to lease to private parties such public buildings held in a proprietary capacity, subject to existing laws, rules and regulations;

(f) Prescribe reasonable limits and restraints on the use of property within the jurisdiction of the City;

(g) Adopt a comprehensive land use for the City;

(h) Reclassify land within the jurisdiction of the City, subject to the pertinent provisions of the Local Government Code;

(i) Enact integrated zoning ordinances in consonance with the approved comprehensive land use plan, subject to existing laws, rules and regulations; establish fire limits or zones, particularly in populous centers, and regulate the construction, repair or modification of buildings within said fire limits or zones in accordance with the provisions of the Fire Code;

(j) Subject to national law, process and approve subdivision plans for residential, commercial, or industrial purposes and other development purposes, and to collect processing fees and other charges, the proceeds of which shall accrue entirely to the City: Provided, however, That where approval of a national agency or office is required, such shall not be withheld for more than thirty (30) days from receipt of the application. Failure to act on the application within the period stated above shall be deemed as approval thereof;

(k) Subject to the provisions of Book II of the Local Government Code, grant the exclusive privilege of constructing fish corals or fish pens, prawn fry or kawag-kawag, or fry of any species or fish within the city waters;

(l) With the concurrence of at least two-thirds (2/3) of all members of the Sangguniang Panglungsod, grant tax exemptions, incentives or reliefs to entities, engaged in community growth-inducing industries, subject to the provisions of the Local Government Code;

(m) Grant loans or provide grants to other local government units or to national, provincial, and city charitable, benevolent or educational institutions: Provided, That said institutions are operated and maintained within the City;

(n) Regulate the numbering of residential, commercial and other buildings; and,

(o) Regulate inspections, weighing and measuring articles of commerce.

(3) Subject to the provisions of the Local Government Code of 1991, enact ordinances granting franchises and authorizing the issuance of permits or licenses, upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the City, and pursuant to this legislative authority, shall:

(a) Fix and impose reasonable fees and charges for all services rendered by the city government to private persons or entities;

(b) Regulate or fix license fees for any business or practice of profession within the City and the conditions under which the license for said business or practice of profession may be revoked and enact ordinances levying taxes thereon;

(c) Provide for and set the terms and conditions under which public utilities owned by the City shall be operated by the city government, and prescribe the conditions under which the same may be leased to private persons or entities, preferably cooperatives;

(d) Regulate the display of and fix the license fees for signs, signboards, or billboards at place or places where the profession or business advertised thereby is , in whole or in part, conducted;

(e) Any law to the contrary notwithstanding, authorize and lices the establishment, operations, and maintenance of cockpits, and regulate cockfighting and commercial breeding of gamecocks: Provided, That existing rights should not be prejudiced

(f) Subject to the guidelines prescribed by the Department of Transportation and Communications, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the City; and,

(g) Upon approval by a majority vote of all the members of the Sangguniang Panglungsod, grant a franchise to any person, partnership, corporation, or cooperatives to do business within the City; establish, construct, operate and maintain ferries, markets or slaughterhouses, or undertake such other activities within the City as

may be allowed by existing laws: Provided, That cooperatives shall be given preference in the grant of such franchise.

(4) Regulate activities relative to the use of land, buildings and structures within the City in order to promote the general welfare and for said purpose shall:

(a) Declare, prevent, or abate any nuisance;

(b) Require that buildings and the premises thereof and any l and within the City be kept and maintained in a sanitary condition; impose penalties for any violation thereof; or upon failure to comply with said requirement, have the work done at the expense of the owner, administrator or tenant concerned; or require the filling up of an land or premises to a grade necessary for proper sanitation;

(c) Regulate the disposal of clinical and other wastes from hospitals, clinics and other similar establishments;

(d) Regulate the establishment, operation and maintenances of cafes, restaurants, beerhouses, hotels, motels, inns, pension houses, lodging houses, and other similar establishments, including tourist guides and transports;

(e) Regulate the sale, giving away or dispensing of any intoxicating malt, vino, mixed or fermented liquors at any retail outlet;

(f) Regulate the establishment and provide for the inspection of steam boilers or any heating device in buildings and the storage of inflammable and highly combustible materials within the City;

(g) Regulate the establishment, operation, and maintenance of any entertainment or amusement facilities, including the theatrical performances, circuses, billiard pools, public dancing schools, public dance halls, sauna baths, massage parlors, and other places for entertainment, particularly those which tend to disturb the community or annoy the inhabitants, or require the suspension or suppression of the same; or prohibit certain forms of amusement or entertainment in order to protect the social and moral welfare of the community; and,

(h) Regulate the establishment, operation and maintenance of funeral parlors and the burial or cremation of the dead, subject to existing laws, rules and regulations.

(5) Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under the Local Government Code, and in addition to said services and facilities, shall:

(a) Provide for the establishment, maintenance, protection and conservation of communal forests and watersheds, tree parks, green belts, and other similar forest development projects;

(b) Establish markets, slaughterhouses or animal corrals and authorize the operation thereof by the city government and regulate the construction and operation of private markets, talipapas or other similar buildings and structures;

(c) Regulate the preparation and sale of meat, poultry, fish, vegetables, fruits, fresh dairy products and other foodstuffs for public consumption;

(d) Regulate the use of streets, avenues, alleys, sidewalks, bridges, parks and other public places and approve the construction, improvement, repair and maintenance of the same; establish bus and vehicle stops and terminals or regulate the use of the same by privately-owned vehicles which serve the public; regulate garages and the operations of conveyances for hire; designate stands to be occupied by public vehicles when not in use; regulate the putting up of signs, signpost, awnings and awning posts in the streets; and provide for the lighting, cleaning and sprinkling of streets and public places;

(e) Regulate traffic in all streets and bridges; prohibit encroachments or obstacles thereon and, when necessary in the interest of public welfare, authorize the removal of encroachments and illegal constructions in public places;

(f) Subject to existing laws, establish and provide for the maintenance, repair and operation of an efficient waterworks system to supply water for the inhabitants and to purify the source of the water supply; regulate the construction, maintenance, repair and use of hydrants, pumps, cisterns and reservoirs; protect the purity and quantity of the water supply of the City and, for this purpose, extend the coverage of appropriate ordinances over all territory within the drainage area of said water supply and within one hundred meters (100m.) of the reservoir, conduit, canal, aqueduct, pumping station, or watershed used in connection with the water service; and regulate the

consumption, use or wastage of water and fix and collect charges thereof;

(g) Regulate the drilling and excavation of the ground for the laying of water, gas, sewer, and other pipes, and the construction, repair and maintenance of public drains, sewers, cesspoles, tunnels and similar structures; regulate the placing of poles and the use of crosswalks, curbs, and gutters; adopt measures to ensure public safety against open canals, manholes, live wires and other similar hazards to life and property; and regulate the construction and use of private water closets, privies and other similar structures in buildings and homes;

(h) Regulate the placing, stringing, attaching, installing, repair and construction of all gas mains, electric, telegraph and telephone wires, conduits, meters, and other apparatus; and provide for the correction, condemnation or removal of the same when found to be dangerous, defective of otherwise hazardous to the welfare of the inhabitants;

(i) Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institutions with the approval of the Department of Education and subject to existing laws on tuition fees and other school charges in educational institutions supported by the city government;

(j) Establish a scholarship fund for poor but deserving students in schools located within its jurisdiction or for students residing within the City;

(k) Approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases;

(l) Provide for an efficient and effective system of solid wastes and garbage collection and prohibit littering and the placing or throwing of garbage, refuse and other filth and wastes;

(m) Provide for the care of disabled persons, paupers, the aged, the sick, persons of unsound mind, abandoned minors, juvenile delinquents, drug dependents, abused children and youth below eighteen (18) years of age; and, subject to availability of funds, establish and provide for the operation of centers and facilities for said needy disadvantaged persons;

(n) Establish and provide for the maintenance and improvement of jails and detention centers, institute an a sound jail management program, and appropriate funds for the subsistence of detainees and convicted prisoners in the City;

(o) Establish a city council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same; and,

(p) Establish a city council for the elderly which shall formulate policies and adopt measures beneficial to the elderly and to the community; provide incentives for non-governmental agencies and entities and, subject to the availability of funds, appropriate funds to support programs and projects for the benefit of the elderly.

