

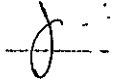
EIGHTEENTH CONGRESS OF THE )  
REPUBLIC OF THE PHILIPPINES )  
Third Regular Session )

SENATE

'21 DEC -6 P 6 :03

S. B. NO. 2462

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Introduced by **SENATOR JOEL VILLANUEVA**

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**AN ACT CONVERTING THE MUNICIPALITY OF BALIWAG IN THE  
PROVINCE OF BULACAN INTO A COMPONENT CITY TO BE  
KNOWN AS THE CITY OF BALIWAG**

**EXPLANATORY NOTE**

During the Spanish era, the municipality of Baliwag was founded by Augustinians in 1733 but records also reflect that Baliwag was founded when the provincial charter of Bulacan was created on May 15, 1734. At present, Baliwag prides itself as a home to 168,470 residents based on the 2020 National Census of the Philippine Statistics Authority. Based on the 2019 Bureau of Local Government Finance certification, the Average annual income of Baliwag is Php 111.27 Million based on the 2000 constant prices.

This bill seeks to convert the Municipality of Baliwag into a component city in Bulacan to be known as Baliwag City. This conversion will pave the way for a more comprehensive and expansive development as more services will be available to its constituents. Being supported by multi-sectoral groups, government employees and officials, barangay officials, civic groups and majority of the residents located in the 27 barangays of Baliwag, this measure will bring Baliwag to the forefront of sustainable growth and development.

Thus, the passage of this bill is earnestly sought.

  
**SENATOR JOEL VILLANUEVA**

SENATE

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Introduced by Senator JOEL VILLANUEVA

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**AN ACT CONVERTING THE MUNICIPALITY OF BALIWAG IN THE PROVINCE OF BULACAN INTO A COMPONENT CITY TO BE KNOWN AS THE CITY OF BALIWAG**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**ARTICLE I**

**GENERAL PROVISIONS**

1 **SECTION 1. Short Title.** – This Act shall be known as the “Charter of the City of  
2 Baliwag.”  
3

4 **SEC. 2 . The City of Baliwag:** – The Municipality of Baliwag shall be converted into a  
5 component city to be known as the City of Baliwag, hereinafter referred to as the City,  
6 which shall comprise the present jurisdiction of the Municipality of Baliwag, Province of  
7 Bulacan.  
8

9 The territorial jurisdiction of the City shall be within the present metes and bounds of the  
10 Municipality of Baliwag.  
11

12 The foregoing provision shall be without prejudice to the resolution by the appropriate  
13 agency or forum of existing boundary disputes or cases involving questions of territorial  
14 jurisdiction between the City of Baliwag and the adjoining local government units (LGUs);  
15 *Provided*, that, the territorial jurisdiction of the disputed area or areas shall remain with  
16 the LGU which has existing administrative supervision over said area or areas until the  
17 final resolution of the case.  
18

1 **SEC. 3. Corporate Powers of the City.** - The City constitutes a political body corporate  
2 and as such is endowed with the attributes of perpetual succession and possessed of the  
3 powers which pertain to a municipal corporation to be exercised in conformity with the  
4 provision of this Charter. The City shall have the following corporate powers:

5 (a) To have continuous succession in its corporate name;

6 (b) To sue and be sued;

7 (c) To have and use a corporate seal;

8 (d) To acquire, hold and convey real or personal property;

9 (e) To enter into any contract and/or agreement; and

10 (f) To exercise such other powers, prerogatives, or authority subject to the limitations  
11 provided under Republic Act No. 7160, otherwise known as the Local Government  
12 Code of 1991, as amended, this Act or other laws.

13 **SEC. 4. General Powers.** - The City shall have a common seal and may alter the same  
14 at pleasure: Provided, That any change of corporate seal shall be registered with the  
15 Department of the Interior and Local Government (DILG). It shall exercise the powers to  
16 levy taxes, fees and charges; to close and open roads, streets, alleys, parks or squares;  
17 to take, purchase, receive, hold, lease, convey and dispose of real and personal property  
18 for the general interests of the City; to expropriate or condemn private property for public  
19 use; to contract and be contracted with, to sue and be sued; to prosecute and defend to  
20 final judgment and execution suits wherein the City is involved or interested in; and to  
21 exercise all the powers as are granted to corporations or as hereinafter conferred.

22 **SEC. 5. General Welfare Clause.**- The City shall exercise the powers expressly  
23 granted, those necessarily implied therefrom, as well as powers necessary, appropriate,  
24 or incidental for its efficient and effective governance, and those which are essential to  
25 the promotion of the general welfare.

26 Within its territorial jurisdiction, the City shall ensure and support the preservation  
27 and enrichment of its culture, promote health and safety, enhance the right of the people  
28 to a balanced ecology, encourage and support the development of appropriate and self-  
29 reliant scientific and technological capabilities, improve public morals, enhance economic  
30 prosperity and social justice, promote full employment among their residents, maintain  
31 peace and order, and preserve the comfort and convenience of their inhabitants.

32  
33 **SEC. 6. Liability for Damages.** - The City and its officials shall not be exempt from liability  
34 for death or injury to persons, or damage to property.

1 **SEC. 7. Jurisdiction of the City.** - For police purposes, the jurisdiction of the City shall  
2 be coextensive with its territorial jurisdiction and for the purpose of protecting and  
3 ensuring the purity of the water supply of the City, such police jurisdiction shall also extend  
4 over all the territory within the drainage area of such water supply, or within one hundred  
5 meters (100 m.) of any reservoir, conduit, canal, aqueduct or pumping station used in  
6 connection with the city water service.

7 The city court of the City of Baliwag and the city or municipal courts of the adjoining  
8 cities and municipalities shall have concurrent jurisdiction to try crimes and  
9 misdemeanors committed within the said drainage area or areas within said spaces of  
10 one hundred meters (100 m.) of any reservoir, conduit, canal, aqueduct or pumping  
11 station used in connection with the City water service delivery.

12 The court first taking jurisdiction of such offenses shall have jurisdiction to try cases  
13 to the exclusion of others. The police forces of City of Baliwag and the municipalities and  
14 cities concerned shall have concurrent jurisdiction over the maintenance of good order  
15 and the enforcement of ordinances throughout said zone, area or space. Any license that  
16 may be issued within said zone, area or space shall be granted by the proper authorities  
17 of the city or municipality concerned, and the fees arising therefrom shall accrue to the  
18 treasury of the said city or municipality concerned.

## 19 **ARTICLE II**

### 20 **CITY OFFICIALS IN GENERAL**

21 **SEC. 8. The Officials of the City of Baliwag.** - (a) There shall be in the City of Baliwag  
22 a City Mayor, a City Vice Mayor, *Sangguniang Panlungsod* members, a secretary to the  
23 *Sangguniang Panlungsod*, a city treasurer and an assistant city treasurer, a city assessor  
24 and an assistant city assessor, a city accountant, a city budget officer, a city planning and  
25 development officer, a city engineer, a city health officer, a city civil registrar, a city  
26 administrator, a city legal officer, a city social welfare and development officer, a city  
27 veterinarian, and a city general services officer.

28 (b) In addition thereto, the City Mayor may appoint a city environment and natural  
29 resources officer, a city architect, a city information officer, a city cooperatives officer, a  
30 city population officer, a city agriculturist, a city business permit and licensing officer, a  
31 city human resource and management officer, a city public order and safety officer, a  
32 city disaster and risk reduction management officer, a city enterprise and economic  
33 officer, a city youth affairs officer, a city nutrition officer, a city tourism officer, a city  
34 public employment service officer, and city community and barangay affairs officer.

35 (c) The *Sangguniang Panlungsod* may:

36 (1) Maintain existing offices not mentioned in subsections (a) and (b)  
37 hereof;

- 1 (2) Create such other offices as may be necessary to carry out the  
2 purposes of the city government; or
- 3 (3) Consolidate the functions of any office with those of another in the  
4 interest of efficiency and economy.

5 (d) Unless otherwise provided herein, heads of departments and offices shall be  
6 appointed by the City Mayor with the concurrence of the majority of all the *Sangguniang*  
7 *Panlungsod* members, subject to civil service law, rules and regulations. The  
8 *Sangguniang Panlungsod* shall act on the appointment within fifteen (15) days from the  
9 day of its submission, otherwise the same shall be deemed confirmed.

10 (e) Elective and appointive city officials shall receive compensation, allowances and  
11 other emoluments as may be determined by law or ordinances, subject to the budgetary  
12 limitations on personal services prescribed under Title Five, Book II of the Local  
13 Government Code of 1991, as amended: *Provided*, That no increase in the compensation  
14 of the City Mayor, City Vice Mayor and the *Sangguniang Panlungsod* member shall take  
15 effect until after the expiration of the full term of the local officials approving the increase.

16 **ARTICLE III**  
17 **THE CITY MAYOR AND CITY VICE MAYOR**

18 **SEC. 9. The City Mayor.** – (a) The City Mayor shall be the chief executive of the City and  
19 shall be elected at large by the qualified voters of the City.

20 The City Mayor shall, at the time of the election, be at least twenty-one (21) years of  
21 age, a resident of the City for at least one (1) year immediately preceding the day of the  
22 election, a qualified registered voter therein, and be able to read and write Filipino or any  
23 local language or dialect.

24 The City Mayor, who shall hold office for three (3) years, unless sooner removed, and  
25 shall not serve for more than three (3) consecutive terms in the same position, shall  
26 receive a minimum monthly compensation corresponding to Salary Grade thirty (30) as  
27 prescribed under Republic Act No. 6758, as amended, otherwise known as the  
28 "*Compensation and Position Classification Act of 1989*", and the implementing guidelines  
29 issued pursuant thereto and such other compensation, emoluments and allowances as  
30 may be determined by law.

31 (b) The City Mayor, as the Chief Executive of the City Government, shall exercise  
32 such powers and perform such duties and functions as provided under the Local  
33 Government Code of 1991, as amended, this Act and other laws.

34 (c) For efficient, effective and economical governance the purpose of which is the  
35 general welfare of the City and its inhabitants, the City Mayor shall:

36 (1) Exercise general supervision and control over all programs, projects, services,  
37 and activities of the city government and, in this connection:

- 1 (i) Determine the guidelines of city policies and be responsible to the  
2 *Sangguniang Panlungsod* for the City's program of government;
- 3 (ii) Direct the formulation of the city development plan with the assistance  
4 of the city development council and, upon approval thereof by the  
5 *Sangguniang Panlungsod*, implement the same;
- 6 (iii) Present the program of government and propose policies and projects  
7 for the consideration of the *Sangguniang Panlungsod* at the opening of the  
8 regular session of the *Sangguniang Panlungsod* every calendar year and  
9 as often as may be deemed necessary as the general welfare of the City's  
10 inhabitants and the needs of the city government may require;
- 11 (iv) Initiate and propose legislative measures to the *Sangguniang*  
12 *Panlungsod* and as often as may be deemed necessary, and provide such  
13 information and data needed or requested by said *Sangguniang*  
14 *Panlungsod* in the performance of its legislative functions;
- 15 (v) Appoint all officials and employees whose salaries and wages are wholly  
16 or mainly paid out of city funds and whose appointments are not otherwise  
17 provided under the Local Government Code of 1991, as amended, and this  
18 Act, and those whose appointment the City Mayor may be authorized by  
19 law to appoint;
- 20 (vi) Represent the City in all its business transactions and sign in its behalf  
21 all bonds, contracts, obligations, and such other documents upon the  
22 authority of the *Sangguniang Panlungsod* or pursuant to law or ordinance;
- 23 (vii) Carry out such emergency measures as may be necessary during and  
24 in the aftermath of man-made and natural disasters and calamities;
- 25 (viii) Determine the time, manner and place of payment of salaries or wages  
26 of the officials and employees of the City, in accordance with law or  
27 ordinance;
- 28 (ix) Allocate and assign office space to the City and other officials and  
29 employees who, by law or ordinance, are entitled to such space in the city  
30 hall and other buildings owned or leased by the city government;
- 31 (x) Ensure that all executive officials and employees of the City faithfully  
32 discharge their duties and functions as provided for by law and the Local  
33 Government Code of 1991, as amended, and cause to be instituted  
34 administrative or judicial proceedings against any official or employee of the  
35 City who may have committed an offense in the performance of official  
36 duties;

(xi) Examine the books, records and other documents of all offices, officials, agents or employees of the City and, in aid of the executive powers and authority of the City Mayor, require all national officials and employees stationed in or assigned to the City to make available such books, records and other documents in their custody except those classified by law as confidential;

(xii) Furnish copies of executive orders issued by the City Mayor to the office of the provincial governor within seventy-two (72) hours after their issuance;

(xiii) Visit component barangays of the City at least once every six (6) months to cultivate a deeper understanding of problems and conditions, listen and give appropriate counsel to local officials and inhabitants, inform component barangay officials and inhabitants of general laws and ordinances which especially concern them, and otherwise conduct visits and inspections to ensure that the governance of the City will improve the quality of life of the inhabitants;

(xiv) Act on leave applications of appointed officials and employees on the commutation of the monetary value of their leave credits in accordance with law;

(xv) Authorize official trips of city officials and employees outside of the City for a period not exceeding thirty (30) days: Provided, that trips abroad for a longer period may be authorized in accordance with the Local Government Code of 1991, as amended;

(xvi) Call upon any national official or employee stationed in or assigned to the City for advice on matters affecting the City and to make recommendations thereon; coordinate with said officials and employees in the formulation and the implementation of plans, programs and projects; and when appropriate, initiate an administrative or judicial action against a national government official or employee who may have committed an offense in the performance of the official duties while stationed in or assigned to the City;

(xvii) Authorize payment for medical care, necessary transportation, subsistence, hospital or medical fees of city officials and employees who are injured while in the performance of their official duties and functions, subject to availability of funds;

(xviii) Solemnize marriages, any provision of law to the contrary notwithstanding;

1 (xix) Conduct an annual palarong panlungsod that shall feature traditional  
2 sports and disciplines that are played in national and international games,  
3 in coordination with the Department of Education (DepEd); and

4 (xx) Submit to the provincial governor the following reports: an annual report  
5 containing summary of all matters pertinent to the management,  
6 administration and development of the City and all information and data  
7 relative to its political, social and economic conditions, and supplemental  
8 reports when unexpected events and situations arise at any time during the  
9 year, particularly when man-made or natural disasters or calamities affect  
10 the general welfare of the City.

