

**AS AMENDED BY THE SENATE**

*(Amendment in the Nature of a Substitute)*

CONGRESS OF THE PHILIPPINES )  
NINETEENTH CONGRESS )  
*First Regular Session* )

**HOUSE OF REPRESENTATIVES  
H. NO. 3968**

**“AN ACT  
CONVERTING THE MUNICIPALITY OF CARMONA IN THE PROVINCE OF  
CAVITE INTO A COMPONENT CITY TO BE KNOWN AS THE CITY OF  
CARMONA”**

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

**ARTICLE I**

**GENERAL PROVISIONS**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20

**SECTION 1. *Short Title.*** – This Act shall be known as the "Charter of the City of Carmona."

**SEC. 2. *The City of Carmona.*** – The Municipality of Carmona shall be converted into a component city to be known as the City of Carmona, hereinafter referred to as "the City", which shall comprise the present territory of the Municipality of Carmona, Province of Cavite.

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

The foregoing provision shall be without prejudice to the resolution, by the appropriate agency or forum, of existing boundary disputes or cases involving questions of territorial jurisdiction between the City of Carmona and the adjoining local government units (LGUs): *Provided,* That the territorial jurisdiction of the disputed area or areas shall remain with the LGU exercising powers, prerogatives and authorities over such disputed area or areas under Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended, until the final resolution of the case.

**SEC. 3. *Corporate Powers of the City.*** – The City constitutes a political body corporate and, as such, is endowed with the attributes of perpetual succession and possessed of the powers which pertain to a municipal corporation to be exercised in

1 conformity with the provision of this Charter. The City shall have the following  
2 corporate powers:

- 3 (a) To have continuous succession in its corporate name;
- 4 (b) To sue and be sued;
- 5 (c) To have and use a corporate seal;
- 6 (d) To acquire, hold and convey real or personal property;
- 7 (e) To enter into any contract agreement; and
- 8 (f) To exercise such other powers, prerogatives, or authorities granted to  
9 corporations, subject to the limitations provided under the Local Government Code of  
10 1991, as amended, this Act or other laws.

11 The City shall have a common seal and it may continue using, modify, or change  
12 their existing corporate seals: *Provided*, That any change of corporate seal shall be  
13 registered with the Department of the Interior and Local Government (DILG).

14 **SEC. 4. General Powers.** – The City shall exercise the power to levy taxes,  
15 fees and charges; to close and open roads, streets, alleys, parks or squares; to take,  
16 purchase, receive, hold, lease, convey and dispose of real and personal property for the  
17 general interests of the City; to expropriate or condemn private property for public use;  
18 to contract and be contracted with, to sue and be sued; to prosecute and defend to  
19 final judgment and execution suits wherein the City is involved or interested in; and to  
20 exercise all the powers under Sections 18, 19, 20, and 21 of the Local Government  
21 Code of 1991, as amended, subject to the limitations provided therein.

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

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

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

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

9           The Municipal Trial Court in Cities of the City of Carmona and the municipal  
10 courts of the adjoining cities and municipalities shall have concurrent jurisdiction to try  
11 felonies and offenses committed within the said drainage area or areas within said  
12 spaces of one hundred meters (100 m.) of any reservoir, conduit, canal, aqueduct or  
13 pumping station used in connection with the City water service delivery.

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

22   **ARTICLE II**

23   **OFFICIALS IN GENERAL**

24           **SEC. 8. *The Officials of the City of Carmona.*** – (a) There shall be in the City  
25 of Carmona: a City Mayor, a City Vice-Mayor, Sangguniang Panlungsod members, a  
26 Secretary to the Sangguniang Panlungsod, a City Treasurer and an Assistant City  
27 Treasurer, a City Assessor and an Assistant City Assessor, a City Accountant, a City  
28 Budget Officer, a City Planning and Development Officer, a City Engineer and Assistant  
29 City Engineer, a City Building Official, a City Health Officer and an Assistant City Health  
30 Officer, a City Civil Registrar and an Assistant City Civil Registrar, a City Administrator, a  
31 City Legal Officer, a City Social Welfare and Development Officer, a City Veterinarian, a  
32 City General Services Officer and a City Register of Deeds.

1 (b) In addition, thereto, the City Mayor may appoint a City Environment and  
2 Natural Resources Officer, a City Architect, a City Information Officer, a City  
3 Cooperatives Officer, a City Population Officer, a city public order and safety officer, a  
4 City Agriculturist, a City Human Resource Management Officer, and a City Tourism  
5 Officer.

6 (c) The *Sangguniang Panlungsod* may:

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

9 (2) Create such other offices as may be necessary to carry out the purposes  
10 of the City Government; or

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

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

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

### 25 **ARTICLE III**

#### 26 **THE CITY MAYOR AND CITY VICE MAYOR**

27 **SEC. 9. *The City Mayor.*** – (a) The City Mayor shall be the Chief Executive of  
28 the City and shall be elected at large by the qualified voters of the City.

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

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

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

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

13           (1) Exercise general supervision and control over all programs, projects,  
14 services, and activities of the City Government and, in this connection, shall:

15                   (i) Determine the guidelines of city policies and be responsible to the  
16 Sangguniang Panlungsod for the program of government;

17                   (ii) Direct the formulation of the City Development Plan with the  
18 assistance of the City Development Council and upon approval thereof by the  
19 Sangguniang Panlungsod, implement the same;

20                   (iii) Present the program of government and propose policies and  
21 projects for the consideration of the Sangguniang Panlungsod at the opening of the  
22 regular session of the Sangguniang Panlungsod every calendar year and, as often as  
23 may be deemed necessary, as the general welfare of the inhabitants and the needs of  
24 the city government may require;

25                   (iv) Initiate and propose legislative measures to the Sangguniang  
26 Panlungsod and, as often as may be deemed necessary, provide such information and  
27 data needed or requested by said Sangguniang in the performance of its legislative  
28 functions;

29                   (v) Appoint all officials and employees whose salaries and wages are  
30 wholly or mainly paid out of city funds and whose appointments are not otherwise  
31 provided under the Local Government Code of 1991, as amended, and this Act, and  
32 those whose appointment the City Mayor may be authorized by law to appoint;

1 (vi) Represent the City in all its business transactions and sign in its  
2 behalf all bonds, contracts, obligations, and such other documents upon the authority  
3 of the Sangguniang Panlungsod or pursuant to law or ordinance;

4 (vii) Carry out such emergency measures as may be necessary during  
5 and in the aftermath of man-made and natural disasters and calamities;

6 (viii) Determine the time, manner and place of payment of salaries or  
7 wages of the officials and employees of the City, in accordance with law or ordinance;

8 (ix) Allocate and assign office space to the City and other officials and  
9 employees who, by law or ordinance, are entitled to such space in the city hall and  
10 other buildings owned or leased by the city government;

11 (x) Ensure that all executive officials and employees of the City  
12 faithfully discharge their duties and functions as provided for by law and the Local  
13 Government Code of 1991, as amended, and cause to be instituted administrative or  
14 judicial proceedings against any official or employee of the city, who may have  
15 committed an offense in the performance of official duties;

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

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

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

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

31 (xv) Authorize official trips of city officials and employees outside of the  
32 City for a period not exceeding thirty (30) days: *Provided*, that trips abroad for a longer

