



Republic of the Philippines  
Province of Surigao del Sur  
CITY OF BISLIG



**TANGGAPAN NG SANGGUNIANG PANLUNGSOD**

May 25, 2026

**MR. EDGAR G. PEREZ, II, J.D.**  
Secretary  
Tanggapan ng Sangguniang Panlalawigan  
Tandag City, Surigao del Sur



Sir:

Pursuant to pertinent provisions of R.A. 7160, we are respectfully submitting herewith copies of Ordinance No. 2026-12 enacted by the City Council of Bislig City captioned **“AN ORDINANCE APPROVING THE UPDATED ORGANIZATIONAL STRUCTURE OF THE CITY PLANNING AND DEVELOPMENT OFFICE (CPDO) AND PROVIDING FUNDS THEREOF”**, for its review and approval.

Thank you.

Very truly yours,

**ROSENDO R. CAMPOS, M.P.A.**  
*Secretary to the Sanggunian*



Republic of the Philippines  
Province of Surigao del Sur  
CITY OF BISLIG

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 39<sup>TH</sup> REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 14<sup>TH</sup> DAY OF APRIL 2026 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

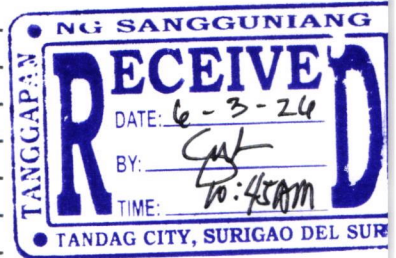
**HON. CONRAD C. CEJOCO**  
City Vice Mayor  
(Presiding Officer)

*Regular Members:*

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| Hon. Pedrito R. Sulapas               | - Sangguniang Panlungsod Member |
| Hon. Alfredo J. Carmelo               | -do-                            |
| Hon. Bernadeth May R. Almanon-Balondo | -do-                            |
| Hon. Jonas A. Cacayan                 | -do-                            |
| Hon. Paul E. Vicencio                 | -do-                            |
| Hon. Victor B. Alvar, Jr.             | -do-                            |
| Hon. Reynaldo V. Dominguez            | -do-                            |
| Hon. Romeo F. Cacayan                 | -do-                            |
| Hon. Winston Y. Sia                   | -do-                            |
| Hon. Apolio C. Alvar                  | -do-                            |

*Ex-Officio Members:*

- |                             |                                     |
|-----------------------------|-------------------------------------|
| Hon. Eladio A. Galano       | - President, Liga ng mga Barangay   |
| Hon. Ana Mae M. Agusa       | - SK Federation President           |
| Hon. Florio S. Josafat, Jr. | - Indigenous Peoples Representative |



**ORDINANCE NO. 2026-12**

Sponsored by:

<b>Hon. Romeo F. Cacayan</b>	
<b>Hon. Jonas A. Cacayan</b>	<b>Hon. Alfredo J. Carmelo</b>
<b>Hon. Florio S. Josafat, Jr.</b>	<b>Hon. Conrad C. Cejoco</b>

**“AN ORDINANCE APPROVING THE UPDATED ORGANIZATIONAL STRUCTURE OF THE CITY PLANNING AND DEVELOPMENT OFFICE (CPDO) AND PROVIDING FUNDS THEREOF”**

**WHEREAS**, Republic Act No. 7160, also known as the Local Government Code of 1991, provides for the creation of a City Planning and Development Office (CPDO), which shall be responsible for the formulation of plans and programs that promote sustainable development and ensure the orderly use of land and resources;

**WHEREAS**, in pursuit of effective governance and efficient service delivery, there is a recognized need to streamline and strengthen the organizational structure of the CPDO to complement the increasing demands for city planning, project development, and land-use management;

PROVINCE OF SURIGAO DEL SUR  
Office of the Secretary to the Sangguniang Panlalawigan  
Tel. No.: 086-2115832  
Email: ossp@surigaodelsur.gov.ph  
**OSSP-26-05928**



**WHEREAS**, the CPDO's current structure requires updating to enhance productivity and ensure that it reflects the best practices in planning, program management, zoning enforcement, and support for housing and community development;

**WHEREAS**, the proposed updated organizational structure shall support the goals of the City Government of Bislig in achieving sustainable development, disaster risks reduction, and climate change adaptation;

**NOW THEREFORE, BE IT ORDAINED**, as it is hereby ordained by the Sangguniang Panlungsod of the City of Bislig, Surigao del Sur in session duly assembled, that:


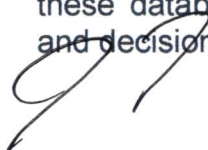
**SECTION 1. Title** – This Ordinance shall be known as an "**Ordinance Approving the Updated Organizational Structure of the City Planning and Development Office (CPDO) and Providing Funds Thereof.**"

**SECTION 2. Declaration of Policy** – It is the policy of the City Government of Bislig to ensure efficient and effective public service delivery, thereby enhancing the role of the CPDO in planning, program implementation, and regulatory enforcement.

**SECTION 3. City Planning and Development Office (CPDO) Core Functions**

1. **Comprehensive Land Use Planning** – Prepares and enforces the Comprehensive Land Use Plan (CLUP) to regulate land use and development, ensuring sustainable land allocation for various sectors while addressing hazard vulnerabilities and promoting environmental sustainability.
2. **Comprehensive Development Planning** – Leads the formulation of the city's Comprehensive Development Plan (CDP), guiding medium- to long-term development across economic, social, physical, environmental, and institutional sectors.
3. **Investment Programming** – Develops the Local Development Investment Program (LDIP), which prioritizes the projects and programs identified in the CLUP and CDP, ensuring they are translated into actionable initiatives with corresponding budgets. The Annual Investment Program (AIP), an annual component of the LDIP, outlines specific projects for funding and implementation within the year, serving as the basis for budget appropriations.
4. **Monitoring and Evaluation (M&E)** – Oversees the monitoring and evaluation of city development projects, ensuring that implementation aligns with CLUP, CDP, LDIP, and AIP objectives, and preparing reports for decision-makers.
5. **Research, Spatial Data Management, and Evidence-Based Planning** – Conducts research and empirical studies using Geographic Information Systems (GIS) and socio-economic databases to support informed urban planning and policy decisions. Analyzes land use, infrastructure, population trends, and environmental factors to guide development strategies and manages survey results and data collection, ensuring continuous updating of these databases, providing accurate, evidence-based insights for planning and decision-making.

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6. **Policy Formulation and Regulatory Oversight** – Develop, implement, and enforces policies related to urban development, zoning, land use, and environmental management, and other development controls to manage sustainable growth, ensure compliance with national laws, and mitigate negative impacts like congestion, pollution, and informal settlements.
7. **Climate, Environmental Governance, Disaster Risk Reduction/Climate Change Adaptation (DRR/CCA) Integration, and Advocacy for Sustainable Development** – Promotes climate resilience, environmental sustainability, and sustainable urban development. The CPDO integrates DRR/CCA principles into development plans and policies, conducts hazard and vulnerability assessments, ensures compliance with environmental laws, and advocates for green infrastructure, energy-efficient designs, and emission reduction. The office also promotes sustainable practices in all city projects to enhance long-term environmental health and urban liveability.
8. **Inter-Agency Coordination and Resource Mobilization** – Coordinates with local, regional, and national agencies to ensure the city’s development plans align with broader frameworks, such as the Philippine Development Plan (PDP), Regional Development Plan (RDP), and Provincial Development and Physical Framework Plan (PDPFP). The CPDO also identifies financial and non-financial resources for development projects, prepares project feasibility studies, and collaborates with external funding agencies to secure necessary support.
9. **Technical Assistance to Barangays and Local Offices** – Provides technical assistance to barangays in preparing their Barangay Development Plans (BDPs) and input to other local offices for formulating mandated and special local plans. This ensures that grassroots and departmental planning efforts are aligned with the city’s overall development strategy.
10. **Secretariat Services** – Provides secretariat support to the City Development Council (CDC), Local Zoning Board of Appeals (LZBA), and other local committees and decision-making bodies, organizing meetings, documenting minutes, and following up on policy implementation.

**SECTION 4. CPDO Divisions Roles and Functions**

**A. Research and Project Development Division**

The Division provides data-driven insights and technical inputs necessary for identifying new development opportunities. It is responsible for research, feasibility studies, and the preparation of project proposals that address the city's socio-economic and urban development needs, while also advocating for the adoption and implementation of the city's development plans and initiatives.

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**Core Functions:**

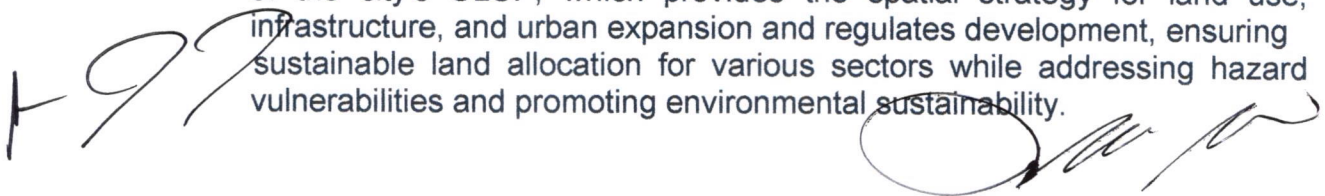
1. **Research and Data Analysis** – Conduct socio-economic, environmental, and demographic research to inform policy development and project design, ensuring initiatives are grounded in evidence and meet community needs. Manage Geographic Information Systems (GIS) and socio-economic databases to support evidence-based planning and decision-making, ensuring continuous data updates and insights.
2. **Project Identification and Assessment** – Identify and assess potential development projects that align with the CDP and CLUP, ensuring strategic coherence and community alignment.
3. **Feasibility Studies and Business Cases** – Prepare comprehensive feasibility studies and business cases for proposed development projects, evaluating financial viability, potential impacts, and resource requirements.
4. **Inter-Agency Coordination and Resource Mobilization** – Coordinate with local, regional, and national agencies for resource mobilization, ensuring alignment with broader frameworks like the Philippine Development Plan while preparing project feasibility studies.
5. **Innovative Development Strategies** – Explore and implement innovative development strategies, including public-private partnerships (PPPs), to optimize city resources and enhance project sustainability and effectiveness.
6. **Trend Monitoring and Integration** – Track emerging trends in urban planning, sustainability, and technology, incorporating relevant insights into local initiatives to foster innovation and improve service delivery.
7. **Plan Advocacy and Public Engagement** – Advocate for the adoption and implementation of development plans through community engagement and public awareness campaigns, ensuring stakeholders understand and support key initiatives in line with the city's development framework.
8. **Secretariat Services** – Provides secretariat support to the special committees and decision-making bodies related to advocacy, research, and project development.

