

[REPUBLIC ACT NO. 3620, June 22, 1963]

**AN ACT TO AMEND CERTAIN SECTIONS OF THE CHARTER OF THE
CITY OF SAN CARLOS**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Section nine of Republic Act Numbered Twenty-six hundred forty-three, otherwise known as the Charter of the City of San Carlos, is hereby amended by inserting between subsections (h) and (i) thereof a new subsection to be known as subsection (h-a) to read as follows:

"(h-a) To attend, if he wishes to do so, either in person or by a duly authorized representative, the sessions of the municipal board and participate in its discussions, but not to vote."

SEC. 2. Section ten of the same Act is amended to read as follows:

"SEC. 10. *Secretary to the Mayor.*—The mayor shall appoint one secretary who shall receive a compensation not exceeding four thousand eight hundred pesos *per annum*. The position of the secretary shall be regarded as within the unclassified service but may be filled in the manner in which classified positions are filled, and if so filled, the appointee shall be entitled to all the benefits and privileges of classified employees, except that he holds the office only during the term of the mayor and until a successor in the office of the secretary is appointed and qualified, unless sooner separated.

"The secretary shall have charge and custody of all records and documents of the city and of any office or department thereof for which provision is not otherwise made; shall keep the corporate seal and affix the same with his signature to all ordinances and resolutions signed by the mayor and to all other official documents and papers of the government of the city as may be required by law or ordinance; shall attest all executive orders proclamations, ordinances and resolutions signed by the mayor; shall, upon request, furnish certified copies of all city records, and documents in his charge which are not of a confidential character and shall charge twenty centavos for each one hundred words, including the certificate such fees to be paid directly to the city treasurer; and shall perform such duties as are required of the heads of the departments of the city."