1 period may be authorized in accordance with Local Government Code of 1991, as  
2 amended;

3 (xvi) Call upon any national official or employee stationed in or  
4 assigned to the City for advice on matters affecting the City and to make  
5 recommendations thereon;

6 (xvii) Coordinate with said officials or employees in the formulation and  
7 the implementation of plans, programs and projects; and when appropriate, initiate an  
8 administrative or judicial action against a national government official or employee,  
9 who may have committed an offense in the performance of the official duties while  
10 stationed in or assigned to the City;

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

15 (xix) Solemnize marriages, any provision of law to the contrary  
16 notwithstanding;

17 (xx) Conduct an annual Palarong Parlungsod which shall feature  
18 traditional sports and disciplines included in national and international games, in  
19 coordination with the Department of Education (DepEd); and

20 (xxi) Submit to the provincial governor the following reports: An annual  
21 report containing a summary of all matters pertinent to the management,  
22 administration and development of the City and all information and data relative to its  
23 political, social and economic conditions; supplemental reports when unexpected  
24 events and situations arise at any time during the year, particularly when man-made or  
25 natural disasters or calamities affect the general welfare of the City.

26 (2) Enforce all laws and ordinances relative to the governance of the City  
27 and in the exercise of its appropriate corporate powers provided under Section 22 of  
28 the Local Government Code of 1991, as amended, implement all approved policies,  
29 programs, projects, services and activities of the City and in addition to the foregoing,  
30 shall:

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

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

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

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

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

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

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

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

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

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



1 (viii) Provide efficient and effective property and supply management for  
2 the City Government, and protect the funds, credits, rights and other properties of the  
3 City; and

4 (ix) Institute or cause to be instituted administrative or judicial  
5 proceedings for violation of ordinances in the collection of taxes, fees or charges, and  
6 for the recovery of funds and property; and cause the City to be defended against all  
7 suits to ensure that its interests, resources, and rights are adequately protected.

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

10 (i) Ensure that the construction and repair of roads and highways  
11 funded by the National Government shall be, as far as practicable, carried out in a  
12 spatially contiguous manner and in coordination with the construction and repair of the  
13 roads and bridges of the City and of the province; and

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

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

19 (d) The City Mayor shall hold office in the City Hall of the City of Carmona.

20 **SEC. 10. *The City Vice-Mayor.*** – (a) There shall be a City Vice-Mayor who  
21 shall be elected in the same manner as the City Mayor and shall at the time of the  
22 election possess the same qualifications as the City Mayor. The City Vice-Mayor shall  
23 hold office for three (3) years, unless sooner removed, and who shall not serve for  
24 more than three (3) consecutive terms in the same position, shall receive a monthly  
25 compensation corresponding to SG 26 as prescribed under the Compensation and  
26 Position Classification Act of 1989, as amended, and the implementing guidelines issued  
27 pursuant thereto, and such other compensation, emoluments and allowances as may  
28 be determined by law.

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

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

1 (2) Subject to civil service law, rules and regulations, appoint all officials and  
2 employees including the secretary of the *Sangguniang Panlungsod*, except those whose  
3 manner of appointment is specifically provided under the Local Government Code of  
4 1991, as amended;

5 (3) Assume the office of the City Mayor for the unexpired term of the latter in  
6 the event of permanent vacancy as provided under the Local Government Code of  
7 1991, as amended;

8 (4) Exercise the powers and perform the duties and functions of the City  
9 Mayor in cases of temporary vacancy as provided under the Local Government Code of  
10 1991, as amended; and

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

#### 14 **ARTICLE IV**

#### 15 **THE SANGGUNIANG PANLUNGSOD**

16 **SEC. 11. *Composition and Compensation.*** – (a) The Sangguniang  
17 Panlungsod, the legislative body of the City, shall be composed of the City Vice Mayor  
18 as the presiding officer, ten (10) regular Sangguniang Members, the President of the  
19 City Chapter of the Liga ng mga Barangay, the President of the Panlungsod na  
20 Pederasyon ng mga Sangguniang Kabataan and the three (3) sectoral representatives  
21 from the following sectors, as members: one (1) from the women sector; and, as shall  
22 be determined by the Sangguniang Panlungsod within ninety (90) days prior to the  
23 holding of the local elections, one (1) from the agricultural or industrial workers sector;  
24 and one (1) from the other sectors, including the urban poor, indigenous cultural  
25 communities, or persons with disabilities (PWDs).

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

28 (c) The members of the Sangguniang Panlungsod shall receive a minimum  
29 monthly compensation corresponding to SG 25 as prescribed under the Compensation  
30 and Position Classification Act of 1989, as amended, and the implementing guidelines  
31 issued pursuant thereto.

32 **Sec. 12. *Powers, Duties, and Functions.*** – (a) The Sangguniang Panlungsod,  
33 as the legislative body of the City, shall enact ordinances, approve resolutions and

1 appropriate funds for the general welfare of the City and its inhabitants pursuant to  
2 Section 16 of the Local Government Code of 1991, as amended, and in the proper  
3 exercise of the corporate powers of the City as provided under Section 22 of the Local  
4 Government Code of 1991, as amended, and shall:

5 (1) Approve ordinances and pass resolutions necessary for an efficient and  
6 effective City Government and relative hereto shall:

7 (i) Review all ordinances approved by the Sangguniang Barangay and  
8 executive orders issued by the Punong Barangay to determine whether these are within  
9 the scope of the prescribed powers of the Sangguniang Barangay and of the Punong  
10 Barangay;

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

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

17 (iv) Adopt measures to protect the inhabitants of the City from the  
18 harmful effects of man-made or natural disasters and calamities, and to provide relief  
19 services and assistance for victims during and in the aftermath of said disasters or  
20 calamities and in their return to productive livelihood following said events;

21 (v) Enact ordinances intended to prevent, suppress and impose  
22 appropriate penalties for habitual drunkenness in public places, mendicancy,  
23 prostitution, establishment and maintenance of houses of ill-repute, gambling and other  
24 prohibited games of chance, fraudulent devices and ways to obtain money or property,  
25 drug addiction, maintenance of drug dens, drug pushing, juvenile delinquency, the  
26 printing, distribution or exhibition of obscene or pornographic materials or publications,  
27 and such other activities inimical to the welfare and morals of the inhabitants of the  
28 City;

29 (vi) Protect the environment and impose appropriate penalties for acts  
30 which endanger the environment, such as dynamite fishing and other forms of  
31 destructive fishing, illegal logging, smuggling of logs, smuggling of natural resources  
32 products and of endangered species of flora and fauna, slash-and-burn farming and

1 such other activities which result in pollution or in the acceleration of siltation of rivers  
2 and lakes, or in ecological imbalance;

3 (vii) Subject to the provisions of the Local Government Code of 1991, as  
4 amended, and the pertinent laws, determine the powers and duties of officials and  
5 employees of the City;

6 (viii) Consistent with the Compensation and Position Classification Act of  
7 1989, as amended, determine the positions and the salaries, wages, allowances and  
8 other emoluments and benefits of officials and employees paid wholly or mainly from  
9 city funds and provide for expenditures necessary for the proper conduct of programs,  
10 projects, services, and activities of the City Government;

