



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF MANDALUYONG



ORDINANCE NO. 990, S-2024

**AN ORDINANCE AMENDING ARTICLE V
OF ORDINANCE NO. 928, S-2023
OTHERWISE KNOWN AS THE "CHARTER
OF THE MANDALUYONG COLLEGE OF
SCIENCE AND TECHNOLOGY (MCST)" TO
INCLUDE ITS ORGANIZATIONAL
STRUCTURE AND STAFFING PATTERN**

BE IT ENACTED, as it is hereby enacted, by the Sangguniang Panlungsod of Mandaluyong City, Metro Manila, by virtue of the powers vested in it by law, in session assembled, that:

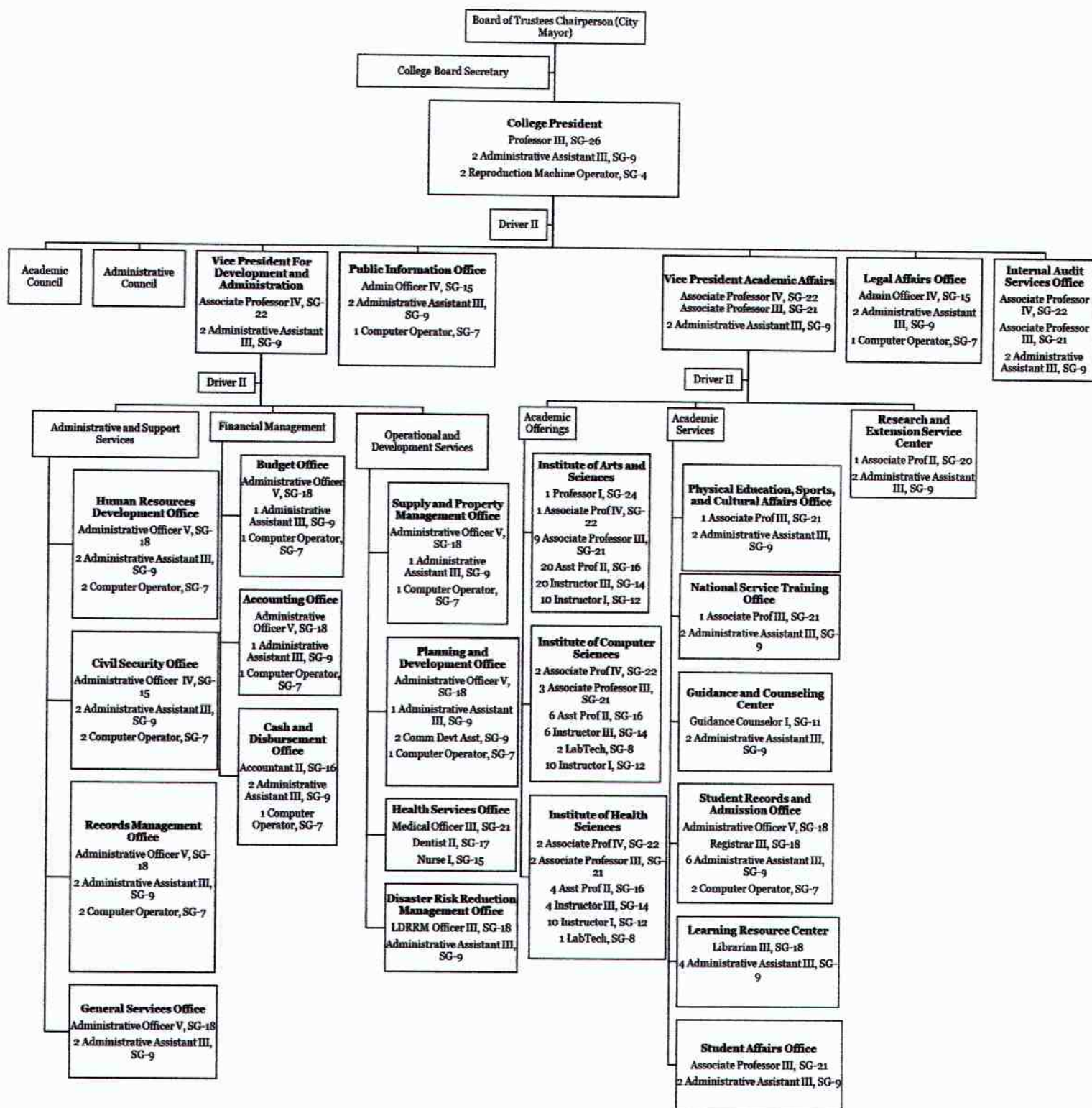
SECTION 1. Article V of Ordinance No. 928, S-2013 is hereby amended by modifying, supplanting and including the following:

**"ARTICLE V
THE ADMINISTRATIVE COUNCIL, ACADEMIC
COUNCIL FACULTY AND NON-TEACHING
PERSONNEL**

XXX

**ORGANIZATIONAL STRUCTURE AND
STAFFING PATTERN**

**SECTION 1. ORGANIZATIONAL STRUCTURE AND
STAFFING PATTERN OF THE MCST.**



SECTION 2. SUMMARY OF POSITIONS.

