



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF MANDALUYONG



ORDINANCE NO. 955, S-2023

**THE REVISED ORGANIZATIONAL STRUCTURES,
FUNCTIONS AND STAFFING PATTERN OF THE CITY
GOVERNMENT OF MANDALUYONG (2024–2028)**

- SECTION 1.** **TITLE.** This Ordinance shall be known as “The Revised Organizational Structures, Functions and Staffing Pattern of the City Government of Mandaluyong (2024–2028)”.
- SECTION 2.** **DECLARATION OF POLICY.** It is the declared and continuing policy of the City Government of Mandaluyong to institutionalize professionalism in the local government service and to foster and enhance growth and development of public service awareness, as well as to strengthen the security of tenure of qualified and deserving employees, by giving all the chances of promotion to permanent status and by adhering to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership.
- SECTION 3.** **AUTHORITY OF REORGANIZATION.** Pursuant to Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, every Local Government Unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC).

The appropriate organizational structure and staffing pattern shall be determined and established in accordance with Section 17 of the Local Government Code of 1991 and the priority needs identified by the City Mayor, the Sanggunian and/or the Local Development Council concerned: Further, Article 99 of the Implementing Rules and Regulations of the Local Government Code of 1991, which specifies the powers, duties and functions of the Sangguniang Panlungsod, among others, states: 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 and its inhabitants xxx and in the proper exercise of the corporate powers of the City as provided in Rule IX of these Rules and shall:

- I. Approve Ordinances and pass Resolutions necessary for an efficient and effective City Government, and relative thereto, shall:

x x x x x x

- VII. Subject to the provisions of Republic Act 7160 and applicable laws, determine the powers and duties of officials and employees of the City;

- VIII. Determine the positions and the 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.

Pursuant to Section 76 of R.A. No. 7160, the CSC promulgated CSC Resolution No. 2200373 dated September 20, 2022 adopting the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns (OSSPs) in Local Government Units (LGUs).

SECTION 4. PURPOSE. The revision of the present organizational structures functions and staffing pattern has the end in view of doing away with too much bureaucracy and with an eye for efficiency and systematic functioning of offices to effect the speedy and proper delivery of basic services with due consideration of the City Government's financial capacity and exigencies of the service and to institutionalize professionalism in the public/civil service and to enhance growth within the ranks of employees. The laws, implementing rules, regulations and guidelines of the Civil Service Commission (CSC) shall not be ignored and the basic principles shall be taken into account, namely:

- a. only qualified personnel must be hired and should be assigned to departments and divisions where the service to be rendered are truly pertinent;
- b. no civil servant shall be removed without just cause, but those retirables may be retired with appropriate benefits;
- c. the revision of the organizational structures, functions and staffing pattern of the City Government or any part thereof will not be implemented if it will destroy or will be violative of the security of tenure enshrined in our 1987 Constitution.

SECTION 5. RULES AND INTERPRETATION. Any provision on the power of the Sangguniang Panlungsod to promulgate this Ordinance shall be liberally interpreted in its favor. Any fair and reasonable doubt as to the existence of the power shall be interpreted in favor of the City Government.

SECTION 6. LIMITATIONS. The OSSP shall, likewise, be established within the financial capability of the City Government, taking into consideration the budgetary limitations provided for in Section 325 of R.A. No. 7160, such as:

- a. The total appropriation, whether annual or supplemental, for personnel services of the City Government for one (1) fiscal year shall not exceed forty five percent (45%) of the total annual income from regular sources realized in the next preceding fiscal year.

- b. The appropriations for salaries, wages, and representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the City Government shall not be included in the annual budget or in the computation of the maximum amount for personnel services. The appropriation for the personnel services of such economic enterprises shall be charged to their respective budgets.
- c. No official or employee shall be entitled to a salary rate higher than the maximum fixed for the position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder.
- d. No local fund shall be appropriated to increase or adjust salaries or wages of officials and employees of the National Government, except as may be expressly authorized by law.
- e. In cases of the abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition or creation shall be made in accordance with pertinent provisions of R.A. No. 7160 and the civil services laws, rules and regulations.
- f. Positions in the official plantilla for career positions which are occupied by incumbents holding permanent appointments shall be covered by adequate appropriations.
- g. No changes in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the civil service laws, rules, and regulations.
- h. The creation of new positions and salary increases or adjustments shall in no case be made retroactive.
- i. Other offices and positions in the organizational structure and staffing pattern not provided under Sections 7 and 8 may be created by the City Government, Provided, however, that these offices and positions are the priority needs as identified by the City Mayor, the Sangguniang Panlungsod and/or the Local Development Councils concerned consistent with Section 17 of the Local Government Code; provided, further, that the mandatory positions shall have been created; and provided, finally, that the budgetary limitations under Section 325 of the aforementioned Code have been complied with.
- j. The tenure of the positions of Administrator, Information Officer and Legal Officer shall be co-terminus with that of the City Mayor who appointed them.

