



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **The Undersecretary**
Solid Waste Management and Local Government Units Concerns

The Undersecretary
Undersecretary for Indigenous Peoples Affairs and Mindanao
Environmental Priority Projects

The Directors
Forest Management Bureau
Mines and Geosciences Bureau
Land Management Bureau

The Undersecretary and Administrator
National Mapping and Resource Information Authority

The Regional Executive Director
Regional Office - Cordillera Administrative Region (CAR)

FROM : **The Assistant Secretary**
Field Operations - Mindanao and Legislative Affairs

SUBJECT : **INVITATION TO THE SECOND TECHNICAL WORKING
GROUP (TWG) DISCUSSION ON CERTAIN PROPOSED
PROVISIONS CONCERNING THE REVISION OF THE
BAGUIO CITY CHARTER VIA CISCO WEBEX
VIDEOCONFERENCE PLATFORM**

DATE : 27 June 2021

This pertains to the letter dated 25 June 2021 from the Office of Senator Francis N. Tolentino of the Senate Committee on Local Government, requesting DENR to attend the online Cisco WeBex videoconference on 29 June 2021 (Tuesday) at 10 a.m. to discuss provisions in Sections 49, 51, 52, 53 and 54 of House Bill No. (HBN) 8882 and Senate Bill No. (SBN) 2163, both proposing Acts revising the Charter of the City of Baguio.



HBN 8882 - <http://legacy.senate.gov.ph/lisdata/3478031614!.pdf>
SBN 2163 - <http://legacy.senate.gov.ph/lisdata/3497231799!.pdf>

For this, kindly send your email address where the Committee Secretariat can send the WeBex link and submit your position paper on the said provisions under consideration, to Atty. Rachel L. Yuayan, Committee Secretary at senatelocgov@gmail.com, copy furnish the Legislative Liaison Office¹ at denrlegislative@yahoo.com, on or before 5 p.m. of 28 June 2021.

¹ Legislative Liaison Office landline number: 8-920-1761

For further assistance and confirmation of participation, you may contact Atty. Yuayan, at 09561571589, telefax 8552-6888 and 8552-6601 extension 3321, Monday to Thursday, 9 a.m. to 5 p.m. and the above-mentioned Google mail.

For information and appropriate action.


JOANA A. LAGUNDA, DM/DPA


Encls: As stated.
\teg



Republic of the Philippines
Senate

COMMITTEE ON LOCAL GOVERNMENT

25 June 2021

ENGR. ROWENA CACCAM
Land Management Bureau
Department of Environment and Natural Resources
Cordillera Administrative Region
(DENR-LMB CAR)

Dear Engr. Caccam:

The Committee on Local Government will be conducting its Second Technical Working Group (TWG) meeting **via Cisco Webex online videoconference on 29 June 2021 (Tuesday) at 10:00 A.M.** at the **Sen. Recto Room**, to discuss **sections 49, 51, 52, 53 and 54** of the following legislative measures:

1. **House Bill No. 8882** - *AN ACT REVISING THE CHARTER OF THE CITY OF BAGUIO*, by Reps. Go (M.) and Mangaoang; and
2. **Senate Bill No. 2163** - *AN ACT REVISING THE CHARTER OF THE CITY OF BAGUIO*, by Sen. Imee R. Marcos;

In view thereof, we would like to invite you to attend the meeting. Furthermore, we would appreciate it if your office can submit an updated position paper as regards the above-mentioned provisions **before 5:00 P.M. of 28 June 2021**. Kindly send us an email address where the Committee Secretariat can send a link.

For further assistance, you may contact the undersigned Committee Secretary, Atty. Rachel L. Yuayan, at mobile number 09561571589, telefax 8552-6888 and 8552-6601 extension 3321 from Monday to Thursday, 9 a.m. to 5 p.m. and via electronic mail at sen-atelocgov@gmail.com. The undersigned will also get in touch with your office for confirmation of your participation.

Thank you and best regards.

For the Chairperson:
SEN. FRANCIS "TOL" N. TOLENTINO
Committee on Local Government


ATTY. RACHEL L. YUAYAN
Committee Secretary



Republic of the Philippines
Senate

COMMITTEE ON LOCAL GOVERNMENT

25 June 2021

ATTY. RAINIER LAITA
Land Management Bureau
Department of Environment and Natural Resources
Cordillera Administrative Region
(DENR-LMB CAR)

Dear Atty. Laita:

The Committee on Local Government will be conducting its Second Technical Working Group (TWG) meeting **via Cisco Webex online videoconference on 29 June 2021 (Tuesday) at 10:00 A.M.** at the **Sen. Recto Room**, to discuss **sections 49, 51, 52, 53 and 54** of the following legislative measures:

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Thank you and best regards.

For the Chairperson:
SEN. FRANCIS "TOL" N. TOLENTINO
Committee on Local Government


ATTY. RACHEL L. YUAYAN
Committee Secretary

TWG Meeting Invitation: Charter City of Baguio- Tuesday, June 29, 2021, at 10:00 am

From: Atty. Rachel Yuayan (senatelocgov@gmail.com)

To: denrlegislative@yahoo.com; lmblegaldivision@gmail.com; lmbdirector.od@gmail.com;
stvillalobos1716@gmail.com

Date: Friday, June 25, 2021, 07:47 PM GMT+8

Dear Mam/Sir,

Please see attached invitation to the TWG meeting on the Charter of Baguio City (HB 8882 and SB 2163) scheduled on Tuesday, June 29, 2021, at 10:00 am via Cisco Webex online video conference.

Please confirm your participation at least one day in advance of the scheduled meeting.

Kindly acknowledge receipt of this email.

Thank you very much.

Regards,

For the Committee Secretary,

Maya Palino
Committee Staff
Committee on Local Government

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ATTY. RACHEL L. YUAYAN
Committee Secretary
Committee on Local Government
Senate of the Philippines
Room 304, 3rd Floor
GSIS Building
Diokno Blvd, Pasay City
Telefax Nos.: 552.6888 | 552.6750
Monday - Thursday
9:00 A.M. - 5:00 P.M.



DENR LMB CAR_ATTU LAITA.pdf
560kB



DENR LMB CAR_ENGR CACCAM.pdf
560.7kB



HOUSE OF REPRESENTATIVES

H. No. 8882

BY REPRESENTATIVES GO (M.) AND MANGAOANG, PER COMMITTEE REPORT NO. 798

AN ACT
REVISING THE CHARTER OF THE CITY OF BAGUIO

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

ARTICLE I
GENERAL PROVISIONS

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

3 **SEC. 2. *Declaration of Objectives and Core Values.*** – The objectives and aspirations of
4 the City of Baguio, hereinafter referred to as the City, are as follows:

5 (a) To make the City of Baguio a home of dynamic and diverse cultures; to be a
6 center of education, trade and tourism in consonance with the laws of nature and environment;
7 to be managed by sincere and steadfast leaders who are God-fearing in partnership with
8 responsible citizenry;

9 (b) To adopt an integrated life cycle approach to environmental protection and
10 management; preserve and restore the historical and heritage value of the City; promote eco-
11 cultural tourism and tourism-related microenterprises; ensure the sustenance of the City as an
12 educational center of Northern Luzon; and develop and implement an investment portfolio and a
13 progressive marketing strategy;

14 (c) To attain effectiveness and efficiency in local governance; to advance the city’s
15 competitiveness; and to uphold and promote the general welfare and ensure the delivery of basic
16 services; and

1 (d) To maximize the exercise of the proprietary functions of the City for the general
2 welfare; the provision of basic services and facilities, such as adequate and safe water supply,
3 effective liquid and solid wastes management, efficient traffic and transportation management,
4 sound housing and disaster risk reduction management policies; preserve and protect its natural
5 resources such watersheds and other protected areas; and effectively manage its economic
6 enterprises and generate and utilize resources, subject to such limitations as provided for under
7 this Act;

8 In the pursuit of the foregoing purposes, public officials and employees of the City shall be
9 guided by the core values of service, integrity, competence, transparency, accountability, and
10 resourcefulness.

11 **SEC. 3. Territorial Boundaries.** –The City shall comprise the present territorial jurisdiction
12 of the City.

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

18 **SEC. 4. Corporate Powers of the City.** – The City is a political body corporate and as
19 such is endowed with the attributes of perpetual succession and possessed of the powers which
20 pertain to a municipal corporation to be exercised in conformity with the provisions of this
21 Charter. The City shall have the following corporate powers:

- 22 (1) To have continuous succession in its corporate name;
- 23 (2) To sue and be sued;
- 24 (3) To have and use a corporate seal;
- 25 (4) To acquire, hold and convey real and personal property;
- 26 (5) To enter into any contract and/or agreement; and
- 27 (6) To exercise such other powers, prerogatives or authority subject to the limitations
28 provided under Republic Act No. 7160, otherwise known as the Local Government
29 Code, as amended, this Act, or other applicable laws.

1 **SEC. 5. General Powers** – The City shall have a corporate seal and may alter the same at
 2 pleasure: *Provided*, That any change of corporate seal shall be registered with the Department of
 3 the Interior and Local Government (DILG). It shall exercise the powers to levy taxes, fees, and
 4 charges; to close and open roads, streets, alleys, parks or squares; to take, purchase, receive, hold,
 5 lease, convey and dispose of real and personal property for the general interests of the City; to
 6 expropriate or condemn private property for public use; to contract and be contracted with, to sue
 7 and be sued; to prosecute and defend to final judgment and execution suits wherein the City is
 8 involved or interested in; and to exercise all the powers as are granted to corporations or as
 9 herein after granted.

10 **ARTICLE II**
 11 **CITY OFFICIALS**

12 **SEC. 6. Officials of the City of Baguio.** – (a) The officials of the City are the City Mayor,
 13 City Vice Mayor, *Sangguniang Panlungsod* members, secretary to the *Sangguniang*
 14 *Panlungsod*, city treasurer, city assessor, city engineer, city buildings and architecture officer,
 15 city health officer, city civil registrar, city accountant, city social welfare and development
 16 officer, city budget officer, city planning and development officer, city administrator, city legal
 17 officer, city general services officer, city veterinarian, city human resource management officer,
 18 city parks management officer, city tourism officer, city public information officer and city
 19 librarian.

20 (b) In addition thereto, the City Mayor may appoint a city agriculturist, a city
 21 population officer, a city environment and natural resources officer, a city cooperatives officer,
 22 and a city solid wastes management officer.

23 (c) The *Sangguniang Panlungsod* shall:

- 24 (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof;
- 25 (2) Create such other offices as may be necessary to carry out the purposes of the
- 26 city government; or
- 27 (3) Consolidate the functions of any office with those of another in the interest of
- 28 efficiency and economy.

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

1 (e) Elective and appointive city officials shall receive such compensation, allowances, and
2 other emoluments as may be determined by law or ordinance, subject to the budgetary limitations
3 on personal services prescribed under Title Five, Book II of the Local Government Code of
4 1991, as amended: *Provided*, That no increase in compensation of the City Mayor, City Vice
5 Mayor and *Sangguniang Panlungsod* members shall take effect until after the expiration of the
6 full term of the local officials approving such increase.

7 **ARTICLE III**
8 **CITY MAYOR**

9 **SEC. 7. City Mayor.** – (a) The City Mayor, as the chief executive of the city government,
10 shall exercise such powers and perform such duties and functions as provided under Section 455
11 of the Local Government Code of 1991, as amended, and other laws and ordinances passed by the
12 *Sangguniang Panlungsod*.

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

17 **ARTICLE IV**
18 **CITY VICE MAYOR**

19 **SEC. 8. City Vice Mayor.** – The City Vice Mayor shall be the presiding officer of the
20 *Sangguniang Panlungsod* and shall exercise the duties and functions as provided under Section
21 456 of the Local Government Code of 1991, as amended, and other laws and ordinances passed
22 by the *Sangguniang Panlungsod*.

23 The City Vice Mayor shall receive a minimum monthly compensation corresponding to
24 Salary Grade Twenty-eight (28) as prescribed under the “*Compensation and Position*
25 *Classification Act of 1989*”, as amended and the implementing guidelines issued pursuant
26 thereto.

1

ARTICLE V

2

SANGGUNIANG PANLUNGSOD

3

SEC. 9. Composition – (a) The *Sangguniang Panlungsod*, the legislative body of the City, shall be composed of the City Vice Mayor as presiding officer, the twelve (12) elected regular *Sangguniang Panlungsod* members, the president of the city chapter of the Liga ng mga Barangay, the president of the Pederasyon ng mga Sangguniang Kabataan, and the sectoral representatives for indigenous people.

8

(c) The regular members of the *Sangguniang Panlungsod*, and sectoral representatives shall be elected in the manner provided by law.

10

SEC. 10. Powers, Duties, Functions and Compensation. – (a) 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 in the proper exercise of the corporate and general powers of the City as provided for under Sections 4 and 5 of this Charter.

(b) The members of the *Sangguniang Panlungsod* of the City shall receive a minimum monthly compensation corresponding to Salary Grade Twenty-five (25) as prescribed under the “*Compensation and Position Classification Act of 1989*”, as amended and the implementing guidelines issued pursuant thereto.

18

ARTICLE VI

19

PROCESS OF LEGISLATION

20

SEC. 11. 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.

23

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

24

(1) The organization of the *Sanggunian* and the election of its officers as well as the creation of standing committees which shall include the committees on Appropriations and Finance; Ways and Means; Barangay Affairs; Education,

25

26

1 Culture and Historical Research; Employment, Livelihood and Cooperatives
2 and Persons with Disabilities; Ethics, Governmental Affairs and Personnel;
3 Health and Sanitation, Ecology and Environmental Protection; Laws, Human
4 Rights and Justice; Market, Trade and Commerce, and Agriculture; Public
5 Protection and Safety, Peace and Order; Public Utilities, Transportation and
6 Traffic Legislation; Public Works; Social Services, Women and Urban Poor;
7 Tourism, Special Events, Parks and Playground; Urban Planning, Lands and
8 Housing; Youth Welfare and Sports Development; the general jurisdiction of
9 each committee and the election of the chairman and members of each
10 committee;

- 11 (2) The order and calendar of business for each session;
12 (3) The legislative process;
13 (4) The parliamentary procedures which include the conduct of members during
14 sessions;
15 (5) The discipline of members for disorderly behavior and absences without
16 justifiable cause for four (4) consecutive sessions for which they may be
17 censured, reprimanded or excluded from the session, suspended for not more
18 than sixty (60) days or expelled: *Provided*, That the penalty of suspension or
19 expulsion shall require the concurrence of at least two-thirds (2/3) vote of all
20 the *Sanggunian* members: *Provided, further*, That a member convicted by final
21 judgment to imprisonment of at least one (1) year for any crime involving
22 moral turpitude shall be automatically expelled from the *Sanggunian*; and
23 (6) Such other rules as the *Sanggunian* may adopt.

24 **SEC. 12. Full Disclosure of Financial and Business Interests of Sangguniang**
25 ***Panlungsod Members*** – (a) Every *Sangguniang Panlungsod* member shall, upon assumption to
26 office, make a full disclosure of their business and financial interests. Such disclosure shall also
27 include a professional relationship or any relation by affinity or consanguinity within the fourth
28 civil degree, which a sanggunian member may have with any person, firm or entity affected by
29 any ordinance or resolution under consideration by the *Sanggunian* and which relationship may
30 result in conflict of interests. Such relationship shall include:

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

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

3 In the absence of a specific constitutional or statutory provision applicable to the situation,
4 "conflict of interest" refers to a situation where it may be reasonably deduced that a member of
5 the *Sanggunian* may not act in the public interest due to some private, pecuniary or other
6 personal considerations that may tend to affect the exercise of judgment to the prejudice of the
7 service or the public.