PLANTILLA ITEMS		SALARY GRADE	NO. OF POSITIONS
1.	Professor III	26	1
2.	Professor I	24	1
3.	Associate Professor IV	22	8
4.	Associate Professor III	21	19
5.	Medical Officer III	21	1
6.	Associate Professor II	20	2
7.	Registrar III	18	1
8.	Administrative Officer V	18	7
9.	Librarian III	18	1
10.	LDRRM Officer	18	1
11.	Dentist II	17	1
12.	Assistant Professor II	16	30
13.	Nurse II	16	1
14.	Administrative Officer IV (Information Officer II)	15	3
15.	Instructor III	14	30
16.	Instructor I	12	30
17.	Guidance Counselor I	11	1
18.	Administrative Assistant III	9	47
19.	Community Development Assistant II	9	2
20.	Laboratory Technician II	8	3
21.	Administrative Assistant I (Computer Operator I)	7	13
22.	Administrative Aide IV (Driver II)	4	3
23.	Administrative Aide IV (Reproduction Machine Operator II)	4	2
TOTAL NUMBER OF POSITIONS			208

SECTION 3. QUALIFICATION STANDARDS OF THE POSITIONS.

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Professor III	26	Doctoral Degree	9 years of relevant experience + VS Performance Rating	48 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Medical Officer III	21	Doctor of Medicine	None Required	None Required	N/A	N/A	RA 1080 (Physician)
Associate Professor II	20	MA + 9 units Doctorate	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Registrar III	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	N/A	N/A	Career Service Professional/Second Level Eligibility
Administrative Officer V	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	N/A	N/A	Career Service Professional/Second Level Eligibility
Librarian III	18	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2 years of relevant experience	8 hours of relevant training	N/A	N/A	RA 1080 (Librarian)
Local Disaster Risk Reduction and Management Officer III	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training in DRRM	N/A	N/A	Career Service Professional/Second Level Eligibility
Dentist II	17	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	N/A	N/A	RA 1080 (Dentist)
Assistant Professor II	16	Master's Degree	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	Local Unpublished Research Action/Applied Research in any Discipline	Outreach Program Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Nurse II	16	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	N/A	N/A	RA 1080 (Nurse)
Administrative Officer IV (Information Officer II)	15	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	N/A	N/A	Career Service Professional/Second Level Eligibility
Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating	8 hours of relevant training	N/A	N/A	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor I	12	B.S. Degree + 6 units MA	None	None	N/A	N/A	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Guidance Counselor I	11	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)	None Required	None Required	N/A	N/A	RA 1080 (Guidance Counselor)
Administrative Assistant III	9	Completion of two-years studies in college	1 year of relevant experience	4 hours of relevant training	N/A	N/A	Career Service Sub-Professional/First Level Eligibility
Community Development Assistant II	9	Completion of two-years studies in college	1 year of relevant experience	4 hours of relevant training	N/A	N/A	Career Service Sub-Professional/First Level Eligibility
Laboratory Technician II	8	Completion of two-years studies in college	1 year of relevant experience	4 hours of relevant training	N/A	N/A	Laboratory Technician CSC MC No. 10 Series of 2013 – Cat. II First Level Eligibility
Administrative Assistant I (Computer Operator I)	7	Completion of two-years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	N/A	N/A	Career Service Sub-Professional/First Level Eligibility/Data Encoder (MC No. 6, s. 2010)
Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	N/A	N/A	Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV
Administrative Aide IV (Reproduction Machine Operator II)	4	Elementary School Graduate	None Required	None Required	N/A	N/A	None Required
TOTAL NUMBER OF POSITIONS	208						

SECTION 4. JOB DESCRIPTION OF THE POSITIONS.

POSITION TITLE	:	PROFESSOR III
SALARY GRADE	:	26

DUTIES:

1. The College President is the chief executive officer of the institution, responsible for overall strategic leadership, administration, and management. This role involves ensuring the institution's academic excellence, financial stability, and adherence to its mission and values.
2. Developing and implementing the institution's strategic plan.
3. Leading the institution towards achieving its mission and goals.
4. Fostering a culture of excellence and innovation.
5. Overseeing the development and implementation of academic programs.

- 6. Ensuring the quality and relevance of educational offerings.
- 7. Promoting research and scholarship within the institution.
- 8. Developing and managing the institution's budget.
- 9. Ensuring financial sustainability and resource allocation.
- 10. Overseeing fundraising and development efforts.
- 11. Representing the institution to external stakeholders, including government agencies, donors, and the community.
- 12. Building partnerships with other educational institutions, businesses, and organizations.
- 13. Enhancing the institution's public image and reputation.
- 14. Leading and supporting the administrative and academic staff.
- 15. Ensuring effective governance and compliance with regulatory requirements.
- 16. Promoting a positive and inclusive campus environment

POSITION TITLE	:	PROFESSOR I
SALARY GRADE	:	24

DUTIES:

- 1. A Professor I is an entry-level faculty member responsible for delivering high-quality education to students, engaging in scholarly activities, and contributing to the academic community through various service roles. This position primarily focuses on teaching, with additional responsibilities in research and service.
- 2. Delivering lectures, seminars, and laboratory sessions in their area of expertise.
- 3. Preparing and updating course syllabi, lesson plans, and instructional materials.
- 4. Assessing and evaluating student performance through exams, assignments, and projects.
- 5. Providing academic advising and mentorship to students.
- 6. Maintaining office hours for student consultations.
- 7. Engaging in scholarly research and contributing to the body of knowledge in their field.
- 8. Publishing research findings in academic journals and presenting at conferences.
- 9. Participating in collaborative research projects with colleagues and other institutions.

