



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
22<sup>nd</sup> City Council

PO22CC-221

41<sup>st</sup> Regular Session

ORDINANCE NO. SP- 3215, S-2023

AN ORDINANCE CREATING FORTY-FOUR (44) NEW PLANTILLA POSITIONS AND REORGANIZING THE FUNCTIONAL STRUCTURE OF THE QUEZON CITY GOVERNMENT'S CITY VETERINARY DEPARTMENT IN ORDER TO PROVIDE AN EFFECTIVE AND EFFICIENT INSTITUTION FOR THE DELIVERY OF PUBLIC SERVICE, AS WELL AS A MORE RESPONSIVE ORGANIZATIONAL STRUCTURE, AND APPROPRIATING FUNDS THEREFOR

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Introduced by Councilors GODOFREDO T. LIBAN II and ERIC Z. MEDINA

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Alfredo "Freddy" Roxas and Julian Marcus D. Trono

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WHEREAS, under Ordinance No. SP-2413, S-2015, the Veterinary Services Division was created into City Veterinary Department expanding its functions and providing for Annual Appropriations;

WHEREAS, Ordinance No. SP-2505, S-2016, also known as the "Revised Quezon City Veterinary Code of 2016," provides for the regulation of the sale of safe meat in Quezon City, proper maintenance of slaughterhouses, animal trade, regulation on pet ownership within Quezon City, creation of an intelligence network regarding zoonotic diseases, and other issues on the implementation of animal welfare;

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WHEREAS, the City Veterinary Department is designated as the lead agency to implement the provisions of the Revised Quezon City Veterinary Code of 2016;

WHEREAS, the need for additional plantilla positions is necessary for the operations and the effective discharge of the City Veterinary Department's expanded functions, plans and programs;

WHEREAS, newly enacted ordinances and resolutions necessitate a corresponding increase in the personnel of the City Veterinary Department to deliver adequately its mandated services;

WHEREAS, Section 2 of Executive Order No. 1, S.2020, entitled "Containing African Swine Fever (ASF) Among Retailers, Groceries, Supermarkets," issued by the City Mayor, Honorable Ma. Josefina G. Belmonte, provides that the City Veterinary Department shall be the lead Department in the Periodic Inspection and Monitoring of retailers with a view to containing the spread of ASF;

WHEREAS, additional responsibilities of the Quezon City Veterinary Department are enumerated in Article II of the Memorandum of Agreement entered into by and between the Department of Agriculture (DA) and the Local Government of Quezon City;

WHEREAS, Administrative Order No. 21, S.2010 which pertains to the Guidelines for the Implementation of Meat Inspection Service by the Local Government Units (LGUs), provides for the creation of the Local Meat Inspection Service (LMIS) and its additional functions and responsibilities;

WHEREAS, Memorandum Circular No. 01-2019-001, S.2018 amended the guidelines on the Deputation of Local Government Unit (LGU) Meat Control Officers and Meat Inspectors adding additional minimum requirements, limitations of authority and duties and responsibilities among MCO's and MI's;

WHEREAS, Bulletin No. 2 dated July 15, 2021 provides for the review of NMIS Mandate and Functions, V. NMIS Functions in "AA" Meat Establishments for Devolution to LGUs, Slaughterhouse (SLH) & Poultry Dressing Plant (PDP), Meat Cutting Plant (MCP) and Cold Storage Warehouse (CSW/ Meat Distribution Center Depot);

WHEREAS, Ordinance No. SP-3065, S-2021, entitled "An Ordinance Authorizing the City Veterinary Department to Deputize the Barangay Officials in Quezon City as Barangay Animal Control Officers (BACO) within their Territorial Jurisdiction, and for Other Purposes," particularly Section 4 thereof, provides that the BACO shall be under the supervision and control of the City Veterinary Department;