8 (b) The disclosure required under this Act shall be made in writing and submitted to the
9 secretary of the *Sanggunian* or the secretary of the concerned committee. The disclosure shall, in
10 all cases, form part of the record of the proceedings and shall be made in the following manner:

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

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

18 **SEC. 13. Sessions** – (a) On the first day of the session immediately following the election
19 of its members, the *Sangguniang Panlungsod* shall, by resolution, fix the day, time and place of
20 its sessions. The minimum number of regular sessions shall be once a week for the *Sangguniang*
21 *Panlungsod* and twice a month for the *Sangguniang Barangay*.

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

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

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

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

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

3 **SEC. 14. Quorum** – (a) A majority of all the members of the *Sanggunian* who have been
4 elected and qualified shall constitute a quorum to transact official business. Should a question of
5 quorum be raised during a session, the presiding officer shall immediately proceed to call the roll
6 of the members and thereafter announce the results.

7 (b) Where there is no quorum, the presiding officer may declare a recess until such time
8 as a quorum is constituted, or a majority of the members present may adjourn from day to day
9 and may compel the immediate attendance of any member absent without justifiable cause by
10 designating a member of the *Sanggunian*, to be assisted by a member or members of the police
11 force assigned in the territorial jurisdiction of the City of Baguio, to locate and present the absent
12 member at the session.

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

16 **SEC. 15. Approval of Ordinances** – (a) Every ordinance enacted by the *Sangguniang*
17 *Panlungsod* shall be presented to the City Mayor. If the City Mayor approves the same, the
18 signature of the Mayor shall be affixed on each and every page thereof; otherwise, the ordinance
19 shall be vetoed and returned with statements on the objections to the *Sanggunian*, which may
20 proceed to reconsider the same. The *Sanggunian* may override the veto of the City Mayor by
21 two-thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective for
22 all legal intents and purposes.

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

25 **SEC. 16. Veto Power of the City Mayor** – (a) the City Mayor may veto any ordinance of
26 the *Sangguniang Panlungsod* on the ground that it is *ultra vires* or prejudicial to the public
27 welfare, stating the reasons for the veto in writing.

28 (b) The City Mayor shall have the power to veto any particular item or items of an
29 appropriations ordinance, an ordinance or resolution adopting a local development plan and
30 public investment program or an ordinance directing the payment of money or creating liability.
31 In such case, the veto shall not affect the item or items which are not objected to. The vetoed
32 item or items shall not take effect unless the *Sangguniang Panlungsod* overrides the veto in the

1 manner herein provided; otherwise, the item or items in the appropriations ordinance of the
2 previous year corresponding to those vetoed, if any, shall be deemed re-enacted.

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

6 **SEC. 17. *Review of Barangay Ordinances by the Sangguniang Panlungsod*** – (a) Within
7 ten (10) days after their enactment, the *Sangguniang Barangay* shall furnish copies of all
8 barangay ordinances to the *Sangguniang Panlungsod* for review as to whether the ordinance is
9 consistent with law or city ordinances.

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

12 (c) If the *Sangguniang Panlungsod* finds the barangay ordinances inconsistent with law or
13 city ordinances, the *Sangguniang Panlungsod* shall, within thirty (30) days from receipt thereof,
14 return the same with its comments and recommendations to the *Sangguniang Barangay*
15 concerned for adjustment, amendment or modification; in which case, the effectivity of the
16 barangay ordinance is suspended until such time as the revision called for is effected.

17
18 **SEC. 18. *Enforcement of Disapproved Ordinances or Resolutions*** – Any attempt to
19 enforce any ordinance or any resolution approving the local development plan and public
20 investment program after the disapproval thereof, shall be sufficient ground for the suspension or
21 dismissal of the official or employee concerned.

22
23 **SEC. 19. *Effectivity of Ordinances or Resolutions*** – (a) Unless otherwise stated in the
24 ordinance or the resolution approving the local development plan and public investment program,
25 the same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin
26 board at the entrance of the City Hall of Baguio, and in at least two (2) other conspicuous places
27 in the City of Baguio not later than five (5) days after approval thereof.

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

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

1
2 (c) Ordinances with penal sanctions shall be posted at prominent places in City Hall, for a
3 minimum period of three (3) consecutive weeks. Such ordinances shall also be published in a
4 newspaper of general circulation within the City.

5 **ARTICLE VII**
6 **QUALIFICATIONS, DISQUALIFICATION AND SUCCESSION**
7 **OF ELECTIVE CITY OFFICIALS**

8 **SEC. 20. *Qualifications and Disqualifications.*** – The elective city officials of the City
9 shall possess the same qualifications and disqualifications as enumerated under Sections 39 and
10 40 respectively of the Local Government Code of 1991, as amended.

11 **SEC. 21. *Permanent Vacancy in the Offices of the City Mayor and the City Vice***
12 ***Mayor.*** – (a) If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor
13 concerned shall become the City Mayor. If a permanent vacancy occurs in the office of the City
14 Vice Mayor, the highest ranking *Sangguniang Panlungsod* member or, in case of permanent
15 inability, the second highest ranking *Sangguniang Panlungsod* member shall become the City
16 Mayor or the City Vice Mayor, as the case may be. Subsequent vacancies in the said offices
17 shall be filled automatically by the other *Sanggunian* members according to their ranking as
18 defined herein.

19 (b) A tie between or among the highest ranking *Sangguniang Panlungsod* members shall
20 be resolved by drawing of lots.

21 (c) The successors as defined herein shall serve only for the unexpired terms of their
22 predecessors.

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

27 (e) For purposes of succession as provided herein, ranking in the *Sanggunian* shall be
28 determined on the basis of the proportion of votes obtained by each winning candidate to the
29 total number of registered voters in the constituency in the immediately preceding local election.

30 **SEC. 22. *Permanent Vacancies in the Sangguniang Panlungsod.*** – Permanent
31 vacancies in the *Sangguniang Panlungsod* where automatic succession provided above does not
32 apply, shall be filled by appointment in the following manner:

1 (a) The President, through the Executive Secretary, shall make the aforesaid appointment.

2 (b) Only the nominee of the political party under which the *Sanggunian* member
3 concerned had been elected and whose elevation to the position next higher in rank created the
4 last vacancy in the *Sanggunian* shall be appointed in the manner hereinabove provided.

5 In the appointment herein mentioned, a nomination and a certificate of membership of the
6 appointee from the highest official of the political party concerned are conditions *sine qua non*,
7 and any appointment without such nomination and certification shall be null and void *ab initio*,
8 and shall be a ground for administrative action against the official responsible therefor.

9 (c) In case the permanent vacancy is caused by a *Sanggunian* member who does not
10 belong to any political party, the City Mayor shall, upon the recommendation of the
11 *Sanggunian*, appoint a qualified person to fill the vacancy.

12 (d) In case of vacancy in the representation of the youth and the barangay in the
13 *Sanggunian*, said vacancy shall be filled automatically by the official next-in-rank of the
14 organization concerned.

15 ARTICLE VIII

16 THE APPOINTIVE OFFICIALS OF THE CITY:

17 THEIR QUALIFICATIONS, FUNCTIONS, DUTIES AND RESPONSIBILITIES

18 **SEC. 23. Secretary to the Sangguniang Panlungsod.** – (a) There shall be a secretary to
19 the *Sangguniang Panlungsod* who shall be a career official with the rank and salary equal to a
20 head of a department or office.

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

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

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

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

- 1 (3) Forward to the City Mayor, for approval, copies of ordinances enacted by the
2 *Sangguniang Panlungsod* duly certified by the presiding officer, in the manner
3 provided in Section 54 of the Local Government Code of 1991, as amended;
- 4 (4) Forward to the Sangguniang Panlalawigan copies of duly approved ordinances
5 in the manner provided in Sections 56 and 57 of the Local Government Code of
6 1991, as amended;
- 7 (5) Furnish, upon the request of any interested party, certified copies of records of
8 public character in custody, upon payment to the City Treasurer of such fees as
9 may be prescribed by ordinance;
- 10 (6) Record in a book kept for the purpose, all ordinances and resolutions enacted or
11 adopted by the *Sangguniang Panlungsod*, with the dates of passage and
12 publication thereof;
- 13 (7) Keep the office and all non-confidential records therein open to the public
14 during usual business hours;
- 15 (8) Translate into the dialect used by the majority of the inhabitants all ordinances
16 and resolutions immediately after their approval and cause the publication of
17 the same together with the original version in the manner provided under the
18 Local Government Code of 1991, as amended;
- 19 (9) Take custody of the local archives and where applicable, the local library, and
20 annually account for the same; and
- 21 (10) Perform other duties and functions and exercise such other powers as provided
22 under the Local Government Code of 1991, as amended, and those that are
23 prescribed by law or ordinance.

24 **SEC. 24. City Treasurer.** – (a) The city treasurer shall be appointed by the Secretary of
25 the Department of Finance from a list of at least three (3) ranking eligible recommendees of the
26 City Mayor, subject to civil service law, rules and regulations.

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

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

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

- 1 (e) The City Treasurer shall take charge of the City Finance Department, and shall:
2 (1) Advise the City Mayor, the *Sangguniang Panlungsod* and other local
3 government and national officials concerned regarding the disposition of local
4 government funds and on such other matters relative to public finance;
5 (2) Take custody and exercise proper management of the funds of the City;
6 (3) Take charge of the disbursement of all funds of the City and such other funds
7 the custody of which may be entrusted to the City Treasurer by law or other
8 competent authority;
9 (4) Inspect private commercial and industrial establishments within the jurisdiction
10 of the City in relation to the implementation of tax ordinances pursuant to the
11 provisions of the Local Government Code of 1991, as amended;
12 (5) Maintain and update the tax information system of the City; and
13 (6) Perform other duties and functions, and exercise such other powers as provided
14 under the Local Government Code of 1991, as amended, and those that are
15 prescribed by law or ordinance.
16

17 **SEC. 25. City Assessor.** – (a) The City Assessor must be a citizen of the Philippines, a
18 resident of the City, of good moral character, a holder of a college degree preferably in civil or
19 mechanical engineering, commerce or any other related course from a recognized college or
20 university, a first grade civil service eligible or its equivalent, and must have acquired
21 experience in real property assessment work or in any related field for at least five (5) years
22 immediately preceding the date of the appointment.

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

- 25 (c) The City Assessor shall take charge of the City Assessor's Department, and shall:
26 (1) Ensure that all laws and policies governing the appraisal and assessment of real
27 properties for taxation purposes are properly executed;
28 (2) Initiate, review and recommend changes in policies and objectives, plans and
29 programs, techniques, procedures and practices in the evaluation and
30 assessment of real properties for taxation purposes;
31 (3) Establish a systematic method of real property assessment;
32 (4) Install and maintain real property identification and accounting systems;
33 (5) Prepare, install and maintain a system of tax mapping, showing graphically all
34 properties subject to assessment and gather all data concerning the same;

- 1 (6) Conduct frequent physical surveys to verify and determine whether all real
2 properties within the City are properly listed in the assessment rolls;
- 3 (7) Exercise the functions of appraisal and assessment primarily for taxation
4 purposes of all real properties in the City;
- 5 (8) Prepare a schedule of the fair market value of the different classes of real
6 properties in accordance with the provisions of the Local Government Code of
7 1991, as amended;
- 8 (9) Issue, upon request of any interested party, certified copies of assessment
9 records of real properties and all other records relative to its assessment, upon
10 payment of a service charge or fee to the City Treasurer;
- 11 (10) Submit every semester a report of all assessments, as well as cancellations and
12 modifications of assessments to the City Mayor and the *Sangguniang*
13 *Panlungsod*;
- 14 (11) Attend personally or through an authorized representative all sessions of the
15 Local Board of Assessment Appeals whenever the assessment is subject of the
16 appeal, and present or submit any information or record in the possession as
17 may be required by the Board; and
- 18 (12) Perform such other duties and functions, and exercise such other powers as
19 provided under the Local Government Code of 1991, as amended, and those
20 that are prescribed by law or ordinance.

21
22 **SEC. 26. City Engineer.** – (a) (a) The City Engineer must be a citizen of the Philippines, a
23 resident of the City, of good moral character, a licensed civil engineer and must have acquired at
24 least five (5) years experience in the practice of profession.

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

- 27 (c) The City Engineer shall take charge of the City Engineering Office, and shall:
- 28 (1) Initiate, review and recommend changes in policies and objectives, plans and
29 programs, techniques, procedures and practices in infrastructure development
30 and public works in general of the City;
 - 31 (2) Advise the City Mayor on infrastructure, public works and other engineering
32 matters;
 - 33 (3) Administer, coordinate, supervise and control the construction, maintenance,
34 improvement and repair of roads, bridges, other engineering and public works
35 projects of the City;

- 1 (4) Provide engineering services to the City, including investigation and survey,
2 engineering designs, feasibility studies and project management; and
3 (5) Perform such other duties and functions, and exercise such other powers as
4 provided under the Local Government Code of 1991, as amended, and those
5 that are prescribed by law or ordinance.

6 **SEC. 27. *City Buildings and Architecture Officer.*** – (a) The City Buildings and
7 Architecture Officer must be a citizen of the Philippines, a resident of the City, of good moral
8 character, a licensed architect or civil engineer, and must have acquired at least five (5) years
9 experience in the practice of architecture or civil engineering profession.

10 (b) The City Buildings and Architecture Officer shall take charge of the City Buildings
11 and Architecture Office, and shall:

- 12 1) Initiate, review, and recommend changes in policies and objectives, plans,
13 programs, techniques, procedures, practices, and guidelines on vertical
14 infrastructure development and other related public works for the City;
15 2) Administer, coordinate, supervise, and control the construction, maintenance,
16 improvement, and repair of vertical infrastructure development and other
17 related public works (i.e., signages and billboards, fences, etc.) in the City.
18 (i) Enforce the provisions of the National Building Code of the Philippines
19 and other issuances relevant to vertical infrastructure development;
20 (ii) Undertake the investigation and recommend appropriate actions on
21 violations of the National Building code of the Philippines and other
22 relevant issuances; and
23 (iii) Provide support or assistance in the enforcement of sanctions or decisions,
24 such as the demolition of structures, when necessary.
25 3) Prepare detailed engineering plans for vertical infrastructure development
26 projects and other related public works for the City;
27 4) Ensure compliance by all entities and individuals with the approved zoning plan
28 for the City;
29 5) Participate in the planning of special projects for the City and implement
30 components within its scope of responsibility;
31 6) Manage and maintain all city government-owned vertical structures; and
32 7) Perform such other duties and functions and perform other powers as provided
33 under the Local Government Code of 1991, as amended, and those that are
34 prescribed by law or ordinance.

1 **SEC. 28. City Health Officer.** – (a) The City Health Officer must be a citizen of the
2 Philippines, a resident of the City, of good moral character, a licensed medical practitioner, and
3 must have acquired experience at least five (5) years experience in the practice of the medical
4 profession.