- k. The provisions of Republic Act No. 6656, otherwise known as "An Act to Protect the Security of Tenure of Civil Service Officers and Employees", and the Implementing Rules and Regulations on Reorganization as embodied in the Civil Service Commission's Memorandum Circular No. 13, S-1988; CSC Memorandum Circular No. 38, S-1993; CSC Memorandum Circular Nos. 11, 12, and 30, S-1996 as amended by CSC Memorandum Circular No. 40, S-1998; MC No. 10, S-2005 (Administrative Positions); MC No. 5, S-2016 (Revised QS for Division Chief and Executive/Managerial Positions in the Second Level); MC No. 24, S-2017 (Revised Policies on the Grant of Eligibility under CSC MC No. 11, S-1996, as amended); Republic Act No. 10156, otherwise known as "An Act Conferring upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for other Purposes"; Republic Act No. 9994 "Expanded Senior Citizens Act of 2010"; Republic Act No. 7277 Magna Carta for PWD. An Act providing for the rehabilitation, self-development and self-reliance of disabled persons and their integration into the mainstream of society and for other purposes; Republic Act No. 7305 Magna Carta of Public Health Workers; Republic Act No. 9710 An Act Providing for the Magna Carta of Women; and Equal Employment Opportunity Principles (EEO)/GAD General Policies and Commitments as well as their subsequent amendments shall be applied and complied.
- l. Two or more divisions in the organizational structure may be considered to form a single department with the intention of facilitating the delivery of common basic services.
- m. No new employee shall be taken in to fill a newly created position as a result of this revision until all permanent officers and employees have been considered, including temporary and casual employees who possess the necessary qualification requirements. Provided, however, that in the appointment and filling of vacancies under this Ordinance, the appointee shall be a bonafide resident of the City of Mandaluyong except only in cases where the technical skills and qualifications required could not be met by an interested resident of the City of Mandaluyong.
- n. No official or employee holding a permanent position under this revised structure and staffing pattern shall be promoted more than once a year.
- o. No employee shall be promoted with more than three (3) salary grade increase, except in meritorious cases.
- p. Promotion shall be undertaken step by step in a ladderized manner wherein an employee shall be appointed starting with the lowest possible grade level of the position depending on his qualification as mandated by existing laws.

- q. This revised organizational structure and staffing pattern shall not be amended, superseded, or abolished within a period of five (5) years after its approval and/or effectivity thereof, except when new laws are enacted by Congress for local applications that need to be institutionalized immediately so as to address its urgent enforcement or implementation for a quality, effective and efficient local governance that enhances the best practices act in public service.
- r. Only employees with at least one (1) year casual appointment/service shall be eligible for regularization as embodied in the CGM-MSP Rule IX Section 97 Item No. 14 (no direct appointment from JO (Job Order), SC (Service Contractor), or COS (Contract of Service) to Regular/Permanent Item Position.
- s. Higher QS – Qualification Standards for appointment to Division Chief Level (SG 22) and Executive Managerial Positions (City Government Assistant Department Head II-SG 24/ City Government Department Head II-SG 26) particularly on education (Master's degree) and Leadership Competencies under 2017 ORAOHRA Rule VIII.
- t. This Revised Organizational Structures, Functions and Staffing Pattern shall also serve as the City Government of Mandaluyong (CGM) Approved and Updated System of Ranking Positions (SRP) as per CSC requirement.

SECTION 7. DEPARTMENTS AND OFFICES OF THE CITY GOVERNMENT OF MANDALUYONG. Subject to CSC Resolution No. 2200373 dated September 20, 2022, the City Government of Mandaluyong shall have the following departments:

- a. City Accounting Department;
- b. City Administrator's Department;
- c. City Assessor's Department;
- d. City Barangay Affairs and Community Services Department;
- e. City Budget Department;
- f. City Business Permit and Licensing Department;
- g. City Civil Registry Department;
- h. City Civilian Affairs and Security Department;
- i. City Cultural Affairs and Tourism Department;
- j. City Engineering and Building Officials Department;
- k. City Environmental Management Department;
- l. City General Services Department;
- m. City Health Department;
- n. City Human Resource Management Department;
- o. City Information and Communications Technology Department;
- p. City Legal Department;
- q. City Planning and Development Department;
- r. City Public Employment and Services Department;
- s. City Public Information Department;
- t. City Social Welfare and Development Department;
- u. City Traffic and Parking Management Department;
- v. City Treasury Department;
- w. Garden of Life Memorial Park;