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WHEREAS, Ordinance No. SP-2990, S-2020, entitled “An Ordinance Prohibiting Piggeries and Poultry Farms within the Territorial Jurisdiction of Quezon City, Providing Penalties for Violation Therefor and for Other Purposes,” particularly Section 5 thereof, provides that the Department of Public Order and Safety (DPOS), in coordination with the City Veterinary Department, City Health Department and Environmental Protection and Waste Management Department (EPWMD), shall be in charge with the implementation or enforcement of the said Ordinance;

WHEREAS, Ordinance No. SP-3132, S-2022, entitled “An Ordinance Creating the Quezon City Animal Care and Adoption Center and Appropriating Funds Therefor,” particularly Section 3 thereof, states that the City Veterinarian, the City Health Officer or their designated agents shall rescue any roaming animals and be brought to the Quezon City Animal Care and Adoption Center (QC-ACAC);

WHEREAS, Ordinance No. SP-3074, S-2021, entitled “An Ordinance Mandating the Use of Animal Safe Microchip in the Registration of Pets in the Territorial Jurisdiction of Quezon City and Appropriating Funds Therefor,” particularly Section 4 thereof, provides that the City Veterinary Department is mandated to ensure the use of animal-safe microchip in the registration of pets and companion animals;

WHEREAS, Ordinance No. SP-2854, S-2019, entitled “An Ordinance Establishing a Public Veterinary Clinic which will Provide Affordable Health Care Services for Domesticated Pets/ Animals within the Territorial Jurisdiction of Quezon City,” particularly Section 2 thereof, provides that the operation of the Quezon City Public Veterinary Clinic shall be under the direct control and supervision of the Quezon City Veterinary Department;

WHEREAS, Quezon City Mayor Executive Order No. 32, Series of 2020, entitled “Creating a Task Force on Food Security to Promote Urban Agriculture and Develop Agriculture Zones and Food Zones,” particularly Section 3 thereof, provides that the Quezon City-Food Security Task Force shall be composed of representatives from the following offices or departments:

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|--------------------|---|
| Chairperson:       | City Mayor  |
| Co-Chairperson and |   |
| Action Officer:    | Sustainable Development Affairs Officer                     |
| Members:           | 1) Local Economic Investment Promotions Officer             |
|                    | 2) Small Business Cooperative Development Promotions Office |
|                    | 3) Public Employment Service Office                         |
|                    | 4) Environmental Protection and Waste Management Department |
|                    | 5) City Health Department                                   |

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- 6) City Veterinary Department
- 7) Parks Development and Administration Department
- 8) City Planning and Development Department
- 9) Barangay and Community Relations Department
- 10) Market Development and Administration Department
- 11) Committee on Micro, Small and Medium Business and Entrepreneurship of the City Council
- 12) Committee on Parks and Environment of the City Council
- 13) Agri-Business Sector
- 14) Farmer's Organization Sector
- 15) Civil Society Organization
- 16) And such other members that the City Mayor will designate;

WHEREAS, Executive Order No. 138 issued by the then President, Rodrigo R. Duterte, provides the full devolution of basic services and facilities to the National Government Agencies, Local Government Units (LGUs) including the increased share of LGUs in all national taxes and revenues.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE. – This Ordinance shall be known as Creating Forty-Four (44) New Plantilla Positions and Reorganizing the Functional Structure of the Quezon City Government's City Veterinary Department in order to Provide an Effective and Efficient Institution for the Delivery of Public Service, as well as a More Responsive Organizational Structure, and Appropriating Funds Therefor.

SECTION 2. DUTIES AND FUNCTIONS. – The primary concern of the City Veterinary Department shall be to enhance, support and promote animal health, animal welfare, public health and food security in Quezon City. In addition to those prescribed under Ordinance No. SP-2413, S-2015, the City Veterinary Department shall also perform the following duties and functions:

- 2.1 **Administrative Division** – In-charge of administrative matters of the City Veterinary Department such as, but not limited to personnel and human resource management, budget, supply and property management and such other administrative functions, including discipline of personnel.

