



Republika ng Pilipinas  
**SANGGUNIANG PANLUNGSOD NG MARIKINA**

**PRESENT:**

HON. JOSE FABIAN I. CADIZ, M.D.

City Vice Mayor  
Presiding Officer

**1st DISTRICT**

HON. RONNIE S. ACUÑA

City Councilor

HON. FRANKIE C. AYUSON

City Councilor

HON. JOSEPH B. BANZON

City Councilor

HON. WILLIE N. CHAVEZ

City Councilor

HON. MARIO M. DE LEON

City Councilor

HON. SAMUEL S. FERRIOL

City Councilor

HON. EVA AGUIRRE-PAZ

City Councilor

HON. THADDEUS ANTONIO M. SANTOS, JR.

City Councilor

**2nd DISTRICT**

HON. ARIEL V. CUARESMA

City Councilor

HON. PAUL B. DAYAO

City Councilor

HON. MARK ALBERT J. DEL ROSARIO

City Councilor

HON. ERNESTO M. FLORES

City Councilor

HON. SUSANA P. MAGTUBO

City Councilor

HON. RUBEN R. REYES

City Councilor

HON. XYZA DIAZEN-SANTOS

City Councilor

**SECTORAL REPRESENTATIVE**

HON. LEVY D.L. DE GUZMAN

Liga President

**ON OFFICIAL LEAVE**

HON. ROMMEL F. ORTIZ

City Councilor

**ORDINANCE No. 020**  
**Series of 2016**

**ORDINANCE CREATING PLANTILLA POSITIONS AT THE PAMANTASAN  
NG LUNGSOD NG MARIKINA, AND APPROPRIATING FUNDS THEREFOR**

Introduced by:

Councilor EVA AGUIRRE-PAZ

Councilor MARIO M. DE LEON

Councilor RONNIE S. ACUÑA

Councilor FRANKIE C. AYUSON

JOSEPH B. BANZON

Councilor WILLIE N. CHAVEZ

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Councilor ROMMEL F. ORTIZ

Councilor RUBEN R. REYES  
 Councilor THADDEUS ANTONIO M. SANTOS, JR.  
 Councilor XYZA DIAZEN-SANTOS  
 Councilor LEVY D.L. DE GUZMAN  
 and Vice Mayor JOSE FABIAN I. CADIZ, M.D.

**WHEREAS**, on August 24, 2015, the Pamantasan ng Lungsod ng Marikina (PLMar) Board of Trustees (BOT) approved Board Resolution No. 18, Series of 2015 which, in context, recommends for the City Council to consider the enactment of an Ordinance creating additional plantilla positions that are necessary for the efficient and effective operation of the university and to comply with the requirements of the Commission on Higher Education;

**WHEREAS**, there is a need to create certain plantilla positions as part of the five-year Development Plan of PLMar in line with the requirements of the Commission on Higher Education for Local Colleges and Universities;

**WHEREAS**, upon perusal of the records, the City Council Committee on Government Affairs, Ethics and Accountabilities and the Committee on Education found that there are already three (3) existing Ordinances which created plantilla positions for PLMar such as Ordinance No. 127, Series of 2006, Ordinance No. 76, Series of 2011 and Ordinance No. 027, Series of 2015;

**WHEREAS**, to avoid confusion, the Committees, with the concurrence of the Officials of PLMar, decided to merge all the existing Ordinances and to include the additional plantilla positions being requested by virtue of Board Resolution No. 18, Series of 2015 of the Board of Trustees of the university;

**WHEREAS**, Section 447 of the Local Government code of 1991 empowers the Sangguniang Panlungsod to:

*“xxx(vii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly by mainly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of the programs, projects, services and activities of the municipal government xxx”*

**NOW THEREFORE BE IT ORDAINED AS IT IS HEREBY ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MARIKINA**, in session duly assembled, that:

**SECTION 1.** There are hereby created plantilla positions for the Pamantasan ng Lungsod ng Marikina, as follows:

| Positions   | Salary Grade | No. of Existing Positions | No. of New Positions | Total |
|---|--------------|---------------------------|----------------------|-------|
| SUC President III   | SG 29        | 1                         |                      | 1     |
| University Secretary  | SG 28        |                           | 1                    | 1     |
| Professor III   | SG 26        |                           | 1                    | 1     |
| SUC Vice-President II (Academics Services)                      | SG 26        | 1                         |                      | 1     |
| SUC Vice-President II ( Administrative Services)                | SG 26        | 1                         |                      | 1     |
| SUC Vice-President II (Finance)                                 | SG 26        |                           | 1                    | 1     |
| SUC Vice-President II (Planning, Research & Extension Services) | SG 26        | 1                         |                      | 1     |
| SUC Vice-President II (Student Services)                        | SG 26        |                           | 1                    | 1     |
| Attorney VI   | SG 26        |                           | 1                    | 1     |

