

# FUNCTIONAL STRUCTURE

## **Vice Mayor**

The Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod and sign all warrants drawn on the city treasury for all expenditures appropriated for the operation of the Sangguniang Panlungsod.

Subject to Civil Service law, rules, and regulations, appoints all officials and employees of the Sangguniang Panlungsod, except those whose manner of appointment is specifically provided in Local Government Code of 1991.

The Vice Mayor shall assume the Office of the Mayor for the unexpired term of the latter in the event of permanent vacancy as provided for in Section 44, Book I of the said Code.

The Vice Mayor shall also exercise powers and perform duties and functions of the City Mayor in case of temporary vacancy as provided for in Section 46, Book I of the Local Government Code of 1991 and shall exercise such powers and perform such other duties and functions as may be prescribed by law or ordinance.

## **Sangguniang Panlungsod**

The Sangguniang Panlungsod, as the legislative body of the City, shall be composed of the Vice Mayor as Presiding Officer, the regular Sanggunian members, the President of the City Chapter of the Liga ng mga Barangay, the president of the Panlungsod na Pederasyon ng mga Sanggunian Kabataan.

The Sangguniang Panlungsod shall enact ordinances, approve resolution and appropriate funds for the general welfare of the city and its inhabitants.

## **SP Secretary/Office of the Secretariat**

The Office of the SP Secretary provides secretariat to the City Council in their performance of their duties and responsibilities.

### **JOURNAL / MINUTES DIVISION**

Preparation of agenda and other related documents necessary for the efficient and orderly conduct of every session conducted once every week or as the need arises.

### **ADMINISTRATIVE DIVISION**

Provides administrative services to the Sangguniang Panlungsod which includes, but is not limited to, records management, personnel management, provision of office supplies, equipment and logistic requirements as well as publication and posting of notices, of public hearings, enacted ordinances and approved resolutions.

### **ORDINANCES AND RESOLUTION DIVISION**

Keeps records of minutes and proceedings of the SP sessions.  
Disseminates to all concerned, the policies of the city government in the form of ordinances and resolutions.