(6) Perform such other duties and functions and exercise such other powers as provided for under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and those that are prescribed by law or ordinance.

ARTICLE V
PROCESS OF LEGISLATION

SEC. 11. *Internal Rules of Procedure* . **–**

(a) On the first regular session following the election of its members and within ninety (90) days thereafter, the Sangguniang Panglungsod shall adopt or update its existing rules of procedure.

(b) The rules of procedure shall provide for the following:

(1) The organization of the sanggunian and the election of its officers as well as the creation of standing committees which shall include, but shall not be limited to, the committees on appropriations women and family, human rights, youth and sports development, environmental protection, and cooperatives; the general jurisdiction of each committee; and the election of chairman and members each of committee;

(2) The order and calendar of business for each session;

(3) The legislative process;

(4) The parliamentary procedures which include the conduct of members during sessions;

(5) The discipline of members or disorderly behavior and absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session, suspended for not more than sixty (60) days, or expelled: Provided, That the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) vote of all sanggunian members: Provided, further, That a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the sanggunian; and

(6) Such other rules as the sanggunian may adopt.

SEC. 12. *Full Disclosure of Financial and Business Interest of Sangguniang Panglungsod Members*. – (a) Every Sangguniang Panglungsod member shall, upon assumption to office, make a full disclosure of his business and financial interest. He shall also disclose any business, financial, or professional relationship or any relation by affinity or consanguinity within the fourth civil degree, which he may have with any person, firm or entity affected by any ordinance or resolution under consideration by the sanggunian of which he is a member, which relationship may result in conflict of interest. Such relationship shall include:

(1) Ownership of stock of capital or investment in the entity or firm to which the ordinance or resolution may apply; and

(2) Contracts or agreements with any person or entity which the ordinance or resolution under consideration may affect.

In the absence of specific constitutional or statutory provision applicable to this situation, "conflict of interest" refers in general to one where it may be reasonably deduced that a member of a sanggunian may not act in the public interest due to some private, pecuniary or other personal considerations that may tend to affect his judgment to the prejudice of the service or the public.

(b) The disclosure required under this Act shall be made in writing and submitted to the secretary of the sanggunian or the secretary of the committee of which he is a member. The disclosure shall, in all cases, form part of the record of the proceedings and shall be made in the following manner:

(1) Disclosure shall be made before the member participates in the deliberations on the ordinance or resolution under consideration: Provided, That if the member did not participate during the deliberations, the disclosure shall be made before voting on the ordinance or resolution on second and third readings; and

(2) Disclosure shall he made when a member takes a position or makes a privilege speech on a matter that may affect the business interest, financial connection, or professional relationship described herein.

SEC. 13. *Session*. -

(a) On the first day of the session immediately following the election of its members, the Sangguniang Panglungsod shall, by resolution, fix the day, time and place of its regular sessions. The minimum number of regular sessions shall be once a week for the Sangguniang Panglungsod, and twice a month for the sangguniang barangay.

(b) When public interest so demands, special sessions may be called by the city mayor or by a majority of the members of the sanggunian.

(c) All sanggunian sessions shall be open to the public unless a closed-door session is ordered by the affirmative vote of a majority of the members presents, there being a quorum, in the public interest or for reasons of security, decency or morality. No two (2) sessions, regular or special, may be held in a single day.

(d) In the case of special sessions of the sanggunian, a written notice to the members shall be served personally at the member's usual place of residence at least twenty-four (24) hours before the special session is held.

Unless concurred in by two-thirds (2/3) vote of the sanggunian members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice.

(e) The sanggunian shall keep a journal and record of its proceedings which may be published upon resolution of the Sangguniang Panglungsod.

SEC. 14. *Quorum*. –

(a) A majority of all the members of the sanggunian who have been elected and qualified shall constitute a quorum to transact official business. Should a question of quorum be raised during a session the presiding officer shall immediately proceed to call the roll and announce the results.

(b) Where there is no quorum, the presiding officer may declare a recess until such time as a quorum is constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the sanggunian, to be assisted by a member or members of the police force assigned to the territorial jurisdiction of the City of Santa Maria, to arrest the absent member and present him at the session.

(c) If there is still no quorum despite the enforcement of the immediately preceding subsection, no business shall be transacted. The presiding officer, upon proper motion duly approved by the members present, shall then declare the session adjourned for the lack of quorum.

SEC. 15. *Approval of Ordinances*. –

(a) Every ordinance enacted by the Sangguniang Panglungsod shall be presented to the city mayor. If the mayor approves the same, he shall affix his signature on each and every page thereof; otherwise, he shall veto it and return the same with his objections to the sanggunian, which may proceed to reconsider the same. The sanggunian may override the veto of the city mayor by two-thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective for all legal intents and purposes.

(b) The veto shall be communicated by the city mayor to the sanggunian within ten (10) days; otherwise, the ordinance shall be deemed approved as if he had signed it.

SEC. 16. Veto Power of the City Mayor. –

(a) The city mayor may veto any ordinance of the Sangguniang Panglungsod on the ground that it is *ultra vires* or prejudicial to the public welfare, stating his reasons therefore in writing.

(b) The city mayor shall have the power to veto any particular item or items of an appropriations ordinance, an ordinance or resolution adopting a local development plan, any public investment program, or an ordinance directing the payment of money or creating liability. In such case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sangguniang Panglungsod overrides the veto in the manner herein provided; otherwise, the item or items in the appropriations ordinance of the previous year corresponding to those vetoed, if any, shall be deemed reenacted.

(c) The city mayor may veto an ordinance or resolution only once. The sanggunian may override the veto of the city mayor by a two-thirds(2/3) vote of all its members, thereby making the ordinance effective even without the approval of the city mayor.

SEC. 17. *Review of Barangay Ordinances by the Sangguniang Panglungsod*. –

(a) Within ten (10) days after its enactment, the sangguniang barangay shall furnish copies of all barangay ordinances to the Sangguniang Panglungsod for review as to whether the ordinances is consistent with law and city ordinances.

(b) If the Sangguniang Panglungsod fails to take action on barangay ordinances within thirty (30) days from receipt thereof, the same shall be deemed approved.