- x. Mandaluyong City Medical Center (MCMC);
- y. Mandaluyong Housing and Development Department;
- z. Mandaluyong Manpower and Technical/Vocational Training Center (MMTVTC);
- aa. Sangguniang Panlungsod/City Council Secretariat;
- bb. City Disaster Risk Reduction and Management Office; and
- cc. Gender and Development (GAD) Department.

with all its plantilla organizations embodied in the Ordinance. The City Human Resource and Management Department and the heads of the departments and offices shall define the functions, duties and responsibilities of each and every employee, which may be modified as may be deemed necessary, and which are subject to security of tenure in compliance with Civil Service laws, rules and regulations.

- 7.a. Unless otherwise provided, the following offices shall be created under the Office of the Mayor, and shall be headed by an officer with qualifications equivalent to that of an Assistant Department or Division Chief, as the case may be, subject to Civil Service laws and regulations:

- 1. City Internal Audit Services Office;
- 2. Data Privacy Office (DPO);
- 3. Tiger City Investment Promotions Office;
- 4. Mandaluyong Educational Service Office (MESO);
- 5. Mandaluyong Anti-Drug Abuse Office;
- 6. Project T.E.A.C.H (Therapy, Education and Assimilation of Children with Handicap);
- 7. Welfareville Commission (WELCOMM);
- 8. Mandaluyong Youth Development Office (MYDO);
- 9. Office of the Senior Citizens Affairs (OSCA); and
- 10. Persons with Disability Affairs Division (PDAD).

- 7.b The Cooperatives Development Office shall be under the City Administrator's Department, the Mandaluyong Sports Development Office (MSDO) shall be under the City Cultural Affairs and Tourism Department, and the Urban Poor Affairs Office (UPAO) shall be under the Mandaluyong Housing and Development Department.

It is understood that offices under Section 7 (a) and (b) are all line or technical services that are mandated to be institutionalized by law, existing rules and regulations, and governed by Civil Service laws and regulations. They are not co-terminus with the appointing authority, and enjoying security of tenure to effectively and efficiently manage the day-to-day duties and responsibilities.

The organizational structure, staffing pattern, and the functions of the abovementioned departments and offices of the City Government of Mandaluyong are hereby provided, and shall form an integral part of this Ordinance.

SECTION 8. APPOINTIVE LOCAL POSITIONS OF THE CITY GOVERNMENT OF MANDALUYONG. The appointive local positions in the City Government of Mandaluyong shall be as follows:

- a. City Accountant
- b. City Administrator
- c. City Assessor
- d. City Budget Officer
- e. City Business Permit and Licensing Officer
- f. City Chief of Staff
- g. City Civil Registrar
- h. City Community Affairs Officer
- i. City Data Protection Officer
- j. City Disaster Risk Reduction and Management Officer
- k. City Engineer
- l. City Environment and Natural Resources Officer
- m. City Executive Secretary
- n. City GAD Focal Person
- o. City General Services Officer
- p. City Health Officer
- q. City Housing and Homesite Regulation Officer
- r. City Human Resource Management Officer
- s. City Information and Communications Technology Officer
- t. City Internal Audit Services Officer
- u. City Investment Promotions Officer
- v. City Legal Officer
- w. City Manpower Development Officer
- x. City Office of the Senior Citizens Affairs Head
- y. City Persons with Disability Affairs Officer
- z. City Planning and Development Coordinator
- aa. City Public Employment and Services Office Manager
- bb. City Public Information Officer
- cc. City Sports Development Officer
- dd. City Social Welfare and Development Officer
- ee. City Traffic Operations Officer
- ff. City Treasurer
- gg. City Tourism Officer
- hh. City Youth Development Officer
- ii. City Veterinarian
- jj. MADAC Executive Director
- kk. MCMC Hospital Director
- ll. Secretary to the Sanggunian

SECTION 9. STRUCTURAL UNITS OF AN OFFICE. Subject to the financial capability and service requirement of the City Government, the structural units of an office shall be as follows:

- a. A SECTION is the lowest structural unit/level composed of at least three (3) personnel performing similar tasks headed by an employee with a rank of Section Chief;

- b. A DIVISION is the second highest structural unit/level in an office composed of at least two (2) sections performing dissimilar tasks but related functions headed by an employee with a rank of Division Chief;
- c. A DEPARTMENT is the highest structural unit/level composed of at least two (2) divisions headed by an employee with a rank of Department Head.

