

Republika ng Pilipinas
Lalawigan ng Bulacan
Bayan ng Marilao

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 1078 C.Y. OF 2025

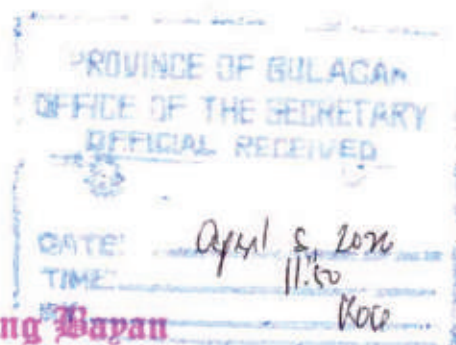
November 12, 2025

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) FOR THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN, DEFINING ITS FUNCTIONS AND POWERS, PROVIDING THE NECESSARY FUNDS THEROF AND ANOTHER PURPOSES.

	Receiving Office	Received By: (Print Name & Signature)	Date Received
1	Mayor's Ofc		12-19-2025
2	MPDO		12-19-25
3	GSO		12-19-25
4	OSCP 1-ORIG 2- XEROX		4-8-26
5	BUDGET OFC.		1-13-26
6	PRO 1-ORIG 5-XEROX		14-08-26
7			
8			
9			



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. 1078 C.Y. OF 2025

Sponsored by:

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

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER) FOR THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN, DEFINING ITS FUNCTIONS AND POWERS, PROVIDING THE NECESSARY FUNDS THEREOF, AND OTHER PURPOSES.

WHEREAS, the Office of the Mayor presented to this August Body a Letter of Endorsement entitled: *'An Ordinance creating the position of Municipal Government Department Head I (Municipal General Services Officer) for the Municipal Government of Marilao, Province of Bulacan, and providing the necessary funds thereof.'* 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, it was also provided in Section 447 (a) (vii) of the same Act that the Sangguniang Bayan is empowered to determine the positions and salaries including allowances and other emoluments and benefits of the employees of the municipal government;

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WHEREAS, the Municipality of Marilao recognizes the need for a centralized office that will oversee property and supply management, maintenance of government facilities, disposal of unserviceable properties, and other support essential to municipal operations.

WHEREAS, the creation of a Municipal General Services Office will ensure accountability, transparency, and improved delivery of general administrative services;

WHEREAS, the creation of the position (Department head 1- General Services Officer 1) is in accordance with sections 76, 78, 443 (c) (2) and 447 (a) (1) and (viii) of Republic Act No. 7160, also known as the Local Government Code of 1991;

NOW, THEREFORE, on motion of Honorable Mary Del Jaso-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 "*Creation of the position of Municipal Government Department Head I (Municipal General Services Officer)* in the Municipality of Marilao, Province of Bulacan;"

SECTION 1. CREATION OF POSITION - There is hereby created a **Municipal Government Department Head I (Municipal General Services Officer** in the Municipal Government of Marilao, which shall be under the Office of the Municipal Mayor. **General Services Officer**, shall head the General Services Office and be responsible for planning, directing, and supervising all activities and personnel of the Office. The General Services Officer shall exercise authority over the operations of all sections under the GSO and shall perform such other duties as may be assigned by the Municipal Mayor or prescribed by law and regulation or ordinance.

SECTION 2. APPOINTING AUTHORITY. The position of *Municipal Government Department Head I (Municipal General Services Officer)* with SG-24 as maybe adjusted by DBM under existing circulars, shall be appointed by the Municipal Mayor which shall be subject to existing rules and regulations promulgated by the Civil Service Commission and other related laws or ordinances.

SECTION 3. QUALIFICATIONS OF THE GENERAL SERVICES OFFICER. The qualifications of said position item shall be in accordance with the qualification standards set by the Civil Service Commission (CSC) and manual on position classification and compensation submitted by the Department of Budget and Management (DBM).

The General Services Officer shall have the following minimum qualifications:

1. Filipino citizen;
2. Good moral character;
3. A bachelor's degree relevant to the duties of the office;
4. At least three (3) years of relevant experience in procurement, property, or supply management;
5. Career Service Professional;
6. 16 hours of relevant training; and
7. Other qualifications required under *existing civil service laws and regulations*.