(c) The Sanggunian Panglungsod finds the barangay ordinances inconsistent with law or city ordinances, the Sangguniang Panglungsod shall, within thirty (30) days from receipt thereof, return the same with its comments and recommendations to the sanguniang barangay concerned for adjustment, amendment, or modification; in which case, the effectivity of the barangay ordinance is suspended until such time as the revision called for is effected.

SEC. 18. Enforcement of Disapproved Ordinances or Resolutions. Any attempt to enforce any ordinance or any resolution approving the local development plan and public investment program, after the disapproval thereof, shall be sufficient ground for the suspension or dismissal of the official or employee concerned.

SEC. 19. Effectivity of Ordinances or Resolutions. –

(a) Unless otherwise stated in the ordinance or the resolution approving the local development plan and public investment program, the same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin board at the entrance of the

city hall of Santa Maria, and in at least two (2) other conspicuous places in the City of Santa Maria.

(b) The secretary to the Sangguniang Panglungsod shall cause the posting of an ordinance or resolution in the bulletin board at the entrance of the city hall of Santa Maria and in at least two (2) conspicuous places in the City of Santa Maria not later than five (5) days after approval thereof.

The text of the ordinance or resolution shall be disseminated and posted in Filipino or English and in the language or dialect understood by the majority of the people in the City and the secretary of the Sangguniang Panglungsod shall record such fact in a book kept for the purpose, stating the dates of approval and posting.

(c) The main features of the ordinance or resolution duly enacted or adopted shall, in addition to being posted, be published once in a local newspaper of general circulation within the City: Provided, That in the absence thereof, the ordinance or resolution shall be published in any newspaper of general circulation: Provided, further, That the gist of all ordinances with penal sanctions shall also be published in a newspaper of general circulation.

ARTICLE VI
DISQUALIFICATION AND SUCCESSION OF ELECTIVE CITY OFFICIALS

SEC. 20. *Disqualification for Elective Public City Officials*. – The following persons are disqualified from running for any elective position in the City:

(a) Those sentenced by final judgment for an offense involving moral turpitude or for an offense punishable by one (1) year or more of imprisonment, within two (2) years after serving sentence;

(b) Those removed from office as a result of an administrative case;

(c) Those convicted by final judgment for violating the oath of allegiance to the Republic of the Philippines;

(d) Those with dual citizenship;

(e) Fugitives from justice in criminal or non-political cases here and abroad;

(f) Permanent residents in a foreign country or those who have acquired the right to reside abroad and continue to avail of the same right after the effectivity of the Local Government Code; and

(g) The insane or feeble-minded.

SEC. 21. *Permanent Vacancy in the Office of the City Mayor and City Vice-Mayor*. –

(a) If a permanent vacancy occurs in the office of the City mayor, the city vice-mayor concerned shall become the city mayor. If permanent vacancy occurs in the office of the vice-mayor, the highest ranking Sangguniang Panglungsod member or, in case of his permanent incapacity, the second highest ranking Sangguniang Panglungsod member, shall become the city mayor or city vice-mayor, as the case may be. Subsequent vacancies in the said offices shall be filled automatically by the other sanggunian members according to their ranking as defined herein.

(b) A tie between or among the highest ranking Sangguniang Panglungsod members shall be resolved by drawing of lots.

(c) The successors as defined herein shall serve only the unexpired terms of their predecessors.

For purposes of this Act, a permanent vacancy arises when an elective local official fills a higher vacant office, refuses to assume office, fails to qualify, dies, is removed from office, voluntarily resigns or is otherwise permanently incapacitated to discharge the functions of his office.

For purposes of succession as provided in this Act, ranking in the sanggunian shall be determined on the basis of the proportion of votes obtained by each winning candidate to the total number of registered voters in the City in the immediately preceding local election.

SEC. 22. *Permanent Vacancies in the Sanggunian*. – Permanent vacancies in the Sangguniang Panglungsod where automatic succession as provided above does not apply shall be filled by appointment in the following manner:

(1) The President, through the Executive Secretary, shall make the aforesaid appointment.

(2) Only the nominee of the political party under which the sanggunian member concerned had been elected shall be appointed in the manner herein provided. The appointee shall come from the same political party as that of the

sanggunian member who caused the vacancy and shall serve the unexpired term of the vacant office. In the appointment herein mentioned, a nomination and a certificate of membership of the appointee from the highest official of the political party concerned are conditions sine qua non, and any appointment without such nomination and certification shall be null and void ab anitio and shall be ground for administrative action against the official responsible thereof;

(3) In case the permanent vacancy is caused by a sanggunian member who does not belong to any political party, the city mayor shall, upon recommendation of the Sangguniang Panglungsod, appoint a qualified person to fill the vacancy; and,

(4) In case of vacancy in the representation of the youth and the barangay in the Sangguniang Panglungsod, said vacancy shall be filled automatically by the official next-in-rank of the organization concerned.

SEC. 23. *Temporary Vacancy in the Office of the City Mayor*. -

(a) When the city mayor is temporarily incapacitated to perform his duties for physical of legal reasons such as, but not limited to leave of absence, travel abroad, and suspension from office, the city vice-mayor, or the highest ranking Sangguniang Panglungsod member, shall automatically exercise the powers and perform the duties and functions of the city mayor, except the power to appoint, suspend, or dismiss employees which can only be exercised if the period of temporary incapacity exceeds thirty (30) working days.

(b) Said temporary incapacity shall terminate upon submission to the Sangguniang Panglungsod of a written declaration by the city mayor that he has reported back to office. In cases where the temporary incapacity is due to legal causes, the city mayor shall also submit necessary documents showing that said legal causes no longer exist.

(c) When the city mayor is traveling within the country but outside his territorial jurisdiction for a period not exceeding three (3) consecutive days, he may designate in writing the officer-in-charge of his office. Such authorization shall specify the powers and functions that the local official concerned shall exercise in the absence of the city mayor except the power to appoint, suspend, or dismiss employees.

(d) In the event, however, that the city mayor fails or refuses to issue such authorization, the city vice-mayor or the highest ranking Sangguniang Panglungsod member, as the case may be, shall have the right to assume the powers, duties and

functions of the said office in the fourth day of absence of the city mayor, subject to the limitations provided in subsection (c) hereof.

(e) Except as provided above, the city mayor shall in no case authorize any local official to assume the powers, duties, and functions of the office, other than the city vice-mayor, or the highest ranking member of the Sangguniang Panglungsod, as the case may be.

ARTICLE VII
CITY OFFICERS IN GENERAL

SEC. 24. *City Offices*. -

(a) There shall be established in the city government of the City of Santa Maria the following offices for its elective officials:

(1) The Office of the City Mayor;

(2) The Office of the City Vice Mayor;

(3) The Office of the Members of the Sangguniang Panglungsod;

(b) The City shall likewise establish the following offices:

(1) Finance Department. To be composed of the Office of the City Treasurer and Assistant City Treasurer, the Office of the City Assessor and the Assistant City Assessor, the Office of the City Accountant, and the Office of the City Budget Officer;

(2) Health Department. To be composed of the Office of the City Health Officer, the Office of the City Veterinarian, and the Office of the City Environemnt and Natural Resources Officer;

(3) Legal Department. To be composed of the Office of the City Legal Officer;

(4) General Services Department. To be composed of the Office of the City General Services, Office of the City Civil Registrar, Office of the City Administrator, Office of the City Social Welfare and Development Officer, Office of the City Information Officer, Office of the City Population Officer, Office of the City Cooperatives Officer, and the Office of the Secretary of the Sanggunian;

(5) Planning Department. To be composed of the Office of the City Engineer, Office of the City Architect, and the Office of the City Planning and Development Coordinator.

