



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

TWENTIETH (20th) CONGRESS
First (1st) Regular Session

HOUSE BILL NO. 2023



Introduced by

Rep. Maria Cristina T. Lopez
ALONA PartyList

AN ACT
CONVERTING THE MUNICIPALITY OF SARIAYA, PROVINCE OF QUEZON INTO
A COMPONENT CITY TO BE KNOWN AS THE CITY OF SARIAYA

EXPLANATORY NOTE

1
2
3 The Municipality of Sariaya is a first class municipality in
4 the province of Quezon, Philippines. According to the 2020 census, it has a population of 161,868
5 people, making Sariaya the most populous municipality in the province of Quezon.¹ It is a
6 Heritage Town of Quezon full of cultural and ancestral houses of Art Deco architecture attracting
7 tourists both local and foreign.

8 Sariaya is a coastal municipality lying in the southwestern portion of Quezon Province in
9 Region IV-A (CALABARZON). It is geographically situated at coordinates 13 degrees, 57
10 minutes and 14 seconds north latitude and 121 degrees, 30 minutes and 15.53 seconds east
11 longitude. It is bounded on the north by Mt. Banahaw; on the northeast by Tayabas, Quezon; on
12 the east by Lucena City; on the south by the Tayabas Bay; on the southwest by San Juan, Batangas;
13 and on the west by the Municipality of Candelaria. It is located 126 kilometers south of the
14 National Capital Region (Metro Manila) and approximately 11 kilometers away from Lucena City
15 (Provincial Capital). It has a total land area of 24,530 hectares (60,600 acres) or 245.3 square
16 kilometers.²
17

¹ <https://psa.gov.ph/classification/psgc/barangays/0405645000> (last accessed on 14 July 2025)

² <https://www.sariaya.gov.ph/2020/10/12/about-sariaya/> (last accessed on 14 July 2025)

1 Sariaya is politically subdivided into forty-three (43) barangays. Currently, six (6)
2 barangays are urban barangays located at the Población, one (1) barangay is classified as sub-
3 urban and six (6) barangays are coastal barangays.

4
5 Agriculture is one of the major sources of income in Sariaya. According to the 2016
6 Competitiveness Index of the National Competitiveness Council or NCC, the municipality
7 belongs to the *Top 50 most competitive municipalities* in the Philippines. According to the annual
8 Audit Report of Commission on Audit (COA), Sariaya is also one of Quezon's top grossing
9 municipalities when factoring annual income. As of year 2022, its annual revenue income is at
10 647.7 million.³

11
12 In view of the foregoing, the Municipality of Sariaya, aside from its population, is more
13 than qualified to be converted into a component city based on its total income and land area as
14 provided for under Republic Act No. 11683 or An Act Amending Section 450 of Republic Act
15 No. 7160, Otherwise Known as the Local Government Code of 1991, As Amended by Republic
16 Act No. 9009, By Providing for the Requisites for the Conversion of a Municipality into a
17 Component City, and For Other Purposes.

18
The undersigned earnestly seek the immediate passage of this bill.



REP. MARIA CRISTINA T. LOPEZ
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³ <https://www.sariaya.gov.ph/> (last accessed on 14 July 2025)



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1 *Be it enacted by the Senate and House of Representatives of the Philippines in Congress*
2 *assembled:*

3 **ARTICLE I**
4 **GENERAL PROVISIONS**

5
6 **SECTION 1. Short Title.** This Act shall be known as the "*Charter of the City of Sariaya*".

7 **SECTION 2. The City of Sariaya.** The Municipality of Sariaya shall be converted into a
8 component city to be known as the City of Sariaya, hereinafter referred to as the City, which shall
9 comprise the present jurisdiction of the Municipality of Sariaya, Province of Quezon.

10
11 The territorial jurisdiction of the City shall be within the present metes and bounds of the
12 Municipality of Sariaya.

13
14 The foregoing provision shall be without prejudice to the resolution by the appropriate
15 agency or forum of existing boundary disputes or cases involving questions of territorial
16 jurisdiction between the City of Sariaya and the adjoining local government units (LGUs):
17 Provided, That, the territorial jurisdiction of the disputed area or areas shall remain with the LGU
18 which has existing administrative supervision over said area or areas until the final resolution of
19 the case.

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

- 5 (a) To have continuous succession in its corporate name;
- 6 (b) To sue and be sued;
- 7 (c) To have and use a corporate seal;
- 8 (d) To acquire, hold and convey real or personal property;
- 9 (e) To enter into any contract and/or agreement; and
- 10 (f) To exercise such other powers, prerogatives, or authority subject to the
11 limitations provided under Republic Act No. 7160, otherwise known as the Local
12 Government Code of 1991, as amended, this Act or other laws.

13 **SECTION 4. General Powers.** — The City shall have a common seal and may alter the
14 same at pleasure: Provided, that any change of corporate seal shall be registered with the
15 Department of the Interior and Local Government (DILG). It shall exercise the powers to levy
16 taxes, fees and charges; to close and open roads, streets, alleys, parks or squares; to take, purchase,
17 receive, hold, lease, convey and dispose of real and personal property for the general interests of
18 the City; to expropriate or condemn private property for public use; to contract and be contracted
19 with, to sue and be sued; to prosecute and defend to final judgment and execution suits wherein
20 the City is involved or interested in; and to exercise all the powers as are granted to corporations
21 or as hereinafter conferred.

22
23 **SECTION 5. General Welfare Clause.** — The City shall exercise the powers expressly
24 granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or
25 incidental for its efficient and effective governance, and those which are essential to the
26 promotion of general welfare.

27
28 Within its territorial jurisdiction, the City shall ensure and support the preservation and
29 enrichment of its culture, promote health and safety, enhance the right of the people to a balanced
30 ecology, encourage and support the development of appropriate and self-reliant scientific and
31 technological capabilities, improve public morals, enhance economic prosperity and social
32 justice, promote full employment among their residents, maintain peace and order, and preserve
33 the comfort and convenience of their inhabitants.

34
35 **SECTION 6. Liability for Damages.** — The City and its officials shall not be exempt
36 from liability for death or injury to persons or damage to property.

37
38 **SECTION 7. Jurisdiction of the City.** — For purposes of defining the jurisdiction of
39 law enforcement, the jurisdiction of the City shall be coextensive with its territorial jurisdiction
40 and shall extend to three (3) miles from the shores of the city, and for the purpose of protecting
41 and ensuring the purity of the water supply of the City, such police jurisdiction shall also extend
42 over all territory within the drainage area of such water supply, or within one hundred meters
43 (100 m.) of any reservoir, conduit, canal, aqueduct or pumping station used in connection with
44 the city water service.

45
46 The city court of the City of Sariaya and the city or municipal courts of the adjoining cities
47 and municipalities shall have concurrent jurisdiction to try crimes and misdemeanors committed
48 within the said drainage area or areas within said spaces of one hundred meters (100 m.) of any

1 reservoir, conduit, canal, aqueduct or pumping station used in connection with the City water
2 service delivery.

3
4 The court first taking jurisdiction of such offenses shall have jurisdiction to try cases to
5 the exclusion of others. The police forces of the City of Sariaya and the municipalities and cities
6 concerned shall have concurrent jurisdiction over the maintenance of good order and the
7 enforcement of ordinances throughout said zone, area or space. Any license that may be issued
8 within said zone, area or space shall be granted by the proper authorities of the city or
9 municipality concerned, and the fees arising therefrom shall accrue to the treasury of the said
10 city or municipality concerned.

11
12
13 **ARTICLE II**
14 **CITY OFFICIALS**
15 **IN GENERAL**
16

17 **SECTION 8. The Officials of the City of Sariaya. —**
18

19 (a) There shall be in the City of Sariaya, a City Mayor, a City Vice Mayor,
20 Sangguniang Panlungsod members, a secretary to the Sangguniang Panlungsod, a city treasurer
21 and an assistant city treasurer, a city assessor and an assistant city assessor, a city accountant, a
22 city budget officer, a city planning and development officer, a city engineer, a city health officer,
23 a city civil registrar, a city administrator, a city legal officer, a city social welfare and development
24 officer, a city veterinarian, and a city general services officer.

25 (b) In addition thereto, the City Mayor may appoint a city environment and natural
26 resources officer, a city architect, a city information officer, a city cooperatives officer, a city
27 population Sariaya, a city agriculturist, a city business permit and licensing officer, a city human
28 resource and management officer, a city public order and safety officer, a city disaster and risk
29 reduction management officer, a city enterprise and economic officer, a city youth affairs officer,
30 a city nutrition officer, a city tourism officer, a city public employment service officer, and city
31 community and barangay affairs officer.

32 (c) The Sangguniang Panlungsod may:
33

- 34 (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof
35 (2) Create such other offices as may be necessary to carry out the purposes of the
36 city government; or
37 (3) Consolidate the functions of any office with those of another in the interest of
38 efficiency and economy.
39

40 (d) Unless otherwise provided herein, heads of departments and offices shall be
41 appointed by the City Mayor with the concurrence of the majority of all the Sangguniang
42 Panlungsod members, subject to civil service law, rules and regulations. The Sangguniang
43 Panlungsod shall act on the appointment within fifteen (15) days from the day of its submission,
44 otherwise the same shall be deemed confirmed.

45 (e) Elective and appointive city officials shall receive compensation, allowances and
46 other emoluments as may be determined by law or ordinances, subject to the budgetary limitations
47 on personal services prescribed under Title Five, Book II of the Local Government Code of 1991,
48 as amended: Provided, That no increase in the compensation of the City Mayor, City Vice Mayor

1 and the Sangguniang Panlungsod member shall take effect until after the expiration of the full
2 term of the local officials approving the increase.

3
4 **ARTICLE III**
5 **THE CITY MAYOR AND CITY VICE MAYOR**

6
7 **SECTION 9. The City Mayor. –**
8

9 (a) The City Mayor shall be the chief executive of the City and shall be elected at
10 large by the qualified voters of the City.

11 The City Mayor shall, at the time of the election, be at least twenty-one (21) years of age,
12 a resident of the City for at least one (1) year immediately preceding the day of the election, a
13 qualified registered voter therein, and be able to read and write Filipino or any local language or
14 dialect.
15

16 The City Mayor, who shall hold office for three (3) years, unless sooner removed, and
17 shall not serve for more than three (3) consecutive terms in the same position, shall receive a
18 minimum monthly compensation corresponding to Salary Grade thirty (30) as prescribed under
19 Republic Act No. 6758, as amended, otherwise known as the "Compensation and Position
20 Classification Act of 1989", and the implementing guidelines issued pursuant thereto and such
21 other compensation, emoluments and allowances as may be determined by law.
22

23 (b) The City Mayor, as the Chief Executive of the City Government, shall exercise
24 such powers and perform such duties and functions as provided under the Local Government
25 Code of 1991, as amended, this Act and other laws.

26 (c) For efficient, effective and economical governance the purpose of which is the
27 general welfare of the City and its inhabitants, the City Mayor shall:

28 (1) Exercise general supervision and control over all programs, projects, services,
29 and activities of the city government and, in this connection:

30 (i) Determine the guidelines of city policies and be responsible to the
31 Sangguniang Panlungsod for the City's program of government;
32

33 (ii) Direct the formulation of the city development plan with the assistance
34 of the city development council and, upon approval thereof by the
35 Sangguniang Panlungsod, implement the same;

36 (iii) Present the program of government and propose policies and projects
37 for the consideration of the Sangguniang Panlungsod at the opening of the
38 regular session of the Sangguniang Panlungsod every calendar year and
39 as often as may be deemed necessary as the general welfare of the City's
40 inhabitants and the needs of the city government may require;

41 (iv) Initiate and propose legislative measures to the Sangguniang
42 Panlungsod and as often as may be deemed necessary, and provide such

- 1 information and data needed or requested by said Sangguniang
2 Panlungsod in the performance of its legislative functions;
- 3 (v) Appoint all officials and employees whose salaries and wages are
4 wholly or mainly paid out of city funds and whose appointments are not
5 otherwise provided under the Local Government Code of 1991, as
6 amended, and this Act, and those whose appointment the City Mayor may
7 be authorized by law to appoint;
- 8 (vi) Represent the City in all its business transactions and sign in its behalf
9 all bonds, contracts, obligations, and such other documents upon the
10 authority of the Sangguniang Panlungsod or pursuant to law or ordinance;
- 11 (vii) Carry out such emergency measures as may be necessary during and in
12 the aftermath of man-made and natural disasters and calamities;
- 13 (viii) Determine the time, manner and place of payment of salaries or wages
14 of the officials and employees of the City, in accordance with law or
15 ordinance;
- 16 (ix) Allocate and assign office space to the City and other officials and
17 employees who, by law or ordinance, are entitled to such space in the city
18 hall and other buildings owned or leased by the city government;
- 19 (x) Ensure that all executive officials and employees of the City faithfully
20 discharge their duties and functions as provided for by law and the Local
21 Government Code of 1991, as amended, and cause to be instituted
22 administrative or judicial proceedings against any official or employee of
23 the City who may have committed an offense in the performance of
24 official duties;
- 25 (xi) Examine the books, records and other documents of all offices, officials,
26 agents or employees of the City and, in aid of the executive powers and
27 authority of the City Mayor, require all national officials and employees
28 stationed in or assigned to the City to make available such books, records
29 and other documents in their custody except those classified by law as
30 confidential;
- 31 (xii) Furnish copies of executive orders issued by the City Mayor to the office
32 of the provincial governor within seventy-two (72) hours after their
33 issuance;
- 34 (xiii) Visit component barangays of the City at least once every six (6)
35 months to cultivate a deeper understanding of problems and conditions,
36 listen and give appropriate counsel to local officials and inhabitants,
37 inform component barangay officials and inhabitants of general laws and
38 ordinances which especially concern them, and otherwise conduct visits
39 and inspections to ensure that the governance of the City will improve the
40 quality of life of the inhabitants;
- 41 (xiv) Act on leave applications of appointed officials and
42 employees on the commutation of the monetary value of their
43 leave credits in accordance with law;

