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Eighteenth Congress  
Third Regular Session

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Begun and held in Metro Manila, on Monday, the twenty-sixth day of July, two thousand twenty-one.

[ REPUBLIC ACT NO. 11929 ]

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

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

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

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

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

SEC. 3. *Official Seal of the City of Baliwag.* – The City of Baliwag shall have an official seal. It shall be circular in form with the dominant colors of green and blue representing the City's vision to promote economic and social progress, sustainable development, and technological advancement.

The year 2022 at the center upper part of the official seal indicates the year that Baliwag became a component City. The building structure represents the facade of the town's seat of government. On top of this image is the year 1733, when Baliwag was founded by the Augustinians.

The official seal shall display rice stalks to indicate that the City of Baliwag maintains its commitment to national food security as one of the top rice yielders in the Province of Bulacan. The Baliwag buntal hat, a product woven in this City and is regarded as superior in quality to other types of buntal hats produced in the country, is likewise depicted in the official seal.

The City of Baliwag may alter its official seal: *Provided*, That any change of the seal shall be approved by Congress and registered with the Department of the Interior and Local Government (DILG).

SEC. 4. *Corporate Powers of the City.* – The City constitutes a political body corporate and as such is endowed with the attributes of perpetual succession and possessed of

the powers which pertain to a municipal corporation to be exercised in conformity with the provision of this Charter. The City shall have the following corporate powers:

- (a) To have continuous succession in its corporate name;
- (b) To sue and be sued;
- (c) To have and use a corporate seal;
- (d) To acquire, hold, and convey real or personal property;
- (e) To enter into any contract and/or agreement; and
- (f) To exercise such other powers, prerogatives, or authority subject to the limitations provided under Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", as amended, this Act or other laws.

SEC. 5. *General Powers.* – The City shall exercise the powers to levy taxes, fees and charges; to close and open roads, streets, alleys, parks or squares; to take, purchase, receive, hold, lease, convey, and dispose of real and personal property for the general interests of the City; to expropriate or condemn private property for public use; to contract and be contracted with; to sue and be sued; to prosecute and defend to final judgment and execution suits wherein the City is involved or interested in; and to exercise all the powers as are granted to corporations or as hereinafter conferred.

SEC. 6. *General Welfare Clause.* – The City shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.

Within its territorial jurisdiction, the City shall ensure and support the preservation and enrichment of its culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of

appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants.

SEC. 7. *Liability for Damages.* – The City and its officials shall not be exempt from liability for death or injury to persons or damage to property.

SEC. 8. *Jurisdiction of the City.* – For police purposes, the jurisdiction of the City shall be coextensive with its territorial jurisdiction and for the purpose of protecting and ensuring the purity of the water supply of the City, such police jurisdiction shall also extend over all the territory within the drainage area of such water supply, or within one hundred meters (100 m.) of any reservoir, conduit, canal, aqueduct or pumping station used in connection with the City water service.

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

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

## ARTICLE II

## CITY OFFICIALS IN GENERAL

SEC. 9. *The Officials of the City of Baliwag.* – (a) There shall be in the City of Baliwag a City Mayor, a City Vice Mayor, Sangguniang Panlungsod members, a Secretary to the Sangguniang Panlungsod, a city treasurer, a city assessor, a city accountant, a city budget officer, a city internal auditor, a city planning and sustainable development officer, a city environmental and natural resources officer, a city agriculturist, a city engineer, a city health officer, a city civil registrar, a city administrator, a city legal officer, a city human resource and management officer, a city disaster risk reduction and management officer, a city tourism officer, a city information and community relations officer, a city information and communication technology officer, a city public order and safety officer, a city enterprise and economic affairs officer, a city social welfare and development officer, a city youth and development officer, a city persons with disability affairs officer, a city librarian, a city sports development officer, a city veterinarian, and a city general services officer.

(b) In addition thereto, the City Mayor may appoint a city architect, a city cooperatives officer, a city population officer, a city business permit and licensing officer, a city nutrition officer, a city public employment service manager, a city security officer, and a city solid and liquid waste management officer.

(c) The Sangguniang Panlungsod may:

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

(2) Create such other offices as may be necessary to carry out the purposes of the city government; or

(3) Consolidate the functions of any office with those of another in the interest of efficiency and economy.



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

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

### ARTICLE III

#### THE CITY MAYOR AND THE CITY VICE MAYOR

SEC. 10. *City Mayor*. – The City Mayor, as the chief executive of the city government, shall exercise such powers and perform such duties and functions as provided under Section 455 of the Local Government Code of 1991, as amended, and other laws and ordinances passed by the Sangguniang Panlungsod.

The City Mayor shall receive a minimum monthly compensation corresponding to Salary Grade Thirty (SG-30) as prescribed under Republic Act No. 6758, otherwise known as the “Compensation and Position Classification Act of 1989”, as amended, and the implementing guidelines issued pursuant thereto.

SEC. 11. *City Vice Mayor*. – The City Vice Mayor shall be the presiding officer of the Sangguniang Panlungsod and shall exercise the duties and functions as provided under Section 456 of the Local Government Code of 1991, as amended, and other laws and ordinances passed by the Sangguniang Panlungsod.

The City Vice Mayor shall receive a minimum monthly compensation corresponding to Salary Grade Twenty-Six (SG-26) as prescribed under the "Compensation and Position Classification Act of 1989", as amended, and the implementing guidelines issued pursuant thereto.