**B. Plans and Programs Division**

The Division is responsible for the formulation, coordination, and systematic updating of the city's long-term development frameworks. It ensures the alignment of the city's spatial, physical, and investment plans with local, regional, and national development agendas, facilitating the effective and sustainable use of resources.

**Core Functions:**

1. **Physical Plan Development** – Lead in the formulation and updating of the city's CLUP, which provides the spatial strategy for land use, infrastructure, and urban expansion and regulates development, ensuring sustainable land allocation for various sectors while addressing hazard vulnerabilities and promoting environmental sustainability.

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2. **CDP Formulation and Updating** – Lead the development and periodic updating of the CDP, ensuring the integration of sectoral plans (economic, social, infrastructure, and institutional development) in accordance with the Local Government Code (RA 7160) and other national directives.
3. **Annual Investment Plan (AIP) Preparation** – Oversee the preparation of the AIP, which details the prioritization of programs, projects, and activities (PPAs) for funding based on the CDP, Local Development Investment Program (LDIP), and available fiscal resources. This includes a multi-year programming approach that aligns with the city's fiscal management framework and ensures strategic allocation of resources.
4. **Program Integration and Cross-Sectoral Coordination** – Ensure the vertical and horizontal integration of development plans, ensuring consistency between national government programs (such as the National Physical Framework Plan) and local-level initiatives. Facilitate coordination across sectors to align policies and programs with urban development, housing, disaster risk reduction, and climate change adaptation strategies.
5. **Strategic Investment Prioritization** – Collaborate with relevant agencies, local government units, and stakeholders in prioritizing high-impact infrastructure projects and social services within the AIP and LDIP. This function involves conducting a thorough analysis of project feasibility, economic return, environmental sustainability, and social inclusivity.
6. **Policy Advisory and Capacity Building** – Provide technical assistance to city departments and barangays in the preparation of localized plans and investment programs, ensuring alignment with the city-wide development framework. This includes providing training and capacity-building activities for local planners and implementers.
7. **Planning Compliance and Quality Assurance** – Ensure that all development plans, particularly the CDP, AIP, and CLUP, comply with relevant national standards and guidelines set by the National Economic and Development Authority (NEDA), the Department of Interior and Local Government (DILG), and other regulatory bodies.
8. **Secretariat Services** – Provides secretariat support to the City Development Council (CDC) and other local planning committees and decision-making bodies.

### C. Project Monitoring and Evaluation Division

The Evaluation Division ensures that all city projects are implemented as planned, on time, and within budget and that they achieve the intended outcomes. It is responsible for tracking project progress and assessing their impact.

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**Core Functions:**

1. **Project Monitoring and Evaluation Framework Development** – Establish and maintain a comprehensive framework for monitoring and evaluating city development projects, ensuring alignment with the CDP, CLUP, and LDIP objectives.
2. **Field Visits and Site Inspections** – Conduct regular field visits and site inspections to assess project implementation, compliance with established plans, and adherence to environmental laws and regulations.
3. **Performance Data Analysis** – Analyze project performance data to identify areas for improvement, potential bottlenecks, and associated risks, facilitating timely interventions and strategic adjustments.
4. **Progress Reporting** – Prepare and present periodic progress reports to decision-making bodies, highlighting key findings and recommendations, and ensuring transparency in project implementation.
5. **Effectiveness and Impact Evaluation** – Evaluate the effectiveness and impact of completed projects and programs, providing actionable recommendations for future planning and enhancing project outcomes.
6. **Climate Resilience and DRR/CCA Integration** – Promote climate resilience by integrating DRR/CCA principles into development projects. Conduct assessments to ensure compliance with environmental laws and advocate for sustainable development practices.
7. **Secretariat Services** – Provides secretariat support to the local project monitoring committee and decision-making bodies.

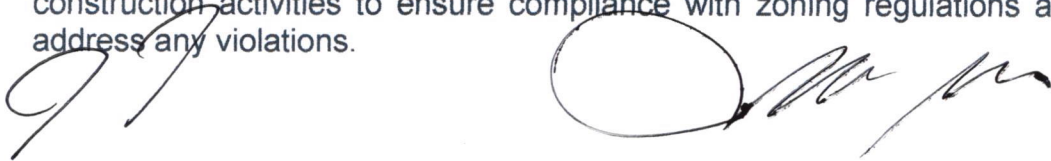
**D. Zoning and Land Use Division**

The Division is responsible for implementing and enforcing the CLUP, zoning regulations, and related policies, ensuring sustainable growth and compliance with laws.

**Core Functions:**

1. **Zoning Ordinance Implementation and Enforcement** – Implement and enforce zoning ordinances in accordance with the CLUP to ensure orderly urban development and compliance with land use regulations.
2. **Zoning Clearance and Permit Processing** – Process applications for zoning clearances, development permits, and land use reclassifications, ensuring adherence to zoning regulations and efficient service delivery.
3. **Compliance Inspections** – Conduct regular inspections of land use and construction activities to ensure compliance with zoning regulations and address any violations.

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4. **Zoning Ordinance Review and Updating** – Review and update zoning ordinances to adapt to emerging trends in urban development, infrastructure needs, and environmental challenges.
5. **Land Use Conflict Resolution** – Provide technical input in resolving land use conflicts and disputes. Serve as the secretariat for the Local Zoning Board of Appeals, facilitating the resolution of appeals and disputes.

#### **E. Housing and Homesite Division**

The Division addresses the city's housing needs by developing policies and programs that promote affordable housing and well-planned residential communities. It plays a key role in managing the housing sector and facilitating land acquisition for housing projects.

##### **Core Functions:**

1. **Housing Policy Formulation** – Formulate housing policies and strategies that align with the Urban Development and Housing Act (RA 7279) and other relevant laws to promote sustainable and inclusive housing development.
2. **Housing Project Planning and Coordination** – Plan and coordinate the development of housing projects, including socialized housing initiatives aimed at supporting low-income communities.
3. **Land Acquisition and Site Development Facilitation** – Facilitate land acquisition and site development for housing purposes, ensuring compliance with land use regulations and effective use of resources.
4. **Technical Support for Housing Programs** – Provide technical support for housing-related programs, such as resettlement initiatives, upgrading of informal settlements, and ensuring the provision of basic utilities in residential areas.
5. **Housing Data Management** – Maintain comprehensive databases on housing needs, available land, and housing beneficiaries to ensure the effective management and implementation of housing programs.

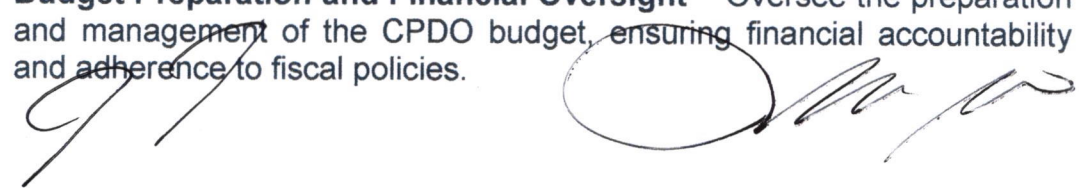
#### **F. Administrative Division**

The Division provides essential support services to the entire office, ensuring smooth operation of all divisions. It handles human resources, budgetary management, procurement, and general office administration.

##### **Core Functions:**

1. **Human Resource Management** – Manage the office's human resources, including hiring, training, and employee development, to ensure a skilled and motivated workforce.
2. **Budget Preparation and Financial Oversight** – Oversee the preparation and management of the CPDO budget, ensuring financial accountability and adherence to fiscal policies.

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3. **Procurement and Logistics Management** – Handle the procurement of office supplies, equipment, and other logistical needs for the CPDO, ensuring efficient and cost-effective resource allocation.
4. **Clerical and Administrative Support** – Provide clerical and administrative support, including documentation, record-keeping, and coordination of meetings, to facilitate smooth office operations.
5. **Compliance and Internal Controls** – Ensure compliance with internal controls, office protocols, and government regulations, including audit requirements, to uphold transparency and accountability in operations.

**SECTION 5. List of Plantilla Positions and Equivalent Salary Grade**

No. of Positions	Position Title	Salary Grade
1	City Government Department Head 1 (City Planning and Development Coordinator)	25
1	City Government Assistant Department Head 1 (Assistant City Planning and Development Coordinator)	23
<b>Research and Project Development Division</b>		
1	Project Development Officer IV	22
1	Project Development Officer III	18
1	Economist III	18
1	Project Development Officer II	15
1	Statistician II	15
1	Project Development Officer I	11
1	Assistant Statistician	9
1	Administrative Aide VI (Data Controller)	6
1	Statistician Aide	4
<b>Plans and Programs Division</b>		
1	Planning Officer IV	22
2	Planning Officer III	18
2	Planning Officer II	15
2	Planning Officer I	11
2	Planning Assistant	8
<b>Project Monitoring and Evaluation Division</b>		
1	Project Evaluation Officer IV	22
2	Project Evaluation Officer III	18
2	Project Evaluation Officer II	15
2	Project Evaluation Assistant	8
<b>Zoning and Land Use Regulation and Monitoring Division</b>		
1	Zoning Officer IV	22
1	Zoning Officer III	18
1	Zoning Officer II	15
1	Zoning Officer I	11

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2 Zoning Inspector I 8

**Housing and Homesite Division**

1 Housing and Homesite Regulation Officer V 22  
 2 Housing and Homesite Regulation Officer IV 19  
 1 Housing and Homesite Regulation Officer III 16  
 1 Engineer II 16  
 1 Housing and Homesite Regulation Assistant 8

**Administrative Division**

1 Supervising Administrative Officer (Administrative Officer IV) 22  
 2 Administrative Officer II (Administrative Officer I) 11  
 1 Administrative Officer I (Records Officer I) 10  
 1 Administrative Assistant I (Administrative Assistant) 8  
 3 Administrative Aide IV (Clerk II) 4  
 1 Administrative Aide III (Driver I) 3  
 1 Administrative Aide II (Messenger) 2  
 1 Administrative Aide I (Utility Worker I) 1