11 (2) Enforce all laws and ordinances relative to the governance of the City and in  
12 the exercise of its appropriate powers as well as implement all approved policies,  
13 programs, projects, services and activities of the City and in addition to the  
14 foregoing:

15 (i) Ensure that the acts of the City's component barangays and of its officials  
16 and employees are in accordance with the scope of their prescribed powers,  
17 duties and functions;

18 (ii) Call for the conduct of conventions, conferences, seminars or meetings  
19 of elective or appointive officials of the City; including provincial and national  
20 officials and employees stationed in assigned to the City, at such time and  
21 place and on such subjects as may be deemed important for the promotion  
22 of the general welfare of the local government unit and its inhabitants;

23 (iii) Issue such executive orders for the faithful and appropriate enforcement  
24 and execution of laws and ordinances;

25 (iv) Act as the deputized representative of the National Police Commission;  
26 formulate the peace and order plan of the City, upon its approval, implement  
27 the same; and as such, exercise general and operational control and  
28 supervision over the police forces in the City in accordance with Republic  
29 Act No. 6975; otherwise known as the "Department of the Interior and Local  
30 Government Act of 1990"; and;

31 (v) Call upon the appropriate law enforcement agencies to suppress  
32 disorder, riot, lawless violence, rebellion or sedition, or apprehend violators  
33 of the law when public interest so requires such as when city police forces  
34 cannot adequately cope with public disorder, violence, and criminal activity.

35 The City Mayor shall be entitled to carry the necessary firearms within the  
36 territorial jurisdiction of the City.



1 (3) Initiate and maximize the generation of resources and revenues and apply the  
2 same to the implementation of development plans, program objectives and  
3 priorities, particularly the resources and revenues programmed for agro-industrial  
4 development and countryside growth and progress, and relative thereto:

5 (i) Require each head of an office or department to prepare and submit an  
6 estimate of appropriations for the ensuing calendar year, in accordance with  
7 the budget preparation process enshrined under the Local Government  
8 Code of 1991, as amended;

9 (ii) Prepare and submit to the Sangguniang Panlungsod for approval the  
10 executive and supplemental budgets of the City for the ensuing calendar  
11 year in the manner provided for under the Local Government Code of 1991,  
12 as amended;

13 (iii) Ensure that all taxes and other revenues of the City are collected and  
14 that city funds are applied to the payment of expenses and settlement of  
15 obligations of the City, in accordance with law or ordinance;

16 (iv) Issue licenses and permits and suspend or revoke the same for any  
17 violation of the conditions stipulated by law or ordinance and upon which  
18 said licenses or permits had been issued;

19 (v) Issue permits without need of approval therefor from any national  
20 agency, for the holding of activities for any charitable or welfare purpose,  
21 excluding prohibited games of chance or shows that are contrary to law,  
22 public policy and public morals;

23 (vi) Require owners of illegally constructed houses, buildings or other  
24 structures to obtain the necessary permits, subject to such fines and  
25 penalties as may be imposed by law or ordinance, or to make necessary  
26 changes in the construction of the same when said construction violates  
27 any law or ordinance, or to order the demolition or removal of said house,  
28 building or structure within the period prescribed by law or ordinance;

29 (vii) Adopt adequate measures to safeguard and conserve land, mineral,  
30 forest, marine and other resources of the City;

31 (viii) Provide efficient and effective property and supply management in the  
32 city; and protect the funds, credits, rights and other properties of the City;  
33 and

34 (ix) Institute or cause to be instituted administrative or judicial proceedings  
35 for violation of ordinances in the collection of taxes, fees or charges, and for  
36 the recovery of funds and property; and cause the City to be defended

1 against all suits to ensure that its interests, resources and rights are  
2 adequately protected.

3 (4) Ensure the delivery of basic services and the provision of adequate facilities  
4 and, in addition thereto:

5 (i) Ensure that the construction and repair of roads and highways funded by  
6 the national government shall be, as far as practicable, carried out in a  
7 spatially contiguous manner and in coordination with the construction and  
8 repair of the roads and bridges of the City and of the province; and,

9 (ii) Coordinate the implementation of technical services, including public  
10 works and infrastructure programs, rendered by national offices and  
11 provincial office.

12 (5) Exercise such other powers and perform such other duties and functions as  
13 provided under the Local Government Code of 1991, and those that are prescribed  
14 by law or ordinance.

15 (d) The City Mayor shall hold office in the City Hall.

16 **SEC. 10. The City Vice Mayor.** - (a) There shall be a City Vice Mayor who shall be  
17 elected in the same manner as the City Mayor and shall at the time of the election possess  
18 the same qualifications as the City Mayor. The City Vice Mayor shall hold office for three  
19 (3) years, unless sooner removed, and shall receive a monthly compensation  
20 corresponding to salary grade twenty-six (26) as prescribed under the "Compensation  
21 and Position Classification Act of 1989", as amended, and the implementing guidelines  
22 issued pursuant thereto, and such other compensation, emoluments and allowances as  
23 may be determined by law;

24 (b) The City Vice Mayor shall exercise the following duties:

25 (1) Act as presiding officer of the Sangguniang Panlungsod and sign all warrants  
26 drawn on the City Treasury for all expenditures appropriated for the operation of the  
27 Sangguniang Panlungsod;

28 (2) Subject to civil service law, rules and regulations, appoint all officials and  
29 employees including the secretary of the Sangguniang Panlungsod, except those  
30 whose manner of appointment is specifically provided under the Local Government  
31 Code of 1991, as amended;

32 (3) Assume the office of the City Mayor for the unexpired term of the latter in the  
33 event of permanent vacancy as provided under the Local Government Code of 1991,  
34 as amended;

35 (4) Exercise the powers and perform the duties and functions of the City Mayor in  
36 cases of temporary vacancy as provided under the Local Government Code of 1991,  
37 as amended; and

1 (5) Perform such other duties and functions, and exercise such other powers as  
2 provided under the Local Government Code of 1991, as amended, and those that  
3 are prescribed by law or ordinance.

4 **ARTICLE IV**  
5 **THE SANGGUNIANG PANLUNGSOD**

6 **SEC. 11. Composition and Compensation.** - (a) The Sangguniang Panlungsod is the  
7 legislative body of the City, and shall be composed of the City Vice Mayor as the presiding  
8 officer, ten (10) regular Sangguniang Panlungsod members, the President of the city  
9 chapter of the Liga ng mga Barangay, the President of the Panlungsod na Pederasyon  
10 ng mga Sangguniang Kabataan and the three (3) representatives from the following  
11 sectors, as members: the representative of the women's sector; the representative of the  
12 agricultural or industrial workers sector, and the representative of other sectors, including  
13 the urban poor, indigenous cultural communities, or persons with disabilities (PWDs):  
14 Provided, That with the exception of the women's sector, the Sangguniang Panlungsod  
15 shall determine the sectors to be represented within ninety (90) days prior to the holding  
16 of the local elections.

17 (b) The regular members of the Sangguniang Panlungsod And the sectoral  
18 representatives shall be elected in the manner as may be provided for by law.

19 (c) The members of the Sangguniang Panlungsod shall receive a minimum monthly  
20 compensation corresponding to Salary Grade Twenty-Five (SG-25) as prescribed under  
21 the "Compensation and Position Classification Act of 1989" as amended, and the  
22 implementing guidelines issued pursuant thereto.

23 **SEC. 12. Powers, Duties, and Functions.** - (a) The Sangguniang Panlungsod, as the  
24 legislative body of the City, shall enact ordinances, approve resolutions and appropriate  
25 funds for the general welfare of the City and its inhabitants pursuant to Section 16 of the  
26 Local Government Code of 1991, as amended, and in the proper exercise of the corporate  
27 powers of the City as provided under Section 22 of the Local Government Code, as  
28 amended, and shall:

29 (1) Approve ordinances and pass resolutions necessary for an efficient and effective  
30 city government and relative hereto:

31 (i) Review all ordinances approved by the *Sangguniang Barangay* and  
32 executive orders issued by the *Punong Barangay* to determine whether  
33 these are within the scope of the prescribed powers of the *Sangguniang*  
34 *Barangay* and of the *Punong Barangay*;

35 (ii) Maintain peace and order by enacting measures to prevent and suppress  
36 lawlessness, disorder, riot, violence, rebellion or sedition and impose  
37 penalties for the violation of said ordinances;

38 (iii) Approve ordinances imposing a fine not exceeding Five thousand pesos  
39 (P5,000) or an imprisonment for a period not exceeding one (1) year, or  
40 both at the discretion of the court, for violation of a city ordinance;

- 1 (iv) Adopt measures to protect the inhabitants of the City from the harmful  
2 effects of man-made or natural disasters and calamities, and to provide  
3 relief services and assistance for victims during and in the aftermath of said  
4 disasters or calamities and in their return to productive livelihood following  
5 said events;
- 6 (v) Enact ordinances intended to prevent, suppress and impose appropriate  
7 penalties for habitual drunkenness in public places, vagrancy, mendicancy,  
8 prostitution, establishment and maintenance of houses of ill-repute,  
9 gambling and other prohibited games of chance, fraudulent devices and  
10 ways to obtain money or property, drug addiction, maintenance of drug  
11 dens, drug pushing, juvenile delinquency, the printing, distribution or  
12 exhibition of obscene or pornographic materials or publications, and such  
13 other activities inimical to the welfare and morals of the inhabitants of the  
14 City;
- 15 (vi) Protect the environment and impose appropriate penalties for acts which  
16 endanger the environment, such as dynamite fishing and other forms of  
17 destructive fishing, illegal logging, smuggling of logs, smuggling of natural  
18 resources products and of endangered species of flora and fauna, slash-  
19 and-burn farming and such other activities which result in pollution,  
20 acceleration of siltation of rivers and lakes or of ecological imbalance;
- 21 (vii) Subject to the provisions of the Local Government Code of 1991, as  
22 amended, and the pertinent laws, determine the powers and duties of  
23 officials and employees of the City;
- 24 (viii) Consistent with the "*Compensation and Position Classification Act of*  
25 *1989*", as amended, determine the positions and the salaries, wages,  
26 allowances and other emoluments and benefits of officials and employees  
27 paid wholly or mainly from city funds and provide for expenditures  
28 necessary for the proper conduct of programs, projects, services and  
29 activities of the city government;
- 30 (ix) Authorize the payment of compensation to a qualified person not in the  
31 government service who fills up a temporary vacancy, or grant *honorarium*  
32 to any qualified official or employee designated to fill a temporary vacancy  
33 in a concurrent capacity at the rate authorized by law;
- 34 (x) Provide a mechanism and the appropriate funds therefor, to ensure the  
35 safety and protection of all city government property, public documents, or  
36 records such as those relating to property inventory, land ownership,  
37 record of births, marriages, deaths, assessments, taxation, accounts,  
38 business permits and such other records and documents of public interest  
39 in the offices and departments of the city government;
- 40 (xi) When the finances of the city government allow, provide for additional  
41 allowances and other benefits to judges, prosecutors, public elementary  
42 and high school teachers, and other national government officials stationed  
43 in or assigned to the City;
- 44 (xii) Provide legal assistance to barangay officials who, in the performance of  
45 their official duties or on the occasion thereof, have to initiate judicial  
46 proceedings or defend themselves against legal actions; and

1 (xiii) Provide for group insurance or additional insurance coverage for all  
2 barangay officials, including members of *barangay tanod* brigades and  
3 other service units, with public or private insurance companies, when the  
4 finances of the city government allow said coverage.

5 (2) Generate and maximize the use of resources and revenues for the development  
6 plans, program objectives and priorities of the City, as provided under the Local  
7 Government Code of 1991, as amended, with particular attention to agro-  
8 industrial development and city-wide growth and progress, and relative thereto,  
9 shall:

- 10 (i) Approve the annual and supplemental budgets of the city government and  
11 appropriate funds for specific programs, projects, services and activities of  
12 the City, or for other purposes not contrary to law in order to promote the  
13 general welfare of the City and its inhabitants;
- 14 (ii) Subject to the provisions of Book II of the Local Government Code of 1991,  
15 as amended, and applicable laws and upon the majority vote of all the  
16 members of the *Sangguniang Panlungsod*, enact ordinance levying taxes,  
17 fees and charges, prescribing the rates thereof for general and specific  
18 purposes and granting tax exemptions, incentives or reliefs;
- 19 (iii) Subject to the provisions of Book II of the Local Government Code of 1991,  
20 as amended, and upon the majority vote of all the members of the  
21 *Sangguniang Panlungsod*, authorize the City Mayor to negotiate and  
22 contract loans and other forms of indebtedness;
- 23 (iv) Subject to the provisions of Book II of the Local Government Code of 1991,  
24 as amended, and applicable laws and upon the majority vote of all the  
25 members of the *Sangguniang Panlungsod*, enact ordinances authorizing  
26 the floating of bonds or other instruments of indebtedness, for the purpose  
27 of raising funds to finance development projects;
- 28 (v) Appropriately fund for the construction and maintenance or the rental of  
29 buildings for the use of the City; and, upon the majority vote of all the  
30 members of the *Sangguniang Panlungsod*, authorize the City Mayor to  
31 lease to private parties such public buildings held in a proprietary capacity,  
32 subject to existing laws, rules and regulations;
- 33 (vi) Prescribe reasonable limits and restraints on the use of property within the  
34 jurisdiction of the City;
- 35 (vii) Adopt a comprehensive land use plan for the City: *Provided*, That the  
36 formulation, adoption or modification of said plan shall be in coordination  
37 within the approved provincial comprehensive land use plan;
- 38 (viii) Reclassify lands within the jurisdiction of the City subject to the pertinent  
39 provisions of the Local Government Code of 1991, as amended;
- 40 (ix) Enact integrated zoning ordinance in consonance with the approved  
41 comprehensive land use plan, subject to existing laws, rules and  
42 regulations; establish fire limits or zones, particularly in populous centers;  
43 and regulate the construction, repair or modification of buildings within said

- 1 fire limits or zones in accordance with the provisions of the Fire Code of  
2 the Philippines;
- 3 (x) Subject to national law, process and approve subdivision plans for  
4 residential, commercial or industrial purposes and other development  
5 purposes, and to collect processing fees and other charges, the proceeds  
6 of which shall accrue entirely to the City: *Provided, however,* That where  
7 approval of a national agency or office is required, said approval shall not  
8 be withheld for more than thirty (30) days from receipt of the application.  
9 Failure to act on the application within the period stated above shall be  
10 deemed as approval thereof;
- 11 (xi) With the concurrence of at least two-thirds (2/3) of all the members of the  
12 *Sangguniang Panlungsod*, grant tax exemptions, incentives or reliefs to  
13 entities engaged in community growth-inducing industries, subject to the  
14 provisions of the Local Government Code of 1991, as amended;
- 15 (xii) Grant loans or provide grants to other local government units or to national,  
16 provincial and city charitable, benevolent or educational institutions:  
17 *Provided,* That said institutions are operated and maintained within the  
18 City;
- 19 (xiii) Implement a numbering system for residential, commercial and other  
20 buildings in the City; and
- 21 (xiv) Regulate the inspection, weighing and measuring of articles of commerce.
- 22 (3) Subject to the provisions of the Local Government Code of 1991, as amended,  
23 enact ordinances that grant franchises and authorize the issuance of permits or  
24 licenses, upon conditions and for purposes that promote the general welfare of  
25 the inhabitants of the City, and pursuant to this legislative authority, perform the  
26 following duties and functions:
- 27 (i) Fix and impose reasonable fees and charges for all services rendered by  
28 the city government to private persons or entities;
- 29 (ii) Regulate or fix license fees for any business or practice of profession within  
30 the City and the conditions under which the license for said business or  
31 practice of profession may be revoked and enact ordinances levying taxes  
32 thereon;
- 33 (iii) Provide for and set the terms and conditions under which public utilities  
34 owned by the City shall be operated by the city government, and prescribe  
35 the conditions under which the same may be leased to private persons or  
36 entities, preferably cooperatives;
- 37 (iv) Regulate the display of and fix the license fees for signs, signboards or  
38 billboards at the place or places where the profession or business  
39 advertised thereby is, in whole or in part, conducted;
- 40 (v) Any law to the contrary notwithstanding, authorize and license the  
41 establishment, operation and maintenance of cockpits, and regulate  
42 cockfighting and commercial breeding of gamecocks: *Provided,* That  
43 existing rights held by licensed persons or establishments shall not be  
44 prejudiced;

- 1 (vi) Subject to the guidelines prescribed by the Department of Transportation
- 2 (DOTr), regulate the operation of tricycles and grant franchises for the
- 3 operation thereof within the territorial jurisdiction of the City; and
- 4 (vii) Upon approval by a majority vote of all the members of the *Sangguniang*
- 5 *Panlungsod*, grant a franchise to any person, partnership, corporation or
- 6 cooperative to do business within the City; establish, construct, operate
- 7 and maintain markets or slaughterhouses; or undertake such other
- 8 activities within the City as may be allowed by existing laws: *Provided*, That
- 9 cooperatives shall be given preference in the grant of such a franchise.