## ARTICLE IV

### THE SANGGUNIANG PANLUNGSOD

*SEC. 12. Composition and Compensation.* – (a) The Sangguniang Panlungsod is the legislative body of the City, and shall be composed of the City Vice Mayor as the presiding officer, ten (10) regular Sangguniang Panlungsod members, the President of the city chapter of the Liga ng mga Barangay, the President of the Panlungsod na Pederasyon ng mga Sangguniang Kabataan, and the three (3) sectoral representatives from the following sectors, as members: one (1) from the women sector; and, as shall be determined by the Sangguniang Panlungsod within ninety (90) days prior to the holding of the local elections: one (1) from the agricultural or industrial workers sector and one (1) from other sectors, including the urban poor, indigenous cultural communities, or persons with disabilities (PWDs).

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

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

*SEC. 13. Powers, Duties, and Functions.* – The Sangguniang Panlungsod, as the legislative body of the City, shall exercise the powers, duties and functions as provided under Section 458 of the Local Government Code of 1991, as amended, and other laws and ordinances passed by the

Sangguniang Panlungsod. It shall enact ordinances, approve resolutions, and appropriate funds for the general welfare of the City and its inhabitants pursuant to Section 16 of the Local Government Code of 1991, as amended, and Section 5 of this Charter; and in the proper exercise of corporate and general powers of the City as provided for under Sections 3 and 4 of this Charter.

## ARTICLE V

### PROCESS OF LEGISLATION

SEC. 14. *Internal Rules of Procedure.* – (a) On the first regular session following the election of its members and within ninety (90) days thereafter, the Sangguniang Panlungsod shall adopt or update its existing rules of procedure.

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

(1) The organization of the Sangguniang Panlungsod and the election of its officers as well as the creation of standing committees which shall include the Committees on Appropriations, Revenues, Engineering and Public Works, Education and Health, Women and Family, Human Rights, Youth and Sports Development, Environmental Protection, Peace and Order and Traffic, and Cooperatives; the general jurisdiction of each committee; and the election of the Chairman and Members of each committee;

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

(3) The legislative process;

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

(5) The discipline of members for disorderly behavior and absences without justifiable cause for four (4) consecutive sessions for which they may be censured, reprimanded, excluded from the session, suspended for not more than sixty (60) days, or expelled: *Provided*, That the penalty of



suspension or expulsion shall require the concurrence of at least two-thirds (2/3) vote of all the Sangguniang Panlungsod members: *Provided, further,* That a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the Sanggunian; and

(6) Such other rules as the Sangguniang Panlungsod may adopt.

SEC. 15. *Full Disclosure of Financial and Business Interests of Sangguniang Panlungsod Members.* – (a) Every Sangguniang Panlungsod member shall, upon assumption to office, make a full disclosure of their business and financial interests. Such disclosure shall also include a professional relationship or any relation by affinity or consanguinity within the fourth (4<sup>th</sup>) civil degree, which a Sangguniang Panlungsod member may have with any person, firm, or entity affected by any ordinance or resolution under consideration by the Sangguniang Panlungsod and which relationship may result in conflict of interests. Such relationship shall include:

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

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

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

(b) The disclosure under this Act shall be made in writing and submitted to the Secretary to the Sangguniang Panlungsod or of the concerned committee. The disclosure

shall, in all cases, form part of the record of the proceedings and shall be made in the following manner:

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

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

SEC. 16. *Sessions.* – (a) On the first day of the session immediately following the election of its members, the Sangguniang Panlungsod shall, by resolution, fix the day, time, and place of its sessions. The minimum number of regular sessions shall be once a week for the Sangguniang Panlungsod and twice a month for the Sangguniang Barangay.

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

(c) All Sangguniang Panlungsod sessions shall be open to the public unless a closed-door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reasons of security, decency or morality. No two (2) sessions, regular or special, may be held in a single day.

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

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

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

SEC. 17. *Quorum.* – (a) A majority of all the members of the Sangguniang Panlungsod who have been elected and qualified shall constitute a quorum to transact official business. Should a question of quorum be raised during a session, the presiding officer shall immediately proceed to call the roll of the members and thereafter announce the results.

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

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

SEC. 18. *Approval of Ordinances.* – (a) Every ordinance enacted by the Sangguniang Panlungsod shall be presented to the City Mayor. If the City Mayor approves the same, the signature shall be affixed on each and every page thereof; otherwise, the ordinance shall be vetoed and returned with a statement on the objections to the Sangguniang Panlungsod, which may proceed to reconsider the same.

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

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

SEC. 19. *Veto Power of the City Mayor.* – (a) The City Mayor may veto any ordinance of the Sangguniang Panlungsod on the ground that it is *ultra vires* or prejudicial to the public welfare, stating the reasons for the veto in writing.

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

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

SEC. 20. *Review of City Ordinances by the Sangguniang Panlalawigan.* – (a) Within three (3) days after approval, the Secretary to the Sangguniang Panlungsod shall forward to the Sangguniang Panlalawigan for review, copies of approved ordinances and the resolutions approving the local development plans and public investment programs formulated by the local development councils.

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

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

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

SEC. 21. *Review of Barangay Ordinances by the Sangguniang Panlungsod.* – (a) The Sangguniang Barangay shall furnish copies of all barangay ordinances within ten (10) days after their enactment to the Sangguniang Panlungsod for review as to whether the ordinance is consistent with law or city ordinances.

(b) If the Sangguniang Panlungsod fails to take action on barangay ordinances within thirty (30) days from receipt thereof, the same shall be deemed approved.

