



Ordinance No. NC- 154, S-90

ORDINANCE

PROVIDING FOR THE EXPANDED DUTIES, FUNCTIONS AND/OR RESPONSIBILITIES OF THE CITY ADMINISTRATOR AND THE SECRETARY TO THE CITY MAYOR, AND CREATING THE POSITIONS OF ASSISTANT CITY ADMINISTRATOR FOR OPERATIONS, ASSISTANT CITY ADMINISTRATOR FOR GENERAL AFFAIRS, ASSISTANT CITY ADMINISTRATOR FOR FISCAL AFFAIRS, AND ANOTHER ASSISTANT SECRETARY TO THE CITY MAYOR AND THEIR RESPECTIVE STAFF, APPROPRIATING THE NECESSARY FUNDS FOR THE PURPOSE, AND REPEALING ORDINANCE NO. NC-82, S-89 AND OTHER PERTINENT ORDINANCES.

Introduced by Councilors Guillermo C. Altuna, George Canseco, Dante V. Liban, Emilio G. Tamayo, Isidro R. Saludes, Teodoro N. Ramos, Alberto M. Galarpe, Ricardo R. Del Rosario, Mitchell Y. Quinsaa (Dennis Roldan), Malencio M. Castelo, Jorge L. Banal, Roberto A. Miguel, Francis P.N. Pangilinan, Juan P. Ballester, Edgardo S. Serrano, Alicia A. Herrera, Wilma Amerante-Marino and Laeng A. Paras.

WHEREAS, it is not only the moral and legal duty of the National Government and every Local Government Unit in the land to serve protect and promote the well-being, prosperity and happiness of their people but it is their ultimate vision to make possible if not ensure full economic, social, and political development and advancement;

WHEREAS, one vital factor that enhances the opportunity of attainment and realization of these goals, objectives and visions is the implementation and adherence to a well-reounded, balanced, efficient and dynamic structure/framework of organization that should be ably capable of responding at all times to the ever growing demands and requirements of the sovereign people;

WHEREAS, it is for these paramount and overriding premises and considerations that the Quezon City Government had enacted Ordinance No. NC-98, S-89 in order to introduce and provide for a "Reorganized Structure/Chart" calculated to

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ensure the efficient delivery of public services and address the multi-faceted problems of the City and its people;

WHEREAS, it is therefore the ultimate aim and objective of this Ordinance to provide for a competent, balanced and output oriented organizational machinery by streamlining and strengthening the top level management set-up of the City Government in order to promote if not ensure the overall achievement of the goals and visions of the City for the common good, prosperity and happiness of its sovereign people;

NOW, THEREFORE,

Be it ordained by the City Council of Quezon City in session assembled:

SECTION 1. In addition to those provided for or defined by law, ordinance and other issuances, the City Administrator of the Quezon City Government shall have the following duties, functions and/or responsibilities:

- a) To assist the City Mayor in the performance of his duties, and in providing for the effective formulation of policies, systems and procedures in the delivery of public services in the areas of public works, public health care and social services, public welfare and safety, public enterprises development and management, urban settlements coordination, environmental sanitation and protection, parks development, and other essential public services geared towards the upliftment of the common good, well-being, prosperity and quality of life of the inhabitants of Quezon City in line with national goals on economic, social and political advancement.
- b) To assist the City Mayor in the supervision, overseeing, evaluation, monitoring and/or coordination of the delivery of public services by and in the performance of the duties, functions and responsibilities of the various City departments, offices, units, executive committees and/or special projects/activities with the exception of those provided for under Section 6 Sub-paragraph 3 of this Ordinance.
- c) To coordinate and/or provide effective liaison services or conduits with related or counterpart national government departments or agencies as well as with other local government units in the Metropolitan Manila Area in respect to similar areas of public concern and services.

d) To serve as the City Mayor's principal advisory, monitoring, and coordinating arm on matters relative to the general, operational and fiscal administration of the affairs of the Quezon City Government.