- 1 (xv) Authorize official trips of city officials and employees outside of
2 the City for a period not exceeding thirty (30) days: Provided, that trips
3 abroad for a longer period may be authorized in accordance with the Local
4 Government Code of 1991, as amended;
- 5 (xvi) Call upon any national official or employee stationed in or
6 assigned to the City for advice on matters affecting the City and to make
7 recommendations thereon; coordinate with said officials and employees
8 in the formulation and the implementation of plans, programs and
9 projects; and when appropriate, initiate an administrative or judicial
10 action against a national government official or employee who may have
11 committed an offense in the performance of the official duties while
12 stationed in or assigned to the City;
- 13 (xvii) Authorize payment for medical care, necessary transportation,
14 subsistence, hospital or medical fees of city officials and employees who
15 are injured while in the performance of their official duties and functions,
16 subject to availability of funds;
- 17 (xviii) Solemnize marriages, any provision of law to the contrary
18 notwithstanding;
- 19 (xix) Conduct an annual palaring panlungsod that shall feature
20 traditional sports and disciplines that are played in national and
21 international games, in coordination with the Department of Education
22 (DepEd); and
- 23 (xx) Submit to the provincial governor the following reports: an
24 annual report containing a summary of all matters pertinent to the
25 management, administration and development of the City and all
26 information and data relative to its political, social and economic
27 conditions, and supplemental reports when unexpected events and
28 situations arise at any time during the year, particularly when manmade
29 or natural disasters or calamities affect the general welfare of the City.
- 30 (2) Enforce all laws and ordinances relative to the governance of the City
31 and in the exercise of its appropriate powers as well as implement all approved policies,
32 programs, projects, services and activities of the City and in addition to the foregoing:
- 33 (i) Ensure that the acts of the City's component barangays and of its
34 officials and employees are in accordance with the scope of their
35 prescribed powers, duties and functions;
- 36 (ii) Call for the conduct of conventions, conferences, seminars or meetings
37 of elective or appointive officials of the City, including provincial and
38 national officials and employees stationed in or assigned to the City, at
39 such time and place and on such subjects as may be deemed important for
40 the promotion of the general welfare of the local government unit and its
41 inhabitants;
- 42 (iii) Issue such executive orders for the faithful and appropriate enforcement
43 and execution of laws and ordinances;

1 (iv) Act as the deputized representative of the National Police Commission,
2 formulate the peace and order plan of the City, upon its approval, implement the
3 same; and as such, exercise general and operational control and supervision over
4 the police forces in the City in accordance with Republic Act No. 6975,
5 otherwise known as the "Department of the Interior and Local Government Act
6 of 1990"; and,

7 (v) Call upon the appropriate law enforcement agencies to suppress
8 disorder, riot, lawless violence, rebellion or sedition, or apprehend violators of
9 the law when public interest so requires such as when city police forces cannot
10 adequately cope with public disorder, violence, and criminal activity.

11 The City Mayor shall be entitled to carry the necessary firearms within the
12 territorial jurisdiction of the City.

13 (3) Initiate and maximize the generation of resources and revenues and
14 apply the same to the implementation of development plans, program objectives and
15 priorities, particularly the resources and revenues programmed for agro-industrial
16 development and countryside growth and progress, and relative thereto:

17 (i) Require each head of an office or department to prepare and submit an
18 estimate of appropriations for the ensuing calendar year, in accordance with the
19 budget preparation process enshrined under the Local Government Code of
20 1991, as amended;

21 (ii) Prepare and submit to the Sangguniang Panlungsod for approval the
22 executive and supplemental budgets of the City for the ensuing calendar year in
23 the manner provided for under the Local Government Code of 1991, as
24 amended;

25 (iii) Ensure that all taxes and other revenues of the City are collected and that
26 city funds are applied to the payment of expenses and settlement of obligations
27 of the City, in accordance with law or ordinance;

28 (iv) Issue licenses and permits and suspend or revoke the same for any
29 violation of the conditions stipulated by law or ordinance and upon which said
30 licenses or permits had been issued;

31 (v) Issue permits without need of approval therefor from any national
32 agency, for the holding of activities for any charitable or welfare purpose,
33 excluding prohibited games of chance or shows that are contrary to law, public
34 policy and public morals;

35 (vi) Require owners of illegally constructed houses, buildings or other
36 structures to obtain the necessary permits, subject to such fines and penalties as
37 may be imposed by law or ordinance, or to make necessary changes in the
38 construction of the same when said construction violates any law or ordinance,
39 or to order the demolition or removal of said house, building or structure within
40 the period prescribed by law or ordinance;

1 (vii) Adopt adequate measures to safeguard and conserve land, mineral,
2 forest, marine and other resources of the City;

3 (viii) Provide efficient and effective property and supply management in the
4 city;

5 (ix) Protect the funds, credits, rights and other properties of the City;

6 (x) Institute or cause to be instituted administrative or judicial proceedings
7 for violation of ordinances in the collection of taxes, fees or charges, and for the
8 recovery of funds and property; and cause the City to be defended against all
9 suits to ensure that its interests, resources and rights are adequately protected.

10 (4) Ensure the delivery of basic services and the provision of adequate
11 facilities and, in addition thereto:

12 (i) Ensure that the construction and repair of roads and highways funded by
13 the national government shall be, as far as practicable, carried out in a spatially
14 contiguous manner and in coordination with the construction and repair of the
15 roads and bridges of the City and of the province; and,

16
17 (ii) Coordinate the implementation of technical services, including public
18 works and infrastructure programs, rendered by national Offices and provincial
19 office.

20 (5) Exercise such other powers and perform such other duties and functions as
21 provided under the Local Government Code of 1991, and those that are prescribed by
22 law or ordinance.

23 (d) The City Mayor shall hold office in the City Hall.
24
25

26 **SECTION 10. The City Vice Mayor. —**
27

28 (a) There shall be a City Vice Mayor who shall be elected in the same manner as the
29 City Mayor and shall at the time of the election possess the same qualifications as the City
30 Mayor. The City Vice Mayor shall hold office for three (3) years, unless sooner removed, and
31 shall receive a monthly compensation corresponding to salary grade twenty-six (26) as
32 prescribed under the "Compensation and Position Classification Act of 1989", as amended, and
33 the implementing guidelines issued pursuant thereto, and such other compensation, emoluments
34 and allowances as may be determined by law.

35 (b) The City Vice Mayor shall exercise the following duties:

36 (1) Act as presiding officer of the Sangguniang Panlungsod and sign all
37 warrants drawn on the City Treasury for all expenditures appropriated for the operation
38 of the Sangguniang Panlungsod;

39 (2) Subject to civil service law, rules and regulations, appoint all officials and
40 employees including the secretary of the Sangguniang Panlungsod, except those whose
41 manner of appointment is specifically provided under the Local Government Code of
42 1991, as amended;

1 (3) Assume the office of the City Mayor for the unexpired term of the latter
2 in the event of permanent vacancy as provided under the Local Government Code of
3 1991, as amended;

4 (4) Exercise the powers and perform the duties and functions of the City
5 Mayor in cases of temporary vacancy as provided under the Local Government Code of
6 1991, as amended; and

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

10 **ARTICLE IV**
11 **THE SANGGUNIANG PANLUNGSOD**

12 **SECTION 11. Composition and Compensation. —**
13
14

15 (a) The Sangguniang Panlungsod is the legislative body of the City, and shall be
16 composed of the City Vice Mayor as the presiding officer, ten (10) regular Sangguniang
17 Panlungsod members, the President of the city chapter of the Liga ng mga Barangay, the
18 President of the Panlungsod na Pederasyon ng mga Sangguniang Kabataan and the three (3)
19 representatives from the following sectors, as members: the representative of the women's
20 sector; the representative of the agricultural or industrial workers sector, and the representative
21 of other sectors, including the urban poor, indigenous cultural communities, or persons with
22 disabilities (PWDs): Provided, That with the exception of the women's sector, the Sangguniang
23 Panlungsod shall determine the sectors to be represented within ninety (90) days prior to the
24 holding of the local elections.
25

26 (b) The regular members of the Sangguniang Panlungsod and the sectoral
27 representatives shall be elected in the manner as may be provided for by law.

28 (c) The members of the Sangguniang Panlungsod shall receive a minimum monthly
29 compensation corresponding to Salary Grade Twenty-Five (SG-25) as prescribed under the
30 "Compensation and Position Classification Act of 1989", as amended, and the implementing
31 guidelines issued pursuant thereto.

32 **SECTION 12. Powers, Duties, and Functions. —**
33

34 (a) The Sangguniang Panlungsod, as the legislative body of the City, shall enact
35 ordinances, approve resolutions and appropriate funds for the general welfare of the City and its
36 inhabitants pursuant to Section 16 of the Local Government Code of 1991, as amended, and in
37 the proper exercise of the corporate powers of the City as provided under Section 22 of the Local
38 Government Code, as amended, and shall:

39 (1) Approve ordinances and pass resolutions necessary for an efficient and effective
40 city government and relative hereto:
41

42 (i) Review all ordinances approved by the Sangguniang Barangay and
43 executive orders issued by the Punong Barangay to determine whether these are

- 1 within the scope of the prescribed powers of the Sangguniang Barangay and of
2 the Punong Barangay;
- 3 (ii) Maintain peace and order by enacting measures to prevent and suppress
4 lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties
5 for the violation of said ordinances;
- 6 (iii) Approve ordinances imposing a fine not exceeding Five thousand pesos
7 (P5,000) or an imprisonment for a period not exceeding one (1) year, or both at
8 the discretion of the court, for violation of a city ordinance;
- 9 (iv) Adopt measures to protect the inhabitants of the City from the harmful
10 effects of man-made or natural disasters and calamities, and to provide relief
11 services and assistance for victims during and in the aftermath of said disasters
12 or calamities and in their return to productive livelihood following said events;
- 13 (v) Enact ordinances intended to prevent, suppress and impose appropriate
14 penalties for habitual drunkenness in public places, vagrancy, mendicancy,
15 prostitution, establishment and maintenance of houses of ill-repute, gambling
16 and other prohibited games of chance, fraudulent devices and ways to obtain
17 money or property, drug addiction, maintenance of drug dens, drug pushing,
18 juvenile delinquency, the printing, distribution or exhibition of obscene or
19 pornographic materials or publications, and such other activities inimical to the
20 welfare and morals of the inhabitants of the City;
- 21 (vi) Protect the environment and impose appropriate penalties for acts which
22 endanger the environment, such as dynamite fishing and other forms of
23 destructive fishing, illegal logging, smuggling of logs, smuggling of natural
24 resources products and of endangered species of flora and fauna, slash-and-burn
25 farming and such other activities which result in pollution, acceleration of
26 siltation of rivers and lakes or of ecological imbalance;
- 27 (vii) Subject to the provisions of the Local Government Code of 1991, as
28 amended, and the pertinent laws, determine the powers and duties of officials
29 and employees of the City;
- 30 (viii) Consistent with the "Compensation and Position Classification Act of
31 1989", as amended, determine the positions and the salaries, wages, allowances
32 and other emoluments and benefits of officials and employees paid wholly or
33 mainly from city funds and provide for expenditures necessary for the proper
34 conduct of programs, projects, services and activities of the city government;
- 35 (ix) Authorize the payment of compensation to a qualified person not in the
36 government service who fills up a temporary vacancy, or grant honorarium to
37 any qualified official or employee designated to fill a temporary vacancy in a
38 concurrent capacity at the rate authorized by law;
- 39 (x) Provide a mechanism and the appropriate funds therefor, to ensure the
40 safety and protection of all city government property, public documents, or
41 records such as those relating to property inventory, land ownership, record of
42 births, marriages, deaths, assessments, taxation, accounts, business permits and
43 such other records and documents of public interest in the offices and
44 departments of the city government;

- 1 (xi) When the finances of the city government allow, provide for additional
2 allowances and other benefits to judges, prosecutors, public elementary and high
3 school teachers, and other national government officials stationed in or assigned
4 to the City;
- 5 (xii) Provide legal assistance to barangay officials who, in the performance of
6 their official duties or on the occasion thereof, have to initiate judicial
7 proceedings or defend themselves against legal actions; and
- 8 (xiii) Provide for group insurance or additional insurance coverage for all
9 barangay officials, including members of barangay *tanod* brigades and other
10 service units, with public or private insurance companies, when the finances of
11 the city government allow said coverage.
- 12 (2) Generate and maximize the use of resources and revenues for the
13 development plans, program objectives and priorities of the City, as provided under the Local
14 Government Code of 1991, as amended, with particular attention to agro-industrial development
15 and city-wide growth and progress, and relative thereto, shall:
- 16 (i) Approve the annual and supplemental budgets of the city government
17 and appropriate funds for specific programs, projects, services and activities of
18 the City, or for other purposes not contrary to law in order to promote the general
19 welfare of the City and its inhabitants;
- 20 (ii) Subject to the provisions of Book II of the Local Government Code of
21 1991, as amended, and applicable laws and upon the majority vote of all the
22 members of the Sangguniang Panlungsod, enact ordinance levying taxes, fees
23 and charges, prescribing the rates thereof for general and specific purposes and
24 granting tax exemptions, incentives or reliefs;
- 25 (iii) Subject to the provisions of Book II of the Local Government Code of
26 1991, as amended, and upon the majority vote of all the members of the
27 Sangguniang Panlungsod, authorize the City Mayor to negotiate and contract
28 loans and other forms of indebtedness;
- 29 (iv) Subject to the provisions of Book II of the Local Government Code of
30 1991, as amended, and applicable laws and upon the majority vote of all the
31 members of the Sangguniang Panlungsod, enact ordinances authorizing the
32 floating of bonds or other instruments of indebtedness, for the purpose of raising
33 funds to finance development projects;
- 34 (v) Appropriate funds for the construction and maintenance or the rental of
35 buildings for the use of the City; and, upon the majority vote of all the members
36 of the Sangguniang Panlungsod, authorize the City Mayor to lease to private
37 parties such public buildings held in a proprietary capacity, subject to existing
38 laws, rules and regulations;
- 39 (vi) Prescribe reasonable limits and restraints on the use of property within
40 the jurisdiction of the City;

