



Sangguniang Panglungsod

ORDINANCE NO. 06-106

AN ORDINANCE CREATING THE ASSETS AND MANAGEMENT DIVISION UNDER THE OFFICE OF THE MAYOR, PROVIDING ITS DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES.

Sponsored by:

- Hon. Coun. Atty. Raul R. Corro
- Hon. Coun. Lucio B. Constantino
- Hon. Coun. Allen F. Ampaya
- Hon. Atty. Icasiano M. dela Rea
- Hon. Engr. Mamerto T. Sevilla, Jr.
- Hon. Melchor R. Teves
- Hon. Christian Glenn D. Lorica
- Hon. Bal Niefes
- Hon. Allan Rey A. Camilon
- Hon. Ma. Luisa Babaran-Echavez, M.D.
- Hon. Elmer S. Espeleta
- Hon. Francis Ian T. Bagatsing
- Hon. Engr. Marissa Cole-Rongavilla
- Hon. Joselito V. Arevalo
- Hon. Mario E. Bulay, Jr.
- Hon. Artemio A. Simundac

WHEREAS, the City Government has a Vision 2020, "*drawing inspiration and guidance from God, in perfect harmony with nature and active partnership with all the sectors, in the community, we envision the City of Muntinlupa to be a leading investment and business center in the Philippines and South East Asia by year 2020*";

WHEREAS, Section 458 (a) (VIII), of the Local Government Code of 1991, provides that, "*the Sangguniang Panlungsod shall determine the positions, salaries, wages and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government*";

WHEREAS, Article 99, of Implementing Rules and Regulations 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 xxx*";

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

WHEREAS, Article 164(a), of the same Code, also provides that, "***any Local Government Unit may reorganize through the Sanggunian its present organizational structure or alter its present staffing pattern in accordance with laws pertinent to government reorganization and implementing rules and regulations xxx***";

NOW THEREFORE BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the Sangguniang Panglungsod of Muntinlupa in session assembled that:

SECTION 1. Title. An ordinance creating the Assets and Management Division under the Mayor's Office and appropriating funds therefore and providing duties and functions and for other purposes.

SECTION 2. The creation of the Assets and Management Division under the direct supervision of Mayor's Office has the following mandate:

- I. Make applicable recommendations to ensure proper handling and effective record management of all assets of the City in compliance with existing local policies, rules and regulations and contribute to the realization of the potentials and set goals towards vision 2020.
- II. Review of procedures related to existing and future inventory of all fixed assets including, but not limited to Lands, Buildings and other properties of the City Government of Muntinlupa.
- III. Appraise the adequacy and efficiency of reconciling physical inventory and recorded, book balances of all assets of the city according to existing COA rules and regulations.
- IV. Determine the cost effectiveness of obsolete assets, oversee the related disposal guidelines, and ensure the compliance of local policies and regulations.



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- V. Formulate and devise systems and procedures for effective utilization of all assets of the City Government, including investment plans/opportunities for idle assets.

SECTION 3. Composition. The Assets and Management Division shall be composed of the following staffing requirements as prescribed in Budget Circular No. 2004-3A, **“conversion of positions performing staff/non-technical function”**:

POSITION	CONVERSION AS BUDGET CIRCULAR NO. 2004-3A	SALARY GRADE
Management and Audit Analyst IV	Supervising Administrative Officer	SG – 22
Management and Audit Analyst II	Administrative Officer IV	SG – 15
Records Officer II	Administrative Officer III	SG – 14
Management and Audit Analyst I	Administrative Officer II	SG – 11
Records Officer I	Administrative Officer I	SG – 10

SECTION 4. Staffing Pattern – in order to implement the duties and functions of the Assets and Management Division:

**(Management and Audit Analyst IV)
Supervising Administrative Officer
Duties and Functions**

- 1) In charge of overall supervision of the operation of the whole division.
- 2) Formulate and oversee the implementation of the division’s rules and guidelines among the different sections.
- 3) Review, analyze and make recommendations or proposals regarding record management, disposal guidelines and investment strategies.
- 4) Regular monitoring of all the division’s transactions and activities.
- 5) Other tasks

a. INVENTORY SECTION:

Duties and Functions

- 1) Oversee the implementation of inventory management of all assets of the local government.
- 2) Ensure that all assets are totally and completely accounted and properly managed.
- 3) Provide, review and maintain listing of all inventories of all kinds of assets.
- 4) Specifically identify the idle properties by kind and make proposal for effective utilization to bring revenue to the City Government.
- 5) Other tasks

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(Records Officer II) Administrative Officer III

Duties and Functions

- 1) Formulate and implement an assets record management system that is in congruence with the management policies and existing rules and regulations.
- 2) Provide clear and distinct records of inventories of all the assets of the city government; including listing of the physical count of all the assets and the specific asset descriptions. Expand the inventories to the specific offices in the lower hierarchy of the city government.
- 3) Distribute and present records and inventories of the assets to the Management for review and audit.
- 4) Create, revise and provide all the necessary documents and papers for keeping the records of all the assets of the city government.
- 5) Oversee and manage the release, filing, distribution and delivery of all the records of assets. Coordinate with regards to copy, publishing and even transfer of the records of inventories as per guidelines.
- 6) Ensure that all the records and inventories are maintained, protected and accessible at any time necessary. In addition, coordinate with the record officer of other offices in formulation of disaster preparedness plan to ensure that the records are properly protected and maintained in case of disasters or emergency.
- 7) Formulate and implement schedule of inventories.
- 8) Other tasks

(Management and Audit Analyst I) Administrative Officer IV

Duties and Functions

- 1) Perform physical inspection of the all the assets and review and analysis of the record of inventories and ensure that the records correspond with the physical count and observations.
- 2) Coordinate and oversee inventories and recording of all the assets of the city government.
- 3) Implement approved inventory guidelines among concerned departments.
- 4) Analyze and propose strategies on improvement of inventory management.
- 5) Assist the division and the record officer in providing administrative and technical support in the planning, direction and implementation of inventory strategies.
- 6) Other tasks



INVESTMENT AND DISPOSAL SECTION:

Duties and Functions

- 1) Review and recommend clear and distinctive procedures of system of inventory and disposal guidelines for all the assets.
- 2) Specify the identity of idle properties by kind and make proposals for effective utilization to bring revenue to the locality.
- 3) Assess the prices and characteristics of inventory systems and manner of disposal to determine which system and manner is the best to ensure that the assets are well protected and properly disposed.
- 4) Other tasks

(Management and Audit Analyst II) Administrative Officer II

Duties and Functions

1. Research and review proposals on disposal and investment as to their congruence with the local government rules and policies.
2. Formulate and propose disposal guidelines and investment strategies for further review.
3. Implement approved disposal guidelines and investment strategies and ensure compliance to local rules and guidelines.
4. Regularly report and update the division head regarding the status of all assets and the profits and benefits gained from the conducted transactions.
5. Monitor the receipt and other necessary documents needed and acquired during the disposal and investment of the assets.
6. Prepare, monitor and update the investment plans, disposal system, and its corresponding schedules.
7. Prepare clear descriptions of assets to be disposed and or to be invested, the manner of disposal and or acquisitions and justifications for such disposal and or investment.
8. Other tasks

(Record Officer I) Administrative Officer I

Duties and Functions

- 1) Provide clear and distinct records of the assets to be disposed and/or to be acquired as investment, its specific description, the manner of disposal and/or acquisition and the costs and profits to be gained for the disposal and/or acquisition.
- 2) Oversee and manage the release, filing, distribution and delivery of all the records of assets. Coordinate with regards to copy, publishing and even transfer of the records of inventories.