(c) The city mayor, as the chief executive of the City, shall have the power to designate the heads of the aforementioned departments, subject to the approval of the members of the Sangguniang Panglungsod.

ARTICLE VIII
THE APPOINTIVE OFFICIALS OF THE CITY: THEIR QUALIFICATIONS, POWERS AND DUTIES

SEC. 25. *The Secretary to the Sangguniang Panglungsod*. - (a) There shall be a secretary to the Sangguniang Panglungsod with the rank and salary equal to a head of department or office, who shall be appointed by the city mayor.

(b) No person shall be appointed secretary to the Sangguniang Panglungsod unless he is a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in law, commerce or public administration from a recognized college or university, and a first grade civil service eligible or its equivalent.

(c) The term of the secretary to the Sangguniang Panglungsod is coterminous with that of the appointing authority.

(d) The secretary to the Sangguniang Panglungsod shall take charge of the Office of the Sangguniang Panglungsod and shall:

(1) Attend meetings of the Sangguniang Panglungsod and keep a journal of its proceedings;

(2) Keep the seal of the City and affix the same with his signature to all ordinances, resolutions, and other official acts of the Sangguniang Panglungsod and present the same to the presiding officer for his signature;

(3) Forward to the city mayor, for approval, copies of ordinances enacted by the Sangguniang Panglungsod and duly certified by the presiding officer;

(4) Furnish, upon request of any interest party, certified copies of records of public character in his custody upon payment to the city treasurer of such fees as may be prescribed by ordinance;

(5) Record in a book for the purpose all ordinances and resolutions enacted or adopted by the Sangguniang Panglungsod, with the dates of passage and publication thereof;

(6) Keep his office and all non-confidential records therein open to the public during the usual business hours;

(7) Translate into the dialect used by the majority of inhabitants all ordinances and resolutions immediately after their approval, and cause the publication of the same together with the original version in the manner provided for under the Local Government Code;

(8) Take custody of the local archives and, where, applicable, the local library and annually account for the same; and,

(9) Perform such other duties and functions and exercise such other powers as provided for under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and those that are prescribed by law or ordinance.

SEC. 26. *The City Treasurer.* -

(a) The city treasurer shall be appointed by the Secretary of Finance from a list of at least three ranking eligible recommendees of the city mayor, subject to civil service law, rules and regulations.

(b) The city treasurer shall be under the administration and supervision of the city mayor, to whom he shall report regularly on the tax collection efforts of the City.

(c) No person shall be appointed city treasurer unless he is a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree, preferably in commerce, public administration, or law, from a recognized

college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in treasury or accounting service for at least five (5) years in the case of the city treasury.

(d) The city treasurer shall receive such compensation, emoluments and allowances as may be determined by law.

(e) The city treasurer shall take charge of the Treasury Office and shall:

(1) Advise the city mayor, Sangguniang Panglungsod and other local government and national officials concerned regarding disposition of local government funds and such other matters relative to public finance;

(2) Take custody and exercise proper management of funds of the City;

(3) Take charge of the disbursement of all funds of the City and such other funds the custody of which may be entrusted to him by law or other competent authority;

(4) Inspect private commercial and industrial establishments within the jurisdiction of the City in relation to the implementation of tax ordinances, pursuant to the provisions of the Local Government Code;

(5) Maintain and update the tax information system of the City; and,

(6) Perform such other duties and functions and exercise such other powers as provided for under Republic Act No. 7160, otherwise known as the Local Government Code, and those that are prescribed by law or ordinance.

SEC. 27. *The Assistant City Treasurer.* -

(a) The assistant city treasurer may be appointed by the Secretary of Finance from a list of at least three (3) ranking eligible recommendees of the city mayor, subject to civil service laws, rules and regulations.

(b) No person shall be appointed assistant city treasurer unless he is a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in commerce, public administration, or law from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired at least five (5) years experience in treasury or accounting.

(c) The assistant city treasurer shall receive such compensation, emoluments and allowances as may be determined by law.

(d) The assistant city treasurer shall assist the city treasurer and perform such other duties as the latter may assign him. He shall have authority to administer oaths concerning notices and notifications to those delinquent in the payment of the real property tax and concerning official matters relating to the accounts of the city treasurer otherwise arising from the offices of the city treasurer and the city assessor.

SEC. 28. *The City Assessor.* –

(a) The city assessor must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, and a holder of a college degree preferably in civil or mechanical engineering, commerce, or any other related course from a recognized college or university, and a first-grade civil service eligible or its equivalent. He must have acquired experience in real property assessment work or in any related field for at least five (5) years immediately preceding the day of his appointment.

(b) The city assessor shall receive such compensation, emoluments and allowances as may be determined by law;

(c) The city assessor shall take charge of the City Assessor's Office and shall:

(1) Ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed;
(2) Initiate, review, and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties for taxation purposes;

(3) Establish a systematic method of real property assessment;

(4) Install and maintain a real property identification and accounting system;

(5) Prepare, install and maintain a system of tax mapping, showing graphically all properties subject to assessment and gather all data concerning the same;

(6) Conduct frequent physical surveys to verify and determine whether all real properties within the City are properly listed in the assessment rolls;

(7) Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the City;

(8) Prepare a schedule of the fair market value of the different classes of real properties in accordance with the provisions of the Local Government Code;

(9) Issue, upon request of any interested party, certified copies of assessment records of real property or all other records relative to its assessment, upon payment of a service charge or fee to the city treasure;

(10) Submit every semester a report of all assessments, as well as cancellations and modifications of assessments, to the city mayor and the Sangguniang Panglungsod;

(11) Attend personally through an authorized representative all sessions of the Local Board of Assessment Appeals whenever his or her assessment is subject of the appeal, and present or submit any information or record in his or her possession as may be required by the Board; and

(12) Perform such other duties and functions and exercise such other powers as provided for under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and those that are prescribed by law or ordinance.

SEC. 29. ***The Assistant City Assessor. –***

a) The assistant city assessor must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in civil or mechanical engineering, commerce, or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in assessment or in any related field for at least three (3) years immediately preceding the day of his appointment.

b) The assistant city assessor shall receive such compensation, emoluments and allowances as may be determined by law.

c) The assistant city assessor shall assist the city assessor and perform such other duties as the latter may assign to him. He shall have the authority to administer oaths on all declarations of real property for purposes of assessment.