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SECTION 4. DUTIES AND FUNCTIONS. The duties and functions of **General Service Officer** shall be in accordance with the qualification standards set by the Civil Service Commission (CSC) and manual on position classification and compensation submitted by the Department of Budget and Management (DBM) memorandums/circulars.

A. Property and Supply Management.

1. Take custody of, and be accountable for, all municipal properties, plants, buildings, equipment, and supplies.
2. Maintain an updated and accurate inventory of government properties.
3. Supervise inspection, acceptance, issuance, storage, and proper utilization of supplies, materials, and equipment.
4. Ensure compliance with COA rules on inventory, safekeeping, stock cards, and property accountability.

B. Procurement Support and BAC Assistance.

1. Provide technical and administrative support to the Bids and Awards Committee (BAC).
2. Consolidate and review Project Procurement Management Plans (PPMPs) from all offices.
3. Keep and maintain procurement records and documents.
4. Ensure adherence to RA 9184 (Government Procurement Reform Act) and its IRR.

C. Repair and Maintenance.

1. Supervise maintenance, repair, and servicing of municipal buildings, facilities, motor vehicles, and heavy equipment.
2. Ensure that all municipal vehicles are properly registered, insured, and regularly serviced.

D. Building and Grounds Management.

1. Oversee janitorial, landscaping, sanitation, and security services of the LGU.
2. Ensure cleanliness, safety, and functionality of municipal buildings and public grounds.

E. Disposal and Appraisal of Unserviceable Properties.

1. Conduct inspection and appraisal of unserviceable, obsolete, or damaged properties.
2. Recommend appropriate disposal through auction, sale, or destruction in accordance with COA rules.
3. Maintain and update disposal records and inventory adjustments.

F. Administrative and Records Functions.

1. Establish and maintain a records system for property, procurement, and maintenance operations.
2. Prepare periodic reports required by the Mayor, COA, DBM, CSC, or Sangguniang Bayan.
3. Supervise personnel under the General Services Office.

G. Other Functions.

1. Perform such other duties as may be assigned by the Municipal Mayor or required by national laws and regulations.

SECTION 5. APPROPRIATION OF FUNDS. Funds for the salaries, allowances and benefits accruing to the said position was included in the municipal Annual Budget to commence on the Calendar Year 2026.

SECTION 6. 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;

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SECTION 7. 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 8. EFFECTIVITY. This Ordinance shall take effect upon approval and compliance with the posting and publication requirements under existing laws.

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: 12-15-25


ATTY. JEMINA M. SY
Municipal Mayor



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

Municipal Government Department Head I (Municipal General Services Officer)
Duties and Functions:

1. Supervise the receipt, custody, distribution, inventory, and disposal of government properties and assets in accordance with COA rules and regulations.
2. Manage procurement requests, warehousing, issuance of supplies, and maintenance of stock cards and property records in coordination with BAC and Accounting.
3. Oversee maintenance, repair, and security of municipal buildings, offices, public facilities, and government-owned structures.
4. Supervise operation, repair, preventive maintenance, and dispatching of government vehicles and heavy equipment.
5. Conduct regular physical inventory of properties, prepare inventory reports, and ensure compliance with COA requirements.
6. Facilitate appraisal, condemnation, auction, or disposal of unserviceable equipment and materials in compliance with COA guidelines.
7. Supervise janitorial, landscaping, and utility personnel; ensure the cleanliness and orderliness of municipal premises.
8. Develop and implement policies on property utilization, supply management, and general services operations.
9. Direct and supervise GSO personnel, prepare office plans, budgets, and accomplishment reports.
10. Perform other duties as may be assigned by the Municipal Mayor



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 Government Department Head I (Municipal General Services Officer)" na may kabuuang halagang **ISANG MILYON PITONG DAAN SIYAMNAPU'T LIMANG LIBO ANIM NA RAAN TATLUMPU'T ISANG PISO AT 90/100 (P1,795,631.90)** 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



Human Resource Management Office

February 26, 2026

CERTIFICATION

This is to certify that an appropriation in the amount of One Million Seven Hundred Ninety-Five Thousand Six Hundred Thirty-One Pesos and Ninety Cents, ₱ 1,795,631.90 has been duly provided under the approved Annual Budget of the Municipality of Marilao for the creation of the position of Municipal Government of Department Head I (Municipal General Services Officer) under the General Services Office.