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|  |       |    |    |    |
|--|-------|----|----|----|
| Professor II   | SG 25 | 3  |    | 3  |
| Professor I  | SG 24 | 3  |    | 3  |
| Associate Professor V  | SG 23 | 1  |    | 1  |
| Associate Professor IV   | SG 22 | 1  | 3  | 4  |
| Supervising Administrative Officer (Administrative Officer IV) | SG 22 |    | 1  | 1  |
| Supervising Administrative Officer (Information Officer IV)    | SG 22 |    | 1  | 1  |
| Associate Professor III  | SG 21 | 3  | 3  | 6  |
| Dentist III  | SG 21 | 1  |    | 1  |
| Medical Officer III  | SG 21 | 1  |    | 1  |
| Associate Professor II   | SG 20 | 3  | 3  | 6  |
| Assistant Professor IV   | SG 19 | 5  | 8  | 13 |
| Associate Professor I  | SG 19 | 3  | 3  | 6  |
| Administrative Officer V (Administrative Officer III)          | SG 18 | 1  |    | 1  |
| Administrative Officer V (Information Officer III)             | SG 18 |    | 1  | 1  |
| Administrative Officer V (Supply Officer III)                  | SG 18 |    | 1  | 1  |
| Assistant Professor III  | SG 18 | 3  | 8  | 11 |
| Budget Officer III   | SG 18 | 1  |    | 1  |
| Computer Programmer III  | SG 18 | 1  | 2  | 3  |
| Guidance Services Specialist II                                | SG 18 |    | 1  | 1  |
| Human Resource Management Officer III                          | SG 18 | 1  |    | 1  |
| Librarian III  | SG 18 | 1  |    | 1  |
| Records Officer III  | SG 18 | 1  |    | 1  |
| Registrar III  | SG 18 | 1  |    | 1  |
| Nurse III  | SG 18 |    | 1  | 1  |
| Executive Assistant II   | SG 17 | 1  |    | 1  |
| Accountant II  | SG 16 | 1  |    | 1  |
| Assistant Professor II   | SG 16 | 3  | 8  | 11 |
| Administrative Officer II                                      | SG 15 | 1  |    | 1  |
| Administrative Officer IV (Information Officer II)             | SG 15 | 1  |    | 1  |
| Assistant Professor I  | SG 15 | 3  | 8  | 11 |
| Budget Officer II  | SG 15 | 1  |    | 1  |
| Computer Programmer II   | SG 15 |    | 3  | 3  |
| Culture and Arts Officer III                                   | SG 15 | 1  |    | 1  |
| Guidance Coordinator III                                       | SG 15 | 1  |    | 1  |
| Human Resource Management Officer II                           | SG 15 | 1  | 1  | 2  |
| Librarian II   | SG 15 | 2  |    | 2  |
| Records Officer II   | SG 15 | 1  |    | 1  |
| Registrar II   | SG 15 | 1  |    | 1  |
| Nurse II   | SG 15 | 1  | 2  | 3  |
| Administrative Officer III (Supply Officer II)                 | SG 14 | 1  |    | 1  |
| Computer Operator IV   | SG 14 | 1  | 1  | 2  |
| Executive Assistant I  | SG 14 |    | 5  | 5  |
| Instructor III   | SG 14 | 75 | 15 | 90 |
| Registration Officer II  | SG 14 | 1  |    | 1  |
| Instructor II  | SG 13 | 20 | 15 | 35 |
| Accountant I   | SG 12 | 1  |    | 1  |
| Computer Operator III  | SG 12 | 2  |    | 2  |
| Guidance Counselor III   | SG 12 | 4  | 5  | 9  |
| Instructor I   | SG 12 | 20 | 15 | 35 |
| Administrative Officer I                                       | SG 11 | 1  |    | 1  |
| Administrative Officer II (Budget Officer I)                   | SG 11 | 1  | 1  | 2  |
| Computer Programmer I  | SG 11 |    | 2  | 2  |
| Construction and Maintenance General Foreman                   | SG 11 |    | 1  | 1  |
| Human Resource Management Officer I                            | SG 11 | 1  | 2  | 3  |
| Registrar I  | SG 11 | 1  |    | 1  |
| Librarian I  | SG 11 | 1  | 9  | 10 |
| Nurse I  | SG 11 | 3  | 5  | 8  |
| Administrative Officer I (Supply Officer I)                    | SG 10 | 1  | 2  | 3  |
| Administrative Services Assistant II                           | SG 10 |    | 1  | 1  |
| Cashier I  | SG 10 | 1  |    | 1  |
| Laboratory Technician III                                      | SG 10 |    | 3  | 3  |