SEC. 30. ***The City Accountant.*** **–**

a) The City Accountant must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a certified public accountant and must have acquired experience in the treasury or accounting service for at least five (5) years.

b) The City Accountant shall receive compensation, emoluments and allowances as may be determined by law.

c) The City Accountant shall take charge of both the Office of the Accounting and Internal Audit Services, and shall:

1. Install and maintain an internal audit system in the City;
2. Prepare and submit financial statements to the City Mayor and to the *Sangguniang Panlungsod;*
3. Appraise the *Sangguniang Panlungsod* and other officials on the financial condition and operations of the City;
4. Certify to the availability of budgetary allotment from which expenditures and obligations may be properly charged;
5. Review supporting documents before the preparation of vouchers to determine completeness of requirements;
6. Prepare statement of cash advances, liquidations, salaries, allowances, reimbursements and remittances pertaining to the City;
7. Prepare statements of journal vouchers, their liquidations, and other adjustments related thereto;
8. Post individual disbursements to subsidiary ledgers and index cards;
9. Maintain individual ledgers for officials and employees of the City pertaining to payrolls and deductions;
10. Record and post in index cards details of purchased furniture, fixtures and equipment, including disposal thereof, if any;
11. Account for all issued requests for obligations and maintain and keep all records and reports related thereto;
12. Prepare journals and the analysis of obligations and maintain and keep all records and reports related thereto; and
13. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

d) The incumbent Chief Accountant in the office of the Treasurer shall be given preference in the appointment to the position of Accountant.

SEC 31. The City Budget Officer.-

a) The City Budget Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in accounting, economics, public administration or any related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in government budgeting or in any related field for at least five (5) years.
b) The City Budget Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Budget Officer shall take charge of the City Budget Department and shall:
    1. Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for the signature of the City Mayor;
    2. Review and consolidate the budget proposals of different departments and offices of the City;
    3. Assist the City Mayor in the preparation of the budget and during and after the budget hearings;
    4. Study and evaluate budgetary implications of proposed legislations and submit comments and recommendations thereon;
    5. Submit periodic budgetary reports to the DBM;
    6. Coordinate with the City Treasurer, the City Accountant and the City Planning and Development officer for the purpose of budgeting;
    7. Assist the *Sangguniang Panlungsod* in reviewing the approved budgets of the component barangays;
    8. Coordinate with the City Planning and Development Office in the formulation of the development plan of the City; and
    9. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 32. The City Planning and Development Officer.-

a) The City Planning and Development Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in urban planning, development studies, economics, public administration, or in any related course obtained from a recognized college or universities, a first civil service eligible or its equivalent and must have acquired experience in development planning or in any related field for at least five (5) years.
b) The City Planning and Development Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Planning and Development Officer shall take charge of the City Planning and Development Coordinating Office, and shall:

1. Formulate integrated economic, social, physical and other development plans and policies for the consideration of the City;
2. Conduct continuing studies, researchers and training programs necessary to evolve plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects and activities in the City in accordance with the approved development plan;
5. Prepare comprehensive plans and other development planning documents for the consideration of the Local Development Council;
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for the consideration of the finance committee of the *Sangguniang Panlungsod;*
7. Promote people's participation in development planning within the City;
8. Exercise supervision and control over the secretariat of the Local Development Council; and
9. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 33. The City Engineer.-

a) The City Engineer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a licensed civil engineer and must have acquired experience in the practice of profession for at least five (5) years.
b) The City Engineer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Engineer shall take charge of the City Engineering Office, and shall:
    1. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the City;
    2. Advise the City Mayor on infrastructure, public works and other engineering matters;
    3. Administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges, other engineering and public works projects of the City.
    4. Provide engineering services to the City, including investigations and surveys, engineering designs, feasibility studies and project management; and
    5. Perform other duties, functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 34. The Assistant City Engineer.-

a) The Assistant City Engineer must be a citizen of the Philippines a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in civil or mechanical engineering, commerce or any related course from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in the practice of profession for at least three (3) years.
b) The Assistant City Engineer shall receive compensation, emoluments and allowances as may be determined by law.
c) The Assistant City Engineer shall assist the City Engineer and perform such other duties as he latter may assign.

SEC 35. The City Health Officer.-

a) The City Health Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a licensed medical practitioner, and must have acquired experience in the practice of the profession for at least five (5) years.
b) The City Health Officer shall receive compensation, emoluments, and allowances as may be determined by law.
c) The City Health Officer shall take charge of the City of the Office of the City Health Services, and shall:
    1. Supervise the personnel and staff of the said office, formulate program implementation guidelines and rules and regulations for the operation of the said office for the approval of the City Mayor in order to assist the latter in the efficient, effective, and economical implementation of health service programs geared to implement health-related projects and activities;
    2. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out activities to ensure the delivery of basic services and the provision of adequate facilities relative to health services as provided for under Section 17 of the Local Government Code of 1991, as amended;
    3. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with the health programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide for under the Local Government Code of 1991, as amended;
    4. In addition to the foregoing duties and functions, the City Health Officer shall:

        (i) Formulate and implement policies, plans and projects to promote the health of the people in the City;
        (ii) Advice the City Mayor and the *Sangguniang Panlungsod* on matters pertaining to health.

(iii) Execute and enforce all laws, ordinances and regulations relating to public health;

1. Recommend to the *Sangguniang Panlungsod* through the local health board, the passage of ordinance as may be deemed necessary for the preservation of public health;
2. Recommend the prosecution of any violation of sanitary laws, ordinances or regulations;
3. Direct the sanitary inspection of all businesses, establishments, stores selling food items or providing accommodations such as hotels, motels, lodging houses, pension houses and the like, in accordance with the Sanitation Code of the Philippines;
4. Conduct health information campaigns and render health intelligence services;
5. Coordinate with other government agencies and nongovernmental organizations involved in the promotion and delivery of health services; and
6. Be in the frontline of the delivery of health services, particularly during and in the aftermath of man-made and natural disasters or calamities; and

5. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 36. The Assistant City Health Officer.-

a) The Assistant City Health Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a licensed medical practitioner, and must have acquired experience in the practice of the profession for at least three (3) years.
b) The Assistant City Health Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The Assistant City Health Officer shall assist the City Health Officer and perform such other duties as the latter may assign.

SEC 37. The City Civil Registrar.-

a) The City Civil Registrar must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in civil registry work for at least five (5) years.

b) The City Civil Registrar shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Civil Registrar shall be responsible for the civil registration program in the City of Santa Maria pursuant to the Civil Registry Law, the Civil Code and other pertinent laws, rules and regulations issued to implement them.
d) The City Civil Registrar shall take charge of the Office of the City Civil Registry and shall:
    1. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the civil registry programs and projects which the City Mayor is empowered to provide for under the Local Government Code of 1991, as amended;
    2. In addition to the foregoing duties and functions, the City Civil Registrar shall:
        (i) Accept all registrable documents and judicial decrees affecting the civil status of persons.
        (ii) File, keep and preserve in a secure place the books required by law;
        (iii) Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;
        (iv) Transmit to the Office of the Civil Registrar-General, within the prescribed period, duplicate copies of registered documents required by law;
        (v) Issue certified transcripts or copies of any certificate or registered document upon payment of the required fees to the City Treasurer;
        (vi) Receive application for the issuance of a marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorized fee to the City Treasurer; ad
        (vii) Coordinate with the Philippine Statistics Authority (PSA) in conducting educational campaigns or vital registration and assist in the preparation of demographic and other statistics for the City of Santa Maria; and
    3. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 38. The Assistant City Civil Registrar.-

a) The Assistant City Civil Registrar must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in civil registry work for at least three (3) years.

b) The Assistant City Civil Registrar shall receive compensation, emoluments and allowances as may be determined by law.
c) The Assistant City Civil Registrar shall assist the City Civil Registrar and perform such other duties as the latter may assign.

