



HOUSE OF REPRESENTATIVES

H. No. 10444

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BY REPRESENTATIVES YAP (E.), DUTERTE, PANCHO, VILLANUEVA (N.), SILVERIO,  
DY (F.), TADURAN, MANGAOANG, GO (M.), LUSOTAN, BABASA, BARBA, DALOG,  
CUARESMA, SUNTAY, PUNO, CABOCHAN AND GATCHALIAN, PER COMMITTEE  
REPORT NO. 1305

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

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

ARTICLE I

GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

34           **SEC. 7. Jurisdiction of the City.** – For police purposes, the jurisdiction of the City shall be  
35 coextensive with its territorial jurisdiction and for the purpose of protecting and ensuring the  
36 purity of the water supply of the City, such police jurisdiction shall also extend over all the  
37 territory within the drainage area of such water supply, or within one hundred meters (100 m.)

1 of any reservoir, conduit, canal, aqueduct or pumping station used in connection with the city  
2 water service.

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

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

15 **ARTICLE II**  
16 **CITY OFFICIALS IN GENERAL**

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

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

31 (c) The *Sangguniang Panlungsod* may:

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

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

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

12 **ARTICLE III**  
13 **THE CITY MAYOR AND CITY VICE MAYOR**

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

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

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

26 (b) The City Mayor, as the Chief Executive of the City Government, shall exercise such  
27 powers and perform such duties and functions as provided under the Local Government Code of  
28 1991, as amended, this Act and other laws.

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

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

33 (i) Determine the guidelines of city policies and be responsible to the  
34 *Sangguniang Panlungsod* for the City’s program of government;

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- (ii) Direct the formulation of the city development plan with the assistance of the city development council and, upon approval thereof by the *Sangguniang Panlungsod*, implement the same;
- (iii) Present the program of government and propose policies and projects for the consideration of the *Sangguniang Panlungsod* at the opening of the regular session of the *Sangguniang Panlungsod* every calendar year and as often as may be deemed necessary as the general welfare of the City's inhabitants and the needs of the city government may require;
- (iv) Initiate and propose legislative measures to the *Sangguniang Panlungsod* and as often as may be deemed necessary, and provide such information and data needed or requested by said *Sangguniang Panlungsod* in the performance of its legislative functions;
- (v) Appoint all officials and employees whose salaries and wages are wholly or mainly paid out of city funds and whose appointments are not otherwise provided under the Local Government Code of 1991, as amended, and this Act, and those whose appointment the City Mayor may be authorized by law to appoint;
- (vi) Represent the City in all its business transactions and sign in its behalf all bonds, contracts, obligations, and such other documents upon the authority of the *Sangguniang Panlungsod* or pursuant to law or ordinance;
- (vii) Carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities;
- (viii) Determine the time, manner and place of payment of salaries or wages of the officials and employees of the City, in accordance with law or ordinance;
- (ix) Allocate and assign office space to the City and other officials and employees who, by law or ordinance, are entitled to such space in the city hall and other buildings owned or leased by the city government;
- (x) Ensure that all executive officials and employees of the City faithfully discharge their duties and functions as provided for by law and the Local Government Code of 1991, as amended, and cause to be instituted administrative or judicial proceedings against any official or employee of the City who may have committed an offense in the performance of official duties;
- (xi) Examine the books, records and other documents of all offices, officials, agents or employees of the City and, in aid of the executive powers and authority of the City Mayor, require all national officials and employees stationed in or assigned to the City to make available such books, records and other documents in their custody except those classified by law as confidential;

- 1 (xii) Furnish copies of executive orders issued by the City Mayor to the  
2 office of the provincial governor within seventy-two (72) hours after  
3 their issuance;
- 4 (xiii) Visit component barangays of the City at least once every six (6)  
5 months to cultivate a deeper understanding of problems and  
6 conditions, listen and give appropriate counsel to local officials and  
7 inhabitants, inform component barangay officials and inhabitants of  
8 general laws and ordinances which especially concern them, and  
9 otherwise conduct visits and inspections to ensure that the  
10 governance of the City will improve the quality of life of the  
11 inhabitants;
- 12 (xiv) Act on leave applications of appointed officials and employees on the  
13 commutation of the monetary value of their leave credits in  
14 accordance with law;
- 15 (xv) Authorize official trips of city officials and employees outside of the  
16 City for a period not exceeding thirty (30) days: *Provided*, that trips  
17 abroad for a longer period may be authorized in accordance with the  
18 Local Government Code of 1991, as amended;
- 19 (xvi) Call upon any national official or employee stationed in or assigned  
20 to the City for advice on matters affecting the City and to make  
21 recommendations thereon; coordinate with said officials and  
22 employees in the formulation and the implementation of plans,  
23 programs and projects; and when appropriate, initiate an  
24 administrative or judicial action against a national government  
25 official or employee who may have committed an offense in the  
26 performance of the official duties while stationed in or assigned to  
27 the City;
- 28 (xvii) Authorize payment for medical care, necessary transportation,  
29 subsistence, hospital or medical fees of city officials and employees  
30 who are injured while in the performance of their official duties and  
31 functions, subject to availability of funds;
- 32 (xviii) Solemnize marriages, any provision of law to the contrary  
33 notwithstanding;
- 34 (xix) Conduct an annual *palarong panlungsod* that shall feature  
35 traditional sports and disciplines that are played in national and  
36 international games, in coordination with the Department of  
37 Education (DepEd); and
- 38 (xx) Submit to the provincial governor the following reports: an annual  
39 report containing a summary of all matters pertinent to the  
40 management, administration and development of the City and all  
41 information and data relative to its political, social and economic  
42 conditions, and supplemental reports when unexpected events and  
43 situations arise at any time during the year, particularly when man-

1                                   made or natural disasters or calamities affect the general welfare of  
2                                   the City.

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

- 6                                   (i) Ensure that the acts of the City's component barangays and of its  
7                                   officials and employees are in accordance with the scope of their  
8                                   prescribed powers, duties and functions;  
9                                   (ii) Call for the conduct of conventions, conferences, seminars or  
10                                  meetings of elective or appointive officials of the City, including  
11                                  provincial and national officials and employees stationed in or  
12                                  assigned to the City, at such time and place and on such subjects as  
13                                  may be deemed important for the promotion of the general welfare  
14                                  of the local government unit and its inhabitants;  
15                                  (iii) Issue such executive orders for the faithful and appropriate  
16                                  enforcement and execution of laws and ordinances;  
17                                  (iv) Act as the deputized representative of the National Police  
18                                  Commission, formulate the peace and order plan of the City, upon its  
19                                  approval, implement the same; and as such, exercise general and  
20                                  operational control and supervision over the police forces in the City  
21                                  in accordance with Republic Act No. 6975, otherwise known as the  
22                                  "*Department of the Interior and Local Government Act of 1990*"; and,  
23                                  (v) Call upon the appropriate law enforcement agencies to suppress  
24                                  disorder, riot, lawless violence, rebellion or sedition, or apprehend  
25                                  violators of the law when public interest so requires such as when city  
26                                  police forces cannot adequately cope with public disorder, violence,  
27                                  and criminal activity.

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29                                   The City Mayor shall be entitled to carry the necessary firearms  
30                                   within the territorial jurisdiction of the City.  
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32                   (3) Initiate and maximize the generation of resources and revenues and apply the  
33                   same to the implementation of development plans, program objectives and priorities,  
34                   particularly the resources and revenues programmed for agro-industrial development  
35                   and countryside growth and progress, and relative thereto:

- 36  
37                                   (i) Require each head of an office or department to prepare and submit  
38                                   an estimate of appropriations for the ensuing calendar year, in  
39                                   accordance with the budget preparation process enshrined under the  
40                                   Local Government Code of 1991, as amended;

- 1 (ii) Prepare and submit to the *Sangguniang Panlungsod* for approval the
- 2 executive and supplemental budgets of the City for the ensuing
- 3 calendar year in the manner provided for under the Local Government
- 4 Code of 1991, as amended;
- 5 (iii) Ensure that all taxes and other revenues of the City are collected and
- 6 that city funds are applied to the payment of expenses and settlement
- 7 of obligations of the City, in accordance with law or ordinance;
- 8 (iv) Issue licenses and permits and suspend or revoke the same for any
- 9 violation of the conditions stipulated by law or ordinance and upon
- 10 which said licenses or permits had been issued;
- 11 (v) Issue permits without need of approval therefor from any national
- 12 agency, for the holding of activities for any charitable or welfare
- 13 purpose, excluding prohibited games of chance or shows that are
- 14 contrary to law, public policy and public morals;
- 15 (vi) Require owners of illegally constructed houses, buildings or other
- 16 structures to obtain the necessary permits, subject to such fines and
- 17 penalties as may be imposed by law or ordinance, or to make
- 18 necessary changes in the construction of the same when said
- 19 construction violates any law or ordinance, or to order the demolition
- 20 or removal of said house, building or structure within the period
- 21 prescribed by law or ordinance;
- 22 (vii) Adopt adequate measures to safeguard and conserve land, mineral,
- 23 forest, marine and other resources of the City;
- 24 (viii) Provide efficient and effective property and supply management in
- 25 the city; and protect the funds, credits, rights and other properties of
- 26 the City; and
- 27 (ix) Institute or cause to be instituted administrative or judicial
- 28 proceedings for violation of ordinances in the collection of taxes, fees
- 29 or charges, and for the recovery of funds and property; and cause the
- 30 City to be defended against all suits to ensure that its interests,
- 31 resources and rights are adequately protected.