- 1 (vii) Adopt a comprehensive land use plan for the City: Provided, That the
2 formulation, adoption or modification of said plan shall be in coordination within
3 the approved provincial comprehensive land use plan;
- 4 (viii) Reclassify lands within the jurisdiction of the City subject to the
5 pertinent provisions of the Local Government Code of 1991, as amended;
- 6 (ix) Enact integrated zoning ordinance in consonance with the approved
7 comprehensive land use plan, subject to existing laws, rules and regulations;
8 establish fire limits or zones, particularly in populous centers, and regulate the
9 construction, repair or modification of buildings within said fire limits or zones
10 in accordance with the provisions of the Fire Code of the Philippines;
- 11 (x) Subject to national law, process and approve subdivision plans for
12 residential, commercial or industrial purposes and other development purposes,
13 and to collect processing fees and other charges, the proceeds of which shall
14 accrue entirely to the City: Provided, however, That where approval of a national
15 agency or office is required, said approval shall not be withheld for more than
16 thirty (30) days from receipt of the application. Failure to act on the application
17 within the period stated above shall be deemed as approval thereof;
- 18 (xi) With the concurrence of at least two-thirds (2/3) of all the members of
19 the Sangguniang Panlungsod, grant tax exemptions, incentives or reliefs to
20 entities engaged in community growth-inducing industries, subject to the
21 provisions of the Local Government Code of 1991, as amended;
- 22 (xii) Grant loans or provide grants to other local government units or to
23 national, provincial and city charitable, benevolent or educational institutions:
24 Provided, That said institutions are operated and maintained within the City;
- 25 (xiii) Implement a numbering system for residential, commercial and other
26 buildings in the City; and
- 27 (xiv) Regulate the inspection, weighing and measuring of articles of commerce.
- 28 (3) Subject to the provisions of the Local Government Code of 1991, as
29 amended, enact ordinances that grant franchises and authorize the issuance of permits or licenses,
30 upon conditions and for purposes that promote the general welfare of the inhabitants of the City,
31 and pursuant to this legislative authority, perform the following duties and functions:
- 32 (i) Fix and impose reasonable fees and charges for all services rendered by
33 the city government to private persons or entities;
- 34 (ii) Regulate or fix license fees for any business or practice of profession
35 within the City and the conditions under which the license for said business or
36 practice of profession may be revoked and enact ordinances levying taxes
37 thereon;
- 38 (iii) Provide for and set the terms and conditions under which public utilities
39 owned by the City shall be operated by the city government, and prescribe the
40 conditions under which the same may be leased to private persons or entities,
41 preferably cooperatives;

- 1 (iv) Regulate the display of and fix the license fees for signs, signboards or
2 billboards at the place or places where the profession or business advertised
3 thereby is, in whole or in part, conducted;
- 4 (v) Any law to the contrary notwithstanding, authorize and license the
5 establishment, operation and maintenance of cockpits, and regulate cockfighting
6 and commercial breeding of gamecocks: Provided, That existing rights held by
7 licensed persons or establishments shall not be prejudiced;
- 8 (vi) Subject to the guidelines prescribed by the Department of Transportation
9 (DOTr), regulate the operation of tricycles and grant franchises for the operation
10 thereof within the territorial jurisdiction of the City; and
- 11 (vii) Upon approval by a majority vote of all the members of the Sangguniang
12 Panlungsod, grant a franchise to any person, partnership, corporation or
13 cooperative to do business within the City; establish, construct, operate and
14 maintain markets or slaughterhouses; or undertake such other activities within
15 the City as may be allowed by existing laws: Provided, That cooperatives shall
16 be given preference in the grant of such a franchise.
- 17 (4) Maintain peace and order, regulate the operation of establishments,
18 establish standards for the conduct of their businesses including the use of lands, structures and
19 buildings within the City in order to promote the general welfare, and for said purpose:
- 20 (i) Declare, prevent or abate any nuisance;
- 21 (ii) With the concurrence of the majority of the members of the
22 Sangguniang Panlungsod, a quorum being present, deny the entry of legalized
23 gambling by ordinance into any part of the City, or regulate its place of operation
24 in the City;
- 25 (iii) Require that buildings and premises thereof and any land within the
26 City be kept and maintained in a clean and sanitary condition; impose penalties
27 for any violation thereof or upon failure to comply with said requirement, require
28 the filling up of any land or premises to a grade necessary for proper sanitation
29 at the expense of the owner, administrator, or tenant concerned;
- 30 (iv) Regulate the disposal of clinical and other wastes from hospitals, clinics
31 and other similar establishments in accordance with established rules and
32 regulations;
- 33 (v) Regulate the establishment, operation and maintenance of cafes,
34 restaurants, beerhouses, hotels, motels, inns, pension houses, lodging houses and
35 other similar establishments, including the conduct of tourist guides and
36 transport operators;
- 37 (vi) Regulate the sale, giving away, or dispensing of any intoxicating malt,
38 wine, mixed or fermented liquors at any retail outlets;
- 39 (vii) Regulate the establishment and provide for the inspection of steam
40 boilers or any heating device in buildings and the storage of inflammable and
41 highly combustible materials within the City;

- 1 (viii) Regulate the establishment, operation, and maintenance of any
2 entertainment or amusement facilities, including theaters, circus venues, billiard
3 halls, public dancing schools, public dance halls, sauna baths, massage parlors,
4 and other places for entertainment or amusement; regulate such other events or
5 activities for amusement or entertainment, particularly those which tend to
6 disturb the community or annoy the inhabitants, or require the suspension or
7 suppression of the same; or prohibit certain forms of amusement or
8 entertainment in order to protect the social and moral welfare of the community;
- 9 (ix) Regulate the establishment, operation, and maintenance of funeral
10 parlors and the burial or cremation of the dead, subject to existing laws, rules
11 and regulations; and
- 12 (x) Provide for the impounding of stray animals and regulate the keeping of
13 animals in homes or as part of a business, and the slaughter, sale or disposition
14 of the same; and adopt measures to prevent and penalize cruelty to animals.
- 15 (5) Approve ordinances which shall ensure the efficient and effective
16 delivery of the basic services and facilities as provided under the Local Government Code of
17 1991, as amended, and in addition to said services and facilities:
- 18 (i) Provide for the establishment, maintenance, protection and conservation
19 of communal forests and watersheds, tree parks, greenbelts, mangroves, and
20 other similar forest development projects;
- 21 (ii) Establish public markets, slaughterhouses or animal corrals and
22 authorize the operation thereof by the city government; and regulate the
23 construction and operation of private markets, *talipapas* or other similar
24 buildings and structures;
- 25 (iii) Regulate the preparation and sale of meat, poultry, fish, vegetables,
26 fruits, fresh dairy products, and other food products for public consumption;
- 27 (iv) Regulate the use of streets, avenues, alleys, sidewalks, bridges, parks
28 and other public places and approve the construction, improvement, repair and
29 maintenance of the same; establish bus and vehicle stops and terminals or
30 regulate the use of the same by privately owned vehicles which serve the public;
31 regulate garages and operation of conveyances for hire; designate stands to be
32 occupied by public vehicles when not in use; regulate the putting up of signs,
33 signposts, awnings and awning posts on the streets; and provide for the lighting,
34 cleaning and sprinkling of streets and public places;
- 35 (v) Regulate traffic on all streets and bridges and prohibit encroachments or
36 obstacles thereon and, when necessary in the interest of public welfare, authorize
37 the removal of encroachments and illegal construction in public places;
- 38 (vi) Subject to existing laws, establish and provide for the maintenance,
39 repair, and operation of an efficient waterworks system to supply water for the
40 City's inhabitants and to purify the source of the water supply; regulate the
41 construction, maintenance, repair and use of hydrants, pumps, cisterns and
42 reservoirs; protect the purity and quantity of the water supply of the City and,
43 for this purpose, extend the coverage of appropriate ordinances over all
44 territories within the drainage area of said water supply and within one hundred

- 1 (100) meters of the reservoir, canal, conduit, aqueduct, pumping station or
2 watershed used in connection with the water service; and regulate the
3 consumption, use or recycling of waste water and fix and collect charges
4 therefor;
- 5 (vii) Regulate the drilling and excavation of the ground for the laying of
6 water, gas, sewer, and other pipes, telecommunication cable wires and the
7 construction, repair, and maintenance of public drains, sewers, cesspools,
8 tunnels and similar structures; regulate the placing of poles and the use of
9 crosswalks, curbs and gutters; adopt measures to ensure public safety against
10 open canals, manholes, live wires and other similar hazards to life and property;
11 and regulate the construction and use of private water closets, privies and other
12 similar structures in buildings and homes;
- 13 (viii) Regulate the placing, stringing, attaching, installing, repair, and
14 construction of all gas mains, electric telegraph and telephone wires, conduits,
15 meters and other apparatus; and provide for the correction, condemnation or
16 removal of the same when found to be dangerous to the welfare of the
17 inhabitants;
- 18 (ix) Subject to the availability of funds and to existing laws, rules and
19 regulations, establish and provide for the operation of vocational and technical
20 schools and similar post-secondary institutions and, with the approval of the
21 Department of Education (DepEd) and Technical Education and Skills
22 Development Authority (TESDA), as the case may be, fix and collect reasonable
23 tuition fees and other school charges in educational institutions supported by the
24 city government, subject to existing laws on tuition fees;
- 25 (x) Establish a scholarship fund for poor but deserving students in schools
26 located within its jurisdiction or for students residing within the City;
- 27 (xi) Approve measures and adopt quarantine regulations to prevent the
28 introduction and spread of diseases;
- 29 (xii) Provide for an efficient and effective system of solid waste and garbage
30 collection and disposal; prohibit littering and the placing or throwing of garbage,
31 refuse, and other wastes;
- 32 (xiii) Provide for the care of persons with disabilities (PWDs), paupers, the
33 elderly, the sick, persons of unsound mind, abandoned minors, juvenile
34 delinquents, drug dependents, abused children and the youth below eighteen (18)
35 years of age; and subject to availability of funds, establish and provide for the
36 operation of centers and facilities for the said persons;
- 37 (xiv) Establish and provide for the maintenance and improvement of jails and
38 detention centers, institute a sound jail management program, and appropriate
39 funds for the subsistence of detainees and convicted prisoners in the City;
- 40 (xv) Establish a council which shall promote culture and the arts, coordinate
41 with government agencies and non-governmental organizations and, subject to
42 the availability of funds, appropriate funds for the support and development of
43 the same; and

1 (xvi) Establish a council for senior citizens which shall formulate policies
2 and adopt measures mutually beneficial to the elderly and to the community;
3 provide incentives for nongovernmental agencies and entities and, subject to the
4 availability of funds, appropriate funds to support programs and projects for the
5 benefit of senior citizens.

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

9 **ARTICLE V**
10 **PROCESS OF LEGISLATION**

11 **SECTION 13. Internal Rules of Procedure. —**

12
13 (a) On the first regular session following the election of its members and within
14 ninety (90) days thereafter, the Sangguniang Panlungsod shall adopt or update its existing rules
15 of procedure.

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

17 (1) The organization of the Sangguniang Panlungsod and the election of its
18 officers as well as the creation of standing committees which shall include the
19 committees on Appropriations, Revenues, Engineering and Public Works, Education
20 and Health, Women and Family, Human Rights, Youth and Sports Development,
21 Environmental Protection, Peace and Order and Traffic, and Cooperatives; the general
22 jurisdiction of each committee; and the election of the chairman and members of each
23 committee;

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

25 (3) The legislative process;

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

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

36 (6) Such other rules as the Sanggunian may adopt.

37 **SECTION 14. Full Disclosure of Financial and Business Interests of Sangguniang**
38 **Panlungsod Members. —**

39
40 (a) Every Sangguniang Panlungsod member shall, upon assumption to office, make a
41 full disclosure of their business and financial interests. Such disclosure shall also include a

1 professional relationship or any relation by affinity or consanguinity within the fourth (4th) civil
2 degree, which a sanggunian member may have with any person, firm or entity affected by any
3 ordinance or resolution under consideration by the Sangguniang Panlungsod and which
4 relationship may result in conflict of interests. Such relationship shall include:

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

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

9 In the absence of a specific constitutional or statutory provision applicable to the situation,
10 "conflict of interest" refers to a situation where it may be reasonably deduced that a member of
11 the Sangguniang Panlungsod may not act in the public interest due to some private, pecuniary or
12 other personal considerations that may tend to affect the exercise of judgment to the prejudice of
13 the service or the public.

14
15 (b) The disclosure required under this Act shall be made in writing and submitted to
16 the secretary of the Sangguniang Panlungsod or the secretary of the concerned committee. The
17 disclosure shall, in all cases, form part of the record of the proceedings and shall be made in the
18 following manner:

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

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

26 **SECTION 15. Sessions. —**
27

28 (a) On the first day of the session immediately following the election of its members,
29 the Sangguniang Panlungsod shall, by resolution, fix the day, time and place of its sessions. The
30 minimum number of regular sessions shall be once a week for the Sangguniang Panlungsod and
31 twice a month for the Sangguniang Barangay.

32 (b) When the public interest so demands, special sessions may be called by the City
33 Mayor or by a majority of the members of the Sangguniang Panlungsod.

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

38 (d) In the case of special sessions of the Sangguniang Panlungsod, a written notice to
39 the members shall be served personally at the members' usual place of residence at least twenty
40 four (24) hours before the special session is held. Unless otherwise concurred in by two-thirds
41 (2/3) vote of the Sangguniang Panlungsod members present, there being a quorum, no other
42 matters may be considered at a special session except those stated in the notice.