SEC 39. The City Administrator.-

a) The City Administrator must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferable in public administration, law or in any other related course from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in management and administrative work for at least five (5) years.
b) The term of the City Administrator shall be coterminous with that of the appointing authority.
c) The City Administrator shall receive compensation, emoluments and allowances as may be determined by law.
d) The City Administrator shall take charge of the Administrator's Office, and shall:
    1. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the management and administration-related programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide for under the Local Government Code of 1991, as amended;
    2. Assist in the coordination of the work of all the officials of the City under the supervision, direction and control of the City Mayor and, for this purpose, he or she may convene the chiefs of offices and other officials of the local government unit.
    3. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;
    4. Conduct a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms;
    5. Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters or calamities;
    6. Recommend to the *Sangguniang Panlungsod* and advice the City Mayor on all matters relative to the management and administration of the City; and
    7. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 40. The City Legal Officer.-

a) The City Legal Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a member of the Philippine bar and must have practiced the profession for at least five (5) years.
b) The term of the City legal Officer shall be coterminous with that of the appointing authority.
c) The City Legal Officer shall receive compensation, emoluments and allowances as may be determined by law.
d) The City Legal Officer, the chief legal counsel of the City, shall take charge of the Office of the City Legal Service, and shall:
    1. Formulate measures for the consideration of the Sangguniang Panlungsod and provide legal assistance and support to the City Mayor in carrying out the delivery of basic services and the provision of adequate facilities;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the programs and projects related to legal services which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Represent the City in all civil actions and special proceedings wherein the local government unit or any official thereof, in his or her official capacity is a party: Provided, that in actions or proceedings where the City of Santa Maria is a party adverse to the provincial government or to another component city, a special legal officer may be employed to represent the adverse party;
    4. When required by the City Mayor or *Sanggunian*, draft ordinances, contracts, bonds, leases and other instruments, involving any interest of the local government unit; and provide comments and recommendations on any instruments already drawn;
    5. Render an opinion in writing on any question of law when requested to do so by the City Mayor or *Sangguian*;
    6. Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office, and recommend appropriate action the City Mayor or *Sanggunian*, as the case may be;
    7. Investigate or cause to be investigated any person, form or corporation holding any franchise or exercising any public privilege for failure to comply with any term or condition in the grant of such franchise or privilege, and recommend appropriate action to the City Mayor or *Sanggunian*, as the case may be;
    8. When directed by the City Mayor or *Sanggunian*, initiate and prosecute in the interest of the local government unit concerned any civil action on any bond, lease or other contract upon any breach or violation thereof;

9. Review and submit recommendations and ordinances approved and executive orders issued by component units;
10. Recommend measures to the *Sangguniang Panlungsod* and advise the City Mayor on all matters related to upholding the rule of law;
11. Be in the frontline of protecting human rights and prosecuting any violation thereof, particularly those which occur during and in the aftermath of man-made and natural disasters or calamities; and
12. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 41. The City Social Welfare and Development Officer.-

a) The City Social Welfare and Development Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a licensed social worker or a holder of a college degree preferably in social work, sociology or in any other related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in the practice of social work for at least five (5) years immediately preceding the date of appointment.
b) The City Social Welfare and Development Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Social Welfare and Development Officer shall take charge of the Office of the Social Welfare and Development and shall:
    1. Formulate the measures for the approval of the *Sangguninag Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to social welfare and development services;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the social welfare programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Identify the basic needs of the needy, the disadvantaged and impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions;
    4. Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to deter further abuse and exploitation;
    5. Assist the City Mayor in implementing the barangay level program for the total development and protection of children up to six (6) years of age;

6. Facilitate the implementation of welfare programs for the disabled, elderly and victims of drugs addiction, the rehabilitation of persons deprived of liberty and parolees, the prevention of juvenile delinquency and such other activities which would eliminate and minimize the ill-effects of poverty;
7. Initiate and support youth welfare programs that will enhance the role of the youth in nation building;
8. Coordinate with the government agencies and nongovernmental organizations which have for their purpose the promotion and the protection of all the needy, disadvantaged, underprivileged or impoverished groups or individuals, particularly those identified to be vulnerable and high risk to exploitation, abuse and neglect;
9. Be in the frontline of the delivery of services particularly those which have to do with the immediate relief and assistance during and in the aftermath of man-made and natural disasters or calamities;
10. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters related to social welfare and development services which will improve the livelihood and the living conditions of the City's inhabitants; and
11. Perform other duties and functions and exercise such other powers as provided or under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 42. The City Veterinarian.-

a) The City Veterinarian must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a licensed Doctor of Veterinary Medicine and must have practiced the profession for at least three (3) years.
b) The City Veterinarian shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Veterinarian shall take charge of the Office of the Veterinary Services, and shall:
    1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with veterinary-related activities which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Advise the City Mayor on all matters pertaining to the slaughter of animals for human consumption and the regulation of slaughterhouses;
    4. Regulate the keeping of domestic animals;

5. Regulate and inspect poultry, milk and dairy products for public consumption;
6. Enforce all laws for the prevention of cruelty to animals;
7. Take the necessary measures to eradicate, prevent or cure all forms of animal diseases;
8. Be in the frontline of veterinary-related activities, including the outbreak of highly contagious and deadly diseases, and in situations resulting in the depletion of animals for work and for human consumption, particularly those arising from and in the aftermath of man-made and natural disasters or calamities;
9. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters relative to the veterinary services which will increase the number and improve the quality of livestock, poultry and other domestic animals used for work or for human consumption; and
10. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 43. The City General Services Officer.-

a) The City general Services Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree in public administration, business administration or management obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in general services, including the management of supply, property, solid waste disposal and general sanitation for at least five (5) years.
b) The City General Services Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City General Services Officer shall take charge of the Office of the General Services, and shall:
    1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities which require general services expertise in technical support services;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with general services that are supportive to the welfare of the inhabitants to the City which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Take custody of and be accountable for all properties, real or personal, owned by the City and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;

4. With the approval of the City Mayor, assign building or land space to local officials or other public officials, who by law are entitled to the space;
5. Recommend to the City Mayor reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the local government;
6. Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property, whether owned or leased by the local government unit;
7. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
8. Perform archival and record management with respect to records of offices and departments of the local government unit;
9. Perform all other functions pertaining to supply and property management heretofore performed by the local government treasurer and enforce policies on records creation, maintenance and disposal;
10. Be in the frontline of general services-related activities, including the possible and imminent destruction or damage to records, supplies, properties and structure and the orderly and sanitary clearing up of man-made and natural disasters or calamities;
11. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all matters relative to general services; and
12. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 44. The City Environment and Natural Resources Officer.-

a) The City Environment and Natural Resources Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in environment, forestry, agriculture or in any other related course obtained from a recognized college or university, a first grace civil service eligible or its equivalent and must have acquired experience in environment and natural resources management, conservation and utilization work for at least five (5) years.
b) The City Environment and Natural Resources shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Environment and Natural Resources Officer shall take charge of the City Environment Service Department, and shall:
    1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities

relative to environment and natural resources services as provided for under Section 17 of the Local Government Code of 1991, as amended;