10 (4) Maintain peace and order, regulate the operation of establishments, establish  
 11 standards for the conduct of their businesses including the use of lands, structures  
 12 and buildings within the City in order to promote the general welfare, and for said  
 13 purpose:

- 14 (i) Declare, prevent or abate any nuisance;
- 15 (ii) With the concurrence of the majority of the members of the *Sangguniang*
- 16 *Panlungsod*, a quorum being present, deny the entry of legalized
- 17 gambling by ordinance into any part of the City, or regulate its place of
- 18 operation in the City;
- 19 (iii) Require that buildings and the premises thereof and any land within the
- 20 City be kept and maintained in a clean and sanitary condition; impose
- 21 penalties for any violation thereof; or upon failure to comply with said
- 22 requirement, require the filling up of any land or premises to a grade
- 23 necessary for proper sanitation at the expense of the owner,
- 24 administrator, or tenant concerned;
- 25 (iv) Regulate the disposal of clinical and other wastes from hospitals, clinics
- 26 and other similar establishments in accordance with established rules
- 27 and regulations;
- 28 (v) Regulate the establishment, operation and maintenance of cafes,
- 29 restaurants, beerhouses, hotels, motels, inns, pension houses, lodging
- 30 houses and other similar establishments, including the conduct of tourist
- 31 guides and transport operators;
- 32 (vi) Regulate the sale, giving away, or dispensing of any intoxicating malt,
- 33 wine, mixed or fermented liquors at any retail outlets;
- 34 (vii) Regulate the establishment and provide for the inspection of steam
- 35 boilers or any heating device in buildings and the storage of inflammable
- 36 and highly combustible materials within the City;
- 37 (viii) Regulate the establishment, operation, and maintenance of any
- 38 entertainment or amusement facilities, including theaters, circus venues,
- 39 billiard halls, public dancing schools, public dance halls, sauna baths,
- 40 massage parlors, and other places for entertainment or amusement;
- 41 regulate such other events or activities for amusement or entertainment,
- 42 particularly those which tend to disturb the community or annoy the
- 43 inhabitants, or require the suspension or suppression of the same; or

- 1 prohibit certain forms of amusement or entertainment in order to protect  
2 the social and moral welfare of the community;
- 3 (ix) Regulate the establishment, operation, and maintenance of funeral  
4 parlors and the burial or cremation of the dead, subject to existing laws,  
5 rules and regulations; and
- 6 (x) Provide for the impounding of stray animals; regulate the keeping of  
7 animals in homes or as part of a business, and the slaughter, sale or  
8 disposition of the same; and adopt measures to prevent and penalize  
9 cruelty to animals

10 (5) Approve ordinances which shall ensure the efficient and effective delivery of the  
11 basic services and facilities as provided under the Local Government Code of  
12 1991, as amended, and in addition to said services and facilities:

- 13 (i) Provide for the establishment, maintenance, protection and conservation  
14 of communal forests and watersheds, tree parks, greenbelts, mangroves,  
15 and other similar forest development projects;
- 16 (ii) Establish public markets, slaughterhouses or animal corrals and authorize  
17 the operation thereof by the city government; and regulate the construction  
18 and operation of private markets, *talipapas* or other similar buildings and  
19 structures;
- 20 (iii) Regulate the preparation and sale of meat, poultry, fish, vegetables, fruits,  
21 fresh dairy products, and other foodstuffs for public consumption;
- 22 (iv) Regulate the use of streets, avenues, alleys, sidewalks, bridges, parks and  
23 other public places and approve the construction, improvement, repair and  
24 maintenance of the same; establish bus and vehicle stops and terminals  
25 or regulate the use of the same by privately-owned vehicles which serve  
26 the public; regulate garages and operation of conveyances for hire;  
27 designate stands to be occupied by public vehicles when not in use;  
28 regulate the putting up of signs, signposts, awnings and awning posts on  
29 the streets; and provide for the lighting, cleaning and sprinkling of streets  
30 and public places;
- 31 (v) Regulate traffic on all streets and bridges; prohibit encroachments or  
32 obstacles thereon and; when necessary in the interest of public welfare,  
33 authorize the removal of encroachments and illegal construction in public  
34 places;
- 35 (vi) Subject to existing laws, establish and provide for the maintenance, repair,  
36 and operation of an efficient waterworks system to supply water for the  
37 City's inhabitants and to purify the source of the water supply; regulate the  
38 construction, maintenance, repair and use of hydrants, pumps, cisterns  
39 and reservoirs; protect the purity and quantity of the water supply of the  
40 City and; for this purpose, extend the coverage of appropriate ordinances  
41 over all territories within the drainage area of said water supply and within  
42 one hundred (100) meters of the reservoir, canal, conduit, aqueduct,  
43 pumping station or watershed used in connection with the water service;



- 1 and regulate the consumption, use or recycling of waste water and fix and  
2 collect charges therefor;
- 3 (vii) Regulate the drilling and excavation of the ground for the laying of water,  
4 gas, sewer, and other pipes, telecommunication cable wires and the  
5 construction, repair, and maintenance of public drains, sewers, cesspools,  
6 tunnels and similar structures; regulate the placing of poles and the use of  
7 crosswalks, curbs and gutters; adopt measures to ensure public safety  
8 against open canals, manholes, live wires and other similar hazards to life  
9 and property; and regulate the construction and use of private water  
10 closets, privies and other similar structures in buildings and homes;
- 11 (viii) Regulate the placing, stringing, attaching, installing, repair, and  
12 construction of all gas mains, electric telegraph and telephone wires,  
13 conduits, meters and other apparatus; and provide for the correction,  
14 condemnation or removal of the same when found to be dangerous to the  
15 welfare of the inhabitants;
- 16 (ix) Subject to the availability of funds and to existing laws, rules and  
17 regulations, establish and provide for the operation of vocational and  
18 technical schools and similar post-secondary institutions and, with the  
19 approval of the Department of Education (DepEd) and Technical Education  
20 and Skills Development Authority (TESDA), as the case may be, fix and  
21 collect reasonable tuition fees and other school charges in educational  
22 institutions supported by the city government, subject to existing laws on  
23 tuition fees;
- 24 (x) Establish a scholarship fund for poor but deserving students in schools  
25 located within its jurisdiction or for students residing within the City;
- 26 (xi) Approve measures and adopt quarantine regulations to prevent the  
27 introduction and spread of diseases;
- 28 (xii) Provide for an efficient and effective system of solid waste and garbage  
29 collection and disposal; prohibit littering and the placing or throwing of  
30 garbage, refuse, and other wastes;
- 31 (xiii) Provide for the care of persons with disabilities (PWDs), paupers, the  
32 elderly, the sick, persons of unsound mind, abandoned minors, juvenile  
33 delinquents, drug dependents, abused children and the youth below  
34 eighteen (18) years of age; and subject to availability of funds, establish  
35 and provide for the operation of centers and facilities for the said persons;
- 36 (xiv) Establish and provide for the maintenance and improvement of jails and  
37 detention centers, institute a sound jail management program, and  
38 appropriate funds for the subsistence of detainees and convicted prisoners  
39 in the City;
- 40 (xv) Establish a council which shall promote culture and the arts, coordinate  
41 with government agencies and non-governmental organizations and,  
42 subject to the availability of funds, appropriate funds for the support and  
43 development of the same; and
- 44 (xvi) Establish a council for senior citizens which shall formulate policies and  
45 adopt measures mutually beneficial to the elderly and to the community;  
46 provide incentives for nongovernmental agencies and entities and, subject

1 to the availability of funds, appropriate funds to support programs and  
2 projects for the benefit of senior citizens.

3 (6) Perform such other duties and functions, and exercise such other powers as  
4 provided under the Local Government Code of 1991, as amended, and those that  
5 are prescribed by law or ordinance.

## 6 ARTICLE V

### 7 PROCESS OF LEGISLATION

8 **SEC. 13. Internal Rules of Procedure.** – (a) On the first regular session following the  
9 election of its members and within ninety (90) days thereafter, the *Sangguniang*  
10 *Panlungsod* shall adopt or update its existing rules of procedure.

11 (b) The rules of procedure shall provide for the following:

12 (1) The organization of the *Sangguniang Panlungsod* and the election of its  
13 officers as well as the creation of standing committees which shall include  
14 the committees on Appropriations, Revenues, Engineering and Public  
15 Works, Education and Health, Women and Family, Human Rights, Youth  
16 and Sports Development, Environmental Protection, Peace and Order and  
17 Traffic, and Cooperatives; the general jurisdiction of each committee; and  
18 the election of the chairman and members of each committee;

19 (2) The order and calendar of business for each session;

20 (3) The legislative process;

21 (4) The parliamentary procedures which include the conduct of members  
22 during sessions;

23 (5) The discipline of members for disorderly behavior and absences without  
24 justifiable cause for four (4) consecutive sessions for which they may be  
25 censured; reprimanded, or excluded from the session, suspended for not  
26 more than sixty (60) days or expelled: *Provided*, That the penalty of  
27 suspension or expulsion shall require the concurrence of at least two-thirds  
28 (2/3) vote of all the *Sangguniang Panlungsod* members: *Provided, further*,  
29 That a member convicted by final judgment to imprisonment of at least one  
30 (1) year for any crime involving moral turpitude shall be automatically  
31 expelled from the *Sanggunian*; and

32 (6) Such other rules as the *Sanggunian* may adopt.

1 **SEC. 14. Full Disclosure of Financial and Business Interests of Sangguniang**  
2 **Panlungsod Members.** - (a) Every Sangguniang Panlungsod member shall, upon  
3 assumption to office, make a full disclosure of their business and financial interests. Such  
4 disclosure shall also include a professional relationship or any relation by affinity or  
5 consanguinity within the fourth civil degree, which a sanggunian member may have with  
6 any person, firm or entity affected by any ordinance or resolution under consideration by  
7 the *Sangguniang Panlungsod* and which relationship may result in conflict of interests.  
8 Such relationship shall include:

9 (1) Ownership of stock or capital, or investment in the entity or firm to which  
10 the ordinance or resolution may apply; and

11 (2) Contracts or agreements with any person or entity which the ordinance  
12 or resolution under consideration may affect.

13 In the absence of a specific constitutional or statutory provision applicable to the  
14 situation, "conflict of interest" refers to a situation where it may be reasonably deduced  
15 that a member of the *Sangguniang Panlungsod* may not act in the public interest due to  
16 some private, pecuniary or other personal considerations that may tend to affect the  
17 exercise of judgment to the prejudice of the service or the public.

18 (b) The disclosure required under this Act shall be made in writing and submitted  
19 to the secretary of the *Sangguniang Panlungsod* or the secretary of the concerned  
20 committee. The disclosure shall, in all cases, form part of the record of the proceedings  
21 and shall be made in the following manner:

22 (1) Disclosure shall be made before the member participates in the  
23 deliberations on the ordinance or resolution under consideration: *Provided,*  
24 That if the member did not participate during the deliberations, the  
25 disclosure shall be made before voting on the ordinance or resolution on  
26 second and third readings; and

27 (2) Disclosure shall be made when a member takes a position or makes a  
28 privilege speech on a matter that may affect the business interest, financial  
29 connection or professional relationship described herein.

30 **Sec. 15. Sessions:** - (a) On the first day of the session immediately following the election  
31 of its members, the *Sangguniang Panlungsod* shall, by resolution, fix the day, time and  
32 place of its sessions. The minimum number of regular sessions shall be once a week for  
33 the *Sangguniang Panlungsod* and twice a month for the *Sangguniang Barangay*.

34 (b) When the public interest so demands, special sessions may be called by the  
35 City Mayor or by a majority of the members of the *Sangguniang Panlungsod*.

36 (c) All *Sangguniang Panlungsod* sessions shall be open to the public unless a  
37 closed-door session is ordered by an affirmative vote of a majority of the members

1 present, there being a quorum, in the public interest or for reasons of security, decency  
2 or morality. No two (2) sessions, regular or special, may be held in a single day.

3 (d) In the case of special sessions of the *Sangguniang Panlungsod*, a written notice  
4 to the members shall be served personally at the members' usual place of residence at  
5 least twenty- four (24) hours before the special session is held.

6 Unless otherwise concurred in by two-thirds (2/3) vote of the *Sangguniang*  
7 *Panlungsod* members present, there being a quorum, no other matters may be  
8 considered at a special session except those stated in the notice.

9 (e) The *Sangguniang Panlungsod* shall keep a journal and record of its  
10 proceedings which may be published upon resolution of the majority of its members.

11 **SEC. 16. Quorum.** – (a) A majority of all the members of the *Sangguniang Panlungsod*  
12 who have been elected and qualified shall constitute a quorum to transact official  
13 business. Should a question of quorum be raised during a session, the presiding officer  
14 shall immediately proceed to call the roll of the members and thereafter announce the  
15 results.

16 (b) Where there is no quorum, the presiding officer may declare a recess until such  
17 time as a quorum is constituted, or a majority of the members present may adjourn from  
18 day to day and may compel the immediate attendance of any member absent without  
19 justifiable cause by designating a member of the *Sangguniang Panlungsod*, to be  
20 assisted by a member or members of the police force assigned in the territorial jurisdiction  
21 of the City of Baliwag, to arrest the absent member and present him at the session.

22 (c) If there is still no quorum despite the enforcement of the immediately preceding  
23 subsection, no business shall be transacted. The presiding officer, upon proper motion  
24 duly approved by the members present, shall then declare the session adjourned for lack  
25 of quorum.

