



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
19th City Council

PO19CC-539

91st Regular Session

ORDINANCE NO. SP- **2506**, S-2016

AN ORDINANCE TO RATIONALIZE THE FUNCTIONAL STRUCTURE OF THE ADMINISTRATIVE MANAGEMENT OFFICE AND REVERTING IT TO AN ADMINISTRATIVE DIVISION TO BE PLACED UNDER THE OFFICE OF THE CITY MAYOR.

Introduced by Councilors RODERICK M. PAULATE and JESUS MANUEL C. SUNTAY.

Co-Introduced by Councilors Dorothy A. Delarmente, Victor V. Ferrer, Jr., Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ranulfo Z. Ludovica, Estrella C. Valmocina, Gian Carlo G. Sotto, Franz S. Pumaren, Eufemio C. Lagumbay, Jose Mario Don S. De Leon, Jaime F. Borres, Raquel S. Malañgen, Jessica Castelo Daza, Bayani V. Hipol, Jose A. Visaya, Godofredo T. Liban II, Karl Edgar C. Castelo, Candy A. Medina, Diorella Maria G. Sotto, Marivic Co-Pilar, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Jr. and Ricardo B. Corpuz.

WHEREAS, Ordinance No. NC-280, S-1992, created the Administrative Management Office composed of Eighty Nine (89) plantilla positions for efficient, effective and responsive public service;

WHEREAS, the Office of the City Mayor is the core of all departments, offices and units in the Quezon City Government;

WHEREAS, to eliminate functional over-laps and redundancy of other offices and in line with the on-going rationalization program of the City Government to make the organization of the city government more responsive, it is proper to revert the Administrative Management Office into a division under Office of the City Mayor.

NOW, THEREFORE,

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

Section 1. INCORPORATION - The Administrative Management Office is hereby incorporated into the Office of the City Mayor and shall henceforth be known and referred to as the Administrative Division of the Office of the City Mayor;

Section 2. MOVEMENT OF POSITIONS AND SECURITY OF TENURE - Thirty Five (35) Filled Plantilla positions of the Administrative Management Office will be retained to comprise the four (4) Sections of the Administrative Division, to wit:

Based on the Personnel Schedule For Fiscal Year 2016			
Number of Positions	Item Numbers	Position	Salary Grade
1	2	Chief Administrative Officer (Administrative Officer V)	24
1	13	Administrative Officer V (Administrative Officer III)	18
2	24,42	Administrative Officer V (Records Officer III)	18
1	49	Administrative Officer V (Budget Officer III)	18
1	30	Administrative Officer III (Records Officer II)	14
1	9	Administrative Officer II (Administrative Officer I)	11
1	15-1	Administrative Assistant III (Stenographer III-A)	9
2	11 & 56	Administrative Assistant II (Clerk IV)	8
2	61-1 & 61-2	Administrative Assistant II (Administrative Assistant)	8
1	6	Administrative Assistant I (Bookbinder III)	7
1	22	Administrative Assistant I (Photographer II)	7
1	58	Administrative Assistant I (Reproduction Machine Operator III)	7
7	12-1,12- 2,12- 3,16- 2,31,36, 44-2,	Administrative Aide VI (Clerk III)	6

Number of Positions	Item Number	Position	Salary Grade
1	27-1	Administrative Aide IV (Clerk II)	4
2	20-5,20-6	Administrative Aide IV (Driver II)	4
1	39	Administrative Aide IV ((Reproduction Machine Operator II-B)	4
5	21-3, 33, 38-2,38-3,46	Administrative Aide III (Utility Worker II-A)	3
4	17, 41-1, 41-2, 41-3,	Administrative Aide III (Messenger)	3
35	TOTAL NUMBER OF POSITIONS		

Item 2.1 The remaining Thirty Three (33) filled Plantilla positions will be absorbed by the respective offices where they are presently assigned or will be integrated in the office where their education or experience are befitting to thoroughly perform their duties and their capabilities can be best utilized, to wit:

Based on the Personnel Schedule For Fiscal Year 2016			
Number of Positions	Item Number	Position	Office Assignment
1	53	Administrative Officer V (Supply Officer III)	Office of the City Administrator
1	14	Administrative Officer II (Administrative Officer I)	
1	35	Administrative Officer III (Records Officer II)	
1	20-1	Administrative Aide IV (Driver II)	
5	21-1, 21-2, 28, 38-1, 38-4,	Administrative Aide III (Utility Worker II-A)	
1	47-1	Administrative Aide III (Bookbinder I)	
1	8	Administrative Officer V (Administrative Officer III)	Department of the Building Official
1	55-1	Administrative Assistant III (Buyer)	
1	32-2	Administrative Aide IV (Clerk II)	
1	52	Administrative Aide IV (Budgeting Aide)	