- 10. Serving on departmental, college, and university committees.
- 11. Participating in community outreach and extension programs.
- 12. Contributing to the development and improvement of academic programs and curricula.
- 13. Assisting in student recruitment and retention efforts.
- 14. Continuously improving teaching methods and staying updated with advancements in their field.
- 15. Attending professional development workshops, seminars, and conferences.
- 16. Pursuing advanced studies or certifications relevant to their discipline.
- 17. Master's degree in the relevant field; a doctorate degree may be preferred or required for certain institutions.
- 18. Demonstrated competence in teaching and the ability to develop effective instructional materials.
- 19. Potential for scholarly research and publication.
- 20. Strong communication and interpersonal skills.
- 21. Commitment to the institution's mission and values.
- 22. Familiarity with the latest educational technologies and teaching methodologies.
- 23. Ability to work collaboratively with colleagues, students, and the community.
- 24. Capacity to balance teaching, research, and service responsibilities effectively.

POSITION TITLE	:	ASSOCIATE PROFESSOR IV
SALARY GRADE	:	22

DUTIES:

- 1. An Associate Professor IV is a senior faculty member who plays a crucial role in teaching, research, and service within the academic institution. This position is typically one step below full professorship and involves significant responsibilities in curriculum development, advanced research, and leadership within the department.
- 2. Delivering advanced lectures, seminars, and laboratory sessions in their area of expertise.
- 3. Designing and updating course syllabi, lesson plans, and instructional materials.
- 4. Assessing and evaluating student performance through exams, assignments, and projects.

- 5. Advising and mentoring students on academic and career goals.
- 6. Maintaining regular office hours for student consultations.
- 7. Leading and conducting original research projects.
- 8. Publishing research findings in high-impact academic journals and presenting at national and international conferences.
- 9. Securing research grants and external funding.
- 10. Supervising and mentoring graduate students and junior faculty in research activities.
- 11. Serving on departmental, college, and university committees, often in leadership roles.
- 12. Engaging in community outreach and extension programs.
- 13. Contributing to the development and enhancement of academic programs and curricula.
- 14. Participating in student recruitment, retention, and alumni relations efforts.
- 15. Assisting in the recruitment, evaluation, and mentoring of faculty members.
- 16. Taking on leadership roles such as department chair or program coordinator.
- 17. Contributing to policy formulation and strategic planning within the department or college.
- 18. Overseeing specific departmental projects or initiatives.
- 19. Continuing professional growth through attending workshops, seminars, and conferences.
- 20. Staying updated with the latest developments in their field and integrating new knowledge into teaching and research.
- 21. Pursuing advanced studies, certifications, or professional memberships relevant to their discipline.

POSITION TITLE	:	ASSOCIATE PROFESSOR III
SALARY GRADE	:	21

DUTIES:

- 1. An Associate Professor III is a mid-level faculty member who contributes significantly to the academic mission of the institution through teaching, research, and service. This role involves a balanced combination of instructional responsibilities, scholarly activities, and departmental service, with opportunities for leadership within the academic community.
- 2. Delivering lectures, seminars, and laboratory sessions in their area of expertise.

3. Developing and updating course syllabi, lesson plans, and instructional materials.
4. Assessing and evaluating student performance through exams, assignments, and projects.
5. Providing academic advising and mentorship to students.
6. Maintaining regular office hours for student consultations.
7. Conducting original research and contributing to the body of knowledge in their field.
8. Publishing research findings in academic journals and presenting at conferences.
9. Seeking research grants and external funding opportunities.
10. Collaborating with colleagues and other institutions on research projects.
11. Serving on departmental, college, and university committees.
12. Participating in community outreach and extension programs.
13. Contributing to the development and enhancement of academic programs and curricula.
14. Assisting in student recruitment and retention efforts.
15. Assisting in the recruitment, evaluation, and mentoring of faculty members.
16. Participating in departmental planning and policy formulation.
17. Taking on leadership roles such as committee chair or program coordinator as needed.
18. Overseeing specific projects or initiatives within the department.
19. Engaging in continuous professional growth through workshops, seminars, and conferences.
20. Staying current with the latest developments in their field and incorporating new knowledge into teaching and research.
21. Pursuing advanced studies, certifications, or professional memberships relevant to their discipline.