(c) If the Sangguniang Panlungsod finds the barangay ordinances inconsistent with law or city ordinances, the Sangguniang Panlungsod shall, within thirty (30) days from receipt thereof, return the same with its comments and recommendations to the Sangguniang Barangay concerned for adjustment, amendment or modification, in which case,



the effectivity of the barangay ordinance is suspended until such time as the revision called for is carried out.

*SEC. 22. Enforcement of Disapproved Ordinances or Resolutions.* – Any attempt to enforce any ordinance or any resolution approving the local development plan and public investment program, after the disapproval thereof, shall be a sufficient ground for the suspension or dismissal of the official or employee concerned.

*SEC. 23. Effectivity of Ordinances or Resolutions.* – (a) Unless otherwise stated in the ordinance or the resolution approving the local development plan and public investment program, the same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin board at the entrance of the City Hall of Baliwag and in at least two (2) other conspicuous places in the City of Baliwag not later than five (5) days after approval thereof.

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

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

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

## ARTICLE VI

DISQUALIFICATIONS AND SUCCESSION  
FOR ELECTIVE CITY OFFICIALS

SEC. 24. *Disqualifications for Elective City Officials.* – The following persons are disqualified from running for any elective position in the City:

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

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

(c) Those convicted by final judgment for violating the oath of allegiance to the Republic of the Philippines;

(d) Those with dual citizenship;

(e) Fugitives from justice in criminal or non-political cases here and abroad;

(f) Permanent residents in a foreign country or those who have acquired the right to reside abroad and continue to avail of the same right after the effectivity of the Local Government Code of 1991, as amended; and

(g) The insane or feeble-minded.

SEC. 25. *Permanent Vacancy in the Offices of the City Mayor and City Vice Mayor.* – (a) If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor shall become the City Mayor. If a permanent vacancy occurs in the office of the City Vice Mayor, the highest ranking Sangguniang Panlungsod member or, in case of the latter's permanent incapacity, the second highest ranking Sangguniang Panlungsod member shall become the City Mayor or City Vice Mayor, as the case may be. Subsequent vacancies in the said offices shall be filled automatically by

the other Sangguniang Panlungsod members according to their ranking as defined under the Local Government Code of 1991, as amended.

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

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

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

SEC. 26. *Permanent Vacancies in the Sangguniang Panlungsod.* – Permanent vacancies in the Sangguniang Panlungsod where automatic succession as provided above does not apply shall be filled by appointments in the following manner:

(a) The Provincial Governor shall make the aforesaid appointments;

(b) Only the nominee of the political party under which the Sangguniang Panlungsod member concerned had been elected and whose elevation to the position next higher in rank created the last vacancy in the Sangguniang Panlungsod shall be appointed in the manner provided herein. The appointee shall come from the political party as that of the Sangguniang Panlungsod member who caused the vacancy and shall serve the unexpired term of the vacant office.

In the appointment herein mentioned, a nomination and a certificate of membership of the appointee from the highest official of the political party concerned shall be conditions *sine qua non*, and any appointment without such nomination

and certification shall be null and void *ab initio* and shall be a ground for administrative action against the official responsible therefor;

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

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

SEC. 27. *Temporary Vacancy in the Office of the Mayor.* – (a) When the City Mayor is temporarily incapacitated to perform the duties for physical or legal reasons such as when the City Mayor is on official leave from duties, on travel abroad, or is suspended from office, the City Vice Mayor or the highest ranking Sangguniang Panlungsod member shall automatically exercise the powers and perform the duties and functions of the City Mayor, except the power to appoint, suspend or dismiss employees which can only be exercised if the period of temporary incapacity exceeds thirty (30) working days.

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

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

(d) If the City Mayor fails or refuses to issue such authorization, the City Vice Mayor or the highest ranking Sangguniang Panlungsod member, as the case may be, shall have the right to assume the powers, duties and functions of the said office on the fourth (4<sup>th</sup>) day of absence of the City Mayor, subject to the limitations provided in subsection (c) hereof.

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

## ARTICLE VII

### THE APPOINTIVE OFFICIALS OF THE CITY: THEIR QUALIFICATIONS, POWERS, AND DUTIES

#### SEC. 28. *The Secretary to the Sangguniang Panlungsod.*

– (a) There shall be a Secretary of the Sangguniang Panlungsod who shall be a career official with the rank and salary equal to a head of a department or office.

(b) The Secretary to the Sangguniang Panlungsod must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in law, commerce, or public administration from a recognized college or university, and a first grade civil service eligible or its equivalent.

(c) The Secretary to the Sangguniang Panlungsod shall take charge of the office of the Sangguniang Panlungsod, and shall:

(1) Attend meetings of the Sangguniang Panlungsod and keep a journal of its proceedings;

(2) Keep the seal of the City and affix it with signature to all ordinances, resolutions, and other official acts of the Sangguniang Panlungsod and present the same for the signature of the presiding officer;



(3) Forward to the City Mayor, for approval, copies of ordinances enacted by the Sangguniang Panlungsod duly certified by the presiding officer, in the manner provided in Section 54 of the Local Government Code of 1991, as amended;

(4) Forward to the Sangguniang Panlalawigan copies of duly approved ordinances in the manner provided in Sections 56 and 57 of the Local Government Code of 1991, as amended;

(5) Furnish, upon the request of any interested party, certified copies of records of public character in custody, upon payment to the City Treasurer of such fees as may be prescribed by ordinance;

(6) Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sangguniang Panlungsod, with the dates of passage and publication thereof;

(7) Keep the office and all non-confidential records therein open to the public during usual business hours;

(8) Translate into the dialect used by the majority of the inhabitants all ordinances and resolutions immediately after their approval and cause the publication of the same together with the original version in the manner provided under the Local Government Code of 1991, as amended;

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

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

SEC. 29. *City Treasurer.* - (a) The City Treasurer shall be appointed by the Secretary of the Department of Finance (DOF) from a list of at least three (3) ranking eligible recommendees of the City Mayor, subject to the civil service law, rules and regulations.