11 (ix) Authorize the payment of compensation to a qualified person, not  
12 in the government service, who fills up a temporary vacancy, or grant an *honorarium* to  
13 any qualified official or employee designated to fill a temporary vacancy in a concurrent  
14 capacity, at the rate authorized by law;

15 (x) Provide a mechanism and the appropriate funds therefor to ensure  
16 the safety and protection of all City Government property, public documents, or records  
17 such as those relating to property inventory, land ownership, record of births,  
18 marriages, deaths, assessments, taxation, accounts, business permits and such other  
19 records and documents of public interest in the offices and departments of the  
20 Government;

21 (xi) When the finances of the City Government allow, provide for  
22 additional allowances and other benefits to judges, prosecutors, public elementary and  
23 high school teachers, and other national government officials stationed in or assigned  
24 to the City;

25 (xii) Provide legal assistance to barangay officials who, in the  
26 performance of their official duties or on the occasion thereof, have to initiate judicial  
27 proceedings or defend themselves against legal actions; and

28 (xiii) Provide for group insurance or additional insurance coverage for all  
29 barangay officials, including members of barangay tanod brigades and other service  
30 units, by public or private insurance companies, when the finances of the City  
31 Government allow said coverage.

32 (2) Generate and maximize the use of resources and revenues for the  
33 development plans, program objectives and priorities of the City, as provided under the

1 Local Government Code of 1991, as amended, with particular attention to agro-  
2 industrial development and city-wide growth and progress, and relative thereto, shall:

3 (i) Approve the annual and supplemental budgets of the City  
4 Government and appropriate funds for specific programs, projects, services and  
5 activities of the City, or for other purposes not contrary to law in order to promote the  
6 general welfare of the City and its inhabitants;

7 (ii) Subject to the provisions of Book II of the Local Government Code  
8 of 1991, as amended, and applicable laws, and upon the majority vote of all the  
9 members of the Sangguniang Panlungsod, enact ordinance levying taxes, fees and  
10 charges, prescribing the rates thereof for general and specific purposes and granting  
11 tax exemptions, incentives or reliefs;

12 (iii) Subject to the provisions of Book II of the Local Government Code  
13 of 1991, as amended, and upon the majority vote of all the members of the  
14 Sangguniang Panlungsod, authorize the City Mayor to negotiate and contract loans and  
15 other forms of indebtedness;

16 (iv) Subject to the provisions of Book II of the Local Government Code  
17 of 1991, as amended, and applicable laws, and upon the majority vote of all the  
18 members of the Sangguniang Panlungsod, enact ordinances authorizing the floating of  
19 bonds or other instruments of indebtedness, for the purpose of raising funds to finance  
20 development projects;

21 (v) Appropriate funds for the construction and maintenance or the  
22 rental of buildings for the use of the City; and, upon the majority vote of all the  
23 members of the Sangguniang Panlungsod, authorize the City Mayor to lease to private  
24 parties such public buildings held in a proprietary capacity, subject to existing laws,  
25 rules and regulations;

26 (vi) Prescribe reasonable limits and restraints on the use of property  
27 within the jurisdiction of the City;

28 (vii) Adopt a comprehensive land use plan for the City: *Provided*, That  
29 the formulation, adoption or modification of said plan shall be in coordination with the  
30 approved provincial comprehensive land use plan;

31 (viii) Reclassify lands within the jurisdiction of the City subject to the  
32 pertinent provisions of the Local Government Code of 1991, as amended;

1 (ix) Enact integrated zoning ordinance in consonance with the  
2 approved comprehensive land use plan, subject to existing laws, rules and regulations;  
3 establish fire limits or zones, particularly in populous centers, and regulate the  
4 construction, repair or modification of buildings within said fire limits or zones in  
5 accordance with the provisions of the Fire Code of the Philippines;

6 (x) Subject to national law, process and approve subdivision plans for  
7 residential, commercial or industrial purposes and other development purposes, and to  
8 collect processing fees and other charges, the proceeds of which shall accrue entirely  
9 to the City: *Provided, however,* That where approval of a national agency or office is  
10 required, said approval shall not be withheld for more than thirty (30) days from receipt  
11 of the application. Failure to act on the application within the period stated above shall  
12 be deemed as approval thereof;

13 (xi) With the concurrence of at least two-thirds (2/3) of all the  
14 members of the Sangguniang Panlungsod, grant tax exemptions, incentives or reliefs to  
15 entities engaged in community growth-inducing industries, subject to the provisions of  
16 the Local Government Code of 1991, as amended;

17 (xii) Grant loans or provide grants to other LGU or to national,  
18 provincial and city charitable, benevolent or educational institutions: *Provided,* That  
19 said institutions are operated and maintained within the City;

20 (xiii) Implement a numbering system for residential, commercial and  
21 other buildings in the City; and

22 (xiv) Regulate the inspection, weighing, and measuring of articles of  
23 commerce.

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

29 (i) Fix and impose reasonable fees and charges for all services  
30 rendered by the city government to private persons or entities;

31 (ii) Regulate or fix license fees for any business or practice of  
32 profession within the City and the conditions under which the license for said business  
33 or practice of profession may be revoked and enact ordinances levying taxes thereon;

1 (iii) Provide for and set the terms and conditions under which public  
2 utilities owned by the City shall be operated by the City Government, and prescribe the  
3 conditions under which the same may be leased to private persons or entities,  
4 preferably cooperatives;

5 (iv) Regulate the display of and fix the license fees for signs,  
6 signboards or billboards at the place or places where the profession or business  
7 advertised thereby is, in whole or in part, conducted;

8 (v) Any law to the contrary notwithstanding, authorize and license the  
9 establishment, operation and maintenance of cockpits, and regulate cockfighting and  
10 commercial breeding of gamecocks: *Provided*, That existing rights should not be  
11 prejudiced;

12 (vi) Subject to the guidelines prescribed by the Department of  
13 Transportation (DOTr), regulate the operation of tricycles and grant franchises for the  
14 operation thereof within the territorial jurisdiction of the City; and

15 (vii) Upon approval by a majority vote of all the members of the  
16 Sangguniang Panlungsod, grant a franchise to any person, partnership, corporation or  
17 cooperative to do business within the City; establish, construct, operate and maintain  
18 markets or slaughterhouses; or undertake such other activities within the City as may  
19 be allowed by existing laws: *Provided*, That cooperatives shall be given preference in  
20 the grant of such a franchise.