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**2.1.1 Supervising Administrative Officer (Administrative Officer IV)**

- Assist the Chief Administrative Officer (Administrative Officer V) in supervising administrative personnel, policies, rules and regulations for the whole office;
- Supervise administrative/clerical support for the whole office;
- Help the Chief Administrative Officer (Administrative Officer V) in developing and implementing systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;
- Interpret, implement and supervise administrative personnel, policies, rules and regulations for the whole office;
- Develop and implement system and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;
- Prepare communication and work closely with other staff in establishing and developing efficient flow of documents; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.1.2 Administrative Officer II (Administrative Officer I)**

- Process applications and file records;
- Maintain updated files;
- Complete all forms;
- Answer queries by researching and retrieving files;
- Update files information;
- Process all incoming and outgoing correspondence;
- Fax and Photocopy files;
- Store and Extract files information for computer; and
- Take charge with the Human Resource Information System (HRIS) and to strengthen the Freedom of Information program of the Department.

**2.2 Animal Care and Disease Control Division** – Responsible for the prevention and control of animal communicable disease (zoonosis). Provide technical assistance to animal raisers for proper nutrition and management, promotion of animal health and welfare in conjunction with public health, establishment of workable means of investigation, surveillance, reporting and appraisal in animal disease, intelligence network and delivery of technical and other logistical requirements in the aforementioned activities.

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**2.2.1 Veterinarian II**

- Assist the Veterinarian III and Veterinarian IV in all veterinary care concerns;
- Assist and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and perform necropsy examination;
- Recommend, conduct and use laboratory animal research, testing and production which requires scientific and professional judgment based on the animal needs;
- Formulate and implement effective program of activities about veterinary care;
- Prepare and undertake work and plans of staff engaged in Veterinary work; and
- Prepare and submit reports of activities and accomplishments of veterinary care section.

**2.2.2 Medical Technologist I**

- Conduct laboratory tests, procedures, experiments and analyses to provide data for diagnosis, treatment and prevention of animal diseases;
- Prepare samples, slides, and cultures for medical review;
- Set up, calibrate, and sterilize lab equipment, as well as analyze and check the accuracy of lab reports;
- Identify, diagnose and repair issues that may arise with the laboratory equipment;
- Verify all test results and ensure that they are correctly matched with the specimen;
- Label and organize all tests appropriately to make sure that they are easily retrievable; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.2.3 Animal Keeper III**

- Ensure proper handling and storage of vaccines in the Public Veterinary Clinics;
- Assist in licensed Veterinarian in Anti-Rabies vaccination and other Veterinary-related works;
- Ensure proper disposal of hazardous wastes used after vaccination;
- Keep records of the animals' health and behavior;
- Help educate the public about the animals in our care, and the importance of conservation;

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- *Ensure that the movement and medicine records are kept up-to-date; and*
- *Perform other functions and duties as may be assigned in the interest of the public service.*

**2.2.4 Administrative Aide IV (Driver II)**

- *Drive the Mobile Clinic offering services like vaccination, registration, microchipping;*
- *Drive the Mobile spay and neuter services within Quezon City;*
- *Safely transport company staff, as well as various products and materials, to and from specified locations in a timely manner;*
- *Ensure that the vehicle is always fueled and ready for use;*
- *Keep mileage records and repair records up-to-date;*
- *Report any accidents, injuries, and vehicle damage to management;*
- *Keep the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance;*
- *Map out driving routes ahead of time to determine the most expedient trip; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

**2.3 City Pound Division** – *Conduct impounding of animals for the prevention and control of animal-borne diseases and physical damage caused by bites of vicious and stray dogs. In charge of rabies control and eradication through regular vaccination, registration, impounding of stray dogs, information and education campaign on rabies awareness and responsible pet ownership.*

**2.3.1 Veterinarian IV**

- *Supervise all animal care and adoption services of the Center;*
- *Supervise and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and perform necropsy examination as some of the programs of the Center aside from adoption includes consultation and checkup, spay and neuter, vaccination, rescue and rehoming of animals;*

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- Assist the City Veterinarian in the performance of his/her functions and duties and perform other functions and duties as may be assigned to him/her by the Veterinarian V from time to time;
- Supervise the formulation and the conduct of effective vaccination program and related work in epidemic animal diseases; and
- Supervise the formulation of feeding schedules of impounded animals.

