



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
17th City Council

PO2009-122

71st Regular Session

ORDINANCE NO. SP-1965, S-2009

AN ORDINANCE ASSIGNING THE SUBDIVISION ADMINISTRATION UNIT AS A PERMANENT DIVISION UNDER THE CITY PLANNING AND DEVELOPMENT OFFICE, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE, APPROPRIATING FUNDS THEREOF AND FOR OTHER PURPOSE.

Introduced by Councilors WINSTON "Winnie" T. CASTELO, FRANCISCO A. CALAY, JR., BERNADETTE HERRERA-DY, DE ROTHY A. DELARMIENTE, VICTOR V. FERRER, JR., JOSEPH P. JUICO, RICARDO T. BELMONTE, JR., RAMON P. MEDALLA, ALLAN BUTCH T. FRANCISCO, VOLTAIRE GODOFREDO I. LIBAN III, EDEN "Candy" A. MEDINA AIKO S. MELLENDZ, FRANZ S. PUMAREN, WENCEROM BENEDICT C. LAGUMBAY, DANTE M. DE GUZMAN, DIORIELLA MARIA G. SOTTO, JAIME R. BORRES, ANTONIO E. INTON, JR., JESUS MANUEL C. SUNTAY, JANET M. MALAYA, EDCEL B. LAGMAN, JR., VINCENT DG. BELMONTE, RES ITUTO B. MALANGEN, CONCEPCION S. MALANGEN and ALEXIS GRACE R. MATIAS.

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WHEREAS, Section 8 of Ordinance No. SP-56, S-93, which created the Office of the Subdivision Administrator states:

"Section 8. SUBDIVISION ADMINISTRATOR – For the purpose of administration and enforcement of the herein Subdivision Rules and Regulations there shall be established and organized in the Office of the City Mayor a distinct unit/office to be headed by a Subdivision Administrator, Technical and Administrative Support Staff shall be provided by qualified personnel who may be drawn from the various departments and offices of the city government."

WHEREAS, Office Order No. 28, established the Subdivision Administration Unit and eventually designated the Assistant City

WHEREAS, Office Order No. 31, Series of 2004 signed by the City Mayor, Honorable Feliciano R. Belmonte, Jr., assigned the Subdivision Administration Unit under the City Planning and Development Office;

WHEREAS, the Subdivision Administration Unit has been performing regular administrative and regulatory functions such as evaluation of the approval of subdivision development and settlement/mediation of homeowners and subdivision disputes.

NOW, THEREFORE,

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

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SECTION 1. CREATION – The “Subdivision Administration Division” is hereby created under the City Planning and Development Office.

SECTION 2. PRINCIPAL MANDATES – The Subdivision Administration Division shall have the following mandates:

- 2.1. Enforcement/Implementation of the Quezon City Subdivision Ordinance of 1993 (SP-56, S-93);
- 2.2. Assist the City Council in formulating ordinances to enhance subdivision regulations and to foster socio-physical development based on medium and long term policies of the administration;
- 2.3. Translation of national and local planning policies into operational and workable subdivision activities and strategies;
- 2.4. Keep abreast on new developments and trends on subdivision regulations;
- 2.5. Settlement of disputes of subdivision homeowners and neighborhood associations.

SECTION 3. FUNCTIONS OF THE DIVISION - The Subdivision Administration Division shall have the following functions:

- 3.1. Prepares recommendations and proposals regarding amendments and implementation of the Subdivision Ordinance, Batas Pambansa Blg. 220 and Presidential Decree No. 957.
- 3.2. Provides technical assistance to the Mayor and the City Council on subdivision matters;
- 3.3. Review and update the Subdivision Ordinance;
- 3.4. Coordinate with the private developers and investors;

- 3.5. Provide technical assistance to private developers and investors;
- 3.6. Undertakes continuous research/study on Community Mortgage Programs and slum/blighted areas for socialized housing program;
- 3.7. Disseminate information on the approved updated amendments to the Subdivision Ordinance;
- 3.8. Settles the disputes of subdivision homeowners and neighborhood association

SECTION 4. QUALIFICATION OF THE HEAD OF THE DIVISION - The division shall be headed by a Division Chief (SG - 24). The Division Chief shall have the following qualifications:

- a. Must be a Filipino citizen, a bonafide resident of Quezon City, and of good moral character;
- b. A holder of a college degree preferably in Engineering, Architecture, Urban Planning and a Master's Degree in related field from a recognized college or university;
- c. A first grade Civil Service eligible or its equivalent and
- d. At least five (5) years of professional experience at the supervisory level in subdivision administration

SECTION 5. ORGANIZATIONAL STRUCTURE - The Organizational Structure of the Subdivision Administration Division shall have three (3) Sections. The three (3) sections shall be composed of the Administration Section, Arbitration/Legal Section and the Inspection Section.