1 (e) The Sangguniang Panlungsod shall keep a journal and record of its proceedings
2 which may be published upon resolution of the majority of its members.

3 **SECTION 16. Quorum. —**
4

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

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

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

18 **SECTION 17. Approval of Ordinances. —**
19

20 (a) Every ordinance enacted by the Sangguniang Panlungsod shall be presented to
21 the City Mayor. If the City Mayor approves the same, the signature shall be affixed on each and
22 every page thereof; otherwise, the ordinance shall be vetoed and returned to the Sangguniang
23 Panlungsod with a statement on the objections, which may proceed to reconsider the same.

24 (b) The veto shall be communicated by the City Mayor to the Sangguniang
25 Panlungsod within ten (10) days; otherwise, the ordinance shall be deemed approved as if it had
26 been signed.

27 (c) The Sangguniang Panlungsod may override the veto of the City Mayor by two
28 thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective for all
29 legal intents and purposes.

30 **SECTION 18. Veto Power of the City Mayor. —**
31

32 (a) The City Mayor may veto any ordinance of the Sangguniang Panlungsod on the
33 ground that it is ultra vires or prejudicial to the public welfare, stating the reasons for the veto in
34 writing.

35 (b) The City Mayor shall have the power to veto any particular item or items of an
36 appropriations ordinance, an ordinance or resolution adopting a local development plan and
37 public investment program, or an ordinance directing the payment of money or creating liability.
38 In such case, the veto shall not affect the item or items which are not objected to. The vetoed
39 item or items shall not take effect unless the Sangguniang Panlungsod overrides the veto in the
40 manner herein provide, otherwise, the item or items in the appropriations ordinance of the
41 previous year corresponding to those vetoed, if any, shall be deemed re-enacted.

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

4 **SECTION 19. Review of City Ordinances by the Sangguniang Panlalawigan. —**
5

6 (a) Within three (3) days after approval, the secretary to the Sangguniang
7 Panlungsod shall forward to the Sangguniang Panlalawigan for review, copies of approved
8 ordinances and resolutions approving the local development plans and public investment
9 programs formulated by the local development councils.

10 (b) Within thirty (30) days after receipt of copies of such ordinances and resolutions,
11 the Sangguniang Panlalawigan shall examine the documents or transmit them to the provincial
12 attorney or the provincial prosecutor for prompt examination. The provincial attorney or the
13 provincial prosecutor shall, within a period often (10) days from receipt of the documents, inform
14 the Sangguniang Panlalawigan in writing of its comments or recommendations thereon, which
15 may be considered by the Sangguniang Panlalawigan in making its decision.

16 (c) If the Sangguniang Panlalawigan finds that such an ordinance or resolution is
17 beyond the power conferred upon the Sangguniang Panlungsod concerned, it shall declare such
18 ordinance or resolution invalid in whole or in part. The Sangguniang Panlalawigan shall enter its
19 action in the minutes and shall advise the corresponding city authorities of the action it has taken.

20 (d) If no action has been taken by the Sangguniang Panlalawigan within thirty (30)
21 days after submission of such an ordinance or resolution, the same shall be presumed consistent
22 with law and therefore valid.

23 **SECTION 20. Review of Barangay Ordinances by the Sangguniang Panlungsod. —**

24 (a) Within ten (10) days after their enactment, the Sangguniang Barangay shall furnish
25 copies of all barangay ordinances to the Sangguniang Panlungsod for review as to whether the
26 ordinance is consistent with law or city ordinances.

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

29 (c) If the Sangguniang Panlungsod finds the barangay ordinances inconsistent with
30 law or city ordinances, the Sangguniang Panlungsod shall, within thirty (30) days from receipt
31 thereof, return the same with its comments and recommendations to the Sangguniang Barangay
32 concerned for adjustment, amendment or modification, in which case, the effectivity of the
33 barangay ordinance is suspended until such time as the revision called for is carried out.

34 **SECTION 21. Penalty for the Enforcement of Disapproved Ordinances or**
35 **Resolutions. —** Any attempt to enforce any ordinance or resolution approving the local
36 development plan and public investment program, after the disapproval thereof, shall be sufficient
37 ground for the suspension or dismissal of the official or employee concerned.
38

39 **SECTION 22. Effectivity of Ordinances or Resolutions. —**
40

41 (a) Unless otherwise stated in the ordinance or the resolution approving the local
42 development plan and public investment program, the same shall take effect after ten (10) days

1 from the date a copy thereof is posted in a bulletin board at the entrance of the City Hall of
2 Sariaya and in at least two (2) other conspicuous places in the City of Sariaya not later than five
3 (5) days after approval thereof.

4 (b) The secretary of the Sangguniang Panlungsod shall cause the posting of an
5 ordinance or resolution in the bulletin board at the entrance of the City Hall, and in at least two
6 (2) conspicuous places in the City not later than five (5) days after approval thereof.

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

11
12 (c) Ordinances with penal sanctions shall be posted at prominent places in the City
13 Hall, for a minimum period of three (3) consecutive weeks. Such ordinances shall also be
14 published in a newspaper of general circulation within the City.

15
16 **ARTICLE VI**
17 **DISQUALIFICATIONS AND SUCCESSION FOR ELECTIVE CITY OFFICIALS**

18 **SECTION 23. Disqualifications for Elective City Officials.** — The following persons
19 are disqualified from running for any elective position in the City:

20
21 (a) Those sentenced by final judgment for an offense involving moral turpitude or an
22 offense punishable by one (1) year or more of imprisonment within two (2) years after serving
23 sentence;

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

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

27 (d) Those with dual citizenship;

28 (e) Fugitives from justice in criminal or nonpolitical cases here and abroad;

29 (f) Permanent residents in a foreign country or those who have acquired the right to reside
30 abroad and continue to avail of the same right after the effectivity of the Local Government
31 Code of 1991, as amended; and

32 (g) The insane or feeble-minded.

33 **SECTION 24. Permanent Vacancy in the Offices of the City Mayor and City Vice Mayor.**

34
35 (a) If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor
36 shall become the City Mayor. If a permanent vacancy occurs in the office of the City Vice
37 Mayor, the highest ranking Sangguniang Panlungsod member or, in case of the latter's
38 permanent incapacity, the second highest ranking Sangguniang Panlungsod member shall
39 become the City Mayor or City Vice Mayor, as the case may be. Subsequent vacancies in the

1 said offices shall be filled automatically by the other Sangguniang Panlungsod members
2 according to their ranking as defined under the Local Government Code of 1991, as amended.

3 (b) The successors, as defined herein, shall serve only the unexpired terms of their
4 predecessors.

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

9 (d) For purposes of succession as provided in this Act, ranking in the Sangguniang
10 Panlungsod shall be determined on the basis of the proportion of votes obtained by each winning
11 candidate to the total number of registered voters in the City in the immediately preceding local
12 election.

13 **SECTION 25. Permanent Vacancies in the Sangguniang Panlungsod.** — Permanent
14 vacancies in the Sangguniang Panlungsod where automatic succession as provided above does
15 not apply shall be filled by appointments in the following manner:
16

- 17 (a) The provincial governor shall make the aforesaid appointments;
18 (b) Only the nominee of the political party under which the Sangguniang Panlungsod
19 member concerned had been elected and whose elevation to the position next higher in rank
20 created the last vacancy in the Sangguniang Panlungsod shall be appointed in the manner
21 provided herein. The appointee shall come from the political party as that of the Sangguniang
22 Panlungsod member who caused the vacancy and shall serve the unexpired term of the vacant
23 office.

24 In the appointment herein mentioned, a nomination and a certificate of membership of the
25 appointee from the highest official of the political party concerned shall be conditions *sine qua*
26 *non*, and any appointment without such nomination and certification shall be null and void *ab*
27 *initio* and shall be a ground for administrative action against the official responsible therefore;
28

29 (c) In case the permanent vacancy occurs in a position held by a Sangguniang Panlungsod
30 member who does not belong to any political party, the City Mayor shall, upon recommendation
31 of the Sangguniang Panlungsod, appoint a qualified person to fill the vacancy; and

32 (d) In case of a vacancy in the representation of the youth and the barangay in the
33 Sangguniang Panlungsod, said vacancy shall be filled automatically by the official next in rank
34 of the organization concerned.

35 **SECTION 26. Temporary Vacancy in the Office of the City Mayor.** —
36

37 (a) When the City Mayor is temporarily incapacitated to perform the duties for physical or
38 legal reasons such as when the City Mayor is on official leave from duties, on travel abroad, or
39 is suspended from office, the City Vice Mayor or the highest ranking Sangguniang Panlungsod
40 member shall automatically exercise the powers and perform the duties and functions of the City
41 Mayor, except the power to appoint, suspend or dismiss employees which can only be exercised
42 if the period of temporary incapacity exceeds thirty (30) working days.

43 (b) Said temporary incapacity shall terminate upon submission to the Sangguniang
44 Panlungsod of a written declaration by the City Mayor of having reported back to office. In case

1 where the temporary incapacity is due to legal cause, the City Mayor shall also submit the
2 necessary documents showing that said legal cause no longer exists.

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

8 (d) If the City Mayor fails or refuses to issue such authorization, the City Vice Mayor or the
9 highest ranking Sangguniang Panlungsod member, as the case maybe, shall have the right to
10 assume the powers, duties and functions of the said office on the fourth day of absence of the
11 City Mayor, subject to the limitations provided in subsection (c) hereof.

12 (e) Except as provided above, the City Mayor shall in no case authorize any local official to
13 assume the powers, duties and functions of the Office, other than the City Vice Mayor or the
14 highest ranking Sangguniang Panlungsod member, as the case may be.

15
16 **ARTICLE VII**
17 **THE APPOINTIVE OFFICIALS OF THE CITY:**
18 **QUALIFICATIONS, POWERS AND DUTIES**

19 **SECTION 27. The SECRETARY to the Sangguniang Panlungsod. —**
20

21 (a) There shall be a Secretary of the Sangguniang Panlungsod who shall be a career official
22 with the rank and salary equal to a head of a department or office.

23 (b) The Secretary to the Sangguniang Panlungsod must be a citizen of the Philippines, a
24 resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
25 in law, commerce, or public administration from a recognized college or university, and a first
26 grade civil service eligible or its equivalent.

27 (c) The Secretary to the Sangguniang Panlungsod shall take charge of the office of the
28 Sangguniang Panlungsod, and shall:

29
30 (1) Attend meetings of the Sangguniang Panlungsod and keep a journal of its
31 proceedings;

32 (2) Keep the seal of the City and affix it with signature to all ordinances,
33 resolutions, and other official acts of the Sangguniang Panlungsod and present the same
34 for the signature of the presiding officer;

35 (3) Forward to the City Mayor, for approval, copies of ordinances enacted by the
36 Sangguniang Panlungsod duly certified by the presiding officer, in the manner provided
37 in Section 54 of the Local Government Code of 1991, as amended;

38 (4) Forward to the Sangguniang Panlalawigan copies of duly approved ordinances
39 in the manner provided in Sections 56 and 57 of the Local Government Code of 1991,
40 as amended;

- 1 (5) Furnish, upon the request of any interested party, certified copies of records of
2 public character in custody, upon payment to the City Treasurer of such fees as may be
3 prescribed by ordinance;
- 4 (6) Record in a book kept for the purpose, all ordinances and resolutions enacted or
5 adopted by the Sangguniang Panlungsod, with the dates of passage and publication
6 thereof
- 7 (7) Keep the office and all non-confidential records therein open to the public
8 during usual business hours;
- 9 (8) Translate into the dialect used by the majority of the inhabitants all ordinances
10 and resolutions immediately after their approval and cause the publication of the same
11 together with the original version in the manner provided under the Local Government
12 Code of 1991, as amended;
- 13 (9) Take custody of the local archives and where applicable, the local library, and
14 annually account for the same; and
- 15 (10) Perform other duties and functions and exercise such other powers as provided
16 under the Local Government Code of 1991, as amended, and those that are prescribed
17 by law or ordinance.

18 **SECTION 28. The Treasurer. –**

- 19
- 20 (a) The City Treasurer shall be appointed by the Secretary of the Department of Finance
21 (DOF) from a list of at least three (3) ranking eligible recommendees of the City Mayor, subject
22 to civil service law, rules and regulations.
- 23 (b) The City Treasurer shall be under the administrative supervision of the City Mayor, to
24 whom the city treasurer shall report regularly on the tax collection efforts of the City.
- 25 (c) The City Treasurer must be a citizen of the Philippines, a resident of the City of
26 Sariaya, of good moral character, a holder of a college degree in commerce, public
27 administration, or law from a recognized college or university, a first-grade civil service eligible
28 or its equivalent and must have acquired at least five (5) years experience in treasury or
29 accounting services.
- 30 (d) The City Treasurer shall receive such compensation, emoluments and allowances as
31 may be determined by law.
- 32 (e) The City Treasurer shall supervise the City Finance Department, and shall:
- 33 (1) Advise the City Mayor, the Sangguniang Panlungsod and other local government
34 and national officials concerned regarding the disposition of local government funds and
35 on such other matters relative to public finance;
- 36 (2) Take custody and exercise proper management of the funds of the City;
- 37 (3) Take charge of the disbursement of all funds of the City and such other funds the
38 custody of which may be entrusted to the City Treasurer by law or other competent
39 authority;

1 (4) Inspect private commercial and industrial establishments within the jurisdiction
2 of the City in relation to the implementation of tax ordinances pursuant to the provisions
3 of the Local Government Code of 1991, as amended;

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

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

8 **SECTION 29. Assistant City Treasurer. —**
9

10 (a) The Assistant City Treasurer may be appointed by the Secretary of the Department of
11 Finance (DOF) from a list of at least three (3) ranking eligible recommendees of the City Mayor,
12 subject to the civil service law, rules and regulations.