26 **SEC. 17. Approval of Ordinances.** – (a) Every ordinance enacted by the *Sangguniang*  
27 *Panlungsod* shall be presented to the City Mayor. If the City Mayor approves the same,  
28 the signature shall be affixed on each and every page thereof; otherwise, the ordinance  
29 shall be vetoed and returned to the *Sangguniang Panlungsod* with a statement on the  
30 objections, which may proceed to reconsider the same.

31 (b) The veto shall be communicated by the City Mayor to the *Sangguniang*  
32 *Panlungsod* within ten (10) days; otherwise, the ordinance shall be deemed approved as  
33 if it had been signed.

34 (c) The *Sangguniang Panlungsod* may override the veto of the City Mayor by two-  
35 thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective  
36 for all legal intents and purposes.

1 **SEC. 18. Veto Power of the City Mayor.** – (a) The City Mayor may veto any ordinance  
2 of the *Sangguniang Panlungsod* on the ground that it is *ultra vires* or prejudicial to the  
3 public welfare, stating the reasons for the veto in writing.

4 (b) The City Mayor shall have the power to veto any particular item or items of an  
5 appropriations ordinance, an ordinance or resolution adopting a local development plan  
6 and public investment program, or an ordinance directing the payment of money or  
7 creating liability. In such case, the veto shall not affect the item or items which are not  
8 objected to. The vetoed item or items shall not take effect unless the *Sangguniang*  
9 *Panlungsod* overrides the veto in the manner herein provide, otherwise, the item or items  
10 in the appropriations ordinance of the previous year corresponding to those vetoed, if any,  
11 shall be deemed re-enacted.

12 (c) The City Mayor may veto an ordinance or resolution only once. The *Sanggunian*  
13 may override the veto of the City Mayor by two-thirds (2/3) vote of all its members, thereby  
14 making the ordinance effective even without the approval of the City Mayor.

15 **SEC. 19. Review of City Ordinances by the Sangguniang Panlalawigan.** – (a) Within  
16 three (3) days after approval, the secretary to the *Sangguniang Panlungsod* shall forward  
17 to the Sangguniang Panlalawigan for review, copies of approved ordinances and the  
18 resolution approving the local development plans and public investment programs  
19 formulated by the local development councils.

20 (b) Within thirty (30) days after receipt of copies of such ordinances and resolutions,  
21 the Sangguniang Panlalawigan shall examine the documents or transmit them to the  
22 provincial attorney or the provincial prosecutor for prompt examination. The provincial  
23 attorney or the provincial prosecutor shall, within period of ten (10) days from receipt of  
24 the documents, inform the Sangguniang Panlalawigan in writing of its comments or  
25 recommendations thereon, which may be considered by the Sangguniang Panlalawigan  
26 in making its decision.

27 (c) If the Sangguniang Panlalawigan finds that such an ordinance or resolution is  
28 beyond the power conferred upon the Sangguniang Panlungsod concerned, it shall  
29 declare such ordinance or resolution invalid in whole or in part. The Sangguniang  
30 Panlalawigan shall enter its action in the minutes and shall advise the corresponding city  
31 authorities of the action has taken.

32 (d) If no action has been taken by the Sangguniang Panlalawigan within thirty (30)  
33 days after submission of such an ordinance or resolution, the same shall be presumed  
34 consistent with law and therefore valid.

35 **SEC. 20. Review of Barangay Ordinances by the Sangguniang Panlungsod.** – (a)  
36 Within ten (10) days after their enactment, the Sangguniang Barangay shall furnish copies  
37 of all barangay ordinances to the Sangguniang Panlungsod for review as to whether the  
38 ordinance is consistent with law or city ordinances.

39 (b) If the Sangguniang Panlungsod fails to take action on barangay ordinances within

1 thirty (30) days from receipt thereof, the same shall be deemed approved.

2 (c) If the Sangguniang Panlungsod finds the barangay ordinances inconsistent with  
3 law or city ordinances, the Sangguniang Panlungsod shall, within thirty (30) days from  
4 receipt thereof, return the same with its comments and recommendations to the  
5 Sangguniang Barangay concerned for adjustment, amendment or modification, in which  
6 case, the effectivity of the barangay ordinance is suspended until such time as the revision  
7 called for is carried out.

8 **SEC. 21. Penalty for the Enforcement of Disapproved Ordinances or Resolutions.**  
9 – Any attempt to enforce any ordinance or any resolution approving the local development  
10 plan and public investment program, after the disapproval thereof, shall be sufficient  
11 ground for the suspension or dismissal of the official or employee concerned.

12 **SEC. 22. Effectivity of Ordinances or Resolutions.** - (a) Unless otherwise stated in the  
13 ordinance or the resolution approving the local development plan and public investment  
14 program, the same shall take effect after ten (10) days from the date a copy thereof is  
15 posted in a bulletin board at the entrance of the City Hall of Baliwag and in at least two  
16 (2) other conspicuous places in the City of Baliwag not later than five (5) days after  
17 approval thereof.

18 (b) The secretary of the Sangguniang Panlungsod shall cause the posting of an  
19 ordinance or resolution in the bulletin board at the entrance of the City Hall, and in at least  
20 two (2) conspicuous places in the City not later than five (5) days after approval thereof.

21 The text of the ordinance or resolution shall be disseminated and posted in Filipino  
22 or English and in the language or dialect understood by the majority of the people in the  
23 City, and the secretary of the Sangguniang Panlungsod shall record such fact in a book  
24 kept for the purpose, stating the dates of approval and posting.

25 (c) Ordinances with penal sanctions shall be posted at prominent places in the City  
26 Hall, for a minimum period of three (3) consecutive weeks. Such ordinances shall also be  
27 published newspaper of general circulation within the City.

## 28 ARTICLE VII

### 29 DISQUALIFICATIONS AND SUCCESSION FOR ELECTIVE CITY OFFICIALS

30 **SEC. 23. Disqualifications for Elective City Officials.** - The following persons are  
31 disqualified from running for any elective position in the City:

32 (a) Those sentenced by final judgment for an offense involving moral turpitude or an  
33 offense punishable by one (1) year or more of imprisonment within two (2) years after  
34 serving sentence;

35 (b) Those removed from office as a result of an administrative case;

36 (c) Those convicted by final judgment for violating the oath of allegiance to the

- 1 Republic of the Philippines;
- 2 (d) Those with dual citizenship;
- 3 (e) Fugitives from justice in criminal or nonpolitical cases here and abroad;
- 4 (f) Permanent residents in a foreign country or those who have acquired the right to  
5 reside abroad and continue to avail of the same right after the effectivity of the Local  
6 Government Code of 1991, amended; and
- 7 (g) The insane or feeble-minded.

8 **SEC. 24. Permanent Vacancy in the Offices of the City Mayor and City Vice Mayor.**

9 (a) If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor  
10 shall become the City Mayor. If a permanent vacancy occurs in the office of the City Vice  
11 Mayor, the highest ranking Sangguniang Panlungsod member or, in case of the latter's  
12 permanent incapacity, the second highest ranking Sangguniang Panlungsod member  
13 shall become the City Mayor or City Vice Mayor, as the case may be. Subsequent  
14 vacancies in the said offices shall be filled automatically by the other Sangguniang  
15 Panlungsod members according to their ranking defined under the Local Government  
16 Code of 1991, as amended.

17 (b) The successors, as defined herein, shall serve only the unexpired terms of their  
18 predecessors.

19 (c) For purposes of this Act, permanent vacancy arises when an elective local official  
20 fills in a higher vacant office, refuses to assume office, fails to qualify, dies, is  
21 removed from office, voluntarily resigns or is otherwise permanently incapacitated to  
22 discharge the functions of the office.

23 (d) For purposes of succession as provided in this Act, ranking in the Sangguniang  
24 Panlungsod shall be determined on the basis of the proportion of votes obtained by  
25 each winning candidate to the total number of registered voters in the City in the  
26 immediately preceding local election.

27 **SEC. 25. Permanent Vacancies in the Sangguniang Panlungsod.** – Permanent  
28 vacancies in the *Sangguniang Panlungsod* where automatic succession as provided  
29 above does not apply shall be filled by appointments in the following manner:

30 (a) The provincial governor shall make the aforesaid appointments;

31 (b) Only the nominee of the political party under which the *Sangguniang Panlungsod*  
32 member concerned had been elected and whose elevation to the position next  
33 higher in rank created the last vacancy in the *Sangguniang Panlungsod* shall be  
34 appointed in the manner provided herein. The appointee shall come from the  
35 political party as that of the *Sangguniang Panlungsod* member who caused the  
36 vacancy and shall serve the unexpired term of the vacant office. In the appointment  
37 herein mentioned, a nomination and a certificate of membership of the appointee

1 from the highest official of the political party concerned shall be conditions *sine*  
2 *qua non*, and any appointment without such nomination and certification shall be  
3 null and void *ab initio* and shall be a ground for administrative action against the  
4 official responsible therefore;

5 (c) In case the permanent vacancy occurs in a position held by a *Sangguniang*  
6 *Panlungsod* member who does not belong to any political party, the City Mayor  
7 shall, upon recommendation of the *Sangguniang Panlungsod*, appoint a qualified  
8 person to fill the vacancy; and

9 (d) In case of a vacancy in the representation of the youth and the barangay in the  
10 *Sangguniang Panlungsod*, said vacancy shall be filled automatically by the official  
11 next in rank of the organization concerned.

12 **SEC. 26. Temporary Vacancy in the Office of the City Mayor.** – (a) When the City  
13 Mayor is temporarily incapacitated to perform the duties for physical or legal reasons such  
14 as when the City Mayor is on official leave from duties, on travel abroad, or is suspended  
15 from office, the City Vice Mayor or the highest ranking *Sangguniang Panlungsod* member  
16 shall automatically exercise the powers and perform the duties and functions of the City  
17 Mayor, except the power to appoint, suspend or dismiss employees which can only be  
18 exercised if the period of temporary incapacity exceeds thirty (30) working days.

19 (b) Said temporary incapacity shall terminate upon submission to the *Sangguniang*  
20 *Panlungsod* of a written declaration by the City Mayor of having reported back to office.  
21 In case where the temporary incapacity is due to legal cause, the City Mayor shall  
22 also submit the necessary documents showing that said legal cause no longer exists.

23 (c) When traveling within the country but outside the territorial jurisdiction of the City  
24 for a period not exceeding three (3) consecutive days, the City Mayor may designate  
25 in writing the officer-in-charge of the office. Such authorization shall specify the powers  
26 and functions that the local official concerned shall exercise in the absence of the City  
27 Mayor except the power to appoint, suspend or dismiss employees.

28 (d) If the City Mayor fails or refuses to issue such authorization, the City Vice Mayor  
29 or the highest ranking *Sangguniang Panlungsod* member, as the case maybe, shall  
30 have the right to assume the powers, duties and functions of the said office on the  
31 fourth day of absence of the City Mayor, subject to the limitations provided in  
32 subsection (c) hereof.

33 (e) Except as provided above, the City Mayor shall in no case authorize any local  
34 official to assume the powers, duties and functions of the office, other than the City  
35 Vice Mayor or the highest ranking *Sangguniang Panlungsod* member, as the case  
36 may be.





1 publication of the same together with the original version in the manner  
2 provided under the Local Government Code of 1991, as amended;

3 (9) Take custody of the local archives and where applicable, the local  
4 library, and annually account for the same; and

5 (10) Perform other duties and functions and exercise such other powers as  
6 provided under the Local Government Code of 1991, as amended, and  
7 those that are prescribed by law or ordinance.

8 **SEC. 28. The City Treasurer.** - (a) The City Treasurer shall be appointed by the  
9 Secretary of the Department of Finance (DOF) from a list of at least three (3) ranking  
10 eligible recommendees of the City Mayor, subject to civil service law, rules and  
11 regulations.

12 (b) The City Treasurer shall be under the administrative supervision of the City  
13 Mayor, to whom the city treasurer shall report regularly on the tax collection efforts of the  
14 City.

15 (c) The City Treasurer must be a citizen of the Philippines, a resident of the City of  
16 Baliwag, of good moral character, a holder of a college degree in commerce, public  
17 administration, or law from a recognized college or university, first-grade civil service  
18 eligible or its equivalent and must have acquired at least five (5) years experience in  
19 treasury or accounting services.

20 (d) The City Treasurer shall receive such compensation, emoluments and  
21 allowances may be determined by law.

22 (e) The City Treasurer shall supervise the City Finance Department, and shall:

23 (a) Advise the City Mayor, the *Sangguniang Panlungsod* and other local  
24 government and national officials concerned regarding the disposition of  
25 local government funds and on such other matters relative to public finance;

26 (b) Take custody and exercise proper management of the funds of the City;

27 (c) Take charge of the disbursement of all funds of the City and such other  
28 funds the custody of which may be entrusted to the City Treasurer by law  
29 or other competent authority;

30 (d) Inspect private commercial and industrial establishments within the  
31 jurisdiction of the City in relation to the implementation of tax ordinances  
32 pursuant to the provisions of the Local Government Code of 1991, as  
33 amended; (e) Maintain and update the tax information system of the City;  
34 and

35 (f) Perform other duties and functions, and exercise such other powers as

1 provided under the Local Government Code of 1991, as amended, and  
2 those that are prescribed by law or ordinance.

3 **Sec. 29. Assistant City Treasurer.** – (a) The Assistant City Treasurer may be appointed  
4 by the Secretary of the Department of Finance (DOF) from a list of at least three (3)  
5 ranking eligible recommendees of the City Mayor, subject to the civil service law, rules  
6 and regulations.

7 (b) The Assistant City Treasurer must be a citizen of the Philippines, a resident of  
8 the City of Baliwag, of good moral character, a holder of a college degree preferably in  
9 commerce, public administration or law from a recognized college or university, a first  
10 grade civil service eligible or its equivalent and must have acquired at least five (5)  
11 years experience in treasury or accounting services

12 (c) The Assistant City Treasurer shall assist the City Treasurer and perform such  
13 duties as may be assigned by the latter.

14 (d) The Assistant City Treasurer shall have authority to administer oaths  
15 concerning official matters relating to the accounts managed by the City Treasurer those  
16 arising in the office of the City Treasurer.

17 (e) The Assistant City Treasurer shall receive such compensation, emoluments  
18 and allowances as may be determined by law.

19 **SEC. 30. The City Assessor.** – (a) The City Assessor must be a citizen of the Philippines,  
20 a resident of the City of Baliwag, of good moral character, a holder of a college degree  
21 preferably in civil or mechanical engineering, commerce, or any other related course from  
22 a recognized college or university, a first grade civil service eligible or its equivalent and  
23 must have acquired at least five (5) years experience in real property assessment  
24 work or in any related field immediately preceding the date of the appointment.

25 (b) The City Assessor shall receive such compensation, emoluments and allowances  
26 as may be determined by law.