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

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

- 9 (1) Supervise the personnel and staff of the said office, formulate program
10 implementation guidelines and rules and regulations for the operation of the
11 said office for the approval of the City Mayor in order to assist him in the
12 efficient, effective and economical implementation of health service program
13 geared to implement health-related projects and activities;
- 14 (2) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
15 provide technical assistance and support to the City Mayor in carrying out
16 activities to ensure the delivery of basic services and provision of adequate
17 facilities relative to health services provided under Section 17 of the Local
18 Government Code of 1991, as amended;
- 19 (3) Develop plans and strategies on the promotion of the health and well-being of
20 the citizenry, and upon approval thereof by the City Mayor; them through the
21 health programs and projects which the City Mayor is empowered to implement
22 and which the *Sangguniang Panlungsod* is empowered to provide under the
23 Local Government Code of 1991, as amended;
- 24 (4) In addition to the foregoing duties and functions, the city health officer shall:
- 25 (i) Formulate and implement policies, plans and projects to promote the
26 health of the people in the City;
- 27 (ii) Advise the City Mayor and the *Sangguniang Panlungsod* on matters
28 pertaining to health;
- 29 (iii) Execute and enforce all laws, ordinances and regulations relating to public
30 health;
- 31 (iv) Recommend to the *Sangguniang Panlungsod* through the Local Health
32 Board the passage of such ordinances necessary for the preservation of
33 public health;

- 1 (v) Recommend the prosecution of any violation of sanitary laws, ordinances
2 or regulations;
- 3 (vi) Direct the sanitary inspection of all business establishments selling food
4 items or providing accommodation such as hotels, motels, lodging
5 houses, and pension houses, in accordance with the Sanitation Code;
- 6 (vii) Conduct health information campaigns and render health intelligence
7 services;
- 8 (viii) Coordinate with other government agencies and nongovernmental
9 organizations involved in the promotion and delivery of health services;
- 10 (ix) Be in the frontline of the delivery of health services, particularly during
11 and in the aftermath of man-made and natural disasters and calamities;
12 and

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

15 **SEC. 29. City Civil Registrar.** – (a) The City Civil Registrar must be a citizen of the
16 Philippines, a resident of the City, of good moral character, a holder of a college degree from a
17 recognized college or university, a first grade civil service eligible or its equivalent, and must
18 have acquired at least five (5) years experience in civil registry work.

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

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

- 24 (1) Develop plans and strategies, and upon approval thereof by the City Mayor,
25 implement the same, particularly those which have to do with the management
26 and administration-related programs and projects which the City Mayor is
27 empowered to implement and which the *Sangguniang Panlungsod* is
28 empowered to provide under the Local Government Code of 1991, as amended;
- 29 (2) In addition to the foregoing duties and functions, the City Civil Registrar shall:
 - 30 (i) Accept all registrable documents and judicial decrees affecting the civil
31 status of persons;
 - 32 (ii) File, keep and preserve in a secure place the books required by law;
 - 33 (iii) Transcribe and enter immediately upon receipt all registrable documents
34 and judicial decrees affecting the civil status of persons in the appropriate
35 civil registry books;

- 1 (iv) Transmit to the Office of the Civil Registrar-General, within the prescribed
2 period, duplicate copies of registered documents required by law;
- 3 (v) Issue certified transcripts or copies of any certificate or registered
4 documents upon payment of the required fees to the city treasurer;
- 5 (vi) Receive applications for the issuance of a marriage license and, after
6 determining that the requirements and supporting certificates and
7 publication thereof for the prescribed period have been complied with,
8 issue the license upon payment of the authorized fee to the City Treasurer;
9 and
- 10 (vii) Coordinate with the Philippine Statistics Authority (PSA) in conducting
11 educational campaigns for vital registration and assist in the preparation of
12 demographic and other statistics for the City of Baguio.
- 13 (3) Perform such other duties and functions, and exercise such other powers as
14 provided under the Local Government Code of 1991, as amended, and those
15 that are prescribed by law or ordinance.
- 16

17 **SEC. 30. City Accountant.** – (a) The City Accountant must be a citizen of the
18 Philippines, a resident of the City, of good moral character, a certified public accountant, and
19 must have acquired at least five (5) years experience in treasury or accounting service.

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

22 (c) The City Accountant shall take charge of both the Office of the City Accounting and
23 Internal Audit Services, and shall:

- 24 (1) Install and maintain an internal audit system in the City;
- 25 (2) Prepare and submit financial statements to the City Mayor and to the
26 *Sangguniang Panlungsod*;
- 27 (3) Appraise the *Sangguniang Panlungsod* and other officials on the financial
28 condition and operations of the City;
- 29 (4) Certify the availability of budgetary allotment to which expenditures and
30 obligations may be properly charged;
- 31 (5) Review supporting documents before the preparation of vouchers to determine
32 the completeness of requirements;
- 33 (6) Prepare statements of cash advances, liquidations, salaries, allowances,
34 reimbursements and remittances pertaining to the City;

- 1 (7) Prepare statements of journal vouchers and liquidation of the same and other
- 2 adjustments related thereto;
- 3 (8) Post individual disbursements to the subsidiary ledger;
- 4 (9) Maintain individual ledgers for officials and employees of the City pertaining to
- 5 payrolls and deductions;
- 6 (10) Record and post details of purchased furniture, fixtures and equipment,
- 7 including disposal thereof, if any;
- 8 (11) Account for all issued requests for obligations and maintain and keep all
- 9 records and reports related thereto;
- 10 (12) Prepare journals and the analysis of obligations and maintain and keep all
- 11 records and reports related thereto; and
- 12 (d) Perform such other duties and functions, and exercise such other powers as provided
- 13 under the Local Government Code of 1991, as amended, and those that are prescribed by law or
- 14 ordinance.

15 **SEC. 31. City Social Welfare and Development Officer.** – (a) The City Social Welfare
16 and Development Officer must be a citizen of the Philippines, a resident of the City, of good
17 moral character, a duly licensed social worker, a holder of a college degree preferably in
18 sociology, social work or any other related course obtained from a recognized college or
19 university, a first grade civil service eligible or its equivalent, and must have acquired at least
20 five (5) years experience in the practice of social work.

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

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

- 25 (1) Formulate measures for the approval of the *Sangguniang Panlungsod* and
- 26 provide technical assistance and support to the City Mayor in carrying out
- 27 measures to ensure delivery of basic services and provision of adequate
- 28 facilities relative to social welfare and development services;
- 29 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
- 30 implement the same, particularly those which have to do with social welfare
- 31 programs and projects which the City Mayor is empowered to implement and
- 32 which the *Sangguniang Panlungsod* is empowered to provide;

- 1 (3) Identify the basic needs of the needy, the disadvantaged and impoverished and
2 develop and implement appropriate measures to alleviate their problems and
3 improve their living conditions;
- 4 (4) Provide relief and appropriate crisis intervention for victims of abuse and
5 exploitation and recommend appropriate measures to deter further abuse and
6 exploitations;
- 7 (5) Assist the City Mayor in implementing the barangay level program for the total
8 development and protection of children up to six (6) years of age;
- 9 (6) Facilitate the implementation of welfare programs for the disabled, elderly and
10 victims of drug addiction, the rehabilitation of prisoners and parolees, the
11 prevention of juvenile delinquency and such other activities which would
12 eliminate and minimize the ill-effects of poverty;
- 13 (7) Initiate and support youth welfare program that will enhance the role of youth
14 in nation-building;
- 15 (8) Coordinate with government agencies and non-governmental organizations
16 whose purpose is the promotion and the protection of all the needy,
17 disadvantaged, underprivileged or impoverished groups or individuals,
18 particularly those identified to be vulnerable and high risk to exploitation,
19 abuse and neglect;
- 20 (9) Be in the frontline of the delivery of services particularly those concerned with
21 immediate relief and assistance during and in the aftermath of man-made and
22 natural disasters and calamities;
- 23 (10) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
24 other matters related to social welfare and development services that will
25 improve the livelihood and living conditions of the City's inhabitants; and
- 26 (11) Perform such other duties and functions, and exercise such other powers as
27 provided under the Local Government Code of 1991, as amended, and those
28 that are prescribed by law or ordinance.

29
30 **SEC. 32 *The City Budget Officer.*** – (a) The City Budget Officer must be a citizen of the
31 Philippines, a resident of the City, of good moral character, a holder of a college degree
32 preferably in accounting, economics, public administration, or any related course from a
33 recognized college or university, a first grade civil service eligible or its equivalent, and must
34 have acquired at least five (5) years experience in government budgeting or in any related field.

35 (b) The City Budget Officer shall take charge of the City Budget Office, 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 budget and during budget hearings;
- 4) Study and evaluate budgetary implementation of proposed legislation and submit comments and recommendations thereon;
- 5) Submit periodic budgetary reports to the Department of Budget and Management;
- 6) Coordinate with the City Treasurer, City Accountant, and City Planning and Development Office for the purpose of budgeting;
- 7) Assist the *Sangguniang Panlungsod* in reviewing the approved budgets of component barangays; and
- 8) Coordinate with the City Planning and Development Officer the formulation of the city development plan.

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

SEC. 33. City Planning and Development Officer. – (a) The City Planning and Development Officer must be a citizen of the Philippines, a resident of the City, of good moral character, a holder of a college degree preferably in urban or environmental planning, development studies, 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 for at least five (5) years experience in development planning or in any related field.

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

- 1) Formulate integrated economic, social, physical, and other development plans and policies for consideration of the City;
- 2) Conduct continuing studies, researches, 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;

- 1 4) Monitor and evaluate the implementation of difference development programs,
2 projects and activities in the City in accordance with the approved development
3 plans;
- 4 5) Prepare comprehensive plans and other development planning documents for
5 the consideration of the local development council;
- 6 6) Analyze the income and expenditure patterns, and formulate and recommend
7 fiscal plans and policies for consideration of the Finance Committee of the City
8 as provided under the Local Government Code of 1991, as amended;
- 9 7) Promote people's participation in development planning within the City; and
- 10 8) Exercise supervision and control over the secretariat of the local development
11 council.

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

15 **SEC. 34. City Administrator.** – (a) The City Administrator must be a citizen of the
16 Philippines, a resident of the City, of good moral character, a holder of a college degree
17 preferably in public administration, law or any other related course from a recognized college or
18 university, a first grade civil service eligible or its equivalent, and must have acquired at
19 least five (5) years experience in management and administrative work.

20 (b) The term of the city administrator is coterminous with that of the appointing
21 authority.

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

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

- 26 (1) Develop plans and strategies and upon approval thereof by the City Mayor,
27 implement the same, particularly those which have to do with the management
28 and administration-related programs and projects which the City Mayor is
29 empowered to implement and which the *Sangguniang Panlungsod* is
30 empowered to provide under the Local Government Code of 1991, as amended;
- 31 (2) Assist in the coordination of the work of all the officials of the City under the
32 supervision, direction and control of the City Mayor, and for this purpose, may
33 convene the chiefs of offices and other officials of the local government unit;

- 1 (3) Establish and maintain a sound personnel program for the LGU designed to
2 promote career development and uphold the merit principle in the local
3 government service;
- 4 (4) Conduct a continuing organizational development of the City with the end in
5 view of instituting effective administrative reforms.
- 6 (5) Be in the frontline of the delivery of administrative support services,
7 particularly those related to situations during and in the aftermath of man-made
8 and natural disasters or calamities;
- 9 (6) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
10 matters relative to the management and administration of the City; and
- 11 (7) Perform such other duties and functions, and exercise such other powers as
12 provided under the Local Government Code of 1991, as amended, and those
13 that are prescribed by law or ordinance.

14
15 **SEC. 35. City Legal Officer.** – (a) The City Legal Officer must be a citizen of the
16 Philippines, a resident of the City, of good moral character, a member of the Integrated Bar of
17 the Philippines, and must have practiced law for at least five (5) years immediately preceding the
18 date of the appointment.

19 (b) The term of the city legal officer shall be coterminous with that of the appointing
20 authority.

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

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

- 25 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
26 provide legal assistance and support to the City Mayor in carrying out the
27 delivery of basic services and provisions of adequate facilities;
- 28 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
29 implement the same, particularly those which have to do with programs and
30 projects related to legal services which the City Mayor is empowered to
31 implement and which the *Sangguniang Panlungsod* is empowered to provide;
- 32 (3) Represent the City in all civil actions and special proceedings wherein the local
33 government unit or any official thereof, in official capacity, is a party:
34 *Provided, That*, in actions or proceedings where the City of Baguio is a party
35 adverse to the provincial government or to another component city or

- 1 municipality, a special legal officer may be employed to represent the adverse
2 party;
- 3 (4) When required by the City Mayor or *Sanggunian*, draft ordinances, contracts,
4 bonds, leases and other instruments involving any interest of the City and
5 provide comments and recommendations on any instruments already drawn;
- 6 (5) Render an opinion in writing on any question of law when requested to do so by
7 the City Mayor or *Sanggunian*;
- 8 (6) Investigate or cause to be investigated any local official or employee for
9 administrative neglect or misconduct in office and recommend the appropriate
10 action to the City Mayor or *Sanggunian*, as the case may be;
- 11 (7) Investigate or cause to be investigated any person, firm or corporation holding
12 any franchise of exercising any public privilege for failure to comply with any
13 term or condition in the grant of such franchise or privilege, and recommending
14 appropriate action to the City Mayor or *Sanggunian*, as the case may be;
- 15 (8) When directed by the City Mayor or *Sanggunian*, initiate and prosecute, in the
16 interest of the City, any civil action on any bond, lease or other contract upon
17 any breach or violation thereof;
- 18 (9) Review and submit recommendations on ordinances approved and executive
19 orders issued by component units;
- 20 (10) Recommend measures to the *Sangguniang Panlungsod* and advise the City
21 Mayor on all matters related to upholding the rule of law;
- 22 (11) Be in the frontline of protecting human rights and prosecuting any violations
23 thereof, particularly those which occur during and in the aftermath of man-
24 made and natural disasters or calamities; and
- 25 (12) Perform such other duties and functions, and exercise such other powers as
26 provided under the Local Government Code of 1991, as amended, and those
27 that are prescribed by law or ordinance.

28 **SEC. 36. City General Services Officer.** – (a) The City General Services Officer must
29 be a citizen of the Philippines, a resident of the City, of good moral character, a holder of a
30 college degree in public administration, business administration or business management from
31 a recognized college or university, a first grade civil service eligible or its equivalent, and must
32 have acquired at least five (5) years experience in general services, including the management
33 of supply and property.

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

3 (c) The City General Services officer shall take charge of the Office of the General
4 Services, and shall:

- 5 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
6 provide technical assistance and support to the City Mayor in carrying out
7 measures to ensure the delivery of basic services and provision of adequate
8 facilities that require general services expertise in technical support services;
- 9 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
10 implement the same, particularly those which have to do with the general
11 services that are supportive of the welfare of the inhabitants of the City which
12 the City Mayor is empowered to implement and which the *Sangguniang*
13 *Panlungsod* is empowered to provide;
- 14 (3) Take custody of and be accountable for all properties, real or personal, owned
15 by the City, and those granted to it in the form of donation, reparation,
16 assistance and counterpart of joint projects;
- 17 (4) With the approval of the City Mayor, assign building or land space to local
18 officials or other public officials, who by law, are entitled to the space;
- 19 (5) Recommend to the City Mayor the reasonable rental rates for local government
20 properties, whether real or personal, which will be leased to public or private
21 entities by the local government;
- 22 (6) Recommend to the City Mayor reasonable rental rates of private properties
23 which may be leased for the official use of the City;
- 24 (7) Maintain and supervise janitorial, security, landscaping and other related
25 services in all local government public buildings and other real property,
26 whether owned or leased by the local government unit;
- 27 (8) Collate and disseminate information regarding prices, shipping and other costs
28 of supplies and other items commonly used by the local government unit;
- 29 (9) Perform archival and record management with respect to records of offices and
30 departments of the local government unit;
- 31 (10) Perform all other functions pertaining to supply and property management
32 heretofore performed by the local government treasurer and enforce policies on
33 records creation, maintenance and disposal;
- 34 (11) Be in the frontline of general services-related activities, such as the possible
35 and imminent destruction or damage to records, supplies, properties, and

- 1 structure materials or debris, particularly during and in the aftermath of man-
2 made and natural disasters and calamities;
- 3 (12) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
4 matters relative to general services; and
- 5 (13) Perform such other duties and functions, and exercise such other powers as
6 provided under the Local Government Code of 1991, as amended, and those
7 that are prescribed by law or ordinance.