13 (b) The Assistant City Treasurer must be a citizen of the Philippines, a resident of the City
14 of Sariaya, of good moral character, a holder of a college degree preferably in commerce, public
15 administration or law from a recognized college or university, a first grade civil service eligible
16 or its equivalent and must have acquired at least five (5) years experience in treasury or
17 accounting services.

18 (c) The Assistant City Treasurer shall assist the City Treasurer and perform such duties as
19 may be assigned by the latter.

20 (d) The Assistant City Treasurer shall have authority to administer oaths concerning official
21 matters relating to the accounts managed by the City Treasurer or those arising in the office of
22 the City Treasurer.

23 (e) The Assistant City Treasurer shall receive such compensation, emoluments and
24 allowances as may be determined by law.

25 **SECTION 30. The Assessor.**
26

27 (a) The City Assessor must be a citizen of the Philippines, a resident of the City of Sariaya,
28 of good moral character, a holder of a college degree preferably in civil or mechanical
29 engineering, commerce, or any other related course from a recognized college or university, a
30 first grade civil service eligible or its equivalent and must have acquired at least five (5) years
31 experience in real property assessment work or in any related field immediately preceding the
32 date of the appointment.

33 (b) The City Assessor shall receive such compensation, emoluments and allowances as may
34 be determined by law.

35 (c) The City Assessor shall take charge of the City Assessor's Department, and shall:
36

37 (1) Ensure that all laws and policies governing the appraisal and assessment of real
38 properties for taxation purposes are properly executed;

39 (2) Initiate, review and recommend changes in policies and objectives, plans and
40 programs, techniques, procedures and practices in the evaluation and assessment of real
41 properties for taxation purposes;

- 1 (3) Establish a systematic method of real property assessment;
- 2 (4) Install and maintain real property identification and accounting systems;
- 3 (5) Prepare, install and maintain a system of tax mapping, showing graphically all
4 properties subject to assessment and gather all data concerning the same;
- 5 (6) Conduct frequent physical surveys to verify and determine whether all real
6 properties within the City are properly listed in the assessment rolls;
- 7 (7) Exercise the functions of appraisal and assessment primarily for taxation
8 purposes of all real properties in the City;
- 9 (8) Prepare a schedule of the fair market value of the different classes of real
10 properties in accordance with the provisions of the Local Government Code of 1991, as
11 amended;
- 12 (9) Issue, upon request of any interested party, certified copies of assessment records
13 of real properties and all other records relative to its assessment, upon payment of a
14 service charge or fee to the City Treasurer;
- 15 (10) Submit every semester a report of all assessments, as well as cancellations and
16 modifications of assessments to the City Mayor and the Sangguniang Panlungsod;
- 17 (11) Attend personally or through an authorized representative all sessions of the
18 Local Board of Assessment Appeals whenever the assessment is subject of the appeal,
19 and present or submit any information or record in the possession as may be required by
20 the Board; and
- 21 (12) Perform such other duties and functions and exercise such other powers as
22 provided under the Local Government Code of 1991, as amended, and those that are
23 prescribed by law or ordinance.

24 **SECTION 31. The Assistant City Assessor. —**

- 25
- 26 (a) The Assistant City Assessor must be a citizen of the Philippines, a resident of the City of
27 Sariaya, of good moral character, a holder of a college degree preferably in civil or mechanical
28 engineering, commerce, or any other related course from a recognized college or university, a
29 first grade civil service eligible or its equivalent and must have acquired at least three (3) years
30 experience in real property assessment work or in any related field immediately preceding the
31 date of the appointment.
- 32 (b) The Assistant City Assessor shall assist the City Assessor and perform such other duties
33 as may be assigned by latter.
- 34 (c) The Assistant City Assessor shall have the authority to administer oaths on all
35 declarations of real property for purposes of assessments.
- 36 (d) The Assistant City Assessor shall receive such compensation, emoluments and
37 allowances as may be determined by law.

38 **SECTION 32. The City Accountant. —**

1
2 (a) The City Accountant must be a citizen of the Philippines, a resident of the City of
3 Sariaya, of good moral character, a certified public accountant and must have acquired at least
4 five (5) years experience in the treasury or accounting service immediately preceding the date
5 of the appointment.

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

8 (c) The City Accountant shall take charge of both the office of the accounting and internal
9 audit services of the City, and shall:

10
11 (1) Install and maintain an internal audit system in the City;

12 (2) Prepare and submit financial statements to the City Mayor and to the
13 Sangguniang Panlungsod;

14 (3) Appraise the Sangguniang Panlungsod and other officials on the financial
15 condition and operations of the City;

16 (4) Certify the availability of budgetary allotment to which expenditures and
17 obligations may be properly charged;

18 (5) Review supporting documents before the preparation of vouchers to determine
19 the completeness of requirements;

20 (6) Prepare statements of cash advances, liquidations, salaries, allowances,
21 reimbursements and remittances pertaining to the City;

22 (7) Prepare statements of journal vouchers and liquidation of the same and other
23 adjustments related thereto;

24 (8) Post individual disbursements to the subsidiary ledger and index cards;

25 (9) Maintain individual ledgers for officials and employees of the City pertaining to
26 payrolls and deductions;

27 (10) Record the details of purchased furniture, fixtures and equipment, including
28 disposal thereof, if any;

29 (11) Account for all issued requests for obligations and maintain and keep all records
30 and reports related thereto;

31 (12) Prepare journals and the analysis of obligations and maintain and keep all records
32 and reports related thereto; and

33 (13) Perform such other duties and functions, and exercise such other powers as
34 provided under the Local Government Code of 1991, as amended, and those that are
35 prescribed by law or ordinance.

36 **SECTION 33. The City Budget officer. –**
37

1 (a) The City Budget Officer must be a citizen of the Philippines, a resident of the City of
2 Sariaya, of good moral character, a holder of a college degree preferably in accounting,
3 economics, public administration, or any related course from a recognized college or university,
4 a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years
5 experience in government budgeting or in any related field immediately preceding the date of
6 appointment.

7 (b) The City Budget Officer shall receive such compensation, emoluments, and allowances
8 as may be determined by law.

9 (c) The City Budget Officer shall take charge of the City Budget Department, and shall:

10
11 (1) Prepare forms, orders and circulars embodying instructions on budgetary and
12 appropriation matters for the signature of the City Mayor;

13 (2) Review and consolidate the budget proposals of the different departments and
14 offices of the City;

15 (3) Assist the City Mayor in the preparation of the annual budget and during and
16 after budget hearings;

17 (4) Study and evaluate budgetary implications of proposed legislation and submit
18 comments and recommendations thereon;

19 (5) Submit periodic budgetary reports to the Department of Budget and Management
20 (DBM), Coordinate with the City Treasurer, the City Accountant and City Planning and
21 Development Officer for the purpose of budgeting;

22 (7) Assist the Sangguniang Panlungsod in reviewing the approved budgets of
23 component barangays;

24 (8) Coordinate with the City Planning and Development Officer in the formulation of
25 the development plan of the City; and

26 (9) Perform such other duties and functions, and exercise such other powers as
27 provided under the Local Government Code of 1991, as amended, and those that are
28 prescribed by law or ordinance.

29 **SECTION 34. The City Planning and Development Officer. —**
30

31 (a) The City Planning and Development Officer must be a citizen of the Philippines, a
32 resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
33 in urban planning, development studies, economics, public administration, or in any related
34 course from a recognized college or university, a first grade civil service eligible or its equivalent,
35 and must have acquired at least five (5) years experience in development planning or in any
36 related field immediately preceding the date of the appointment.

37 (b) The City Planning and Development Officer shall receive such compensation,
38 emoluments and allowances as may be determined by law.

39 (c) The City Planning and Development Officer shall take charge of the City Planning and
40 Development Coordinating Office, and shall:

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

21 **SECTION 35. The City Engineer. —**
22

- 23 (a) The City Engineer must be a citizen of the Philippines, a resident of the City of Sariaya,
24 of good moral character, a licensed civil engineer, and must have acquired at least five (5) years
25 experience in the practice of profession.
- 26 (b) The City Engineer shall receive such compensation, emoluments and allowances as may
27 be determined by law.
- 28 (c) The City Engineer shall take charge of the City Engineering Office, and shall:
29
 - 30 (1) Initiate, review and recommend changes in policies and objectives, plans and
31 programs, techniques, procedures and practices in infrastructure development and public
32 works in general of the City;
 - 33 (2) Advise the City Mayor on infrastructure, public works and other engineering
34 matters;
 - 35 (3) Administer, coordinate, supervise and control the construction, maintenance,
36 improvement and repair of roads, bridges, other engineering and public works projects of
37 the City;

1 (4) Provide engineering services to the City, including investigation and survey,
2 engineering designs, feasibility studies and project management; and

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

6 **SECTION 36. The City Health Officer.**

7
8 (a) The City Health Officer must be a citizen of the Philippines, a resident of City of
9 Sariaya, of good moral character, a licensed medical practitioner, and must have acquired at
10 least five (5) years experience in the practice of profession.

11 (b) The City Health Officer shall receive such compensation, emoluments and allowances as
12 may be provided by law.

13 (c) The City Health Officer shall take charge of the Office of the City Health Services, and
14 shall:

15
16 (1) Supervise the personnel and staff of the said Office, formulate program
17 implementation guidelines and rules and regulations for the operation of the said office
18 for the approval of the city mayor in order to assist him in the efficient, effective and
19 economical implementation of health service program geared to implement health-related
20 projects and activities;

21 (2) Formulate measures for the consideration of the Sangguniang Panlungsod and
22 provide technical assistance and support to the City Mayor in carrying out activities to
23 ensure the delivery of basic services and provision of adequate facilities relative to health
24 services provided under Section 17 of the Local Government Code of 1991, as amended;

25 (3) Develop plans and strategies, and upon approval thereof by the City Mayor,
26 implement these with the health programs and projects which the City Mayor is
27 empowered to implement and which the Sangguniang Panlungsod is empowered to
28 provide under the Local Government Code of 1991, as amended;

29 (4) In addition to the foregoing duties and functions, the City Health Officer shall:

30 (i) Formulate and implement policies, plans and projects to promote the
31 health of the people in the City;

32 (ii) Advise the City Mayor and the Sangguniang Panlungsod on matters
33 pertaining to health;

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

36 (iv) Recommend to the Sangguniang Panlungsod, through the Local Health
37 Board, the passage of such ordinances necessary for the preservation of public
38 health;

39 (v) Recommend the prosecution of any violation of sanitary laws, ordinances
40 or regulations;

- 1 (vi) Direct the sanitary inspection of all business establishments selling food
2 items or providing accommodation such as hotels, motels, lodging houses, and
3 pension houses, in accordance with to Presidential Decree No. 856, or the
4 Sanitation Code of the Philippines;
- 5 (vii) Conduct health information campaigns and render health intelligence
6 services;
- 7 (viii) Coordinate with other government agencies and nongovernmental
8 organizations involved in the promotion and delivery of health services;
- 9 (ix) Be in the frontline of the delivery of health services, particularly during
10 and in the aftermath of man-made and natural disasters and calamities; and
- 11 (5) Perform such other duties and functions, and exercise such other powers as
12 provided under the Local Government Code of 1991, as amended, and those that are
13 prescribed by law or ordinance.

14 **SECTION 37. The City Civil Registrar. —**
15

- 16 (a) The City Civil Registrar must be a citizen of the Philippines, a resident of the City of
17 Sariaya, of good moral character, a holder of a college degree from a recognized college or
18 university, a first grade civil service eligible or its equivalent and must have acquired at least five
19 (5) years experience in civil registry work.
- 20 (b) The City Civil Registrar shall receive such compensation, emoluments and allowances as
21 may be determined by law.
- 22 (c) The City Civil Registrar shall be responsible for the civil registration program in the City
23 of Sariaya pursuant to the Civil Registry Law, the Civil Code, and other pertinent laws, and the
24 rules and regulations issued to implement them.
- 25 (d) The City Civil Registrar shall take charge of the office of the city civil registry, and shall:
26
- 27 (1) Develop plans and strategies, and upon approval thereof by the City Mayor,
28 implement the same, particularly those which have to do with the management and
29 administration-related programs and projects which the City Mayor is empowered to
30 implement and which the Sangguniang Panlungsod is empowered to provide for under
31 the Local Government Code of 1991, as amended;
- 32 (2) In addition to the foregoing duties and functions, the City Civil Registrar shall:
- 33 (i) Accept all registrable documents and judicial decrees affecting civil status
34 of persons;
- 35 (ii) File, keep and preserve in a secure place the civil registration records
36 required by law;
- 37 (iii) Transcribe and enter immediately upon receipt all registrable documents
38 and judicial decrees affecting the civil status of persons in the appropriate civil
39 registry books;

- 1 (iv) Transmit to the Office of the Civil Registrar General, within the
2 prescribed period, duplicate copies of registered documents required by law;
- 3 (v) Issue certified transcripts or copies of any certificate or registered
4 documents upon payment of the required fees to the city treasurer;
- 5 (vi) Receive applications for the issuance of a marriage license and, after
6 determining that the requirements and supporting certificates and publication
7 thereof for the prescribed period have been complied with, issue the license upon
8 payment of the authorized fee to the city treasurer; and
- 9 (vii) Coordinate with the Philippine Statistics Authority (PSA) in conducting
10 educational campaigns for the registration of vital documents and assist in the
11 preparation of demographic and other statistics for the City of Sariaya.
- 12 (3) Perform such other duties and functions and exercise such other powers as
13 provided under the Local Government Code of 1991, as amended, and those that are
14 prescribed by law or ordinance.