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

- 34 (i) Ensure that the construction and repair of roads and highways funded
- 35 by the national government shall be, as far as practicable, carried out
- 36 in a spatially contiguous manner and in coordination with the
- 37 construction and repair of the roads and bridges of the City and of the
- 38 province; and,
- 39 (ii) Coordinate the implementation of technical services, including public
- 40 works and infrastructure programs, rendered by national offices and
- 41 provincial office.



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

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

5 **SEC. 10. The City Vice Mayor.** – (a) There shall be a City Vice Mayor who shall be elected  
6 in the same manner as the City Mayor and shall at the time of the election possess the same  
7 qualifications as the City Mayor. The City Vice Mayor shall hold office for three (3) years, unless  
8 sooner removed, and shall receive a monthly compensation corresponding to salary grade  
9 twenty-six (26) as prescribed under the “*Compensation and Position Classification Act of 1989*”,  
10 as amended, and the implementing guidelines issued pursuant thereto, and such other  
11 compensation, emoluments and allowances as may be determined by law.

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

- 13 (1) Act as presiding officer of the *Sangguniang Panlungsod* and sign all warrants  
14 drawn on the City Treasury for all expenditures appropriated for the  
15 operation of the *Sangguniang Panlungsod*;
- 16 (2) Subject to civil service law, rules and regulations, appoint all officials and  
17 employees including the secretary of the *Sangguniang Panlungsod*, except  
18 those whose manner of appointment is specifically provided under the Local  
19 Government Code of 1991, as amended;
- 20 (3) Assume the office of the City Mayor for the unexpired term of the latter in  
21 the event of permanent vacancy as provided under the Local Government  
22 Code of 1991, as amended;
- 23 (4) Exercise the powers and perform the duties and functions of the City Mayor  
24 in cases of temporary vacancy as provided under the Local Government Code  
25 of 1991, as amended; and
- 26 (5) 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 **ARTICLE IV**  
30 **THE SANGGUNIANG PANLUNGSOD**

31 **SEC. 11. Composition and Compensation.** – (a) The *Sangguniang Panlungsod* is the  
32 legislative body of the City, and shall be composed of the City Vice Mayor as the presiding officer,  
33 ten (10) regular *Sangguniang Panlungsod* members, the President of the city chapter of the *Liga*  
34 *ng mga Barangay*, the President of the *Panlungsod na Pederasyon ng mga Sangguniang*  
35 *Kabataan* and the three (3) representatives from the following sectors, as members: the  
36 representative of the women’s sector; the representative of the agricultural or industrial workers  
37 sector, and the representative of other sectors, including the urban poor, indigenous cultural

1 communities, or persons with disabilities (PWDs): Provided, That with the exception of the  
2 women's sector, the *Sangguniang Panlungsod* shall determine the sectors to be represented  
3 within ninety (90) days prior to the holding of the local elections.

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

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

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

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

- 17 (i) Review all ordinances approved by the *Sangguniang Barangay* and  
18 executive orders issued by the *Punong Barangay* to determine whether  
19 these are within the scope of the prescribed powers of the *Sangguniang*  
20 *Barangay* and of the *Punong Barangay*;
- 21 (ii) Maintain peace and order by enacting measures to prevent and suppress  
22 lawlessness, disorder, riot, violence, rebellion or sedition and impose  
23 penalties for the violation of said ordinances;
- 24 (iii) Approve ordinances imposing a fine not exceeding Five thousand pesos  
25 (P5,000) or an imprisonment for a period not exceeding one (1) year, or  
26 both at the discretion of the court, for violation of a city ordinance;
- 27 (iv) Adopt measures to protect the inhabitants of the City from the harmful  
28 effects of man-made or natural disasters and calamities, and to provide  
29 relief services and assistance for victims during and in the aftermath of  
30 said disasters or calamities and in their return to productive livelihood  
31 following said events;
- 32 (v) Enact ordinances intended to prevent, suppress and impose appropriate  
33 penalties for habitual drunkenness in public places, vagrancy,  
34 mendicancy, prostitution, establishment and maintenance of houses of  
35 ill-repute, gambling and other prohibited games of chance, fraudulent  
36 devices and ways to obtain money or property, drug addiction,  
37 maintenance of drug dens, drug pushing, juvenile delinquency, the  
38 printing, distribution or exhibition of obscene or pornographic materials  
39 or publications, and such other activities inimical to the welfare and  
40 morals of the inhabitants of the City;

- 1 (vi) Protect the environment and impose appropriate penalties for acts which  
2 endanger the environment, such as dynamite fishing and other forms of  
3 destructive fishing, illegal logging, smuggling of logs, smuggling of natural  
4 resources products and of endangered species of flora and fauna, slash-  
5 and-burn farming and such other activities which result in pollution,  
6 acceleration of siltation of rivers and lakes or of ecological imbalance;
- 7 (vii) Subject to the provisions of the Local Government Code of 1991, as  
8 amended, and the pertinent laws, determine the powers and duties of  
9 officials and employees of the City;
- 10 (viii) Consistent with the "*Compensation and Position Classification Act of*  
11 *1989*", as amended, determine the positions and the salaries, wages,  
12 allowances and other emoluments and benefits of officials and  
13 employees paid wholly or mainly from city funds and provide for  
14 expenditures necessary for the proper conduct of programs, projects,  
15 services and activities of the city government;
- 16 (ix) Authorize the payment of compensation to a qualified person not in the  
17 government service who fills up a temporary vacancy, or grant  
18 *honorarium* to any qualified official or employee designated to fill a  
19 temporary vacancy in a concurrent capacity at the rate authorized by law;
- 20 (x) Provide a mechanism and the appropriate funds therefor, to ensure the  
21 safety and protection of all city government property, public documents,  
22 or records such as those relating to property inventory, land ownership,  
23 record of births, marriages, deaths, assessments, taxation, accounts,  
24 business permits and such other records and documents of public interest  
25 in the offices and departments of the city government;
- 26 (xi) When the finances of the city government allow, provide for additional  
27 allowances and other benefits to judges, prosecutors, public elementary  
28 and high school teachers, and other national government officials  
29 stationed in or assigned to the City;
- 30 (xii) Provide legal assistance to barangay officials who, in the performance of  
31 their official duties or on the occasion thereof, have to initiate judicial  
32 proceedings or defend themselves against legal actions; and
- 33 (xiii) Provide for group insurance or additional insurance coverage for all  
34 barangay officials, including members of *barangay tanod* brigades and  
35 other service units, with public or private insurance companies, when the  
36 finances of the city government allow said coverage.