**50 Total Number of Personnel**

**SECTION 6. CSC QUALIFICATION STANDARDS**

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
City Government Department Head 1 (City Planning and Development Coordinator)	25	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	5 years' experience in development planning or in any related field	None required	RA 1080 (Environmental Planner)
City Government Assistant Department Head 1 (Assistant City Planning and Development Coordinator)	23	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	3 years' experience in development planning or any related field	None required	RA 1080 (Environmental Planner)
Project Development Officer IV	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Economist III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer II	15	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Statistician II	15	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer I	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Assistant Statistician	9	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility

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**SP Ordinance No. 2026-12** "An Ordinance approving the updated organizational structure of the City Planning and Development Office (CPDO) and providing funds thereof"

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POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Aide VI (Data Controller I)	6	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub professional) First Level Eligibility
Statistician Aide	4	Completion of two years studies in College	None required	None required	Career Service (Sub professional) First Level Eligibility
Planning Officer IV	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Planning Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Planning Officer II	15	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Planning Officer I	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Planning Assistant I	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Project Evaluation Officer IV	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Evaluation Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Evaluation Officer II	15	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Evaluation Assistant	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Zoning Officer IV	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Zoning Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Zoning Officer II	15	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Zoning Officer I	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Zoning Inspector I	6	Completion of two years studies in College	None Required	None Required	Career Service (Professional) Second Level Eligibility
Housing and Homesite Regulation Officer V	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) First Level Eligibility
Housing and Homesite Regulation Officer IV	19	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) First Level Eligibility
Housing and Homesite Regulation Officer III	16	Bachelor's degree	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) First Level Eligibility
Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 years of relevant experience	4 hours of relevant training	RA 1080 (Engineer)
Housing and Homesite Regulation Assistant	8	Completion of two (2) years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Eligibility
Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Officer I (Records Officer I)	10	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility

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POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant II (Administrative Assistant)	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None Required	None Required	Career Service (Sub professional) First Level Eligibility
Administrative Aide III (Driver I)	3	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)
Administrative Aide II (Messenger)	2	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)
Administrative Aide I (Utility Worker I)	1	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)

**SECTION 7. Position Description and Key Functions**

**A. City Government Department Head (City Planning and Development Coordinator) – SG 25**

*Responsible for the city's overall planning and development, ensuring compliance with national and local laws based on the Local Government Code (LGC) or the Republic Act (RA) 7160 and other legal instruments and policies.*

**Key Functions:**

1. Provide leadership in formulating and updating spatial and multi-sectoral development plans, ensuring compliance with local, regional, and national development objectives.
2. Monitor the performance of all divisions to ensure effective resource allocation and project implementation in line with the city's approved development frameworks.
3. Lead the implementation and enforcement of zoning ordinances, ensuring alignment with the CLUP, zoning regulations, and legal mandates to promote sustainable development across the city.
4. Oversee the issuance of zoning clearances and ensures compliance with the Local Government Code regarding land use reclassification and zoning ordinances, while also resolving land use conflicts and providing decisions on appeals.
5. Act as the principal advisor to the Local Chief Executive (LCE) and the *Sangguniang Panlungsod* (SP) on matters related to planning and development.
6. Act as the lead secretariat to the CDC and assigned committees.
7. Perform duties and responsibilities as may be assigned by the Chief Executive or the SP.

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**B. City Government Assistant Department Head (Assistant City Planning and Development Coordinator I) – SG 23**

*Assists the CPDC in implementing and managing the City's planning and development agenda, and acts as the CPDC's technical deputy.*

**Key Functions:**

1. Provide strategic oversight and technical direction to division heads, ensuring that planning activities and project implementation comply with relevant legal mandates and development standards.
2. Oversee the formulation of key city plans, ensuring that technical inputs from various divisions are integrated into a cohesive development strategy aligned with national and local priorities.
3. Assume leadership in the absence of the CPDC, facilitating the coordination of multi-sectoral planning efforts and monitoring the effective implementation of plans and overseeing zoning enforcement and coordinating the resolution of land use conflicts.
4. Ensure that all divisions within the CPDO meet the required performance standards, providing guidance in resolving technical issues or challenges encountered in the planning process.
5. Support the CPDC in enforcing the city's zoning regulations, assisting in the issuance of zoning clearances, development permits, and land use reclassifications.
6. Provide secretariat and technical support to the CDC and other assigned committees.
7. Perform other related tasks as may be assigned by the CPDC.

**C. Research and Project Development Division Positions**

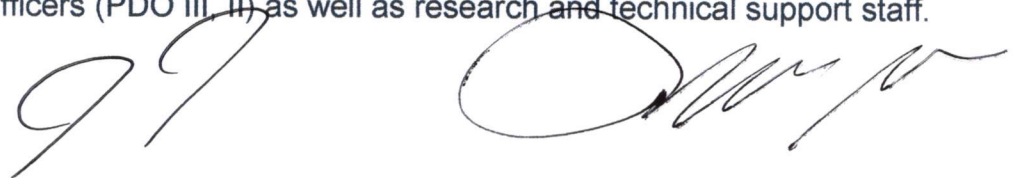
**Project Development Officer IV – SG 22**

*Leads the Research and Project Development Division, providing strategic leadership in identifying, designing, and assessing technically feasible development projects that are aligned with existing laws, national directives, and the city's development priorities.*

**Key Functions:**

1. Ensure that project proposals and feasibility studies are grounded in thorough research and comprehensive data analysis, and reflect the city's socio-economic, environmental, and infrastructure needs.
2. Exercise technical oversight over lower-ranked Project Development Officers (PDO III, II) as well as research and technical support staff.

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3. Lead the preparation and evaluation of project proposals and feasibility studies, ensuring they are technically sound, financially viable, and compliant with national policies and the Local Development Investment Program (LDIP).
4. Coordinate resource mobilization efforts with national agencies, international donors, and private partners to secure funding, and explore innovative development strategies such as Public-Private Partnerships (PPPs) to optimize resource utilization and ensure sustainability.
5. Advocate for the approval and implementation of proposed development projects through public consultations, stakeholder engagement, and plan advocacy initiatives.
6. Ensure key stakeholders, including local communities and government agencies, support and understand the strategic benefits of projects.
7. Coordinate with the Project Monitoring and Evaluation Division to track the progress of developed projects, ensuring that they are implemented according to plan and achieve the intended outcomes.
8. Provides technical recommendations to enhance the effectiveness of on-going and future projects.
9. Perform other related tasks as may be assigned by the immediate supervisor or department head.

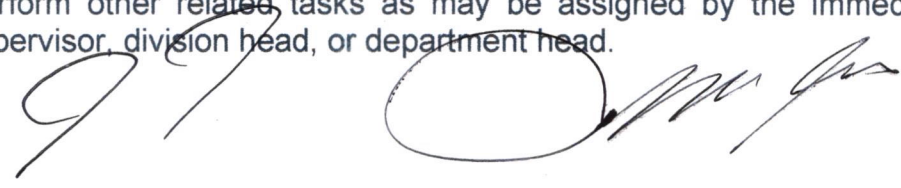
**Project Development Officer III – SG 18**

*Assists the PDO IV in managing research, project identification, and the development of feasibility studies, as well as coordinating inter-agency efforts.*

**Key Functions:**

1. Conduct in-depth research and data analysis on socio-economic, demographic, and environmental aspects.
2. Assist in identifying potential development projects and assessing their alignment with the city's CDP and CLUP.
3. Contribute to the preparation of feasibility studies and business cases for priority projects.
4. Ensure continuous updates to the city's Geographic Information System (GIS) and socio-economic databases.
5. Assist in preparing advocacy materials and facilitating public engagement initiatives.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

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**Economist III – SG 18**

*Provides economic analysis and financial insights for project development, ensuring projects are economically viable and aligned with the city's development goals.*

**Key Functions:**

1. Conduct economic research to inform the financial viability of proposed projects.
2. Analyze trends in economic development, project financing, and public-private partnerships (PPPs).
3. Prepare financial models and cost-benefit analyses for development projects.
4. Advise the team on macro-economic trends and their potential impact on local development initiatives.
5. Collaborate with the Statistician and other team members on comprehensive data analysis.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Development Officer II – SG 15**

*Assists the PDO IV and III in managing research, project identification, and the development of feasibility studies, as well as coordinating inter-agency efforts.*

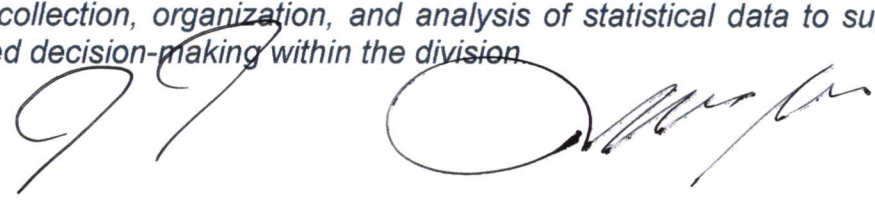
**Key Functions:**

1. Conduct research and data gathering on socio-economic, demographic, and environmental aspects.
2. Assist in identifying potential development projects and assessing their alignment with the city's CDP and CLUP.
3. Contribute to the preparation of feasibility studies and business cases for priority projects.
4. Ensure continuous updates to the city's Geographic Information System (GIS) and socio-economic databases.
5. Assist in preparing advocacy materials and facilitating public engagement initiatives.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Statistician II – SG 15**

*Manages the collection, organization, and analysis of statistical data to support evidence-based decision-making within the division*

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**Key Functions:**

1. Collect and interprets data on demographic, economic, and environmental factors, helping to shape development projects and policies.
2. Collect, analyze, and interpret socio-economic and environmental data for research and project planning.
3. Manage and update the city's socio-economic and environmental databases.
4. Prepare statistical reports and insights to inform policy and project development.
5. Support the Economist and PDOs in conducting feasibility studies and data-driven analyses.
6. Ensure continuous monitoring of development trends and their integration into project planning.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Development Officer I – SG 11**

*Provides administrative and technical support to the PDOs in the research and project development process.*

**Key Functions:**

1. Assist in project documentation and preparation of feasibility study drafts.
2. Support in coordinating with inter-agency partners for project development.
3. Maintain and organize project-related documents, research papers, and reports.
4. Assist in preparing advocacy materials for public engagement initiatives.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

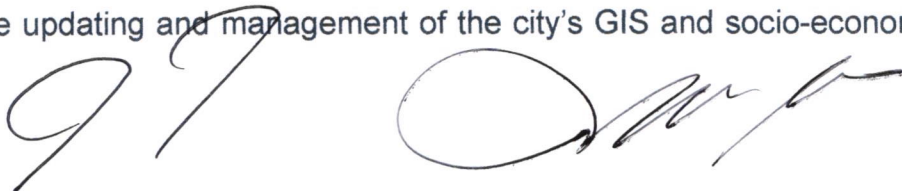
**Assistant Statistician – SG 9**

*Provides support to the Statistician II in data collection, management, and analysis, contributing to the division's research efforts.*

**Key Functions:**

1. Assist with data entry, preliminary data analysis, and report generation for statistical reviews used in project planning.
2. Assist in data collection from primary and secondary sources relevant to project development.
3. Support the updating and management of the city's GIS and socio-economic databases.

