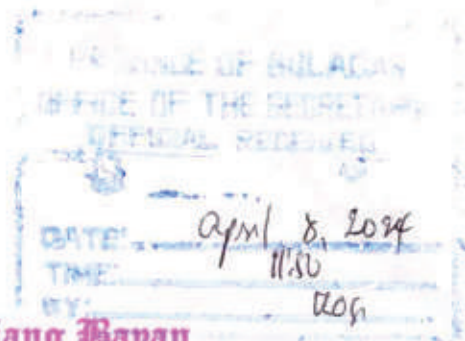




Republic of the Philippines
Province of Bulacan
Municipality of Marilao



Office of the Secretary to the Sangguniang Bayan

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF MARILAO, PROVINCE OF BULACAN, HELD AT THE
SESSION HALL OF THE MUNICIPAL BUILDING ON
NOVEMBER 12, 2025**

PRESENT:

Hon. Ariel P. Amador

Municipal Vice Mayor
Presiding Officer

COUNCILORS:

Hon. Maria Luisa I. Silvestre
Hon. Juanito H. Santiago
Hon. Vanessa Valdez-Seminiano
Hon. Harvey C. Mediante

Hon. Mary Del A. Jasa-Aquino
Hon. Wilfredo D. Diaz
Hon. Divina E. Reyes
Hon. Jessalyn Mahilac-Dela Cruz

EX-OFFICIO:

Hon. Guillermo T. Paraoan Jr. (ABC President)
Hon. Carlo Gabriel G. Solis (SK President)

MUNICIPAL ORDINANCE NO. 1077 C.Y. OF 2025

Sponsored by:

Councilor Mary Del Jasa-Aquino
Councilor Vanessa Valdez-Seminiano
Municipal Vice Mayor Ariel P. Amador

AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICE OFFICE (GSO), PROVIDING FOR ITS ORGANIZATION, DEFINING ITS FUNCTIONS, FUNDING, AND FOR OTHER PURPOSES IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN.

WHEREAS, the Office of the Mayor presented to this August Body a Letter of Endorsement entitled: "An Ordinance establishing the Municipal General Service Office (GSO), providing for its organization, functions, funding, and for other purposes." for appropriate actions;

WHEREAS, Section 76 of R.A. 7160, otherwise known as the Local Government Code of 1991, provides that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, there is a necessity to establish a dedicated General Services Office to ensure efficient management of government-owned properties, supplies, materials, equipment, and other logistical resources of the Municipal Government of Marilao;

REGULAR SESSION
MUNICIPAL ORDINANCE NO. 1077 C.Y. OF 2025

WHEREAS, the creation of the General Services Office will promote accountability, transparency, efficiency, and standardization in procurement, property management, maintenance, and other support services of the Municipality;

NOW, THEREFORE, on motion of Honorable Mary Del Jasa-Aquino, duly seconded by Honorable Maria Luisa I. Silvestre, and upon unanimous vote,

BE IT ORDAINED by the Sangguniang Bayan of Marilao, Bulacan, in session assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as “Establishing the Municipal General Service Office in the Municipality of Marilao, Province of Bulacan;”

SECTION 2. CREATION OF THE GENERAL SERVICES OFFICE. There is hereby created a General Services Office (GSO) in the Municipal Government of Marilao, which shall be under the Office of the Municipal Mayor.

SECTION 3. GENERAL MANDATE. The General Services Office shall be responsible for ensuring the proper procurement, management, maintenance, and disposal of government property, supplies, and equipment, and for providing general administrative support services necessary for efficient operations of all municipal departments.

The establishment of General Services Office (GSO) will centralize and professionalize its functions, ensuring that the municipality’s assets and support services are properly managed, safeguarded, and optimized to support frontline service delivery.

SECTION 4. FUNCTIONS. The General Service Office shall provide expertise in technical assistance to the Municipal Mayor in the implementation of measures to ensure the delivery of basic services and provision of adequate facilities, and shall develop general services plans and strategies and implement the same upon approval of the Municipal Mayor.