27 (c) The City Assessor shall take charge of the City Assessor's Department, and shall:

28 (1) Ensure that all laws and policies governing the appraisal and assessment of  
29 real properties for taxation purposes are properly executed;

30 (2) Initiate, review and recommend changes in policies and objectives; plans and  
31 programs, techniques, procedures and practices in the evaluation and assessment  
32 of real properties for taxation purposes;

33 (3) Establish a systematic method of real property assessment;

34 (4) Install and maintain real property identification and accounting systems;

1 (5) Prepare, install and maintain a system of tax mapping, showing graphically all  
2 properties subject to assessment and gather all data concerning the same;

3 (6) Conduct frequent physical surveys to verify and determine whether all real  
4 properties within the City are properly listed in the assessment rolls;

5 (7) Exercise the functions of appraisal and assessment primarily for taxation  
6 purposes of all real properties in the City;

7 (8) Prepare a schedule of the fair market value of the different classes of real  
8 properties in accordance with the provisions of the Local Government Code of  
9 1991, as amended;

10 (9) Issue, upon request of any interested party, certified copies of assessment  
11 records of real properties and all other records relative assessment, upon payment  
12 of a service charge or fee to the City Treasurer;

13 (10) Submit every semester report of all assessments, as well as cancellations and  
14 modifications of assessments to the City Mayor and the *Sangguniang Panlungsod*;

15 (11) Attend personally or through an authorized representative all sessions of the  
16 Local Board of Assessment Appeals whenever the assessment is subject of the  
17 appeal, and present or submit any information or record in the possession as  
18 may be required by the Board; and

19 (12) Perform such other duties and functions, and exercise such other powers as  
20 provided under the Local Government Code of 1991, as amended, and those  
21 that are prescribed by law or ordinance.

22 **SEC. 31. The Assistant City Assessor.** - (a) The Assistant City Assessor must be a  
23 citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a  
24 holder of college degree preferably in civil or mechanical engineering, commerce, or any  
25 other related course from a recognized college or university, a first grade civil service  
26 eligible or its equivalent and must have acquired at least three (3) years experience in  
27 real property assessment work or in any related field immediately preceding the date of  
28 the appointment.

29 (b) The Assistant City Assessor shall assist the City Assessor and perform such  
30 other duties as may be assigned by latter.

31 (c) The Assistant City Assessor shall have the authority to administer oaths on all  
32 declarations of real property for purposes of assessments.

33 (d) The Assistant City Assessor shall receive such compensation, emoluments and  
34 allowances as may be determined by law.

1 **SEC. 32. The City Accountant.** - (a) The City Accountant must be a citizen of the  
2 Philippines, a resident of the City of Baliwag, of good moral character, a certified public  
3 accountant and must have acquired at least five (5) years experience in the treasury or  
4 accounting service immediately preceding the date of the appointment.

5 (b) The City Accountant shall receive such compensation, emoluments and  
6 allowances as may be determined by law.

7 (c) The City Accountant shall take charge of both the office of the accounting and  
8 internal audit services of the City, and shall:

- 9 (1) Install and maintain an internal audit system in the City;
- 10 (2) Prepare and submit financial statements to the City Mayor and to the  
11 *Sangguniang Panlungsod*;
- 12 (3) Appraise the *Sangguniang Panlungsod* and other officials on the  
13 financial condition and operations of the City;
- 14 (4) Certify the availability of budgetary allotment to which expenditures and  
15 obligations may be properly charged;
- 16 (5) Review supporting documents before the preparation of vouchers to  
17 determine the completeness of requirements;
- 18 (6) Prepare statements of cash advances, liquidations, salaries,  
19 allowances, reimbursements and remittances pertaining to the City;
- 20 (7) Prepare statements of journal vouchers and liquidation of the same and  
21 other adjustments related thereto;
- 22 (8) Post individual disbursements to the subsidiary ledger and index cards;
- 23 (9) Maintain individual ledgers for officials and employees of the City  
24 pertaining to payrolls and deductions;
- 25 (10) Record the details of purchased furniture, fixtures and equipment,  
26 including disposal thereof, if any;
- 27 (11) Account for all issued requests for obligations and maintain and keep  
28 all records and reports related thereto;
- 29 (12) Prepare journals and the analysis of obligations and maintain and  
30 keep all records and reports related thereto; and
- 31 (13) Perform such other duties and functions, and exercise such other  
32 powers as provided under the Local Government Code of 1991, as  
33 amended, and those that are prescribed by law or ordinance.

34 **SEC. 33. The City Budget Officer.** - (a) The City Budget Officer must be a citizen of the  
35 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a  
36 college degree preferably in accounting, economics, public administration, or any related  
37 course from a recognized college or university, a first grade civil service eligible or its  
38 equivalent, and must have acquired at least five (5) years experience in government  
39 budgeting or in any related field immediately preceding the date of appointment.

40 (b) The City Budget Officer shall receive such compensation, emoluments, and  
41 allowances as may be determined by law.

1 (c) The City Budget Officer shall take charge of the City Budget Department, and  
2 shall:

3 (1) Prepare forms, orders and circulars embodying instructions on  
4 budgetary and appropriation matters for the signature of the City Mayor;

5 (2) Review and consolidate the budget proposals of the different  
6 departments and offices of the City;

7 (3) Assist the City Mayor in the preparation of the annual budget and during  
8 and after budget hearings;

9 (4) Study and evaluate budgetary implications of proposed legislation and  
10 submit comments and recommendations thereon;

11 (5) Submit periodic budgetary reports to the Department of Budget and  
12 Management (DBM);

13 (6) Coordinate with the City Treasurer, the City Accountant and the City  
14 Planning and Development Officer for the purpose of budgeting;

15 (7) Assist the *Sangguniang Panlungsod* in reviewing the approved budgets  
16 of component barangays;

17 (8) Coordinate with the City Planning and Development Officer in the  
18 formulation of the development plan of the City; and

19 (9) Perform such other duties and functions, and exercise such other  
20 powers as provided under the Local Government Code of 1991, as  
21 amended, and those that are prescribed by law or ordinance.

22 **SEC.34. The City Planning and Development Officer.** – (a) The City Planning and  
23 Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag,  
24 of good moral character, a holder of a college degree preferably in urban planning,  
25 development studies, economics, public administration, or in any related course from a  
26 recognized college or university, a first grade civil service eligible or its equivalent, and  
27 must have acquired at least five (5) years experience in development planning or in any  
28 related field immediately preceding the date of the appointment.

29 (b) The City Planning and Development Officer shall receive such compensation,  
30 emoluments and allowances as may be determined by law.

31 (c) The City Planning and Development Officer shall take charge of the City  
32 Planning and Development Coordinating Office, and shall:

1 (1) Formulate integrated economic, social, physical and other development  
2 plans and policies for consideration of the City;  
3 (2) Conduct continuing studies, researches and training programs  
4 necessary to evolve plans and programs for implementation;

5 (3) Integrate and coordinate all sectoral plans and studies undertaken by  
6 the different functional groups or agencies;

7 (4) Monitor and evaluate the implementation of the different development  
8 programs, projects and activities in the City in accordance with the approved  
9 development plan;

10 (5) Prepare comprehensive plans and other development planning  
11 documents for the consideration of the local development council;  
12 (6) Analyze the income and expenditure patterns, and formulate and  
13 recommend fiscal plans and policies for consideration of the finance  
14 committee of the City as provided under the Local Government Code of  
15 1991, as amended;

16 (7) Promote citizen's participation in development planning for the City;  
17 Exercise supervision and control over the secretariat of the Local  
18 Development Council; and

19 (8) Perform such other functions and duties and exercise such other powers  
20 as provided under the Local Government Code of 1991, as amended, and  
21 those that are prescribed by law or ordinance.

22 **SEC. 35. The City Engineer.** - (a) The City Engineer must be a citizen of the Philippines,  
23 a resident of the City of Baliwag, of good moral character, a licensed civil engineer, and  
24 must have acquired at least five (5) years' experience in the practice of profession.

25 (b) The City Engineer shall receive such compensation, emoluments and  
26 allowances as may be determined by law.

27 (c) The City Engineer shall take charge of the City Engineering Office; and shall:

28 (1) Initiate, review and recommend changes in policies and objectives,  
29 plans and programs, techniques, procedures and practices in infrastructure  
30 development and public works in general of the City;

31 (2) Advise the City Mayor on infrastructure, public works and other  
32 engineering matters;

33 (3) Administer, coordinate, supervise and control the construction,  
34 maintenance, improvement and repair of roads, bridges, other engineering  
35 and public works projects of the City;

36 (4) Provide engineering services to the City, including investigation and

1 survey, engineering designs, feasibility studies and project management;  
2 and

3 (5) Perform such other duties and functions, and exercise such other  
4 powers as provided for under the Local Government Code of 1991, as  
5 amended, and those that are prescribed by law or ordinance.

6 **SEC. 36. The City Health Officer.**- (a) The City Health Officer must be citizen of the  
7 Philippines, a resident of the City of Baliwag, of good moral character, a licensed medical  
8 practitioner, and must have acquired at least five (5) years experience in the practice of  
9 profession.

10 (b) The City Health Officer shall receive such compensation, emoluments and  
11 allowances may be provided by law.

12 (c) The City Health Officer shall take charge of the Office of the City Health  
13 Services, and shall:

14 (1) Supervise the personnel and staff of the said office, formulate program  
15 implementation guidelines and rules and regulations for the operation of the  
16 said office for the approval of the city mayor in order to assist him in the  
17 efficient, effective and economical implementation of health service  
18 program geared to implement health-related projects and activities;

19 (2) Formulate measures for the consideration of the *Sangguniang*  
20 *Panlungsod* and provide technical assistance and support to the City Mayor  
21 in carrying out activities to ensure the delivery of basic services and  
22 provision of adequate facilities relative to health services provided under  
23 Section 17 of the Local Government Code of 1991, as amended;

24 (3) Develop plans and strategies, and upon approval thereof by the City  
25 Mayor, implement these with the health programs and projects which the  
26 City Mayor is empowered to implement and which the *Sangguniang*  
27 *Panlungsod* is empowered to provide under the Local Government Code of  
28 1991, as amended;

29 (4) In addition to the foregoing duties and functions, the City Health Officer  
30 shall:

31 (i) Formulate and implement policies, plans and projects to  
32 promote the health of the people in the City;

33 (ii) Advise the City Mayor and the *Sangguniang Panlungsod* on  
34 matters pertaining to health;

35 (iii) Execute and enforce all laws, ordinances and regulations  
36 relating to public health;

37 (iv) Recommend to the *Sangguniang Panlungsod*, through the



1 Local Health Board, the passage of such ordinances  
2 necessary for the preservation of public health;

3 (v) Recommend the prosecution of any violation of sanitary laws,  
4 ordinances or regulations;

5 (vi) Direct the sanitary inspection of all business establishments  
6 selling food items or providing accommodation such as hotels,  
7 motels, lodging houses, and pension houses, in accordance  
8 with to Presidential Decree No. 856, or the Sanitation Code of  
9 the Philippines;

10 (vii) Conduct health information campaigns and render  
11 health intelligence services;

12 (viii) Coordinate with other government agencies and  
13 nongovernmental organizations involved in the promotion and  
14 delivery of health services;

15 (ix) Be in the frontline of the delivery of health services,  
16 particularly during and in the aftermath of man-made and  
17 natural disasters and calamities; and

18 (5) Perform such other duties and functions, and exercise such other  
19 powers as provided under the Local Government Code of 1991, as  
20 amended, and those that are prescribed by law or ordinance.

21 **SEC. 37. The City Civil Registrar.** - (a) The City Civil Registrar must be a citizen of the  
22 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a  
23 college degree from a recognized college or university, a first grade civil service eligible  
24 or its equivalent and must have acquired at least five (5) years experience in civil registry  
25 work.

26 (b) The City Civil Registrar shall receive such compensation, emoluments and  
27 allowances as may be determined by law.

28 (c) The City Civil Registrar shall be responsible for the civil registration program in  
29 the City of Baliwag pursuant to the Civil Registry Law, the Civil Code, and other pertinent  
30 laws, and the rules and regulations issued to implement them.

31 (d) The City Civil Registrar shall take charge of the office of the city civil registry,  
32 and shall:

33 (1) Develop plans and strategies, and upon approval thereof by the City  
34 Mayor, implement the same, particularly those which have to do with the  
35 management and administration-related programs and projects which the  
36 City Mayor is empowered to implement and which the *Sangguniang*  
37 *Panlungsod* is empowered to provide for under the Local Government Code  
38 of 1991, as amended;

1 (2) In addition to the foregoing duties and functions, the City Civil Registrar  
2 shall:

- 3 (i) Accept all registrable documents and judicial decrees  
4 affecting the civil status of persons;  
5 (ii) File, keep and preserve in a secure place the civil registration  
6 records required by law;  
7 (iii) Transcribe and enter immediately upon receipt all registrable  
8 documents and judicial decrees affecting the civil status of  
9 persons in the appropriate civil registry books;  
10 Transmit to the Office of the Civil Registrar General, within the  
11 prescribed period, duplicate copies of registered documents  
12 required by law;  
13 (iv) Issue certified transcripts or copies of any certificate or  
14 registered documents upon payment of the required fees to  
15 the city treasurer; Receive applications for the issuance of a  
16 marriage license and, after determining that the requirements  
17 and supporting certificates and publication thereof for the  
18 prescribed period have been complied with, issue the license  
19 upon payment of the authorized fee to the city treasurer; and  
20 (v) Coordinate with the Philippine Statistics Authority (PSA) in  
21 conducting educational campaigns for the registration of vital  
22 documents and assist in the preparation of demographic and  
23 other statistics for the City of Baliwag.

24 (3) Perform such other duties and functions, and exercise such other  
25 powers as provided under the Local Government Code of 1991, as  
26 amended, and those that are prescribed by law or ordinance.

27 **SEC. 38. The City Administrator.** (a) The City Administrator must be a citizen of the  
28 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a  
29 college degree preferably in public administration, law, or any other related course from  
30 a recognized college or university, a first grade civil service eligible or its equivalent, and  
31 must have acquired at least five (5) years experience in management and administrative  
32 work.

33 (b) The term of the City Administrator is coterminous with that of the appointing  
34 authority.

35 (c) The City Administrator shall receive such compensations, emoluments and  
36 allowances as may be determined by law.

