



REPUBLIKA NG PILIPINAS
PAMAHALAAN LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Telephone no. 861-0181/Fax: 862-6473
Email address: sangguniangpanlungsod2k19@gmail.com



ORDINANCE NO. 2021-243

AN ORDINANCE RENAMING THE ACCOUNTING OFFICE OF MUNTINLUPA CITY TO CITY ACCOUNTING DEPARTMENT (CAD), REORGANIZING ITS STAFFING STRUCTURE, ABOLITION OF FOUR (4) REGULAR/ POSITIONS AND CREATION OF REGULAR POSITIONS AND APPROPRIATING FUNDS THEREFOR

Sponsored by:

- Hon. Coun. Louisito A. Arciaga
- Hon. Coun. Atty. Raul R. Corro
- Hon. Coun. Alexson V. Diaz
- Hon. Coun. Paty Katy C. Boncayao
- Hon. Coun. Allan Rey A. Camilon
- Hon. Coun. Ting Niefes
- Hon. Coun. Stephanie G. Teves
- Hon. Coun. Ivey Rhia A. Tadeza
- Hon. Coun. Engr. Marissa C. Rongavilla
- Hon. Coun. Francis Ian T. Bagatsing
- Hon. Coun. Mark Lester M. Baes
- Hon. Coun. Ma. Dhesiree G. Arevalo
- Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
- Hon. Coun. Engr. Arlene D. Hilapo
- Hon. Coun. Cornelio M. Martinez
- Hon. Coun. Walter A. Arcilla
- Hon. Coun. Kenichi D. Takagi, Jr.

WHEREAS, Article 99 of the Rules and Regulations Implementing of the Local Government Code of 1991, provides that, ***“the Sangguniang Panlungsod, as the legislative body of the City shall enact ordinances approve resolutions and appropriate funds for the general welfare of the city”***;

WHEREAS, Article 163 of Rules and Regulations Implementing the Local Government Code of 1991, provides that, ***“the Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority, need service requirements and financial capabilities, consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Services Commission (CSC)”***;

WHEREAS, Section 458 (a)(VIII) of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991 provides that, ***“the Sangguniang Panlungsod is empowered to determine the positions, salaries, wages and other emoluments and benefits of officials and employees, paid wholly or mainly from the city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government”***;





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WHEREAS, the City Human Resource Management Department (CHRMD) endorsed a request for two actions namely:

- a) *The renaming of the present Accounting Office to City Accounting Department;*
- b) *The abolition of four (4) Regular Positions and creation of eight (8) Regular/Plantilla Positons.*

WHEREAS, the CHRMD upon review of positions and submission of the required documents based on the prevailing guidelines and policies, found the request to be compliant with the Local Government Code and the creation of proposed positions are needed to fulfill the functional statement of each Division;

WHEREAS, there is a need to rename the Accounting Office to City Accounting Department (CAD) to align for the new staffing structures and new organizational structure and create *five (5) Divisions and eleven (11) Sections* which will cater to a more focus or full concentration work force;

WHEREAS, there is no legal objection to the renaming of the Accounting Office to City Accounting Department;

NOW BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 9th Sangguniang Panlungsod in Session assembled that:

SECTION 1. Title – This ordinance shall be known as the “*Renaming of Accounting Office to City Accounting Department (CAD)*”, and its new staffing structure”.

SECTION 2. The City Accounting Department have five (5) Divisions and eleven (11) Section:

a. Administrative and Records Management Division:

- i. Administrative and Processing Section;
- ii. Records Management and Inventory Section

b. Internal Control, Compliance and Monitoring Division:

- i. Internal Control Pre-Audit Section
- ii. Compliance and Monitoring Section

c. Account Analyst and Bookkeeping Division:

- i. Disbursement Accounting Section
- ii. Revenue Accounting Section
- iii. Payroll Processing and Remittance Section

d. Financial Reporting and Data Management Division:

- i. Financial Reporting Section
- ii. Data Management Section



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- e. **Barangay Accounting Division**
 - i. Barangay Administrative and Monitoring Section
 - ii. Barangay Financial Reporting Section

SECTION 3. The Regular/Plantilla Positions, hereby **abolished** are the following:

ITEM NO	POSITIONS	SALARY GRADE
06	Supervising Admin Officer (Management and Audit Analyst IV)	22-1
13	Administrative Assistant V (new position for creation)	11-1
17	Administrative Assistant V (Data Controller III)	11-1
24	Administrative Aide IV (Clerk II)	4-1

SECTION 4. The Regular/Plantilla Positions, hereby **Created** are the following:

	POSITIONS	SALARY GRADE
1.	Accountant III (Section Head-Internal Control and Pre-Audit)	19-1
2.	Accountant III (Section Head-Disbursement)	19-1
3.	Accountant III (Section Head-Payroll Processing & Remittance)	19-1
4.	Administrative Office IV (Management and Audit Analyst II)	15-1
5.	Senior Administrative Assistant II (Computer Operator IV)	14-1
6.	Administrative Office II (Management Analyst I)	11-1
7.	Administrative Assistant IV (Bookbinder IV)	10-1
8.	Administrative Assistant IV (Bookbinder IV)	10-1

SECTION 5. Appropriations - The Personal Services (PS) Allocation for the eight (8) newly created positions provided in **Section 4** herein shall come from the allocation of the abolished positions in **Section 3** of this ordinance. Hence, once the created Positions in Section 4 are filled up, salaries and benefits, accruing therein shall be effective immediately;

Appropriations for the remaining created positions provided under **Section 2** of this Ordinance shall be provided and budgeted for the next Fiscal Year.

SECTION 6. Separability Clause – If any portion of this Ordinance is declared invalid, the remainder of this ordinance shall not be affected and shall remain valid and enforceable.

SECTION 7. Repealing Clause – All ordinances, rules and regulations or part thereof where provisions are in conflict or contrary to the provisions of this ordinance are hereby repealed, amended or modified accordingly.

SECTION 8. Effectivity Clause – This ordinance shall take effect upon its approval.

Gene
Bayan
Blanco

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Maruyag
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ENACTED, by the 9th Sangguniang Panlungsod of Muntinlupa this 21st day of June, 2021, on its 102 Regular Session.

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO
Member

COUN. ALEXSON V. DIAZ
Member

COUN. PATY KATY C. BONCAYAO
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. TING NIEFES
Member

COUN. STEPHANIE G. TEVES
Member

COUN. IVEE RHIA A. TADEFA
Member

DISTRICT 2:

COUN. ENGR. MARISSA C. RONGAVILLA
Member

COUN. FRANCIS IAN T. BAGATSING
Member

COUN. MARK LESTER M. BAES
Member

(ABSENT)
COUN. MA. DHESIRÉE G. AREVALO
Member

COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member

COUN. ENGR. ARLENE D. HILAPO
Member

COUN. CORNELIO M. MARTINEZ
Member



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COUN. WALTER A. ARCILLA
President
Sectoral Representative
Association of Barangay Chairman

COUN. KENICHI D. TAKAGI, JR.
President
Sectoral Representative
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI
City Mayor

Date: 02 JUL 2021

Norie/9th SP