21 (4) Regulate activities relative to the use of land, buildings and structures  
22 within the City in order to promote the general welfare and for said purpose shall:

23 (i) Declare, prevent or abate any nuisance;

24 (ii) With the concurrence of the majority of the members of the  
25 Sangguniang Panlungsod expressed during a meeting, deny the entry of legalized  
26 gambling by ordinance into any part of the City;

27 (iii) Require that buildings and the premises thereof and any land within  
28 the City be kept and maintained in a clean and sanitary condition; impose penalties for  
29 any violation thereof; or upon failure to comply with said requirement, have the work  
30 done at the expense of the owner, administrator or tenant concerned; or require the  
31 filling of any land or premises to a grade necessary for proper sanitation;

32 (iv) Regulate the disposal of clinical and other wastes from hospitals,  
33 clinics and other similar establishments;

1 (v) Regulate the establishment, operation and maintenance of cafes,  
2 restaurants, beerhouses, hotels, motels, inns, pension houses, lodging houses and  
3 other similar establishments, including tourist guides and transportations;

4 (vi) Regulate the sale, giving away, or dispensing of any intoxicating  
5 malt, wine, or mixed or fermented liquors at any retail outlets;

6 (vii) Regulate the establishment and provide for the inspection of steam  
7 boilers or any heating device in buildings and the storage of inflammable and highly  
8 combustible materials within the City;

9 (viii) Regulate the establishment, operation, and maintenance of any  
10 entertainment or amusement facilities, including theaters, circuses, billiard halls, public  
11 dancing schools, public dance halls, sauna baths, massage parlors, and other places for  
12 entertainment or amusement; regulate such other events or activities for amusement  
13 or entertainment, particularly those which tend to disturb the community or annoy the  
14 inhabitants, or require the suspension or suppression of the same; or prohibit certain  
15 forms of amusement or entertainment in order to protect the social and moral welfare  
16 of the community;

17 (ix) Regulate the establishment, operation, and maintenance of funeral  
18 parlors and the burial or cremation of the dead, subject to existing laws, rules and  
19 regulations; and

20 (x) Enforce impounding activities to contain stray animals; designate a  
21 pounding area; regulate the keeping of animals in homes or as part of a business, and  
22 the slaughter, sale or disposition of the same; and adopt measures to prevent and  
23 penalize animal cruelty.

24 (5) Approve ordinances which shall ensure the efficient and effective delivery  
25 of the basic services and facilities as provided under Section 17 of the Local  
26 Government Code of 1991, as amended, and in addition to said services and facilities,  
27 shall:

28 (i) Provide for the establishment, maintenance, protection and  
29 conservation of communal forests and watersheds, tree parks, green belt lands,  
30 mangroves, and other similar forest development projects;

31 (ii) Establish markets, slaughterhouses or animal corrals and authorize  
32 the operation thereof by the City Government; and regulate the construction and  
33 operation of private markets, *talipapas* or other similar buildings and structures;



1 (iii) Regulate the preparation and sale of meat, poultry, fish, vegetables,  
2 fruits, fresh dairy products, and other foodstuffs for public consumption;

3 (iv) Regulate the use of streets, avenues, alleys, sidewalks, bridges,  
4 parks and other public places and approve the construction, improvement, repair and  
5 maintenance of the same; establish bus and vehicle stops and terminals or regulate the  
6 use of the same by privately-owned vehicles which serve the public; regulate garages  
7 and operation of conveyances for hire; designate stands to be occupied by public  
8 vehicles when not in use; regulate the putting up of signs, signposts, awnings and  
9 awning posts on the streets; and provide for the lighting, cleaning and sprinkling of  
10 streets and public places;

11 (v) Regulate traffic on all streets and bridges; prohibit encroachments or  
12 obstacles thereon and, when necessary in the interest of public welfare, authorize the  
13 removal of encroachments and illegal constructions in public places;

14 (vi) Subject to existing law, establish and provide for the maintenance,  
15 repair, and operation of an efficient waterworks system to supply water for the City's  
16 inhabitants and to purify the source of the water supply; regulate the construction,  
17 maintenance, repair and use of hydrants, pumps, cisterns and reservoirs; protect the  
18 purity and quantity of the water supply of the City and, for this purpose, extend the  
19 coverage of appropriate ordinances over all territories within the drainage area of said  
20 water supply and within one hundred (100) meters of the reservoir, canal, conduit,  
21 aqueduct, pumping station or watershed used in connection with the water service;  
22 and regulate the consumption, use or wastage of water and fix and collect charges  
23 therefor;

24 (vii) Regulate the drilling and excavation of the ground for the laying of  
25 water, gas, sewer, and other pipes, telecommunication cable wires and the  
26 construction, repair, and maintenance of public drains, sewers, cesspools, tunnels and  
27 similar structures; regulate the placing of poles and the use of crosswalks, curbs and  
28 gutters; adopt measures to ensure public safety against open canals, manholes, live  
29 wires and other similar hazards to life and property; and regulate the construction and  
30 use of private water closets, privies and other similar structures in buildings and  
31 homes;

32 (viii) Regulate the placing, stringing, attaching, installing, repair, and  
33 construction of all gas mains, electric telegraph and telephone wires, conduits, meters

1 and other apparatus; and provide for the correction, condemnation or removal of the  
2 same when found to be dangerous, defective, or otherwise hazardous to the welfare of  
3 the inhabitants.

4 (ix) Subject to the availability of funds and to existing laws, rules and  
5 regulations, establish and provide for the operation of vocational and technical schools  
6 and similar post-secondary institutions and, with the approval of the DepEd and  
7 Technical Education and Skills Development Authority (TESDA), as the case maybe, fix  
8 and collect reasonable tuition fees and other school charges in educational institutions  
9 supported by the City Government;

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

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

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

17 (xiii) Provide for the care of PWDs, paupers, the elderly, the sick, persons  
18 of unsound mind, abandoned minors, juvenile delinquents, drug dependents, abused  
19 children and the youth below eighteen (18) years of age; and subject to availability of  
20 funds, establish and provide for the operation of centers and facilities for the said  
21 needy and disadvantaged persons;

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

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

29 (xvi) Establish a council for the elderly which shall formulate policies and  
30 adopt measures mutually beneficial to the elderly and to the community; provide  
31 incentives for nongovernmental agencies and entities and, subject to the availability of  
32 funds, appropriate funds to support programs and projects for the benefit of the  
33 elderly.

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

## 4 **ARTICLE V**

### 5 **PROCESS OF LEGISLATION**

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

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

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

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

18 (3) The legislative process;

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

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

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

30 **SEC. 14. *Full Disclosure of Financial and Business Interests of***  
31 ***Sangguniang Panlungsod Members.*** – (a) Every Sangguniang Panlungsod member  
32 shall, upon assumption to office, make a full disclosure of their respective businesses  
33 and financial interests. The disclosure shall also include any business, financial,

1 professional relationship or any relation by affinity or consanguinity within the fourth  
2 civil degree, which a Sangguniang member may have with any person, firm or entity  
3 affected by any ordinance or resolution under consideration by the Sangguniang  
4 Panlungsod and which relationship may result in conflict of interest. Such relationship  
5 shall include:

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

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

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

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

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

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

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

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

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

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

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

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

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

18 (b) Where there is no quorum, the presiding officer may declare a recess until  
19 such time as a quorum is constituted, or a majority of the members present may  
20 adjourn from day to day and may compel the immediate attendance of any member  
21 absent without justifiable cause by designating a member of the Sangguniang  
22 Panlungsod to escort a member to the place where the session is being conducted,  
23 with the assistance of a member or members of the police force assigned in the  
24 territorial jurisdiction of the City of Carmona, to arrest and present the absent member  
25 at the session.

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

30 **SEC. 17. Approval of Ordinances.** – (a) The Sangguniang Panlungsod shall  
31 present to the City Mayor every ordinance enacted. Each page thereof shall contain the  
32 affixed signature of the City Mayor in case of approval. Otherwise, the ordinance shall  
33 be vetoed and returned with statements of objections to the Sangguniang Panlungsod,

1 which may proceed to reconsider the same. The Sangguniang Panlungsod may override  
2 the veto of the City Mayor by two-thirds (2/3) vote of all its members, thereby making  
3 the ordinance effective for all legal intents and purposes.