SECTION 6. FUNCTIONS, DUTIES AND RESPONSIBILITIES - The following Sections of the Subdivisions Administration Division shall have the following functions, duties and responsibilities:

6.1. ADMINISTRATIVE SECTION

- 6.1.1. Receive all in-coming documents;
- 6.1.2. Pre-evaluate supporting documents of applicants for subdivision and development permits;
- 6.1.3. Prepare permits, clearances and orders of payments;
- 6.1.4. Safe keep all documents of the division;
- 6.1.5. Maintain a data bank of all Quezon City subdivision approvals and related documents, proposal for re-zoning or re-classification of various land uses;

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- 6.1.6 Release all out-going documents;
- 6.1.7 Perform all other related functions as may be assigned.

6.2. ARBITRATION AND LEGAL SECTION

- 6.2.1. Prepare studies and reports on land use and subdivision for recording and reference purposes;
- 6.2.2. Consolidate relevant information and other related subjects concerning land use and subdivision matters;
- 6.2.3. Coordinate with other government agencies to establish and integrate all engineering, infrastructure and property assessment data as basis for formulation of subdivision regulation;
- 6.2.4. Attend to complaints, amendments to subdivision ordinances, administrative and criminal cases and other related legal matters;
- 6.2.5. Attend to settlement of disputes of homeowners and neighborhood associations.

6.3. INSPECTION, MONITORING AND EVALUATION SECTION

- 6.3.1. Evaluate applicants and supporting documents for subdivision permits and conduct pre-processing for approval or disapproval;
- 6.3.2. Inspect locations of proposed and monitor progress of the same;
- 6.3.3. Prepare inspection report with the corresponding recommendation and/or advice of action;
- 6.3.4. Coordinate with other government agencies on matters pertaining to land use and subdivisions;
- 6.3.5. Perform all other related functions as may be assigned.

SECTION 7. STAFFING REQUIREMENTS - The division may be complemented by twenty two (22) regular plantilla personnel whose positions and ranks are as follows:

PLANTILLA CITY ENGINEER

PLANTILLA ENGINEER

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NUMBER	POSITION TITLE	SALARY GRADE
1	Administrative Officer IV	22
1	Administrative Officer III	18
1	Records Officer II	15
1	Clerk III	6
1	Reproduction Machine Operator II-B	4
2	Driver II	4

ARBITRATION AND LEGAL SECTION

NUMBER	POSITION TITLE	SALARY GRADE
1	Legal Officer IV	22
1	Project Development Officer II	15
1	Project Development Assistant	8
1	Clerk IV	8
1	Data Controller I	6
1	Legal Aide	5
1	Clerk II	4

INSPECTION, MONITORING AND EVALUATION

NUMBER	POSITION TITLE	SALARY GRADE
1	Project Development Officer IV	22
1	Project Development Officer III	18
1	Project Development Officer I	11
1	Project Development Assistant	8
1	Subdivision Inspector II	8
1	Clerk III	6
1	Clerk I	3

Total Number of Regular Plantilla Positions = 22

SECTION 8. APPROPRIATIONS- The Maintenance and Other Operating Expenses of the Subdivision Administration Division for Fiscal Year 2009 shall be taken from the balance of the budgetary allocation of the SAU for FY 2009 and from whatever available funds that may be reprogrammed from the Office of the City Mayor.

The annual fund for the operation and maintenance of all Subdivision Administration Division shall be included in the yearly appropriations of the City Planning and Development Office.

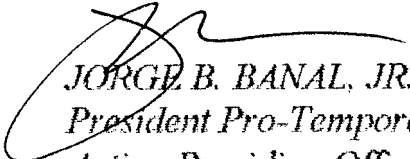
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SECTION 9. REPEALING CLAUSE - All Ordinances, Resolutions, Executive Orders or parts thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

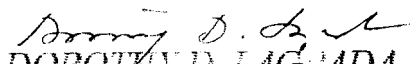
SECTION 10. SEPARABILITY CLAUSE - If for any reasons any part or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall be in full force and effect.

SECTION 11. EFFECTIVITY CLAUSE - This Ordinance shall take effect after its publication in a newspaper of general circulation.

ENACTED: October 5, 2009


JORGE B. BANAL, JR.
President Pro-Tempore
Acting Presiding Officer

ATTESTED:

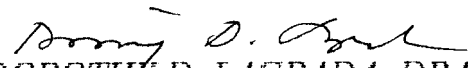

DOROTHY D. LAGRADA, DPA
City Secretary

APPROVED: Nov. 10, 2009


FELICIANO R. BELMONTE, JR.
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on October 5, 2009 and was finally PASSED on Third Final Reading on October 19, 2009.


DOROTHY D. LAGRADA, DPA
City Secretary

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