The General Service Office shall perform the following functions:

A. Property and Supply Management

1. Take custody of and be accountable for all municipal properties, plants, and equipment.
2. Maintain an updated inventory of all municipal assets.
3. Conduct inspection, acceptance, and issuance of supplies, materials, and equipment.
4. Ensure proper storage, safekeeping, and stock control of supplies and materials.
5. Process requests for issuance of supplies and equipment from offices.

B. Procurement Support

1. Assist the Bids and Awards Committee (BAC) by providing technical and logistical support.
2. Prepare and consolidate Project Procurement Management Plans (PPMPs).
3. Maintain procurement records and documents.
4. Ensure compliance with procurement laws, rules, and regulations.

C. Records and Administrative Support

1. Administer the property and supply records system.
2. Maintain files of purchase orders, inventory records, and disposal documents.
3. Handle correspondence related to general services.
4. Prepare periodic reports required by the Mayor or Sangguniang Bayan.

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MUNICIPAL ORDINANCE NO. 1077 C.Y. OF 2025

D. Maintenance and Motorpool Services

1. Provide general maintenance and repair of municipal vehicles, heavy equipment, tools, and facilities.
2. Regulate fuel issuance and monitor vehicle usage and logbooks.
3. Ensure timely servicing, insurance, and registration of municipal vehicles.

E. Building and Grounds Maintenance

1. Maintain municipal buildings, offices, parks, and public grounds.
2. Oversee janitorial, sanitation, and security services of the LGU.
3. Monitor the condition of facilities and recommend repairs or improvements.

F. Disposal of Unserviceable Properties

1. Conduct inspection and appraisal of unserviceable or obsolete properties.
2. Facilitate disposal through public auction, negotiated sale, or destruction in accordance with COA rules.
3. Maintain disposal records and update the inventory.

G. Additional Functions

1. Ensure compliance with COA, DBM, DILG, and other national regulations.
2. Perform such other duties as may be assigned by the Municipal Mayor or required by law.

SECTION 5. ORGANIZATIONAL STRUCTURE

The General Services Office shall be headed by a **General Services Officer**, who shall be assisted by the following units and personnel, subject to availability of funds and approval in the Annual Budget:

- Property and Supply Management Section
- General Administrative Services
- Records Section
- Motorpool & Maintenance Section
- Public Facilities Management Section
- Procurement Support Section

The specific staffing pattern shall be prepared by the Human Resource Management Office and approved by the Sangguniang Bayan, which shall be submitted to the Sangguniang Bayan for its adoption and approval, subject to existing budgetary constraints.

SECTION 6. APPROPRIATIONS - Funds necessary for the establishment and operation of the General Services Office shall be included in the Annual Budget of the Municipality of Marilao.

SECTION 7. REPEALING CLAUSE. All prior ordinances or any part thereof, or any other ordinance which are contrary to or inconsistent with the provision of this Ordinance, are hereby repealed or amended accordingly;

SECTION 8. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance shall be declared unconstitutional or invalid, the other provisions not declared are not affected by such declaration and shall remain in full force and effect;

SECTION 9. EFFECTIVITY. This Ordinance shall take effect upon approval and compliance with the posting and publication requirements *under existing laws*.


**REGULAR SESSION
MUNICIPAL ORDINANCE NO. 1077 C.Y. OF 2025**

APPROVED by the Sangguniang Bayan of the Municipality of Marilao, Province of Bulacan, this 12th day of November, 2025.

I hereby certify that this Ordinance has been duly approved by the Sangguniang Bayan.


EDGAR P. RAMIREZ
Secretary to the Sangguniang Bayan

ATTESTED:


ARIEL P. AMADOR
Presiding Officer
Municipal Vice Mayor

APPROVED DATE: 12-18-25


ATTY. JEMINA M. SY
Municipal Mayor 



Republic of the Philippines
Province of Bulacan
Municipality of Marilao

Human Resource Management Office

February 26, 2026

CERTIFICATION

This is to certify that an appropriation in the amount of Two Hundred Twelve Million Four Hundred Eighty-One Thousand Six Hundred Twenty-Two Pesos (P 212,481,622.00) has been duly provided under the approved Annual Budget of the Municipality of Marilao for the creation of the General Services Office.

This certification is issued upon request for whatever legal purposes it may serve.