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4. Prepare basic statistical summaries and assist in the development of reports for project analysis.
5. Collaborate with other staff in organizing and maintaining data records.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Aide VI (Data Controller) – SG 6**

*Manages administrative tasks and data-related functions within the Research and Project Development Division, ensuring data integrity and efficient operational processes.*

**Key Functions:**

1. Oversee data management processes, ensuring accuracy in data entry and updates.
2. Support the administrative operations of the division, including clerical tasks and documentation management.
3. Assist in organizing meetings, preparing minutes, and providing secretariat services for committees.
4. Ensure proper storage and retrieval of project-related documents and research data.
5. Support coordination efforts with internal and external stakeholders for data sharing and project updates.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

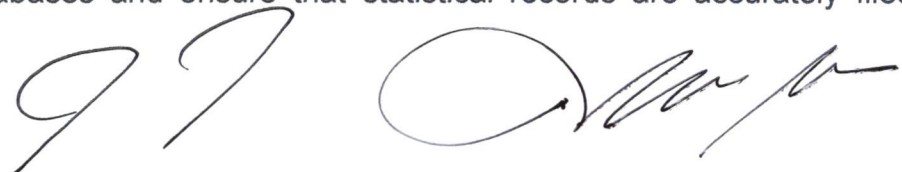
**Statistician Aide - SG 4**

*Provides administrative and clerical support to the Divisions, ensuring smooth data management and research processes.*

**Key Functions:**

1. Organize and file data collection forms, surveys, and other research documents.
2. Assist in data entry and updating of GIS and socio-economic databases.
3. Prepare statistical materials for reports and presentations.
4. Support in the coordination of public engagement efforts and advocacy campaigns.
5. Maintain databases and ensure that statistical records are accurately filed and updated.

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6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

#### **D. Plans and Programs Division Positions**

##### **Planning Officer IV – SG 22**

*Supervises the Plans and Programs Division in the formulation, development, and systematic updating and technical compliance of the city's long-term and short-term development and physical plans consistent with the barangay, regional, and national frameworks.*

##### **Key Functions:**

1. Provide technical leadership in the formulation of the CDP and CLUP, ensuring the integration of socioeconomic sectors in accordance with the Local Government Code.
2. Exercise oversight over lower-ranked officers, ensuring that their outputs are consistent with approved development policies, plans and laws.
3. Lead the preparation of the AIP, aligned with the LDIP and complies with local fiscal policies.
4. Provide technical guidance to barangays and other local units in preparing localized plans, ensuring they align with the city's development goals.
5. Provide secretariat and technical support to the CDC and other planning committees.
6. Perform other related tasks as may be assigned by the immediate supervisor or department head.


##### **Planning Officer III – SG 18**

*Specializes in socioeconomic planning focuses on the city's sectoral development plans and investment programs that are aligned with the city's overarching development framework.*

##### **Key Functions:**

1. Act as the Section Head in Socio-economic Planning.
2. Lead the preparation and updating of sectoral plans covering economic, social, and institutional development.
3. Ensure integration of social services, infrastructure, and governance initiatives in the CDP and AIP.
4. Coordinate with other departments to align programs with development priorities.
5. Conduct socio-economic studies to inform policy decisions and development projects.

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6. Provide policy advisory services and capacity-building support to barangays and local departments.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Planning Officer III – SG 18**

*Specializes in physical and environmental planning that is responsible in formulating spatial plans and strategies to manage land use, infrastructure development, and environmental sustainability.*

**Key Functions:**

1. Act as the Section Head in Physical and Environmental Planning.
2. Leads the development and regular updating of the CLUP, ensuring environmental sustainability and hazard vulnerability are factored into physical development plans.
3. Integrate environmental sustainability and disaster risk reduction (DRR) strategies into land use and development plans.
4. Collaborate with other agencies and departments to address hazard vulnerabilities and climate adaptation measures.
5. Provide recommendations for high-impact infrastructure projects within the AIP and LDIP.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

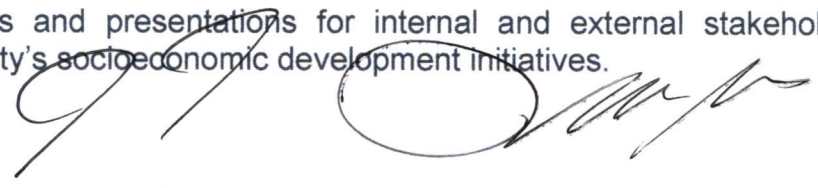
**Planning Officer II – SG 15**

*Assists the Planning Officer III and supports the division's planning efforts by providing technical assistance and services.*

**Key Functions:**

1. Assist in the preparation and updating of socioeconomic development plans, ensuring alignment with the CDP, AIP, and LDIP.
2. Support data collection, research, and analysis on social, economic, and institutional development indicators.
3. Provide secretariat services for the Socioeconomic Sectoral Committee of the CDC, including preparation of meeting documents, minutes, and coordination of follow-up actions.
4. Assist in the coordination of programs and projects with other departments and agencies, ensuring integration of policies into the city's development framework.
5. Prepare reports and presentations for internal and external stakeholders related to the city's socioeconomic development initiatives.

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6. Prepares reports on sectoral plans, conducts policy reviews, and assists in the formulation of sector-specific plans within the CDP.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Planning Officer II – SG 15**

*Supports the spatial planning and analysis of the division, providing mapping and data visualization services.*

**Key Functions:**

1. Develop and maintain GIS maps for city projects and plans, contributing to spatial planning for land allocation, infrastructure, and disaster management.
2. Develop and maintain GIS databases to support the CLUP and other spatial plans.
3. Provide spatial analysis to support land use, infrastructure, and disaster risk management.
4. Assist in preparing visual representations of data for CDC and Sectoral Committee meetings.
5. Provide logistical and secretariat support for meetings requiring spatial data and analysis.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

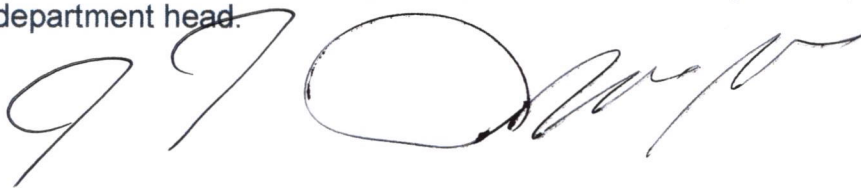
**Planning Officer I – SG 11**

*Supports the division in data collection, research, and implementation of plans. They also provide administrative and secretariat support for planning meetings, especially those related to the CDC and its Sectoral Committees.*

**Key Functions:**

1. Assist in data gathering for development of sectoral and spatial plans.
2. Provide logistical and administrative support to the CDC and Sectoral Committees.
3. Support the drafting of reports and documentation for planning initiatives.
4. Provide secretariat services during CDC and Sectoral Committee meetings, ensuring the timely preparation of documents and recording of minutes.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

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**Planning Assistant I – SG 8**

*Provides clerical and administrative support to the division, which includes maintaining records, preparing reports, and providing secretariat services to the CDC and its Sectoral Committees.*

**Key Functions:**

1. Assists in the collection of planning data and report formatting, and manages the division's document filing system.
2. Provide administrative support in the documentation and filing of plans, reports, and communications.
3. Assist in organizing meetings and consultations, especially for the CDC and Sectoral Committees.
4. Act as a secretariat for CDC and Sectoral Committee meetings, ensuring documentation, distribution of materials, and follow-up actions are completed.
5. Perform basic research and data gathering to support the division's planners.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

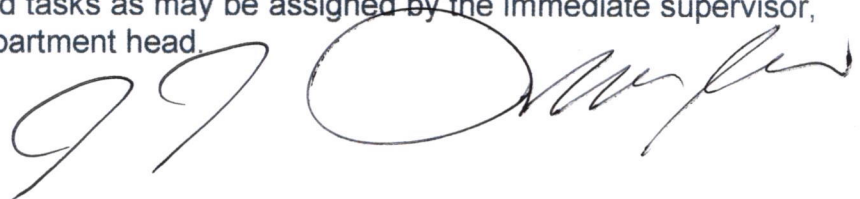
**Planning Assistant I – SG 8**

*Provides clerical and administrative support to the Physical and Environmental Planning Section, assisting with document preparation, record-keeping, and providing logistical support for meetings, including those related to the Physical and Environmental Sectoral Committee under the City Development Council (CDC).*

**Key Functions:**

1. Support the Physical and Environmental Planning team in organizing, documenting, and filing relevant plans, reports, and communications.
2. Provide logistical support for meetings, public consultations, and coordination activities related to the CDC's Physical and Environmental Sectoral Committee.
3. Act as a secretariat for meetings, assisting in the preparation of documents, recording of minutes, and follow-up on assigned action items.
4. Assist in data gathering and basic research to support the development of spatial, land use, and environmental plans.
5. Prepare visual aids, presentations, and summary reports as needed to assist with spatial planning initiatives.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

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## **E. Project Monitoring and Evaluation (M&E) Division Positions**

### **Project Evaluation Officer IV – SG 22**

*Leads the Project Monitoring and Evaluation Division in conducting evaluations, analysis, and reporting to ensure project alignment with the city's development goals and oversees the projects implementation and adhere to the existing laws, standards and policies.*

#### **Key Functions:**

1. Lead the division in developing a comprehensive M&E framework aligned with the CDP, CLUP, and LDIP.
2. Track project performance and ensure timely project completion.
3. Provide technical oversight in establishing the monitoring and evaluation (M&E) framework for all city development projects, and establish project monitoring and tracking system.
4. Undertake field validation, project facilitation, and problem-solving sessions.
5. Lead and mentor the division's Project Evaluation Officers (PEO III and II), ensuring accurate data collection, progress reporting, and the evaluation of project outcomes.
6. Ensure that all M&E reports are submitted in compliance with national guidelines and that corrective measure are recommended for underperforming projects.
7. Act as the focal point for technical coordination with national and local agencies in assessing the impact of infrastructure and non-infrastructure projects.
8. Serve as the lead secretariat to the local project monitoring committee and relevant stakeholders.
9. Perform other related tasks as may be assigned by the immediate supervisor or department head.

