



Republic of the Philippines
CITY GOVERNMENT OF PARAÑAQUE
HUMAN RESOURCE MANAGEMENT OFFICE

April 28, 2026

ATTY. MELANIE T. SORIANO-MALAYA

City Government Department Head II
Business Permits and Licensing Office

Dear Atty. Malaya,

We would like to endorse to your office the amended matrix of positions for proposed creation under the Business Permits and Licensing Office (BPLO).

Please be informed that abolition of certain existing positions is not sufficient to create new positions under BPLO considering that there is a budget difference of P1,796,982.00 (please refer to attachment).

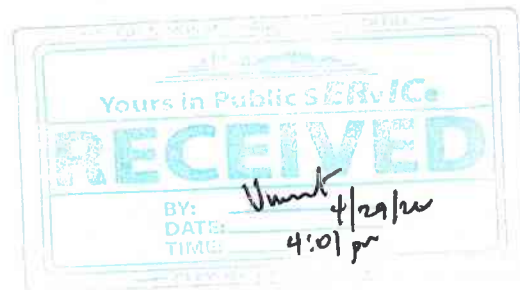
For your guidance and reference.

Thank you.

Very truly yours,

RAMIL R. SANTILLAN
City Gov't. Asst. Dept. Head II
Acting City Human Res. Mgt. Officer

/cbs



**BUSINESS PERMITS AN LICENSING OFFICE
SCRAP & BUILD AS PER DBM POLICY**

| NO. | ITEM # | Position Title | | SG | ANNUAL SALARY (3rd Tranche 2026) | MID YEAR BONUS | 13TH MONTH | CASH GIFT | PEI | CLOTHING ALLOWANCE | MEDICAL ALLOWANCE | PERA ALLOWANCE |
|---|-----------|-----------------------------|----------|----|-------------------------------------|-------------------|-------------------|------------------|------------------|-----------------------|----------------------|-------------------|
| FOR ABOLITION | | | | | | | | | | | | |
| OCCUPATIONAL AND SPECIAL PERMIT UNIT | | | | | | | | | | | | |
| 1 | 1015 33 | Administrative Assistant IV | - Vacant | 10 | 307,032.00 | 25,586.00 | 25,586.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 2 | 1015 34-2 | License Inspector I | - Vacant | 6 | 227,484.00 | 18,957.00 | 18,957.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 3 | 1015 35 | Administrative Aide VI | - Vacant | 6 | 227,484.00 | 18,957.00 | 18,957.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 4 | 1015 36 | Administrative Aide VI | - Vacant | 6 | 227,484.00 | 18,957.00 | 18,957.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 5 | 1015 37 | Administrative Aide IV | - Vacant | 4 | 201,996.00 | 16,833.00 | 16,833.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| INFORMATION TECHNOLOGY DIVISION | | | | | | | | | | | | |
| 6 | 1015 30-1 | Administrative Aide I | - Vacant | 1 | 168,732.00 | 14,061.00 | 14,061.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 7 | 1015 30-2 | Administrative Aide I | - Vacant | 1 | 168,732.00 | 14,061.00 | 14,061.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| LEGAL AND INSPECTION DIVISION | | | | | | | | | | | | |
| 8 | 1015 11 | Attorney IV | - Vacant | 23 | 1,047,780.00 | 87,315.00 | 87,315.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| SUB TOTAL | | | | | 2,576,724.00 | 214,727.00 | 214,727.00 | 40,000.00 | 40,000.00 | 56,000.00 | 56,000.00 | 192,000.00 |