37 (d) The City Administrator shall take charge of the City Administrator's Office, and  
38 shall:

1 (1) Develop plans and strategies and upon approval thereof by the City  
2 Mayor, implement the same, particularly those which have to do with the  
3 management and administration-related programs and projects which the  
4 City Mayor is empowered to implement and which the *Sangguniang*  
5 *Panlungsod* is empowered to provide under the Local Government Code of  
6 1991, as amended;

7 (2) Assist in the coordination of the work of all the officials of the City under  
8 the supervision, direction and control of the City Mayor, and for this purpose,  
9 may convene the chiefs of offices and other officials of the local government  
10 unit;

11 (3) Establish and maintain a sound personnel program for the LGU  
12 designed to promote career development and uphold the merit principle in  
13 the local government service;

14 (4) Conduct a continuing organizational development of the City with the  
15 end in view of instituting effective administrative reforms;

16 (5) Be in the frontline of the delivery of administrative support services,  
17 particularly those related to situations during and in the aftermath of man-  
18 made and natural disasters or calamities;

19  
20 (6) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor  
21 on all matters relative to the management and administration of the City;  
22 and

23 (7) Perform such other duties and functions, and exercise such other  
24 powers as provided under the Local Government Code of 1991, as  
25 amended, and those that are prescribed by law or ordinance.

26 **SEC. 39. The City Legal Officer.** - (a) The City Legal Officer must be a citizen of the  
27 Philippines, a resident of the City of Baliwag, of good moral character, a member of the  
28 Philippine Bar, and must have practiced the profession for at least five (5) years.

29 (b) The term of the City Legal Officer shall be coterminous with that of the  
30 appointing authority.

31 (c) The City Legal Officer shall receive such compensation, emoluments and  
32 allowances may be determined by law.

33 (d) The City Legal Officer, the chief legal counsel of the City, shall take charge of  
34 the Office of the City Legal Service, and shall:

1 (1) Formulate measures for the consideration of the *Sangguniang*  
2 *Panlungsod* and provide legal assistance and support to the City Mayor in  
3 the delivery of basic services and provisions of adequate facilities;  
4 (2) Develop plans and strategies, and upon approval thereof by the City  
5 Mayor, implement the same, particularly those which have to do with  
6 programs and projects related to legal services which the City Mayor is  
7 empowered to implement and which the *Sangguniang Panlungsod* is  
8 empowered to provide;

9 (3) Represent the City in all civil actions and special proceedings wherein  
10 the local government unit or any official thereof, is a party, in their official  
11 capacity: *Provided, That*, in actions or proceedings where the City of  
12 Baliwag is a party adverse to the provincial government or to another  
13 component city or municipality, a special legal officer may be employed to  
14 represent it;

15 (4) When required by the City Mayor or *Sangguniang Panlungsod*, draft  
16 ordinances, contracts, bonds, leases and other instruments involving any  
17 interest of the City and provide comments and recommendations on any  
18 instruments already drawn;

19 (5) Render an opinion in writing on any question of law when requested to  
20 do so by the City Mayor or *Sangguniang Panlungsod*;

21 (6) Investigate or cause to be investigated any local official or employee for  
22 administrative neglect or misconduct in office and recommend the  
23 appropriate action to the City Mayor or *Sangguniang Panlungsod*, as the  
24 case may be;

25 (7) Investigate or cause to be investigated any person, firm or corporation  
26 holding any franchise of exercising any public privilege for failure to comply  
27 with any term or condition in the grant of such franchise or privilege, and  
28 recommend appropriate action to the City Mayor or *Sangguniang*  
29 *Panlungsod*, as the case may be;

30 (8) When directed by the City Mayor or *Sangguniang Panlungsod*, initiate  
31 and prosecute, in the interest of the City, any civil action on any bond, lease  
32 or other contract for breach or violation thereof;

33 (9) Review and submit recommendations on ordinances approved and  
34 executive orders issued by the City's component units;

35 (10) Recommend measures to the *Sangguniang Panlungsod* and advise  
36 the City Mayor on all matters related to upholding the rule of law;

37 (11) Be in the frontline of protecting human rights and prosecuting any  
38 violations thereof, particularly those which occur during and in the aftermath  
39 of man-made and natural disasters or calamities; and

1 (12) Perform such other duties and functions, and exercise such other  
2 powers as provided under the Local Government Code of 1991, as  
3 amended, and those that are prescribed by law or ordinance.

4 **SEC. 40. The City Social Welfare and Development Officer.** - (a) The City Social  
5 Welfare and Development Officer must be a citizen of the Philippines, resident of the City  
6 of Baliwag, of good moral character, a duly licensed social worker or a holder of a college  
7 degree preferably in social work, sociology, or any other related course from a recognized  
8 college or university, a first grade civil service eligible or its equivalent, and must have  
9 acquired at least five (5) years experience in the practice of social work immediately  
10 preceding the date of appointment.

11 (b) The City Social Welfare and Development Officer shall receive such  
12 compensation, emoluments and allowances as may be determined by law.

13 (c) The City Social Welfare and Development Officer shall take charge of the Office  
14 of Social Welfare and Development, and shall:

15 (1) Formulate measures for the approval of the *Sangguniang Panlungsod*  
16 and provide technical assistance and support to the City Mayor in carrying  
17 out measures to ensure delivery of basic services and provision of adequate  
18 facilities relative to social welfare and development;

19 (2) Develop plans and strategies, and upon approval thereof by the City  
20 Mayor, implement the same, particularly those which have to do with social  
21 welfare programs and projects which the City Mayor is empowered to  
22 implement and which the *Sangguniang Panlungsod* is empowered to  
23 provide for;

24 (3) Identify the basic needs of the needy, the disadvantaged, and  
25 impoverished and develop and implement appropriate measures to  
26 alleviate their problems and improve their living conditions;

27 (4) Provide relief and appropriate crisis intervention for victims of abuse and  
28 exploitation and recommend appropriate measures to deter further abuse  
29 and exploitations;

30 (5) Assist the City Mayor in implementing at the barangay level a program  
31 for the total development and protection of children up to six (6) years of  
32 age;

33 (6) Facilitate the implementation of welfare programs for the disabled,  
34 elderly and victims of drug addiction, the rehabilitation of prisoners and  
35 parolees, the prevention of juvenile delinquency and such other activities  
36 which would eliminate and minimize the ill-effects of poverty;

1 (7) Initiate and support youth welfare program that will enhance the role of  
2 youth in nation-building;

3 (8) Coordinate with government agencies and non-governmental  
4 organizations whose purpose is the promotion and the protection of all the  
5 needy, disadvantaged, underprivileged or impoverished groups or  
6 individuals, particularly those identified to be in high risk of and vulnerable  
7 to exploitation, abuse and neglect;

8 (9) Be in the frontline of the delivery of services particularly those concerned  
9 with immediate relief and assistance during and in the aftermath of man-  
10 made and natural disasters and calamities;

11 (10) Recommend to the *Sangguniang Panlungsod* and advise the City  
12 Mayor on all other matters related to social welfare and development  
13 services that will improve the livelihood and living conditions of the City's  
14 inhabitants; and

15 (11) Perform such other duties and functions, and exercise such other  
16 powers as provided under the Local Government Code of 1991, as  
17 amended, and those that are prescribed by law or ordinance.

18 **SEC. 41. The City Veterinarian.** - (a) The City Veterinarian must be a citizen of the  
19 Philippines, a resident of the City of Baliwag; of good moral character, licensed doctor of  
20 veterinary medicine and must have practiced the profession for at least three (3) years.

21 (b) The City Veterinarian shall receive such compensation, emoluments and  
22 allowances as may be determined by law.

23 (c) The City Veterinarian shall take charge of the Office of the Veterinary Services,  
24 and shall:

25 (1) Formulate measures for the consideration of the *Sangguniang*  
26 *Panlungsod* and provide technical assistance and support to the City Mayor  
27 in carrying out measures to ensure the delivery of veterinary services and  
28 provision of adequate facilities;

29 (2) Develop plans and strategies, and upon approval thereof by the City  
30 Mayor, implement the same, particularly those which have to do with  
31 veterinary-related activities which the City Mayor is empowered to  
32 implement and which the *Sangguniang Panlungsod* is empowered to  
33 provide for;

34 (3) Advise the City Mayor on all matters pertaining to the slaughter of  
35 animals for human consumption and the regulation of slaughterhouses;

36 (4) Regulate the keeping of domestic animals;  
37 (5) Regulate and inspect poultry, milk and dairy products for public

1 consumption; (6) Enforce all laws and regulations for the prevention of  
2 cruelty to animals;  
3 (7) Take the necessary measures to eradicate, prevent or cure all forms of  
4 animal diseases;  
5 (8) Be in the frontline of veterinary-related activities, such as during the  
6 outbreak of highly contagious and deadly diseases and in situations  
7 involving the depletion of animals for work and for human consumption,  
8 particularly those arising from and as a result of man-made and natural  
9 disasters or calamities;

10 (9) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor  
11 on all matters relative to veterinary services which will increase the number  
12 and improve the quality of livestock, poultry and other domestic animals  
13 used for work or human consumption; and

14 (10) Perform such other duties and functions, and exercise such other  
15 powers as provided under the Local Government Code of 1991, as  
16 amended, and those that are prescribed by law or ordinance.

17 **SEC. 42. The City General Services Officer.** - (a) The City General Services Officer  
18 must be citizen of the Philippines, resident of the City of Baliwag, of good moral character,  
19 a holder of a college degree in public administration, business administration or  
20 management from a recognized college or university, a first grade civil service eligible or  
21 its equivalent and must have acquired at least five (5) years experience in general  
22 services, including management of office supplies, outsourced services, equipment and  
23 other properties, solid waste disposal and general sanitation.

24 (b) The City General Services Officer shall receive such compensation,  
25 emoluments and allowances as may be determined by law.

26 (c) The City General Services Officer shall take charge of the Office of the General  
27 Services, and shall:

28 (1) Formulate measures for the consideration of the *Sangguniang*  
29 *Panlungsod* and provide technical assistance and support to the City Mayor  
30 in carrying out measures to ensure the delivery of basic services and  
31 provision of adequate facilities that require general services expertise in  
32 technical support services; (2) Develop plans and strategies, and upon  
33 approval thereof by the City Mayor; implement the same, particularly those  
34 which have to do with the general services that are supportive of the welfare  
35 of the inhabitants of the City which the City Mayor is empowered to  
36 implement and which the *Sangguniang Panlungsod* is empowered to  
37 provide for;

38 (3) Take custody of and be accountable for all properties, real or personal,  
39 owned by the City, and those granted to it in the form of donation,

1 reparation, assistance and counterpart of joint projects;  
2 (4) With the approval of the City Mayor, assign building or land space to  
3 local officials or other public officials, who by law, are entitled to the space;

4 (5) Recommend to the City Mayor the reasonable rental rates for local  
5 government properties, whether real or personal, which will be leased to  
6 public or private entities by the local government;  
7 (6) Recommend to the City Mayor reasonable rental rates of private  
8 properties which may be leased for the official use of the City;

9 (7) Maintain and supervise janitorial, security, landscaping and other related  
10 services in all local government public buildings and other real property,  
11 whether owned or leased by the local government unit;  
12 (8) Collate and disseminate information regarding prices, shipping and  
13 other costs of supplies and other items commonly used by the local  
14 government unit;

15 (9) Perform archival and record management with respect to records of  
16 offices and departments of the local government unit;

17 (10) Perform all other functions pertaining to supply and property  
18 management heretofore performed by the local government treasurer and  
19 enforce policies on records creation, maintenance and disposal;  
20 (11) Be in the frontline of general services-related activities, including the  
21 possible and imminent destruction or damage to records, supplies,  
22 properties, and structure materials or debris, particularly during and in the  
23 aftermath of man-made and natural disasters and calamities;

24 (12) Recommend to the *Sangguniang Panlungsod* and advise the City  
25 Mayor on all matters relative to general services; and

26 (13) Perform such other duties and functions, and exercise such other  
27 powers as provided under the Local Government Code of 1991, as  
28 amended, and those that are prescribed by law or ordinance.

29 **SEC. 43. The City Environment and Natural Resources Officer.** - (a) The City  
30 Environment and Natural Resources Officer must be a citizen of the Philippines, a  
31 resident of the City of Baliwag, of good moral character, a holder of a college degree  
32 preferably in environment, forestry, agriculture or any other related course from  
33 recognized college university, a first grade civil service eligible or its equivalent and must  
34 have acquired at least five (5) years experience in the environment and natural resources  
35 management, conservation and utilization work.

36 (b) The City Environment and Natural Resources Officer shall receive such  
37 compensation, emoluments and allowances as may be determined by law.



1 (c) The City Environment and Natural Resources Officer shall take charge of the  
2 Office of the Environment Service Department, and shall:

3 (1) Formulate measures for the consideration of the *Sangguniang*  
4 *Panlungsod* and provide assistance and support to the City Mayor in  
5 carrying out measures to ensure the delivery of basic services and provision  
6 of adequate facilities relative to environment and natural resources services  
7 as provided under Section 17 of the Local Government Code of 1991, as  
8 amended;

9 (2) Develop plans and strategies, and upon approval thereof by the City  
10 Mayor, implement the same, particularly those which have to do with  
11 environment and natural resources programs and projects which the City  
12 Mayor is empowered to implement and which the Sangguniang Panlungsod  
13 is empowered to provide for;

14 (3) Establish, maintain, protect and preserve communal forests,  
15 watersheds, tree parks, mangroves, greenbelts, commercial forests and  
16 similar forest projects like industrial tree farms and agro-forestry projects;

17 (4) Provide extension services to beneficiaries of forest development  
18 projects and technical, financial and infrastructure assistance;

19 (5) Manage and maintain seed banks and produce seedlings for forest and  
20 tree parks;

21 (6) Provide extension services to beneficiaries of forest development  
22 projects and render assistance for natural resources-related conservation  
23 and utilization activities consistent with the aim of preserving ecological  
24 balance;

25 (7) Coordinate with government agencies and nongovernmental  
26 organizations in the implementation of measures to prevent and control  
27 land, air and water pollution with the assistance of the Department of  
28 Environment and Natural Resources (DENR);

29 (8) Be in the frontline of the delivery of services concerning the  
30 environment and resources, particularly in the renewal and rehabilitation  
31 of the natural environment during and in the aftermath of man-made and  
32 natural disasters and calamities;

33 (9) Recommend measures to the Sangguniang Panlungsod and advise  
34 the City Mayor on all matters relative to the protection, conservation,  
35 sustainable utilization, application of appropriate technology and other  
36 matters related to the environment and natural resources; and

1 (10) Perform such other duties and functions, and exercise such other  
2 powers as provided under the Local Government Code of 1991, as  
3 amended, and those that are prescribed by law or ordinance.

4 **SEC. 44. The City Architect.** - (a) The City Architect must be a citizen of the Philippines,  
5 a resident of the City of Baliwag, of good moral character, a duly licensed architect and  
6 must have practiced the profession for at least five (5) years.

7 (b) The City Architect shall receive such compensation, emoluments and  
8 allowances as may be determined by law.