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

- 41 (i) Approve the annual and supplemental budgets of the city government  
42 and appropriate funds for specific programs, projects, services and

- 1 activities of the City, or for other purposes not contrary to law in order to  
2 promote the general welfare of the City and its inhabitants;
- 3 (ii) Subject to the provisions of Book II of the Local Government Code of  
4 1991, as amended, and applicable laws and upon the majority vote of all the  
5 members of the *Sangguniang Panlungsod*, enact ordinance levying  
6 taxes, fees and charges, prescribing the rates thereof for general and  
7 specific purposes and granting tax exemptions, incentives or reliefs;
- 8 (iii) Subject to the provisions of Book II of the Local Government Code of  
9 1991, as amended, and upon the majority vote of all the members of the  
10 *Sangguniang Panlungsod*, authorize the City Mayor to negotiate and  
11 contract loans and other forms of indebtedness;
- 12 (iv) Subject to the provisions of Book II of the Local Government Code of  
13 1991, as amended, and applicable laws and upon the majority vote of all  
14 the members of the *Sangguniang Panlungsod*, enact ordinances  
15 authorizing the floating of bonds or other instruments of indebtedness,  
16 for the purpose of raising funds to finance development projects;
- 17 (v) Appropriate funds for the construction and maintenance or the rental of  
18 buildings for the use of the City; and, upon the majority vote of all the  
19 members of the *Sangguniang Panlungsod*, authorize the City Mayor to  
20 lease to private parties such public buildings held in a proprietary  
21 capacity, subject to existing laws, rules and regulations;
- 22 (vi) Prescribe reasonable limits and restraints on the use of property within  
23 the jurisdiction of the City;
- 24 (vii) Adopt a comprehensive land use plan for the City: *Provided*, That the  
25 formulation, adoption or modification of said plan shall be in coordination  
26 within the approved provincial comprehensive land use plan;
- 27 (viii) Reclassify lands within the jurisdiction of the City subject to the pertinent  
28 provisions of the Local Government Code of 1991, as amended;
- 29 (ix) Enact integrated zoning ordinance in consonance with the approved  
30 comprehensive land use plan, subject to existing laws, rules and  
31 regulations; establish fire limits or zones, particularly in populous centers,  
32 and regulate the construction, repair or modification of buildings within  
33 said fire limits or zones in accordance with the provisions of the Fire Code  
34 of the Philippines;
- 35 (x) Subject to national law, process and approve subdivision plans for  
36 residential, commercial or industrial purposes and other development  
37 purposes, and to collect processing fees and other charges, the proceeds  
38 of which shall accrue entirely to the City: *Provided, however*, That where  
39 approval of a national agency or office is required, said approval shall not  
40 be withheld for more than thirty (30) days from receipt of the application.  
41 Failure to act on the application within the period stated above shall be  
42 deemed as approval thereof;
- 43 (xi) With the concurrence of at least two-thirds (2/3) of all the members of  
44 the *Sangguniang Panlungsod*, grant tax exemptions, incentives or reliefs

- 1 to entities engaged in community growth-inducing industries, subject to  
2 the provisions of the Local Government Code of 1991, as amended;
- 3 (xii) Grant loans or provide grants to other local government units or to  
4 national, provincial and city charitable, benevolent or educational  
5 institutions: *Provided*, That said institutions are operated and maintained  
6 within the City;
- 7 (xiii) Implement a numbering system for residential, commercial and other  
8 buildings in the City; and
- 9 (xiv) Regulate the inspection, weighing and measuring of articles of commerce.

10 (3) Subject to the provisions of the Local Government Code of 1991, as amended,  
11 enact ordinances that grant franchises and authorize the issuance of permits or licenses,  
12 upon conditions and for purposes that promote the general welfare of the inhabitants of  
13 the City, and pursuant to this legislative authority, perform the following duties and  
14 functions:

- 15 (i) Fix and impose reasonable fees and charges for all services rendered  
16 by the city government to private persons or entities;
- 17 (ii) Regulate or fix license fees for any business or practice of profession  
18 within the City and the conditions under which the license for said  
19 business or practice of profession may be revoked and enact  
20 ordinances levying taxes thereon;
- 21 (iii) Provide for and set the terms and conditions under which public  
22 utilities owned by the City shall be operated by the city government,  
23 and prescribe the conditions under which the same may be leased to  
24 private persons or entities, preferably cooperatives;
- 25 (iv) Regulate the display of and fix the license fees for signs, signboards or  
26 billboards at the place or places where the profession or business  
27 advertised thereby is, in whole or in part, conducted;
- 28 (v) Any law to the contrary notwithstanding, authorize and license the  
29 establishment, operation and maintenance of cockpits, and regulate  
30 cockfighting and commercial breeding of gamecocks: *Provided*, That  
31 existing rights held by licensed persons or establishments shall not be  
32 prejudiced;
- 33 (vi) Subject to the guidelines prescribed by the Department of  
34 Transportation (DOTr), regulate the operation of tricycles and grant  
35 franchises for the operation thereof within the territorial jurisdiction  
36 of the City; and
- 37 (vii) Upon approval by a majority vote of all the members of the  
38 *Sangguniang Panlungsod*, grant a franchise to any person, partnership,  
39 corporation or cooperative to do business within the City; establish,  
40 construct, operate and maintain markets or slaughterhouses; or  
41 undertake such other activities within the City as may be allowed by

1 existing laws: *Provided*, That cooperatives shall be given preference in  
2 the grant of such a franchise.

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

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

1 disposition of the same; and adopt measures to prevent and penalize  
2 cruelty to animals.

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

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

1 the construction, repair, and maintenance of public drains, sewers,  
2 cesspools, tunnels and similar structures; regulate the placing of poles  
3 and the use of crosswalks, curbs and gutters; adopt measures to ensure  
4 public safety against open canals, manholes, live wires and other  
5 similar hazards to life and property; and regulate the construction and  
6 use of private water closets, privies and other similar structures in  
7 buildings and homes;

8 (viii) Regulate the placing, stringing, attaching, installing, repair, and  
9 construction of all gas mains, electric telegraph and telephone wires,  
10 conduits, meters and other apparatus; and provide for the correction,  
11 condemnation or removal of the same when found to be dangerous to  
12 the welfare of the inhabitants;

13 (ix) Subject to the availability of funds and to existing laws, rules and  
14 regulations, establish and provide for the operation of vocational and  
15 technical schools and similar post-secondary institutions and, with the  
16 approval of the Department of Education (DepEd) and Technical  
17 Education and Skills Development Authority (TESDA), as the case may  
18 be, fix and collect reasonable tuition fees and other school charges in  
19 educational institutions supported by the city government, subject to  
20 existing laws on tuition fees;

21 (x) Establish a scholarship fund for poor but deserving students in schools  
22 located within its jurisdiction or for students residing within the City;

23 (xi) Approve measures and adopt quarantine regulations to prevent the  
24 introduction and spread of diseases;

25 (xii) Provide for an efficient and effective system of solid waste and garbage  
26 collection and disposal; prohibit littering and the placing or throwing  
27 of garbage, refuse, and other wastes;

28 (xiii) Provide for the care of persons with disabilities (PWDs), paupers, the  
29 elderly, the sick, persons of unsound mind, abandoned minors, juvenile  
30 delinquents, drug dependents, abused children and the youth below  
31 eighteen (18) years of age; and subject to availability of funds, establish  
32 and provide for the operation of centers and facilities for the said  
33 persons;

34 (xiv) Establish and provide for the maintenance and improvement of jails  
35 and detention centers, institute a sound jail management program,  
36 and appropriate funds for the subsistence of detainees and convicted  
37 prisoners in the City;

38 (xv) Establish a council which shall promote culture and the arts, coordinate  
39 with government agencies and non-governmental organizations and,  
40 subject to the availability of funds, appropriate funds for the support and  
41 development of the same; and

42 (xvi) Establish a council for senior citizens which shall formulate policies and  
43 adopt measures mutually beneficial to the elderly and to the  
44 community; provide incentives for nongovernmental agencies and



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

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

6 **ARTICLE V**  
7 **PROCESS OF LEGISLATION**

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

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

- 12 (1) The organization of the *Sangguniang Panlungsod* and the election of its  
13 officers as well as the creation of standing committees which shall include the  
14 committees on Appropriations, Revenues, Engineering and Public Works,  
15 Education and Health, Women and Family, Human Rights, Youth and Sports  
16 Development, Environmental Protection, Peace and Order and Traffic, and  
17 Cooperatives; the general jurisdiction of each committee; and the election of  
18 the chairman and members of each committee;
- 19 (2) The order and calendar of business for each session;
- 20 (3) The legislative process;
- 21 (4) The parliamentary procedures which include the conduct of members during  
22 sessions;
- 23 (5) The discipline of members for disorderly behavior and absences without  
24 justifiable cause for four (4) consecutive sessions for which they may be  
25 censured, reprimanded, or excluded from the session, suspended for not  
26 more than sixty (60) days or expelled: *Provided*, That the penalty of  
27 suspension or expulsion shall require the concurrence of at least two-thirds  
28 (2/3) vote of all the *Sangguniang Panlungsod* members: *Provided, further*,  
29 That a member convicted by final judgment to imprisonment of at least one  
30 (1) year for any crime involving moral turpitude shall be automatically  
31 expelled from the *Sanggunian*; and
- 32 (6) Such other rules as the *Sanggunian* may adopt.

33 **SEC. 14. Full Disclosure of Financial and Business Interests of Sangguniang Panlungsod**  
34 **Members.** – (a) Every *Sangguniang Panlungsod* member shall, upon assumption to office, make  
35 a full disclosure of their business and financial interests. Such disclosure shall also include a  
36 professional relationship or any relation by affinity or consanguinity within the fourth civil  
37 degree, which a sanggunian member may have with any person, firm or entity affected by any

1 ordinance or resolution under consideration by the *Sangguniang Panlungsod* and which  
2 relationship may result in conflict of interests. Such relationship shall include:

- 3 (1) Ownership of stock or capital, or investment in the entity or firm to which the  
4 ordinance or resolution may apply; and
- 5 (2) Contracts or agreements with any person or entity which the ordinance or  
6 resolution under consideration may affect.