2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with the environment and natural resources programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
3. Establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects and commercial forests, like industrial tree farms and agro forestry projects;
4. Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance;
5. Manage and maintain seed banks and produce seedlings for forest and tree parks;
6. Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;
7. Coordinate with government agencies and nongovernmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Department of Environment and Natural Resources (DENR);
8. Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural disasters or calamities;
9. Recommend measures to the *Sangguniang Panlungsod* and advise the City Mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources; and
10. Perform other duties and functions and exercises such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 45. The City Architect.-

a) The City Architect must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a duly licensed architect and must have practiced the profession for at least five (5) years.
b) The City Architect shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Architect shall take charge of the Office of the Architectural Planning and Design, and shall:

1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to architectural planning and design;
2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with architectural planning and design programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
3. Prepare and recommend for consideration of the *Sanggunian* the architectural plan and design for the local government unit or a part thereof, including the renewal of slums and blighted areas, land reclamation activities, the greening of land and appropriate planning of marine and foreshore areas;
4. Review and recommend for appropriate action of the Sanggunian or the City Mayor, as the case may be, the architectural plans and designs submitted by governmental and nongovernmental entities or individuals, particularly those for undeveloped and poorly designed areas;
5. Coordinate with government and nongovernmental entities and individuals involved in the aesthetics and maximum utilization of the land and water within the jurisdiction of the local government unit to implement plans and programs that shall preserve environmental integrity and ecological balance;
6. Be in the frontline of the delivery of services involving architectural planning and design, particularly those related to the redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural disasters or calamities;
7. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters relative to architectural planning and design as it relates to the total socioeconomic development of the City; and
8. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 46. The City Information Officer.-

a) The City Information Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in journalism, mass communication or in any related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have experience in writing articles and research papers, or writing for print, television or broadcast media for at least three (3) years.
b) The City Information Officer shall receive compensation, emoluments and allowances as may be determined by law.

c) The term of the City Information Officer is coterminous with that of his or her appointing authority.
d) The City Information Officer shall take charge of the City Information and Community Relations Department, and shall:
    1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in providing the information and research data required for the delivery of basic services and the provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with public information and research data to support programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Provide relevant, adequate and timely information to the local government units and its residents;
    4. Furnish information and data on local government agencies or offices as may be required by law or ordinance; and nongovernmental organization to be furnished by said agencies and organizations;
    5. Maintain effective liaison with the various sectors of the community on matters and issues that affect the livelihood and the quality of life of the City's inhabitants and encourage support for programs of the local and national government;
    6. Be in the frontline in providing information during and in the aftermath of man-made and natural disasters or calamities, with special attention to the victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;
    7. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters relative to public information and research data as it relates to the total socioeconomic development of the City; and
    8. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 47. The City Cooperatives Officer.-

a) The City Cooperatives Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in business administration with special training on cooperatives or in any related course obtained from a recognized college or university, a first grade

civil service eligible or its equivalent and must have acquired experience in cooperatives organization and management for at least five (5) years.

b) The City Cooperatives Officer shall receive compensation, emoluments and allowances as may be determined by law.

c) The City Cooperatives Officer shall take charge of the Office for the Development of Cooperatives, and shall:

1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of facilities through the development of cooperstives and in providing access to such services and facilities;
2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with the integration of cooperatives principles and methods in programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
3. Assist in the organization of cooperatives;
4. Provide technical and other forms of assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization.
5. Assist cooperatives in establishing linkages with government agencies and nongovernmental organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
6. Be in the frontline of cooperatives organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural disasters or calamities, to aid in their survival, and if necessary, subsequent rehabilitation;
7. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters relative to cooperatives development and viability enhancement which will improve the livelihood and the quality of life of the inhabitants; and
8. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 48. The City Population Officer.-

a) The City Population Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably with specialized training in population development obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in the implementation of programs on population development or responsible parenthood for at least five (5) years.

b) The City Population Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Population Officer shall take charge of the Office of Population Development, and shall:
    1. Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to the integration of the population development principles and in providing access to said services and facilities;
    2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement these with the integration of population development principles and methods in programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
    3. Assist the City Mayor in the implementation of the constitutional provisions relative to population development and the promotion of responsible parenthood;
    4. Establish and maintain an updated date bank for program operations, development planning and an educational program to ensure the people's participation in, and understanding of, population development;
    5. Implement appropriate training programs responsive to the cultural heritage of the inhabitants; and
    6. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 49. The City Agriculturist.-

a) The City Agriculturist must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in agriculture or in any other related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have practiced the profession in agriculture or acquired experience in a related field for at least five (5) years.
b) The City Agriculturist shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Agriculturist shall take charge of the Office of Agriculture Services, and shall:
    1. Formulate measures for the approval of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and the provision of adequate facilities relative to agricultural services;

2. Develop plans and strategies and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the agricultural programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide;
3. In addition to the foregoing duties and functions, the City Agriculturist shall:
   (i) Ensure that maximum assistance and access to resources in the production, processing and marketing of agricultural, aquacultural and marine products are extended to farmers, fishermen and local entrepreneurs;
   (ii) Conduct or cause to be conducted location-specific agricultural researchers and assist in making available the appropriate technology arising out of and dissemination information on basic research on crops, prevention and control of plant diseases and pests, and other agricultural matters which will maximize productivity;
   (iii) Assist the City Mayor in the establishment and extension services of demonstration farms on aquaculture and marine products;
   (iv) Enforce rules and regulations relating to agriculture and aquaculture; and
   (v) Coordinate with government agencies and nongovernmental organizations in the promotion of agricultural productivity through applied technology compatible with environmental integrity.
4. Be in the frontline of the delivery of basic agricultural services, particularly those needed for the survival of the City's inhabitants during and in the aftermath of man-made and natural disasters or calamities;
5. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all other matters related to agriculture and aquaculture which will improve the livelihood and the living conditions of the inhabitants; and
6. Perform other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC 50. The City Tourism Officer.-

a) The City Tourism Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably with specialized training in tourism development from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired experience in the implementation of programs on tourism development for at least five (5) years.
b) The City Tourism Officer shall receive compensation, emoluments and allowances as may be determined by law.

c) The City Tourism Officer shall take charge of the City Tourism Office and shall assist the City Mayor and the local tourism council in developing and implementing programs and shall:
    1. Encourage the local government unit to enact local legislation adopting the Department of Tourism (DOT) accreditation standards for tourism facilities and services;
    2. Ensure a pleasant experience and stay of tourist while at the same time protecting the interests, welfare and rights of the City;
    3. Develop tourist products and destinations that will benefit the City and its local community;
    4. Pursue the implementation of national tourism master plans, the national ecotourism strategy and the area specific plans of the national and local government units;
    5. Support the local government unit in promoting festivals, fiestas and other tourism-related activities; and
    6. Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

SEC. 51. The City Human Resource Development Officer.-

a) The City Human Resource Development Officer must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a holder of a college degree preferably in psychology or any related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired experience in personnel administration.
b) The City Human Resource Development Officer shall receive compensation, emoluments and allowances as may be determined by law.
c) The City Human Resource Development Officer shall take charge of the Human Resources Development Office and shall:
    1. Develop a human resource management program for approval by the City Mayor and the *Sangguniang Panlungsod;*
    2. Assist the City Mayor in implementing the city's policies and programs relative to recruitment and selection, appointments, training, promotion, compensation and other personnel actions involving officials and employees of the City;
    3. Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all matters relative to human resource management and development;