15 **SECTION 38. The City Administrator. —**
16

- 17 (a) The City Administrator must be a citizen of the Philippines, a resident of the City of
18 Sariaya, of good moral character, a holder of a college degree preferably in public administration,
19 law, or any other related course from a recognized college or university, a first grade civil service
20 eligible or its equivalent, and must have acquired at least five (5) years' experience in
21 management and administrative work.
- 22 (b) The term of the City Administrator is coterminous with that of the appointing authority.
- 23 (c) The City Administrator shall receive such compensation, emoluments and allowances as
24 may be determined by law.
- 25 (d) The City Administrator shall take charge of the City Administrator's Office, and shall:
26
- 27 (1) Develop plans and strategies and upon approval thereof by the City Mayor,
28 implement the same, particularly those which have to do with the management and
29 administration-related programs and projects which the City Mayor is empowered to
30 implement and which the Sangguniang Panlungsod is empowered to provide under the
31 Local Government Code of 1991, as amended;
- 32 (2) Assist in the coordination of the work of all the officials of the City under the
33 supervision, direction and control of the City Mayor, and for this purpose, may convene
34 the chiefs of offices and other officials of the local government unit;
- 35 (3) Establish and maintain a sound personnel program for the LGU designed to
36 promote career development and uphold the merit principle in the local government
37 service;
- 38 (4) Conduct a continuing organizational development of the City with the end in
39 view of instituting effective administrative reforms;

1 (5) Be in the frontline of the delivery of administrative support services, particularly
2 those related to situations during and in the aftermath of manmade and natural disasters
3 or calamities;

4 (6) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
5 matters relative to the management and administration of the City; and

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

9 **SECTION 39. The City Legal Officer. –**

10

11 (a) The City Legal Officer must be a citizen of the Philippines, a resident of the City of
12 Sariaya, of good moral character, a member of the Philippine Bar, and must have practiced the
13 profession for at least five (5) years.

14 (b) The term of the City Legal Officer shall be coterminous with that of the appointing
15 authority.

16 (c) The City Legal Officer shall receive such compensation, emoluments and allowances as
17 may be determined by law.

18 (d) The City Legal Officer, the chief legal counsel of the City, shall take charge of the
19 Office of the City Legal Service, and shall:

20 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
21 provide legal assistance and support to the City Mayor in the delivery of basic services and
22 provisions of adequate facilities;

23 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
24 implement the same, particularly those which have to do with programs and projects
25 related to legal services which the City Mayor is empowered to implement and which the
26 Sangguniang Panlungsod is empowered to provide;

27 (3) Represent the City in all civil actions and special proceedings wherein the local
28 government unit or any official thereof, is a party, in their official capacity: Provided, That,
29 in actions or proceedings where the City of Sariaya is a party adverse to the provincial
30 government or to another component city or municipality, a special legal Officer may be
31 employed to represent it;

32 (4) When required by the City Mayor or Sangguniang Panlungsod, draft ordinances,
33 contracts, bonds, leases and other instruments involving any interest of the City and
34 provide comments and recommendations on any instruments already drawn;

35 (5) Render an opinion in writing on any question of law when requested to do so by
36 the City Mayor or Sangguniang Panlungsod;

37 (6) Investigate or cause to be investigated any local official or employee for
38 administrative neglect or misconduct in Office and recommend appropriate action to the
39 City Mayor or Sangguniang Panlungsod, as the case may be;

1 (7) Investigate or cause to be investigated any person, firm or corporation holding
2 any franchise of exercising any public privilege for failure to comply with any term or
3 condition in the grant of such franchise or privilege, and recommend appropriate action to
4 the City Mayor or Sangguniang Panlungsod, as the case may be;

5 (8) When directed by the City Mayor or Sangguniang Panlungsod, initiate and
6 prosecute, in the interest of the City, any civil action on any bond, lease or other contract
7 for breach or violation thereof)

8 (9) Review and submit recommendations on ordinances approved and executive 12
9 orders issued by the City's component units;

10 (10) Recommend measures to the Sangguniang Panlungsod and advise the City 14
11 Mayor on all matters related to upholding the rule of law;

12 (11) Be in the frontline of protecting human rights and prosecuting any violations
13 thereof, particularly those which occur during and in the aftermath of man-made and
14 natural disasters or calamities; and

15 (12) Perform such other duties and functions and exercise such other powers as
16 provided under the Local Government Code of 1991, as amended, and those that are
17 prescribed by law or ordinance.

18 **SECTION 40. The City Social Welfare and Development Officer. —**
19

20 (a) The City Social Welfare and Development Officer must be a citizen of the Philippines, a
21 resident of the City of Sariaya, of good moral character, a duly licensed social worker or a holder
22 of a college degree preferably in social work, sociology, or any other related course from a
23 recognized college or university, a first grade civil service eligible or its equivalent, and must
24 have acquired at least five (5) years' experience in the practice of social work immediately
25 preceding the date of appointment.

26 (b) The City Social Welfare and Development Officer shall receive such compensation,
27 emoluments and allowances as may be determined by law.

28 (c) The City Social Welfare and Development Officer shall take charge of the Office of
29 Social Welfare and Development, and shall:

30
31 (1) Formulate measures for the approval of the Sangguniang Panlungsod and provide
32 technical assistance and support to the City Mayor in carrying out measures to ensure
33 delivery of basic services and provision of adequate facilities relative to social welfare and
34 development;

35 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
36 implement the same, particularly those which have to do with social welfare programs and
37 projects which the City Mayor is empowered to implement and which the Sangguniang
38 Panlungsod is empowered to provide;

39 (3) Identify the basic needs of the needy, the disadvantaged, and impoverished and
40 develop and implement appropriate measures to alleviate their problems and improve their
41 living conditions;

- 1 (4) Provide relief and appropriate crisis intervention for victims of abuse and
2 exploitation and recommend appropriate measures to deter further abuse and
3 exploitations;
- 4 (5) Assist the City Mayor in implementing at the barangay level a program for the
5 total development and protection of children up to six (6) years of age; Facilitate
6 implementation of welfare programs for the disabled, elderly and victims of drug
7 addiction, the rehabilitation of prisoners and parolees, the prevention of juvenile
8 delinquency and such other activities which would eliminate and minimize the ill-effects
9 of poverty;
- 10 (7) Initiate and support youth welfare program that will enhance the role of youth in
11 nation-building;
- 12 (8) Coordinate with government agencies and non-governmental organizations
13 whose purpose is the promotion and the protection of all the needy, disadvantaged,
14 underprivileged or impoverished groups or individuals, particularly those identified to be
15 in high risk of and vulnerable to exploitation, abuse and neglect;
- 16 (9) Be in the frontline of the delivery of services particularly those concerned with
17 immediate relief and assistance during and in the aftermath of manmade and natural
18 disasters and calamities;
- 19 (10) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
20 other matters related to social welfare and development services that will improve the
21 livelihood and living conditions of the City's inhabitants; and
- 22 (11) Perform such other duties and functions and exercise such other powers as
23 provided under the Local Government Code of 1991, as amended, and those that are
24 prescribed by law or ordinance.

25 **SECTION 41. The City Veterinarian. —**
26

- 27 (a) The City Veterinarian must be a citizen of the Philippines, a resident of the City of
28 Sariaya, of good moral character, a licensed doctor of veterinary medicine and must have
29 practiced the profession for at least three (3) years.
- 30 (b) The City Veterinarian shall receive such compensation, emoluments and allowances as
31 may be determined by law.
- 32 (c) The City Veterinarian shall take charge of the Office of the Veterinary Services, and shall:
33
- 34 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
35 provide technical assistance and support to the City Mayor in carrying out measures to
36 ensure the delivery of veterinary services and provision of adequate facilities;
- 37 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
38 implement the same, particularly those which have to do with veterinary related activities
39 which the City Mayor is empowered to implement and which the Sangguniang Panlungsod
40 is empowered to provide for;

1 (3) Advise the City Mayor on all matters pertaining to the slaughter of animals for
2 human consumption and the regulation of slaughterhouses;

3 (4) Regulate the keeping of domestic animals;

4 (5) Regulate and inspect poultry, milk and dairy products for public consumption;

5 (6) Enforce all laws and regulations for the prevention of cruelty to animals;

6 (7) Take the necessary measures to eradicate, prevent or cure all forms of animal
7 diseases;

8 (8) Be in the frontline of veterinary-related activities, such as during the outbreak of
9 highly contagious and deadly diseases and in situations involving the depletion of animals
10 for work and for human consumption, particularly those arising from and as a result of
11 man-made and natural disasters or calamities;

12 (9) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
13 matters relative to veterinary services which will increase the number and improve the
14 quality of livestock, poultry and other domestic animals used for work or human
15 consumption; and

16 (10) Perform such other duties and functions and exercise such other powers as
17 provided under the Local Government Code of 1991, as amended, and those that are
18 prescribed by law or ordinance.

19 **SECTION 42. The City General Services Officer.**

20
21 (a) The City General Services Officer must be a citizen of the Philippines, a resident of the
22 City of Sariaya, of good moral character, a holder of a college degree in public administration,
23 business administration or management from a recognized college or university, a first grade civil
24 service eligible or its equivalent and must have acquired at least five (5) years' experience in
25 general services, including management of Office supplies, outsourced services, equipment and
26 other properties, solid waste disposal and general sanitation.

27 (b) The City General Services Officer shall receive such compensation, emoluments and
28 allowances as may be determined by law.

29 (c) The City General Services Officer shall take charge of the Office of the General
30 Services, and shall:

31 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
32 provide technical assistance and support to the City Mayor in carrying out measures to
33 ensure the delivery of basic services and provision of adequate facilities that require
34 general services expertise in technical support services;

35 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
36 implement the same, particularly those which have to do with the general services that are
37 supportive of the welfare of the inhabitants of the City which the City Mayor is empowered
38 to implement and which the Sangguniang Panlungsod is empowered to provide for;

- 1 (3) Take custody of and be accountable for all properties, real or personal, owned by
2 the City, and those to it in the form of donation, reparation, assistance and counterpart of
3 joint projects;
- 4 (4) With the approval of the City Mayor, assign building or land space to local
5 officials or other public officials, who by law, are entitled to the space;
- 6 (5) Recommend to the City Mayor the reasonable rental rates for local government
7 properties, whether real or personal, which will be leased to public or private entities by
8 the local government;
- 9 (6) Recommend to the City Mayor reasonable rental rates for private properties
10 which may be leased for the official use of the City;
- 11 (7) Maintain and supervise janitorial, security, landscaping and other related services
12 in all local government public buildings and other real property, whether owned or leased
13 by the local government unit;
- 14 (8) Collate and disseminate information regarding prices, shipping and other costs of
15 supplies and other items commonly used by the local government unit;
- 16 (9) Perform archival and record management with respect to records of offices and
17 departments of the local government unit;
- 18 (10) Perform all other functions pertaining to supply and property management
19 heretofore performed by the local government treasurer and enforce policies on records
20 creation, maintenance and disposal;
- 21 (11) Be in the frontline of general services-related activities, including the possible
22 and imminent destruction or damage to records, supplies, properties, and structure
23 materials or debris, particularly during and in the aftermath of man-made and natural
24 disasters and calamities;
- 25 (12) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
26 matters relative to general services; and
- 27 (13) Perform such other duties and functions and exercise such other powers as
28 provided under the Local Government Code of 1991, as amended, and those that are
29 prescribed by law or ordinance.

30 **SECTION 43. The City Environment and Natural Resources Officer. —**

31

32 (a) The City Environment and Natural Resources Officer must be a citizen of the
33 Philippines, a resident of the City of Sariaya, of good moral character, a holder of a college degree
34 preferably in environment, forestry, agriculture or any other related course from a recognized
35 college or university, a first grade civil service eligible or its equivalent and must have acquired
36 at least five (5) years' experience in the environment and natural resources management,
37 conservation and utilization work.

38 (b) The City Environment and Natural Resources Officer shall receive such compensation,
39 emoluments and allowances as may be determined by law.

1 (c) The City Environment and Natural Resources Officer shall take charge of the Office of
2 the Environment Service Department, and shall:

3
4 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
5 provide assistance and support to the City Mayor in carrying out measures to ensure the
6 delivery of basic services and provision of adequate facilities relative to environment and
7 natural resources services as provided under Section 17 of the Local Government Code of
8 1991, as amended;

9 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
10 implement the same, particularly those which have to do with environment and natural
11 resources programs and projects which the City Mayor is empowered to implement and
12 which the Sangguniang Panlungsod is empowered to provide for;

13 (3) Establish, maintain, protect and preserve communal forests, watersheds, tree
14 parks, mangroves, greenbelts, commercial forests and similar forest projects like industrial
15 tree farms and agro-forestry projects;

16 (4) Provide extension services to beneficiaries of forest development projects and
17 technical, financial and infrastructure assistance;

18 (5) Manage and maintain seed banks and produce seedlings for forest and tree parks;

19 (6) Provide extension services to beneficiaries of forest development projects and
20 render assistance for natural resources-related conservation and utilization activities
21 consistent with the aim of preserving ecological balance;

22 (7) Coordinate with government agencies and nongovernmental organizations in the
23 implementation of measures to prevent and control land, air and water pollution with the
24 assistance of the Department of Environment and Natural Resources (DENR);

25 (8) Be in the frontline of the delivery of services concerning the environment and
26 natural resources, particularly in the renewal and rehabilitation of the environment during
27 and in the aftermath of man-made and natural disasters and calamities;

28 (9) Recommend measures to the Sangguniang Panlungsod and advise the City
29 Mayor on all matters relative to the protection, conservation, sustainable utilization,
30 application of appropriate technology and other matters related to the environment and
31 natural resources; and

32 (10) Perform such other duties and functions and exercise such other powers as
33 provided under the Local Government Code of 1991, as amended, and those that are
34 prescribed by law or ordinance.

35 **SECTION 44. The City Architect. –**
36

37 (a) The City Architect must be a citizen of the Philippines, a resident of the City of Sariaya,
38 of good moral character, a duly licensed architect and must have practiced the profession for at
39 least five (5) years.

