

**CITY ORDINANCE NO. \_\_\_\_ - 2025**

**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**

Sponsored by:

**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 Sangguniang 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 providing for the amendment of 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 **“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”**.

**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):

FACTORS	COMPARABLE QS UNDER SECTION 469, R.A. NO. 7160 (SECRETARY TO THE SANGGUNIAN)	QS OF GENERAL SANTOS CITY APPROVED BY THE CIVIL SERVICE COMMISSION
EDUCATION	Bachelor’s Degree preferably in Law, Commerce or Public Administration	2 Bachelor's degree preferably in Law, Commerce or Public Administration
TRAINING	None required	16 hours of supervisory/ management learning and development intervention
EXPERIENCE	None required	3 years of relevant experience
ELIGIBILITY	First grade or its equivalent	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.