9 (c) The City Architect shall take charge of the Office of Architectural Planning and  
10 Design, and shall:

11 (1) Formulate measures for the consideration of the *Sangguniang*  
12 *Panlungsod* and provide technical assistance and support to the City Mayor  
13 in carrying out measures to ensure the delivery of basic services and  
14 provision of adequate facilities relative to architectural planning and design;

15 (2) Develop plans and strategies, and upon approval thereof by the City  
16 Mayor, implement the same, particularly those which have to do with  
17 architectural planning and design programs and projects which the City  
18 Mayor is empowered to implement and which the *Sangguniang Panlungsod*  
19 is empowered to provide FOR;

20 (3) Prepare and recommend for consideration of the *Sangguniang*  
21 *Panlungsod* the architectural plan and design for the local government unit  
22 or a part thereof, including the renewal of slums and blighted areas, land  
23 reclamation activities, the greening of land, and appropriate planning of  
24 marine and foreshore areas;

25 (4) Review and recommend for appropriate action of the *Sangguniang*  
26 *Panlungsod* or City Mayor, as the case maybe, the architectural plans and  
27 design submitted by governmental and nongovernmental entities or  
28 individuals, particularly those for undeveloped, underdeveloped and poorly  
29 designed areas;

30 (5) Coordinate with government and non-government entities and  
31 individuals involved in the aesthetics and the maximum utilization of the land  
32 and water resources within the jurisdiction of the local government unit, and  
33 implement plans and programs that shall preserve environmental integrity  
34 and ecological balance.

35 (6) Be in the frontline of the delivery of services involving architectural  
36 planning and design, particularly those related to the redesigning of spatial

1 distribution of basic facilities and physical structures during, and in the  
2 aftermath of man-made and natural disasters or calamities;

3 (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor  
4 on all matters relative to architectural planning and design as it relates to  
5 the total socio-economic development of the City; and

6 (8) Perform such other duties and functions, and exercise such other  
7 powers as provided under the Local Government Code of 1991, as  
8 amended, and those that are prescribed by law or ordinance.

9 **SEC. 45. The City Information Officer.** - (a) The City Information Officer must be a citizen  
10 of the Philippines, resident of the City of Baliwag, of good moral character, a holder of a  
11 college degree preferably in journalism, mass communications, or any related course  
12 from recognized college or university, a first grade civil service eligible or its equivalent  
13 and must have acquired at least three (3) years experience in writing articles and research  
14 papers, or writing for print, television or broadcast media.

15 (b) The City Information Officer shall receive such compensation,  
16 emoluments and allowances as may be determined by law.

17 (c) The term of the City Information Officer shall be coterminous with that of  
18 the appointing authority.

19 (d) The City Information Officer shall take charge of the Office of the City  
20 Information and Community Relations Department, and shall:

21 (1) Formulate measures for the consideration of the *Sangguniang*  
22 *Panlungsod* and provide technical assistance and support to the City  
23 Mayor in providing the appropriate information and research data  
24 required for the delivery of basic services and provision of adequate  
25 facilities so that the public becomes aware of said services and may  
26 fully avail of the same;

27 (2) Develop plans and strategies, and upon approval thereof by the  
28 City Mayor, implement the same, particularly those which have to do  
29 with public information and research data to support programs and  
30 projects which the City Mayor is empowered to implement and which  
31 the *Sangguniang Pahlungsod* is empowered to provide for;

32 (3) Provide relevant, adequate and timely information to the local  
33 government unit and its residents;

34 (4) Furnish information and data on the local government agencies  
35 or offices as may be required by law or ordinance; and  
36 nongovernmental organizations to be furnished to said agencies and  
37 organizations;

1 (5) Maintain effective liaison with the various sectors of the  
2 community on matters and issues that affect the livelihood and the  
3 quality of life of the City's inhabitants and encourage support for  
4 programs of the local and national government;

5 (6) Be in the frontline in providing information during and in the  
6 aftermath of man-made and natural calamities and disasters or  
7 calamities, with special attention to the victims thereof, to help  
8 minimize injuries and casualties during and after the emergency, and  
9 to accelerate relief and rehabilitation;

10 (7) Recommend to the *Sangguniang Panlungsod* and advise the City  
11 Mayor on all matters relative to public information and research data  
12 as it relates to the total socioeconomic development of the City; and

13 (8) Perform such other duties and functions, and exercise such other  
14 powers as provided under the Local Government Code of 1991, as  
15 amended, and those that are prescribed by law or ordinance.

16 **SEC. 46. The City Cooperatives Officer.** - (a) The City Cooperatives Officer must be  
17 citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a  
18 holder of a college degree preferably in business administration with special training on  
19 cooperatives or any related course from a recognized college or university, a first grade  
20 civil service eligible or its equivalent and must have acquired at least five (5) years  
21 experience on cooperatives development, organization and management.

22 (b) The City Cooperatives Officer shall receive such compensation, emoluments  
23 and allowances as may be determined by law.

24 (c) The City Cooperatives Officer shall take charge of the Office for the  
25 Development of Cooperatives, and shall:

26 (1) Formulate measures for the consideration of the *Sangguniang*  
27 *Panlungsod* and provide technical assistance and support the City Mayor  
28 in carrying out measures to ensure the delivery of basic services and the  
29 provision of facilities through the development of cooperatives, and in  
30 providing access to such services and facilities for;

31 (2) Develop plans and strategies, and upon approval thereof by the City  
32 Mayor, implement the same, particularly those which have to do with the  
33 integration of cooperatives principles and methods in programs which the  
34 City Mayor is empowered to implement and which the *Sangguniang*  
35 *Panlungsod* is empowered to provide;

36 (3) Assist in the organization of cooperatives;

37 (4) Provide technical and other forms of assistance to existing  
38 cooperatives to enhance their viability as an economic enterprise and

1 social organization;

2 (5) Assist cooperatives in establishing linkages with government agencies  
3 and nongovernment organizations involved in the promotion of  
4 cooperativism as a viable source of livelihood of the people and other  
5 community activities;

6 (6) Be in the frontline of cooperative organization, rehabilitation or viability-  
7 enhancement, particularly during and in the aftermath of man-made and  
8 natural calamities or disasters, to aid in their survival and, if necessary,  
9 subsequent rehabilitation;

10 (7) Recommend to the *Sangguniang Panlungsod* and advise the City  
11 Mayor on all other matters relative to cooperatives development and  
12 viability enhancement which will improve the livelihood and quality of life of  
13 the City's inhabitants; and

14 (8) Perform such other duties and functions, and exercise such other  
15 powers as provided under the Local Government Code of 1991, as  
16 amended, and those that are prescribed by law or ordinance.

17 **SEC. 47. The City Population Officer.** - (a) The City Population Officer must be a citizen  
18 of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of  
19 college degree preferably with specialized training in population development from  
20 recognized college or university, a first grade civil service eligible or its equivalent and  
21 must have acquired at least five (5) years experience in the implementation of programs  
22 on population development or responsible parenthood.

23 (b) The City Population Officer shall receive such compensation, emoluments and  
24 allowances as may be determined by law.

25 (c) The City Population Officer shall take charge of the Office on Population  
26 Development, and shall:

27 (1) Formulate measures for the consideration of the *Sangguniang*  
28 *Panlungsod* and provide technical assistance and support to the City Mayor  
29 in carrying out measures to ensure the delivery of basic services and  
30 provision of adequate facilities through the integration of the population  
31 development principles and in providing access to said services and  
32 facilities;

33 (2) Develop plans and strategies, and upon approval thereof by the City  
34 Mayor, implement the same, particularly those which have to do with the  
35 integration of population development principles and methods in program  
36 and projects which the City Mayor is empowered to implement and which  
37 the *Sangguniang Panlungsod* is empowered to provide for;

38 (3) Assist the City Mayor in the implementation of the constitutional  
39 provisions relative to population development and the promotion of  
40 responsible parenthood;

1 (4) Establish and maintain an updated data bank for program operations,  
2 development planning and an educational program to ensure the people's  
3 participation in and understanding of population development;

4 (5) Implement appropriate training programs that are consistent with the  
5 traditions and cultural heritage of the City's inhabitants; and

6 (6) Perform such other duties and functions, and exercise such other  
7 powers as provided under the Local Government Code of 1991, as  
8 amended, and those that are prescribed by law or ordinance.

9 **SEC. 48. The City Agriculturist.** – (a) The City Agriculturist must be a citizen of the  
10 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a  
11 college degree in agriculture or any other related course from a recognized college or  
12 university, a first grade civil service eligible or its equivalent, and must have practiced the  
13 profession in agriculture or acquired at least five (5) years experience in a related field.

14 (b) The City Agriculturist shall receive such compensation, emoluments and  
15 allowances as may be determined by law.

16 (c) The City Agriculturist shall take charge of the Office for Agricultural Services,  
17 and shall:

18 (1) Formulate measures for the consideration of the *Sangguniang*  
19 *Panlungsod* and provide technical assistance and support to the City Mayor  
20 in carrying out measures to ensure the delivery of basic services and  
21 provision of adequate facilities relative to agricultural services;

22 (2) Develop plans and strategies, and upon approval thereof by the City  
23 Mayor, implement the same, particularly those which have to do with  
24 agricultural programs and projects which the City Mayor is empowered to  
25 implement and which the *Sangguniang Panlungsod* is empowered to  
26 provide for;

27 (3) In addition to the foregoing duties and functions, the City Agriculturist  
28 shall:

29 (i) Ensure that maximum assistance and access to resources in the  
30 production, processing and marketing of agricultural and  
31 aquacultural and marine products are extended to farmers,  
32 fishermen and local entrepreneurs;

33 (ii) Conduct or cause to be conducted location-specific agricultural  
34 researches and assist in making available the appropriate  
35 technology arising out of and disseminating information on basic  
36 research on crops, prevention and control of plant diseases and  
37 pests, and other agricultural matters which will maximize

- 1 productivity;
- 2 (iii) Assist the City Mayor in the establishment and extension services of
- 3 demonstration farms on aquaculture and marine products;
- 4 (iv) Enforce rules and regulations relating to agriculture and aquaculture;
- 5 and
- 6 (v) Coordinate with government agencies and nongovernmental
- 7 organizations which promote agricultural productivity through applied
- 8 technology compatible with environmental integrity.

9 (4) Be in the frontline of the delivery of basic agricultural services,

10 particularly those needed during and in the aftermath of man-made and

11 natural disasters and calamities;

12 (5) Recommend to the Sangguniang Panlungsod and advise the City Mayor

13 on all other matters related to agriculture and aquaculture which will improve

14 the livelihood and living conditions of the City's inhabitants; and

15 (6) Perform such other duties and functions, and exercise such other

16 powers as provided under the Local Government Code of 1991, as

17 amended, and those that are prescribed by law ordinance.

18 **SEC. 49. The City Business Permits and Licensing Officer.** - (a) The City Business

19 Permits and Licensing Officer must be a citizen of the Philippines, a resident of the City

20 of Baliwag, of good moral character, a holder of a college degree preferably in business

21 administration or in any related course from a recognized college or university, a first

22 grade civil service eligible or its equivalent and must have acquired at least five (5) years

23 experience in management.

24 (b) The City Business Permits and Licensing Officer shall receive such

25 compensation, emoluments and allowances as may be determined by law.

26 (c) The City Business Permits and Licensing Officer shall take charge of the

27 Business Permits and Licensing Office, and shall:

28 (1) Supervise the conduct of spot and post inspection of all business

29 establishments, gaming and other entities requiring permits and licenses for

30 compliance with existing laws and ordinances;

31 (2) Review the application for permits and licenses and recommend the

32 approval or disapproval to the City Mayor or the latter's authorized

33 representatives; and

34 (3) Exercise over-all supervision in the City Business Permits and Licensing

35 Office.

1 **SEC. 50. The City Human Resource Management Officer.** – (a) The City Human  
2 Resource Management Officer must be a citizen of the Philippines, a resident of the City  
3 of Baliwag, of good moral character, a holder of a college degree preferably in human  
4 resource, psychology, and other related course obtained from a recognized college or  
5 university, a first grade civil service eligible or its equivalent and must have acquired  
6 experience for at least five (5) years in organization design and strategic workforce  
7 planning, recruitment and staffing, performance management, compensation and  
8 benefits, and training and development traffic management immediately preceding the  
9 date of appointment.

10 (b) The City Human Resource Management Officer shall receive compensation,  
11 emoluments and allowances as may be determined by law.

12 The City Human Resource Management Officer shall take charge of the City  
13 Human Resource and Management Office, and shall:

14 (1) Develop a human resource management plan aimed at improving the  
15 productivity and professional growth of the city government's employees,  
16 and recommend the same to the City Mayor, and if warranted, to the  
17 *Sangguniang Panlungsod*, for approval and implementation;

18 (2) Ensure that the recruitment, selection and placement of the City  
19 Government's officers and personnel is based on merit and fitness;

20 (3) Design, develop, coordinate, implement, deliver and evaluate training  
21 programs that support organization objectives that are aligned with the  
22 organizations strategic plans;

23 (4) Develop and implement heads and staff development programs that  
24 support the City Government's organizational succession plans;

25 (5) Ensure the implementation of a Strategic Performance Management  
26 System that includes individual Performance Contracts, ensure results-  
27 based performance and the provision of rewards and recognition for  
28 outstanding performance and loyalty in the service; and

29 (7) Perform such other duties and functions, and exercise such other  
30 powers as may be prescribed by law or ordinance.

31 **SEC. 51. The City Public Order and Safety Officer.** – (a) The City Public Order and  
32 Safety Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of  
33 good moral character, a holder of a college degree preferably in engineering, public  
34 administration, and other related course obtained from a recognized college or university,  
35 a first grade civil service eligible or its equivalent and must have acquired experience for  
36 at least five (5) years in traffic management and road safety preceding the date of  
37 appointment.



1 (b) The City Public Order and Safety Officer shall receive compensation,  
2 emoluments and allowances as may be determined by law.

3 The City Public Order and Safety Officer shall take charge of the City Public Order  
4 and Safety Office, and shall:

5 (1) Establish and maintain a system to monitor peace and order and other  
6 public safety concerns in the City, and report the status thereof to the City  
7 Mayor;

8 (2) Formulate plans, programs and activities to maintain and enhance public  
9 safety and recommend the same to the City Mayor, and if warranted, to the  
10 *Sangguniang Panlungsod*;

11 (3) Coordinate with, and assist national and local law enforcement  
12 agencies, including concerned offices of the city and barangay  
13 governments on the proper implementation of laws and ordinances,  
14 including extending assistance, as auxiliary unit, in the conduct of public  
15 safety services;

16 (4) Secure facilities owned by the City and provide civil security assistance  
17 to ensure safety of the officers and employees of the City;

18 (5) Provide security coverage for activities and other sanctioned events of  
19 the City;

20 (6) Undertake advocacy activities to raise community awareness on specific  
21 issues affecting public order and safety as well as engage in specific  
22 activities intended to promote public order and safety, and disaster  
23 resiliency, and

24 (7) Perform such other duties and functions, and exercise such other  
25 powers as may be prescribed by law or ordinance;

26 **SEC. 52. The City Disaster Risk Reduction and Management Officer.** – (a) The City  
27 Disaster Risk Reduction and Management Officer must be a citizen of the Philippines, a  
28 resident of the City of Baliwag, of good moral character, a holder of a college degree  
29 preferably in engineering, public administration and other related course obtained from a  
30 recognized college or university, a first grade civil service eligible or its equivalent and  
31 must have acquired experience for at least five (5) years in disaster preparedness, risk  
32 reduction and management, emergency response, and incident command system  
33 preceding the date of appointment.