MERCEDITA H. DEL ROSARIO
Human Resource Management Officer V



2nd Floor, Municipal Bldg., Patubig, Marilao, Bulacan
MarileNews | Atty. Jem Sy (044) 919 8191 www.marilao.gov.ph

Republika ng Pilipinas
Lalawigan ng Bulakan
Bayan ng Marilao

LOCAL FINANCE COMMITTEE


Enero 14, 2026


PAGPAPATUNAY

Sa Kinauukulan:

Ang Local Finance Committee na nakalagda sa ibaba ay nagpapatunay na may sapat na halaga ang kabang bayan ng Marilao para sa "Creation of Municipal General Services Office (GSO)" na may kabuuang halagang **DALAWANG DAAN LABINDALAWANG MILYON APAT NA RAAN WALUMPU'T ISANG LIBO ANIM NA RAAN DALAWAMPU'T DALAWANG PISO (P212,481,622.00)** na nakapaloob sa Taunang Badyet 2026.


JEREMY C. FRANCISCO
OIC-Mun. Planning & Dev't. Coordinator


MIRAQUEL B. LEGACION
Municipal Treasurer


ROSALIE S. VILLADOS
Municipal Budget Officer



Municipal Planning and Development Office

CERTIFICATION

This is to certify that the following items are included in the Annual Investment Program CY 2026:

AIP Code	Office	Item	Remarks
1000-000-3-03-008-002	General Services Office	General Management and Supervision	Creation of Municipal General Service Office and position of Municipal General Services Officer
8000-000-3-03-009-002	Municipal Veterinary Office	General Management and Supervision	Creation of Municipal Veterinary Office and position of Municipal Veterinarian

Given this 4th day of February, 2026 at Patubig, Marilao, Bulacan.

Certified by:



JEREMY C. FRANCISCO, DLUP
 OIC-Mun. Planning and
 Development Coordinator





Human Resource Management Office

PROPOSAL FOR THE CREATION OF THE GENERAL SERVICES OFFICE (GSO) AND MUNICIPAL GENERAL SERVICES OFFICER

In line with the continuing effort of the Municipal Government of Marilao to strengthen administrative efficiency and promote effective delivery of support services, the creation of a General Services Office (GSO) is hereby proposed.

Currently, the functions related to property and supply management, maintenance of facilities, records management, and general utility services are dispersed among several offices. This setup causes duplication of work, lack of centralized accountability, and inefficiency in managing municipal resources.

The establishment of a General Services Office (GSO) will centralize and professionalize these functions, ensuring that the municipality's assets and support services are properly managed, safeguarded, and optimized to support frontline service delivery.

The proposed General Services Office (GSO) aims to:

- a. Centralize all general administrative support functions of the municipality;
2. Promote efficiency, transparency, and accountability in property and supply management;
- c. Ensure proper maintenance of all municipal buildings, vehicles, and facilities;
- d. Establish effective records and archiving systems;
- e. Support all municipal offices through timely provision of general and logistical services.

FUNCTIONS OF THE GENERAL SERVICES OFFICE

The General Services Office shall perform the following functions:

A. Property and Supply Management

- Take custody of, maintain, and be accountable for all municipal properties (real and personal);
- Conduct periodic physical inventory of property, plant, and equipment;
- Manage procurement, storage, and issuance of supplies and materials;
- Supervise disposal of unserviceable properties in accordance with COA and DBM regulations.

B. Maintenance and Support Services

- Maintain and repair municipal buildings, vehicles, and equipment;
- Supervise janitorial, security, and landscaping services;
- Ensure cleanliness, safety, and proper upkeep of all municipal facilities.





Human Resource Management Office

C. Records Management

- Implement a records management and archiving system compliant with the National Archives of the Philippines and DILG guidelines;
- Maintain centralized control of official records, reports, and communications;
- Supervise safekeeping and disposal of old or inactive records.

D. Motorpool and Transport Management

- Oversee the scheduling, maintenance, and repair of all municipal vehicles;
- Implement fuel monitoring and preventive maintenance programs;
- Ensure compliance with transportation safety standards.

E. Procurement Support and Logistics

- Assist the Bids and Awards Committee (BAC) and Procurement Office in logistics, supply documentation, and storage;
- Maintain an updated supplier registry and procurement performance record.