4 (b) The city mayor shall communicate the veto to the *Sangguniang Panlungsod*  
5 within ten (10) days; otherwise, the ordinance shall be deemed approved as if it had  
6 been signed.

7 **SEC. 18. Veto Power of the City Mayor.** – (a) The City Mayor may veto any  
8 ordinance of the Sangguniang Panlungsod on the ground that it is *ultra vires* or  
9 prejudicial to the public welfare, and shall state the reasons for the veto in writing.

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

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

22 **SEC. 19. Review of City Ordinances by the Sangguniang Panlalawigan.** –  
23 (a) Within three (3) days after approval, the Secretary to the *Sangguniang Panlungsod*  
24 shall forward to the *Sangguniang Panlalawigan* for review, copies of approved  
25 ordinances and the resolutions approving the local development plans and public  
26 investment programs formulated by the local development council.

27 (b) Within thirty (30) days after receipt of copies of such ordinances and  
28 resolutions, the Sangguniang Panlalawigan shall examine the documents or transmit  
29 them to the Provincial Attorney, or if there be none, to the Provincial Prosecutor for  
30 prompt examination. The Provincial Attorney or the Provincial Prosecutor shall, within  
31 a period of ten (10) days from receipt of the documents, inform the Sangguniang  
32 Panlalawigan in writing of their comments or recommendations, which may be  
33 considered by the Sangguniang Panlalawigan in making its decision.

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

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

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

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

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

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

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

32 (b) The Secretary of the Sangguniang Panlungsod shall cause the posting of an  
33 ordinance or resolution in the bulletin board at the entrance of the City Hall, and in at

1 least two (2) conspicuous places in the City not later than five (5) days after approval  
2 thereof.

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

7 (c) The gist of all ordinances with penal sanctions shall be posted at prominent  
8 places in the City Hall, for a minimum period of three (3) consecutive weeks. Such  
9 ordinances shall also be published in a newspaper of general circulation within the City  
10 and in the City's official webpage.

## 11 **ARTICLE VI**

### 12 **DISQUALIFICATIONS AND SUCCESSION FOR ELECTIVE CITY OFFICIALS**

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

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

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

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

21 (d) Those with dual citizenship as a result of naturalization;

22 (e) Fugitives from justice in criminal or nonpolitical cases here and abroad;

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

26 (g) The insane or feeble-minded.

27 **SEC. 24. *Permanent Vacancy in the Offices of the City Mayor and City***  
28 ***Vice Mayor.*** – If a permanent vacancy occurs in the office of the City Mayor, the City  
29 Vice Mayor shall become the City Mayor. If a permanent vacancy occurs in the office  
30 of the City Vice Mayor, the highest ranking Sangguniang Panlungsod member or, in  
31 case of the latter's permanent incapacity, the second highest ranking Sangguniang  
32 Panlungsod member shall become the City Mayor or City Vice Mayor, as the case may  
33 be. Subsequent vacancies in the said offices shall be filled automatically by the other



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

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

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

11 **SEC. 25. *Permanent Vacancies in the Sangguniang Panlungsod.*** – (a)  
12 Permanent vacancies in the Sangguniang Panlungsod where automatic succession, as  
13 provided above, does not apply shall be filled by appointments in the following manner:

14 (1) The Provincial Governor shall make the aforesaid appointments;

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

21 In the appointment herein mentioned, a nomination and a certificate of  
22 membership of the appointee from the highest official of the political party concerned  
23 shall be conditions *sine qua non*, and any appointment without such nomination and  
24 certification shall be null and void *ab initio* and shall be a ground for administrative  
25 action against the official responsible therefor;

26 (3) In case the permanent vacancy is caused by a Sangguniang  
27 Panlungsod member who does not belong to any political party, the City Mayor shall,  
28 upon recommendation of the Sangguniang Panlungsod, appoint a qualified person to fill  
29 the vacancy; and

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

1           **SEC. 26. *Temporary Vacancy in the Office of the City Mayor.*** – (a) When  
2 the City Mayor is temporarily incapacitated to perform the duties for physical or legal  
3 reasons such as, but not limited to, leave of absence, travel abroad, or suspension from  
4 office, the City Vice Mayor or the highest ranking Sangguniang Panlungsod member, as  
5 the case may be, shall automatically exercise the powers and perform the duties and  
6 functions of the City Mayor, except the power to appoint, suspend or dismiss  
7 employees which can only be exercised if the period of temporary incapacity exceeds  
8 thirty (30) working days.

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

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

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

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

## 28   **ARTICLE VII**

### 29                           **THE APPOINTIVE OFFICIALS OF THE CITY:** 30                           **QUALIFICATIONS, POWERS AND DUTIES**

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

1 (b) The Secretary to the Sangguniang Panlungsod must be a citizen of the  
2 Philippines, a resident of the City of Carmona, of good moral character, a holder of a  
3 bachelor's degree preferably in law, commerce, or public administration conferred by a  
4 recognized college or university, and a first-grade civil service eligible or its equivalent.

5 (c) The Secretary to the Sangguniang Panlungsod shall:

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

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

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

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

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

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

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

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

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

31 (10) Perform other duties and functions and exercise such other powers as  
32 provided under the Local Government Code of 1991, as amended, and those that may  
33 be prescribed by law or ordinance relative to his position.

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

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

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

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

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

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

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

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

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

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

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

31           **SEC. 29. Assistant City Treasurer.** – (a) The Assistant City Treasurer may be  
32 appointed by the Secretary of the Department of Finance (DOF) from a list of at least

1 three (3) ranking eligible recommendees of the City Mayor, subject to civil service law,  
2 rules and regulations.

3 (b) The Assistant City Treasurer must be a citizen of the Philippines, a resident of  
4 the City of Carmona, of good moral character, a holder of a bachelor's degree  
5 preferably in commerce, public administration or law from a recognized college or  
6 university, a first grade civil service eligible or its equivalent and must have acquired at  
7 least five (5) years experience in treasury or accounting service.

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

10 (d) The Assistant City Treasurer shall have authority to administer oaths  
11 concerning notices and notifications to those delinquent in the payment of the real  
12 property tax and concerning official matters relating to the accounts of the City  
13 Treasurer or otherwise arising in the office of the City Treasurer and the City Assessor.

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

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

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

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

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

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

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

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

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

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

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

8 (8) Prepare a schedule of the fair market value of the different classes of  
9 real properties in accordance with the provisions of the Local Government Code of  
10 1991, as amended;

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

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

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

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

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

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

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

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

5 **SEC. 32. *The City Accountant.*** – (a) The City Accountant must be a citizen of  
6 the Philippines, a resident of the City of Carmona, of good moral character, a certified  
7 public accountant and must have acquired experience in either treasury or accounting  
8 work immediately preceding the date of the appointment for at least five (5) years.

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

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

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

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

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

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

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

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

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

26 (8) Post individual disbursements to the subsidiary ledgers and other  
27 appropriate record keeping instruments;

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

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

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

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

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

6 **SEC. 33. *The City Budget Officer.*** – (a) The City Budget Officer must be a  
7 citizen of the Philippines, a resident of the City of Carmona, of good moral character, a  
8 holder of a bachelor’s degree preferably in accounting, economics, public  
9 administration, or any related course from a recognized college or university, a first  
10 grade civil service eligible or its equivalent, and must have acquired at least five (5)  
11 years experience in government budgeting or in any related field immediately  
12 preceding the date of appointment.