7 In the absence of a specific constitutional or statutory provision applicable to the  
8 situation, "conflict of interest" refers to a situation where it may be reasonably deduced that a  
9 member of the *Sangguniang Panlungsod* may not act in the public interest due to some private,  
10 pecuniary or other personal considerations that may tend to affect the exercise of judgment to  
11 the prejudice of 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 *Sangguniang Panlungsod* or the secretary of the concerned committee. The  
14 disclosure shall, in all cases, form part of the record of the proceedings and shall be made in the  
15 following manner:

- 16 (1) Disclosure shall be made before the member participates in the deliberations  
17 on the ordinance or resolution under consideration: *Provided*, That if the  
18 member did not participate during the deliberations, the disclosure shall be  
19 made before voting on the ordinance or resolution on second and third  
20 readings; and
- 21 (2) Disclosure shall be made when a member takes a position or makes a  
22 privilege speech on a matter that may affect the business interest, financial  
23 connection or professional relationship described herein.

24 **SEC. 15. Sessions.** – (a) On the first day of the session immediately following the election  
25 of its members, the *Sangguniang Panlungsod* shall, by resolution, fix the day, time and place of  
26 its sessions. The minimum number of regular sessions shall be once a week for the *Sangguniang*  
27 *Panlungsod* and twice a month for the *Sangguniang Barangay*.

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

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

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

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

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

3 **SEC. 16. Quorum.** – (a) A majority of all the members of the *Sangguniang Panlungsod* who  
4 have 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 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 *Sangguniang Panlungsod*, to be assisted by a member or members  
11 of the police force assigned in the territorial jurisdiction of the City of Baliwag, to arrest the  
12 absent member and present him 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. 17. 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 shall be affixed on each and every page thereof; otherwise, the ordinance shall be  
19 vetoed and returned to the *Sangguniang Panlungsod* with a statement on the objections, which  
20 may proceed to reconsider the same.

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

23 (c) The *Sangguniang Panlungsod* may override the veto of the City Mayor by two-thirds  
24 (2/3) vote of all its members, thereby making the ordinance or resolution effective for all legal  
25 intents and purposes.

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

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

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

39 **SEC. 19. Review of City Ordinances by the Sangguniang Panlalawigan.** – (a) Within three  
40 (3) days after approval, the secretary to the *Sangguniang Panlungsod* shall forward to the

1 *Sangguniang Panlalawigan* for review, copies of approved ordinances and the resolutions  
2 approving the local development plans and public investment programs formulated by the local  
3 development councils.

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

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

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

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

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

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

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

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

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

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

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

8 **ARTICLE VI**  
9 **DISQUALIFICATIONS AND SUCCESSION FOR ELECTIVE CITY OFFICIALS**

10 **SEC. 23. *Disqualifications for Elective City Officials.*** – The following persons are  
11 disqualified from running for any elective position in the City:

- 12 (a) Those sentenced by final judgment for an offense involving moral turpitude or an  
13 offense punishable by one (1) year or more of imprisonment within two (2) years  
14 after serving sentence;  
15 (b) Those removed from office as a result of an administrative case;  
16 (c) Those convicted by final judgment for violating the oath of allegiance to the Republic  
17 of the Philippines;  
18 (d) Those with dual citizenship;  
19 (e) Fugitives from justice in criminal or nonpolitical cases here and abroad;  
20 (f) Permanent residents in a foreign country or those who have acquired the right to  
21 reside abroad and continue to avail of the same right after the effectivity of the Local  
22 Government Code of 1991, as amended; and  
23 (g) The insane or feeble-minded.

24 **SEC. 24. *Permanent Vacancy in the Offices of the City Mayor and City Vice Mayor.*** – (a)  
25 If a permanent vacancy occurs in the office of the City Mayor, the City Vice Mayor shall become  
26 the City Mayor. If a permanent vacancy occurs in the office of the City Vice Mayor, the highest  
27 ranking *Sangguniang Panlungsod* member or, in case of the latter's permanent incapacity, the  
28 second highest ranking *Sangguniang Panlungsod* member shall become the City Mayor or City  
29 Vice Mayor, as the case may be. Subsequent vacancies in the said offices shall be filled  
30 automatically by the other *Sangguniang Panlungsod* members according to their ranking as  
31 defined under the Local Government Code of 1991, as amended.

- 32 (b) The successors, as defined herein, shall serve only the unexpired terms of their  
33 predecessors.  
34 (c) For purposes of this Act, a permanent vacancy arises when an elective local official  
35 fills in a higher vacant office, refuses to assume office, fails to qualify, dies, is removed  
36 from office, voluntarily resigns or is otherwise permanently incapacitated to  
37 discharge the functions of the office.  
38 (d) For purposes of succession as provided in this Act, ranking in the *Sangguniang*  
39 *Panlungsod* shall be determined on the basis of the proportion of votes obtained by

1 each winning candidate to the total number of registered voters in the City in the  
2 immediately preceding local election.

3 **SEC. 25. Permanent Vacancies in the Sangguniang Panlungsod.** – Permanent vacancies  
4 in the *Sangguniang Panlungsod* where automatic succession as provided above does not apply  
5 shall be filled by appointments in the following manner:  
6

- 7 (a) The provincial governor shall make the aforesaid appointments;  
8 (b) Only the nominee of the political party under which the *Sangguniang*  
9 *Panlungsod* member concerned had been elected and whose elevation to the  
10 position next higher in rank created the last vacancy in the *Sangguniang*  
11 *Panlungsod* shall be appointed in the manner provided herein. The appointee  
12 shall come from the political party as that of the *Sangguniang Panlungsod*  
13 member who caused the vacancy and shall serve the unexpired term of the  
14 vacant office.

15 In the appointment herein mentioned, a nomination and a certificate of  
16 membership of the appointee from the highest official of the political party  
17 concerned shall be conditions *sine qua non*, and any appointment without  
18 such nomination and certification shall be null and void *ab initio* and shall be  
19 a ground for administrative action against the official responsible therefore;

- 20 (c) In case the permanent vacancy occurs in a position held by a *Sangguniang*  
21 *Panlungsod* member who does not belong to any political party, the City  
22 Mayor shall, upon recommendation of the *Sangguniang Panlungsod*, appoint  
23 a qualified person to fill the vacancy; and  
24 (d) In case of a vacancy in the representation of the youth and the barangay in  
25 the *Sangguniang Panlungsod*, said vacancy shall be filled automatically by the  
26 official next in rank of the organization concerned.

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

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

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

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

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

8  
9  
10 **ARTICLE VII**  
11 **THE APPOINTIVE OFFICIALS OF THE CITY:**  
**THEIR QUALIFICATIONS, POWERS AND DUTIES**

12 **SEC. 27. *The Secretary to the Sangguniang Panlungsod.*** – (a) There shall be a Secretary  
13 of the *Sangguniang Panlungsod* who shall be a career official with the rank and salary equal to a  
14 head of a department or office.-

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

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

- 21 (1) Attend meetings of the *Sangguniang Panlungsod* and keep a journal of its  
22 proceedings;
- 23 (2) Keep the seal of the City and affix it with signature to all ordinances,  
24 resolutions, and other official acts of the *Sangguniang Panlungsod* and present  
25 the same for the signature of the presiding officer;
- 26 (3) Forward to the City Mayor, for approval, copies of ordinances enacted by the  
27 *Sangguniang Panlungsod* duly certified by the presiding officer, in the manner  
28 provided in Section 54 of the Local Government Code of 1991, as amended;
- 29 (4) Forward to the *Sangguniang Panlalawigan* copies of duly approved ordinances  
30 in the manner provided in Sections 56 and 57 of the Local Government Code  
31 of 1991, as amended;
- 32 (5) Furnish, upon the request of any interested party, certified copies of records  
33 of public character in custody, upon payment to the City Treasurer of such fees  
34 as may be prescribed by ordinance;
- 35 (6) Record in a book kept for the purpose, all ordinances and resolutions enacted  
36 or adopted by the *Sangguniang Panlungsod*, with the dates of passage and  
37 publication thereof;
- 38 (7) Keep the office and all non-confidential records therein open to the public  
39 during usual business hours;
- 40 (8) Translate into the dialect used by the majority of the inhabitants all ordinances  
41 and resolutions immediately after their approval and cause the publication of

- 1 the same together with the original version in the manner provided under the  
2 Local Government Code of 1991, as amended;
- 3 (9) Take custody of the local archives and where applicable, the local library, and  
4 annually account for the same; and
- 5 (10) Perform other duties and functions and exercise such other powers as  
6 provided under the Local Government Code of 1991, as amended, and those  
7 that are prescribed by law or ordinance.