Prepared by:



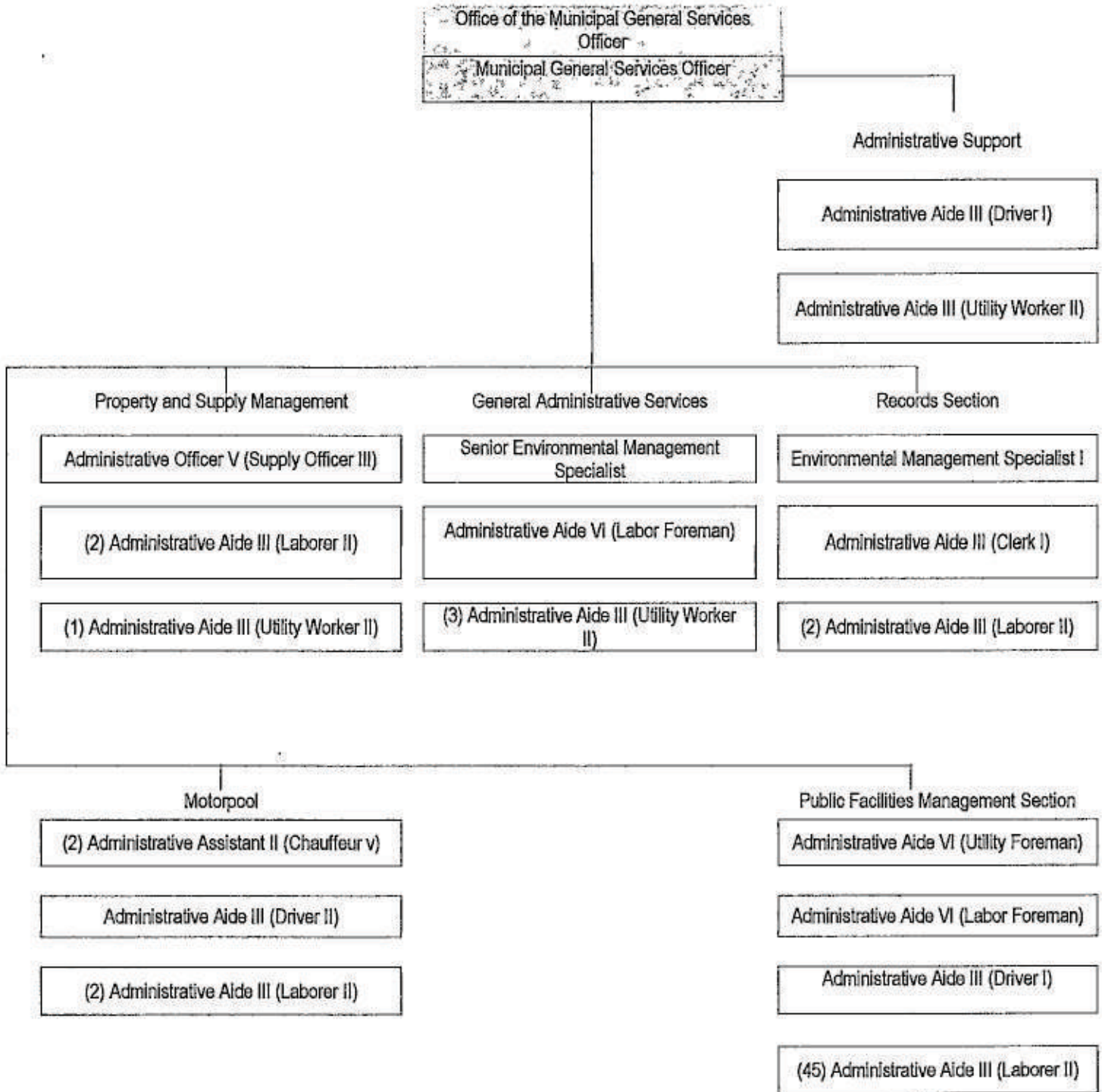
Mercedita H. del Rosario
Human Resource Management Officer V





Human Resource Management Office

PROPOSED ORGANIZATIONAL STRUCTURE



(The number of Utility Workers and support staff may be adjusted depending on actual organizational needs and budget availability.)