**2.3.2 Veterinarian III**

- Supervise all animal care and adoption services of the Center;
- Supervise Veterinarian IV and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and performs necropsy examination as some of the programs of the Center, aside from adoption, includes consultation and checkup, spay and neuter, vaccination, rescue and rehoming of animals;
- Assist the Veterinarian IV in the performance of his/her functions and duties and perform other functions and duties as may be assigned to him/her by the Veterinarian IV and V from time to time;
- Supervise the formulation and the conduct of effective vaccination program and related work in epidemic animal diseases; and
- Supervise the formulation of feeding schedules of impounded animals.

**2.3.3 Veterinarian II**

- Assist the Veterinarian III in animal care and adoption concerns;
- Assist in the formulation of effective animal care and adoption programs in the City;
- Formulate and conduct effective vaccination program and related work in epidemic animal diseases;
- Formulate feeding schedules of impounded animals;
- Prepare monthly reports;
- Supervise in the orienting, training and deputizing of the Barangay Animal Control Officer (BACO) of all one hundred forty-two (142) barangays in Quezon City as one of the primary duties of Quezon City Veterinary Department; and

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- Perform other functions and duties as may be assigned in the interest of the public service.

**2.3.4 Veterinarian I**

- Assist the Veterinarian III and Veterinarian II in the formulation of an effective program of activities to totally eradicate stray animals in the City;
- Assist in the formulation of effective animal care and adoption programs in the City;
- Formulate and conduct effective vaccination program and related work in epidemic animal diseases;
- Formulate policies concerning disposal of impounded animals;
- Formulate feeding schedules of impounded animals;
- Supervise dog catchers during operation;
- Prepare monthly reports; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.3.5 Animal Keeper III**

- In charge of the training, rehoming, feeding, rescue and provision of such veterinary care for an injured or ill impounded animal as may be reasonably necessary to sustain its life;
- Assist the Veterinarian I in animal care and adoption concerns;
- Record all animal birth, deaths and vet appointments, and any other details which need to be acted upon/referred to;
- Help in all adoption, spay and neuter, and vaccination concerns; and
- Take charge in the orientation, training and deputization of the Barangay Animal Control Officer (BACO) of all one hundred forty-two (142) barangays in Quezon City, as one of the primary duties of Quezon City Veterinary Department.

**2.3.6 Administrative Aide IV (Driver II)**

- Drive the additional animal mobile rescue;
- Safely transport company staff, as well as various products and materials, to and from specified locations in a timely manner;

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- *Ensure that the vehicle is always fueled and ready for use;*
- *Keep mileage records and repair records up-to-date;*
- *Report any accidents, injuries, and vehicle damage to management;*
- *Keep the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance;*
- *Map out driving routes ahead of time to determine the most expedient trip; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

2.4 **Food Hygiene and Regulatory Division** – *Ensure the safety and quality of meat and meat products for human food including but not limited to humane handling of slaughtered animals, ante-mortem and post-mortem inspection, and conduct regulatory activities such as registration, licensing, accreditation and enforcement of regulations.*

2.4.1 **Veterinarian III**

- *Supervise the performance of ante-mortem inspection of all domestic food animals intended to be slaughtered to ensure disease-free meat and meat products that will be delivered to different city markets, carinderias, hotels and other food establishments and meat outlets;*
- *Supervise the performance of all kinds of poultry in order to protect the consuming public from eating diseased poultry meat and meat products, as well as previously dead poultry used as meat;*
- *Regulate and control the slaughtering of food animals and prohibit the slaughtering of animals in places other than the authorized abattoirs;*
- *Supervise and provide for the stamping of carcasses or meat of slaughtered animals and abattoirs;*
- *Supervise the issuance of meat inspection certificates for meat carcasses that are fit for human consumption in the slaughterhouses;*
- *Enforce and implement all laws, presidential decrees, ordinances, administrative orders, rules and regulations of meat inspection; and*
- *Perform other functions and duties as may be assigned in the interest of the public service.*