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

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

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

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

21 (3) Provide assistance to the City Mayor in the preparation of the City’s  
22 annual budget and in presenting the same during and budget hearings;

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

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

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

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

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



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

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

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

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

15 (1) Formulate integrated economic, social, physical and other development  
16 plans and policies for consideration of the City;

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

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

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

24 (5) Prepare comprehensive plans and other development planning  
25 documents for the consideration of the local development council;

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

29 (7) Promote people's participation in development planning within the City;

30 (8) Exercise supervision and control over the secretariat of the Local  
31 Development Council; and

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

4 **SEC. 35. *The City Engineer.*** – (a) The City Engineer must be a citizen of the  
5 Philippines, a resident of the City of Carmona, of good moral character, a licensed civil  
6 engineer, and must have practiced the engineering profession for at least five (5)  
7 years.

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

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

11 (1) Initiate, review and recommend changes in infrastructure development  
12 and public works policies, objectives, plans and programs of the City, and the  
13 techniques, procedures and practices to be implemented relative thereto;

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

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

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

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

24 **SEC. 36. *The Assistant City Engineer.*** – (a) The Assistant City Engineer must be  
25 a citizen of the Philippines, a resident of the City, of good moral character, a holder of a  
26 bachelor's degree preferably in civil or mechanical engineering, commerce or any  
27 related course from a recognized college or university and a first grade civil service  
28 eligible or its equivalent and must have practiced the engineering profession or any  
29 related field for at least three (3) years.

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

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

1           **SEC. 37. *The City Building Official.*** – (a) The City Building Official shall be  
2 appointed by the Secretary of the Department of Public Works and Highways (DPWH)  
3 from a list of at least three (3) ranking eligible recommendees of the City Mayor,  
4 subject to civil service law, rules, and regulations.

5           (b) The City Building Official shall be under the administrative supervision of the  
6 City Mayor, to whom the City Building Official shall report regularly.

7           (c) The City Building Official must be a citizen of the Philippines, a resident of the  
8 City of Carmona, of good moral character, a licensed architect or civil engineer, a  
9 member of good standing of a duly accredited organization of his profession and have  
10 practiced his profession for at least five (5) years with diversified and professional  
11 experience in building design and construction, and attended and successfully  
12 completed a seminar workshop on P.D. No. 1096, otherwise known as the National  
13 Building Code, conducted by the DPWH.

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

16           (e) The City Building Official shall take charge of the City Building Office,  
17 independent of the City Engineering Office, and shall:

18           (1) Be primarily responsible for the enforcement of the provisions of the  
19 National Building Code and its implementing rules and regulations, as well as circulars,  
20 memoranda, opinions and decisions/orders issued pursuant thereto. His actions shall  
21 always be guided by appropriate orders/directives from the Secretary;

22           (2) Have overall administrative control and/or supervision over all works  
23 pertinent to buildings/structures in his area of responsibility and shall be charged with  
24 the processing of all permit applications and certificates as well as the issuance of the  
25 same;

26           (3) Ensure that all changes, modifications, and alterations in the design  
27 plans during the construction phase shall not start until the modified design plan has  
28 been evaluated and the necessary amendatory permit issued;

29           (4) Undertake annual inspections of all buildings/structures and keep an  
30 up-to-date record of their status;

31           (5) Keep a permanent record and accurate account of all fees and other  
32 charges fixed and authorized to be collected and received under P.D. No. 1096,  
33 otherwise known as the National Building Code; and

1 (6) Perform other duties and functions, and exercise such other powers as  
2 provided under the National Building Code, as amended, and those that are prescribed  
3 by law or ordinance, or as may thereafter be delegated to him from time to time.

4 **SEC. 38. *The City Health Officer.*** – (a) The City Health Officer must be a  
5 citizen of the Philippines, a resident of the City of Carmona, of good moral character, a  
6 licensed medical practitioner, and must have practiced the medical profession for at  
7 least five (5) years.

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

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

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

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

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

26 (4) Coordinate with national, regional and provincial health officials and with  
27 other agencies of the government in the implementation of mitigation policies and  
28 other measures during public health emergencies;

29 (5) Supervise the delivery of basic health service, all city health centers,  
30 hospitals, and clinics in accordance with city and national health policies and programs  
31 such as those on dental health, maternal health, family planning, nutrition,  
32 immunization, and environmental safety and sanitation;

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

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

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

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

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

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

14 (vi) Direct the sanitary inspection of all business establishments selling  
15 food items or providing lodging accommodations such as hotels, motels, lodging  
16 houses, and pension houses, in accordance with the Sanitation Code;

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

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

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

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

26 **SEC. 39. *The Assistant City Health Officer.*** – (a) The Assistant City Health  
27 Officer must be a citizen of the Philippines, a resident of the City, of good moral  
28 character, a licensed medical practitioner, and must have practiced the medical  
29 profession for at least three (3) years.

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

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

1           **SEC. 40. *The City Civil Registrar.*** – (a) The City Civil Registrar must be a  
2 citizen of the Philippines, a resident of the City of Carmona, of good moral character, a  
3 holder of a bachelor’s degree from a recognized college or university, a first grade civil  
4 service eligible or its equivalent and must have acquired at least five (5) years  
5 experience in civil registry work.

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

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

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

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

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

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

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

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

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

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

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

1 (vii) Coordinate with the Philippine Statistics Authority (PSA) in  
2 conducting educational campaigns for vital registration and assist in the preparation of  
3 demographic data and other statistics for the City of Carmona; and

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

7 **SEC. 41. The Assistant City Civil Registrar.** - (a) The Assistant City Civil  
8 Registrar must be a citizen of the Philippines, a resident of the City, of good moral  
9 character, a holder of bachelor's degree from a recognized college or university, a first  
10 grade civil service eligible, and must have acquired at least three (3) years experience  
11 in civil registry work or any related field.

12 (b) The Assistant City Civil Registrar shall assist the City Civil Registrar and  
13 perform such other duties as may be assigned by latter.

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

16 **SEC. 42. The City Administrator.** – (a) The City Administrator must be a  
17 citizen of the Philippines, a resident of the City of Carmona, of good moral character, a  
18 holder of a bachelor's degree preferably in public administration, law, or any other  
19 related course from a recognized college or university, a first grade civil service eligible  
20 or its equivalent, and must have acquired at least five (5) years of experience in  
21 management and administrative work.

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

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

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

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

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

4 (3) Establish and maintain a sound human resource development program  
5 designed to promote career development and uphold the merit principle in the local  
6 government service;

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

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

12 (6) Recommend to the Sangguniang Panlungsod and the City Mayor  
13 policies, programs and activities, relative to the management and administration of the  
14 City; and

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

18 **SEC. 43. *The City Legal Officer.*** – (a) The City Legal Officer must be a citizen  
19 of the Philippines, a resident of the City of Carmona, of good moral character, a  
20 member of the Philippine Bar, and must have practiced the law profession for at least  
21 five (5) years.