POSITION TITLE	:	MEDICAL OFFICER III
SALARY GRADE	:	21

DUTIES:

1. A Medical Officer III typically holds a senior position within a healthcare institution or government health department.
2. Provide comprehensive medical care and treatment to patients.
3. Diagnose and manage a wide range of medical conditions.
4. Supervise and support the clinical work of junior medical staff and other healthcare professionals.
5. Conduct medical examinations and assessments.
6. Perform minor surgical procedures as required.
7. Ensure accurate and complete patient records and documentation.
8. Oversee and manage clinical operations within a department or healthcare facility.
9. Develop and implement clinical protocols and guidelines.
10. Participate in the planning and development of healthcare programs and services.
11. Manage budgets, resources, and medical supplies.
12. Ensure compliance with healthcare regulations and standards.
13. Provide training and mentorship to junior doctors, medical students, and other healthcare staff.
14. Organize and conduct medical education programs, workshops, and seminars.
15. Stay updated with the latest medical research and advancements and disseminate knowledge to colleagues.
16. Monitor and evaluate the quality of patient care and clinical services.
17. Lead and participate in quality improvement initiatives and clinical audits.
18. Implement evidence-based practices to enhance patient outcomes.
19. Participate in public health initiatives and community outreach programs.
20. Provide medical expertise in public health emergencies and disaster response.
21. Engage with community leaders and stakeholders to promote health education and awareness.

- 22. Conduct and support clinical research projects.
- 23. Publish research findings in medical journals and present at conferences.
- 24. Explore innovative approaches to healthcare delivery and patient care.
- 25. Maintain continuing medical education (CME) requirements.
- 26. Engage in professional organizations and networks.
- 27. Pursue further specialization or advanced certifications as needed.

POSITION TITLE	:	ASSOCIATE PROFESSOR II
SALARY GRADE	:	20

DUTIES:

- 1. Conduct high-quality research and publish findings in reputable academic journals.
- 2. Develop and deliver undergraduate and postgraduate course content.
- 3. Supervise and mentor students, including overseeing thesis and dissertation work.
- 4. Contribute to curriculum development and enhancement.
- 5. Participate in academic advising and counseling for students.
- 6. Serve on departmental, faculty, or university committees.
- 7. Apply for research grants and manage funded research projects.
- 8. Engage in professional development activities to stay current in the field.
- 9. Collaborate with colleagues on interdisciplinary projects.
- 10. Present research findings at conferences and seminars.
- 11. Contribute to community service and outreach programs related to their expertise.
- 12. Participate in the recruitment and evaluation of new faculty members.
- 13. Foster a supportive and inclusive learning environment.

POSITION TITLE	:	REGISTRAR III
SALARY GRADE	:	18

DUTIES:

1. A Registrar III is a senior-level position responsible for managing and overseeing the operations of the registrar's office. This role involves ensuring the accuracy, integrity, and security of student records, coordinating registration processes, and providing leadership to the registrar's office staff.
2. Overseeing the maintenance and accuracy of student academic records.
3. Ensuring the security and confidentiality of student records in compliance with institutional policies and legal requirements.
4. Managing the process for the issuance of transcripts, diplomas, and other official documents.
5. Coordinating and managing the student registration process for each academic term.
6. Developing and implementing policies and procedures to streamline registration and enrollment.
7. Assisting in the resolution of registration issues and concerns.
8. Overseeing the preparation of the academic calendar and course schedules.
9. Collaborating with academic departments to ensure course offerings meet student needs and institutional requirements.
10. Managing classroom assignments and scheduling conflicts.
11. Ensuring compliance with institutional, state, and federal regulations related to student records and enrollment.
12. Preparing and submitting required reports to internal and external stakeholders.
13. Maintaining up-to-date knowledge of regulations affecting the registrar's office.
14. Providing leadership and supervision to registrar's office staff.
15. Fostering a collaborative and efficient work environment.
16. Overseeing the implementation and maintenance of student information systems and other relevant technologies.
17. Ensuring the accuracy and reliability of data in the student information system.

- 18. Collaborating with IT staff to resolve technical issues and improve system functionality.
- 19. Providing high-quality customer service to students, faculty, and staff.
- 20. Responding to inquiries and resolving issues related to student records and registration.
- 21. Developing and implementing initiatives to improve service delivery.
- 22. Participating in strategic planning and decision-making processes related to enrollment management and student services.
- 23. Developing and implementing goals and objectives for the registrar's office.
- 24. Assessing and improving office operations and services.

POSITION TITLE	:	ADMINISTRATIVE OFFICER V
SALARY GRADE	:	18

DUTIES:

- 1. An Administrative Officer V is a senior-level administrative position responsible for managing and overseeing a range of administrative functions within a department or organization. This role involves coordinating office operations, supervising staff, ensuring compliance with policies and procedures, and supporting the overall efficiency and effectiveness of the administrative processes.
- 2. Overseeing daily office operations and ensuring smooth and efficient workflow.
- 3. Implementing and enforcing office policies, procedures, and standards.
- 4. Coordinating and managing administrative projects and initiatives.
- 5. Supervising and providing guidance to administrative staff.
- 6. Conducting performance evaluations and providing feedback.
- 7. Identifying training needs and facilitating professional development opportunities for staff.
- 8. Assisting in the preparation and management of the department's budget.
- 9. Monitoring expenditures and ensuring compliance with budgetary constraints.
- 10. Handling procurement processes, including purchasing supplies and services.
- 11. Ensuring accurate and timely maintenance of records and files.