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|  |       |     |     |     |
|--|-------|-----|-----|-----|
| Records Officer I  | SG 10 | 1   | 1   | 2   |
| Bookkeeper II  | SG 9  | 1   |     | 1   |
| Computer Operator II   | SG 9  |     | 2   | 2   |
| Administrative Assistant   | SG 8  | 2   | 5   | 7   |
| Construction and Maintenance Foreman   | SG 8  | 1   |     | 1   |
| Driver III   | SG 8  | 1   | 3   | 4   |
| Human Resource Management Assistant  | SG 8  | 2   |     | 2   |
| Laboratory Technician II   | SG 8  | 1   | 6   | 7   |
| Security Guard III   | SG 8  |     | 4   | 4   |
| Computer Operator I  | SG 7  |     | 2   | 2   |
| Administrative Aide VI (Accounting Clerk II)                                   | SG 6  | 1   | 4   | 5   |
| Administrative Aide VI (Clerk III)   | SG 6  | 10  | 26  | 36  |
| Administrative Aide VI (Electronics and Communications Equipment Technician I) | SG 6  | 1   |     | 1   |
| Administrative Aide VI (Utility Foreman)                                       | SG 6  | 1   | 1   | 2   |
| Laboratory Technician I  | SG 6  | 1   | 5   | 6   |
| Speech Laboratory Technician   | SG 6  |     | 1   | 1   |
| Administrative Aide IV (Clerk II)  | SG 4  | 5   |     | 5   |
| Administrative Aide IV (Driver II)   | SG 4  | 2   |     | 2   |
| Administrative Aide IV (Electrician I)   | SG 4  | 2   |     | 2   |
| Administrative Aide III (Carpenter I)  | SG 3  | 1   |     | 1   |
| Administrative Aide III (Driver I)   | SG 3  | 2   |     | 2   |
| Administrative Aide III (Plumber I)  | SG 3  | 2   |     | 2   |
| Administrative Aide III (Utility Worker II)                                    | SG 3  | 5   | 10  | 15  |
| Administrative Aide II (Messenger)   | SG 2  |     | 2   | 2   |
| Laboratory Aide  | SG 2  | 1   | 4   | 5   |
| Librarian Aide   | SG 2  | 2   | 12  | 14  |
| Administrative Aide I (Utility Worker I)                                       | SG 1  | 14  | 9   | 23  |
| <b>Total Number of Positions</b>   |       | 251 | 242 | 493 |

**SECTION 2.** The qualifications, functions, duties and responsibilities of the appointees to the created positions shall be subject to the existing rules and guidelines of the Civil Service Commission.

**SECTION 3.** Funds necessary for the purpose shall be taken from Annual Budget of the Pamantasan ng Lungsod ng Marikina.

**SECTION 4. *Repealing Clause.*** Ordinance No. 127, Series of 2006, Ordinance No. 76, Series of 2011 and Ordinance No. 027, Series of 2015 are hereby repealed accordingly.

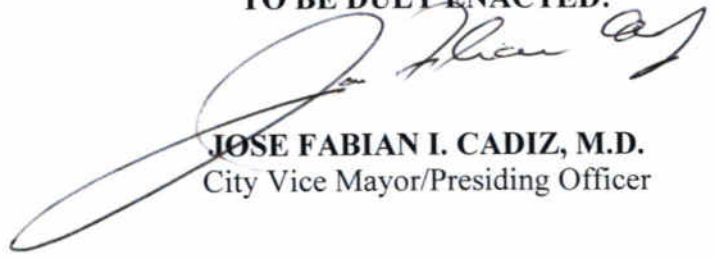
**SECTION 5.** This Ordinance shall take effect upon its approval.

**UNANIMOUSLY ENACTED** by the **SANGGUNIANG PANLUNGSOD** of **MARIKINA**, this 20<sup>th</sup> day of April, 2016.

**I HEREBY CERTIFY** to the correctness of the foregoing Ordinance which was duly enacted by the *Sangguniang Panlungsod* during its 15<sup>th</sup> Regular Session held at the City Council Session Hall on April 20, 2016.

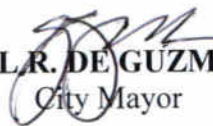
  
**REGINALD B. TAMAYO**  
 Acting City Council Secretary

**ATTESTED AND CERTIFIED  
TO BE DULY ENACTED:**



**JOSE FABIAN I. CADIZ, M.D.**  
City Vice Mayor/Presiding Officer

APPROVED by the HON. CITY MAYOR on MAY 06 2016



**DEL R. DE GUZMAN**  
City Mayor