Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON HUMAN RESOURCES AND DEVELOPMENT

COMMITTEE REPORT NO. 23-10-2026

PRESENT:

HON. ANTHONY C. TUDDAO	-	Chairperson
HON. JACKSON G. CARODAN	-	Vice Chairperson
HON. MARK ANGELO B. DAYAG	-	Member
HON. MYRNA G. TE	-	Member

RESOURCE PERSON:

DIR. MARIA NOEMI S. BUSTAMANTE	-	Director II, Cagayan-Batanes Field Office
MS. RACHAEL C. LUCERO	-	HRMO Representative
MR. JOEL JOSEPH L. EGIPTO	-	Secretary to the Sangguniang Panlungsod
ATTY. AMIHIBO MORENO	-	Vice Mayor's Office Representative

FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

SUBJECT:

Draft Ordinance Adopting and Approving the Qualification Standard for City Government Assistant Department Head (Assistant City Secretary) pursuant to the amendment of Section 34 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions.

FINDINGS:

1. Republic Act 7160, otherwise known as the Local Government Code of 1991, specifically Section 458 (a) (1) empowers the Sangguniang Panlungsod to approve ordinances and pass resolutions necessary for an efficient and effective city government.

2. In the exigency of service and to promote efficiency in the legislative service, City Resolution No. 147-2009 created the position of City Government Assistant Department Head I (Assistant City Secretary) of the Sangguniang Panlungsod of Tuguegarao City with Salary Grade 23. However, the said Resolution did not provide for the corresponding Qualification Standards (QS) for the position.

3. Pursuant to Civil Service Commission Memorandum Circular No. 06, Series of 2023, amending Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, local government units are authorized to adopt Qualification Standards for department head and assistant department head positions that have been previously approved by the CSC, without the need for prior approval, subject to securing a letter-confirmation from the CSC for records and reference purposes.

4. Based on the existing records of the Civil Service Commission, only the Local Government Unit of General Santos City has an approved Qualification Standards for the said position.

5. The Committee was informed by Dir. Maria Noemi Bustamante that the subject position is not reflected in the Index of Occupational Services (IOS) and Section 22 (S22); hence, the Council must first undertake the creation of the position. Thereafter, considering that the position already exists in other LGUs with an approved QS, the Council may request authorization from the Civil Service Commission to adopt the Qualification Standards of General Santos City, through a resolution or formal letter.

6. The Committee further noted the explanation of Dir. Bustamante that the Qualification Standards of the Local Government Unit of General Santos City are lower than Baguio City. Hence, if such Qualification Standards are adopted, the position titles and classification must be aligned accordingly, specifically:

   - The position title "Assistant City Secretary" shall be designated as "Assistant Secretary to the Sangguniang Panlungsod"; and

   - "City Government Assistant Department Head" shall be designated as "City Government Assistant Department Head I", with Salary Grade 23 expressly indicated, and that the Qualification Standards of General Santos City must be strictly followed.

RECOMMENDATION:

After thorough deliberation, the Committee favorably recommends the passage of a Draft Ordinance Adopting and Approving the Qualification Standard for City Government Assistant Department Head (Assistant City Secretary) pursuant to the amendment of Section 34 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions. Additionally, the Committee favorably recommends the passage of a Draft Resolution Humbly Requesting the Civil Service Commission to allow the Tuguegarao City Government to Adopt the Qualification Standards provided in the 2025 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) of the Civil Service Commission under the City Government of General Santos.

Respectfully submitted:

HON. ANTHONY C. TUDDAO
Chairperson

HON. JACKSON B. CARODAN
Vice Chairperson

HON. MARK ANGELO B. DAYAG
Member

HON. MYRNA G. TE
Member

CITY ORDINANCE NO. ____- 2026

DRAFT ORDINANCE CREATING THE POSITION OF CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG PANLUNGSOD) AND ADOPTING AND APPROVING THE QUALIFICATION STANDARD PROVIDED IN THE 2025 ORAOHRA UNDER GENERAL SANTOS CITY.

WHEREAS, Republic Act 7160, otherwise known as the Local Government Code of 1991, specifically Section 458 (a) (1) empowers the Sangguniang Panlungsod to approve ordinances and pass resolutions necessary for an efficient and effective city government;

WHEREAS, Paragraph (viii) of the same section emphasizes the power of the Sangguniang Panlungsod to determine the positions and the salaries, wages, allowances 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, Section 459 (a) of the same statute provides that there shall be a Secretary to the Sanggunian who shall be a career official with the rank and salary equal to a head of department or office which plays a critical role in the Legislative operation of the City, ensuring proper documentation, smooth functioning, and effective communications between government bodies and the public;

WHEREAS, in the exigency of service and in order to promote efficiency and an effective legislative service, City Resolution No. 147 – 2009 titled "Resolution Creating the Position of City Government Assistant Department Head (Assistant City Secretary) of the Sangguniang Panlungsod of Tuguegarao City with Salary Grade 23 was enacted in 2009.;

WHEREAS, the said resolution however did not include the Qualification Standard intended for the said position;

WHEREAS, the Civil Service Commission issued a Memorandum Circular No. 06 Series of 2023 titled "Amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions";

WHEREAS, the said amendment dictates under Paragraph (d) that LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes;

WHEREAS, considering the preceding guidelines and amendments to the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, there is a need to revisit and provide an amendment to our existing resolution creating the aforementioned resolution;

NOW, THEREFORE, be it ORDAINED by the Sangguniang Panlungsod, in session assembled, to enact:

SECTION 1. TITLE. This Ordinance shall be known as the **"DRAFT ORDINANCE CREATING THE POSITION OF CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT SECRETARY TO THE SANGGUNIANG PANLUNGSOD) AND ADOPTING AND APPROVING THE QUALIFICATION STANDARD PROVIDED IN THE 2025 ORAOHRA UNDER GENERAL SANTOS CITY."**

SECTION. 2. QUALIFICATION STANDARD. As per the existing record of the Civil Service Commission, only the Local Government Unit of General Santos City was able to comply with

abovementioned Memorandum Circular which provides for a higher Qualification Standard than what is provided in Section 469 of R.A. 7160 (Secretary to the Sanggunian). Accordingly, the Local Government Unit of Tuguegarao City hereby adopts the Qualification Standard for the said position as implemented by the Local Government Unit of General Santos City, subject to confirmation by the Civil Service Commission.