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

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

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

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

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

- 20 (a) Advise the City Mayor, the *Sangguniang Panlungsod* and other local  
21 government and national officials concerned regarding the disposition of  
22 local government funds and on such other matters relative to public finance;
- 23 (b) Take custody and exercise proper management of the funds of the City;
- 24 (c) Take charge of the disbursement of all funds of the City and such other funds  
25 the custody of which may be entrusted to the City Treasurer by law or other  
26 competent authority;
- 27 (d) Inspect private commercial and industrial establishments within the  
28 jurisdiction of the City in relation to the implementation of tax ordinances  
29 pursuant to the provisions of the Local Government Code of 1991, as  
30 amended;
- 31 (e) Maintain and update the tax information system of the City; and
- 32 (f) Perform 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.

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

38 (b) The Assistant City Treasurer must be a citizen of the Philippines, a resident of the City  
39 of Baliwag, of good moral character, a holder of a college degree preferably in commerce, public  
40 administration or law from a recognized college or university, a first grade civil service eligible or



1 its equivalent and must have acquired at least five (5) years experience in treasury or accounting  
2 services.

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

5 (d) The Assistant City Treasurer shall have authority to administer oaths concerning  
6 official matters relating to the accounts managed by the City Treasurer or those arising in the  
7 office of the City Treasurer.

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

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

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

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

- 19 (1) Ensure that all laws and policies governing the appraisal and assessment of  
20 real properties for taxation purposes are properly executed;
- 21 (2) Initiate, review and recommend changes in policies and objectives, plans and  
22 programs, techniques, procedures and practices in the evaluation and  
23 assessment of real properties for taxation purposes;
- 24 (3) Establish a systematic method of real property assessment;
- 25 (4) Install and maintain real property identification and accounting systems;
- 26 (5) Prepare, install and maintain a system of tax mapping, showing graphically  
27 all properties subject to assessment and gather all data concerning the  
28 same;
- 29 (6) Conduct frequent physical surveys to verify and determine whether all real  
30 properties within the City are properly listed in the assessment rolls;
- 31 (7) Exercise the functions of appraisal and assessment primarily for taxation  
32 purposes of all real properties in the City;
- 33 (8) Prepare a schedule of the fair market value of the different classes of real  
34 properties in accordance with the provisions of the Local Government Code  
35 of 1991, as amended;
- 36 (9) Issue, upon request of any interested party, certified copies of assessment  
37 records of real properties and all other records relative to its assessment,  
38 upon payment of a service charge or fee to the City Treasurer;
- 39 (10) Submit every semester a report of all assessments, as well as cancellations  
40 and modifications of assessments to the City Mayor and the *Sangguniang*  
41 *Panlungsod*;

- 1 (11) Attend personally or through an authorized representative all sessions of the  
2 Local Board of Assessment Appeals whenever the assessment is subject of  
3 the appeal, and present or submit any information or record in the  
4 possession as may be required by the Board; and  
5 (12) 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. 31. The Assistant City Assessor.** – (a) The Assistant City Assessor must be a citizen of  
9 the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college  
10 degree preferably in civil or mechanical engineering, commerce, or any other related course from  
11 a recognized college or university, a first grade civil service eligible or its equivalent and must  
12 have acquired at least three (3) years experience in real property assessment work or in any  
13 related field immediately preceding the date of the appointment.

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

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

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

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

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

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

- 28 (1) Install and maintain an internal audit system in the City;  
29 (2) Prepare and submit financial statements to the City Mayor and to the  
30 *Sangguniang Panlungsod*;  
31 (3) Appraise the *Sangguniang Panlungsod* and other officials on the financial  
32 condition and operations of the City;  
33 (4) Certify the availability of budgetary allotment to which expenditures and  
34 obligations may be properly charged;  
35 (5) Review supporting documents before the preparation of vouchers to  
36 determine the completeness of requirements;  
37 (6) Prepare statements of cash advances, liquidations, salaries, allowances,  
38 reimbursements and remittances pertaining to the City;  
39 (7) Prepare statements of journal vouchers and liquidation of the same and other  
40 adjustments related thereto;  
41 (8) Post individual disbursements to the subsidiary ledger and index cards;

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

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

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

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

- 21 (1) Prepare forms, orders and circulars embodying instructions on budgetary and  
22 appropriation matters for the signature of the City Mayor;
- 23 (2) Review and consolidate the budget proposals of the different departments  
24 and offices of the City;
- 25 (3) Assist the City Mayor in the preparation of the annual budget and during and  
26 after budget hearings;
- 27 (4) Study and evaluate budgetary implications of proposed legislation and submit  
28 comments and recommendations thereon;
- 29 (5) Submit periodic budgetary reports to the Department of Budget and  
30 Management (DBM);
- 31 (6) Coordinate with the City Treasurer, the City Accountant and the City Planning  
32 and Development Officer for the purpose of budgeting;
- 33 (7) Assist the *Sangguniang Panlungsod* in reviewing the approved budgets of  
34 component barangays;
- 35 (8) Coordinate with the City Planning and Development Officer in the formulation  
36 of the development plan of the City; and
- 37 (9) Perform such other duties and functions, and exercise such other powers as  
38 provided under the Local Government Code of 1991, as amended, and those  
39 that are prescribed by law or ordinance.

40 **SEC. 34. The City Planning and Development Officer.** – (a) The City Planning and  
41 Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of  
42 good moral character, a holder of a college degree preferably in urban planning, development

1 studies, economics, public administration, or in any related course from a recognized college or  
2 university, a first grade civil service eligible or its equivalent, and must have acquired at least five  
3 (5) years experience in development planning or in any related field immediately preceding the  
4 date of the appointment.

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

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

- 9 (1) Formulate integrated economic, social, physical and other development plans  
10 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 the different development  
16 programs, projects and activities in the City in accordance with the approved  
17 development plan;
- 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  
21 recommend fiscal plans and policies for consideration of the finance  
22 committee of the City as provided under the Local Government Code of 1991,  
23 as amended;
- 24 (7) Promote citizen's participation in development planning for the City;
- 25 (8) Exercise supervision and control over the secretariat of the Local  
26 Development Council; and
- 27 (9) Perform such other functions and duties 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. 35. The City Engineer.** – (a) The City Engineer must be a citizen of the Philippines, a  
31 resident of the City of Baliwag, of good moral character, a licensed civil engineer, and must have  
32 acquired at least five (5) years experience in the practice of profession.

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

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

- 36 (1) Initiate, review and recommend changes in policies and objectives, plans and  
37 programs, techniques, procedures and practices in infrastructure  
38 development and public works in general of the City;
- 39 (2) Advise the City Mayor on infrastructure, public works and other engineering  
40 matters;

- 1 (3) Administer, coordinate, supervise and control the construction, maintenance,  
2 improvement and repair of roads, bridges, other engineering and public works  
3 projects of the City;
- 4 (4) Provide engineering services to the City, including investigation and survey,  
5 engineering designs, feasibility studies and project management; and
- 6 (5) Perform such other duties and functions, and exercise such other powers as  
7 provided for under the Local Government Code of 1991, as amended, and  
8 those that are prescribed by law or ordinance.

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

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

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

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

- 1 (v) Recommend the prosecution of any violation of sanitary laws,  
2 ordinances or regulations;  
3 (vi) Direct the sanitary inspection of all business establishments selling  
4 food items or providing accommodation such as hotels, motels,  
5 lodging houses, and pension houses, in accordance with  
6 to Presidential Decree No. 856, or the Sanitation Code of the  
7 Philippines;  
8 (vii) Conduct health information campaigns and render health  
9 intelligence services;  
10 (viii) Coordinate with other government agencies and nongovernmental  
11 organizations involved in the promotion and delivery of health  
12 services;  
13 (ix) Be in the frontline of the delivery of health services, particularly  
14 during and in the aftermath of man-made and natural disasters and  
15 calamities; and
- 16 (5) Perform such other duties and functions, and exercise such other powers as  
17 provided under the Local Government Code of 1991, as amended, and those  
18 that are prescribed by law or ordinance.

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

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

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

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

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

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

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

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

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

- 18 (3) 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 **SEC. 38. The City Administrator.** – (a) The City Administrator must be a citizen of the  
22 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree  
23 preferably in public administration, law, or any other related course 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 management and administrative work.