e) To call to and hold periodic meetings with the heads of the departments, offices and/or units under his functional supervision or coordination.

f) To render periodic reports to the City Mayor.

g) To perform such other duties, functions and/or assignments given by the City Mayor from time to time. —

SECTION 2. There are hereby created under the Office of the City Administrator the positions of Assistant City Administrator for Operations, Assistant City Administrator for General Affairs, and Assistant City Administrator for Fiscal Affairs whose duties, functions and/or responsibilities shall be as follows:

Asst. City Administrator for Operations

1. To assist in the monitoring, evaluation and/or coordination of the delivery of public services in and performance of the duties, functions and responsibilities of the following departments, offices and/or units of the City:
 - Office of the City Engineer
 - Tourism and Cultural Affairs Office
 - EDB & Industrial Estate Program
 - Parks Development and Adm. Department
 - Urban Poor Affairs Office and Social Welfare Services
 - City Health Department
 - Quezon City General Hospital
 - Office of the City Civil Registrar
 - Public Market Operations
 - City Library
 - Tricycle Regulation Unit
 - Manpower Placement Office

2. To assist the City Administrator in providing for effective and cohesive coordination and/or liaison with, in or among the following national agencies and/or special projects:
 - Division of City Schools (DECS)
 - Molave Youth Home
 - Quezon City Fire (Department)

- City Building Official
- Education Coordinating Office
- City Electrician
- Cleanliness and Beautification Program
- Metro Quezon City Development

and such other related or counterpart national government departments or agencies with allied functional responsibilities, and with other local government units in the Metropolitan Manila Area in respect to similar departments/ areas of public concern and services.

3. To render periodic reports to the City Administrator.
4. To perform such other duties and assignments given by the City Administrator or City Mayor from time to time.

Asst. City Administrator for General Affairs

1. To assist the City Administrator in the monitoring, evaluation and/or coordination of the delivery of public services in and performance of the duties, functions and responsibilities of the following departments, offices and/or units of the City:

- Office of the City Attorney
- General Services Office
- City Planning and Development Office
- City Personnel Office

2. To assist the City Administrator in providing for effective and cohesive coordination and liaison with, in or among the following national offices and/or special activities:

- Public Assistance and Legal Aid Office (PALAO)
- Management Coordinating Unit (ZGME)
- City Sheriff's Office
- City Prosecutor's Office
- Regional Trial Courts
- Metropolitan Trial Courts
- Register of Deeds of Quezon City
- Board of Assessment Appeals
- Task Force for Recovery of City Property, Roads and/or Open Spaces
- Task Force on Industrial Relations
- Personnel Evaluation and Promotion Board
- Executive Liaison to the Quezon City Council

and with such other related or counterpart national government departments or agencies with allied functional responsibilities, and with other local government units in the Metropolitan Manila Area in respect to similar departments/

area of public concerns and services.

3. To render periodic reports to the City Administrator.
4. To perform such other related duties and/or assignment given by the City Administrator or City Mayor from time to time.

Asst. City Administrator for Fiscal Affairs

1. To assist the City Administrator in the monitoring, evaluation and/or coordination of the delivery of public services in and performance of the duties, functions and responsibilities of the following departments, offices and/or units of the City:

- Office of the City Treasurer
- Office of the City Budget Officer
- Fiscal Control Unit
- Office of the City Assessor
- Business Permits and Licenses Office

2. To assist the City Administrator in providing for effective and cohesive coordination and liaison with, in or among the following national offices and/or special projects:

- Department of Finance
- Department of Budget and Management
- Commission on Audit (City Auditor's Office)
- Bureau of Internal Revenue (QC Branch)
- Liquor Licensing and Regulatory Board
- Task Force on Hidden Machineries
- Revenue Improvement Coordinating Committee

and such other related or counterpart national government departments or agencies with related functional responsibilities, and with other local government units in the Metropolitan Manila Area in respect to similar departments/areas of public concern and services.