- 12. Preparing reports, presentations, and other documents as required.
- 13. Managing data entry and retrieval systems to ensure the availability of information.
- 14. Acting as a liaison between departments, staff, and external stakeholders.
- 15. Coordinating meetings, conferences, and events, including preparing agendas and minutes.
- 16. Facilitating effective communication within the department and with other organizational units.
- 17. Ensuring compliance with organizational policies, procedures, and regulations.
- 18. Keeping up-to-date with changes in policies and ensuring they are communicated and implemented within the department.
- 19. Conducting internal audits to ensure adherence to administrative standards.
- 20. Participating in strategic planning and decision-making processes.
- 21. Identifying areas for improvement and recommending solutions to enhance administrative efficiency.
- 22. Supporting the implementation of organizational goals and objectives.

POSITION TITLE	:	LIBRARIAN III
SALARY GRADE	:	18

DUTIES:

- 1. As a Librarian III, you will be responsible for overseeing the operations and management of library services, collections, and staff within a designated area or department. You will ensure efficient library operations, provide leadership to library personnel, and contribute to the development and implementation of library policies and procedures.
- 2. Oversee the daily operations of the library, including circulation, reference services, acquisitions, and cataloging.
- 3. Develop and implement strategic plans to enhance library services and meet the needs of patrons.
- 4. Monitor library usage statistics and assess the effectiveness of library programs and services.
- 5. Provide leadership and supervision to library staff, including hiring, training, and evaluating performance.

- 6. Foster a positive work environment and promote professional development opportunities for staff.
- 7. Delegate tasks and responsibilities effectively to ensure smooth operation of the library.
- 8. Manage the selection, acquisition, and organization of library materials and resources.
- 9. Stay updated on current trends and developments in library science and recommend additions or changes to the library collection.
- 10. Ensure the accessibility and usability of library resources for patrons.
- 11. Provide expert reference assistance and guidance to library users.
- 12. Develop and maintain relationships with community organizations, educational institutions, and other stakeholders to promote library services.
- 13. Coordinate outreach programs and activities to increase library usage and community engagement.
- 14. Evaluate and implement new technologies and software applications to improve library services and operations.
- 15. Manage digital resources, databases, and online catalog systems.
- 16. Promote digital literacy and provide technical support to library patrons and staff.

POSITION TITLE	:	LDRRM OFFICER III
SALARY GRADE	:	18

DUTIES:

- 1. The Local Disaster Risk Reduction and Management (LDRRM) Officer is responsible for coordinating and implementing disaster risk reduction and management programs at the local government level. This role involves planning, organizing, and facilitating activities aimed at minimizing the impact of disasters and ensuring community preparedness and resilience.
- 2. Develop and implement disaster risk reduction and management plans and strategies in collaboration with relevant stakeholders.
- 3. Conduct risk assessments and vulnerability analyses to identify potential hazards and prioritize mitigation measures.
- 4. Coordinate and facilitate disaster preparedness, response, and recovery activities during emergencies or disasters.
- 5. Educate and train community members on disaster preparedness, evacuation procedures, and first aid techniques.

- 6. Establish and maintain partnerships with government agencies, NGOs, and community organizations involved in disaster response and management.
- 7. Monitor and evaluate the effectiveness of disaster risk reduction initiatives and recommend improvements as needed.
- 8. Prepare reports, documentation, and proposals related to disaster risk reduction and management efforts.

POSITION TITLE	:	DENTIST II
SALARY GRADE	:	17

DUTIES:

- 1. The Dentist II position involves providing comprehensive dental care to patients, including diagnosis, treatment, and preventive care. This role requires advanced clinical skills, a high level of patient care, and the ability to manage complex dental cases. The Dentist II works independently and may also supervise dental support staff.
- 2. Diagnose and treat oral diseases, injuries, and malformations of the teeth and gums.
- 3. Perform routine and complex dental procedures such as fillings, extractions, root canals, crowns, and bridges.
- 4. Conduct oral examinations, interpret diagnostic tests, and develop treatment plans.
- 5. Provide preventive dental care and education to patients on oral hygiene, nutrition, and disease prevention.
- 6. Administer anesthesia and perform surgical procedures as necessary.
- 7. Maintain accurate patient records, including treatment plans, progress notes, and billing information.
- 8. Supervise and mentor dental hygienists, dental assistants, and other support staff.
- 9. Ensure compliance with all dental regulations, standards, and organizational policies.

POSITION TITLE	:	ASSISTANT PROFESSOR II
SALARY GRADE	:	16

DUTIES:

- 1. An Assistant Professor II is an early-career faculty member who plays a critical role in delivering high-quality education, engaging in scholarly research, and participating in service activities within the academic institution. This position focuses on developing teaching skills, building a research portfolio, and contributing to the academic community.
- 2. Delivering lectures, seminars, and laboratory sessions in their area of expertise.