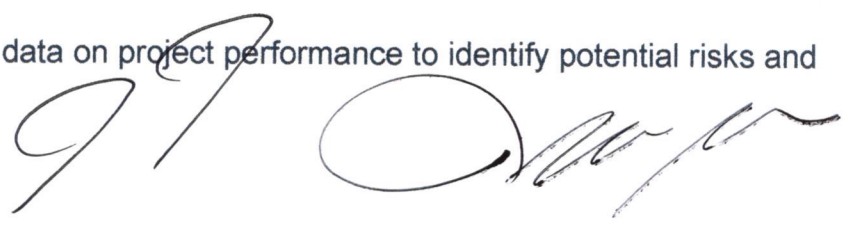
### **Project Evaluation Officer III – SG 18**

*Monitors and evaluates infrastructure project implementation and ensures compliance with the city's overall development plan and are executed according to environmental and regulatory standards.*

#### **Key Functions:**

1. Conduct site inspections for infrastructure projects, prepares progress reports, and ensures that projects adhere to plans, budget, timelines, safety standards, and environmental regulations.
2. Collect and analyze data on project performance to identify potential risks and delays.

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3. Prepare detailed progress reports on infrastructure projects and propose improvements or interventions as necessary.
4. Ensure DRR/CCA integration in infrastructure development to enhance climate resilience.
5. Coordinate with the Project Evaluation Officer IV on findings and recommendations for project adjustments.
6. Provide secretariat services to the local project monitoring committee and relevant stakeholders.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Evaluation Officer III – SG 18**

*Monitors and evaluate progress and impacts of non-infrastructure projects and special initiatives under the city's development plan, including health, education, social services, and other programs that fall outside traditional infrastructure projects.*

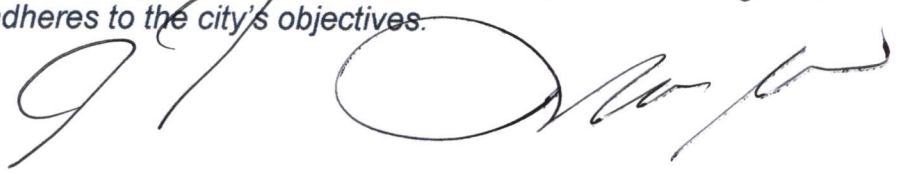
**Key Functions:**

1. Review the performance of social, environmental, and climate change adaptation projects, and ensures they meet their intended outcomes.
2. Analyze the impact of special programs on the local community and recommend adjustments for improvement.
3. Conduct regular site visits to assess program implementation and compliance.
4. Prepare and submit reports on program effectiveness, with special focus on DRR/CCA and sustainable practices.
5. Ensure data collection for future planning and recommend new initiatives based on project outcomes.
6. Coordinate with the Project Evaluation Officer IV on findings and recommendations for project adjustments.
7. Provide secretariat services to the local project monitoring committee and relevant stakeholders.
8. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Evaluation Officer II – SG 15**

*Supports the PEO III in gathering data, conducting site visits, and ensuring that infrastructure projects adheres to the city's objectives.*

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**Key Functions:**

1. Assist the PEO III for Infrastructure Projects, supporting all monitoring and evaluation activities.
2. Plan and conduct field visits and inspections to assess the progress of infrastructure projects.
3. Assist in collecting and analyzing project performance data to identify potential risks and bottlenecks.
4. Prepare initial drafts of progress reports and assist in compiling findings for submission to higher authorities.
5. Provide logistical and technical support for infrastructure evaluations, including DRR/CCA compliance checks.
6. Coordinate with other team members to ensure the smooth flow of information and reporting.
7. Provide secretariat services to the local project monitoring committee and relevant stakeholders.
8. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Evaluation Officer II – SG 15**

*Supports the PEO III in gathering data, conducting site visits, and ensuring that non-infrastructure projects adheres to the city's objectives.*

**Key Functions:**

1. Assist the PEO III for Non-Infrastructure and Special Projects in monitoring and evaluating the progress of assigned projects.
2. Plan and conduct field inspections and evaluations for social services, health, education, and other non-infrastructure projects.
3. Collect and organize performance data to support project evaluations and identify areas for improvement.
4. Assist in the drafting of reports and presentations for non-infrastructure project outcomes and recommendations.
5. Ensure that non-infrastructure projects align with DRR/CCA principles and comply with environmental standards.
6. Provide administrative and technical support to the PEO III to facilitate project evaluations.
7. Provide secretariat services to the local project monitoring committee and relevant stakeholders.

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8. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Project Evaluation Assistants – SG 8**

*Provide logistical and clerical support for project monitoring activities.*

**Key Functions:**

1. Assist in organizing site visits, maintains project files, and compiles M&E reports for higher management review.
2. Assist in organizing field visits and site inspections.
3. Support data entry and maintain records of project progress.
4. Prepare documents and reports for submission to decision-making bodies.
5. Provide clerical assistance to ensure the efficient operation of the M&E Division.
6. Provide secretariat services to the local project monitoring committee and relevant stakeholders.
7. Assist with communications and coordination for meetings and presentations related to project evaluations.
8. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**F. Zoning and Land Use Division Positions**

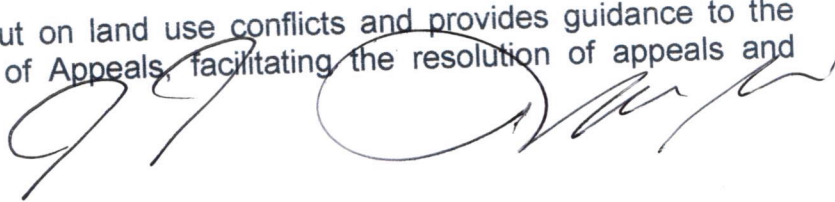
**Zoning Officer IV – SG 22**

*Leads the implementation of zoning ordinances and land use regulations, ensuring alignment with the city's CLUP and all other existing laws and instrumentalities.*

**Key Functions:**

1. Provide technical leadership in the enforcement of zoning ordinances, ensuring that all land use and development activities comply with the CLUP.
2. Review and validate zoning permits and clearances.
3. Supervise the Zoning Officers (III, II, and I) and Zoning Inspectors, ensuring that all zoning clearances, permits, and inspections are conducted in accordance with legal standards.
4. Lead the periodic review of the zoning ordinance, ensuring that updates reflect current development trends and environmental concerns.
5. Provide technical input on land use conflicts and provides guidance to the Local Zoning Board of Appeals, facilitating the resolution of appeals and disputes.

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6. Act as lead secretariat to land use and zoning related committees.
7. Perform other related tasks as may be assigned by the immediate supervisor, or department head.

**Zoning Officer III – SG 18**

Responsible for the division's regulatory and monitoring operations, focusing on the enforcement of zoning ordinances and the technical evaluation of development projects.

**Key Functions:**

1. Conducts inspections of development projects to ensure compliance with zoning ordinances, and reviews requests for land use reclassification.
2. Manage and oversee the technical processing of zoning permits, including detailed reviews of land use reclassifications, variance applications, and development permits.
3. Lead field inspections and zoning audits to assess land use compliance, identify unauthorized developments, and report non-conformance to higher authorities.
4. Provide technical reports and analysis for ordinance review, recommending updates based on urban expansion, environmental risks, and infrastructure needs.
5. Oversee the work of Zoning Officer II and Zoning Inspectors, ensuring the accurate and efficient implementation of zoning regulations.
6. Assist in resolving land use disputes by conducting technical evaluations and preparing data-driven recommendations for the Local Zoning Board of Appeals.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Zoning Officer II – SG 15**

Responsible for processing zoning permits and ensuring applications align with the CLUP and implementation of zoning regulations.

**Key Functions:**

1. Prepare and process zoning permits and development clearances, and review zoning applications.
2. Assist in conducting site inspections for land use compliance.
3. Provide recommendations on zoning ordinance enforcement.
4. Support the Zoning Officer III in updating zoning ordinances and policies.
5. Draft reports and provide technical inputs for land use conflict resolutions.



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6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Zoning Officer 1 – SG II**

*Provide logistical and technical support to the Zoning Office and assist in the conduct of zoning-related activities.*

**Key Functions:**

1. Assist in receiving, checking, and organizing zoning permit applications and related documents.
2. Support the conduct of site inspections by preparing materials, coordinating schedules, and documenting findings.
3. Maintain zoning records, files, and databases for easy retrieval and reference.
4. Provide frontline assistance to clients requesting zoning information or guidance.
5. Assist in preparing simple reports, memos, and documentation for zoning activities.
6. Coordinate with other LGU offices for routing, endorsements, and permit processing.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

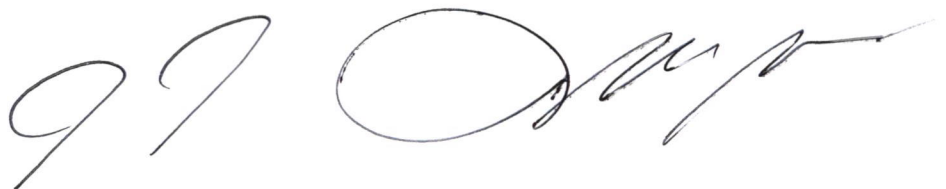
**Zoning Inspector – SG 8**

*Performs the on-site enforcement of zoning ordinances, conducting site inspections and reporting violations to higher authorities.*

**Key Functions:**

1. Perform routine checks on construction sites and land development projects, documenting violations and reporting findings to higher officers.
2. Conduct regular and ad-hoc field inspections to verify land use compliance.
3. Report non-compliance and zoning violations to Zoning Officers.
4. Assist in collecting data for zoning ordinance updates.
5. Participate in public consultations and hearings related to zoning matters.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