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**2.4.2 Veterinarian II**

- Assist the Veterinarian III in the performance of ante-mortem inspection of all domestic food animals intended to be slaughtered to ensure disease-free meat and meat products that will be delivered to different city markets, carinderias, hotels and other food establishments and meat outlets;
- Inspect all kinds of poultry in order to protect the consuming public from eating diseased poultry meat and meat products, as well as previously dead poultry used as meat;
- Regulate and control the slaughtering of food animals and prohibit the slaughtering of animals in places other than the authorized abattoirs;
- Provide for the stamping of carcasses or meat of slaughtered animals and abattoirs;
- Issue meat inspection certificates for meat carcasses that are fit for human consumption in the slaughterhouses;
- Enforce and implement all laws, presidential decrees, ordinances, administrative orders, rules and regulations of meat inspection; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.4.3 Veterinarian I**

- Assist the Veterinarian III and Veterinarian II in the performance of ante-mortem inspection of all domestic food animals intended to be slaughtered to ensure disease-free meat and meat products that will be delivered to different city markets, carinderias, hotels and other food establishments and meat outlets;
- Inspect all kinds of poultry in order to protect the consuming public from eating diseased poultry meat and meat products, as well as previously dead poultry used as meat;
- Regulate and control the slaughtering of food animals and prohibit the slaughtering of animals in places other than the authorized abattoirs;
- Provide for the stamping of carcasses or meat of slaughtered animals and abattoirs;
- Issue meat inspection certificates for meat carcasses that are fit for human consumption in the slaughterhouses;

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- Enforce and implement all laws, presidential decrees, ordinances, administrative orders, rules and regulations of meat inspection; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.4.4 Meat Inspector III**

- Assist Meat Control Officer II in the conduct of trainings of meat retailers including possible signs of meat diseased infected, putrefied, contaminated or is otherwise unsafe, whether due to ASF or other reasons;
- Inspect the retailers with a view to containing the spread of ASF which a need of additional meat inspectors is understandable;
- Monitor hygiene, sanitation and implementation of GMP/SSOP by meat establishments;
- Certify the fitness of meat and edible offals for transport outside of the City;
- Enforce the hygienic and sanitary requirements of meat establishments and meat conveyances;
- Train Meat Inspector II and I in performing post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy, and fit for human consumption;
- Conduct post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy, and fit for human consumption;
- Inspect fish products in the markets, groceries and other fish establishments;
- Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same;
- Assist in the licensing of butchers, meat handlers and meat vendors within the City;
- Assist in the registration of meat vans, meat shops, and other meat establishments; and
- Perform other functions and duties as may be assigned in the interest of the public service.

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**2.4.5 Meat Inspector II**

- Assist Meat Inspector III in the conduct of trainings of meat retailers including possible signs of meat disease-infected, putrefied, contaminated or is otherwise unsafe, whether due to ASF or other reasons;
- Inspect the retailers with a view to containing the spread of ASF which a need of additional meat inspectors is understandable;
- Monitor hygiene, sanitation and implementation of GMP/SSOP by the Meat establishment;
- Certify the fitness of meat and edible offals for transport outside of the City;
- Enforce the hygienic and sanitary requirements of meat establishments and meat conveyances;
- Perform post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy, and fit for human consumption;
- Inspect fish products in the markets, groceries and other fish establishments;
- Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same;
- Assist Meat Inspector III in the licensing of butchers, meat handlers and meat vendors within the City;
- Assist Meat Inspector III in the registration of meat vans, meat shops, and other meat establishments; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.4.6 Meat Inspector I**