8 **SEC. 37. City Veterinarian.** – (a) The City Veterinarian must be a citizen of the
9 Philippines, a resident of the City, of good moral character, a licensed doctor of veterinary
10 medicine, and must have practiced veterinary profession for at least three (3) years immediately
11 preceding the date of the appointment.

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

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

- 16 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
17 provide technical assistance and support to the City Mayor in carrying out
18 measures to ensure the delivery of basic services and provision of adequate
19 facilities;
- 20 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
21 implement the same, particularly those which have to do with veterinary-related
22 activities which the City Mayor is empowered to implement and which the
23 *Sangguniang Panlungsod* is empowered to provide;
- 24 (3) Advise the City Mayor on all matters pertaining to the slaughter of animals for
25 human consumption and the regulation of slaughterhouses;
- 26 (4) Regulate the keeping of domestic animals;
- 27 (5) Regulate and inspect poultry, milk and dairy products for public consumption;
- 28 (6) Enforce all laws and regulations for the prevention of cruelty to animals;
- 29 (7) Take the necessary measures to eradicate, prevent or cure all forms of animal
30 diseases;
- 31 (8) Be in the frontline of veterinary-related activities, such as the outbreak of
32 highly contagious and deadly diseases and in situations resulting in the
33 depletion of animals for work and for human consumption, particularly those

- 1 arising from and in the aftermath of man-made and natural disasters or
2 calamities;
- 3 (9) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
4 matters relative to veterinary services which will increase the number and
5 improve the quality of livestock, poultry and other domestic animals used for
6 work or human consumption; and
- 7 (10) Perform such other duties and functions, and exercise such other powers as
8 provided under the Local Government Code of 1991, as amended, and those
9 that are prescribed by law or ordinance.

10 **SEC. 38. City Human Resource Management Officer.** – (a) The City Human Resource
11 Management Officer must be a citizen of the Philippines, a resident of the City, of good
12 moral character, a human resource management or development practitioner, a holder of a
13 college degree in management or any other related course from a recognized college or
14 university, a first grade civil service eligible or its equivalent, and must have acquired at least
15 five (5) years experience in the practice of human resource management or development, the
16 administration, execution, coordination, and supervision of activities involving personnel
17 operations, and the implementation of civil service laws, rules and regulations.

18 (b) The City Human Resource Management Officer shall take charge of the
19 Human Resource Management Office, and shall:

- 20 1) Develop a human resource management program for approval by the City
21 Mayor and the *Sangguniang Panlungsod*;
- 22 2) Assist the City Mayor in implementing the City's policies and programs
23 relative to recruitment and selection, appointment, training, promotion,
24 compensation, and other personnel actions involving officials and employees of
25 the City;
- 26 3) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
27 matters relative to human resource management and development;
- 28 4) Establish and maintain a sound personnel program for the City designed to
29 promote career development and uphold the merit principle in the local
30 government service; and
- 31 5) Conduct a continuing organization development of the City, with the end view
32 of instituting effective administrative reforms.

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

4 **SEC. 39. City Parks Management Officer.** – (a) The City Parks Management Officer
5 must be a citizen of the Philippines, a resident of the City, of good moral character, a duly
6 licensed sanitary engineer or a holder of a college degree in forestry, watershed and parks and
7 recreation management, or any other related course from a recognized college or university, a
8 first grade civil service eligible or its equivalent and must have acquired at least five (5) years
9 experience in solid and liquid waste management, general sanitation, forestry, watershed and
10 parks management.

11 (b) The City Parks Management Officer shall take charge of the City Parks Management
12 Office, and shall:

- 13 1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
14 provide assistance and support to the City Mayor in carrying out measures to
15 ensure the delivery of basic services and the provision of adequate facilities
16 relative to parks services;
- 17 2) Develop plans and strategies and, upon approval thereof by the City Mayor,
18 implement the same, particularly those which have to do with parks
19 management programs and projects which the city mayor is empowered to
20 implement and which the *Sangguniang Panlungsod* is empowered to provide
21 for under the Local Government code of 1991, as amended;
- 22 3) Be in the frontline of the delivery of services concerning the parks, particularly
23 in the renewal and rehabilitation of parks and in the aftermath of man-made and
24 natural disasters and calamities; and
- 25 4) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
26 matters relative to protection, conservation, application of technology,
27 maintenance and other matters related to parks management.

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

31 **SEC. 40. City Tourism Officer.** – (a) The City Tourism Officer must be a citizen of
32 the Philippines, a resident of the City, of good moral character, a holder of a college degree
33 preferably with specialized training in tourism development obtained from a recognized college

1 or university, a first grade civil service eligible or its equivalent, and must have acquired at
2 least five (5) years experience in the implementation of programs on tourism development.

3 (b) The City Tourism Officer shall take charge of the City Tourism Office, and shall:

- 4 1) Encourage the City to enact local legislation adopting the Department of
5 Tourism (DOT) accreditation standards for tourism facilities and services;
- 6 2) Ensure a pleasant experience and stay of tourists while at the time protecting
7 the interests, welfare and rights of the City;
- 8 3) Develop tourist products and destinations that will benefit the City and its local
9 community;
- 10 4) Pursue the implementation of the national tourism master plans, the national
11 ecotourism strategy and the area specific plans of national and local
12 government units; and
- 13 5) Support the local government unit in promoting festivals, fiestas and other
14 tourism-related activities.

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

18 **SEC. 41. City Public Information Officer.** – (a) The City Public Information Officer
19 must be a citizen of the Philippines, a resident of the City, of good moral character, a holder of
20 a college degree preferably in journalism, mass communications or any related course from a
21 recognized college or university and a first grade civil service eligible or its equivalent. The
22 city public information officer must have acquired at least five (5) years experience in writing
23 articles and research papers or in writing for print, television or broadcast media.

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

26 (c) The term of the City Public Information Officer shall be coterminous with that of the
27 appointing authority;

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

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

- 1 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
2 implement the same, particularly those which have to do with public
3 information and research data to support programs and projects which the City
4 Mayor is empowered to implement and which the *Sangguniang Panlungsod* is
5 empowered to provide;
- 6 (3) Provide relevant, adequate and timely information to the local government unit
7 and its residents;
- 8 (4) Furnish information and data on the local government agencies or offices as
9 may be required by law or ordinance; and non-governmental organizations to
10 be furnished to said agencies and organizations;
- 11 (5) Maintain effective liaison with the various sectors of the community on matters
12 and issues that affect the livelihood and the quality of life of the City's
13 inhabitants and encourage support for programs of the local and national
14 government.
- 15 (6) Be in the frontline in providing information during and in the aftermath of man-
16 made and natural calamities and disasters or calamities, with special attention
17 to the victims thereof, to help minimize injuries and casualties during and after
18 the emergency, and to accelerate relief and rehabilitation;
- 19 (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
20 matters relative to public information and research data as it relates to the total
21 socioeconomic development of the City; and
- 22 (8) Perform such other duties and functions, and exercise such other powers as
23 provided under the Local Government Code of 1991, as amended, and those
24 that are prescribed by law or ordinance.

25 **SEC. 42. City Librarian.** – (a) The City Librarian must be a citizen of the Philippines,
26 a resident of the City, of good moral character, a holder of a college degree preferably in
27 library science or any related course from a recognized college or university, a licensed
28 librarian, a first grade civil service eligible or its equivalent, and must have acquired at least
29 five (5) years experience in library administration.

- 30 (b) The City Librarian shall take charge of the City Library; and shall
- 31 1) Formulate plans and programs to carry out a responsive and effective delivery of
32 free library services to students, professionals, and the general public;
 - 33 2) Determine policies, rules and regulations on the operation and management of the
34 City Library;

- 1 3) Acquire library facilities and equipment;
- 2 4) Manage the procurement of books, periodicals, documents, and papers of research
3 value through purchase, donation, or allocation from the National Library for
4 the collection development of the City library, either in print or in digital
5 format;
- 6 5) Maintain and continually upgrade the operation of the internet and electronic
7 library (e-library) services of the City Library in order to keep abreast with the
8 fast changing trends in information and science and technology for fast and
9 global access to unlimited information.
- 10 6) Maintain and continually upgrade the operation of the online public access catalog
11 or computerized catalog for easier and faster access to the various collections of
12 the City Library;
- 13 7) Adopt and administer a system of classifying, cataloguing, filing, indexing and
14 labeling in the preparation of library reading materials, in print and digital
15 format, in accordance with the modern trends of library science;
- 16 8) Prepare the annual budget of the City Library; submit appropriate reports; rates
17 efficiency rating of subordinates; and attend meetings, conferences, and
18 seminars;
- 19 9) Provide technical assistance in the establishment and operation of barangay
20 libraries in the City pursuant to Republic Act No. 7743 otherwise known as the
21 Philippine Library Law; and
- 22 10) Maintain the upkeep of the City Library building and its premises, and
23 safeguard and preserve its contents.

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

27 **SEC. 43. City Agriculturist.** – (a) The City Agriculturist must be a citizen of the
28 Philippines, a resident of the City, of good moral character, a holder of a college degree
29 preferably in agriculture or any other related course from a recognized college or university, a
30 first grade civil service eligible or its equivalent, and must have practiced the profession in
31 agriculture or have acquired at least five (5) years experience in related field.

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

- 1 (c) The City Agriculturist shall take charge of the Office for Agricultural Services, and
2 shall:
- 3 (1) Formulate measures for the approval of the *Sangguniang Panlungsod* and
4 provide technical assistance and support to the City Mayor in carrying out said
5 measures to ensure the delivery of basic services and provision of adequate
6 facilities relative to agricultural services;
- 7 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
8 implement the same, particularly those which have to do with agricultural
9 programs and projects which the City Mayor is empowered to implement and
10 which the *Sangguniang Panlungsod* is empowered to provide;
- 11 (3) In addition to the foregoing duties and functions, the City Agriculturist shall:
- 12 (i) Ensure that maximum assistance and access to resources in the production,
13 processing and marketing of agricultural, ~~and~~ aquacultural, and marine
14 products are extended to farmers, fishermen, and local entrepreneurs;
- 15 (ii) Conduct or cause to be conducted location-specific agricultural researches
16 and assist in making available the appropriate technology arising out of and
17 disseminating information on basic research on crops, prevention and
18 control of plant diseases and pests, and other agricultural matters which
19 will maximize productivity;
- 20 (iii) Assist the City Mayor in the establishment and extension services of
21 demonstration farms on aquaculture and marine products;
- 22 (iv) Enforce rules and regulations relating to agriculture and aquaculture; and
23 (v) Coordinate with government agencies and non-governmental organizations
24 which promote agricultural productivity through applied technology
25 compatible with environmental integrity.
- 26 (4) Be in the frontline of the delivery of basic agricultural services, particularly
27 those needed for the survival of the City's inhabitants during and in the
28 aftermath of man-made and natural disasters and calamities;
- 29 (5) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
30 other matters related to agriculture and aquaculture which will improve the
31 livelihood and living conditions of the inhabitants; and
- 32 (6) Perform such other duties and functions, and exercise such other powers as
33 provided under the Local Government Code of 1991, as amended, and those
34 that are prescribed by law or ordinance.

1 **SEC. 44. City Population Officer.** – (a) The City Population Officer must be a citizen of
2 the Philippines, a resident of the City, of good moral character, a holder of a college degree
3 preferably with specialized training in population development from a recognized college
4 or university, a first grade civil service eligible or its equivalent and must have acquired at
5 least five (5) years experience in the implementation of programs on population development
6 or responsible parenthood.

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

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

- 11 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
12 provide technical assistance and support to the City Mayor in carrying out
13 measures to ensure the delivery of basic services and provision of adequate
14 facilities relative to the integration of the population development principles
15 and in providing access to said services and facilities;
- 16 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
17 implement the same, particularly those which have to do with the integration of
18 population development principles and methods in program and projects which
19 the City Mayor is empowered to implement and which the *Sangguniang*
20 *Panlungsod* is empowered to provide; and
- 21 (3) Assist the City Mayor in the implementation of the constitutional provisions
22 relative to population development and the promotion of responsible
23 parenthood;
- 24 (4) Establish and maintain an updated data bank for program operations,
25 development planning and an educational program to ensure the people's
26 participation in and understanding of population development;
- 27 (5) Implement appropriate training programs geared at developing among residents
28 their unique history, identity, and cultural heritage; and
- 29 (6) Perform such other duties and functions, and exercise such other powers as
30 provided under the Local Government Code of 1991, as amended, and those
31 that are prescribed by law or ordinance.

32 **SEC. 45. City Environment and Natural Resources Officer.** – (a) The City
33 Environment and Natural Resources Officer must be a citizen of the Philippines, a resident of the
34 City, of good moral character, a holder of a college degree preferably in environment, forestry,

1 agriculture, or any other related course from a recognized college or university, a first grade
2 civil service eligible or its equivalent, and must have acquired at least five (5) years experience
3 in environmental protection and ecology, and natural resources management, conservation, and
4 utilization work.

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

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

- 9 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
10 provide assistance and support to the City Mayor in carrying out measures to
11 ensure the delivery of basic services and provision of adequate facilities relative
12 to environment and natural resources services as provided under Section 17 of
13 the Local Government Code of 1991, as amended;
- 14 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
15 implement the same, particularly those which have to do with environment and
16 natural resources programs and projects which the City Mayor is empowered to
17 implement and which the *Sangguniang Panlungsod* is empowered to provide;
- 18 (3) Establish, maintain, protect and preserve communal forests, watersheds, tree
19 parks, mangroves, greenbelts, commercial forests and similar forest projects
20 like industrial tree farms and agro-forestry projects;
- 21 (4) Provide extension services to beneficiaries of forest development projects and
22 technical, financial and infrastructure assistance;
- 23 (5) Manage and maintain seed banks and produce seedlings for forest and tree
24 parks;
- 25 (6) Provide extension services to beneficiaries of forest development projects and
26 render assistance for natural resources-related conservation and utilization
27 activities consistent with ecological balance;
- 28 (7) Coordinate with government agencies and nongovernmental organizations in
29 the implementation of measures to prevent and control land, air and water
30 pollution with the assistance of the Department of Environment and Natural
31 Resources (DENR);
- 32 (8) Be in the frontline of the delivery of services concerning the environment and
33 natural resources, particularly in the renewal and rehabilitation of the
34 environment during and in the aftermath of man-made and natural disasters and
35 calamities;

- 1 (9) Recommend measures to the *Sangguniang Panlungsod* and advise the City
2 Mayor on all matters relative to the protection, conservation, maximum
3 utilization, application of appropriate technology and other matters related to
4 the environment and natural resources; and
- 5 (10) Perform such other duties and functions, and exercise such other powers as
6 provided under the Local Government Code of 1991, as amended, and those
7 that are prescribed by law or ordinance.

