

Republic of the Philippines  
Quezon City  
CITY COUNCIL

P092-139

Ordinance No. SP-65, S-93

ORDINANCE

UPGRADING THE TEN (10) REGULAR PLANTILLA POSITIONS IN THE OFFICE OF THE CITY ADMINISTRATOR AND ALLOCATING FROM THE SAVINGS OF THE SAME OFFICE UNDER ITEM PERSONAL SERVICES OF THE ANNUAL BUDGET FOR 1993, THE NECESSARY FUNDS FOR THE PURPOSE.

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Introduced by Councilor ALBERTO M. GALARPE.  
Sponsored by Councilors Reynaldo A. Calalay,  
Emilio G. Tamayo, Victor V. Ferrer, Jr.,  
Melencio M. Castelo, Godofredo T. Liban II,  
Ma. Fresca M. Biglang-awa, Marciano P.  
Medalla, Connie S. Angeles, Guillermo C.  
Altuna, Joseph Peter S. Sison, Bayani V.  
Hipol and Ramon G. Mathay.

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WHEREAS, the City Administrator, Dr. Manuel S. Alba, in his letter-request dated July 28, 1992 addressed to Hon. Alberto M. Galarpe, Majority Floor Leader, Quezon City Council, requested to correct and upgrade certain positions in the Office of the City Administrator;

WHEREAS, it appears from the aforementioned letter-request and staffing pattern certified by the City Personnel Officer appended thereto, that the following units:

- (a) Administrative Staff
- (b) Fiscal Management Staff
- (c) Management and Organization Staff
- (d) Technical Staff
- (e) Operations, Coordination and Monitoring Staff

are all in the same organizational level;

WHEREAS, also appended to the aforementioned letter-request is a certified xerox copy of the 1st Indorsement dated September 21, 1983 of the then MMC Vice-Governor, Hon. Ismael A. Mathay, Jr., stating therein that "That the following positions are found to be equivalent to the level of Division Chiefs x x x :

- (1) Head Executive Assistant

- (2) Chief Operations Coordinator
- (3) Chief Management Analyst
- (4) Chief Fiscal Analyst
- (5) Administrative Officer III

WHEREAS, the aforementioned positions, except that of the administrative Officer III, upon the implementation of the Salary Standardization Law, were given the salary grade of 24 which is equivalent to the rank of division chiefs;

WHEREAS, the administrative Staff, headed by the Administrative Officer III, exercises at present, broader functions which involve supervision of the over-all activities of the City Administrator's Office; plans and coordinates the requirements with respect to supplies, forms, equipment and properties, records and other administrative matters; oversees the economical, sufficient and administrative and clerical support to the whole office; develops and implements systems and procedures for the expeditious dispatch of all communications and documents to and from the City Administrator's Office (proper), the Market Division, Tricycle Regulatory Unit and the three Assistant City Administrators, thus, justifying the upgrading of the positions of Clerk III, Records Officer II, Supply Officer II, and Administrative Officer III;

WHEREAS, in the other divisions of the same office, they are: Operations, Coordination and Monitoring, the Technical Divisions, there are six (6) positions of Special Operations Officer II, four (4) of which are under the former and the other two (2) are under the latter division, which were equal in rank and salary with the other junior staffs, i.e. Management and Audit Analyst II, in the other division of same office prior to the implementation of the Salary Standardization Law;

WHEREAS, when the above-stated law was implemented by the Joint Commission on Local Government Personnel Administration, it was found out from the Plantilla of Position Allocation and Salary Adjustment approved by said Commission that there was an inadvertence or error whereby the positions of Special Operations Officer II, which were then equal in rank and salary with the positions of Management and Audit Analyst II, were given a lower salary grade than that of the latter positions;

WHEREAS, in order to rectify the aforementioned inadvertence in relation to the positions of the

three divisions above-stated, the City Administrator was prompted to request the City Council to upgrade the positions above-described;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN SESSION ASSEMBLED:

SECTION 1. The ten (10) regular positions, particularly enumerated hereunder, under the Administrative, Operations, Coordination and Monitoring, and Technical Divisions, all of the Office of the City Administrator of Quezon City, are hereby upgraded, as follows:

From:

<u>A. Administrative Staff</u>	<u>SG</u>	<u>Rate/Month</u>
1. Administrative Officer III	18	P5,670.00
2. Supply Officer II	14	4,091.00
3. Records Officer II	14	4,091.00
4. Clerk III, Item 6-1	6	2,473.00
<u>B. Operations, Coordination and Monitoring Division</u>		
1. Four (4) Special Operations Officer II	14	4,091.00
<u>C. Technical Division</u>		
1. Two (2) Special Operations Officer II	14	4,091.00

To:

<u>A. Administrative Division</u>	<u>SG</u>	<u>Rate/Month</u>
1. Administrative Officer V	24	P10,135.00
2. Supply Officer III	18	5,670.00
3. Records Officer III	18	5,670.00
4. Clerk IV, Item 6-1	8	2,752.00
<u>B. Operations, Coordination and Monitoring Division</u>		
1. Four (4) Special Operations Officer II	15	4,418.00
<u>C. Technical Division</u>		
1. Two (2) Special Operations Officer II	15	4,418.00

SECTION 2. The amount of ONE HUNDRED FIFTEEN THOUSAND SIX HUNDRED TWENTY-FOUR PESOS (P115,624.00) is hereby allocated from the savings of the Office of the City Administrator under item Personal Services of the Annual Budget for 1993, to cover the increase in salaries, insurance, benefits and other emoluments appurtenant to the positions upgraded under the preceding section, the breakdown of which is as follows:

Salaries	P94,662.00
Pag-ibig Fund	1,776.00
State Insurance Premiums	888.00
Life and Retirement Insurance Premiums	8,434.00
13th Month Pay	9,864.00
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TOTAL - - - -	P115,624.00

SECTION 3. This Ordinance shall take effect upon its approval.

ENACTED March 22, 1993.

(SGD.) CHARITO L. PLANAS  
Vice-Mayor  
Presiding Officer

ATTESTED:

(SGD.) SOTERO O. LAUDE  
Acting City Secretary

APPROVED: April 21, 1993

(SGD.) ISMAEL A. MATHAY, JR.  
City Mayor

Created with