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

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

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

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

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

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

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

(4) Inspect private commercial and industrial establishments within the jurisdiction of the City in relation to the implementation of tax ordinances pursuant to the provisions of the Local Government Code of 1991, as amended;

(5) Maintain and update the tax information system of the City; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SEC. 31. *City Accountant.* – (a) The City Accountant must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a certified public accountant and must have acquired at least five (5) years experience in the treasury or accounting services immediately preceding the date of appointment.

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

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

(1) Install and maintain an internal audit system in the City;

(2) Prepare and submit financial statements to the City Mayor and to the Sangguniang Panlungsod;

(3) Apprise the Sangguniang Panlungsod and other officials on the financial condition and operations of the City;

(4) Certify the availability of budgetary allotment to which expenditures and obligations may be properly charged;

(5) Review supporting documents before the preparation of vouchers to determine the completeness of requirements;

(6) Prepare statements of cash advances, liquidations, salaries, allowances, reimbursements, and remittances pertaining to the City;

(7) Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto;

(8) Post individual disbursements to the subsidiary ledger and index cards;

(9) Maintain individual ledgers for officials and employees of the City pertaining to payrolls and deductions;

(10) Record the details of purchased furniture, fixtures and equipment, including disposal thereof, if any;

(11) Account for all issued requests for obligations and maintain and keep all records and reports related thereto;

(12) Prepare journals and the analysis of obligations and maintain and keep all records and reports related thereto; and

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



SEC. 32. *City Budget Officer.* – (a) The City Budget Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in accounting, economics, public administration or any related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years experience in government budgeting or in any related field immediately preceding the date of appointment.

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

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

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

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

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

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

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

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

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

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

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

SEC. 33. *City Internal Auditor.* – (a) The City Internal Auditor must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of master's degree and must have acquired at least four (4) years of experience involving management and supervision.

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

(c) The City Internal Auditor shall take charge of the Internal Audit Department, and shall:

(1) Provide management and operational audit;

(2) Review the existing internal control system of the LGU to see if it is adequate and working so that it is safeguarding the assets and resources of the LGU; and

(3) Check if the system and processes in the LGU is compliant to government laws, rules and regulations.

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

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

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

(1) Formulate integrated economic, social, physical, and other development plans and policies for consideration of the City and consistent with United Nations Sustainable Development Goals (UNSDG) of building sustainable cities and communities;

(2) Conduct continuing studies, research, and training programs necessary to evolve plans and programs for implementation;

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

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

(5) Prepare comprehensive plans and other development planning documents for the consideration of the Local Development Council;

(6) Analyze the income and expenditure patterns and formulate and recommend fiscal plans and policies for consideration of the finance committee of the City as provided under the Local Government Code of 1991, as amended;

(7) Promote citizen's participation in development planning for the City;

(8) Exercise supervision and control over the Secretariat of the Local Development Council; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SEC. 36. *City Agriculturist.* – (a) The City Agriculturist must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree in agriculture obtained from a recognized college or university, a first grade civil service eligible or its equivalent, and must have practiced the profession in agriculture or acquired at least five (5) years experience in a related field.



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

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

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

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

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

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

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

(iii) Assist the City Mayor in the establishment and extension services of demonstration farms on aquaculture and marine products;

(iv) Enforce rules and regulations relating to agriculture and aquaculture; and

(v) Coordinate with government agencies and nongovernment organizations which promote agricultural productivity through applied technology compatible with environmental integrity;

(4) Be in the frontline of the delivery of basic agricultural services, particularly those needed during and in the aftermath of man-made and natural disasters or calamities;

(5) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all other matters related to agriculture and aquaculture which will improve the livelihood and the living conditions of the inhabitants; and

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

SEC. 37. *City Engineer.* – (a) The City Engineer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a licensed civil engineer, and must have acquired at least five (5) years experience in the practice of profession.

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

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

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

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

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

(4) Provide engineering services to the City, including investigation and survey, engineering designs, feasibility studies, and project management; and

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

SEC. 38. *City Health Officer.* – (a) The City Health Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a licensed medical practitioner, and must have acquired at least five (5) years experience in the practice of profession.

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

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

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

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

(3) Develop plans and strategies, and upon approval thereof by the City Mayor, implement these with the health programs and projects which the City Mayor is empowered to

implement and which the Sangguniang Panlungsod is empowered to provide under the Local Government Code of 1991, as amended;

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

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

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

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

(iv) Recommend to the Sangguniang Panlungsod through the Local Health Board, the passage of such ordinances necessary for the preservation of public health;

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

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

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

(viii) Coordinate with other government agencies and nongovernment organizations involved in the promotion and delivery of health services;

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

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

SEC. 39. *City Civil Registrar.* – (a) The City Civil Registrar must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of college degree from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years experience in civil registry work.

