



Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

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**OFFICE OF THE CITY MAYOR**

15 November 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City



Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the recommendation of the Human Resource Management Office regarding the amendment of the 2025 Personnel Schedule, for your information and appropriate action.

This matter is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160, or the Local Government Code of 1991.

Thank you!

In the name of public service,

  
MAILA ROSARIO S. TING-QUE  
City Mayor 

Copy furnished:

- HRMO
- City Administrator's Office
- City Legal Office





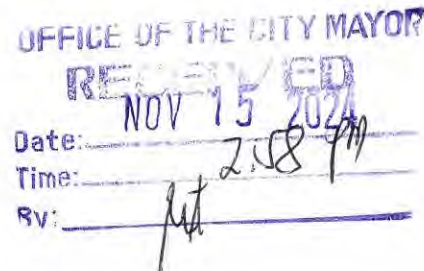
Republic of the Philippines  
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Tuguegarao City  
**OFFICE OF THE CITY MAYOR**



**HUMAN RESOURCE MANAGEMENT OFFICE**

November 15, 2024

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor  
Tuguegarao City



Dear Mayor:

Greetings.

I am writing to recommend the following revisions to the 2025 Personnel Schedule of the City Government to enhance efficiency and effectiveness of its human resource management, to wit:

1. Transfer of Garbage Collector and Streetsweeper positions from the City General Services Office (CGSO), to the City Environment and Natural Resources Office (CENRO) with item numbers from 20.04 to 20.34 since CENRO's focus on environmental management aligns with waste management and sanitation and to comply to the requirements of our partner, USAID.
2. Placement of Livestock Auction Market and Slaughterhouse under the direct supervision of the Mayor's Office in compliance to Ordinance No. 21-2017, along with the employees performing the duties and described in the said Ordinance.
3. Revision of Item umbers to streamline and make clearer the item Numbers of all position in the City Government.

Noteworthy of mention is that these transfers do not involve changes in rank, salaries, or benefits for affected personnel. Their compensation and privileges remain unchanged.

Also, these were referred to the Civil Service Commission and Local Finance Committee.

The revisions aim to:

- Enhance service delivery;
- Improve coordination and oversight; and
- Streamline operations.

I believe that these charges will contribute to the city's development and better serve our community.





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**HUMAN RESOURCE MANAGEMENT OFFICE**

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Thank you for considering these recommendations.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Ophelia".

**OPHELIA EDUARDENE M. PARALLAG**  
*Supervising Administrative Officer*