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**G. Housing and Homesite Division**

**Housing and Homesite Regulation Officer V – SG 22**

*Leads the Housing and Homesite Division, responsible for formulating and implementing the city's housing programs in compliance with the Urban Development and Housing Act (RA 7279), the Local Government Code and existing housing-related laws and policies.*

**Key Functions:**

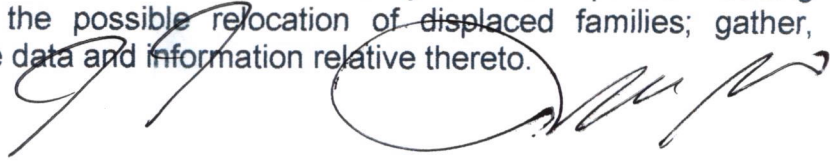
1. Act as the Division Head of the Housing & Homesite Division.
2. Supervise the preparation of technical plans, feasibility studies, project profiles and development schemes for the establishment of an orderly and acceptable housing program, including the possible relocation of displaced families; gather, collates and evaluates data and information relative thereto.
3. Conduct and/or supervise the conduct of briefing, seminars and orientation to educate the proposed beneficiaries on the mechanics of the project available under the City Housing Programs.
4. Lead the physical conservation of project areas.
5. Supervise the resolution of conflicts between or among beneficiaries and other concerned parties on matter directly involving the project area.
6. Monitor collections of financial obligations/amortizations from beneficiaries.
7. Supervise the conduct of field activities such as census, tagging and interview, as well as mapping operations.
8. Supervise the implementation on the recommendation on the regulatory provision on, and monitor land development projects, expansion and maintenance in compliance with BP 220 or PD 957 implemented by housing developer and/or by LGU-CEO administration; and
9. Act as the lead secretariat to housing committees in the City.
10. Perform other related tasks as may be directed by the immediate/next level supervisor.

**Housing and Homesite Regulation Officer IV– SG 19**

*Supervises the technical planning and development of housing projects, assisting in day-to-day operations and land acquisition activities.*

**Key Functions:**

1. Act as the section chief of the Technical Planning & development section and assist in the over-all supervision of day-to-day operation of the section.
2. Prepare technical plans, feasibility studies, project profiles, and development schemes for the establishment of an orderly and acceptable housing program, including the possible relocation of displaced families; gather, collate, and evaluate data and information relative thereto.



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3. Review, evaluate, and route to HHRO V for finalization of the submitted report from HHRO-III for land acquisition priorities of clients in coordination with various city government departments and concerned national government agencies on land acquisition to assist individual and/or organized homeowners' associations for the acquisition of parcels of land for the purposes of the city government at an affordable cost.
4. Propose system for collection of financial obligations for land acquisition towards the security and legalization of their tenurial status.
5. Manage the conduct of inventory and monitor status of all city government of Bislig owned land properties.
6. Directly supervises the works performed by the HHRO-III.
7. Prepare proposals for the establishment and institution of land banking and other modes of land acquisition as provided by laws and City Government policies in order to ensure availability of land for housing and development purposes.
8. Update Division Head on Regular Basis.
9. Perform other related tasks as may be directed by the immediate/ next level supervisor.

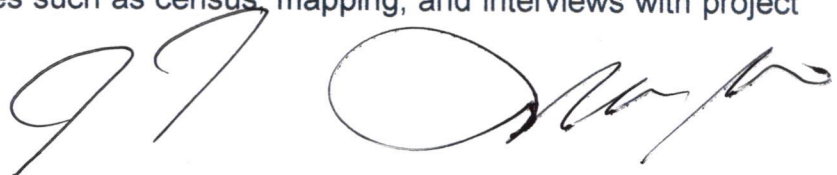
**Housing and Homesite Regulation Officer III – SG 16**

*Assists in technical planning and housing project development, focusing on data gathering, land acquisition, and program implementation.*

**Key Functions:**

1. Assist the section chief in the preparation and review of technical plans, feasibility studies, project profiles, and development schemes related to the city's housing programs, ensuring compliance with RA 7279 and relevant local and national policies.
2. Conduct data gathering, surveys, and analyses to support housing program implementation, particularly on land acquisition, relocation, and the development of resettlement sites.
3. Prepare reports and recommendations for land acquisition and development projects in coordination with various city government departments and national agencies.
4. Evaluate and assist in processing housing-related permits and documents, ensuring alignment with legal and regulatory requirements.
5. Monitor and report on the progress of housing development projects, including field activities such as census, mapping, and interviews with project beneficiaries.

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6. Provide technical support in the resolution of housing project-related issues, including those arising from land development and client concerns.
7. Prepare and present updates on technical planning activities to the HHRO IV and V on a regular basis.
8. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Engineer II – SG 16**

*Handles technical verification of subdivision plans and conducts surveys of city-owned land for housing projects.*

**Key Functions:**

1. Verify lot plan as reflected in the Torrens Title. Original Certified of Title (OCT)/Transfer Certificate of the Title (TCT) and its relation to the proposed subdivision plan.
2. Conduct Survey works of land owned by the City for the use as subdivision housing relocation resettlement of informal settlers of the City Government.
3. Check the survey plotted, drafting works, designs and survey computations of subdivision projects (Horizontal/ vertical).
4. Prepare subdivision Plan detail use as subdivision housing relocation resettlement of informal settlers of the City Government.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Housing and Homesite Regulation Officer IV – SG 19**

*Oversees land management, resettlement, and community development, ensuring compliance with housing laws and city land use plans.*

**Key Functions:**

1. Act as section Head of Land Management Resettlement & Community Development.
2. Prepare land management priorities of clients for HHRO V coordination with various city government departments and concerned national government agencies on land development to assist individual and/or organized homeowner's association for land development purposes of the City Government at affordable cost.
3. Recommend the disposal of /manage the use and development of LGU land resources through the CLA/LHB in accordance to land use plans and zones.
4. Implement the regulatory provision on, and monitor land development projects, expansion and maintenance in compliance with BP220 or PD957 implemented by housing developer and/or by LGU-CEO administration.

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5. Update Division head on regular basis.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Housing and Homesite Regulation Assistant – SG 8**

*Provides administrative and support services for the Housing and Homesite Division, particularly in land management and community development.*

**Key Functions:**

1. Act as administrative assistant and support staff for Housing & Homesite Division.
2. Assist HHRO-III in managing the conduct of inventory and monitor status of all City Government of Bislig owned land properties.
3. Assess client repayment history & recommends for the forfeiture of delinquent clients.
4. Ensure that all repaying clients subjected to forfeiture proceedings.
5. Verify beneficiaries in relation to payment status for building permit, good standing, certifications, sketch plan & endorsements.
6. Prepare order of payment.
7. Prepare endorsements to office of the Building official for building permit verification and to city assessor's office for tax declaration.
8. Keep all the records and documents appertaining to the Land management & land development.
9. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**H. Administrative Division**

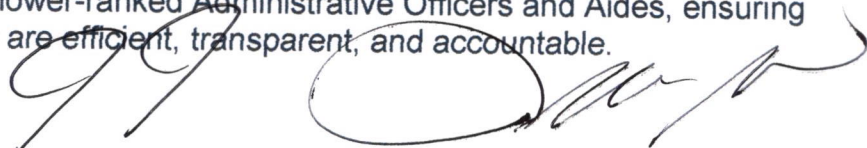
**Supervising Administrative Officer (Administrative Officer IV) – SG 22**

*Responsible for administrative functions, including human resources, budgeting, and procurement.*

**Key Functions:**

1. Ensure the efficient management of office resources, supervises personnel management, and oversees the procurement of office supplies and equipment.
2. Provide oversight and leadership in the management of human resources, procurement, and financial processes, ensuring that all administrative functions are compliant with local government fiscal policies.
3. Oversee the work of lower-ranked Administrative Officers and Aides, ensuring that office operations are efficient, transparent, and accountable.

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4. Lead the preparation of the CPDO's budget, ensuring technical compliance with budgetary requirements and proper allocation of resources.
5. Provide leadership in implementing internal controls and compliance with audit regulations, ensuring the transparency and integrity of the CPDO's administrative operations.
6. Perform other related tasks as may be assigned by the immediate supervisor or department head.

**Administrative Officer II (Administrative Officer I) – SG 11**

*Responsible for managing the personnel files and records of all employees within the CPDO, ensuring accurate and up-to-date documentation, and supporting human resource management functions.*

**Key Functions:**

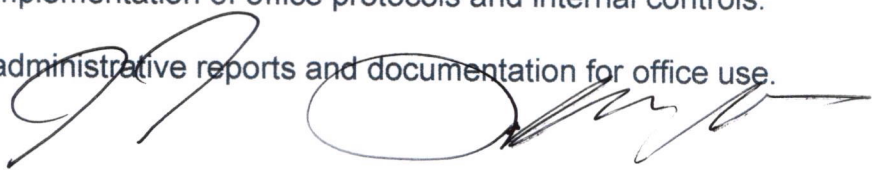
1. Act as unit head for Personnel and Records Management.
2. Maintain and update employee records, including personal data, performance evaluations, and other HR-related documents.
3. Assist in the hiring, on-boarding, and orientation processes for new employees.
4. Handle leave administration and employee benefits documentation.
5. Support employee development initiatives such as training coordination and records management.
6. Ensure confidentiality and secure management of personnel records.
7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Officer II (Administrative Officer I) – SG 11**

*Responsible for the office's administrative and auxiliary services, ensuring efficient office operations and supporting logistical needs.*

**Key Functions:**

1. Act as unit head for Administrative and Auxiliary Services.
2. Manage daily administrative functions, including general office services, supplies, and equipment.
3. Manage logistical arrangements for meetings, events, and other office activities.
4. Coordinate maintenance and repairs of office equipment and facilities.
5. Ensure the proper implementation of office protocols and internal controls.
6. Assist in preparing administrative reports and documentation for office use.