TOTAL SALARY PER ANNUM WITH BENEFITS (Abolition) 3,390,178.00

| | | | | | | | | | | | | |
|--|--|----------------------------------|--|----|---------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| FOR CREATION | | | | | | | | | | | | |
| LEGAL AND INSPECTION DIVISION | | | | | | | | | | | | |
| 1 | | Licensing Officer IV | | 22 | 937,944.00 | 78,162.00 | 78,162.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| INFORMATION TECHNOLOGY DIVISION | | | | | | | | | | | | |
| 2 | | Information Technology Officer I | | 19 | 676,680.00 | 56,390.00 | 56,390.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 3 | | Information Technology Officer I | | 19 | 676,680.00 | 56,390.00 | 56,390.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 4 | | Information Technology Officer I | | 19 | 676,680.00 | 56,390.00 | 56,390.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 5 | | Computer Programmer III | | 18 | 615,648.00 | 51,304.00 | 51,304.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| 6 | | Computer Programmer III | | 18 | 615,648.00 | 51,304.00 | 51,304.00 | 5,000.00 | 5,000.00 | 7,000.00 | 7,000.00 | 24,000.00 |
| SUB TOTAL | | | | | 4,199,280.00 | 349,940.00 | 349,940.00 | 30,000.00 | 30,000.00 | 42,000.00 | 42,000.00 | 144,000.00 |

TOTAL SALARY PER ANNUM WITH BENEFITS (Creation) 5,187,160.00

Difference (1,796,982.00)

Prepared by:


JOEL M. RUIZ, SR.

Supervising Administrative Officer

Certified Correct:


RAMIL R. SANTILLAN

City Gov't. Asst. Dept. Head II
Acting Human Resource Mgt. Officer

Approved:

EDWIN L. OLIVAREZ
City Mayor



April 21, 2026

HON. EDWIN L. OLIVAREZ
 City Mayor
 Parañaque City

CITY GOVERNMENT OF PARAÑAQUE
 HUMAN RES. MGT. OFFICE

RECEIVED
23 APR 2026
 TIME: *9:00*

THRU : **MR. ALEJANDRO DEPANO II**
 City Budget Officer

MR. RAMIL A. SANTILLAN
 Acting Human Resource Management Officer

SUBJECT : REQUEST FOR APPROVAL OF CREATION AND ABOLITION OF PERMANENT POSITIONS IN THE BPLO

Dear Mayor Olivarez,

In line with the continuing effort to rationalize and strengthen the organizational structure of the Business Permits and Licensing Office (BPLO), This Office respectfully submits for consideration the proposed **creation and abolition of permanent Plantilla positions**, as follows

I. Abolition of the following permanent positions:

| POSITION | NO. OF POSITIONS | SALARY GRADE | AMOUNT (PER DBM LOCAL BUDGET CIRC. 601) |
|--------------------------------|------------------|--------------|---|
| 1. Administrative Assistant IV | 1 | 10 | Php. 26,917.00 |
| 2. Licensing Inspector I | 1 | 6 | Php. 19,716.00 |
| 3. Administrative Aide VI | 2 | 6 | Php. 19,716.00 |
| 4. Administrative Aide IV | 1 | 4 | Php. 17,506.00 |
| 5. Administrative Aide I | 2 | 1 | Php. 14,634.00 |

Pursuant to the recommendation of the Human Resource Management Office (HRMO) dated October 17, 2023, endorsing the reallocation of permanent plantilla positions below the Division Chief level—except those classified as Assistant Department Head—to Salary Grade 22 in accordance with Department of Budget and Management Local Budget Circular No. 137, the following position is hereby proposed for abolition:

| POSITION | NO. OF POSITIONS | SALARY GRADE | AMOUNT |
|----------------|------------------|--------------|------------------------|
| 1. Attorney IV | 1 | 23 | Php. 91,306.00 |
| TOTAL | | | PHP. 224,145.00 |

II. Establishment of new permanent positions:

| POSITION | NO. OF POSITIONS | SALARY GRADE | AMOUNT |
|-------------------------------------|------------------|--------------|----------------|
| 1. Information Technology Officer I | 3 | 19 | Php. 59,153.00 |
| 2. Computer Programmer III | 2 | 18 | Php. 53,818.00 |
| 3. Licensing Officer IV | 1 | 22 | Php. 81,796.00 |

| | | | |
|--|--|--------------|------------------------|
| | | TOTAL | PHP. 366,891.00 |
|--|--|--------------|------------------------|

The proposed changes are intended to align the staffing pattern with current operational requirements, rationalize functions to avoid duplication of roles and ensure compliance with existing Civil Service Commission (CSC) rules and Department of Budget and Management (DBM) guidelines.

We trust that this proposal will merit your favorable consideration and approval.

Thank you.

Very truly yours,


Atty. Melanie T. Soriano - Malaya
Chief, BPLO 