- 3. Preparing and updating course syllabi, lesson plans, and instructional materials.
- 4. Assessing and evaluating student performance through exams, assignments, and projects.
- 5. Providing academic advising and mentorship to students.
- 6. Maintaining regular office hours for student consultations.
- 7. Conducting original research and contributing to the body of knowledge in their field.
- 8. Publishing research findings in academic journals and presenting at conferences.
- 9. Seeking opportunities for research funding and grants.
- 10. Collaborating with colleagues and other institutions on research projects.
- 11. Serving on departmental, college, and university committees.
- 12. Participating in community outreach and extension programs.
- 13. Contributing to the development and enhancement of academic programs and curricula.
- 14. Assisting in student recruitment and retention efforts.
- 15. Engaging in continuous professional growth through workshops, seminars, and conferences.
- 16. Staying current with the latest developments in their field and incorporating new knowledge into teaching and research.
- 17. Pursuing advanced studies, certifications, or professional memberships relevant to their discipline.

POSITION TITLE	:	ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II)
SALARY GRADE	:	15

DUTIES:

- 1. The Public Information Officer II serves as a senior-level communications professional responsible for managing and disseminating public information on behalf of an organization or government agency. This role involves strategic communication planning, media relations, and ensuring accurate and timely information reaches the public and stakeholders.
- 2. Develop and implement comprehensive communication strategies to effectively convey organizational messages to the public, media, and stakeholders.
- 3. Serve as the primary spokesperson for the organization, responding to media inquiries and providing information on policies, programs, and initiatives.

- 4. Write, edit, and distribute press releases, articles, speeches, and other materials to promote organizational objectives and initiatives.
- 5. Manage social media platforms and websites to ensure accurate and engaging content that enhances public awareness and engagement.
- 6. Coordinate and conduct public relations campaigns, events, and outreach activities to promote positive public perception and support for the organization.
- 7. Monitor media coverage and public opinion related to the organization and prepare reports and recommendations for senior management.
- 8. Provide media training and guidance to staff and executives on effective communication practices and crisis communication strategies.

POSITION TITLE	:	NURSE II
SALARY GRADE	:	16

DUTIES:

- 1. The Nurse II position involves providing advanced nursing care and clinical support in various healthcare settings. This role requires a high level of clinical expertise, patient care skills, and the ability to work collaboratively within healthcare teams to deliver quality care.
- 2. Assess and monitor patient health, conditions, and vital signs; administer medications and treatments as prescribed.
- 3. Provide skilled nursing care and interventions based on assessment findings and established protocols.
- 4. Educate patients and their families about health conditions, treatments, and preventive care practices.
- 5. Collaborate with physicians, therapists, and other healthcare professionals to develop and implement patient care plans.
- 6. Document patient care activities, observations, and progress in medical records accurately and timely.
- 7. Ensure compliance with regulatory standards, policies, and procedures related to nursing practice and patient care.
- 8. Participate in quality improvement initiatives, continuing education, and professional development activities.

POSITION TITLE	:	INSTRUCTOR III
SALARY GRADE	:	14

DUTIES:

1. An Instructor III is a faculty member responsible for providing high-quality education to students at the college or university level. This position involves significant teaching responsibilities, with additional roles in academic advising and departmental service.
2. Delivering lectures, seminars, and laboratory sessions in their area of expertise.
3. Preparing and updating course syllabi, lesson plans, and instructional materials.
4. Assessing and evaluating student performance through exams, assignments, and projects.
5. Providing academic advising and mentorship to students.
6. Maintaining regular office hours for student consultations.
7. Designing and developing new courses or improving existing ones to enhance the curriculum.
8. Incorporating new teaching methods and technologies to improve student learning.
9. Participating in departmental, college, and university committees.
10. Engaging in community outreach and extension programs.
11. Contributing to student recruitment, orientation, and retention efforts.
12. Engaging in continuous professional growth through workshops, seminars, and conferences.
13. Staying updated with the latest developments in their field and incorporating new knowledge into teaching.
14. Pursuing advanced studies, certifications, or professional memberships relevant to their discipline.

POSITION TITLE	:	INSTRUCTOR I
SALARY GRADE	:	12

DUTIES:

1. An Instructor I is an entry-level faculty member responsible for delivering effective instruction and contributing to the academic environment of the institution. This position focuses on teaching, with opportunities to engage in professional development and service activities.
2. Delivering lectures, seminars, and laboratory sessions in their area of expertise.

- 3. Preparing and updating course syllabi, lesson plans, and instructional materials.
- 4. Assessing and evaluating student performance through exams, assignments, and projects.
- 5. Providing academic advising and mentorship to students.
- 6. Maintaining regular office hours for student consultations.
- 7. Developing course content that meets academic standards and student needs.
- 8. Incorporating new teaching methods and technologies to enhance student learning.
- 9. Participating in departmental meetings and contributing to departmental goals.
- 10. Assisting with student recruitment and retention efforts.
- 11. Participating in community outreach and extension programs.
- 12. Engaging in continuous professional growth through workshops, seminars, and conferences.
- 13. Staying updated with the latest developments in their field and incorporating new knowledge into teaching.
- 14. Pursuing advanced studies, certifications, or professional memberships relevant to their discipline.