40 (b) The City Architect shall receive such compensation, emoluments and allowances as may
41 be determined by law.

1 (c) The City Architect shall take charge of the Office of Architectural Planning and Design,
2 and shall:

3
4 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
5 provide technical assistance and support to the City Mayor in carrying out measures to
6 ensure the delivery of basic services and provision of adequate facilities relative to
7 architectural planning and design;

8
9 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
10 implement the same, particularly those which have to do with architectural planning and
11 design programs and projects which the City Mayor is empowered to implement and which
12 the Sangguniang Panlungsod is empowered to provide for;

13 (3) Prepare and recommend for consideration of the Sangguniang Panlungsod the
14 architectural plan and design for the local government unit or a part thereof, including the
15 renewal of slums and blighted areas, land reclamation activities, the greening of land, and
16 appropriate planning of marine and foreshore areas;

17 (4) Review and recommend for appropriate action of the Sangguniang Panlungsod or
18 City Mayor, as the case maybe, the architectural plans and design submitted by
19 governmental and nongovernmental entities or individuals, particularly those for
20 undeveloped, underdeveloped and poorly designed areas;

21 (5) Coordinate with government and non-government entities and individuals
22 involved in the aesthetics and the maximum utilization of the land and water resources
23 within the jurisdiction of the local government unit, and implement plans and programs
24 that shall preserve environmental integrity and ecological balance.

25 (6) Be in the frontline of the delivery of services involving architectural planning and
26 design, particularly those related to the redesigning of spatial distribution of basic facilities
27 and physical structures during and in the aftermath of man-made and natural disasters or
28 calamities;

29 (7) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
30 matters relative to architectural planning and design as it relates to the total socio-
31 economic development of the City; and

32 (8) Perform such other duties and functions and exercise such other powers as
33 provided under the Local Government Code of 1991, as amended, and those that are
34 prescribed by law or ordinance.

35 **SECTION 45. The City Information Officer. —**
36

37 (a) The City Information Officer must be a citizen of the Philippines, a resident of the City
38 of Sariaya, of good moral character, a holder of a college degree preferably in journalism, mass
39 communications, or any related course from a recognized college or university, a first grade civil
40 service eligible or its equivalent and must have acquired at least three (3) years' experience in
41 writing articles and research papers, or writing for print, television or broadcast media.

42 (b) The City Information Officer shall receive such compensation, emoluments and
43 allowances as may be determined by law.

1 (c) The term of the City Information Officer shall be coterminous with that of the appointing
2 authority.

3 (d) The City Information Officer shall take charge of the Office of the City Information and
4 Community Relations Department, and shall:
5

6 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
7 provide technical assistance and support to the City Mayor in providing the appropriate
8 information and research data required for the delivery of basic services and provision of
9 adequate facilities so that the public becomes aware of said services and may fully avail
10 of the same;

11 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
12 implement the same, particularly those which have to do with public information and
13 research data to support programs and projects which the City Mayor is empowered to
14 implement and which the Sangguniang Panlungsod is empowered to provide for;

15 (3) Provide relevant, adequate and timely information to the local government unit
16 and its residents;

17 (4) Furnish information and data on the local government agencies or offices as may
18 be required by law or ordinance; and nongovernmental organizations to be furnished to
19 said agencies and organizations;

20 (5) Maintain effective liaison with the various sectors of the community on matters
21 and issues that affect the livelihood and the quality of life of the City's inhabitants and
22 encourage support for programs of the local and national government;

23 (6) Be in the frontline in providing information during and in the aftermath of man-
24 made and natural calamities and disasters or calamities, with special attention to the
25 victims thereof, to help minimize injuries and casualties during and after the emergency,
26 and to accelerate relief and rehabilitation;

27 (7) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
28 matters relative to public information and research data as it relates to the total
29 socioeconomic development of the City; and

30 (8) Perform such other duties and functions, and exercise such other powers as
31 provided under the Local Government Code of 1991, as amended, and those that are
32 prescribed by law or ordinance.

33 **SECTION 46. The City Cooperatives Officer. —**
34

35 (a) The City Cooperatives Officer must be a citizen of the Philippines, a resident of the City
36 of Sariaya, of good moral character, a holder of a college degree preferably in business
37 administration with special training on cooperatives or any related course from a recognized
38 college or university, a first grade civil service eligible or its equivalent and must have acquired
39 at least five (5) years' experience on cooperatives development, organization and management.

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

1 (c) The City Cooperatives Officer shall take charge of the Office for the Development of
2 Cooperatives, and shall:
3

4 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
5 provide technical assistance and support to the City Mayor in carrying out measures to
6 ensure the delivery of basic services and the provision of facilities through the
7 development of cooperatives, and in providing access to such services and facilities for;

8 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
9 implement the same, particularly those which have to do with the integration of
10 cooperatives principles and methods in programs which the City Mayor is empowered to
11 implement and which the Sangguniang Panlungsod is empowered to provide;

12 (3) Assist in the organization of cooperatives;

13 (4) Provide technical and other forms of assistance to existing cooperatives to
14 enhance their viability as an economic enterprise and social organization;

15 (5) Assist cooperatives in establishing linkages with government agencies and non-
16 government organizations involved in the promotion of cooperativism as a viable source
17 of livelihood of the people and other community activities;

18 (6) Be in the frontline of cooperative organization, rehabilitation or viability
19 enhancement, particularly during and in the aftermath of man-made and natural calamities
20 or disasters, to aid in their survival and, if necessary, subsequent rehabilitation;

21 (7) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
22 other matters relative to cooperatives development and viability enhancement which will
23 improve the livelihood and quality of life of the City's inhabitants; and

24 (8) Perform such other duties and functions and exercise such other powers as
25 provided under the Local Government Code of 1991, as amended, and those that are
26 prescribed by law or ordinance.

27 **SECTION 47. The City Population Officer. —**
28

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

34 (b) The City Population Officer shall receive such compensation, emoluments and
35 allowances as may be determined by law.

36 (c) The City Population Officer shall take charge of the Office on Population Development,
37 and shall:
38

39 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
40 provide technical assistance and support to the City Mayor in carrying out measures to
41 ensure the delivery of basic services and provision of adequate facilities through the
42 integration of the population development principles and in providing access to said
43 services and facilities;

1 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
2 implement the same, particularly those which have to do with the integration of population
3 development principles and methods in program and projects which the City Mayor is
4 empowered to implement and which the Sangguniang Panlungsod is empowered to
5 provide;

6 (3) Assist the City Mayor in the implementation of the constitutional provisions
7 relative to population development and the promotion of responsible parenthood;

8 (4) Establish and maintain an updated data bank for program operations,
9 development planning and an educational program to ensure the people's participation in
10 and understanding of population development;

11 (5) Implement appropriate training programs that are consistent with the traditions
12 and cultural heritage of the City's inhabitants; and

13 (6) Perform such other duties and functions, and exercise such other powers as
14 provided under the Local Government Code of 1991, as amended, and those that are
15 prescribed by law or ordinance.

16 **SECTION 48. The City Agriculturist. —**
17

18 (a) The City Agriculturist must be a citizen of the Philippines, a resident of the City of
19 Sariaya, of good moral character, a holder of a college degree in agriculture or any other related
20 course from a recognized college or university, a first grade civil service eligible or its equivalent,
21 and must have practiced the profession in agriculture or acquired at least five (5) years' experience
22 in a related field.

23 (b) The City Agriculturist shall receive such compensation, emoluments and allowances as
24 may be determined by law.

25 (c) The City Agriculturist shall take charge of the Office for Agricultural Services, and shall:
26

27 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
28 provide technical assistance and support to the City Mayor in carrying out measures to
29 ensure the delivery of basic services and provision of adequate facilities relative to
30 agricultural services;

31 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
32 implement the same, particularly those which have to do with agricultural programs and
33 projects which the City Mayor is empowered to implement and which the Sangguniang
34 Panlungsod is empowered to provide for;

35 (3) In addition to the foregoing duties and functions, the City Agriculturist shall:
36

37 (i) Ensure that maximum assistance and access to resources in the production,
38 processing and marketing of agricultural and aquacultural and marine products are
39 extended to farmers, fishermen and local entrepreneurs;

40 (ii) Conduct or cause to be conducted location-specific agricultural researches and
41 assist in making available the appropriate technology arising out of and disseminating
42 information on basic research on crops, prevention and control of plant diseases and pests,
43 and other agricultural matters which will maximize productivity;

1 (iii) Assist the City Mayor in the establishment and extension services of
2 demonstration farms on aquaculture and marine products;

3 (iv) Enforce rules and regulations relating to agriculture and aquaculture; and

4 (v) Coordinate with government agencies and non-governmental organizations
5 which promote agricultural productivity through applied technology compatible with
6 environmental integrity.

7 (4) Be in the frontline of the delivery of basic agricultural services, particularly those
8 needed during and in the aftermath of man-made and natural disasters and calamities;

9 (5) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
10 other matters related to agriculture and aquaculture which will improve the livelihood and living
11 conditions of the City's inhabitants; and

12 (6) Perform such other duties and functions and exercise such other powers as
13 provided under the Local Government Code of 1991, as amended, and those that are prescribed
14 by law or ordinance.

15 **SECTION 49. The City Business Permits and Licensing Officer. —**
16

17 (a) The City Business Permits and Licensing Officer must be a citizen of the Philippines, a
18 resident of the City of Sariaya, good moral character, a holder of a college degree preferably in
19 business administration or in any related course from a recognized college or university, a first
20 grade civil service eligible or its equivalent and must have acquired at least five (5) years'
21 experience in management.

22 (b) The City Business Permits and Licensing Officer shall receive such compensation,
23 emoluments and allowances as may be determined by law.

24 (c) The City Business Permits and Licensing Officer shall take charge of the Business
25 Permits and Licensing Office, and shall:

26
27 (1) Supervise the conduct of spot and post inspection of all business establishments,
28 gaming and other entities requiring permits and licenses for compliance with existing laws
29 and ordinances;

30 (2) Review the application for permits and licenses and recommend the approval or
31 disapproval to the City Mayor or the latter's authorized representatives; and

32 (3) Exercise over-all supervision in the City Business Permits and Licensing Office.

33 **SECTION 50. The City Human Resource Management Officer. —**
34

35 (a) The City Human Resource Management Officer must be a citizen of the Philippines, a
36 resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
37 in human resource, psychology, and other related course obtained from a recognized college or
38 university, a first grade civil service eligible or its equivalent and must have acquired experience
39 for at least five (5) years in organization design and strategic workforce planning, recruitment and
40 staffing, performance management, compensation and benefits, and training and development
41 traffic management immediately preceding the date of appointment.

1 (b) The City Human Resource Management Officer shall receive compensation,
2 emoluments and allowances as may be determined by law.

3 The City Human Resource Management Officer shall take charge of the City Human Resource
4 and Management Office, and shall:

5
6 (1) Develop a human resource management plan aimed at improving the productivity
7 and professional growth of the city government's employees, and recommend the same to
8 the City Mayor, and if warranted, to the Sangguniang Panlungsod, for approval and
9 implementation;

10 (2) Ensure that the recruitment, selection and placement of the City Government's
11 officers and personnel is based on merit and fitness;

12 (3) Design, develop, coordinate, implement, deliver and evaluate training programs
13 that support organization objectives that are aligned with the organizations strategic plans;

14 (4) Develop and implement heads and staff development programs that support the
15 City Government's organizational succession plans;

16 (5) Ensure the implementation of a Strategic Performance Management System that
17 includes individual Performance Contracts, ensure results-based performance and the
18 provision of rewards and recognition for outstanding performance and loyalty in the
19 service; and

20 (6) Perform such other duties and functions and exercise such other powers as may
21 be prescribed by law or ordinance.

22 **SECTION 51. The City Public Order and Safety Officer.**

23
24 (a) The City Public Order and Safety Officer must be a citizen of the Philippines, a resident
25 of the City of Sariaya, of good moral character, a holder of a college degree preferably in
26 engineering, public administration, and other related course obtained from a recognized college
27 or university, a first grade civil service eligible or its equivalent and must have acquired
28 experience for at least five (5) years in traffic management and road safety preceding the date of
29 appointment.

30 (b) The City Public Order and Safety Officer shall receive compensation, emoluments and
31 allowances as may be determined by law.

32 (c) The City Public Order and Safety Officer shall take charge of the City Public Order and
33 Safety Office, and shall:

34 (1) Establish and maintain a system to monitor peace and order and other public
35 safety concerns in the City, and report the status thereof to the City Mayor;

36 (2) Formulate plans, programs and activities to maintain and enhance public safety
37 and recommend the same to the City Mayor, and if warranted, to the Sangguniang
38 Panlungsod;

39 (3) Coordinate with, and assist national and local law enforcement agencies,
40 including concerned offices of the city and barangay governments on the proper

1 implementation of laws and ordinances, including extending assistance, as auxiliary unit,
2 in the conduct of public safety services;

3 (4) Secure facilities owned by the City and provide civil security assistance to ensure
4 safety of the officers and employees of the City;

5 (5) Provide security coverage for activities and other sanctioned events of the City;

6 (6) Undertake advocacy activities to raise community awareness on specific issues
7 affecting public order and safety as well as engage in specific activities intended to
8 promote public order and safety, and disaster resiliency, and

9 (7) Perform such other duties and functions, and exercise such other powers as may
10 be prescribed by law or ordinance;

11 **SECTION 52. The City Disaster Risk Reduction and Management Officer. —**
12

13 (a) The City Disaster Risk Reduction and Management Officer must be a citizen of the
14 Philippines, a resident of the City of Sariaya, of good moral character, a holder of a college degree
15 preferably in engineering, public administration and other related course obtained from a
16 recognized college or university, a first grade civil service eligible or its equivalent and must have
17 acquired experience for at least five (5) years in disaster preparedness, risk reduction and
18 management, emergency response, and incident command system preceding the date of
19 appointment.