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

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

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

- 18 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and
19 provide technical assistance and support to the City Mayor in carrying out
20 measures to ensure the delivery of basic services and the provision of facilities
21 through the development of cooperatives, and in providing access to such
22 services and facilities;
- 23 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
24 implement the same, particularly those which have to do with the integration of
25 cooperatives principles and methods in programs which the City Mayor is
26 empowered to implement and which the *Sangguniang Panlungsod* is
27 empowered to provide;
- 28 (3) Assist in the organization of cooperatives;
- 29 (4) Provide technical and other forms of assistance to existing cooperatives to
30 enhance their viability as an economic enterprise and social organization;
- 31 (5) Assist cooperatives in establishing linkages with government agencies and
32 nongovernment organizations involved in the promotion and integration of the
33 concept of cooperatives in the livelihood of the people and other community
34 activities;

- 1 (6) Be in the frontline of cooperative organization, rehabilitation or viability-
2 enhancement, particularly during and in the aftermath of man-made and natural
3 calamities or disasters, to aid in their survival and, if necessary, subsequent
4 rehabilitation;
- 5 (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
6 other matters relative to cooperatives development and viability enhancement
7 which will improve the livelihood and quality of life of the inhabitants; and
- 8 (8) Perform such other duties and functions, and exercise such other powers as
9 provided under the Local Government Code of 1991, as amended, and those
10 that are prescribed by law or ordinance.

11 **SEC. 47. City Solid and Liquid Wastes Management Officer.** – (a) The City Solid and
12 Liquid Wastes Management Officer must be citizen of the Philippines, a resident of the City, of
13 good moral character, a holder of a college degree preferably in environment, ecology,
14 engineering, solid and liquid wastes management or any related course from a recognized college
15 or university, and a holder of a first grade civil service eligibility or its equivalent. He must have
16 acquired at least five (5) years experience in environmental and natural resources management,
17 conservation and utilization or environmental engineering.

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

- 20 1) Initiate the formulation and implementation of a comprehensive and integrated
21 Solid and Liquid Wastes Management and Monitoring Plan (SLWMMP) for
22 the City in accordance with the parameters of sustainable urban development
23 and management set for the City and all related national and local
24 environmental laws, standards and issuances.

The City Solid and Liquid Wastes Management Officer shall:

- 25 (i) Develop and recommend specific policies, guidelines, plans and programs,
26 practices, techniques and measures to implement component or details of
27 solid and liquid wastes management plan;
- 28 (ii) Consult and coordinate with all concerned sectors of the City in the
29 formulation, implementation and monitoring of the SLWMMP and its
30 component such as the solid waste management, liquid waste management,
31 air ambience, water quality and watershed management.
- 32 (iii) Enforce regulatory measures to manage properly solid and liquid wastes as
33 provided in national and local legal issuances; and

- 1 (iv) Source out assistance in all forms from international, national and local
2 partners to ensure implementation of the SLWMMP and its components,
3 subject to the approval and guidelines set by the city government;
- 4 2) Operate and maintain facilities and equipment related to the components of
5 SLWMMP; and
- 6 3) Review sewerage plans submitted to the office of the building official for the
7 issuance of building permits and endorse the application if result of the review
8 is favourable.
- 9 (c) Exercise such other powers and perform other duties and functions as provided for
10 under the Local Government Code of 1991, as amended, and those that are prescribed by law or
11 ordinance.

12 **ARTICLE IX**
13 **BOARDS AND COUNCILS**

14 **SEC. 48. *Boards and Councils.*** – The local boards and councils created pursuant to the
15 Local Government Code of 1991, as amended, such as the City School Board, City Health
16 Board, City Development Council, and City Peace and Order Council, shall continue to exist
17 and function as provided for by law. Other local bodies such as the City Tourism Council, the
18 City Convention and Visitors Bureau, the Sister-Cities Committee, the Character City
19 Committee, the City Traffic and Transportation Management Committee, Office of the Local
20 Zoning Officer the City Disaster and Risk Reduction Management Council, the City Solid
21 Waste Management Board, the City Market Authority, and the Burnham Park Management
22 Authority shall continue to exist and function as provided for by law or ordinance.

23 **ARTICLE X**
24 **BAGUIO TOWNSITE RESERVATION AND WATERSHEDS**

25 **SEC. 49. *Alienable and Disposable Lands.*** – All alienable and disposable lands within
26 the Baguio Townsite Reservation shall be disposed of and awarded by the Department of
27 Environment and Natural Resources (DENR) through the grant of residential free patent,
28 townsite sales, or other modes of disposition pursuant to Republic Act No. 10023, otherwise
29 known as the Free Patent Act; Commonwealth Act No. 141, otherwise known as the Public
30 Land Act; and such other laws authorizing the disposition of the lands to qualified actual
31 occupants thereon.

1 The application of Republic Act No. 10023 shall always consider the Zoning Ordinance
2 and the City Land Use Plan. Hence, alienable and disposable public land covered by a townsite
3 sales application filed with the DENR covering areas exceeding two hundred (200) square
4 meters shall not be subdivided for processing under a residential free patent application.

5 Alienable and disposable lands between roads and titled properties and lands adjoining
6 legal easements along creeks and rivers with an area of two hundred (200) square meters, more
7 or less, and which are not occupied by houses nor covered by vested rights, shall be
8 immediately delineated, marked and corners monumented not later than twelve (12) months
9 from the effectivity of this Act, and shall form part of the greenbelt areas of Baguio City and not
10 be awarded to private individuals.

11 **SEC. 50. *Conduct of Subdivision Survey.*** – In coordination with the Department of
12 Environment and Natural Resources (DENR), the City shall advance the cost for the conduct of a
13 subdivision survey of all its alienable and disposable public lands which are part of its townsite
14 reservation in accordance with its land use development plan, and segregate therein the areas for
15 public use such as road systems, greenbelt areas, playground lots, health center sites, school sites
16 and danger zones, as determined by geosciences experts of the Mines and Geosciences Bureau
17 (MGB) of the DENR.

18 **SEC. 51. *Special Committee on Lands.*** - There shall be created a Special Committee on
19 Lands to assist the DENR and to serve as venue for the resolution of all land-related issues in the
20 City. It shall protect the interest of the City and its long-time occupants, especially in the review
21 of (i) all ancestral land claims; (ii) the conversion of lands; and (iii) disposition of public lands
22 including, if possible, the streamlining of the modes of disposition to those most appropriate for
23 the City in order to achieve a balanced development while ensuring land tenure security and
24 equity.

25 The Special Committee on Lands shall be chaired by the City Mayor or Vice-Mayor or the
26 Committee on Land Use and Urban Development, with DENR as co-chair and National
27 Commission on Indigenous Peoples (NCIP) as vice-chair.

28 **SEC. 52. *City Watersheds.*** – The Baguio City Government shall protect, preserve and
29 develop its watersheds and shall impose penal sanctions on anyone who infringes on the said
30 water sources of the City. The forest reservations and water sources within the Bases
31 Conversion and Development Authority (BCDA) lands shall remain under the jurisdiction of the
32 BCDA.

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ARTICLE XI
ANCESTRAL LANDS

SEC. 53. *Ancestral Lands.* – Pursuant to Republic Act No. 8371, otherwise known as “*The Indigenous Peoples Rights Act of 1997,*” legitimate ancestral lands are considered private properties or lands and are not part of the Baguio Townsite Reservation.

The applications covering lands which are subject to pending ancestral land claims before the NCIP shall not be processed and shall not be acted upon pursuant to this Act from the moment the said ancestral land claims have been denied with finality by the proper court, government agency or instrumentality.

ARTICLE XII
CAMP JOHN HAY RESERVATION

SEC. 54. *Camp John Hay Reservation.* – The Camp John Hay Reservation covering a total land area of six million two hundred fifty four thousand one hundred five square meters (6,254,175 sqm), which was transferred to the BCDA by virtue of Republic Act No. 7227, as amended, otherwise known as the “*Bases Conversion and Development Act of 1992,*” as amended, is not part of the Baguio Townsite Reservation.

ARTICLE XIII
TRANSITORY PROVISIONS

SEC. 55. *Ordinances Prior to the Approval of this Act.* – All ordinances and resolutions of the City of Baguio existing at the time of the approval of this Act shall continue to be in force and effect until the *Sangguniang Panlungsod* of the City shall declare otherwise.

SEC. 56. *Incumbent Representative and other Elective and Appointive Officials.* – The incumbent Representative of the Lone Legislative District of the City of Baguio and other elective and appointive officials of the City shall continue to exercise their powers and functions until the expiration of their terms of office, pursuant to the Constitution and existing laws.

1 **SEC. 57. Lone Legislative District.** – Until otherwise provided by law, the City of
2 Baguio shall continue to exist as a lone legislative district.

3 **SEC. 58. Identity of the City.** – The City shall retain its identity as a highly-urbanized
4 city, and shall remain part of the Cordillera Administrative Region. The City may form part of
5 any growth corridor that will be established or of any aggrupation of local government units that
6 shall undertake to consolidate or coordinate their efforts, services, and resources for purposes
7 commonly beneficial to them such as those being undertaken by the City, and the
8 municipalities of La Trinidad, Itogon, Sablan, Tuba, and Tublay, commonly known as the
9 BLISTT.

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ARTICLE XIV
FINAL PROVISIONS

12 **SEC. 59. Applicability of Laws.** – The provisions of the Local Government Code of 1991,
13 as amended, and such other laws applicable to highly urbanized cities shall govern the City.

14 **SEC. 60. Separability Clause.** – If any part or provision of this Act is declared invalid or
15 unconstitutional, the other parts or provisions hereof shall remain valid and effective.

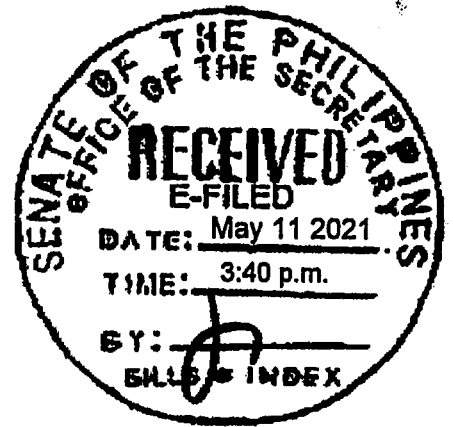
16 **SEC. 61. Repealing Clause.** – The provisions of the Charter of the City of Baguio as
17 contained in Act No. 2711, otherwise known as the "*Revised Administrative Code of 1917*," as
18 amended, and all other laws, decrees, rules and regulations or parts thereof inconsistent with the
19 provisions of this Act are hereby repealed or modified accordingly.

20 **SEC. 62. Effectivity.** – This Act shall take effect fifteen (15) days after its publication in
21 the *Official Gazette* or in a newspaper of general circulation.

22 *Approved,*

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

SENATE
S. B. No. 2163



Introduced by **SENATOR IMEE R. MARCOS**

AN ACT REVISING THE CHARTER OF THE CITY OF BAGUIO

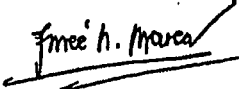
EXPLANATORY NOTE

Sections 2540-2574 of the Revised Administrative Code of 1917, as amended, made the charter of Baguio City effective on September 1, 1909. The social, economic, and political situation in Baguio City in its early years was vastly different from that of today. As a result, there is an urgent need to revise the charter to keep up with the rapidly changing times and address the city's current problems, issues, and concerns.

This bill therefor seeks to revise the current charter of the City of Baguio to cater the present needs of the city and its people. The proposed measure retains similar goals, primarily to include the effective implementation of the city government's land use development plan, settlement of the boundary dispute of the city with the adjoining Municipality of Tuba, addressing the problem in the disposition of alienable and disposable public lands with the Baguio town site reservation, and the creation of a more responsive taxation system and revenue generating projects.

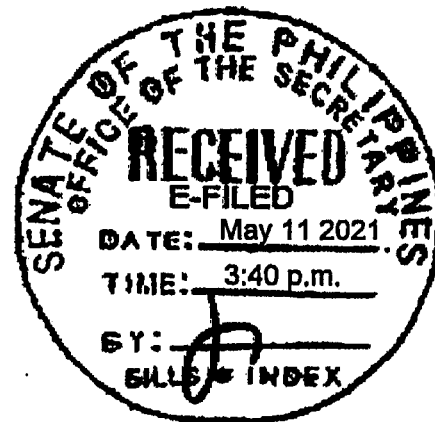
Furthermore, this bill states, among other things, that the Department of Environment and Natural Resources retains sole authority over the control and supervision of alienable and disposable public lands, and that the revised charter does not interfere on the disposition of public properties owned by the Bases Conversion and Development Authority.

The passage of this bill is strongly encouraged in order to improve the effectiveness and efficiency of the local government of Baguio City.


IMEE R. MARCOS

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

SENATE
S. B. No. 2163



Introduced by **SENATOR IMEE R. MARCOS**

AN ACT REVISING THE CHARTER OF THE CITY OF BAGUIO

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

**ARTICLE I
GENERAL PROVISIONS**

1
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3
4 **SECTION 1.** Short Title. – This Act shall be known as the “Revised Charter of
5 the City of Baguio”.

6
7 **SEC. 2.** *Declaration of Objectives and Core Values.* – The objectives and
8 aspirations of the City of Baguio, hereinafter referred to as the City, are as follows:

9 (a) To make the City of Baguio a home of dynamic and diverse cultures; to be
10 a center of education, trade and tourism in consonance with the laws of nature and
11 environment; to be managed by sincere and steadfast leaders who are God-fearing in
12 partnership with responsible citizenry;

13 (b) To adopt an integrated life cycle approach to environmental protection and
14 management; preserve and restore the historical and heritage value of the City;
15 promote eco-cultural tourism and tourism-related microenterprises; ensure the
16 sustenance of the City as an educational center of Northern Luzon; and develop and
17 implement an investment portfolio and a progressive marketing strategy;

18 (c) To attain effectiveness and efficiency in local governance; to advance the
19 city’s competitiveness; and to uphold and promote the general welfare and ensure the
20 delivery of basic services; and

21 (d) To maximize the exercise of the proprietary functions
22 of the City for the general welfare; the provision of basic services and facilities,
23 such as adequate and safe water supply, effective liquid and solid wastes
24 management, efficient traffic and transportation management, sound housing and
25 disaster risk reduction management policies; preserve and protect its natural

1 resources such watersheds and other protected areas; and effectively manage its
2 economic enterprises and generate and utilize resources, subject to such limitations
3 as provided for under this Act;

4

5 In the pursuit of the foregoing purposes, public officials and employees of the
6 City shall be guided by the core values of service, integrity, competence, transparency,
7 accountability, and resourcefulness.

8

9 **SEC. 3. Territorial Boundaries.** – The City shall comprise the present territorial
10 jurisdiction of the City.

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

17

18 **SEC. 4. Corporate Powers of the City.** – The City is a political body corporate
19 and as such is endowed with the attributes of perpetual succession and possessed of
20 the powers which pertain to a municipal corporation to be exercised in conformity with
21 the provisions of this Charter. The City shall have the following corporate powers:

22

(1) To have continuous succession in its corporate name;

23

(2) To sue and be sued;

24

(3) To have and use a corporate seal;

25

(4) To acquire, hold and convey real and personal property;

26

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

27

(6) To exercise such other powers, prerogatives or authority subject to the
28 limitations provided under Republic Act No. 7160, otherwise known as
29 the Local Government Code, as amended, this Act, or other applicable
30 laws.