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

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

(d) The City Civil Registrar shall take charge of the Office of the City Civil Registry, and shall:

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

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

(i) Accept all registrable documents and judicial decrees affecting the civil status of persons;

(ii) File, keep, and preserve in a secure place the civil registration records required by law;



(iii) Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;

(iv) Transmit to the Office of the Civil Registrar General, within the prescribed period, duplicate copies of registered documents required by law;

(v) Issue certified transcripts or copies of any certificate or registered documents upon payment of the required fees to the City Treasurer;

(vi) Receive applications for the issuance of a marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorized fee to the City Treasurer; and

(vii) Coordinate with the Philippine Statistics Authority (PSA) in conducting educational campaigns for the registration of vital documents and assist in the preparation of demographic and other statistics for the City of Baliwag.

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

SEC. 40. *City Administrator*. – (a) The City Administrator must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in public administration, law, or any other related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years of experience in management and administrative work.

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

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

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

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

(2) Assist in the coordination of the work of all the officials of the City under the supervision, direction, and control of the City Mayor, and for this purpose, may convene the chiefs of offices and other officials of the LGU;

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

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

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

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

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

SEC. 41. *City Legal Officer.* – (a) The City Legal Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a member of the Philippine

Bar, and must have practiced the profession for at least five (5) years.

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

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

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

(1) Formulate measures for the consideration of the Sangguniang Panlungsod and provide legal assistance and support to the City Mayor in carrying out the delivery of basic services and provisions of adequate facilities;

(2) Develop plans and strategies, and upon approval thereof by the City Mayor, implement the same, particularly those which have to do with programs and projects related to legal services which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide;

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

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

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

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

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

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

(9) Review and submit recommendations on ordinances approved and executive orders issued by component units;

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

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

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

*SEC. 42. City Human Resource and Management Officer.* – The City Human Resource and Management Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in human resource, psychology, and other related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have

acquired experience in organization design and strategic workforce planning, recruitment and staffing, performance management, compensation and benefits, and training and development for at least five (5) years immediately preceding the date of appointment.

The City Human Resource and Management Officer shall receive compensation, emoluments, and allowances as may be determined by law, and shall:

- (1) Develop a human resource management plan aimed at improving the productivity and professional growth of the city employees and recommend the same to the City Mayor and if warranted to the Sangguniang Panlungsod for approval and implementation;
- (2) Ensure that the recruitment, selection, and placement is based on merit and fitness;
- (3) Design, develop, coordinate, implement, deliver, and evaluate training programs that support organization objectives that are aligned with the organization's strategic plans;
- (4) Develop and implement heads and staff development programs that support the organization's succession plan;
- (5) Design and propose appropriate Organizational Structure and Staffing Pattern (OSSP) that aligns with the mandate and long-term plans of the LGU;
- (6) Ensure the implementation of strategic performance management system and the submission of individual performance contract review form;
- (7) Ensure results-based performance and rewards recognition; and
- (8) Perform such other duties and functions, and exercise such other powers as may be prescribed by law or ordinance.



SEC. 43. *City Disaster Risk Reduction and Management Officer.* – (a) The City Disaster Risk Reduction and Management Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in public administration and management, engineering, or any other related course from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in disaster preparedness, risk reduction and management, emergency response, and incident command system for at least five (5) years immediately preceding the date of appointment.

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

(c) The City Disaster Risk Reduction and Management Officer shall take charge of the City Disaster Risk Reduction and Management Office, and shall:

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

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

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

(4) Formulate and implement a comprehensive and integral local disaster risk reduction and management plan in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils, recommend the same, and upon approval thereof by the City Mayor, and Sangguniang Panlungsod, implement the same;

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

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

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

SEC. 44. *City Tourism Officer.* – (a) The City Tourism Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in tourism or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. The City Tourism Officer must have experience in the implementation of programs for development and promotion of tourism, local history, arts, and culture for at least three (3) years immediately preceding the date of appointment.

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

(c) The City Tourism Officer shall take charge of the Office of the Tourism, Arts, and Culture Unit, and shall:

(1) Design and implement special program on cultural and heritage preservation, local history, arts, and culture;

(2) Develop the creative talents of artists and artisans;

(3) Intensify ecotourism marketing and promotion; and

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

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

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

(c) The term of the City Information and Community Relations Officer shall be coterminous with that of the appointing authority;

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

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

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

(3) Provide relevant, adequate, and timely information to the LGU and its residents;

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

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

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

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

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

SEC. 46. *City Information and Communication Technology Officer.* - (a) The City Information and Communication Technology Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in information technology, computer science, engineering, or other related course obtained from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired experience in software and hardware development for at least five (5) years immediately preceding the date of appointment.

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

(c) The City Information and Communication Technology Officer shall take charge of the City Information and Communication Technology Office, and shall:

(1) Be in the frontline of all high technology-aided projects and programs of the city government;

(2) Design and supervise software developments and maintenance of the general information and communication technology (ICT) environment of the city government and its people;

(3) Develop ICT policies and programs that will promote accessibility and proficiency in ICT usage, moreover, improve efficiency in government operations, and recommend the same to the City Mayor, and if warranted to the Sangguniang Panlungsod, for approval and implementation;

(4) Ensure all installed systems are working according to its dedicated usage; and

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

*SEC. 47. City Public Order and Safety Officer. –*

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

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

(c) The City Public Order and Safety Officer shall take charge of the City Public Order and Safety Office, and shall:



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

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

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

(4) Secure facilities owned or used by the City and provide security assistance to ensure safety of the officers and employees of the city government;

(5) Provide security coverage for City activities and other sanctioned events; conduct trainings and seminars for members to enhance knowledge and enhance capability on law enforcement, public safety and disaster management;

(6) Undertake advocacy activities to raise community awareness on specific issues affecting public safety and order as well as engage in specific activities intended to promote public safety and order and disaster management; and

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

*SEC. 48. City Enterprise and Economic Affairs Officer. –*

(a) The City Enterprise and Economic Affairs Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in economics, business administration, or any other related course from a recognized college or university, and a first grade civil service eligible or its equivalent.