20 (b) The City Disaster Risk Reduction and Management Officer shall receive compensation,
21 emoluments and allowances as may be determined by law.

22 (c) The City Disaster Risk Reduction and Management Officer shall take charge of the City
23 Disaster Risk Reduction and Management Office, and shall:

24 (1) Set the direction, development, implementation and coordination of disaster risk
25 reduction and management programs within the City;

26 (2) Consolidate local disaster risk information which includes natural hazards,
27 vulnerabilities, and climate change risk, and maintain a local risk map;

28 (3) Organize and conduct training, orientation, and knowledge management
29 activities on disaster risk reduction and management at the local level;

30 (4) Formulate and implement a comprehensive and integral local disaster risk
31 reduction and management plan in accordance with the national, regional and provincial
32 framework, in coordination with the local development councils, and upon approval
33 thereof by the City Mayor and Sangguniang Panlungsod, implement the same;

34 (5) Be in the frontline of disaster preparedness and management, particularly during
35 and in the aftermath of man-made and natural disasters, to aid in the survival and if
36 necessary, subsequent rehabilitation of affected individuals and communities;

37 (6) Be in the frontline on the delivery of quick response and services, particularly
38 those related to situations during and in the aftermath of manmade and natural disasters
39 and calamities; and

1 (7) Perform such other duties and functions, and exercise such other powers as may
2 be prescribed by law or ordinance;

3 **SECTION 53. The City Enterprise and Economic Officer. —**
4

5 (a) The City Enterprise and Economic Affairs Officer must be a citizen of the Philippines, a
6 resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
7 in business administration and other related course obtained from a recognized college or
8 university, a first grade civil service eligible or its equivalent and must have acquired experience
9 for at least five (5) years in enterprise and cooperative management and investment promotions.

10 (b) The City Enterprise and Economic Affairs Officer shall receive compensation,
11 emoluments and allowances as may be determined by law.

12 (c) The City Enterprise and Economic Officer Affairs officer shall take charge of the City
13 Enterprise and Economic Affairs Office, and shall:
14

15 (1) Formulate measures for the consideration of the Sangguniang Panlungsod and
16 provide technical assistance and support to the City Mayor in carrying out measures to
17 ensure the delivery of basic services and provision of adequate facilities through the
18 development of local enterprises and cooperatives, and in providing access to such
19 services and facilities;

20 (2) Develop plans and strategies towards the improvement of economic enterprise
21 and upon recommendation thereof by the City Mayor, implement the same, particularly
22 those which have to do with the integration of business promotion and cooperative
23 principles and methods and programs and projects, which the City Mayor is empowered
24 to implement and which the Sangguniang Panlungsod is empowered to provide;

25 (3) Be in the frontline of enterprise development, particularly during and in the
26 aftermath of man-made and natural calamities and disasters, to aid in their survival and if,
27 necessary, subsequent rehabilitation;

28 (4) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all
29 matters relative to enterprise and cooperative development and viability enhancement
30 which will improve the livelihood and quality of life of inhabitants; and

31 (5) Perform such other duties and functions, and exercise such other powers as may
32 be prescribed by law or ordinance;

33 **SECTION 54. The City Youth Affairs Officer. —**
34

35 (a) The City Youth Affairs Officer must be a citizen of the Philippines, a resident of the City
36 of Sariaya, of good moral character, a holder of a college degree preferably in community
37 development, public administration and other related course obtained from a recognized college
38 or university, a first grade civil service eligible or its equivalent and must have acquired
39 experience for at least three (3) years in the implementation of programs for youth leadership, and
40 sports development preceding the date of appointment.

41 (b) The City Youth Affairs Officer shall receive compensation, emoluments and allowances
42 as may be determined by law.

1 (c) The City Youth Affairs Officer shall take charge of the City Youth Affairs Office, and
2 shall:

3 (1) Develop plans and strategies, and upon the approval thereof by the City Mayor,
4 implement the same, particularly those which have to do with youth and sports programs and
5 projects which the City Mayor is empowered to implement and which the Sangguniang
6 Panlungsod is empowered to provide for; and

7 (2) Perform such other duties and functions and exercise such other powers as may
8 be prescribed by law or ordinance.

9 **SECTION 55. The City Nutrition Officer. —**

10 (a) The City Nutrition Officer must be a citizen of the Philippines, a resident of the City of
11 Sariaya, of good moral character, a registered Nutritionist-Dietitian pursuant to Republic Act No.
12 10862 otherwise known as the Nutrition and Dietetics Law, and must have acquired experience
13 for at least three (3) years in the implementation of programs on nutrition and dietetics
14 development preceding the date of appointment.

15 (b) The City Nutrition Officer shall receive compensation, emoluments and allowances as
16 may be determined by law.

17 (c) The City Nutrition Officer shall take charge of the City Nutrition Office, and shall:

18 (1) Lead the efforts of the City government in addressing malnutrition concerns;

19 (2) Recommend in the policy and program formulation and coordination, capacity
20 development, promotion of good nutrition, nutrition surveillance, resource generation and
21 mobilization, advocacy and partnership and alliance building; and

22 (3) Perform such other duties and functions, and exercise such other powers as may
23 be prescribed by law or ordinance;

24 **SECTION 56. The City Public Employment and Service Officer. —**

25

26 (a) The City Public Employment and Service Officer must be a citizen of the Philippines, a
27 resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
28 in psychology, business administration and other related course obtained from a recognized
29 college or university, a first grade civil service eligible or its equivalent and must have acquired
30 experience for at least three (3) years in the implementation of programs on employment
31 generation and development preceding the date of appointment.

32 (b) The City Public Employment and Service Officer shall receive compensation,
33 emoluments and allowances as may be determined by law.

34 (c) The City Public Employment and Service Officer shall take charge of the City Public
35 Employment and Service Office, and shall:

36
37 (1) Ensure prompt and efficient delivery of employment facilitation services as well
38 as to provide timely information on the labor market and Department of Labor and
39 Employment (DOLE) Programs;

1 (2) Be in the frontline of the delivery of core services, which include labor market
2 information dissemination, referral and placement, employment coaching and career
3 counselling;

4 (3) Lead the implementation of programs like Special Program for the Employment
5 of Students (SPES) Job Fairs, Philjobnet / PESO Employment Information System
6 (PEIS), National Skills Registry Program (NSRP), DOLE Government Internship
7 Program (DOLE-GIP), Tulong Pangkabuhayan para sa Ating Disadvantaged Workers
8 (TUPAD), DOLE Integrated Livelihood and Emergency Employment Program
9 (DILLEP); and

10 (4) Perform such other duties and functions, and exercise such other powers as may
11 be prescribed by law or ordinance;

12
13 **SECTION 57. The City Community and Barangay Officer. —**
14

15 (a) The City Community and Barangay Affairs Officer must be a citizen of the Philippines,
16 a resident of the City of Sariaya, of good moral character, a holder of a college degree preferably
17 in community development, public administration and other related course obtained from a
18 recognized college or university, a first grade civil service eligible or its equivalent and must have
19 acquired experience for at least three (3) years in the implementation of programs on community
20 affairs, sectoral mobilization and community-based organizations, and barangay coordination
21 preceding the date of appointment.

22 (b) The City Community and Barangay Affairs Officer shall receive compensation,
23 emoluments and allowances as may be determined by law.
24

25 (c) The City Community and Barangay Affairs Officer shall take charge of the City
26 Community and Barangay Affairs Office, and shall:
27

28 (1) Design and implement special projects for purposes of developing, strengthening
29 and maintaining linkages with the various local organizations, including the urban poor,
30 community-based organizations, civic groups nongovernment organizations and the local
31 government;

32 (2) Lead in the implementation of special projects to empower, recognize and
33 strengthen relations with barangay officials and volunteer workers;

34 (3) Coordinate and supervise different community programs of activities to respond
35 to the needs of the barangay and residents in communities; and

36 (4) Perform such other duties and functions, and exercise such other powers as may
37 be prescribed by law or ordinance;

38
39 **ARTICLE VIII**
40 **THE CITY FIRE STATION SERVICE, THE CITY JAIL SERVICE, THE CITY**
41 **SCHOOLS DIVISION AND THE CITY PROSECUTION SERVICE**

42 **SECTION 58. The City Fire Station Service. —**

1 (a) There shall be established in the City of Sariaya at least one (1) fire station with adequate
2 personnel, firefighting facilities and equipment, subject to the standards, rules and regulations that
3 may be promulgated by the Department of the Interior and Local Government (DILG). The City
4 shall provide the appropriate site for the City Fire Station;

5 (b) The City Fire Station Service shall be headed by a City Fire Marshal whose
6 qualifications shall be as those provided under Republic Act No. 9263, as amended, otherwise
7 known as the "Bureau of Fire Protection and Bureau of Jail Management and Penology
8 Professionalization Act of 2004"; and

9 (c) The City Fire Station shall be responsible for the provision of various emergency
10 services such as rescue and evacuation of injured people related to fire incidents and, in general,
11 fire prevention and suppression measures to secure the safety of life and property of the citizenry.

12 **SECTION 59. The City Jail Service. –**

13
14 (a) At least five (5) months from the commencement of the corporate existence of the City,
15 the DILG shall establish and maintain a secured, clean, adequately equipped and sanitary jail
16 facility for the custody and safekeeping of prisoners, any fugitive from justice, or person detained
17 awaiting investigation or trial or transfer to the national penitentiary, or a violent mentally ill
18 person who may endanger oneself or the safety of others as duly certified by the proper medical
19 health officer, prior to the transfer of such person to a mental institution.

20 (b) The City Jail Service shall be headed by a city jail warden whose qualifications shall be
21 as those provided for under Republic Act No. 9263, as amended, otherwise known as the "Bureau
22 of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004".

23 The Provincial Jail Warden shall assist in the immediate rehabilitation of individuals or detention
24 of prisoners. Great care must be exercised so that human rights of these prisoners are respected
25 and protected, and their spiritual and physical well-being are properly and promptly attended to.
26

27 **SECTION 60. The City Schools Division. —** The Department of Education (DepEd) shall
28 establish and maintain a city schools division of the City of Sariaya whose area of jurisdiction will
29 cover all the school districts within the City. The City School Division shall be headed by a City
30 Schools Division Superintendent who must possess the necessary qualifications required by the
31 DepEd.
32

33 **SECTION 61. The City Prosecution Service. —**

34
35 (a) The Department of Justice (DOJ) shall, within two (2) months from the commencement
36 of the corporate existence of the city, establish and maintain a prosecution service in the City of
37 Sariaya. It shall be headed by a city prosecutor, who shall be assisted by such number of assistant
38 prosecutors as may be necessary, and whose qualifications, manner of appointment, rank, salary
39 and benefits shall be governed by existing laws covering prosecutors in the DOJ. The City
40 Prosecution Service shall be organizationally part of the DOJ, and under the supervision and
41 control of the Secretary of the DOJ.

42 (b) The City Prosecutor shall handle the criminal prosecution in the municipal trial courts in
43 the City as well as in the regional trial courts for criminal cases originating in the territory of the
44 City, and shall render to or for the City such services as are required by law, ordinance or
45 regulation of the DOJ.

1 The Secretary of Justice shall always ensure the adequacy and quality of prosecution service in
2 the City and for this purposes hall, in the absence or lack or insufficiency in number of assistant
3 city prosecutors as provided hereinabove, designate from among the assistant provincial
4 prosecutors a sufficient number to perform and discharge the functions of the City Prosecution
5 Service as provided hereinabove.
6
7
8

9 **ARTICLE IX**
10 **TRANSITORY AND FINAL PROVISIONS**

11 **SECTION 62. Municipal Ordinances Existing at the Time of the Approval of this Act. —**
12 All municipal ordinances of the Municipality of Sariaya existing at the time of the approval of
13 this Act shall continue to be in force within the City of Sariaya until the Sangguniang Panlungsod
14 shall provide otherwise.
15

16 **SECTION 63. Officials of the City of Sariaya. —** The present elective officials of the
17 Municipality of Sariaya shall continue to exercise their powers and functions until such time that
18 a new election is held, and the duly-elected officials shall have already qualified and assumed
19 their offices. Appointive officials and employees of the Municipality of Sariaya shall likewise
20 continue exercising their functions and duties and they shall automatically be absorbed by the city
21 government of the City of Sariaya.
22

23 **SECTION 64. Succession Clause. —** The City of Sariaya shall succeed in all the assets,
24 properties, liabilities and obligations of the Municipality of Sariaya.
25

26 **SECTION 65. Jurisdiction of the Province of Quezon. —** The City of Sariaya shall, unless
27 otherwise provided by law, continue to be under the jurisdiction of the Province of Quezon.

28 **SECTION 66. Suspension of Increase in Rates of Local Taxes. —** No increase in the rates of
29 local taxes shall be imposed by the City within the period of five (5) years from its acquisition of
30 corporate existence.
31

32 **SECTION 69. Legislative District. —** Until otherwise provided by law, the City of Sariaya shall
33 continue to be a part of the Second Legislative District of the Province of Quezon.

34 **SECTION 70. Applicability of Laws. —** The provisions of the Local Government Code of 1991,
35 as amended, and such other laws as are applicable to component cities shall govern the City of
36 Sariaya insofar as they are not inconsistent with the provisions of this Act.
37

38 **SECTION 71. Separability Clause. —** If, for any reason or reasons, any part or provision of this
39 charter shall be held unconstitutional, invalid or inconsistent with the Local Government Code of
40 1991, as amended, the other parts or provisions hereof which are not affected shall continue to be
41 in full force and effect.
42

43 **SECTION 72. Effectivity. —** This Act shall take effect fifteen (15) days after its publication in
44 the Official Gazette or in a newspaper of general circulation.
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46
47

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Approved,



Rep. Maria Cristina T. Lopez
ALONA PartyList

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