- Assist the Meat Inspector II in the conduct of trainings of meat retailers including possible signs of meat disease-infected, putrefied, contaminated or is otherwise unsafe, whether due to ASF or other reasons;
- Inspect the retailers with a view to containing the spread of ASF which a need of additional meat inspectors is understandable;
- Monitor hygiene, sanitation and implementation of GMP/SSOP by meat establishments;
- Certify the fitness of meat and edible offals for transport outside of the province;
- Enforce the hygienic and sanitary requirements of meat establishments and meat conveyances;

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- Assist the Meat Inspector II in performing post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy, and fit for human consumption;
- Inspect fish products in the markets, groceries and other fish establishments;
- Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same;
- Assist Meat Inspector II in the licensing of butchers, meat handlers and meat vendors within the City;
- Assist Meat Inspector II in the registration of meat vans, meat shops, and other meat establishments; and
- Perform other functions and duties as may be assigned in the interest of the public service.

**2.4.7 Administrative Aide IV (Driver II)**

- Drive the monitoring and freezer van;
- Safely transport company staff, as well as various products and materials, to and from specified locations in a timely manner;
- Ensure that the vehicle is always fueled and ready for use;
- Keep mileage records and repair records up-to-date;
- Report any accidents, injuries, and vehicle damage to management;
- Keep the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance;
- Map out driving routes ahead of time to determine the most expedient trip; and
- Perform other functions and duties as may be assigned in the interest of public service.

SECTION 3. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN. – The following shall be the Organizational Structure and Staffing Pattern of the City Veterinary Department consistent with personnel schedule and qualification standards promulgated by the Civil Service Commission and other civil service laws, rules and regulations, and without prejudice to existing appointed regular positions, as provided under Ordinance No. SP-1373, S-2004:

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3.1 Summary of Plantilla Positions for Creation

NO. OF POSITION	POSITION TITLES	SALARY GRADE
<b>ADMINISTRATIVE DIVISION</b>		
1	Supervising Administrative Officer (Administrative Officer IV)	22
1	Administrative Officer II (Administrative Officer I)	11
<b>ANIMAL CARE AND DISEASE CONTROL DIVISION</b>		
2	Veterinarian II	16
1	Medical Technologist I	11
6	Animal Keeper III	9
1	Administrative Aide IV (Driver II)	4
<b>CITY POUND DIVISION</b>		
1	Veterinarian IV	22
1	Veterinarian III	19
2	Veterinarian II	16
1	Veterinarian I	13
12	Animal Keeper III	9
2	Administrative Aide IV (Driver II)	4
<b>FOOD HYGIENE AND REGULATORY DIVISION</b>		
2	Veterinarian III	19
1	Veterinarian II	16
2	Veterinarian I	13
2	Meat Inspector III	11
2	Meat Inspector II	8
2	Meat Inspector I	6
2	Administrative Aide IV (Driver II)	4

3.2 Organizational Structure - Please refer to “Annex A”.

SECTION 4. RECTIFICATION. – There are existing Plantilla Positions which are not in accordance with the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS- LGU) CY 2021.

The correction of the position titles and salary grade of non-conforming filled plantilla positions shall take effect upon vacancy pursuant to Section 325(f) of Republic Act No. 7160.

SECTION 5. APPROPRIATIONS. – The necessary funds for the basic annual compensation of personnel, who will fill up the additional plantilla positions as herein above created, are hereby appropriated.

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*SECTION 6. SEPARABILITY CLAUSE. – Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, those parts that are not so declared shall remain in full force and effect.*

*SECTION 7. REPEALING CLAUSE. – Any ordinance, executive order, local issuances or rules and regulations or parts thereof which are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.*

*SECTION 8. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.*

*ENACTED: September 4, 2023.*



GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

ATTESTED:



ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

APPROVED: OCT 05 2023



MA. JOSEFINA G. BELMONTE  
City Mayor

**CERTIFICATION**

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on September 4, 2023 and was PASSED on Third/Final Reading on September 11, 2023.*



ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