3. To render periodic reports to the City Administrator.
4. To perform such other duties that the City Administrator or City Mayor may assign from time to time.

SECTION 3. The qualification, training, supervisory experiences, and/or civil service eligibility required by law or ordinance for the position of City Administrator shall be applicable to the positions created under Section Two of this

Ordinance. All their appointments shall be subject to the confirmation of the Quezon City Council.

SECTION 4. To serve as the immediate staff of the City Administrator and the positions created under Section Two hereof, the following positions are hereby created:

Under the Office of the City Administrator

	<u>Salary Grade</u>	<u>Representation Allowance</u>
1 Supvg. Executive Staff Officer	22	₱450.00/mo.
1 Supvg. Liaison & Monitoring Officer	22	450.00/mo.
2 Senior Executive Staff Assistants	18	
2 Senior Liaison & Monitoring Assistants	18	
1 Administrative Officer II	14	
1 Artist/Illustrator	9	
1 Stenographer III	9	
1 Clerk III	6	
1 Driver II	4	
1 Utility Worker II	3	

Under the Assistant City Administrator for Operations

	<u>Salary Grade</u>	<u>Representation Allowance</u>
1 Executive Staff Officer	22	₱450.00/mo.
1 Secretary II	15	
1 Driver II	4	
1 Utility Worker II	3	

Under the Assistant City Administrator for General Affairs

	<u>Salary Grade</u>	<u>Representation Allowance</u>
1 Executive Staff Officer	22	₱450.00/mo.
1 Secretary II	15	
1 Driver II	4	
1 Utility Worker II	3	

Under the Assistant City Administrator for Fiscal Affairs

	<u>Salary Grade</u>	<u>Representation Allowance</u>
1 Executive Staff Officer	22	₱450.00/mo.

1 Secretary II	15
1 Driver II	4
1 Utility Worker II	3

Additionally and until otherwise provided by law or ordinance, the existing positions in the Office of the City Administrator which are involved in fiscal affairs or management, operations and markets, and general affairs or administration shall respectively be under the immediate supervision of the Assistant City Administrator for Operations, Assistant City Administrator for General Affairs and Assistant City Administrator for Fiscal Affairs.

SECTION 5. For and in consideration of the expanded duties, functions, responsibilities and/or supervisory coverage of the position of the City Administrator, the organization rank and level of said position. is hereby upgraded to salary grade Twenty-Eight (28) with monthly commutable Representation Allowance of Four Thousand Pesos (P4,000.00) and Transportation Allowance of Two Thousand Pesos (P2,000.00) while the positions of Assistant City Administrator for Operations, Assistant City Administrator for General Affairs and Assistant City Administrator for Fiscal Affairs are hereby classified under salary grade Twenty-Seven (27) with commutable monthly Representation Allowance of Three Thousand Pesos (P3,000.00) and Transportation Allowance of One Thousand Five Hundred Pesos (P1,500.00)

SECTION 6. In addition to those provided for by law, ordinance and other issuances, the Secretary to the City Mayor shall have the following duties, functions and/or responsibilities:

1. In general, to assist the City Mayor in the performance of his duties, functions and/or responsibilities.
2. To assist the City Mayor in the formulation of policies on all aspects of general secretariat, public information, communication, records and reports management.
3. To assist the City Mayor in the supervision, overseeing, evaluation, monitoring and/or coordination of the delivery of public services by and in the performance of the duties, functions and responsibilities of the following:
 - 3.1 Operations of the various City Barangay Governments;