SECTION 10. QUALIFICATION STANDARDS. The qualification requirements provided for in R.A. No. 7160 or special laws for local appointive positions shall be applied. The qualification standards (QS) approved by the CSC (CSC QS Manual or LGU-specified QS) shall be applied for other positions. No substitution for deficiency in the education, training, and/or experience requirements shall be allowed.

SECTION 11. TITLES OF POSITIONS. The titles of positions in the City Government corresponding to the same or similar functional description as those established under the latest DBM Local Budget Circular on the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) shall be used and adopted.

However, in the issuance of appointment, the generic position titles shall be accompanied by a parenthetical title which shall be used to determine the qualification standards and the duties and functions of the position, if applicable.

SECTION 12. APPOINTMENTS OF HEADS OF DEPARTMENTS. Heads of departments shall be appointed by the City Mayor with the concurrence of the majority of all the members of the Sangguniang Panlungsod, subject to Civil Service laws, rules and regulations.

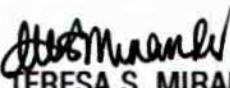
The compensation of the Department Heads shall be based upon the pertinent provisions of Republic Act No. 6758, otherwise known as the Compensation and Position Classification Act of 1989; Provided, however, that it shall not be higher than that of elected City Officials.

SECTION 13. THE OFFICES OF THE CITY MAYOR, CITY VICE-MAYOR AND THE CITY COUNCILORS. The term of office of all personnel or staff in the offices of the City Mayor, City Vice-Mayor and City Councilors shall be co-terminus with the term of office of the elective officials where they are assigned except those provided in Section 9 hereof. This should be construed to mean that any incoming elective officials in the aforementioned offices will be given a free hand to select their own personnel and/or staff and not to be tied up with the personnel and staff of their predecessors. Provided, however, that the appointment of such personnel and staff shall meet the minimum requirements mandated existing ordinances, Civil Service laws, rules and regulations.

- SECTION 14. HIRING OF CONTRACTUAL, TEMPORARY OR CASUAL EMPLOYEES, JOB ORDERS, SERVICE CONTRACTORS AND CONSULTANTS.** When the exigency of the service demands, the City Mayor, as the sole appointing authority pursuant to the Local Government Code of 1991, may hire the services of contractual, temporary or casual employees, job orders, service contractors and consultants, provided, such engagement will be within the financial capacity of the City Government, taking into consideration the budgetary limitations provided for in Section 325 of the Local Government Code of 1991.
- SECTION 15. SEPARABILITY CLAUSE.** If any clause, sentence, paragraph, section or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Ordinance, but shall be confined, in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy.
- SECTION 16. REPEALING CLAUSE.** All Ordinances, rules and regulations or part thereof in conflict or inconsistent with the provisions of this Ordinance, are hereby repealed, amended or modified accordingly.
- SECTION 17. EFFECTIVITY.** This Ordinance shall be published once in a newspaper of general circulation in Metro Manila. and shall take effect on the first (1st) day of January 2024.

ENACTED on this 11th day of December 2023, in the City of Mandaluyong.

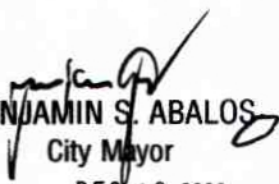
I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS
ENACTED BY THE SANGGUNIANG PANLUNGSOD OF
MANDALUYONG IN A REGULAR SESSION HELD ON THE DATE AND
PLACE FIRST ABOVE GIVEN.


MA. TERESA S. MIRANDA
Sanggunian Secretary

ATTESTED BY:

APPROVED BY:


CARMELITA A. ABALOS
City Vice Mayor &
Presiding Officer


BENJAMIN S. ABALOS
City Mayor
DEC 19 2023
Date: _____

DISTRICT I


ANTONIO DLS. SUVA, JR.
Councilor


ANJELO ELTON P. YAP
Councilor


DANILO L. DE GUZMAN
Councilor


RODOLFO M. POSADAS
Councilor


CARISSA MARIZ S. MANALO
Councilor


ESTANISLAO V. ALIM III
Councilor

DISTRICT II


BENJAMIN A. ABALOS III
Councilor


ALEXANDER C. STA. MARIA
Councilor


REGINALD S. ANTIOJO
Councilor


LESLIE F. CRUZ
Councilor


MICHAEL R. OCAMPO
Councilor


MICHAEL ERIC G. CUEJILO
Councilor


DARWIN A. FERNANDEZ
LnB President


CHERILYN V. MINA
SK Federation President