



Republic of the Philippines
CITY OF CAGAYAN DE ORO
OFFICE OF THE CITY COUNCIL
(088)857-4029; 857-4035; 857-2258; 857-4032



January 24, 2017

MR. RAMON L. FERNANDEZ
Vice Chairman
Cagayan de Oro Housing Board
Cagayan de Oro City

Sir:

Enclosed is a copy of **Ordinance No. 13175-2016**, current series, passed by the City Council, this City, in its Regular Session on the **19th day of December 2016**, to wit:

“CREATING THE CITY HOUSING AND URBAN DEVELOPMENT DEPARTMENT (CHUDD) AS A DISTINCT AND SEPARATE DEPARTMENT, PROVIDING FOR ITS FUNCTIONS AND ORGANIZATIONAL STRUCTURE, SUBJECT TO ALL LAWS AND EXISTING LEGAL RULES AND REGULATIONS; AND FOR OTHER PURPOSES”

for your information and appropriate action.

Thank you very much.

Very truly yours,

RAUL G. MOLDEZ
Assistant City Secretary

*grt

*Recd: J
1/25/17*

RECEIVED	
SHELTER AND HOUSING DEVELOPMENT MULTI-SECTORIAL TASK FORCE	
BY: _____	<i>[Signature]</i>
DATE: _____	1-25-17



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ORDINANCE NO. 13175 - 2016

AN ORDINANCE CREATING THE CITY HOUSING AND URBAN DEVELOPMENT DEPARTMENT (CHUDD) AS A DISTINCT AND SEPARATE DEPARTMENT, PROVIDING FOR ITS FUNCTIONS AND ORGANIZATIONAL STRUCTURE, SUBJECT TO ALL LAWS AND EXISTING LEGAL RULES AND REGULATIONS; AND FOR OTHER PURPOSES

BE IT ENACTED by the City Council (*Sangguniang Panlungsod*) of Cagayan de Oro City in session assembled, that:

SECTION 1. Title – This ordinance shall be known and cited as the City Housing and Urban Development Department (CHUDD) Ordinance of 2016.

SECTION 2. Creation – There is hereby created the City Housing and Urban Development Department (CHUDD) as a separate and distinct Department of the City Government of Cagayan de Oro.

SECTION 3. Functions – The City Housing and Urban Development Department (CHUDD) shall have the following functions:

- a) Provide decent shelter to Kagay-anons especially to the underprivileged and homeless whose lives are economically challenged and their occupancy in the land is uncertain;
- b) Engage line agencies of government and stakeholders for the City Comprehensive Land Use Plan;
- c) Provide for a comprehensive and workable Local Shelter Plan, including functional policies to ensure the delivery of the housing program and its contribution to the sustainable and resilient development of the City;
- d) Collaborate with Barangay Officials in the creation of a Barangay Shelter Program and Committee in order to strengthen participation of barangay units and help ensure the identification of rightful beneficiaries;
- e) Ensure and equitable land banking system that will provide the security of tenure to socialized housing beneficiaries but also respect the rights and provide just compensation of the small property owners;
- f) Strongly engage the multi-stakeholders or initiate people's participation in the whole process of implementing the housing program of the City; and
- g) Proactively facilitate the capability of the City and the Department, both personnel and facilities, in undertaking this important task of providing socialized decent shelter.

SECTION 4. Organizational Structure and Staffing Pattern – The CHUDD shall be headed by a City Government Department Head II (Salary Grade 26) and an Assistant City Government Department Head II (Salary Grade 24), with the following divisions and corresponding functions:

A. ADMINISTRATIVE AND SUPPORT SERVICES

- A.1 Primarily handle all the necessary administrative functions of the Department.
- A.2 Facilitate the database and information management system, research and development.
- A.3 Provide support services that will help facilitate the delivery of the program especially in engaging the major stakeholders of housing among the other government agencies, private sector and importantly the barangay local government units, the related legal services and in generating funds for social housing.

B. URBAN DEVELOPMENT PLANNING

- B.1 Lead in the crafting of a Comprehensive City Urban Development Plan to serve as basis for achieving the goals of the Department. The plan will cover (1) review and rationalization of existing Land Use Plans and housing programs, (2) provide social housing and other related activities such as the development of livelihood programs, public transport systems, maintenance of ecological balance and monitoring of population growth.