4. Establish and maintain a sound personnel program for the City designed to promote career development and uphold the merit principle in the local government service;
5. Conduct a continuing organizational development of the City, with the end in view of instituting effective administrative reforms; and
6. Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

ARTICLE VIII
THE CITY FIRE STATION SERVICE, THE CITY JAIL SERVICE THE CITY SCHOOLS DIVISION AND THE CITY PROSECUTION SERVICE

SEC 52. The City Fire Station Service.-

a) There shall be established in the City at least one (1) fire station with adequate personnel, firefighting facilities and equipment, subject to the standards, rules and regulations that may be promulgated by the Department of Interior and Local Government (DILG). The City shall provide necessary land or site of the station.
b) The City Fire Station shall be headed by a City Fire Marshal whose qualifications shall be as those provided for under Republic Act No. 9263, as amended, otherwise known as the "Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004".
c) The City Fire Station shall be responsible for providing emergency services, including the rescue and evacuation of injured people related to incidents and, in general, all fire prevention and suppression measures to secure the safety of life and property of the citizenry.

SEC 53. The City Jail Service.-

a) There shall be established and maintained in the City a secure, clean, adequately equipped and sanitary jail for the custody and safekeeping of persons deprived of liberty, any fugitive from justice, or person detained awaiting investigation or transfer to the National Penitentiary, and/or trial and/or violent mentally ill person who endangers oneself or the safety of others, duly certified as such by the proper medical health officer, pending the transfer to a mental institution.
b) The City Jail Service shall be headed by a City Jail Warden whose qualifications shall be as those provided for under the Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004. One shall assist in the immediate rehabilitation of individuals or persons deprived of liberty in detention. The City Jail Warden shall ensure that great care is exercised at all times

so that the human rights of persons deprived of liberty are respected and protected, and their spiritual and physical well-being are properly and promptly attended to.

SEC. 54. The City Schools Division.-

a) There shall be established and maintained by the Department of Education (DepEd), a City Schools Division in the City of Santa Maria, whose area of jurisdiction will cover all school districts within the City.
b) The City Schools Division shall be healed by a City Schools Division Superintendent who must possess the necessary qualifications required by the Department of Education.

SEC. 55. The City Prosecution Service.-

a) There shall be established in the City, a city prosecution service to be headed by a City Prosecutor and such number of assistant city prosecutors, as may be necessary, who shall be organizationally part of the Department of Justice (DOJ), and under the supervision and control of the Secretary of Justice and whose qualifications, manner of appointment, rank, salary and benefits shall be governed by existing laws covering prosecutors in the DOJ.
b) The City Prosecutor shall handle the criminal prosecution in the municipal trial courts in the City as well as in the regional trial courts for criminal cases originating in the territory of the City, and shall render to or for the City such services as required by law, ordinance or regulation of the DOJ.

The Secretary of Justice shall always ensure the adequacy and the quality of prosecution service in the City and, for this purpose, shall, in the absence, lack or insufficiency in number of assistant city prosecutors as provided hereinabove, designate from among the assistant provincial prosecutors a sufficient number to perform and discharge the functions of the city prosecution service as provided hereinabove.

ARTICLE IX
THE CITY REGISTRY OF DEEDS OFFICE

SEC. 56. The City Registry of Deeds Office.- There shall be established in the City a Registry of Deeds Office, subject to the standards, rules and regulations as may be promulgated by the Department of Justice, which shall discharge its duties under the general supervision of the Administrator of the Land Registration Authority and the Secretary of the Department of Justice.

SEC. 57. The City Register of Deeds.-

a) The City Register of Deeds shall be the head of the City Registry of Deeds Office. The City Register of Deeds must be a citizen of the Philippines, a resident of the City of Santa Maria, of good moral character, a member of the integrated bar, and must have practiced the profession for at least five (5) years.
b) The City Register of Deeds shall receive such compensation, emoluments and allowances as may be determined by law.
c) The City Register of Deeds shall take charge of the Registry of Deeds Office and shall perform such duties and functions and exercise such other powers as provided by law.

ARTICLE X
TRANSITORY AND FINAL PROVISIONS

SEC. 58. Municipal Ordinances Existing at the Time of the Approval of this Act.- All municipal ordinances of the Municipality of Santa Maria existing at the time of the approval of this Act shall continue to be in force within the City of Santa Maria until the *Sangguniang Panlungsod* shall declare otherwise.

SEC. 59. Plebiscite.- The City of Santa Maria shall acquire corporate existence upon the ratification of its creation by a majority of the votes cast by the qualified voters in a plebiscite to be conducted in the present Municipality of Santa Maria within ninety (90) days from the approval of this Act.
The Commission on Elections shall conduct and supervise such plebiscite.
The expenses for the plebiscite shall be borne by the Municipality of Santa Maria

SEC. 60. Officials of the City of Santa Maria. – The present elective officials of the Municipality of Santa Maria shall continue to exercise their powers and functions until such time that a new election is held and the duly elected officials shall have already qualified and assumed their offices. The two (2) additional members of the *Sangguniang Panlungsod* shall be appointed by the City Mayor and shall assume office until such time that the regular members of the *Sangguniang Panlungsod* have been elected and qualified in the next national and local elections after the effectivity of this Act. Appointive officials and employees of the municipality shall likewise continue exercising their functions and duties and they shall be automatically absorbed by the city government of the City of Santa Maria.

SEC 61. Succession Clause. – The City of Santa Maria shall succeed to all assets, properties, liabilities and obligations of the Municipality of Santa Maria.

SEC 62. Election of Provincial Governor and Sangguniang Panlalawigan Members of the Province of Bulacan.- The qualified voters of the City of Santa Maria shall be qualified to vote and run for any elective position in the elections for provincial governor, provincial vice governor, *Sangguniang Panlalawigan* members and other elective officials for the Province of Bulacan.

SEC 63. Jurisdiction of the Province of Bulacan.- The City of Santa Maria, shall, unless otherwise provided by law, continue to be under the jurisdiction of the Province of Bulacan.

SEC 64. Suspension of Increase in Rates of Local Taxes.- No increase in the rates of local taxes shall be imposed by the City within the period of five (5) years from its acquisition of corporate existence.

SEC 65. Legislative District.- The City of Santa Maria shall continue to be under the 6th Legislative District of the Province of Bulacan after the effectivity of this Act.

SEC 66. Applicability of Laws.- The provisions of the Local Government Code of 1991, as amended, and other laws pertaining to the Province of Bulacan and such laws as are applicable shall govern the City of Santa Maria insofar as they are not inconsistent with the provisions of this Act.

SEC 67. Separability Clause.- If, for any reason or reasons, any part or provisions of this Charter shall be held unconstitutional, invalid or inconsistent with the Local Government Code of 1991, as amended, the other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SEC 68. Repealing Clause.- All laws, decrees, rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed, or modified accordingly.

SEC 69. Effectivity.- This Act shall take effect fifteen (15) days after its complete publication in the *Official Gazette* or in a newspaper of general circulation.

Approved,