(b) The City Enterprise and Economic Affairs Officer must have experience in enterprise and cooperative management and investment promotions for at least five (5) years immediately preceding the date of appointment.

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

(d) The City Enterprise and Economic Affairs Officer shall take charge of the Office for the Development of Local Enterprise, as well as cooperatives, and shall:

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

(2) Develop economic and entrepreneurial plans and strategies consistent with the UNSDG on decent work and economic growth and, upon approval thereof by the City Mayor, implement the same, particularly those which have to do with the integration of business promotion and cooperative principles and methods in programs and projects which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide;

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

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

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

SEC. 49. *City Social Welfare and Development Officer.* – (a) The City Social Welfare and Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a duly licensed social worker or a holder of a college degree preferably in social work, sociology, or any other related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years of experience in the practice of social work immediately preceding the date of appointment.

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

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

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

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

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

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

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

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

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

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

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

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

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

SEC. 50. *City Youth and Development Officer.* – (a) The City Youth and Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in community development, public administration, and other related course from

a recognized college or university, and a first grade civil service eligible or its equivalent.

(b) The City Youth and Development Officer must have experience in the implementation of programs for youth leadership, and sports development for three (3) years immediately preceding the date of appointment.

(c) The City Youth and Development Officer shall receive such compensation, emoluments, and allowances as may be determined by law.

(d) The City Youth and Development Officer shall take charge of the Office on Youth and Development, and shall:

(1) Develop plans and strategies, and upon the approval thereof of the City Mayor, implement the same, particularly those which have to do with youth and sports programs and projects which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide; and

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

SEC. 51. *City Persons with Disability Affairs Officer.* –

(a) The City Persons with Disability Affairs Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of bachelor's degree and must have acquired at least three (3) years of relevant experience on disability affairs.

(b) The City Persons with Disability Affairs Officer shall receive such compensation, emoluments, and allowances as may be determined by law.

(c) The City Persons with Disability Affairs Officer shall take charge of the Persons with Disabilities Affairs Office, and shall:



(1) Manage and oversee the efficient operations of the Persons with Disabilities Affairs Office and the general supervision of its personnel;

(2) Develop, promote, and monitor the implementation of policies, plans, programs, and services for the development of persons with disabilities in coordination with national and local government agencies;

(3) Ensure representation of persons with disabilities in the local development councils and other special bodies;

(4) Build the capacity of nongovernment organizations and people's organizations to participate in the implementation of all disability related laws and policies;

(5) Establish coordination with the province and ensure the inclusion of disability concerns in all local government programs and services;

(6) Network with local, national, and international organizations and establish partnership on disability programs and resource mobilizations; and

(7) Develop and submit to the concerned City Mayor an annual work and financial plan.

SEC. 52. *City Librarian.* – (a) The City Librarian must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a licensed librarian, and must have acquired at least four (4) years of experience involving management and supervision.

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

(c) The City Librarian shall take charge of the City Library, and shall:

(1) Promote library services by providing reference information to the public;

(2) Assist the public in making effective use of available services;

(3) Select books, periodicals, audiovisuals, and other materials for the library collection;

(4) Maintain pamphlets, audiovisuals, or other special collections;

(5) Classify and catalogue books, documents, serials, and other materials;

(6) Maintain records and prepare reports; and

(7) Establish and maintain library policies and procedures.

SEC. 53. *City Sports Development Officer.* – (a) The City Sports Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a bachelor's degree and must have acquired at least four (4) years of experience involving management and supervision.

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

(c) The City Sports Development Officer shall take charge of the Office of the Sports Development, and shall oversee and ensure the effective implementation of physical fitness and sports programs and activities.

SEC. 54. *City Veterinarian.* – (a) The City Veterinarian must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a licensed doctor of veterinary medicine and must have practiced the profession for at least five (5) years.

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

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

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

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

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

(4) Regulate the keeping of domestic animals;

(5) Regulate and inspect poultry, milk, and dairy products for public consumption;

(6) Enforce all laws and regulations for the prevention of cruelty to animals;

(7) Take the necessary measures to eradicate, prevent, or cure all forms of animal diseases;

(8) Be in the frontline of veterinary-related activities, such as the outbreak of highly contagious diseases and deadly diseases and in situations involving the depletion of animals for work and human consumption, particularly those arising from and as a result of man-made and natural disasters or calamities;

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

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

SEC. 55. *City General Services Officer.* – (a) The City General Services Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree in public administration, business administration or management from a recognized college or university, a first grade civil service eligible or its equivalent and must have acquired at least five (5) years experience in general services, including management of office supplies, outsourced services, equipment and other properties, solid waste disposal and general sanitation.