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

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

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

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

31 (2) Develop plans and strategies, and upon approval thereof by the City  
32 Mayor, implement the same, particularly those which have to do with programs and



1 projects related to legal services which the City Mayor is empowered to implement and  
2 which the Sangguniang Panlungsod is empowered to provide;

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

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

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

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

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

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

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

25 (10) Advise the City Mayor on all matters related to upholding the rule of  
26 law;

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

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

1           **SEC. 44. *The City Social Welfare and Development Officer.*** – (a) The City  
2 Social Welfare and Development Officer must be a citizen of the Philippines, a resident  
3 of the City of Carmona, of good moral character, a duly licensed social worker or a  
4 holder of a bachelor’s degree preferably in the fields of social work, sociology, or any  
5 other related course from a recognized college or university, a first grade civil service  
6 eligible or its equivalent, and must have acquired at least five (5) years experience in  
7 the practice of the social work profession immediately preceding the date of  
8 appointment.

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

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

13                 (1) Formulate measures and strategies to ensure the delivery of basic  
14 services and the provision of adequate facilities relative to social welfare and  
15 development services for the approval of the Sangguniang Panlungsod and to assist the  
16 City Mayor in carrying out these measures;

17                 (2) In addition to the foregoing duties, the Social Welfare and Development  
18 Officer shall:

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

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

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

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

31                         (v) Initiate and support youth welfare program that will enhance the  
32 role of youth in nation-building;

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

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

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

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

14 **SEC. 45. *The City Veterinarian.*** – (a) The City Veterinarian must be a citizen  
15 of the Philippines, a resident of the City of Carmona, of good moral character, a  
16 licensed doctor of veterinary medicine and must have practiced the profession for at  
17 least three (3) years.

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

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

22 (1) Formulate measures for the consideration of the Sangguniang  
23 Panlungsod 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 adequate  
25 facilities;

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

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

32 (4) Regulate the keeping of domestic animals;

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

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

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

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

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

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

18 **SEC. 46. *The City General Services Officer.*** – (a) The City General Services  
19 Officer must be a citizen of the Philippines, a resident of the City of Carmona, of good  
20 moral character, a holder of a bachelor’s degree in public administration, business  
21 administration, or management conferred by a recognized college or university, a first  
22 grade civil service eligible or its equivalent and must have acquired at least five (5)  
23 years experience in general services, including the management of supply, property,  
24 solid waste disposal and general sanitation.

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

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

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

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

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

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

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

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

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

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

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

23 (10) Perform all other functions pertaining to supply and property  
24 management and enforce policies on records creation, maintenance and disposal;

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

29 (12) Advise the City Mayor on all matters relative to general services; and

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

1           **SEC. 47. *The City Environment and Natural Resources Officer.*** – (a) The  
2 City Environment and Natural Resources Officer must be a citizen of the Philippines, a  
3 resident of the City of Carmona, of good moral character, a holder of a bachelor’s  
4 degree preferably in environment, forestry, agriculture or any other related course from  
5 a recognized college or university, a first grade civil service eligible or its equivalent and  
6 must have acquired at least five (5) years experience in environment and natural  
7 resources management, conservation, and utilization work.

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

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

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

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

21           (3) Establish, maintain, protect and preserve communal forests, watersheds,  
22 tree parks, mangroves, green belt lands, commercial forests and similar forest projects  
23 like industrial tree farms and agro-forestry projects;

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

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

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

31           (7) Coordinate with government agencies and nongovernmental  
32 organizations in the implementation of measures to prevent and control land, air, and

1 water pollution with the assistance of the Department of Environment and Natural  
2 Resources (DENR);

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

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

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

13 **SEC. 48. *The City Architect.*** – (a) The City Architect must be a citizen of the  
14 Philippines, a resident of the City of Carmona, of good moral character, a duly licensed  
15 architect and must have practiced the architectural profession for at least five (5)  
16 years.

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

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

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

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

29 (3) Prepare and recommend for consideration of the Sangguniang  
30 Panlungsod the architectural plan and design for the City or a part thereof, including  
31 the renewal of slums and blighted areas, land reclamation activities, the greening of  
32 landscapes, the development of appropriate plans for the preservation and protection  
33 of marine and foreshore areas;

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

5 (5) Coordinate with government and non-government entities and  
6 individuals involved in the aesthetics and the maximum utilization of the land and water  
7 within the jurisdiction of the City in the implementation of plans and programs for the  
8 preservation of environmental integrity and ecological balance.

9 (6) Be in the frontline of the delivery of services involving architectural  
10 planning, design, and spatial distribution of basic facilities and physical structures  
11 especially in the aftermath of man-made and natural disasters or calamities;

12 (7) Advise the City Mayor on all matters relative to architectural planning  
13 and design as it relates to the total socio-economic development of the City; and

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

17 **SEC. 49. *The City Information Officer.*** – (a) The City Information Officer  
18 must be a citizen of the Philippines, a resident of the City of Carmona, of good moral  
19 character, a holder of a bachelor’s degree preferably in journalism, mass  
20 communications, or any related course from a recognized college or university, a first  
21 grade civil service eligible or its equivalent and must have acquired at least three (3)  
22 years experience in writing articles and research papers, or writing for print, television,  
23 or broadcast media.

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

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

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

30 (1) Formulate measures for the consideration of the Sangguniang  
31 Panlungsod and provide technical assistance and support to the City Mayor in providing  
32 the appropriate information and research data required for the delivery of basic



1 services and provision of adequate facilities so that the public becomes aware of said  
2 services and may fully avail of the same;

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

8 (3) Provide relevant, adequate and timely information to the City and its  
9 residents;

10 (4) Furnish information and data on the local government agencies or  
11 offices as may be required by law or ordinance, and non-governmental organizations to  
12 be furnished to said agencies and organizations;

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

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

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

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

26 **SEC. 50. *The City Cooperatives Officer.*** – (a) The City Cooperatives Officer  
27 must be a citizen of the Philippines, a resident of the City of Carmona, of good moral  
28 character, a holder of a bachelor's degree preferably in business administration with  
29 special training on cooperatives or any related course from a recognized college or  
30 university, a first grade civil service eligible or its equivalent and must have acquired at  
31 least five (5) years experience on cooperatives development, organization, and  
32 management.

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

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

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

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

14 (3) Assist in the organization of cooperatives;

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

17 (5) Assist cooperatives in establishing linkages with government agencies  
18 and nongovernment organizations involved in the promotion and integration of the  
19 concept of cooperatives in the livelihood of the people and other community activities.

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

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

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

30 **SEC. 51. *The City Population Officer.*** – (a) The City Population Officer must be  
31 a citizen of the Philippines, a resident of the City of Carmona, of good moral character,  
32 a holder of a bachelor’s degree in any of the social science disciplines conferred by a  
33 recognized college or university, and preferably specialized training in population

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

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

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

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

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

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

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

24 (5) Implement appropriate training programs responsive to the cultural  
25 heritage of the inhabitants; and

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

29 **SEC. 52. *The City Agriculturist.*** – (a) The City Agriculturist must be a citizen  
30 of the Philippines, a resident of the City of Carmona, of good moral character, a holder  
31 of a bachelor's degree in agriculture or any other related course conferred by a  
32 recognized college or university, a first grade civil service eligible or its equivalent, and

1 must have practiced the agriculture profession or acquired at least five (5) years  
2 experience in agriculture or a related field.