- 3.2 Barangay Operations Center (or Department of Barangay Affairs);
 - 3.3 Community Relations Office;
 - 3.4 Mayor's Civil Security Office/Unit (or Department of Public Safety);
 - 3.5 Mayor's Special Action Group;
 - 3.6 Special Activities of and in the Twenty-Four (24) Areas of Quezon City (otherwise known or referred to as Sub-Cities, its Secretariat and other built-in component units);
 - 3.7 Public Affairs and Information Service Office (PAISO);
 - 3.8 Executive Task Force for Socialized Housing;
 - 3.9 Novaliches District Center;
 - 3.10 Quezon City Police (Department);
 - 3.11 Environmental Sanitation Center (MMA);
 - 3.12 Executive Consultants and Assistants under the Office of the City Mayor; and
 - 3.13 Such executive committees, task forces, and/or special projects/activities expressly mandated by law, ordinance, executive orders and other local issuances.
4. To provide efficient and effective secretarial services, technical staff assistance, public affairs services and administrative support services to the Office of the City Mayor and to take care of the requirements of the City Mayor in respect to his political/external affairs involving national or local offices/agencies outside of the City organization.
 5. To pass upon and review all communications and/or documents addressed to or requiring the reaction and/or appropriate action of the City Mayor.
 6. To assist the City Mayor in the preparation of replies/reactions and/or necessary actions relative to said documents/communications/reports, or as the circumstances may require, to refer them to the proper offices.

7. To attend to the general public information/dissemination.
8. To assist in the day-to-day activity planning and scheduling of the City Mayor and serve as his immediate general counsel.
9. To perform such other duties that the City Mayor may assign from time to time.

SECTION 7. The present position of Assistant Secretary to the City Mayor is hereby retitled to Assistant Secretary to the City Mayor for Internal Affairs and there is hereby created under the Office of the Secretary to the City Mayor another position to be known as Assistant Secretary to the City Mayor for External Affairs. Their duties, functions and/or responsibilities shall be as follows:

Assistant Secretary to the
City Mayor (Internal Affairs)

1. In general, to assist the Secretary to the City Mayor in the performance of his duties, functions and/or responsibilities.
2. To assist the Secretary to the City Mayor in the review, analysis, and/or evaluation, and preparation, management, maintenance, and/or preservation of communications, reports, and such other documents for, to and by the Office of the City Mayor.
3. To assist the Secretary to the City Mayor in providing for effective and efficient secretarial services, housekeeping, public assistance services and administrative support services in the Office of the City Mayor.
4. To render and submit necessary, pertinent or statutory reports to the Secretary to the City Mayor.
5. To perform such other duties that the Secretary to the City Mayor or the Mayor may assign from time to time.

Assistant Secretary to the
City Mayor (External Affairs)

1. In general, to assist the Secretary to the City Mayor in the performance of

his duties, functions and/or responsibilities.

2. To assist the Secretary to the City Mayor in attending to the Mayor's requirements in respect to political and/or external affairs involving agencies, instrumentalities, special activities and/or assignments outside of the City organization.
3. To assist the Secretary to the City Mayor in the monitoring, evaluation and/or coordination of the delivery of public services by and in the performance of duties, functions and responsibilities of the various city departments, offices, units, executive committees, task forces and/or special projects/activities as stated in Section 6 Sub-paragraph 3 of this Ordinance.
4. To assist the Secretary to the City Mayor in harnessing, supervising, monitoring, and/or coordinating the activities, assignments and/or delivery of public services of the executive consultants and assistants of the City Mayor.
5. To assist in rendering assistance to the general public clientele of the City Mayor.
6. To perform such duties that the Secretary to the City Mayor or the Mayor may assign or caused to be assigned from time to time.

SECTION 8. The position of Secretary to the City Mayor and Assistant Secretary to the City Mayor for External Affairs are highly confidential in nature. Their terms of office are co-terminus with the appointing power. The qualifications, training and/or experience required by law or ordinance for the position of Secretary to the City Mayor shall be applicable to both the reclassified positions of Assistant Secretary to the City Mayor (for Internal Affairs) and the newly created position of Assistant Secretary to the City Mayor (for External Affairs). All their appointments shall be subject to the confirmation of the Quezon City Council.