31

32 **SEC. 5. General Powers.** – The City shall have a corporate seal and may alter
33 the same at pleasure: *Provided*, That any change of corporate seal shall be registered
34 with the Department of the Interior and Local Government (DILG). It shall exercise
35 the powers to levy taxes, fees, and charges; to close and open roads, streets, alleys,
36 parks or squares; to take, purchase, receive, hold, lease, convey and dispose of real
37 and personal property for the general interests of the City; to expropriate or condemn
38 private property for public use; to contract and be contracted with, to sue and be
39 sued; to prosecute and defend to final judgment and execution suits wherein the City
40 is involved or interested in; and to exercise all the powers as are granted to
41 corporations or as herein after granted.

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ARTICLE II
CITY OFFICIALS

4 **SEC. 6. Officials of the City of Baguio.** — (a) The officials of the City are the City
5 Mayor, City Vice Mayor, Sangguniang Panlungsod members, secretary to the Sangguniang
6 Panlungsod, city treasurer, city assessor, city engineer, city buildings and architecture officer,
7 city health officer, city civil registrar, city accountant, city social welfare and development
8 officer, city budget officer, city planning and development officer, city administrator, city legal
9 officer, city general services officer, city veterinarian, city human resource management officer,
10 city parks management officer, city tourism officer, city public information officer and city
11 librarian.

12
13 (b) In addition thereto, the City Mayor may appoint a city agriculturist, a city population
14 officer, a city environment and natural resources officer, a city cooperatives officer, and a city
15 solid wastes management officer.

16
17 (c) The Sangguniang Panlungsod shall:

- 18 (1) Maintain existing offices not mentioned in subsections (a) and (b)
19 hereof;
20 (2) Create such other offices as may be necessary to carry out the purposes
21 of the city government; or
22 (3) Consolidate the functions of any office with those of another in the
23 interest of efficiency and economy.
24

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

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

40 **SEC. 7. City Mayor.** — (a) The City Mayor, as the chief executive of the city government,
41 shall exercise such powers and perform such duties and functions as provided under Section
42 455 of the Local Government Code of 1991, as amended, and other laws and ordinances passed

1 by the *Sangguniang Panlungsod*.
2

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

7
8 **ARTICLE IV**
9 **CITY VICE MAYOR**

10 **SEC. 8. *City Vice Mayor.*** – The City Vice Mayor shall be the presiding officer of the
11 *Sangguniang Panlungsod* and shall exercise the duties and functions as provided under Section
12 456 of the Local Government Code of 1991, as amended, and other laws and ordinances passed
13 by the *Sangguniang Panlungsod*.
14

15 The City Vice Mayor shall receive a minimum monthly compensation corresponding to
16 Salary Grade Twenty-eight (28) as prescribed under the "*Compensation and Position*
17 *Classification Act of 1989*," as amended and the implementing guidelines issued pursuant
18 thereto.
19

20 **ARTICLE V**
21 **SANGGUNIANG PANLUNGSOD**

22
23 **SEC. 9. *Composition.*** – (a) The *Sangguniang Panlungsod* the legislative body of the
24 City, shall be composed of the City Vice Mayor as presiding officer, the twelve (12) elected
25 regular *Sangguniang Panlungsod* members, the president of the city chapter of the Liga ng
26 mga Barangay, the president of the Pederasyon ng mga Sangguniang Kabataan, and the
27 sectoral representatives for indigenous people. (c) The regular members of the
28 *Sangguniang Panlungsod* and sectoral representatives shall be elected in the manner
29 provided by law.
30

31 **SEC. 10. *Powers, Duties, Functions and Compensation.*** – (a) The Sangguniang
32 Panlungsod as the legislative body of the City, shall exercise the powers, duties and
33 functions as provided under Section 458 of the Local Government Code of 1991, as
34 amended, and other laws and ordinances passed by the Sangguniang Panlungsod. It
35 shall enact ordinances, approve resolutions and appropriate funds for the general
36 welfare of the City and its inhabitants pursuant to Section 16 of the Local Government
37 Code of 1991, as amended, and in the proper exercise of the corporate and general
38 powers of the City as provided for under Sections 4 and 5 of this Charter.
39

40 The members of the *Sangguniang Panlungsod* of the City shall receive a
41 minimum monthly compensation corresponding to Salary Grade Twenty-five (25) as

1 prescribed under the "Compensation and Position Classification Act of 1989," as
2 amended and the implementing guidelines issued pursuant thereto.

3
4 **ARTICLE VI**
5 **PROCESS OF LEGISLATION**
6

7 **SEC. 11. Internal Rules of Procedure.** – (a) On the first regular session following the
8 election of its members and within ninety (90) days thereafter, the Sangguniang Panlungsod
9 shall adopt or update its existing rules of procedure.

10
11 (b) The rules of procedure shall provide for the following:

12
13 (1) The organization of the Sanggunian and the election of its officers as well as the creation
14 of standing committees which shall include the committees on Appropriations and
15 Finance; Ways and Means; Barangay Affairs; Education, Culture and Historical Research;
16 Employment, Livelihood and Cooperatives and Persons with Disabilities; Ethics,
17 Governmental Affairs and Personnel; Health and Sanitation, Ecology and Environmental
18 Protection; Laws, Human Rights and Justice; Market, Trade and Commerce, and
19 Agriculture; Public Protection and Safety, Peace and Order; Public Utilities, Transportation
20 and Traffic Legislation; Public Works; Social Services, Women and Urban Poor; Tourism,
21 Special Events, Parks and Playground; Urban Planning, Lands and Housing; Youth
22 Welfare and Sports Development; the general jurisdiction of each committee and the
23 election of the chairman and members of each committee;

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

25 (3) The legislative process;

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

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

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

36
37 **SEC. 12. Full Disclosure of Financial and Business Interests of Sangguniang**
38 **Panlungsod Members.** – (a) Every *Sangguniang Panlungsod* member shall, upon assumption
39 to office, make a foil disclosure of their business and financial interests. Such disclosure shall
40 also include a professional relationship or any relation by affinity or consanguinity within the
41 fourth civil degree, which a sanggunian member may have with any person, firm or entity
42 affected by any ordinance or resolution under consideration by the Sanggunian and which

1 relationship may result in conflict of interests. Such relationship shall include:

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

4 (2) Contracts or agreements with any person or entity which the ordinance or
5 resolution under consideration may affect.
6

7 In the absence of a specific constitutional or statutory provision applicable to the situation,
8 "conflict of interest" refers to a situation where it may be reasonably deduced that a member
9 of the *Sanggunian* may not act in the public interest due to some private, pecuniary or other
10 personal considerations that may tend to affect the exercise of judgment to the prejudice of
11 the service or the public.

12 (b) The disclosure required under this Act shall be made in writing and submitted to the
13 secretary of the *Sanggunian* or the secretary of the concerned committee. The disclosure shall,
14 in all cases, form part of the record of the proceedings and shall be made in the following
15 manner:
16

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

22 (2) Disclosure shall be made when a member takes a position or makes a
23 privilege speech on a matter that may affect the business interest, financial
24 connection or professional relationship described herein.
25

26 **SEC. 13. Sessions.** – (a) On the first day of the session immediately following the
27 election of its members, the *Sangguniang Panlungsod* shall, by resolution, fix the day, time and
28 place of its sessions. The minimum number of regular sessions shall be once a week for the
29 *Sangguniang Panlungsod* and twice a month for the *Sangguniang Barangay*.

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

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

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

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

42 (e) The *Sangguniang Panlungsod* shall keep a journal and record of its proceedings

1 which may be published upon resolution of the majority of its members.

2
3 **SEC. 14. Quorum.** – (a) A majority of all the members of the *Sanggunian* who have
4 been elected and qualified shall constitute a quorum to transact official business. Should a
5 question of quorum be raised during a session, the presiding officer shall immediately proceed
6 to call the roll of the members and thereafter announce the results.

7 (b) Where there is no quorum, the presiding officer may declare a recess until such
8 time as a quorum is constituted, or a majority of the members present may adjourn from day
9 to day and may compel the immediate attendance of any member absent without justifiable
10 cause by designating a member of the *Sanggunian*, to be assisted by a member or members
11 of the police force assigned in the territorial jurisdiction of the City of Baguio, to locate and
12 present the absent member at the session.

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

16
17 **SEC. 15. Approval of Ordinances.** – (a) Every ordinance enacted by the *Sangguniang*
18 *Panlungsod* shall be presented to the City Mayor. If the City Mayor approves the same, the
19 signature of the Mayor shall be affixed on each and every page thereof; otherwise, the
20 ordinance shall be vetoed and returned with statements on the objections to the *Sanggunian*,
21 which may proceed to reconsider the same. The *Sanggunian* may override the veto of the City
22 Mayor by two-thirds (2/3) vote of all its members, thereby making the ordinance or resolution
23 effective for all legal intents and purposes.

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

26
27 **SEC. 16. Veto Power of the City Mayor.** – (a) the City Mayor may veto any ordinance
28 of the *Sangguniang Panlungsod* on the ground that it is *ultra vires* or prejudicial to the public
29 welfare, stating the reasons for the veto in writing.

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

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

40
41 **SEC. 17. Review of Barangay Ordinances by the Sangguniang Panlungsod.** – (a)
42 Within ten (10) days after their enactment, the *Sangguniang Barangay* shall furnish copies of

1 all barangay ordinances to the *Sangguniang Panlungsod* for review as to whether the ordinance
2 is consistent with law or city ordinances.

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

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

11
12 **SEC. 18. *Enforcement of Disapproved Ordinances or Resolutions.*** – Any attempt to
13 enforce any ordinance or any resolution approving the local development plan and public
14 investment program after the disapproval thereof, shall be sufficient ground for the suspension
15 or dismissal of the official or employee concerned.

16
17 **SEC. 19. *Effectivity of Ordinances or Resolutions.*** – (a) Unless otherwise stated in the
18 or the resolution approving the local development plan and public investment program, the
19 same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin
20 board at the entrance of the City Hall of Baguio, and in at least two (2) other conspicuous
21 places in the City of Baguio not later than five (5) days after approval thereof.

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

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

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

32 33 **ARTICLE VII**

34 **QUALIFICATIONS, DISQUALIFICATION AND SUCCESSION OF ELECTIVE** 35 **CITY OFFICIALS**

36
37 **SEC. 20. *Qualifications and Disqualifications.*** – The elective city officials of the City
38 shall possess the same qualifications and disqualifications as enumerated under Sections and
39 respectively of the Local Government Code of 1991, as amended.

40
41 **SEC. 21. *Permanent Vacancy in the Offices of the City Mayor and the City Vice Mayor.***
42 – (a) If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor

1 concerned shall become the City Mayor. If a permanent vacancy occurs in the office of the City
2 Vice Mayor, the highest ranking *Sangguniang Panlungsod* member or, in case of permanent
3 inability, the second highest ranking *Sangguniang Panlungsod* member shall become the City
4 Mayor or the City Vice Mayor, as the case may be. Subsequent vacancies in the said offices
5 shall be filled automatically by the other Sanggunian members according to their ranking as
6 defined herein.

7 (b) A tie between or among the highest ranking *Sangguniang Panlungsod* members shall
8 be resolved by drawing of lots.

9 (c) The successors as defined herein shall serve only for the unexpired terms of their
10 predecessors.

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

15 (e) For purposes of succession as provided herein, ranking in the *Sanggunian* shall be
16 determined on the basis of the proportion of votes obtained by each winning candidate to the
17 total number of registered voters in the constituency in the immediately preceding local election.

18
19 **SEC.22. Permanent Vacancies in the Sangguniang Panlungsod.** – Permanent
20 vacancies in the *Sangguniang Panlungsod* where automatic succession provided above does
21 not apply, shall be filled by appointment in the following manner:

22
23 (a) The President, through the Executive Secretary, shall make the aforesaid appointment.

24 (b) Only the nominee of the political party under which the *Sanggunian* member
25 concerned had been elected and whose elevation to the position next higher in rank
26 created the last vacancy in the *Sanggunian* shall be appointed in the manner
27 hereinabove provided.

28 In the appointment herein mentioned, a nomination and a certificate of
29 membership of the appointee from the highest official of the political party concerned
30 are conditions *sine qua non*, and any appointment without such nomination and
31 certification shall be null and void ab initio, and shall be a ground for administrative
32 action against the official responsible therefor.

33 (c) In case the permanent vacancy is caused by a *Sanggunian* member who does not
34 belong to any political party, the City Mayor shall, upon the recommendation of the
35 *Sanggunian*, appoint a qualified person to fill the vacancy.

36 (d) In case of vacancy in the representation of the youth and the barangay in the
37 *Sanggunian*, said vacancy shall be filled automatically by the official next-in-rank of the
38 organization concerned.

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ARTICLE VIII
THE APPOINTIVE OFFICIALS OF THE CITY:
THEIR QUALIFICATIONS, FUNCTIONS, DUTIES AND RESPONSIBILITIES

SEC. 23. Secretary to the Sangguniang Panlungsod. —(a) There shall be a secretary to 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 Baguio, 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.

1
2 **SEC. 24. City Treasurer.** – (a) The city treasurer shall be appointed by the Secretary
3 of the Department of Finance from a list of at least three (3) ranking eligible recommendees of
4 the City Mayor, subject to civil service law, rules and regulations.

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

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

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

14 (e) The City Treasurer shall take charge of the City Finance Department, and shall:

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

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

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

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

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

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

30 **SEC. 25. City Assessor.** – (a) The City Assessor must be a citizen of the Philippines, a
31 resident of the City, of good moral character, a holder of a college degree preferably in civil or
32 mechanical engineering, commerce or any other related course from a recognized college or
33 university, a first grade civil service eligible or its equivalent, and must have acquired experience
34 in real property assessment work or in any related field for at least five (5) years immediately
35 preceding the date of the appointment.

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

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

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

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- (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 to its assessment, upon payment of a service charge or fee to the City Treasurer;
- (10) Submit every semester a 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. 26. City Engineer. – (a) The City Engineer must be a citizen of the Philippines, a resident of the City, 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

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

SEC. 27. City Buildings and Architecture Officer. - (a) The City Buildings and Architecture Officer must be a citizen of the Philippines, a resident of the City, of good moral character, a licensed architect or civil engineer, and must have acquired at least five (5) years experience in the practice of architecture or civil engineering profession.

(b) The City Buildings and Architecture Officer shall take charge of the City Buildings and Architecture Office, and shall:

- 1) Initiate, review, and recommend changes in policies and objectives, plans, programs, techniques, procedures, practices, and guidelines on vertical infrastructure development and other related public works for the City;
- 2) Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of vertical infrastructure development and other related public works (i.e., signages and billboards, fences, etc.) in the City.
 - (i) Enforce the provisions of the National Building Code of the Philippines and other issuances relevant to vertical infrastructure development;
 - (ii) Undertake the investigation and recommend appropriate actions on violations of the National Building code of the Philippines and other relevant issuances; and
 - (iii) Provide support or assistance in the enforcement of sanctions or decisions, such as the demolition of structures, when necessary.
- 3) Prepare detailed engineering plans for vertical infrastructure development projects and other related public works for the City;
- 4) Ensure compliance by all entities and individuals with the approved zoning plan for the City;
- 5) Participate in the planning of special projects for the City and implement components within its scope of responsibility;
- 6) Manage and maintain all city government-owned vertical structures; and
- 7) Perform such other duties and functions and perform other powers as provided under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

1 **SEC. 28. City Health Officer.** – (a) The City Health Officer must be a citizen of the
2 Philippines, a resident of the City, of good moral character, a licensed medical practitioner, and
3 must have acquired experience at least five (5) years experience in the practice of the medical
4 profession.