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

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

(1) Formulate measures for the consideration of Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of services and the provision of adequate facilities which require general services expertise and technical support services;

(2) Develop plans and strategies, and upon approval thereof by the City Mayor, implement the same, particularly those which have to do with general services that are supportive of the welfare of the inhabitants of the City which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide for;

(3) Take custody of and be accountable for all properties, real or personal, owned by the City, and those granted to it in the form of donation, reparation, assistance, and counterpart of joint projects;

(4) With the approval of the City Mayor, assign building or land space to local officials or other public officials who, by law, are entitled to the space;

(5) Recommend to the City Mayor the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the local government;

(6) Recommend to the City Mayor reasonable rates of private properties which may be leased for the official use of the City;

(7) Maintain and supervise janitorial, security, landscaping, and other related services in all local government public buildings and other real property, whether owned or leased by the LGU;

(8) Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the LGU;

(9) Perform archival and record management with respect to records of offices and departments of the LGU;

(10) Perform all other functions pertaining to supply and property management heretofore performed by the local government treasurer and enforce policies on records creation, maintenance and disposal;

(11) Be in the frontline of general services-related activities, including the possible and imminent destruction or damage to records, supplies, properties, and structure materials or debris, particularly during and in the aftermath of man-made and natural disasters and calamities;

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



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

SEC. 56. *City Architect.* – (a) The City Architect must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a duly licensed architect, and must have practiced the profession for at least five (5) years.

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

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

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

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

(3) Prepare and recommend for consideration of the Sangguniang Panlungsod the architectural plan and design for the LGU or a part thereof, including the renewal of slums and blighted areas, land reclamation activities, the greening of land, and appropriate planning of marine and foreshore areas;

(4) Review and recommend for appropriate action of the Sangguniang Panlungsod or City Mayor, as the case may be, the architectural plans and design submitted by government and nongovernment entities or individuals, particularly those for undeveloped, underdeveloped and poorly designed areas;

(5) Coordinate with government and nongovernment entities and individuals involved in the aesthetics and the maximum utilization of the land and water within the jurisdiction of the LGU, and implement plans and programs that shall preserve environmental integrity and ecological balance;

(6) Be in the frontline of the delivery of services involving architectural planning and design, particularly those related to the redesigning of spatial distribution of basic facilities and physical structures during and in the aftermath of man-made and natural disasters or calamities;

(7) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all matters relative to architectural planning and design as it relates to the total socioeconomic development of the City; and

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

SEC. 57. *City Cooperatives Officer.* – (a) The City Cooperatives Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in business administration with special training on cooperatives or any related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have at least five (5) years of experience on cooperatives development, organization, and management.

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

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

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

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

(3) Assist in the organization of cooperatives;

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

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

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

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

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

SEC. 58. *City Population Officer.* – (a) The City Population Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably with specialized training in population development from a recognized college or university, a first grade civil service eligible or its equivalent and must have at least five (5) years of experience in the implementation of programs on population development or responsible parenthood.

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

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

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

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

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

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

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

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

SEC. 59. *City Business Permit and Licensing Officer.* –

(a) The City Business Permit and Licensing Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in business administration or in any other related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have acquired at least five (5) years experience in management.

(b) The City Business Permit and Licensing Officer shall receive such compensation, emoluments, and allowances as may be determined by law.

(c) The City Business Permit and Licensing Officer shall take charge of the Business Permits and Licensing Office, and shall:

(1) Supervise the conduct of spot and post inspection of all business establishments, gaming, and other entities requiring permits and licenses for compliance with existing laws and ordinances;

(2) Review the application for permits and licenses and recommend the approval or disapproval to the City Mayor or the latter's authorized representatives; and

(3) Exercise overall supervision in the City Business Permits and Licensing Office.

SEC. 60. *City Nutrition Officer.* – (a) The City Nutrition Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, and a registered nutritionist-dietitian (RND) pursuant to Republic Act No. 10862, otherwise known as the "Nutrition and Dietetics Law of 2016", and must have acquired experience for at least three (3) years



in the implementation of programs on nutrition and dietetics development preceding the date of appointment.

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

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

(1) Lead the efforts of the city government in addressing malnutrition concerns;

(2) Recommend policies and programs on the formulation, coordination, capacity development, and the promotion of good nutrition, nutrition surveillance, resource generation and mobilization, advocacy, partnership, and alliance building; and

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

*SEC. 61. City Public Employment Service Officer. –*

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

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

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

(1) Ensure prompt and efficient delivery of employment facilitation services as well as to provide timely information on

the labor market and the Department of Labor and Employment (DOLE) programs;

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

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

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

SEC. 62. *City Security Officer.* – (a) The City Security Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a bachelor's degree and must have acquired at least four (4) years of experience involving management and supervision.

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

(c) The City Security Officer shall take charge of the Office of the Security Unit, and shall:

(1) Develop and enforce an effective system of providing security services that ensures the protection and preservation of life, government properties, and assets; and

(2) Coordinate and link with other government and nongovernment organizations on matters related to effective delivery of security and intelligence services.

SEC. 63. *City Solid and Liquid Waste Management Officer.* – (a) The City Solid and Liquid Waste Management Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree preferably in environment, ecology, engineering, solid and liquid wastes management, or any related course from a recognized college or university, and a holder of a first grade civil service eligibility or its equivalent, and must have acquired at least five (5) years experience in environmental and natural resources management, conservation, and utilization or environmental engineering.