C. LAND BANKING, HOUSING AND EMANCIPATION

- C.1 Proactively engage in land banking and initiate basic land development, which is a critical function in facilitating the housing program.
- C.2 Conduct regular land assessment with other government agencies suitable for socialized relocation.
- C.3 Develop housing models that will enhance the affordability and appropriateness of the intended beneficiaries.
- C.4 Be responsible for awarding of land titles and housing units to the beneficiaries.

D. HOMEOWNERS AND COMMUNITY DEVELOPMENT

- D.1 Identify potential beneficiaries, handle their application process and initiate the creation of Homeowners Associations (HOAs) in each community.
- D.2 Create and maintain the database of all the applicants and those that are already relocated in the city socialized housing resettlements.
- D.3 Provide qualified beneficiaries proper orientation of their obligations to their housing units and facilitate orientation and application of available financing opportunities.
- D.4 Monitor and engage beneficiaries through their HOAs of their integral development as individuals, of their families and their being part of the barangay in order to build sustainable resettlement communities.
- D.5 Facilitate development activities among the homeowners associations like livelihood programs, skills enhancement, and values formation, among others.

SECTION 5. Staffing Pattern:

- A. The existing plantilla positions of the Estate Management Division under the Office of the City Mayor including the corresponding funds earmarked therefor are hereby transferred to the plantilla of personnel of the CHUDD.
- B. The staffing pattern of the CHUDD shall be composed of the 12 regular plantilla positions transferred from the EMD and the 28 new positions specified herein, which are hereby created, viz:
 - B.a Department Head (*new*) with the rank of City Government Department Head II (Salary Grade 26) with the following qualifications:
 - B.a.1 Must be a Filipino citizen, a bona fide resident of Cagayan de Oro City
 - B.a.2 and of good moral character;
 - B.a.3 Must be a graduate of any four-year course, preferably related to urban planning, social services and/or public administration;
 - B.a.4 Must have at least five (5) years of diversified and professional experience in urban planning or urban poor affairs; and
 - B.a.5 Must have proven competence and integrity.

He/she shall have the following duties and functions:

- B.a.6 Plan, organize, lead and manage the activities and operations related to relocation of displaced qualified squatters and provisions of socialized housing programs and mortgage programs of the City Government;
- B.a.7 Recommend to the City Mayor, policies, system and procedure related to community mortgage programs and socialized housing programs consistent with that of the national government;
- B.a.8 Develop adequate, decent and affordable shelter which would provide suitable living environment for average and low-income constituents of the City;



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- B.a.9 Assure a human approach to demolition operation by authority of court orders or by explicit provision of Republic Act No. 7279;
 - B.a.10 Provide for improved livelihood programs for beneficiaries of housing programs
 - B.a.11 Focus resources and competent to promote the development of affordable housing unit;
 - B.a.12 Encourage the greater participation of private sectors towards the delivery of housing, including a system of guaranty, incentives and credit assistance;
 - B.a.13 Conduct research and develop tradition innovative technology to maximize land use;
 - B.a.14 Identify and develop traditional as well as non-traditional sources of financial investment;
 - B.a.15 Develop an efficient system of mortgage conveyance in coordination with the national shelter agency; and
 - B.a.16 Establish a community culture among the urban poor communities in order to promote high level of family values, productivity and self-reliance.
- b) Assistant Department Head with the rank of City Government Assistant Department Head II (new) and with the following functions:
- B.b.1 Assist the Head in the effective discharge of functions of the Department Head;
 - B.b.2 Review accomplishment reports of the divisions;
 - B.b.3 Lead in the department's operations;
 - B.b.4 Review incoming and outgoing communication letters and requests, and programs being implemented by the Department;
 - B.b.5 Recommends the proposed activities and training programs to the Department Head;
 - B.b.6 Performs such other functions as may be required.
- c) Administrative and Support Services
- C.1) Supervising Administrative Officer – SG 22 (new)
 - C.2) Housing & Homesite Regulation Officer IV – SG 19 (transferred EMD)
 - C.3) Administrative Officer V – SG 18 (new)
 - C.4) Informational Technology Officer I – SG 19 (new)
 - C.5) 2 - Project Development Officer II – SG 15 (new)
 - C.6) Special Investigator II – SG 15 (new)
 - C.7) Administrative Assistant III – SG 9 (new)
 - C.8) 2- Computer Programmer I – SG 11 (new)
 - C.9) 2 - Administrative Aide III – SG 3 (new)
 - C.10) 2 - Administrative Aide II – SG 2 (new)
 - C.11) 1- Project Development Officer I– SG 11 (new)
- d) Urban Development Planning
- D.1) Housing & Homesite Regulation Officer V – SG 22 (new)
 - D.2) 2 - Housing and Homesite Regulation Officer IV – SG 19 (new)
 - D.3) Sociologist II – SG 15 (transferred EMD)
 - D.4) Housing and Homesite Regulation Officer II – SG 13 (transferred EMD)