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

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

- 9 (1) Supervise the personnel and staff of the said office, formulate program
10 implementation guidelines and rules and regulations for the operation of the
11 said office for the approval of the City Mayor in order to assist him in the
12 efficient, effective and economical implementation of health service program
13 geared to implement health-related projects and activities;
- 14 (2) Formulate measures for the consideration of the *Sangguniang Panlungsod*;
15 and provide technical assistance and support to the City Mayor in carrying
16 out activities to ensure the delivery of basic services and provision of
17 adequate facilities relative to health services provided under Section 17 of the
18 Local Government Code of 1991, as amended;
- 19 (3) Develop plans and strategies on the promotion of the health and well-being of
20 the citizenry, and upon approval thereof by the City Mayor, through the
21 health programs and projects which the City Mayor is empowered to
22 implement and which the *Sangguniang Panlungsod* is empowered to provide
23 under the Local Government Code of 1991, as amended;
- 24 (4) In addition to the foregoing duties and functions, the city health officer shall:
- 25 (i) Formulate and implement policies, plans and projects to promote the
26 health of the people in the City;
- 27 (ii) Advise the City Mayor and the *Sangguniang Panlungsod* on matters
28 pertaining to health;
- 29 (iii) Execute and enforce all laws, ordinances and regulations relating to
30 public health;
- 31 (iv) Recommend to the *Sangguniang Panlungsod* through the Local Health
32 Board the passage of such ordinances necessary for the preservation
33 of public health;
- 34 (v) Recommend the prosecution of any violation of sanitary laws,
35 ordinances or regulations;
- 36 (vi) Direct the sanitary inspection of all business establishments selling food
37 items or providing accommodation such as hotels, motels, lodging
38 houses, and pension houses, in accordance with the Sanitation Code;
- 39 (vii) Conduct health information campaigns and render health intelligence
40 services;
- 41 (viii) Coordinate with other government agencies and nongovernmental
42 organizations involved in the promotion and delivery of health services;

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

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

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8 **SEC. 29. City Civil Registrar.** – (a) The City Civil Registrar must be a citizen of the
9 Philippines, a resident of the City, of good moral character, a holder of a college degree from
10 a recognized college or university, a first grade civil service eligible or its equivalent, and must
11 have acquired at least five (5) years experience in civil registry work.

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

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

17 (1) Develop plans and strategies, and upon approval thereof by the City Mayor,
18 implement the same, particularly those which have to do with the
19 management and administration-related programs and projects which the
20 City Mayor is empowered to implement and which the *Sangguniang*
21 *Panlungsod* is empowered to provide under the Local Government Code of
22 1991, as amended;

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

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

26 (ii) File, keep and preserve in a secure place the books required by law;

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

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

33 (v) Issue certified transcripts or copies of any certificate or registered
34 documents upon payment of the required fees to the city treasurer;

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

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

- 1 (3) Perform such other duties and functions, and exercise such other
2 powers as provided under the Local Government Code of 1991, as
3 amended, and those that are prescribed by law or ordinance.
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5 **SEC. 30. City Accountant.** – (a) The City Accountant must be a citizen of the Philippines,
6 a resident of the City, of good moral character, a certified public accountant, and must have
7 acquired at least five (5) years experience in treasury or accounting service.

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

10 (c) The City Accountant shall take charge of both the Office of the City
11 Accounting and Internal Audit Services, and shall:

- 12 (1) Install and maintain an internal audit system in the City;
13 (2) Prepare and submit financial statements to the City Mayor and
14 to the *Sangguniang Panlungsod*;
15 (3) Appraise the *Sangguniang Panlungsod* and other officials on the
16 financial condition and operations of the City;
17 (4) Certify the availability of budgetary allotment to which
18 expenditures and obligations may be properly charged;
19 (5) Review supporting documents before the preparation of
20 vouchers to determine the completeness of requirements;
21 (6) Prepare statements of cash advances, liquidations, salaries,
22 allowances, reimbursements and remittances pertaining to the
23 City;
24 (7) Prepare statements of journal vouchers and liquidation of the
25 same and other adjustments related thereto;

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SEC. 31. 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 good moral character, a duly licensed social worker, a holder of a college degree preferably in sociology, social work or any other related course obtained 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 the practice of social work.

(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 delivery of basic services and 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;
- (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 the barangay level 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 program that will enhance the role of youth in nation-building;
- (8) Coordinate with government agencies and non-governmental organizations whose purpose is the promotion and the protection of all the needy, disadvantaged, underprivileged or impoverished groups or individuals, particularly those identified

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to be vulnerable and high risk 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. 32. The City Budget Officer. — (a) The City Budget Officer must be a citizen of the Philippines, a resident of the City, 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.

(b) The City Budget Officer shall take charge of the City Budget Office, 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 budget and during budget hearings;
- 4) Study and evaluate budgetary implementation of proposed legislation and submit comments and recommendations thereon;
- 5) Submit periodic budgetary reports to the Department of Budget and Management;
- 6) Coordinate with the City Treasurer, City Accountant, and City Planning and Development Office for the purpose of budgeting;
- 7) Assist the *Sangguniang Panlungsod* in reviewing the approved budgets of component barangays; and
- 8) Coordinate with the City Planning and Development Officer the formulation of the city development plan.

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

1 **SEC. 33. City Planning and Development Officer.** — (a) The City Planning and
2 Development Officer must be a citizen of the Philippines, a resident of the City, of good moral
3 character, a holder of a college degree preferably in urban or environmental planning,
4 development studies, economics, public administration, or any related course from a recognized
5 college or university, a first grade civil service eligible or its equivalent, and must have acquired
6 for at least five (5) years experience in development planning or in any related field.

7 (b) The City Planning and Development Officer shall take charge of the City Planning and
8 Development Office, and shall:

- 9 1) Formulate integrated economic, social, physical, and other development
10 plans and policies for consideration of the City;
- 11 2) Conduct continuing studies, researches, and training programs necessary to
12 evolve plans and programs for implementation;
- 13 3) Integrate and coordinate all sectoral plans and studies undertaken by the
14 different functional groups or agencies;
- 15 4) Monitor and evaluate the implementation of difference development
16 programs, projects and activities in the City in accordance with the approved
17 development plans;
- 18 5) Prepare comprehensive plans and other development planning documents
19 for the consideration of the local development council;
- 20 6) Analyze the income and expenditure patterns, and formulate and recommend
21 fiscal plans and policies for consideration of the Finance Committee of the City
22 as provided under the Local Government Code of 1991, as amended;
- 23 7) Promote people's participation in development planning within the City; and
24 8) Exercise supervision and control over the secretariat of the local development
25 council.

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

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30 **SEC. 34. City Administrator.** — (a) The City Administrator must be a citizen of the
31 Philippines, a resident of the City, of good moral character, a holder of a college degree
32 preferably in public administration, law or any other related course from a recognized college
33 or university, a first grade civil service eligible or its equivalent, and must have acquired at least
34 five (5) years experience in management and administrative work.

35 (b) The term of the city administrator is coterminous with that of the
36 appointing authority.

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

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

- 41 (1) Develop plans and strategies and upon approval thereof by the
42 City Mayor, implement the same, particularly those which have

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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 local government unit;
- (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. 35. City Legal Officer. — (a) The City Legal Officer must be a citizen of the Philippines, a resident of the City, of good moral character, a member of the Integrated Bar of the Philippines, and must have practiced law for at least five (5) years immediately preceding the date of the appointment.

(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, 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 *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

- 1 empowered to implement and which the *Sangguniang Panlungsod*
2 is empowered to provide;
- 3 (3) Represent the City in all civil actions and special proceedings wherein
4 the local government unit or any official thereof, in official capacity, is
5 a party: *Provided*, That, in actions or proceedings where the City of
6 Baguio is a party adverse to the provincial government or to another
7 component city or municipality, a special legal officer may be employed
8 to represent the adverse party;
- 9 (4) When required by the City Mayor or *Sanggunian*, draft ordinances,
10 contracts, bonds, leases and other instruments involving any interest
11 of the City and provide comments and recommendations on any
12 instruments already drawn;
- 13 (5) Render an opinion in writing on any question of law when requested
14 to do so by the City Mayor or *Sanggunian*;
- 15 (6) Investigate or cause to be investigated any local official or employee
16 for administrative neglect or misconduct in office and recommend the
17 appropriate action to the City Mayor or *Sanggunian*, as the case may
18 be;
- 19 (7) Investigate or cause to be investigated any person, firm or corporation
20 holding any franchise of exercising any public privilege for failure to
21 comply with any term or condition in the grant of such franchise or
22 privilege, and recommending appropriate action to the City Mayor or
23 *Sanggunian*, as the case may be;
- 24 (8) When directed by the City Mayor or *Sanggunian*, initiate and prosecute, in
25 the interest of the City, any civil action on any bond, lease or other contract
26 upon any breach or violation thereof;
- 27 (9) Review and submit recommendations on ordinances approved and
28 executive orders issued by component units;
- 29 (10) Recommend measures to the *Sangguniang Panlungsod* and advise the
30 City Mayor on all matters related to upholding the rule of law;
- 31 (11) Be in the frontline of protecting human rights and prosecuting any
32 violations thereof, particularly those which occur during and in the
33 aftermath of manmade and natural disasters or calamities; and
- 34 (12) Perform such other duties and functions, and exercise such other
35 powers as provided under the Local Government Code of 1991, as
36 amended, and those that are prescribed by law or ordinance.

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38 **SEC. 36. City General Services Officer.** – (a) The City General Services Officer must be
39 a citizen of the Philippines, a resident of the City, of good moral character, a holder of a college
40 degree in public administration, business administration or business management from a
41 recognized college or university, a first grade civil service eligible or its equivalent, and must
42 have acquired at least five (5) years experience in general services, including the management

1 of supply and property.

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

4 (c) The City General Services officer shall take charge of the Office of the General
5 Services, and shall:

- 6 (1) Formulate measures for the consideration of the *Sangguniang*
7 *Panlungsod* and provide technical assistance and support to the City
8 Mayor in carrying out measures to ensure the delivery of basic services
9 and provision of adequate facilities that require general services
10 expertise in technical support services;
- 11 (2) Develop plans and strategies, and upon approval thereof by the City
12 Mayor, implement the same, particularly those which have to do with
13 the general services that are supportive of the welfare of the
14 inhabitants of the City which the City Mayor is empowered to
15 implement and which the *Sangguniang Panlungsod* is empowered to
16 provide;
- 17 (3) Take custody of and be accountable for all properties, real or personal,
18 owned by the City, and those granted to it in the form of donation,
19 reparation, assistance and counterpart of joint projects;
- 20 (4) With the approval of the City Mayor, assign building or land space to
21 local officials or other public officials, who by law, are entitled to the
22 space;
- 23 (5) Recommend to the City Mayor the reasonable rental rates for local
24 government properties, whether real or personal, which will be leased
25 to public or private entities by the local government;
- 26 (6) Recommend to the City Mayor reasonable rental rates of private
27 properties which may be leased for the official use of the City;
- 28 (7) Maintain and supervise janitorial, security, landscaping and other
29 related services in all local government public buildings and other real
30 property, whether owned or leased by the local government unit;
- 31 (8) Collate and disseminate information regarding prices, shipping and
32 other costs of supplies and other items commonly used by the local
33 government unit;
- 34 (9) Perform archival and record management with respect to records of
35 offices and departments of the local government unit;
- 36 (10) Perform all other functions pertaining to supply and property
37 management heretofore performed by the local government treasurer
38 and enforce policies on records creation, maintenance and disposal;
- 39 (11) Be in the frontline of general services-related activities, such as the
40 possible and imminent destruction or damage to records, supplies,
41 properties, and structure materials or debris, particularly during and in
42 the aftermath of manmade and natural disasters and calamities;

- 1 (12) Recommend to the *Sangguniang Panlungsod* and advise the City
2 Mayor on all matters relative to general services; and
- 3 (13) Perform such other duties and functions, and exercise such other
4 powers as provided under the Local Government Code of 1991, as
5 amended, and those that are prescribed by law or ordinance.
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7 **SEC. 37. City Veterinarian.** — (a) The City Veterinarian must be a citizen of the Philippines,
8 a resident of the City, of good moral character, a licensed doctor of veterinary medicine, and
9 must have practiced veterinary profession for at least three (3) years immediately preceding
10 the date of the appointment.

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

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

- 15 (1) Formulate measures for the consideration of the *Sangguniang*
16 *Panlungsod* and provide technical assistance and support to the
17 City Mayor in carrying out measures to ensure the delivery of
18 basic services and provision of adequate facilities;
- 19 (2) Develop plans and strategies, and upon approval thereof by the
20 City Mayor, implement the same, particularly those which have
21 to do with veterinary-related activities which the City Mayor is
22 empowered to implement and which the *Sangguniang*
23 *Panlungsod* is empowered to provide;
- 24 (3) Advise the City Mayor on all matters pertaining to the slaughter
25 of animals for human consumption and the regulation of
26 slaughterhouses;
- 27 (4) Regulate the keeping of domestic animals;
- 28 (5) Regulate and inspect poultry, milk and dairy products for public
29 consumption;
- 30 (6) Enforce all laws and regulations for the prevention of cruelty to
31 animals;
- 32 (7) Take the necessary measures to eradicate, prevent or cure all
33 forms of animal diseases;
- 34 (8) Be in the frontline of veterinary-related activities, such as the
35 outbreak of highly contagious and deadly diseases and in
36 situations resulting in the depletion of animals for work and for
37 human consumption, particularly those arising from and in the
38 aftermath of man-made and natural disasters or calamities;
- 39 (9) Recommend to the *Sangguniang Panlungsod* and advise the
40 City Mayor on all matters relative to veterinary services which
41 will increase the number and improve the quality of livestock,
42 poultry and other domestic animals used for work or human

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consumption; 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. 38. City Human Resource Management Officer. — (a) The City Human Resource Management Officer must be a citizen of the Philippines, a resident of the City, of good moral character, a human resource management or development practitioner, a holder of a college degree in management 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 the practice of human resource management or development, the administration, execution, coordination, and supervision of activities involving personnel operations, and the implementation of civil service laws, rules and regulations.

(b) The City Human Resource Management Officer officer shall take charge of the Human Resource Management Office, and shall:

- 1) Develop a human resource management program for approval by the City Mayor and the *Sangguniang Panlungsod*,
- 2) Assist the City Mayor in implementing the City's policies and programs relative to recruitment and selection, appointment, training, promotion, compensation, and other personnel actions involving officials and employees of the City;
- 3) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all matters relative to human resource management and development;
- 4) Establish and maintain a sound personnel program for the City designed to promote career development and uphold the merit principle in the local government service; and
- 5) Conduct a continuing organization development of the City, with the end view of instituting effective administrative reforms.

(c) Exercise such other powers and perform 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. 39. City Parks Management Officer. — (a) The City Parks Management Officer must be a citizen of the Philippines, a resident of the City, of good moral character, a duly licensed sanitary engineer or a holder of a college degree in forestry, watershed and parks and recreation management, 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 solid and liquid waste management, general sanitation, forestry, watershed and parks management.

1 (b) The City Parks Management Officer shall take charge of the City Parks
2 Management Office, and shall:

- 3 1) Formulate measures for the consideration of the Sangguniang
4 Panlungsod and provide assistance and support to the City
5 Mayor in carrying out measures to ensure the delivery of basic
6 services and the provision of adequate facilities relative to parks
7 services;
- 8 2) Develop plans and strategies and, upon approval thereof by the
9 City Mayor, implement the same, particularly those which have
10 to do with parks management programs and projects which the
11 city mayor is empowered to implement and which the
12 Sangguniang Panlungsod is empowered to provide for under
13 the Local Government code of 1991, as amended;
- 14 3) Be in the frontline of the delivery of services concerning the
15 parks, particularly in the renewal and rehabilitation of parks and
16 in the aftermath of man-made and natural disasters and
17 calamities; and
- 18 4) Recommend to the Sangguniang Panlungsod and advise the
19 City Mayor on all matters relative to protection, conservation,
20 application of technology, maintenance and other matters
21 related to parks management.