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7. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Officer I (Records Officer I) – SG 10**

*Maintains records management system, ensuring the proper documentation and archiving of all official office files.*

**Key Functions:**

1. Oversee the filing, storage, and retrieval of all official office records and documents.
2. Ensure compliance with the office's document retention policy and government regulations regarding records management.
3. Maintain an organized, secure, and accessible archive of office records.
4. Assist in the preparation of reports and documents related to the CPDO's operations.
5. Support audits by providing requested documentation and records.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Assistant II (Administrative Assistant) – SG 8**

*Responsible for the management, monitoring, and inventory of all properties and assets of the CPDO.*

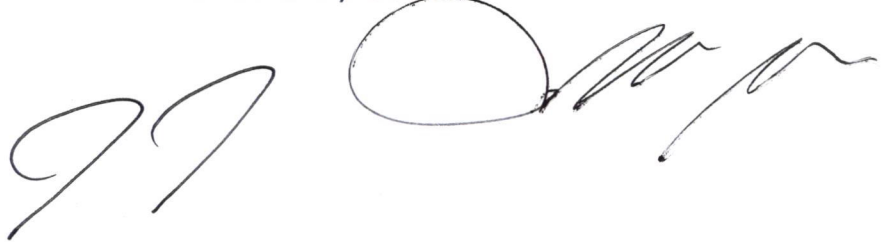
**Key Functions:**

1. Maintain an accurate and up-to-date inventory of all office properties and assets.
2. Conduct regular audits of office equipment, furniture, and supplies.
3. Manage the distribution and tracking of office assets assigned to employees.
4. Ensure proper maintenance and care of office properties.
5. Coordinate the disposal or replacement of out-dated or damaged equipment.
6. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Aide IV (Clerk II) – SG 4**

*Provides support in human resource management functions, particularly in handling personnel-related documentation and processes.*

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**Key Functions:**

1. Assist in maintaining employee records and personnel files.
2. Support the administration of employee benefits, leave processing, and other personnel matters.
3. Organize employee-related documents and ensure they are updated.
4. Provide clerical support in HR activities, including recruitment and on boarding.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Aide IV (Clerk II) – SG 4**

*Responsible for managing office documents and assisting in general office clerical tasks.*

**Key Functions:**

1. Handle the distribution, tracking, and filing of official documents.
2. Assist in the preparation and processing of office correspondence and reports.
3. Maintain organized documentation and filing systems for all office records.
4. Provide clerical support in other administrative functions as needed.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

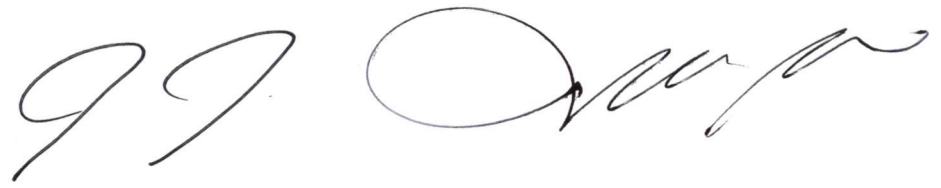
**Administrative Aide IV (Clerk II) – SG 4**

*Assists in managing office properties, tracking assets, and ensuring proper maintenance of equipment.*

**Key Functions:**

1. Maintain accurate records of office properties and assist in conducting regular inventory audits.
2. Track the use and assignment of office equipment.
3. Assist in the coordination of equipment repairs and maintenance.
4. Provide clerical support for property management and asset tracking.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

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**Administrative Aide III (Driver I) – SG 3**

*Provides transportation services for the office, ensuring the safe and efficient transport of personnel and materials.*

**Key Functions:**

1. Drive office vehicles to transport personnel and official documents or materials as needed.
2. Ensure the proper maintenance and care of office vehicles, including regular checks and repairs.
3. Follow all traffic regulations and safety protocols during official trips.
4. Maintain accurate logs of vehicle use and mileage.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Aide II (Messenger) – SG 2**

*Responsible for clerical duties to support the general administrative operations of the office.*

**Key Functions:**

1. Handle photocopying, filing, and sorting of office documents.
2. Assist with basic clerical tasks such as data entry and handling routine office correspondence.
3. Maintain and update records of office supplies and inventory.
4. Provide general administrative assistance to office staff.
5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**Administrative Aide I (Utility Worker I) – SG 1**

*Responsible for maintaining cleanliness and ensuring the proper upkeep of the office premises.*

**Key Functions:**

1. Perform daily cleaning and maintenance tasks to keep office spaces clean and orderly.
2. Assist in setting up meeting rooms and ensuring cleanliness during office events.
3. Support basic office maintenance tasks, such as moving furniture and equipment.
4. Assist in handling office waste disposal and recycling processes.

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- 5. Perform other related tasks as may be assigned by the immediate supervisor, division head, or department head.

**SECTION 8. CPDO Organizational Chart (Attached as Annex A)**

**SECTION 9. Budget and Appropriation** – The funds needed for the implementation of this ordinance shall be included in the Annual Appropriations for the City Planning and Development Office with total annual estimated budget of Twenty-Nine Million Six Hundred Eighty-Six Thousand Nine Hundred Sixty-Nine Pesos and 90/100 Centavos (Php29,686,969.90) **(Attached as Annex B)**.

**SECTION 10. Separability Clause** – if any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

**SECTION 11. Repealing Clause** – All other ordinances, rules and executive orders inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 12. Effectivity Clause** – This Ordinance shall take effect upon its approval.

**ENACTED** this 14<sup>th</sup> day of April, 2026.

\*\*\*\*\*

**I HEREBY CERTIFY** to the correctness of the above-quoted ordinance.

**ROSENDO R. CAMPOS, MPA**  
*Secretary to the Sanggunian*

ATTESTED AND CERTIFIED  
TO BE DULY ENACTED.

**ATTY. CONRAD C. CEJOCO**  
City Vice Mayor  
*(Presiding Officer)*

APPROVED:

**FLORENCIO C. GARAY**  
City Mayor

Date of Approval: MAY 21 2026

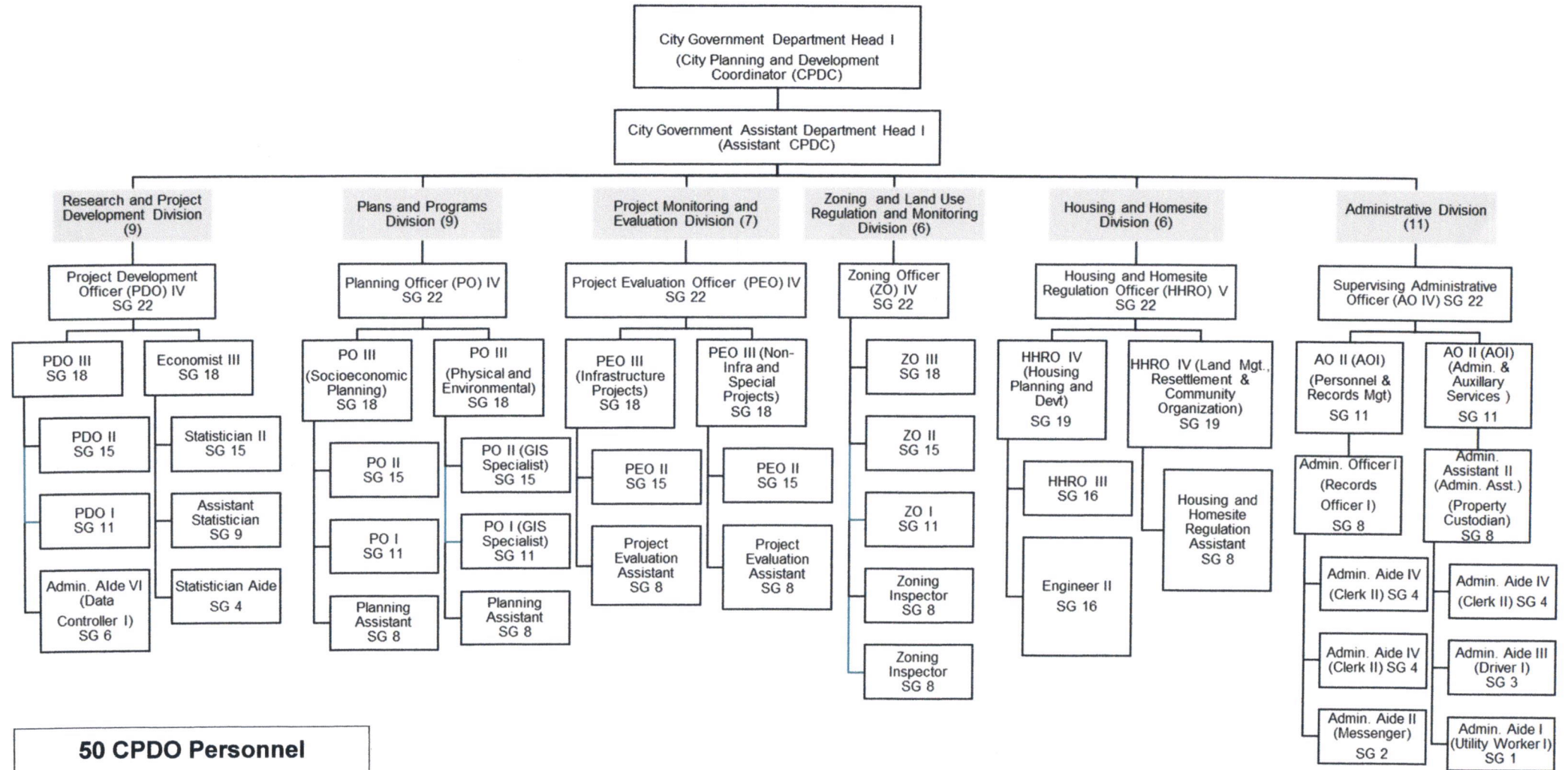
rc: Cmte. on Administrative//*DRCA/RRC*  
TN: 2025-10-049

Tel. No.: (086) 853-7401  
E-mail Address: [spo@bislig.gov.ph](mailto:spo@bislig.gov.ph)

Address: 2<sup>nd</sup> Floor East Wing, City Hall Building  
Nat'l. Highway, Bislig City, Surigao del Sur



# ANNEX A: BISLIG CITY PLANNING AND DEVELOPMENT OFFICE STRUCTURE



**50 CPDO Personnel**

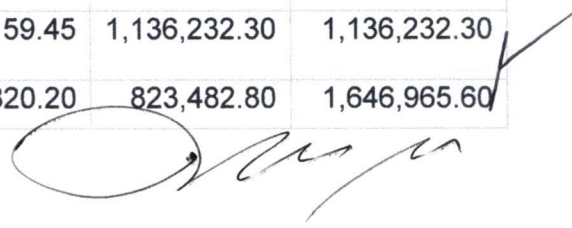
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**ANNEX B: LIST OF POSITION AND SALARY**