1	34	Administrative Officer V (Records Officer III)	City Accounting Department
1	54	Administrative Officer III (Supply Officer II)	
1	10	Administrative Assistant II (Administrative Assistant)	
1	19	Administrative Aide VI (Clerk III)	
1	41-4	Administrative Aide III (Messenger)	
1	37	Administrative Aide IV (Clerk II)	City Personnel Office
1	18	Administrative Officer V (Administrative Officer III)	Persons with Disability Affairs Office
2	32-1, 45-1	Administrative Aide IV (Clerk II)	Quezon City Health Department
1	40	Administrative Assistant I (Reproduction Machine Operator III)	Office of the City Treasurer

Based on the Personnel Schedule For Fiscal Year 2016			
Number of Positions	Item Number	Position	Office Assignment
1	60	Administrative Assistant V (Storekeeper IV-A)	Procurement Office
1	55-2	Administrative Assistant III (Buyer)	
1	62	Administrative Assistant II (Property Custodian)	
1	47-2	Administrative Aide III (Bookbinder I)	
3	20-2, 20-3, 20-4	Administrative Aide IV (Driver II)	Quezon City Public Library
2	21-4, 64	Administrative Aide III (Utility Worker II-A)	
33	TOTAL NUMBER OF POSITIONS		

Item 2.2 To streamline the staffing pattern of the Office of the City Mayor, twenty One (21) unfilled Plantilla positions in the

Personnel Schedule of the Administrative Management Office will be abolished and funds to be generated from the salary savings thereof will be reverted back to the City's General Fund for CY 2016, to wit:

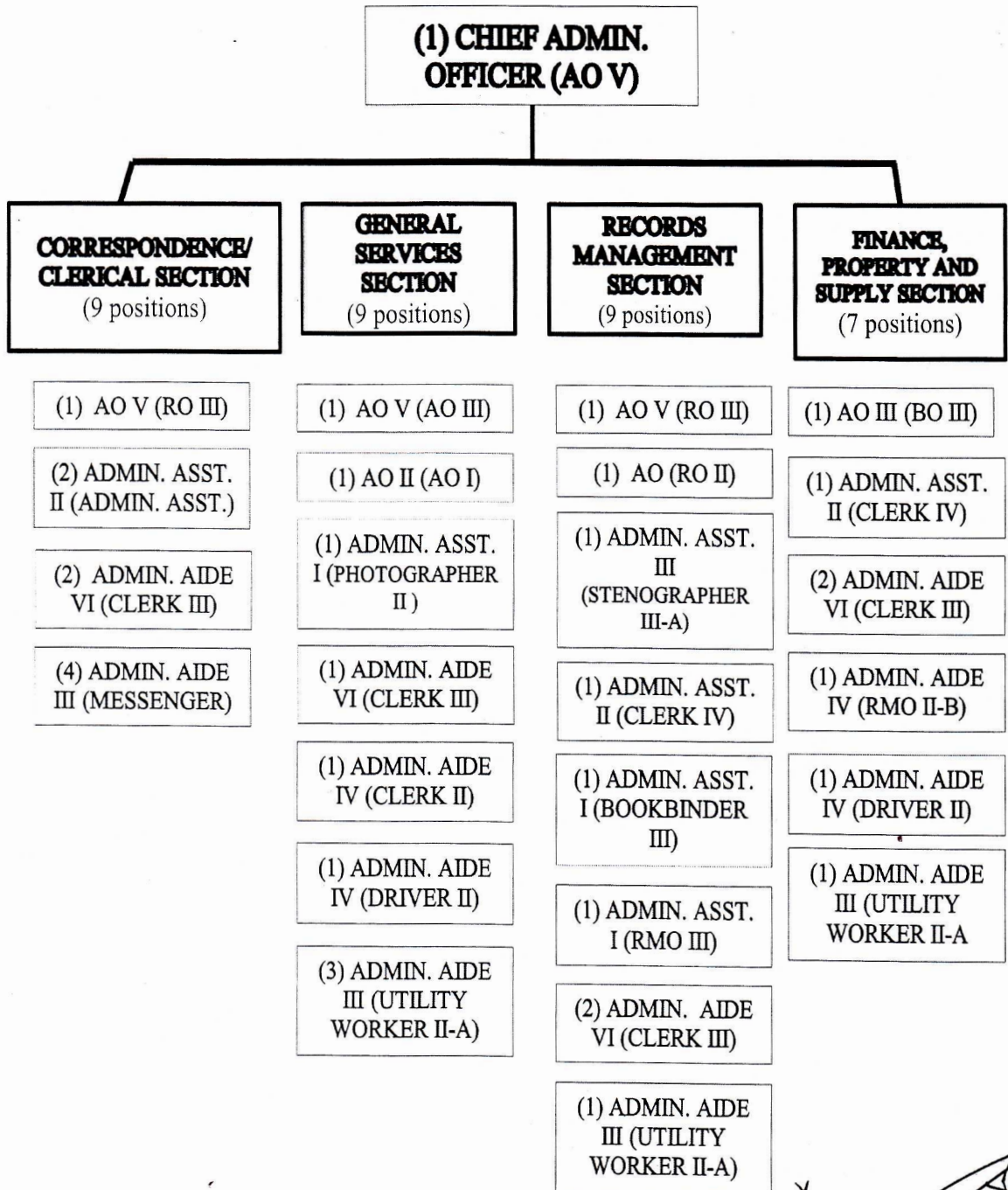
Based on the Personnel Schedule For Fiscal Year 2016			
Number of Positions	Item Number	Position	Salary Grade
1	1	City Government Office Head	26
1	23	Chief Administrative Officer (Records Officer V)	24
1	48	Chief Administrative Officer (Financial Management Officer II)	24
1	3	Administrative Officer V (HRMO III)	18
1	29	Administrative Officer V (Records Officer III)	18
1	59	Administrative Officer V (Supply Officer III)	18
1	4	Administrative Officer II (HRMO I)	11
1	50	Administrative Officer II (Statistician I)	11
2	25 & 43	Administrative Officer I (Records Officer I)	10
1	15-2	Administrative Assistant III (Stenographer III-A)	9
1	5	Administrative Assistant II (HRM Assistant)	8
1	51	Administrative Assistant II (Accounting Clerk III)	8
1	57	Administrative Assistant II (Administrative Assistant)	8
1	63	Administrative Assistant II (Clerk IV)	8
3	16-1, 26, 44-1	Administrative Aide VI (Clerk III)	6
2	27-2 & 45-2	Administrative Aide IV (Clerk II)	4
1	7	Administrative Aide III (Messenger)	3
21	TOTAL NUMBER OF POSITIONS		

Section 3. ORGANIZATIONAL STRUCTURE - The organizational structure and staffing pattern of the Administrative Division of the Office of the City Mayor shall be as follows: ✕

OFFICE OF THE CITY MAYOR

ADMINISTRATIVE DIVISION

(1) CHIEF ADMIN.
OFFICER (AO V)



Section 4. *REPEALING CLAUSE* - All Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified or repealed accordingly.


Section 5. *SEPARABILITY CLAUSE* - If, for any reason, parts 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 6. *EFFECTIVITY CLAUSE* - This Ordinance shall take effect immediately upon its approval.

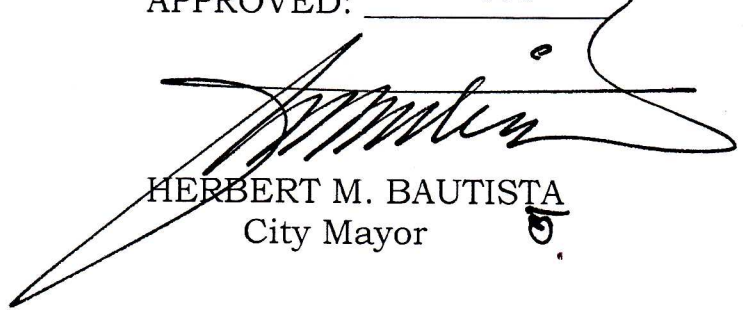
ENACTED: June 6, 2016.


ANTHONY PETER D. GRISOLOGO
Acting Vice Mayor
Acting Presiding Officer

ATTESTED:



Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 4 JUL 2016


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Resolution was APPROVED by the City Council on Second Reading on June 6, 2016 and was CONFIRMED on June 13, 2016.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III