34 (b) The City Disaster Risk Reduction and Management Officer shall receive  
35 compensation, emoluments and allowances as may be determined by law.

1           The City Disaster Risk Reduction and Management Officer shall take charge of the  
2 City Disaster Risk Reduction and Management Office, and shall:

3           (1) Set the direction, development, implementation and coordination of  
4 disaster risk reduction and management programs within the City;

5           (2) Consolidate local disaster risk information which includes natural  
6 hazards, vulnerabilities, and climate change risk, and maintain a local risk  
7 map;

8           (3) Organize and conduct training, orientation, and knowledge management  
9 activities on disaster risk reduction and management at the local level;

10          (4) Formulate and implement a comprehensive and integral local disaster  
11 risk reduction and management plan in accordance with the national,  
12 regional and provincial framework, in coordination with the local  
13 development councils, and upon approval thereof by the City Mayor and  
14 *Sangguniang Panlungsod*, implement the same;

15          (5) Be in the frontline of disaster preparedness and management,  
16 particularly during and in the aftermath of man-made and natural disasters,  
17 to aid in the survival and if necessary, subsequent rehabilitation of affected  
18 individuals and communities;

19          (6) Be in the frontline on the delivery of quick response and services,  
20 particularly those related to situations during and in the aftermath of man-  
21 made and natural disasters and calamities; and

22          (7) Perform such other duties and functions, and exercise such other  
23 powers as may be prescribed by law or ordinance;

24 **SEC. 53. *The City Enterprise and Economic Affairs Officer.*** – (a) The City Enterprise  
25 and Economic Affairs Officer must be a citizen of the Philippines, a resident of the City of  
26 Baliwag, of good moral character, a holder of a college degree preferably in business  
27 administration and other related course obtained from a recognized college or university,  
28 a first grade civil service eligible or its equivalent and must have acquired experience for  
29 at least five (5) years in enterprise and cooperative management and investment  
30 promotions.

31           (b) The City Enterprise and Economic Affairs Officer shall receive compensation,  
32 emoluments and allowances as may be determined by law.

33           (c) The City Enterprise and Economic Officer Affairs officer shall take charge of the  
34 City Enterprise and Economic Affairs Office, and shall:

1 (1) Formulate measures for the consideration of the *Sangguniang*  
2 *Panlungsod* and provide technical assistance and support to the City Mayor  
3 in carrying out measures to ensure the delivery of basic services and  
4 provision of adequate facilities through the development of local enterprises  
5 and cooperatives, and in providing access to such services and facilities;

6 (2) Develop plans and strategies towards the improvement of economic  
7 enterprise and upon recommendation thereof by the City Mayor, implement  
8 the same, particularly those which have to do with the integration of  
9 business promotion and cooperative principles and methods and programs  
10 and projects, which the City Mayor is empowered to implement and which  
11 the *Sangguniang Panlungsod* is empowered to provide for;

12 (3) Be in the frontline of enterprise development, particularly during and in  
13 the aftermath of man-made and natural calamities and disasters, to aid in  
14 their survival and if, necessary, subsequent rehabilitation;

15 (4) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor  
16 on all matters relative to enterprise and cooperative development and  
17 viability enhancement which will improve the livelihood and quality of life of  
18 inhabitants; and

19 (5) Perform such other duties and functions, and exercise such other  
20 powers as may be prescribed by law or ordinance;

21 **SEC. 54. The City Youth Affairs Officer.** – (a) The City Youth Affairs Officer must be a  
22 citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a  
23 holder of a college degree preferably in community development, public administration  
24 and other related course obtained from a recognized college or university, a first grade  
25 civil service eligible or its equivalent and must have acquired experience for at least three  
26 (3) years in the implementation of programs for youth leadership, and sports development  
27 preceding the date of appointment.

28 (b) The City Youth Affairs Officer shall receive compensation, emoluments and  
29 allowances as may be determined by law.

30 (c) The City Youth Affairs Officer shall take charge of the City Youth Affairs Office,  
31 and shall:

32 (1) Develop plans and strategies, and upon the approval thereof by the City  
33 Mayor, implement the same, particularly those which have to do with youth  
34 and sports programs and projects which the City Mayor is empowered to  
35 implement and which the *Sangguniang Panlungsod* is empowered to  
36 provide for; and

1 (2) Perform such other duties and functions and exercise such other powers  
2 as may be prescribed by law or ordinance.

3 **SEC. 55. The City Nutrition Officer.** – (a) The City Nutrition Officer must be a citizen of  
4 the Philippines, a resident of the City of Baliwag, of good moral character, a registered  
5 Nutritionist-Dietitian pursuant to Republic Act No. 10862 otherwise known as the Nutrition  
6 and Dietetics Law, and must have acquired experience for at least three (3) years in the  
7 implementation of programs on nutrition and dietetics development preceding the date of  
8 appointment.

9 (b) The City Nutrition Officer shall receive compensation, emoluments and  
10 allowances as may be determined by law.

11 (c) The City Nutrition Officer shall take charge of the City Nutrition Office, and shall:

12 (1) Lead the efforts of the City government in addressing malnutrition  
13 concerns;

14 (2) Recommend in the policy and program formulation and coordination,  
15 capacity development, promotion of good nutrition, nutrition surveillance,  
16 resource generation and mobilization, advocacy and partnership and  
17 alliance building; and

18 (3) Perform such other duties and functions, and exercise such other  
19 powers as may be prescribed by law or ordinance;

20 **SEC. 56. The City Public Employment and Service Officer.** - (a) The City Public  
21 Employment and Service Officer must be a citizen of the Philippines, a resident of the  
22 City of Baliwag, of good moral character, a holder of a college degree preferably in  
23 psychology, business administration and other related course obtained from a recognized  
24 college or university, a first grade civil service eligible or its equivalent and must have  
25 acquired experience for at least three (3) years in the implementation of programs on  
26 employment generation and development preceding the date of appointment.

27 (b) The City Public Employment and Service Officer shall receive compensation,  
28 emoluments and allowances as may be determined by law.

29 (c) The City Public Employment and Service Officer shall take charge of the City  
30 Public Employment and Service Office, and shall:

31 (1) Ensure prompt and efficient delivery of employment facilitation services  
32 as well as to provide timely information on the labor market and Department  
33 of Labor and Employment (DOLE) Programs;

1 (2) Be in the frontline of the delivery of core services, which include labor  
2 market information dissemination, referral and placement, employment  
3 coaching and career counselling;

4 (3) Lead the implementation of programs like Special Program for the  
5 Employment of Students (SPES) , Job Fairs, Philjobnet / PESO  
6 Employment Information System (PEIS), National Skills Registry Program  
7 (NSRP), DOLE Government Internship Program (DOLE-GIP), Tulong  
8 Pangkabuhayan para sa Ating Disadvantaged Workers (TUPAD), DOLE  
9 Integrated Livelihood and Emergency Employment Program (DILLEP; and

10 (4) Perform such other duties and functions, and exercise such other  
11 powers as may be prescribed by law or ordinance;

12 **SEC. 57. The City Community and Barangay Affairs Officer.** – (a) The City Community  
13 and Barangay Affairs Officer must be a citizen of the Philippines, a resident of the City of  
14 Baliwag, of good moral character, a holder of a college degree preferably in community  
15 development, public administration and other related course obtained from a recognized  
16 college or university, a first grade civil service eligible or its equivalent and must have  
17 acquired experience for at least three (3) years in the implementation of programs on  
18 community affairs, sectoral mobilization and community-based organizations, and  
19 barangay coordination preceding the date of appointment.

20 (b) The City Community and Barangay Affairs Officer shall receive compensation,  
21 emoluments and allowances as may be determined by law.

22 The City Community and Barangay Affairs Officer shall take charge of the City  
23 Community and Barangay Affairs Office, and shall:

24 (1) Design and implement special projects for purposes of developing,  
25 strengthening and maintaining linkages with the various local organizations,  
26 including the urban poor, community-based organizations, civic groups  
27 nongovernment organizations and the local government;

28 (2) Lead in the implementation of special projects to empower, recognize  
29 and strengthen relations with barangay officials and volunteer workers;

30 (3) Coordinate and supervise different community programs of activities to  
31 respond to the needs of the barangay and residents in communities; and

32 (2) Perform such other duties and functions, and exercise such other  
33 powers as may be prescribed by law or ordinance;

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**ARTICLE VIII**

**THE CITY FIRE STATION SERVICE, THE CITY JAIL SERVICE, THE CITY  
SCHOOLS DIVISION AND THE CITY PROSECUTION SERVICE**

**SEC. 58. *The City Fire Station Service.*** – (a) There shall be established in the City of Baliwag at least one (1) fire station with adequate personnel, firefighting facilities and equipment, subject to the standards, rules and regulations that may be promulgated by the Department of the Interior and Local Government (DILG). The City shall provide the appropriate site for the City Fire Station;

(b) The City Fire Station Service shall be headed by a City Fire Marshal whose qualifications shall be as those provided under Republic Act No. 9263, as amended, otherwise known as the "Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004"; and

(c) The City Fire Station shall be responsible for the provision of various emergency services such as rescue and evacuation of injured people related to fire incidents and, in general, fire prevention and suppression measures to secure the safety of life and property of the citizenry.

**SEC. 59. *The City Jail Service.*** – (a) At least five (5) months from the commencement of the corporate existence of the City, the DILG shall establish and maintain a secured, clean, adequately equipped and sanitary jail facility for the custody and safekeeping of prisoners, any fugitive from justice, or person detained awaiting investigation or trial or transfer to the national penitentiary, or a violent mentally ill person who may endanger oneself or the safety of others as duly certified by the proper medical health officer, prior to the transfer of such person to a mental institution.

(b) The City Jail Service shall be headed by a city jail warden whose qualifications shall be as those provided for under Republic Act No. 9263, as amended, otherwise known as the "Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004". The Provincial Jail Warden shall assist in the immediate rehabilitation of individuals or detention of prisoners. Great care must be exercised so that human rights of these prisoners are respected and protected, and their spiritual and physical well-being are properly and promptly attended to

**SEC. 60. *The City Schools Division.*** – The Department of Education (DepEd) shall establish and maintain a city schools division of the City of Baliwag whose area of jurisdiction will cover all the school districts within the City.

The City School Division shall be headed by a City Schools Division Superintendent who must possess the necessary qualifications required by the DepEd.

**SEC. 61. *The City Prosecution Service.*** – (a) The Department of Justice (DOJ) shall, within two (2) months from the commencement of the corporate existence of the city, establish and maintain a prosecution service in the City of Baliwag. It shall be headed by

1 a city prosecutor, who shall be assisted by such number of assistant prosecutors as may  
2 be necessary, and whose qualifications, manner of appointment, rank, salary and benefits  
3 shall be governed by existing laws covering prosecutors in the DOJ. The City Prosecution  
4 Service shall be organizationally part of the DOJ, and under the supervision and control  
5 of the Secretary of the DOJ.

6 (b) The City Prosecutor shall handle the criminal prosecution in the municipal trial  
7 courts in the City as well as in the regional trial courts for criminal cases originating in the  
8 territory of the City, and shall render to or for the City such services as are required by  
9 law, ordinance or regulation of the DOJ.

10 The Secretary of Justice shall always ensure the adequacy and quality of  
11 prosecution service in the City and for this purpose shall, in the absence or lack or  
12 insufficiency in number of assistant city prosecutors as provided hereinabove, designate  
13 from among the assistant provincial prosecutors a sufficient number to perform and  
14 discharge the functions of the City Prosecution Service as provided hereinabove.

15 **ARTICLE IX**  
16 **TRANSITORY AND FINAL PROVISIONS**

17 **Sec. 62. *Municipal Ordinances Existing at the Time of the Approval of this Act.*** – All  
18 municipal ordinances of the Municipality of Baliwag existing at the time of the approval of  
19 this Act shall continue to be in force within the City of Baliwag until the *Sangguniang*  
20 *Panlungsod* shall provide otherwise.

21 **SEC. 63. *Plebiscite.*** – The City of Baliwag shall acquire corporate existence upon the  
22 ratification of its creation by a majority of the votes cast by the qualified voters in a  
23 plebiscite to be conducted in the present Municipality of Baliwag within ninety (90) days  
24 from the approval of this Act.

25 The Commission on Elections (COMELEC) shall conduct and supervise such  
26 plebiscite. The expenses for such plebiscite shall be borne by the Municipality of Baliwag.

27 **SEC.64. *Officials of the City of Baliwag.*** – The present elective officials of the  
28 Municipality of Baliwag shall continue to exercise their powers and functions until such  
29 time that a new election is held and the duly-elected officials shall have already qualified  
30 and assumed their offices. Appointive officials and employees of the Municipality of  
31 Baliwag shall likewise continue exercising their functions and duties and they shall  
32 automatically be absorbed by the city government of the City of Baliwag.

33 **SEC.65. *Succession Clause.*** – The City of Baliwag shall succeed to all the assets,  
34 properties, liabilities and obligations of the Municipality of Baliwag.

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1 **SEC. 66. Election of Provincial Governor and Sangguniang Panlalawigan Members**  
2 **of the Province of Bulacan.** – The qualified voters of the City of Baliwag shall be  
3 qualified to vote and run for any elective position in the elections for provincial governor,  
4 provincial vice governor, *Sangguniang Panlalawigan* members and other elective offices  
5 for the Province of Bulacan.

6 **SEC. 67. Jurisdiction of the Province of Bulacan.** – The City of Baliwag shall, unless  
7 otherwise provided by law, continue to be under the jurisdiction of the Province of  
8 Bulacan.

9 **SEC. 68. Suspension of Increase in Rates of Local Taxes.** – No increase in the rates  
10 of local taxes shall be imposed by the City within the period of five (5) years from its  
11 acquisition of corporate existence.

12 **SEC. 69. Legislative District.** – Until otherwise provided by law, the City of Baliwag shall  
13 continue to be a part of the Second Legislative District of the Province of Bulacan.

14 **SEC. 70. Applicability of Laws.** – The provisions of the Local Government Code of 1991,  
15 as amended, and such other laws as are applicable to component cities shall govern the  
16 City of Baliwag insofar as they are not inconsistent with the provisions of this Act.

17 **SEC. 71. Separability Clause.** – If, for any reason or reasons, any part or provision of  
18 this charter shall be held unconstitutional, invalid or inconsistent with the Local  
19 Government Code of 1991, as amended, the other parts or provisions hereof which are  
20 not affected shall continue to be in full force and effect.

21 **SEC. 72. Effectivity.** – This Act shall take effect fifteen (15) days after its publication in  
22 the *Official Gazette* or in a newspaper of general circulation.

23 **Approved,**