(b) The City Solid and Liquid Waste Management Officer shall take charge of the Office of the City Solid and Liquid Waste Management, and shall:

(1) Initiate the formulation and implementation of a comprehensive and integrated Solid and Liquid Waste Management and Monitoring Plan (SLWMMP) for the City in accordance with the parameters of sustainable urban development and management set for the City and all related national and local environmental laws, standards and issuances;

(2) Develop and recommend specific policies, guidelines, plans and programs, practices, techniques, and measures to implement component or details of solid and liquid waste management plan;

(3) Consult and coordinate with all concerned sectors of the City in the formulation, implementation, and monitoring of the SLWMMP and its component such as the solid waste management, liquid waste management, air ambience, water quality, and watershed management;

(4) Institutionalize generation of renewable energy from waste through waste-to-energy and other technologies as may be consistent with Republic Act No. 9003, otherwise known as the “Ecological Solid Waste Management Act of 2000”; Republic Act No. 9513, otherwise known as the “Renewable Energy Act of 2008”, and other applicable laws;

(5) Enforce regulatory measures to manage properly solid and liquid wastes as provided in national and local legal issuances;

(6) Source out assistance in all forms from international, national, and local partners to ensure the implementation of the SLWMMP and its components, subject to the approval and guidelines set by the city government;

(7) Operate and maintain facilities and equipment related to the components of the SLWMMP;

(8) Review sewerage plans, if any, for the issuance of building permits and endorse the application if result of the review is favorable; and

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

## ARTICLE VIII

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

SEC. 64. *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 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 shall be headed by a City Fire Marshal whose qualifications shall be as those provided under Republic Act No. 9263, otherwise known as the “Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004”, as amended; 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 the fire incidents and, in general, fire prevention and suppression measures to secure the safety of life and property of the citizenry.

SEC. 65. *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 persons 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 the Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004, as amended. The City 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. 66. *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 Schools Division shall be headed by a City Schools Division Superintendent who must possess the necessary qualifications required by the DepEd.

SEC. 67. *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 a City Prosecutor, who shall be assisted by such number of assistant prosecutors as may be necessary and whose qualifications, manner of appointment, rank, salary,



and benefits shall be governed by existing laws covering prosecutors in the DOJ. The City Prosecution Service shall be organizationally part of the DOJ and under the supervision and control of the Secretary of DOJ.

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

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

## ARTICLE IX

### TRANSITORY AND FINAL PROVISIONS

SEC. 68. *Municipal Ordinance Existing at the Time of the Approval of this Act.* – All municipal ordinances of the Municipality of Baliwag existing at the time of the approval of this Act shall continue to be in force within the City of Baliwag until the new Sangguniang Panlungsod shall provide otherwise.

SEC. 69. *Plebiscite.* – The City of Baliwag shall acquire corporate existence upon the ratification of its creation by a majority of the votes cast by qualified voters in a plebiscite to be conducted in the present Municipality of Baliwag within ninety (90) days from the approval of this Act.

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

SEC. 70. *Officials of the City of Baliwag.* – The present elective officials of the Municipality of Baliwag shall continue

to exercise their powers and functions until such time that a new election is held and the duly elected officials shall have already qualified and assumed their offices. Appointive officials and employees of the Municipality of Baliwag shall likewise continue exercising their functions and duties and shall automatically be absorbed by the city government of the City of Baliwag.

SEC. 71. *Succession Clause.* – The City of Baliwag shall succeed to all the assets, properties, liabilities, and obligations of the Municipality of Baliwag.

SEC. 72. *Election of Provincial Governor and Sangguniang Panlalawigan Members of the Province of Bulacan.* – The qualified voters of the City of Baliwag shall be qualified to vote and run for any elective position in the elections for provincial governor, provincial vice governor, Sangguniang Panlalawigan members, and other elective offices for the Province of Bulacan.

SEC. 73. *Jurisdiction of the Province of Bulacan.* – The City of Baliwag shall, unless otherwise provided by law, continue to be under the jurisdiction of the Province of Bulacan.

SEC. 74. *Suspension of Increase in Rates of Local Taxes.* – No increase in the rates of local taxes shall be imposed by the City within the period of five (5) years from its acquisition of corporate existence.

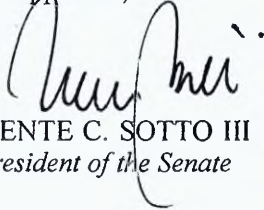
SEC. 75. *Legislative District.* – Until otherwise provided by law, the City of Baliwag shall continue to be a part of the Second Legislative District of the Province of Bulacan.

SEC. 76. *Applicability of Laws.* – The provisions of the Local Government Code of 1991, as amended, and such other laws as are applicable to component cities shall govern the City of Baliwag insofar as they are not inconsistent with the provisions of this Act.

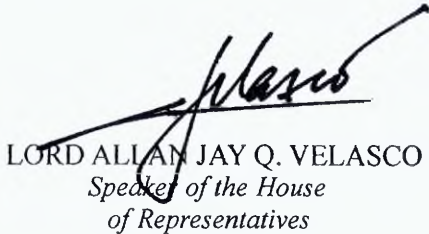
SEC. 77. *Separability Clause.* – If, for any reasons, any part or provision of this Charter shall be held unconstitutional, invalid, or inconsistent with the Local Government Code of 1991, as amended, the other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SEC. 78. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in a newspaper of general circulation.

Approved,



VICENTE C. SOTTO III  
*President of the Senate*



LORD ALLAN JAY Q. VELASCO  
*Speaker of the House  
of Representatives*

This Act which originated in the House of Representatives was passed by the House of Representatives on November 22, 2021, amended by the Senate of the Philippines on May 23, 2022, and which amendments were concurred in by the House of Representatives on June 1, 2022.



MYRA MARIE D. VILLARICA  
*Secretary of the Senate*



MARK LIANDRO L. MENDOZA  
*Secretary General  
House of Representatives*

Approved:

**Lapsed into law on JUL 30 2022  
without the signature of the Pres-  
ident, in accordance with Article VI,  
Section 27 (1), of the Constitution.**

RODRIGO ROA DUTERTE  
*President of the Philippines*