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

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

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

- 31 (1) Develop plans and strategies and upon approval thereof by the City Mayor,  
32 implement the same, particularly those which have to do with the  
33 management and administration-related programs and projects which the  
34 City Mayor is empowered to implement and which the *Sangguniang*  
35 *Panlungsod* is empowered to provide under the Local Government Code of  
36 1991, as amended;  
37 (2) Assist in the coordination of the work of all the officials of the City under the  
38 supervision, direction and control of the City Mayor, and for this purpose, may  
39 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-  
8 made 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 **Sec. 39. The City Legal Officer.** – (a) The City Legal Officer must be a citizen of the  
15 Philippines, a resident of the City of Baliwag, of good moral character, a member of the Philippine  
16 Bar, and must have practiced the profession for at least five (5) years.

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

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

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

- 23 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and  
24 provide legal assistance and support to the City Mayor in the delivery of basic  
25 services and provisions of adequate facilities;
- 26 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,  
27 implement the same, particularly those which have to do with programs and  
28 projects related to legal services which the City Mayor is empowered to  
29 implement and which the *Sangguniang Panlungsod* is empowered to provide;
- 30 (3) Represent the City in all civil actions and special proceedings wherein the local  
31 government unit or any official thereof, is a party, in their official capacity:  
32 *Provided, That, in actions or proceedings where the City of Baliwag is a party*  
33 *adverse to the provincial government or to another component city or*  
34 *municipality, a special legal officer may be employed to represent it;*
- 35 (4) When required by the City Mayor or *Sangguniang Panlungsod*, draft  
36 ordinances, contracts, bonds, leases and other instruments involving any  
37 interest of the City and provide comments and recommendations on any  
38 instruments already drawn;
- 39 (5) Render an opinion in writing on any question of law when requested to do so  
40 by the City Mayor or *Sangguniang Panlungsod*;
- 41 (6) Investigate or cause to be investigated any local official or employee for  
42 administrative neglect or misconduct in office and recommend the



1 appropriate action to the City Mayor or *SangguniangPanlungsod*, as the case  
2 may be;

- 3 (7) Investigate or cause to be investigated any person, firm or corporation holding  
4 any franchise of exercising any public privilege for failure to comply with any  
5 term or condition in the grant of such franchise or privilege, and recommend  
6 appropriate action to the City Mayor or *Sangguniang Panlungsod*, as the case  
7 may be;
- 8 (8) When directed by the City Mayor or *Sangguniang Panlungsod*, initiate and  
9 prosecute, in the interest of the City, any civil action on any bond, lease or  
10 other contract for breach or violation thereof;
- 11 (9) Review and submit recommendations on ordinances approved and executive  
12 orders issued by the City's component units;
- 13 (10) Recommend measures to the *Sangguniang Panlungsod* and advise the City  
14 Mayor on all matters related to upholding the rule of law;
- 15 (11) Be in the frontline of protecting human rights and prosecuting any violations  
16 thereof, particularly those which occur during and in the aftermath of man-  
17 made and natural disasters or calamities; 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 **SEC. 40. The City Social Welfare and Development Officer.** – (a) The City Social Welfare  
22 and Development Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of  
23 good moral character, a duly licensed social worker or a holder of a college degree preferably in  
24 social work, sociology, or any other related course from a recognized college or university, a first  
25 grade civil service eligible or its equivalent, and must have acquired at least five (5) years  
26 experience in the practice of social work immediately preceding the date of appointment.

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

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

- 31 (1) Formulate measures for the approval of the *Sangguniang Panlungsod* and  
32 provide technical assistance and support to the City Mayor in carrying out  
33 measures to ensure delivery of basic services and provision of adequate  
34 facilities relative to social welfare and development;
- 35 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,  
36 implement the same, particularly those which have to do with social welfare  
37 programs and projects which the City Mayor is empowered to implement and  
38 which the *Sangguniang Panlungsod* is empowered to provide for;
- 39 (3) Identify the basic needs of the needy, the disadvantaged, and impoverished and  
40 develop and implement appropriate measures to alleviate their problems  
41 and improve their living conditions;

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

26 **Sec. 41. The City Veterinarian.** – (a) The City Veterinarian must be a citizen of the  
27 Philippines, a resident of the City of Baliwag, of good moral character, a licensed doctor of  
28 veterinary medicine and must have practiced the profession for at least three (3) years.

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

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

- 33 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod*  
34 and provide technical assistance and support to the City Mayor in carrying out  
35 measures to ensure the delivery of veterinary services and provision of  
36 adequate facilities;
- 37 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,  
38 implement the same, particularly those which have to do with veterinary-  
39 related activities which the City Mayor is empowered to implement and which  
40 the *Sangguniang Panlungsod* is empowered to provide for;
- 41 (3) Advise the City Mayor on all matters pertaining to the slaughter of animals for  
42 human consumption and the regulation of slaughterhouses;

- 1 (4) Regulate the keeping of domestic animals;
- 2 (5) Regulate and inspect poultry, milk and dairy products for public consumption;
- 3 (6) Enforce all laws and regulations for the prevention of cruelty to animals;
- 4 (7) Take the necessary measures to eradicate, prevent or cure all forms of animal
- 5 diseases;
- 6 (8) Be in the frontline of veterinary-related activities, such as during the outbreak
- 7 of highly contagious and deadly diseases and in situations involving the
- 8 depletion of animals for work and for human consumption, particularly those
- 9 arising from and as a result of man-made and natural disasters or calamities;
- 10 (9) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all
- 11 matters relative to veterinary services which will increase the number and
- 12 improve the quality of livestock, poultry and other domestic animals used for
- 13 work or human consumption; and
- 14 (10) Perform such other duties and functions, and exercise such other powers as
- 15 provided under the Local Government Code of 1991, as amended, and those
- 16 that are prescribed by law or ordinance.

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

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

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

- 28 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod*
- 29 and provide technical assistance and support to the City Mayor in carrying out
- 30 measures to ensure the delivery of basic services and provision of adequate
- 31 facilities that require general services expertise in technical support services;
- 32 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,
- 33 implement the same, particularly those which have to do with the general
- 34 services that are supportive of the welfare of the inhabitants of the City which
- 35 the City Mayor is empowered to implement and which the *Sangguniang*
- 36 *Panlungsod* is empowered to provide for;
- 37 (3) Take custody of and be accountable for all properties, real or personal, owned
- 38 by the City, and those granted to it in the form of donation, reparation,
- 39 assistance and counterpart of joint projects;
- 40 (4) With the approval of the City Mayor, assign building or land space to local
- 41 officials or other public officials, who by law, are entitled to the space;

- 1 (5) Recommend to the City Mayor the reasonable rental rates for local  
2 government properties, whether real or personal, which will be leased to  
3 public or private entities by the local government;
- 4 (6) Recommend to the City Mayor reasonable rental rates of private properties  
5 which may be leased for the official use of the City;
- 6 (7) Maintain and supervise janitorial, security, landscaping and other related  
7 services in all local government public buildings and other real property,  
8 whether owned or leased by the local government unit;
- 9 (8) Collate and disseminate information regarding prices, shipping and other  
10 costs of supplies and other items commonly used by the local government  
11 unit;
- 12 (9) Perform archival and record management with respect to records of offices  
13 and departments of the local government unit;
- 14 (10) Perform all other functions pertaining to supply and property management  
15 heretofore performed by the local government treasurer and enforce policies  
16 on records creation, maintenance and disposal;
- 17 (11) Be in the frontline of general services-related activities, including the possible  
18 and imminent destruction or damage to records, supplies, properties, and  
19 structure materials or debris, particularly during and in the aftermath of man-  
20 made and natural disasters and calamities;
- 21 (12) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all  
22 matters relative to general services; and
- 23 (13) Perform such other duties and functions, and exercise such other powers as  
24 provided under the Local Government Code of 1991, as amended, and those  
25 that are prescribed by law or ordinance.