SECTION 9. Until otherwise provided by law or ordinance, the pertinent existing positions in the Office of the Secretary to the City Mayor shall be accordingly distributed or apportioned by the

City Mayor between the Assistant Secretary to the City Mayor (for Internal Affairs) and Assistant Secretary to the City Mayor (for External Affairs) based on the nature of their present assignments, duties and functions.

SECTION 10. For and in consideration of the expanded duties, functions, responsibilities and monitoring and coordinating activities of the Secretary to the City Mayor, said position is hereby upgraded in structural rank and level to salary grade Twenty-Eight (28) with commutable monthly Representation Allowance of Four Thousand Pesos (P4,000.00) and Transportation Allowance of Two Thousand Pesos (P2,000.00) while the retitled position of Assistant Secretary to the City Mayor for Internal Affairs and the newly created position of Assistant Secretary to the City Mayor for External Affairs are hereby categorized under Salary grade Twenty-Seven (27) with monthly commutable Representation Allowance each of Three Thousand Pesos (P3,000.00) and Transportation Allowance of One Thousand Five Hundred Pesos (P1,500.00).

SECTION 11. As the exigencies of the service may require, the City Mayor may re-align or adjust the supervision, monitoring and/or coordination of and over the various City departments, offices, units, executive committees, task forces and/or special projects/activities as maybe mandated by law, ordinances, rules and regulations and/or by executive orders or other local issuances.

SECTION 12. There is hereby appropriated the amount of One Million Two Hundred Thousand Pesos (P1,200,000.00) out of any available funds in the City Treasury to cover the funding requirements of this Ordinance, as follows:

OFFICE OF THE CITY ADMINISTRATOR:

Personal Services: Salaries, state insurances, medicare, Pag-ibig, Life & Retirement Insurance Premiums and other mandatory/statutory obligations/deductions.	P , 846,653.00
Clothing Allowances	8,100.00
Commutable Allowances	67,500.00
Non-commutable allowances	<u>13,500.00</u>
Sub-Total	<u>P 935,753.00</u>
Maintenance & Operating Expenses	<u>P 23,159.62</u>
Capital Outlays	<u>60,000.00</u>
TOTAL	<u>P1,018,912.62</u> vvvvvvvvvvvvvvvv

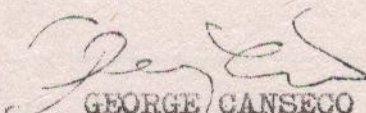
OFFICE OF THE SECRETARY TO THE CITY MAYOR:

Personal Services: Salaries, State..P	92,567.50
Insurances, Medicare, Pag-ibig, Life and Retirement Insurances Premiums and other mandatory/sta- tutory obligations, deductions	
Clothing Allowances	300.00
Commutable Allowances	60,500.00
Non-Commutable Allowances.	<u> -</u>
Sub-Total	<u>.P 153,367.50</u>
Maintenance & Operating Expenses . .	<u>7,719.88</u>
Capital Outlays	<u>20,000.00</u>
TOTAL.	<u>.P 181,087.38</u> vvvvvvvvvvvvvv

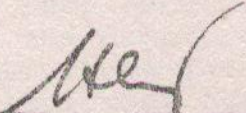
SECTION 13. City Ordinance No. NC-82, S-89, dated February 9, 1989 is hereby repealed and all provisions of City Ordinances, Resolutions and/or other issuances which are inconsistent with this Ordinance or any provisions hereof are hereby amended or modified accordingly.

SECTION 14. This Ordinance shall take effect upon its approval.

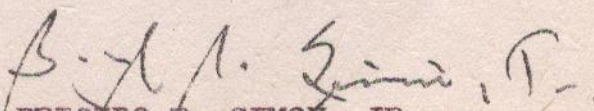
ENACTED July 4, 1990.


GEORGE CANSECO
President Pro-Tempore
Acting Presiding Officer

ATTESTED:


VICENTE A. ALVAREZ
City Secretary

APPROVED: JUL 09 1990


BRIGIDO R. SIMON, JR.
City Mayor