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



MERCEDITA H. DEL ROSARIO
Human Resource Management Officer V





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.
- b. 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:



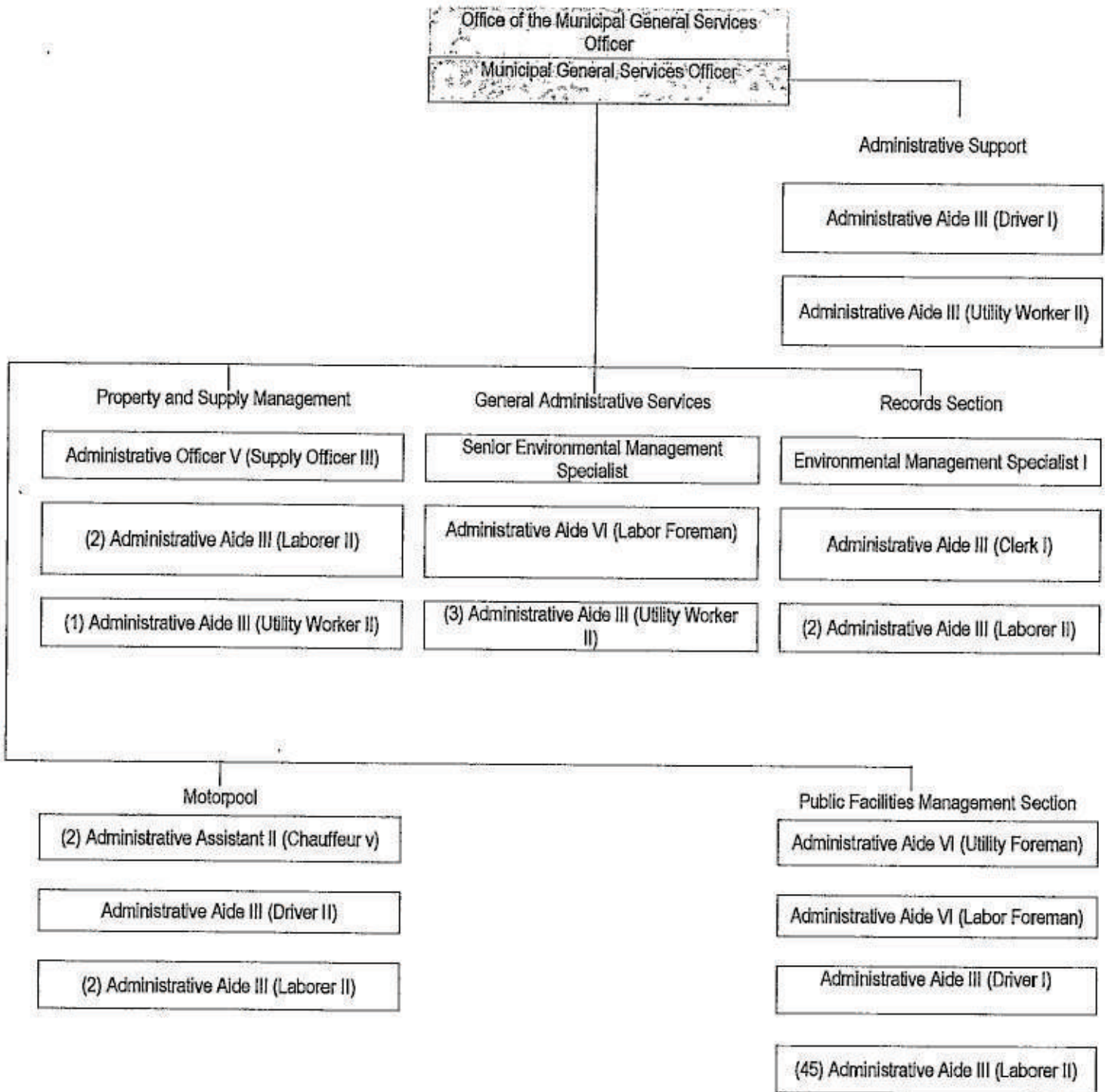
Mercedita H. del Rosario
Human Resource Management Officer V





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.)