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

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26 **SEC. 40. City Tourism Officer.** – (a) The City Tourism Officer must be a citizen of the
27 Philippines, a resident of the City, of good moral character, a holder of a college degree
28 preferably with specialized training in tourism development obtained from a recognized college
29 or university, a first grade civil service eligible or its equivalent, and must have acquired at least
30 five (5) years experience in the implementation of programs on tourism development.

31 (b) The City Tourism Officer shall take charge of the City Tourism Office, and shall:

- 32 1) Encourage the City to enact local legislation adopting the Department
33 of Tourism (DOT) accreditation standards for tourism facilities and
34 services;
- 35 2) Ensure a pleasant experience and stay of tourists while at the time
36 protecting the interests, welfare and rights of the City;
- 37 3) Develop tourist products and destinations that will benefit the City and
38 its local community;
- 39 4) Pursue the implementation of the national tourism master plans, the
40 national ecotourism strategy and the area specific plans of national
41 and local government units; and
- 42 5) Support the local government unit in promoting festivals, fiestas and other

1 tourism-related activities.

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

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6 **SEC. 41. City Public Information Officer.** – (a) The City Public Information Officer
7 must be a citizen of the Philippines, a resident of the City, of good moral character, a holder
8 of a college degree preferably in journalism, mass communications or any related course from
9 a recognized college or university and a first grade civil service eligible or its equivalent. The
10 city public information officer must have acquired at least five (5) years experience in writing
11 articles and research papers or in writing for print, television or broadcast media.

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

14 (c) The term of the City Public Information Officer shall be coterminous with that of the
15 appointing authority;

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

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

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

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

32 (4) Furnish information and data on the local government agencies
33 or offices as may be required by law or ordinance; and non-
34 governmental organizations to be furnished to said agencies
35 and organizations;

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

40 (6) Be in the frontline in providing information during and in the
41 aftermath of manmade and natural calamities and disasters or
42 calamities, with special attention to the victims thereof, to help

- 1 minimize injuries and casualties during and after the emergency,
2 and to accelerate relief and rehabilitation;
3 (7) Recommend to the *Sangguniang Panlungsod* and advise the
4 City Mayor on all matters relative to public information and
5 research data as it relates to the total socioeconomic
6 development of the City; and
7 (8) Perform such other duties and functions, and exercise such other
8 powers as provided under the Local Government Code of 1991,
9 as amended, and those that are prescribed by law or ordinance.

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11 **SEC. 42. City Librarian.** – (a) The City Librarian must be a citizen of the Philippines, a
12 resident of the City, of good moral character, a holder of a college degree preferably in library
13 science or any related course from a recognized college or university, a licensed librarian, a first
14 grade civil service eligible or its equivalent, and must have acquired at least five (5) years
15 experience in library administration.

16 (b) The City Librarian shall take charge of the City Library; and shall:

- 17 1) Formulate plans and programs to carry out a responsive and
18 effective delivery of free library services to students, professionals,
19 and the general public;
20 2) Determine policies, rules and regulations on the operation and
21 management of the City Library;
22 3) Acquire library facilities and equipment;
23 4) Manage the procurement of books, periodicals, documents, and
24 papers of research value through purchase, donation, or allocation
25 from the National Library for the collection development of the City
26 library, either in print or in digital format;
27 5) Maintain and continually upgrade the operation of the Internet and
28 electronic library (e-library) services of the City Library in order to
29 keep abreast with the fast changing trends in information and
30 science and technology for fast and global access to unlimited
31 information.
32 6) Maintain and continually upgrade the operation of the online public
33 access catalog or computerized catalog for easier and faster access
34 to the various collections of the City Library;
35 7) Adopt and administer a system of classifying, cataloguing, filing,
36 indexing and
37 labeling in the preparation of library reading materials, in print and
38 digital format, in accordance with the modern trends of library
39 science;
40 8) Prepare the annual budget of the City Library; submit appropriate
41 reports; rates efficiency rating of subordinates; and attend meetings,
42 conferences, and seminars;

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- 9) Provide technical assistance in the establishment and operation of barangay libraries in the City pursuant to Republic Act No. 7743 otherwise known as the Philippine Library Law; and
- 10) Maintain the upkeep of the City Library building and its premises, and safeguard and preserve its contents.

(c) 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.

SEC. 43. City Agriculturist. — (a) The City Agriculturist must be a citizen of the Philippines, a resident of the City, of good moral character, a holder of a college degree preferably in agriculture or any other related course from a recognized college or university, a first grade civil service eligible or its equivalent, and must have practiced the profession in agriculture or have acquired at least five (5) years experience in related field.

(b) The City Agriculturist shall receive such 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 said measures to ensure the delivery of basic services and 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 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, and marine 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

- 1 products;
- 2 (iv) Enforce rules and regulations relating to agriculture and
- 3 aquaculture; and
- 4 (v) Coordinate with government agencies and non-
- 5 governmental organizations which promote agricultural
- 6 productivity through applied technology compatible with
- 7 environmental integrity.
- 8 (4) Be in the frontline of the delivery of basic agricultural services,
- 9 particularly those needed for the survival of the City's inhabitants
- 10 during and in the aftermath of man-made and natural disasters
- 11 and calamities;
- 12 (5) Recommend to the *Sangguniang Panlungsod* and advise the
- 13 City Mayor on all other matters related to agriculture and
- 14 aquaculture which will improve the livelihood and living
- 15 conditions of the inhabitants; and
- 16 (6) Perform such other duties and functions, and exercise such
- 17 other powers as provided under the Local Government Code of
- 18 1991, as amended, and those that are prescribed by law or
- 19 ordinance.
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21 **SEC. 44. City Population Officer.** – (a) The City Population Officer must be a citizen of the

22 Philippines, a resident of the City, of good moral character, a holder of a college degree

23 preferably with specialized training in population development from a recognized college or

24 university, a first grade civil service eligible or its equivalent and must have acquired at least five

25 (5) years experience in the implementation of programs on population development or

26 responsible parenthood.

27 (b) The City Population Officer shall receive such compensation, emoluments

28 and allowances as may be determined by law.

29 (c) The City Population Officer shall take charge of the Office on Population

30 Development, and shall:

- 31 (1) Formulate measures for the consideration of the *Sangguniang*
- 32 *Panlungsod* and provide technical assistance and support to the City
- 33 Mayor in carrying out measures to ensure the delivery of basic services
- 34 and provision of adequate facilities relative to the integration of the
- 35 population development principles and in providing access to said
- 36 services and facilities;
- 37 (2) Develop plans and strategies, and upon approval thereof by the City
- 38 Mayor, implement the same, particularly those which have to do with
- 39 the integration of population development principles and methods in
- 40 program and projects which the City Mayor is empowered to
- 41 implement and which the *Sangguniang Panlungsod* is empowered to
- 42 provide; and

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- (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 geared at developing among residents their unique history, identity, and cultural heritage; 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. 45. 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 good moral character, a holder of a college degree preferably in environment, forestry, equivalent, and must have acquired at least five (5) years experience in environmental protection and ecology, 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, 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 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;

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- (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 nongovernmental 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. 46. City Cooperatives Officer. --(a) The City Cooperatives Officer must be a citizen of the Philippines, a resident of the City, 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 acquired at least five (5) years experience in 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 canying 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;
- (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

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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 and integration of the concept of cooperatives in the 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 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. 47. City Solid and Liquid Wastes Management Officer. – (a) The City Solid and Liquid Wastes Management Officer must be citizen of the Philippines, a resident of the City, 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. He 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 Wastes Management Officer shall take charge of the Office of the City Solid and Liquid Wastes Management; and shall:

- 1) Initiate the formulation and implementation of a comprehensive and integrated Solid and Liquid Wastes 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.

The City Solid and Liquid Wastes Management Officer shall:

- (i) Develop and recommend specific policies, guidelines, plans and programs, practices, techniques and measures to implement component or details of solid and liquid wastes

- 1 management plan;
- 2 (ii) Consult and coordinate with all concerned sectors of the
- 3 City in the formulation, implementation and monitoring of
- 4 the SLWMMP and its component such as the solid waste
- 5 management, liquid waste management, air ambience,
- 6 water quality and watershed management.
- 7 (iii) Enforce regulatory measures to manage properly solid and
- 8 liquid wastes as provided in national and local legal
- 9 issuances; and
- 10 (iv) Source out assistance in all forms from international,
- 11 national and components, subject to the approval and
- 12 guidelines set by the city government;
- 13 2) Operate and maintain facilities and equipment related to the
- 14 components of SLWMMP; and
- 15 3) Review sewerage plans submitted to the office of the building official
- 16 for the issuance of building permits and endorse the application if result
- 17 of the review is favourable.
- 18 (c) Exercise such other powers and perform other duties and functions as provided for
- 19 under the Local Government Code of 1991, as amended, and those that are prescribed
- 20 by law or ordinance.

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ARTICLE IX

BOARDS AND COUNCILS

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25 **SEC. 48. *Boards and Councils.*** – The local boards and councils created pursuant to the

26 Local Government Code of 1991, as amended, such as the City School Board, City Health

27 Board, City Development Council, and City Peace and Order Council, shall continue to exist

28 and function as provided for by law. Other local bodies such as the City Tourism Council, the

29 City Convention and Visitors Bureau, the Sister-Cities Committee, the Character City

30 Committee, the City Traffic and Transportation Management Committee, Office of the Local

31 Zoning Officer the City Disaster and Risk Reduction Management Council, the City Solid Waste

32 Management Board, the City Market Authority, and the Burnham, Park Management Authority

33 shall continue to exist and function as provided for by law or ordinance.

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ARTICLE X

BAGUIO TOWNSITE RESERVATION AND WATERSHEDS

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38 **SEC. 49. *Alienable and Disposable Lands.*** – All alienable and disposable lands within

39 the Baguio Townsite Reservation shall be disposed of and awarded by the Department of

1 Environment and Natural Resources (DENR) through the grant of residential free patent,
2 townsite sales, or other modes of disposition pursuant to Republic Act No. 10023, otherwise
3 known as the Free Patent Act; Commonwealth Act No. 141, otherwise known as the Public
4 Land Act; and such other laws authorizing the disposition of the lands to qualified actual
5 occupants thereon.

6 The application of Republic Act No. 10023 shall always consider the Zoning Ordinance
7 and the City Land Use Plan. Hence, alienable and disposable public land covered by a townsite
8 sales application filed with the DENR covering areas exceeding two hundred (200) square
9 meters shall not be subdivided for processing under a residential free patent application.

10 Alienable and disposable lands between roads and titled properties and lands adjoining
11 legal easements along creeks and rivers with an area of two hundred (200) square meters,
12 more or less, and which are not occupied by houses nor covered by vested rights, shall be
13 immediately delineated, marked and corners monumented not later than twelve (12) months
14 from the effectivity of this Act, and shall form part of the greenbelt areas of Baguio City and
15 not be awarded to private individuals.

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17 **SEC. 50. *Conduct of Subdivision Survey.*** – In coordination with the Department of
18 Environment and Natural Resources (DENR), the City shall advance the cost for the conduct of
19 a subdivision survey of all its alienable and disposable public lands which are part of its townsite
20 reservation in accordance with its land use development plan, and segregate therein the areas
21 for public use such as road systems, greenbelt areas, playground lots, health center sites, school
22 sites and danger zones, as determined by geosciences experts of the Mines and Geosciences
23 Bureau (MGB) of the DENR.

24
25 **SEC. 51. *Special Committee on Lands.*** – There shall be created a Special Committee on
26 Lands to assist the DENR and to serve as venue for the resolution of all land-related issues in
27 the City. It shall protect the interest of the City and its long-time occupants, especially in the
28 review of (i) all ancestral land claims; (ii) the conversion of lands; and (iii) disposition of public
29 lands including, if possible, the streamlining of the modes of disposition to those most
30 appropriate for the City in order to achieve a balanced development while ensuring land tenure
31 security and equity.

32 The Special Committee on Lands shall be chaired by the City Mayor or Vice-Mayor or the
33 Committee on Land Use and Urban Development, with DENR as co-chair and National
34 Commission on Indigenous Peoples (NCIP) as vice-chair.

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36 **SEC. 52. *City Watersheds.*** – The Baguio City Government shall protect, preserve and
37 develop its watersheds and shall impose penal sanctions on anyone who infringes on the said
38 water sources of the City. The forest reservations and water sources within the Bases
39 Conversion and Development Authority (BCDA) lands shall remain under the jurisdiction of the
40 BCDA.

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**ARTICLE XI
ANCESTRAL LANDS**

SEC. 53. *Ancestral Lands.* – Pursuant to Republic Act No. 8371, otherwise known as "*The Indigenous Peoples Rights Act of 1997*," legitimate ancestral lands are considered private properties or lands and are not part of the Baguio Townsite Reservation.

The applications covering lands which are subject to pending ancestral land claims before the NCIP shall not be processed and shall not be acted upon pursuant to this Act from the moment the said ancestral land claims have been denied with finality by the proper court, government agency or instrumentality.

**ARTICLE XII
CAMP JOHN HAY RESERVATION**

SEC. 54. *Camp John Hay Reservation.* – The Camp John Hay Reservation covering a total land area of six million two hundred fifty-four thousand one hundred five square meters (6,254,175 sqm), which was transferred to the BCDA by virtue of Republic Act No. 7227, as amended, otherwise known as the "*Bases Conversion and Development Act of 1992*", as amended, is not part of the Baguio Townsite Reservation.

**ARTICLE XIII
TRANSITORY PROVISIONS**

SEC. 55. *Ordinances Prior to the Approval of this Act.* – All ordinances, and resolutions of the City of Baguio existing at the time of the approval of this Act shall continue to be in force and effect until the *Sangguniang Panlungsod* of the City shall declare otherwise.

SEC. 56. *Incumbent Representative and other Elective and Appointive Officials.* – The incumbent Representative of the Lone Legislative District of the City of Baguio and other elective and appointive officials of the City shall continue to exercise their powers and functions until the expiration of their terms of office, pursuant to the Constitution and existing laws.

SEC. 57. *Lone Legislative District.* – Until otherwise provided by law, the City of Baguio shall continue to exist as a lone legislative district.

SEC. 58. *Identity of the City.* – The City shall retain its identity as a highly-urbanized city, and shall remain part of the Cordillera Administrative Region. The City may form part of any growth corridor that will be established or of any aggrupation of local government units that shall undertake to consolidate or coordinate their efforts, services, and resources for purposes commonly beneficial to them such as those being undertaken by the City, and the municipalities of La Trinidad, Itogon, Sablan, Tuba, and Tublay, commonly known as the BLISTT.

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ARTICLE XIV
FINAL PROVISIONS

SEC. 59. *Applicability of Laws.* –The provisions of the Local Government Code of 1991, as amended, and such other laws applicable to highly urbanized cities shall govern the City.

SEC. 60. *Separability Clause.* –If any part or provision of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SEC. 61. *Repealing Clause.* – The provisions of the Charter of the City of Baguio as contained in Act No. 2711, otherwise known as the "*Revised Administrative Code of 1917,*" as amended, and all other laws, decrees, rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 62. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Approved,