FACTORS	**QS OF GENERAL SANTOS CITY APPROVED BY THE CIVIL SERVICE COMMISSION**
EDUCATION	Bachelor's degree preferably in Law, Commerce or Public Administration
TRAINING	16 hours of supervisory/ management learning and development intervention
EXPERIENCE	3 years of relevant experience
ELIGIBILITY	Career Service Professional/ Second Level Eligibility

SECTION 3. ADOPTION. Considering the provisions provided under the amended section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions which states that LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes.

SECTION 4. SEPARABILITY CLAUSE. If for any reason, any provision, section or part of this Ordinance is declared not r suspended or revoked by any court of competent jurisdiction, such judgment shall not affect or impair the remaining provisions, sections or parts thereof which shall remain or continue to be in full force and effect.

SECTION 5. REPEALING CLAUSE. All Ordinances, executive orders, rules and regulations or parts thereof, which are inconsistent with this Ordinance, are hereby repealed or modified accordingly.

SECTION 6. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon its approval.

CITY RESOLUTION NO. ____-2026

A RESOLUTION HUMBLY REQUESTING THE CIVIL SERVICE COMMISSION (CSC) TO ALLOW THE TUGUEGARAO CITY GOVERNMENT TO ADOPT THE QUALIFICATION STANDARDS PROVIDED IN THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) OF THE CIVIL SERVICE COMMISSION UNDER THE CITY GOVERNMENT OF GENERAL SANTOS

WHEREAS, the Civil Service Commission (CSC), pursuant to the 1987 Constitution, Presidential Decree No. 807 (Civil Service Decree of the Philippines), and other pertinent laws and issuances, is vested with the authority to prescribe, amend, and approve qualification standards for positions in the civil service;

WHEREAS, the Tuguegarao City Government continuously endeavors to strengthen its human resource management system to ensure efficiency, professionalism, and responsiveness in the delivery of basic services to its constituents;

WHEREAS, the City Government of General Santos in the approved **2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**, has adopted updated qualification standards for certain plantilla positions which are aligned with current governance demands, operational realities, and best practices in local public administration;

WHEREAS, the qualification standards under the 2025 ORAOHRA of General Santos City were formulated in accordance with CSC rules and regulations and are intended to promote merit, competence, and functional effectiveness in local government service;

WHEREAS, the Tuguegarao City Government has substantially similar organizational structures, functions, and service delivery requirements, making the qualification standards adopted by General Santos City relevant, appropriate, and adaptable to local conditions in Tuguegarao City;

WHEREAS, adopting the said qualification standards will enable the Tuguegarao City Government to address staffing gaps, improve recruitment and promotion processes, and ensure that position requirements are responsive to present and future operational needs;

WHEREAS, under CSC policies, the adoption or modification of qualification standards by local government units requires prior approval or authority from the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED**, to humbly request the Civil Service Commission to allow the City Government to adopt the qualification standards provided in the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of the Civil Service Commission under the City Government of General Santos, subject to existing civil service laws, rules, and regulations;

RESOLVED, FURTHER, that the City Vice Mayor, being the appointing authority for the said position, in coordination with the City Human Resource Management Office (CHRMO), be authorized to submit the necessary documents, justifications, and comparative matrices as may be required by the Civil Service Commission in support of this request;

RESOLVED, FINALLY, that copies of this Resolution be furnished to the National Civil Service Commission, the City Human Resource Management Office, and all other concerned offices for their information and appropriate action.

reflected in the Index of Occupational Services (IOS) and Section 22 (S22); hence, the Council must first undertake the creation of the position. Thereafter, considering that the position already exists in other LGUs with an approved QS, the Council may request authorization from the Civil Service Commission to adopt the Qualification Standards of General Santos City, through a resolution or formal letter.

6. The Committee further noted the explanation of Ms. Bustamante that the Qualification Standards of the Local Government Unit of General Santos City are lower. Hence, if such Qualification Standards are adopted, the position titles and classification must be aligned accordingly, specifically:

   - The position title "Assistant City Secretary" shall be designated as "Assistant Secretary to the Sangguniang Panlungsod"; and

   - "City Government Assistant Department Head" shall be designated as "City Government Assistant Department Head I", with Salary Grade 23 expressly indicated, and that the Qualification Standards of General Santos City must be strictly followed.

RECOMMENDATION:

After thorough deliberation, the Committee favorably recommends the passage of a Draft Ordinance Adopting and Approving the Qualification Standard for City Government Assistant Department Head (Assistant City Secretary) pursuant to the amendment of Section 34 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions.

Respectfully submitted:

HON. ANTHONY C. TUDDAO
Chairperson

HON. JACKSON B. CARODAN
Vice Chairperson

HON. MARK ANGELO B. DAYAG
Member

HON. MYRNA G. TE
Member