POSITION TITLE	:	GUIDANCE COUNSELOR I
SALARY GRADE	:	11

DUTIES:

- 1. A Guidance Counselor I is an entry-level position responsible for providing academic, career, and personal counseling services to students. The role involves helping students achieve their educational and personal goals by offering support, resources, and guidance.
- 2. Providing individual and group counseling sessions to address academic, career, and personal concerns.
- 3. Assisting students in developing educational and career plans.
- 4. Helping students with personal issues that may affect their academic performance or well-being.
- 5. Administering and interpreting psychological and career assessments.
- 6. Evaluating students' strengths, interests, and abilities to guide them in making informed decisions.
- 7. Monitoring and tracking student progress and providing feedback.

- 8. Developing and implementing guidance programs and workshops on topics such as study skills, stress management, and career planning.
- 9. Collaborating with faculty and staff to address student needs and improve support services.
- 10. Creating resources and materials to support student development.
- 11. Providing immediate support and intervention in crisis situations.
- 12. Referring students to appropriate external services or resources when necessary.
- 13. Maintaining accurate and confidential records of counseling sessions and student progress.
- 14. Preparing reports and documentation as required by the institution.
- 15. Participating in professional development activities to stay current with best practices in counseling.
- 16. Conducting outreach activities to promote counseling services and programs.
- 17. Collaborating with parents, teachers, and other stakeholders to support student success.
- 18. Participating in school or college events and activities.

POSITION TITLE	:	ADMINISTRATIVE ASSISTANT III
SALARY GRADE	:	9

DUTIES:

- 1. The Administrative Assistant III plays a pivotal role in providing advanced administrative support to executives, departments, or teams within the organization. This position requires exceptional organizational skills, attention to detail, and the ability to manage multiple tasks and deadlines effectively.
- 2. Manages calendars, schedules appointments, and coordinates meetings for executives or department heads.
- 3. Prepares correspondence, reports, presentations, and other documents with accuracy and attention to detail.
- 4. Screens and directs phone calls, inquiries, and visitors; handles requests promptly and professionally.
- 5. Maintains electronic and paper files, records, and confidential information in compliance with organizational policies.
- 6. Oversees office supplies inventory, orders supplies as needed, and coordinates equipment maintenance and repairs.

- 7. Ensures the smooth operation of office systems and procedures to facilitate efficient workflow.
- 8. Assists in planning and organizing special projects, events, and initiatives as assigned.
- 9. Tracks project timelines, milestones, and deliverables; provides regular updates to stakeholders.
- 10. Conducts research, compiles data, and prepares reports or presentations to support decision-making processes.
- 11. Facilitates effective communication within the organization through email, memos, and other forms of correspondence.
- 12. Interacts professionally and courteously with internal and external stakeholders, representing executives or departments as needed.
- 13. Collaborates with team members and support staff to achieve organizational goals and objectives.

POSITION TITLE	:	COMMUNITY DEVELOPMENT ASSISTANT II
SALARY GRADE	:	9

DUTIES:

- 1. The Community Development Assistant III supports community development initiatives by planning, implementing, and evaluating programs and activities aimed at enhancing community well-being and engagement. This role involves working closely with community members, organizations, and government agencies to address community needs and promote sustainable development.
- 2. Assist in the development and execution of community development programs and projects.
- 3. Coordinate activities and events that foster community engagement and development.
- 4. Ensure programs are aligned with community needs and organizational goals.
- 5. Build and maintain relationships with community members, local organizations, and government agencies.
- 6. Facilitate community meetings, workshops, and focus groups to gather input and feedback.
- 7. Promote community participation and volunteerism in development initiatives.
- 8. Identify and secure resources, including funding, volunteers, and partnerships, to support community development projects.

- 9. Manage budgets, track expenditures, and ensure financial accountability for assigned projects.
- 10. Prepare grant proposals and reports to secure funding and document program outcomes.
- 11. Monitor the progress and impact of community development programs.
- 12. Collect and analyze data to assess program effectiveness and identify areas for improvement.
- 13. Prepare reports and presentations to communicate program achievements and challenges.
- 14. Provide training and support to community members and local organizations to build their capacity for sustainable development.
- 15. Share best practices and innovative approaches to community development.