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

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

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

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

- 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 environment  
3 and natural resources programs and projects which the City Mayor is  
4 empowered to implement and which the *Sangguniang Panlungsod* is  
5 empowered to provide for;
- 6 (3) Establish, maintain, protect and preserve communal forests, watersheds, tree  
7 parks, mangroves, greenbelts, commercial forests and similar forest projects  
8 like industrial tree farms and agro-forestry projects;
- 9 (4) Provide extension services to beneficiaries of forest development projects  
10 and technical, financial and infrastructure assistance;
- 11 (5) Manage and maintain seed banks and produce seedlings for forest and tree  
12 parks;
- 13 (6) Provide extension services to beneficiaries of forest development projects  
14 and render assistance for natural resources-related conservation and  
15 utilization activities consistent with the aim of preserving ecological balance;
- 16 (7) Coordinate with government agencies and nongovernmental organizations in  
17 the implementation of measures to prevent and control land, air and water  
18 pollution with the assistance of the Department of Environment and Natural  
19 Resources (DENR);
- 20 (8) Be in the frontline of the delivery of services concerning the environment and  
21 natural resources, particularly in the renewal and rehabilitation of the  
22 environment during and in the aftermath of man-made and natural disasters  
23 and calamities;
- 24 (9) Recommend measures to the *Sangguniang Panlungsod* and advise the City  
25 Mayor on all matters relative to the protection, conservation, sustainable  
26 utilization, application of appropriate technology and other matters related  
27 to the environment and natural resources; and
- 28 (10) Perform such other duties and functions, and exercise such other powers as  
29 provided under the Local Government Code of 1991, as amended, and those  
30 that are prescribed by law or ordinance.

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

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

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

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

- 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 architectural  
3 planning and design programs and projects which the City Mayor is  
4 empowered to implement and which the *Sangguniang Panlungsod* is  
5 empowered to provide FOR;
- 6 (3) Prepare and recommend for consideration of the *Sangguniang Panlungsod*  
7 the architectural plan and design for the local government unit or a part  
8 thereof, including the renewal of slums and blighted areas, land reclamation  
9 activities, the greening of land, and appropriate planning of marine and  
10 foreshore areas;
- 11 (4) Review and recommend for appropriate action of the *Sangguniang*  
12 *Panlungsod* or City Mayor, as the case maybe, the architectural plans and  
13 design submitted by governmental and nongovernmental entities or  
14 individuals, particularly those for undeveloped, underdeveloped and poorly  
15 designed areas;
- 16 (5) Coordinate with government and non-government entities and individuals  
17 involved in the aesthetics and the maximum utilization of the land and water  
18 resources within the jurisdiction of the local government unit, and implement  
19 plans and programs that shall preserve environmental integrity and ecological  
20 balance.
- 21 (6) Be in the frontline of the delivery of services involving architectural planning  
22 and design, particularly those related to the redesigning of spatial distribution  
23 of basic facilities and physical structures during and in the aftermath of man-  
24 made and natural disasters or calamities;
- 25 (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all  
26 matters relative to architectural planning and design as it relates to the total  
27 socio-economic development of the City; and
- 28 (8) Perform such other duties and functions, and exercise such other powers as  
29 provided under the Local Government Code of 1991, as amended, and those that  
30 are prescribed by law or ordinance.

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

- 37 (b) The City Information Officer shall receive such compensation, emoluments and  
38 allowances as may be determined by law.
- 39 (c) The term of the City Information Officer shall be coterminous with that of the  
40 appointing authority.
- 41 (d) The City Information Officer shall take charge of the Office of the City Information  
42 and Community Relations Department, and shall:

- (1) Formulate measures for the consideration of the *Sangguniang Panlungsod* and provide technical assistance and support to the City Mayor in providing the appropriate information and research data required for the delivery of basic services and provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;
- (2) Develop plans and strategies, and upon approval thereof by the City Mayor, implement the same, particularly those which have to do with public information and research data to support programs and projects which the City Mayor is empowered to implement and which the *Sangguniang Panlungsod* is empowered to provide for;
- (3) Provide relevant, adequate and timely information to the local government unit and its residents;
- (4) Furnish information and data on the local government agencies or offices as may be required by law or ordinance; and nongovernmental organizations to be furnished to said agencies and organizations;
- (5) Maintain effective liaison with the various sectors of the community on matters and issues that affect the livelihood and the quality of life of the City's inhabitants and encourage support for programs of the local and national government;
- (6) Be in the frontline in providing information during and in the aftermath of man-made and natural calamities and disasters or calamities, with special attention to the victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;
- (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all matters relative to public information and research data as it relates to the total socioeconomic development of the City; and
- (8) Perform such other duties and functions, and exercise such other powers as provided under the Local Government Code of 1991, as amended, and those that are prescribed by law or ordinance.

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

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

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

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

- 1 through the development of cooperatives, and in providing access to such  
2 services and facilities for;
- 3 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,  
4 implement the same, particularly those which have to do with the integration  
5 of cooperatives principles and methods in programs which the City Mayor is  
6 empowered to implement and which the *Sangguniang Panlungsod* is  
7 empowered to provide;
- 8 (3) Assist in the organization of cooperatives;
- 9 (4) Provide technical and other forms of assistance to existing cooperatives to  
10 enhance their viability as an economic enterprise and social organization;
- 11 (5) Assist cooperatives in establishing linkages with government agencies and  
12 nongovernment organizations involved in the promotion of cooperativism as  
13 a viable source of livelihood of the people and other community activities;
- 14 (6) Be in the frontline of cooperative organization, rehabilitation or viability-  
15 enhancement, particularly during and in the aftermath of man-made and  
16 natural calamities or disasters, to aid in their survival and, if necessary,  
17 subsequent rehabilitation;
- 18 (7) Recommend to the *Sangguniang Panlungsod* and advise the City Mayor on all  
19 other matters relative to cooperatives development and viability  
20 enhancement which will improve the livelihood and quality of life of the City's  
21 inhabitants; 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. 47. The City Population Officer.** – (a) The City Population Officer must be a citizen of  
26 the Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college  
27 degree preferably with specialized training in population development from a recognized college  
28 or university, a first grade civil service eligible or its equivalent and must have acquired at least  
29 five (5) years experience in the implementation of programs on population development or  
30 responsible parenthood.

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

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

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



- 1 which the City Mayor is empowered to implement and which the  
2 *Sangguniang Panlungsod* is empowered to provide for;
- 3 (3) Assist the City Mayor in the implementation of the constitutional provisions  
4 relative to population development and the promotion of responsible  
5 parenthood;
- 6 (4) Establish and maintain an updated data bank for program operations,  
7 development planning and an educational program to ensure the people's  
8 participation in and understanding of population development;
- 9 (5) Implement appropriate training programs that are consistent with the  
10 traditions and cultural heritage of the City's inhabitants; and
- 11 (6) 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 **SEC. 48. The City Agriculturist.** – (a) The City Agriculturist must be a citizen of the  
15 Philippines, a resident of the City of Baliwag, of good moral character, a holder of a college degree  
16 in agriculture or any other related course from a recognized college or university, a first grade  
17 civil service eligible or its equivalent, and must have practiced the profession in agriculture or  
18 acquired at least five (5) years experience in a related field.

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

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

- 22 (1) Formulate measures for the consideration of the *Sangguniang Panlungsod*  
23 and provide technical assistance and support to the City Mayor in carrying  
24 out measures to ensure the delivery of basic services and provision of  
25 adequate facilities relative to agricultural services;
- 26 (2) Develop plans and strategies, and upon approval thereof by the City Mayor,  
27 implement the same, particularly those which have to do with agricultural  
28 programs and projects which the City Mayor is empowered to implement and  
29 which the *Sangguniang Panlungsod* is empowered to provide for;
- 30 (3) In addition to the foregoing duties and functions, the City Agriculturist shall:
- 31 (i) Ensure that maximum assistance and access to resources in the  
32 production, processing and marketing of agricultural and aquacultural  
33 and marine products are extended to farmers, fishermen and local  
34 entrepreneurs;
- 35 (ii) Conduct or cause to be conducted location-specific agricultural  
36 researches and assist in making available the appropriate technology  
37 arising out of and disseminating information on basic research on  
38 crops, prevention and control of plant diseases and pests, and other  
39 agricultural matters which will maximize productivity;
- 40 (iii) Assist the City Mayor in the establishment and extension services of  
41 demonstration farms on aquaculture and marine products;

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

15 **SEC. 49. The City Business Permits and Licensing Officer.** – (a) The City Business Permits  
16 and Licensing Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of  
17 good moral character, a holder of a college degree preferably in business administration or in any  
18 related course from a recognized college or university, a first grade civil service eligible or its  
19 equivalent and must have acquired at least five (5) years experience in management.

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

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

- 24 (1) Supervise the conduct of spot and post inspection of all business establishments,  
25 gaming and other entities requiring permits and licenses for compliance with  
26 existing laws and ordinances;  
27 (2) Review the application for permits and licenses and recommend the approval or  
28 disapproval to the City Mayor or the latter's authorized representatives; and  
29 (3) Exercise over-all supervision in the City Business Permits and Licensing Office.