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

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

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

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

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

17 (i) Ensure that maximum assistance and access to resources in the  
18 production, processing and marketing of agricultural and aqua-cultural and marine  
19 products are extended to farmers, fishermen, and local entrepreneurs;

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

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

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

28 (v) Coordinate with government agencies and nongovernmental  
29 organizations which promote agricultural productivity through applied technology  
30 compatible with environmental integrity.

31 (4) Be in the frontline in the delivery of basic agricultural services and  
32 provide technical advice to farmers and fisher-folk in the adoption of critical climate  
33 adaptation and disaster mitigation practices and techniques, and ensure the availability

1 of staple food such as rice, corn, and produce especially in preparation for an  
2 impending natural calamity, and in the aftermath of man-made or natural disasters;

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

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

9 **SEC. 53. *The City Human Resource Management Officer.*** – (a) The City  
10 Human Resource Management Officer must be a citizen of the Philippines, a resident of  
11 the City of Carmona, of good moral character, a holder of a bachelor’s degree  
12 preferably in human resource, psychology, and other related course conferred by a  
13 recognized college or university, a first grade civil service eligible or its equivalent and  
14 must have acquired at least five (5) years experience in organization design and  
15 strategic workforce planning, recruitment and staffing, performance management,  
16 compensation and benefits, and training and development traffic management  
17 immediately preceding the date of appointment;

18 (b) The City Human Resource Management Officer shall receive compensation,  
19 emoluments, and allowances as may be determined by law;

20 (c) The City Human Resource Management Officer shall take charge of the City  
21 Human Resource and Management Office, and shall:

22 (1) Develop a human resource management plan aimed at improving the  
23 productivity and professional growth of the city government’s employees, and  
24 recommend the same to the City Mayor, and if warranted, to the Sangguniang  
25 Panlungsod, for approval and implementation;

26 (2) Ensure that the recruitment, selection and placement is based on merit  
27 and fitness;

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

31 (4) Develop and implement heads and staff development programs that  
32 support the organizations succession plans;

1 (5) Ensure the implementation of a Strategic Performance Management  
2 System that includes individual Performance Contracts, ensures results-based  
3 performance, and the provision of rewards and recognition for outstanding  
4 performance and loyalty in the service; and

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

7 **SEC. 54. *The City Tourism Office.*** – (a) The City Tourism Officer must be a  
8 citizen of the Philippines, a resident of the City of Carmona, of good moral character, a  
9 holder of a bachelor’s degree in tourism or a related field conferred by a recognized  
10 college or university, and preferably specialized training in tourism development, a first  
11 grade civil service eligible or its equivalent, and must have acquired least five (5) years  
12 experience in implementing programs on tourism development.

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

15 (c) The City Tourism Officer shall assist the City Mayor and the local tourism  
16 council in developing and implementing programs and shall:

17 (1) Encourage the LGU to enact local legislation adopting the Department of  
18 Tourism (DOT) accreditation stands for tourism facilities and services;

19 (2) Ensure a pleasant experience and stay of tourists while at the same time  
20 protecting the interests, welfare and rights of the City;

21 (3) Develop tourist products and destinations that will benefit the City and its  
22 local community;

23 (4) Pursue the implementation of the national tourism master plans, the  
24 national ecotourism strategy and the area specific plans of the national and LGUs;

25 (5) Support the LGU in promoting festivals, fiestas and other tourism-related  
26 activities; and

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

30 **SEC. 55. *The Public Order and Safety Officer.*** – The City Public Order and  
31 Safety Officer must be a citizen of the Philippines, a resident of the City of Carmona, of  
32 good moral character, a holder of a bachelor’s degree from a recognized college or  
33 university and a first-grade civil service eligible or its equivalent. He must have acquired

1 experience in public safety management for at least five (5) years immediately  
2 preceding the date of his appointment.

### 3 **ARTICLE VIII**

#### 4 **THE CITY FIRE STATION SERVICE, THE CITY JAIL SERVICE, THE CITY** 5 **SCHOOLS DIVISION, AND THE CITY PROSECUTION SERVICE**

6  
7 **SEC. 56. *The City Fire Station Service.*** – (a) There shall be established in the  
8 City of Carmona at least one (1) fire station with adequate personnel, firefighting  
9 facilities and equipment, subject to the standards, rules and regulations that may be  
10 promulgated by the DILG. The City shall provide the necessary site for the station;

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

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

19 **SEC. 57. *The City Jail Service.*** – (a) At least five (5) months from the  
20 commencement of the corporate existence of the City, the DILG shall establish and  
21 maintain a secured, clean, adequately equipped and sanitary jail facility for the custody  
22 and safekeeping of prisoners, any fugitive from justice, or person detained awaiting  
23 investigation or trial or transfer to the national penitentiary, or a violent mentally ill  
24 person who may endanger oneself or the safety of others, as duly certified by the  
25 proper medical health officer, prior to the transfer of such person to a mental  
26 institution.

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





1 profession for at least five (5) years immediately preceding the date of his  
2 appointment.

3 (b) The City Register of Deeds shall receive such compensation, emoluments,  
4 and allowances as may be determined by law.

5 (c) The City Register of Deeds shall take charge of the Registry of Deeds office  
6 and shall perform such duties and functions and exercise such other powers as  
7 provided by law.

## 8 **ARTICLE IX**

### 9 **TRANSITORY AND FINAL PROVISIONS**

10 **SEC. 62. *Municipal Ordinances Existing at the Time of the Approval of***  
11 ***this Act.*** – All municipal ordinances of the Municipality of Carmona existing at the time  
12 of the approval of this Act shall continue to be in force within the City of Carmona until  
13 the Sangguniang Panlungsod shall provide otherwise.

14 **SEC. 63. *Plebiscite.*** – The City of Carmona shall acquire corporate existence  
15 upon the ratification of its creation by a majority of the votes cast by the qualified  
16 voters in a plebiscite to be conducted in the present Municipality of Carmona within  
17 sixty (60) days from the approval of this Act.

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

21 **SEC. 64. *Holdover Authority of the Officials of the Municipality of***  
22 ***Carmona.*** – The present elective officials of the Municipality of Carmona shall continue  
23 to exercise their powers and functions until such time that a new election is held and  
24 the duly-elected officials shall have already qualified and assumed their offices.  
25 Appointive officials and employees of the Municipality of Carmona shall, likewise,  
26 continue exercising their functions and duties and they shall automatically be absorbed  
27 by the City Government of the City of Carmona.

28 **SEC. 65. *Succession Clause.*** – The City of Carmona shall succeed to all the  
29 assets, properties, liabilities and obligations of the Municipality of Carmona.

30 **SEC. 66. *Election of Provincial Governor and Sangguniang Panlalawigan***  
31 ***Members of the Province of Cavite.*** – The qualified voters of the City of Carmona  
32 shall be qualified to vote and run for any elective position in the elections for provincial

1 governor, provincial vice governor, *Sangguniang Panlalawigan* members and other  
2 elective offices of the Province of Cavite.

3 **SEC. 67. *Jurisdiction of the Province of Cavite.*** – The City of Carmona shall,  
4 unless otherwise provided by law, continue to be under the jurisdiction of the Province  
5 of Cavite.

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

9 **SEC. 69. *Legislative District.*** – Until otherwise provided by law, the City of  
10 Carmona shall continue to be a part of the Fifth Legislative District of the Province of  
11 Cavite.

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

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

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

Approved,