POSITION TITLE	:	LABORATORY TECHNICIAN II
SALARY GRADE	:	8

DUTIES:

- 1. The Laboratory Technician II is responsible for performing routine and specialized laboratory tests, analyses, and procedures to assist in the diagnosis and treatment of diseases. This role involves working with laboratory equipment, preparing specimens, and ensuring accuracy and compliance with safety and quality standards. The Laboratory Technician II works under the supervision of a laboratory manager or senior technician and may provide guidance to junior technicians.
- 2. Record, analyze, and interpret test results.
- 3. Maintain accurate and detailed laboratory records and logs.
- 4. Prepare reports and communicate findings to healthcare providers.
- 5. Adhere to laboratory safety protocols and procedures, including the proper disposal of hazardous materials.
- 6. Ensure compliance with regulatory standards and guidelines.
- 7. Participate in regular training and continuing education to stay current with laboratory practices and technologies.
- 8. Assist in the development and implementation of new laboratory procedures.
- 9. Collaborate with medical staff and other laboratory personnel to ensure efficient and effective laboratory operations.
- 10. Provide guidance and training to junior technicians and interns as needed.

POSITION TITLE	:	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)
SALARY GRADE	:	7

DUTIES:

1. The Computer Operator is responsible for managing and overseeing the operation of computer systems and peripheral equipment to ensure efficient and uninterrupted processing. This role involves monitoring system performance, troubleshooting issues, performing routine maintenance, and ensuring data security and integrity. The Computer Operator works under the supervision of an IT manager or senior technician and may provide support to end-users as needed.
2. Monitor computer systems, servers, and network performance to ensure smooth and efficient operation.
3. Operate and control mainframe computers, servers, and other computer peripherals.
4. Schedule and run batch jobs, backups, and other automated tasks according to established procedures.
5. Identify and resolve hardware, software, and network issues promptly.
6. Perform routine system maintenance, including software updates, patches, and hardware repairs.
7. Maintain and update system documentation, logs, and records of maintenance activities.
8. Ensure the integrity and security of data by performing regular backups and implementing security measures.
9. Monitor for and respond to security breaches, malware, and other cyber threats.
10. Assist in the development and implementation of data security policies and procedures.
11. Provide technical support and assistance to end-users experiencing computer-related issues.
12. Respond to help desk tickets, troubleshoot problems, and provide solutions or escalate issues as needed.
13. Assist in setting up new user accounts, configuring hardware and software, and providing training on system use.
14. Collaborate with IT staff and other departments to ensure the smooth operation of computer systems.
15. Prepare and submit regular reports on system performance, issues, and resolutions.
16. Participate in IT projects, upgrades, and initiatives as assigned.

POSITION TITLE	:	ADMINISTRATIVE AIDE IV (DRIVER II)
SALARY GRADE	:	4

DUTIES:

1. The Driver II position involves providing safe and efficient transportation services for an organization or individual. Responsibilities include operating designated vehicles, ensuring compliance with traffic laws and safety regulations, and maintaining vehicle cleanliness and maintenance records.
2. Safely operate assigned vehicle(s) to transport passengers, goods, or materials as directed.
3. Adhere to traffic laws, regulations, and safety standards at all times.
4. Maintain cleanliness and perform routine inspections of vehicles; report any maintenance issues promptly.
5. Assist with loading and unloading of passengers, goods, or materials as required.
6. Keep accurate records of vehicle mileage, fuel consumption, and maintenance activities.

POSITION TITLE	:	ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II)
SALARY GRADE	:	4

DUTIES:

1. The Reproduction Machine Operator role involves operating reproduction machines to reproduce documents, graphics, and other materials accurately and efficiently. This position requires attention to detail, technical proficiency with reproduction equipment, and adherence to quality standards.
2. Operate reproduction machines such as photocopiers, printers, and scanners to reproduce documents, images, and other materials.
3. Set up machines according to job specifications, including adjusting settings for paper size, type, and quality.
4. Monitor machine operation to ensure output meets quality standards and specifications.
5. Handle and organize documents and materials for reproduction, ensuring proper sequencing and accurate reproduction.
6. Perform routine maintenance on machines and troubleshoot issues as they arise.
7. Maintain records of jobs completed, including job details, quantities produced, and any issues encountered.

SECTION 5. Any provision or portion of this Ordinance found to be violative of the Constitution or invalid shall not impair the other provisions or parts thereof which shall continue to be in force and in effect.

SECTION 6. Ordinances, rules, and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 7. This Ordinance shall take effect immediately.

ENACTED on this 12th day of July 2024, in the City of Mandaluyong.

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


MARIA LOIDA B. DE OCAMPO
Acting Sanggunian Secretary

ATTESTED BY:

APPROVED BY:


ANTONIO DLS. SUVA, JR.
Acting City Vice Mayor &
Presiding Officer


CARMELITA A. ABALOS
Acting City Mayor

Date: JUL 17 2024

DISTRICT I

PRESIDING OFFICER
ANTONIO DLS. SUVA, JR.
Acting Vice Mayor


ANJELO ELTON P. YAP
Councilor


DANILO L. DE GUZMAN
Councilor

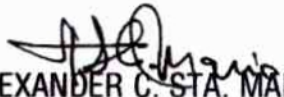

RODOLFO M. POSADAS
Councilor

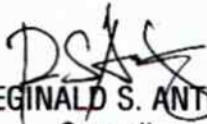
ON SICK LEAVE
CARISSA MARIZ S. MANALO
Councilor


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. CUEJO
Councilor


DARWIN A. FERNANDEZ
LIB President


CHERYLL V. MINA
SK Federation President