No. of Positions (a)	Position Title (b)	Salary Grade (c)	Monthly Salary (4 <sup>th</sup> Tranche) (d)	Annual Salary + mandatory bonus (e)	TOTAL (a)*(e)
1	City Government Department Head 1 (Planning and Development Coordinator (CPDC))	25	117,215.75	1,641,020.50	1,641,020.50
1	City Government Assistant Department Head 1 (Assistant CPDC)	23	90,531.20	1,267,436.80	1,267,436.80
<b>Research and Project Development Division</b>					
1	Project Development Officer (PDO) IV	22	81,159.45	1,136,232.30	1,136,232.30
1	PDO III	18	53,515.40	749,215.60	749,215.60
1	Economist III	18	53,515.40	749,215.60	749,215.60
1	PDO II	15	41,940.60	587,168.40	587,168.40
1	Statistician II	15	41,940.60	587,168.40	587,168.40
1	PDO I	11	31,717.65	444,047.10	444,047.10
1	Assistant Statistician	9	24,161.35	338,258.90	338,258.90
1	Administrative Aide VI (Data Controller I)	6	19,450.30	272,304.20	272,304.20
1	Statistician Aide	4	17,271.00	241,794.00	241,794.00
<b>Plans and Programs Division</b>					
1	Planning Officer (PO) IV	22	81,159.45	1,136,232.30	1,136,232.30
2	PO III	18	53,515.40	749,215.60	1,498,431.20
2	PO II	15	41,940.60	587,168.40	1,174,336.80
2	PO I	11	31,717.65	444,047.10	888,094.20
2	Planning Assistant	8	22,229.05	311,206.70	622,413.40
<b>Project Monitoring and Evaluation Division</b>					
1	Project Evaluation Officer (PEO) IV	22	81,159.45	1,136,232.30	1,136,232.30
2	PEO III	18	53,515.40	749,215.60	1,498,431.20
2	PEO II	15	41,940.60	587,168.40	1,174,336.80
2	Project Evaluation Assistant	8	22,229.05	311,206.70	622,413.40
<b>Zoning and Land Use Regulation and Monitoring Division</b>					
1	Zoning Officer (ZO) IV	22	81,159.45	1,136,232.30	1,136,232.30
1	ZO III	18	53,515.40	749,215.60	749,215.60
1	ZO II	15	41,940.60	587,168.40	587,168.40
1	ZO I	11	31,717.65	444,047.10	444,047.10
2	Zoning Inspector	8	22,229.05	311,206.70	622,413.40
<b>Housing and Homesite Division</b>					
1	Housing & Homesite Regulation Officer (HHRO) V	22	81,159.45	1,136,232.30	1,136,232.30
2	HHRO IV	19	58,820.20	823,482.80	1,646,965.60

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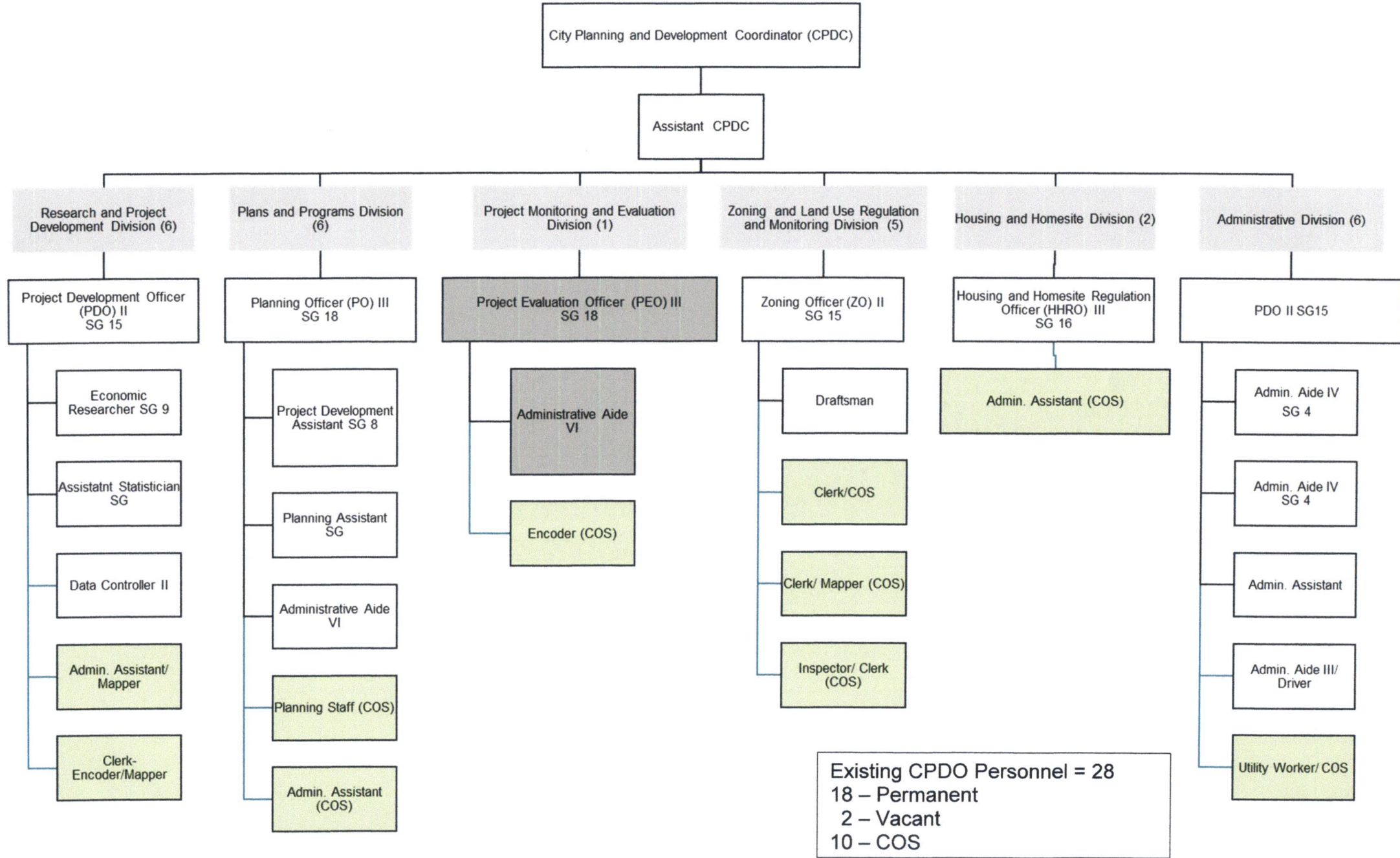
1	HHRO III	16	45,437.55	636,125.70	636,125.70
1	Engineer II	16	45,437.55	636,125.70	636,125.70
1	Housing and Homesite Regulation Assistant	8	22,229.05	311,206.70	311,206.70
<b>Administrative Division</b>					
1	Supervising Administrative Officer (AO IV)	22	81,159.45	1,136,232.30	1,136,232.30
2	AO II (AO I)	11	31,717.65	444,047.10	888,094.20
1	AO I (Records Officer I)	8	22,229.05	311,206.70	311,206.70
1	Administrative Assistant II (Admin. Asst.)	8	22,229.05	311,206.70	311,206.70
3	Administrative Aide IV (Clerk II)	4	17,271.00	241,794.00	725,382.00
1	Administrative Aide III (Driver I)	3	16,264.00	227,696.00	227,696.00
1	Administrative Aide II (Messenger)	2	15,312.10	214,369.40	214,369.40
1	Administrative Aide I (Utility Worker I)	1	14,447.60	202,266.40	202,266.40
<b>50</b>			<b>1,706,101.20</b>		<b>29,686,969.90</b>

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# EXISTING ORGANIZATIONAL STRUCTURE



**EXISTING PLANTILLA POSITIONS AND SALARY**

No. of Positions (a)	Position Title (b)	Salary Grade (c)	Monthly Salary (4 <sup>th</sup> Tranche) (d)	Annual Salary + mandatory bonus (e)	TOTAL (a)*(e)
1	City Government Department Head 1 (Planning and Development Coordinator (CPDC))	25-2	117,215.75	1,641,020.50	1,641,020.50
1	City Government Assistant Department Head 1 (Assistant CPDC)	23-1	90,531.20	1,267,436.80	1,267,436.80
<b>Research and Project Development Division</b>					
1	Project Development Officer (PDO) II	15-4	43,141.40	603,979.60	603,979.60
1	Assistant Statistician	9-3	24,531.85	343,445.90	343,445.90
1	Economic Researcher	9-2	24,345.65	340,839.10	340,839.10
1	Data Controller	8-4	22,813.30	319,386.20	319,386.20
<b>Plans and Programs Division</b>					
1	Planning Officer (PO) III	18-3	54,574.65	764,045.10	764,045.10
1	Planning Assistant	8-2	22,422.85	313,919.90	313,919.90
1	Project Development Assistant	8-1	22,229.05	311,206.70	311,206.70
1	Admin Aide VI	6-2	19,589.00	274,246.00	274,246.00
<b>Project Monitoring and Evaluation Division</b>					
1	Project Evaluation Officer (PEO) III	18-1	53,515.40	749,215.60	749,215.60
1	Admin Aide VI	6-1	19,450.30	272,304.20	272,304.20
<b>Zoning and Land Use Regulation and Monitoring Division</b>					
1	Zoning Officer (ZO) II	15-1	41,940.60	587,168.40	587,168.40
1	Draftsman II	8-2	22,422.85	313,919.90	313,919.90
<b>Housing and Homesite Division</b>					
1	Housing & Homesite Regulation Officer (HHRO) III	16-4	46,758.05	654,612.70	654,612.70
<b>Administrative Division</b>					
1	Project Development Officer (PDO) II	15-4	43,141.40	603,979.60	603,979.60
1	Administrative Aide IV (Clerk II)	4-3	17,518.00	245,252.00	245,252.00
1	Administrative Aide IV (Clerk II)	4-1	17,271.00	241,794.00	241,794.00
1	Administrative Aide III (Driver I)	3-5	16,735.20	234,292.80	234,292.80
1	Administrative Aide I (Utility Worker I)	1-3	14,651.85	205,125.90	205,125.90
<b>20</b>			<b>734,799.35</b>		<b>10,287,190.90</b>