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

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

1 The City Human Resource Management Officer shall take charge of the City Human  
2 Resource and Management Office, and shall:

- 3
- 4 (1) Develop a human resource management plan aimed at improving the productivity and  
5 professional growth of the city government's employees, and recommend the same to  
6 the City Mayor, and if warranted, to the *Sangguniang Panlungsod*, for approval and  
7 implementation;
- 8 (2) Ensure that the recruitment, selection and placement of the City Government's  
9 officers and personnel is based on merit and fitness;
- 10 (3) Design, develop, coordinate, implement, deliver and evaluate training programs that  
11 support organization objectives that are aligned with the organizations strategic plans;
- 12 (4) Develop and implement heads and staff development programs that support the City  
13 Government's organizational succession plans;
- 14 (5) Ensure the implementation of a Strategic Performance Management System that  
15 includes individual Performance Contracts, ensure results-based performance and the  
16 provision of rewards and recognition for outstanding performance and loyalty in the  
17 service; and
- 18 (7) Perform such other duties and functions, and exercise such other powers as may be  
19 prescribed by law or ordinance.

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

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

28 The City Public Order and Safety Officer shall take charge of the City Public Order and  
29 Safety Office, and shall:

- 30 (1) Establish and maintain a system to monitor peace and order and other public safety  
31 concerns in the City, and report the status thereof to the City Mayor;
- 32 (2) Formulate plans, programs and activities to maintain and enhance public safety and  
33 recommend the same to the City Mayor, and if warranted, to the *Sangguniang*  
34 *Panlungsod*;
- 35 (3) Coordinate with, and assist national and local law enforcement agencies, including  
36 concerned offices of the city and barangay governments on the proper  
37 implementation of laws and ordinances, including extending assistance, as auxiliary  
38 unit, in the conduct of public safety services;
- 39 (4) Secure facilities owned by the City and provide civil security assistance to ensure safety  
40 of the officers and employees of the City;
- 41 (5) Provide security coverage for activities and other sanctioned events of the City;

- 1 (6) Undertake advocacy activities to raise community awareness on specific issues  
2 affecting public order and safety as well as engage in specific activities intended to  
3 promote public order and safety, and disaster resiliency, and  
4 (7) Perform such other duties and functions, and exercise such other powers as may be  
5 prescribed by law or ordinance;

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

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

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

- 17 (1) Set the direction, development, implementation and coordination of disaster risk  
18 reduction and management programs within the City;  
19 (2) Consolidate local disaster risk information which includes natural hazards,  
20 vulnerabilities, and climate change risk, and maintain a local risk map;  
21 (3) Organize and conduct training, orientation, and knowledge management activities on  
22 disaster risk reduction and management at the local level;  
23 (4) Formulate and implement a comprehensive and integral local disaster risk reduction  
24 and management plan in accordance with the national, regional and provincial  
25 framework, in coordination with the local development councils, and upon approval  
26 thereof by the City Mayor and *Sangguniang Panlungsod*, implement the same;  
27 (5) Be in the frontline of disaster preparedness and management, particularly during and  
28 in the aftermath of man-made and natural disasters, to aid in the survival and if  
29 necessary, subsequent rehabilitation of affected individuals and communities;  
30 (6) Be in the frontline on the delivery of quick response and services, particularly those  
31 related to situations during and in the aftermath of man-made and natural disasters  
32 and calamities; and  
33 (7) Perform such other duties and functions, and exercise such other powers as may be  
34 prescribed by law or ordinance;

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

1 (b) The City Enterprise and Economic Affairs Officers shall receive compensation,  
2 emoluments and allowances as may be determined by law.

3 (c) The City Enterprise and Economic Officer Affairs officer shall take charge of the City  
4 Enterprise and Economic Affairs Office, 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 measures  
7 to ensure the delivery of basic services and provision of adequate facilities through  
8 the development of local enterprises and cooperatives, and in providing access to  
9 such services and facilities;

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

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

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

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

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

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

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

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

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

40 **SEC. 55. The City Nutrition Officer.** – (a) The City Nutrition Officer must be a citizen of the  
41 Philippines, a resident of the City of Baliwag, of good moral character, a registered Nutritionist-

1 Dietitian pursuant to Republic Act No. 10862 otherwise known as the Nutrition and Dietetics Law,  
2 and must have acquired experience for at least three (3) years in the implementation of programs  
3 on nutrition and dietetics development preceding the date of appointment.

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

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

- 7  
8 (1) Lead the efforts of the City government in addressing malnutrition concerns;  
9 (2) Recommend in the policy and program formulation and coordination, capacity  
10 development, promotion of good nutrition, nutrition surveillance, resource  
11 generation and mobilization, advocacy and partnership and alliance building; and  
12 (3) Perform such other duties and functions, and exercise such other powers as may be  
13 prescribed by law or ordinance;

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

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

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

- 25 (1) Ensure prompt and efficient delivery of employment facilitation services as well as to  
26 provide timely information on the labor market and Department of Labor and  
27 Employment (DOLE) Programs;  
28 (2) Be in the frontline of the delivery of core services, which include labor market  
29 information dissemination, referral and placement, employment coaching and career  
30 counselling;  
31 (3) Lead the implementation of programs like Special Program for the Employment of  
32 Students (SPES) , Job Fairs, Philjobnet / PESO Employment Information System (PEIS),  
33 National Skills Registry Program (NSRP), DOLE Government Internship Program  
34 (DOLE-GIP), Tulong Pangkabuhayan para sa Ating Disadvantaged Workers (TUPAD),  
35 DOLE Integrated Livelihood and Emergency Employment Program (DILLEP); and  
36 (4) Perform such other duties and functions, and exercise such other powers as may be  
37 prescribed by law or ordinance;

38 **Sec. 57. The City Community and Barangay Affairs Officer.** – (a) The City Community and  
39 Barangay Affairs Officer must be a citizen of the Philippines, a resident of the City of Baliwag, of  
40 good moral character, a holder of a college degree preferably in community development, public  
41 administration and other related course obtained from a recognized college or university, a first

1 grade civil service eligible or its equivalent and must have acquired experience for at least three  
2 (3) years in the implementation of programs on community affairs, sectoral mobilization and  
3 community-based organizations, and barangay coordination preceding the date of appointment.

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

6 The City Community and Barangay Affairs Officer shall take charge of the City Community  
7 and Barangay Affairs Office, and shall:

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

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

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

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

## 18 ARTICLE VIII

### 19 THE CITY FIRE STATION SERVICE, THE CITY JAIL SERVICE, THE CITY SCHOOLS DIVISION AND 20 THE CITY PROSECUTION SERVICE

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

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

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

34 **SEC. 59. *The City Jail Service.*** – (a) At least five (5) months from the commencement of  
35 the corporate existence of the City, the DILG shall establish and maintain a secured, clean,  
36 adequately equipped and sanitary jail facility for the custody and safekeeping of prisoners, any  
37 fugitive from justice, or person detained awaiting investigation or trial or transfer to the national  
38 penitentiary, or a violent mentally ill person who may endanger oneself or the safety of others

1 as duly certified by the proper medical health officer, prior to the transfer of such person to a  
2 mental institution.

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

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

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

14 **SEC. 61. *The City Prosecution Service.*** – (a) The Department of Justice (DOJ) shall, within  
15 two (2) months from the commencement of the corporate existence of the city, establish and  
16 maintain a prosecution service in the City of Baliwag. It shall be headed by a city prosecutor, who  
17 shall be assisted by such number of assistant prosecutors as may be necessary, and whose  
18 qualifications, manner of appointment, rank, salary and benefits shall be governed by existing  
19 laws covering prosecutors in the DOJ. The City Prosecution Service shall be organizationally part  
20 of the DOJ, and under the supervision and control of the Secretary of the DOJ.

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

25 The Secretary of Justice shall always ensure the adequacy and quality of prosecution  
26 service in the City and for this purposes shall, in the absence or lack or insufficiency in number of  
27 assistant city prosecutors as provided hereinabove, designate from among the assistant  
28 provincial prosecutors a sufficient number to perform and discharge the functions of the City  
29 Prosecution Service as provided hereinabove.

30 **ARTICLE IX**  
31 **TRANSITORY AND FINAL PROVISIONS**

32 **SEC. 62. *Municipal Ordinances Existing at the Time of the Approval of this Act.*** – All  
33 municipal ordinances of the Municipality of Baliwag existing at the time of the approval of this  
34 Act shall continue to be in force within the City of Baliwag until the *Sangguniang Panlungsod* shall  
35 provide otherwise.



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

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

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

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

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

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

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

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

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

29           **SEC. 71. *Separability Clause.*** – If, for any reason or reasons, any part or provision of this  
30 charter shall be held unconstitutional, invalid or inconsistent with the Local Government Code of  
31 1991, as amended, the other parts or provisions hereof which are not affected shall continue to  
32 be in full force and effect.

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

Approved,