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- D.5) Housing and Homesite Regulation Officer I – SG 11 (transferred EMD)
- D.6) Housing and Homesite Regulation Assistant – SG 8 (transferred EMD)
- D.7) 2 - Computer Programmer – SG 11 (new)
- D.8) Engineer Assistant – SG 8 (new)
- D.9) Administrative Assistant III – SG 9 (new)
- e) Land Banking, Housing and Emancipation
 - E.1) Housing & Homesite Regulation Officer V – SG 22 (new)
 - E.2) 2 - Housing & Homesite Regulation Officer IV – SG 19 (new)
 - E.3) Housing & Homesite Regulation Officer II – SG 13 (new)
 - E.4) Housing & Homesite Regulation Officer II – SG 13 (transferred EMD)
 - E.5) Housing & Homesite Regulation Officer I – SG 11 (transferred EMD)
 - E.6) Community Affairs Officer – SG 11 (transferred EMD)
 - E.7) Administrative Assistant III – SG 9 (new)
 - E.8) Construction & Maintenance General Foreman – SG 11 (new)
 - E.9) Computer Programmer – SG 11 (new)
 - E.10) Engineering Assistant – SG 8 (new)
 - E.11) Administrative Aide I
 - E.12) Administrative Officer I
 - E.13) Administrative Aide III (new)
- f) Homeowners and Community Development
 - F.1) Housing & Homesite Regulation Officer V – SG 22 (transferred EMD)
 - F.2) 2 - Housing & Homesite Regulation Officer IV – SG 19 (new)
 - F.3) Housing & Homesite Regulation Officer II – SG 13 (new)
 - f.4) Sociologist I – SG 11 (transferred EMD)
 - F.5) Housing and Homesite Regulation Assistant – SG 8 (transferred EMD)
 - F.6) Computer Programmer – SG 11 (new)

The qualifications of the foregoing newly created positions shall conform with existing Civil Service Qualification Standards for positions in local government units.

SECTION 6. Budget – There shall be a regular appropriation in the Annual Budget allocated for the operational expenses of the CHUDD.

SECTION 7. Effectivity – This Ordinance shall take effect immediately upon its approval.

UNANIMOUSLY APPROVED.

Authors: - Councilor Zaldy O. Ocon - Councilor Edna M. Dahino

Present:
1ST District: - Councilor Zaldy O. Ocon - Councilor Edna M. Dahino
- Councilor Jay R. Pascual - Councilor Romeo V. Calizo
- Councilor George S. Goking - Councilor Annie Y. Daba
- Councilor Reuben R. Daba



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2nd District: - Councilor Maria Lourdes S. Gaane - Councilor Ian Mark Q. Nacaya
- Councilor Teodulfo E. Lao, Jr. - Councilor Suzette G. Magtajas-Daba
- Councilor Enrico D. Salcedo

Out of the Session Hall: - Councilor Lordan G. Suan - Councilor Nadya B. Emano-Elipe
- Councilor Dometilo C. Acenas, Jr. - Councilor Leon D. M. Gan, Jr.

On Official Business: - Councilor Yan Lam S. Lim, *Liga Ng Mga Barangay (President)*

ENACTED this 19TH day of December 2016 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Ordinance.

Attested as duly enacted:

RINEIR JOAQUIN V. UY
CITY VICE MAYOR
PRESIDING OFFICER

Approved:

ARTURO S. DE SAN MIGUEL
CITY COUNCIL SECRETARY

OSCAR S. MORENO
CITY MAYOR

Attested:

DIONNIE P. GERSANA
ASSISTANT CITY ADMINISTRATOR