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| 3) | Ensure that all the records are maintained, protected and accessible at any time necessary. In addition, coordinate with the record officer of other offices in formulation of disaster preparedness plan to ensure that the records are properly protected and maintained in the case of disasters. |
| 4) | Review and devise a record management system for all the asset disposal and investment transactions done by the city government. |
| 5) | Provide a record complete with the asset descriptions to be used during asset disposal, in coordination with other related offices and together with the members of Bids and Awards Committee. |
| 6) | Conduct record investigation for all the investments that will be conducted by the city government. |
| 7) | Maintain and keep the necessary documents and papers regarding the city government's acquisition of the particular asset. (i.e. certificate of title, certificate of registration, etc...) |
| 8) | Distribute and present records of the assets, and the transactions done, to Management for review and audit. |
| 9) | Create, revise and provide all the necessary documents and papers for keeping the records of all the assets of the city government. |
| 10) | Formulate and monitor the schedule of disposal and/or investment. |
| 11) | Other Tasks. |

SECTION 5. Appropriation - The annual budget for the implementation of this City Ordinance shall be taken under the Mayor's Office and shall be incorporated in the Annual General Appropriations Ordinance every year thereafter.

SECTION 6. Repealing Clause - Any other ordinances, resolutions or parts thereof, which are inconsistent with this ordinance, are hereby repealed or modified accordingly.

SECTION 7. Separability Clause - If for any reason/s, any section or provisions of this ordinance shall be held unconstitutional or invalid, no other section or provision thereof shall be affected thereby.

SECTION 8. Effectivity - This ordinance shall take effect upon the approval of the City Mayor.

ENACTED, by the **Fourth (4th) Sangguniang Panlungsod of Muntinlupa**, this **21st** day of **September, 2006**, on its **91st** Regular Session.




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ATTY. RAUL R. CORRO
Councilor


BAL NIEFES
Councilor



ALLAN REY A. CAMILON
Councilor


MA. LUISA BABARAN-ECHAVEZ, M.D.
Councilor


MELCHOR R. TEVES
Councilor


ALLEN F. AMPAYA
Councilor



ATTY. ICASIANO M. DELA REA
Councilor


CHRISTIAN GLENN D. LORICA
Sectoral Representative
President, Federation of
Sangguniang Kabataan


KEVIN B. DELGADO
Councilor


CONCURRED:


ELMER S. ESPELETA
Councilor

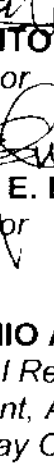

FRANCIS IAN T. BAGATSING
Councilor



MARISSA COLE-RONGAVILLA
Councilor


LUCIO B. CONSTANTINO
Councilor


MAMERTO T. SEVILLA, JR.
Councilor


JOSELITO V. AREVALO
Councilor


MARIO E. BULAY, JR.
Councilor


ARTEMIO A. SIMUNDAC
Sectoral Representative
President, Association of
Barangay Captains

ABSENT:

RENE CARL S. CAYETANO
Councilor



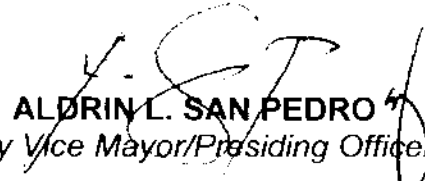
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I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.


CECILIA C. LAZARTE
Secretary
Sangguniang Panlungsod

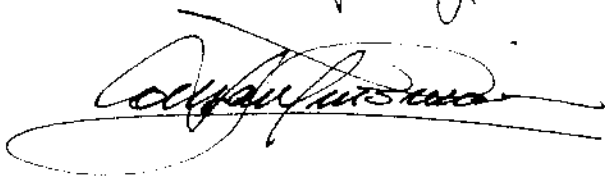
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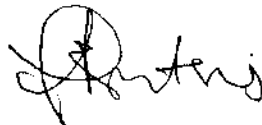

ALDRIN L. SAN PEDRO
City Vice Mayor/Presiding Officer

APPROVED:


ATTY. JAIME R. FRESNEDI
City Mayor
Date: _____







PBS, JR.



