



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
20<sup>th</sup> City Council

PO20CC-140

20<sup>th</sup> Regular Session

ORDINANCE NO. SP- **2571**, S-2017

AN ORDINANCE RECTIFYING AND RESTORING SIX CITY GOVERNMENT OFFICE HEAD (SG 26) POSITIONS TO THEIR PROPER CLASSIFICATION AS CITY GOVERNMENT DEPARTMENT HEAD III (SG 27) IN ACCORDANCE WITH JCPLGA BULLETIN NO. 10 DATED MARCH 7, 1991, REDESIGNING THE STRUCTURE OF THEIR OFFICES AND RATIONALIZING THEIR PERSONNEL COMPONENT.

*Introduced by Councilor RODERICK M. PAULATE.*

*Co-Introduced by Councilors Anthony Peter D. Crisologo, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Kate Abigael G. Coseteng, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Sunlay, Jose A. Visaya, Karl Edgar C. Castelo, Julianne Alyson Rae V. Medalla, Godofredo T. Liban II, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Ricardo B. Corpuz.*

WHEREAS, in the implementation of the First Salary Standardization Law in the Quezon City Government in July 1989, some office head positions were classified as City Government Department Head III (SG 27) by the Standardization Committee created by then Mayor Brigido R. Simon Jr. while others were classified to a lower level which were pegged at Salary Grade 26 with the city nomenclature of City Government office head, despite their same rank and status in the Quezon City Government hierarchy;

WHEREAS, Ordinance No. SP-128, S-1993 was passed upgrading the salary grade level of Assistant Department Heads, under the regular departments, to Salary Grade 26, which is the same Salary Grade level as Office Heads, which makes them parallel or equivalent to the level of Office Heads despite the remarkable disparity in the scope and complexity of responsibility; *A X*



WHEREAS, the Department of Budget and Management – National Capital Region (DBM-NCR) review findings of the City's annual budget for years 2014, 2015 and 2016 which explicitly mentioned that "the Salary Grades 26 and position titles of some department heads do not conform with those provided for the same positions in Special Cities under Joint Commission (JC) on Local Government Personnel Administration Bulletin No. 10 (Guidelines for the Proper Implementation of Joint Circular No. 39 dated October 2, 1990) dated March 7, 1991";

WHEREAS, the DBM-NCR review findings dated March 14, 2016, categorically states that the appropriate position titles and salary grades of City Government Office Heads in Quezon City is CITY GOVERNMENT DEPARTMENT HEAD III (Salary Grade 27);

WHEREAS, to solve the impasse and to put things in the proper perspective, it is necessary that an ordinance be enacted to restore City Government Office Head positions to their proper classification.

NOW, THEREFORE,

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

SECTION 1. The restoration of Office Heads under the following offices to their proper classification as CITY GOVERNMENT DEPARTMENT HEAD III (Salary Grade 27) effective upon the assumption to duty of the incumbents as Heads of Offices to wit:

City Personnel Office  
Business Permits and Licensing Office  
Quezon City Public Library  
Procurement Office  
Information Technology Development Office  
Public Affairs and Information Service Office

SECTION 2. The functional statement and objectives of the following offices which are vital institutions to effectively and efficiently carry out basic services to the Quezon City Government:

Item 2.1- The City Personnel Office at the helm of the personnel organization of the Quezon City government, operates as the central personnel unit responsible for general



*personnel management and broad spectrum of our functions cover such areas as staffing and testing standards, pre-analysis and evaluation, employee relations, performance standards, staff training and development, separations, employee rights and obligations, records, reports, personnel research, compensation and salary administration, public relations to the more intricate and responsible task of policy determination and instructions. From the pragmatic viewpoint, this office comprehends the whole agency which to date has 8104 plantilla positions and 8321 non-government service contractuels and consultants, our management responsibility permeates all levels of the organization, from the top management down to the lowliest laborer, beginning from the time a personnel enters the service until he exits therefrom;*

*Item 2.2- The Business Permits and Licensing Office mandate is to judiciously and expeditiously issue business and occupational permits to generate revenues and to regulate business/occupation to conform with existing laws, rules and regulations. Grants city license or permit to business and revokes the same for violation/s of the conditions upon which they are granted. Undertakes inspection/verification and monitoring the operation of business establishments/activities within the city, set out intensive campaign against illegal business operations and hand over pertinent data and facts to the business sector and to the public in general.*

*Item 2.3 - The Quezon City Library is to provide library service responsive to the needs of the community/reading public and to help promote the moral and intellectual well-being of the people of Quezon City. As the City's main library it supervises the use of city*

*[Handwritten marks: a large 'D' and a signature]*



*extension reading facilities, preserve all reading materials, books and magazines, donated or purchased. Adopts a system on the use of all library reading materials/facilities in consonance with modern methods of library science like computerize or online services, maintain partnership /linkages with NGO's and other government agencies concerning library services and promulgates and implements library rules and regulations.*

*Item 2.4 - The Procurement Office main directive is to ensure that all procurement activities are conducted timely, efficiently and with transparency, integrity and accountability. Responsible for the procurement of all infrastructure projects such as civil works, goods, including supplies, materials, equipment and consulting services, planning, processing of purchase request, assistance and support to public bidding or alternative methods of procurement, award and execution of purchase orders, enforcement of contract provision on performance securities and warranties and implementation of guidelines pursuant to R.A. No. 9184.*

*Item 2.5 - The Information Technology Development Office objective is to formulate comprehensive Information Technology Master Plan which will serve as guide for an effective and efficient operation. Enhances the city's capability to systematize its operations and make it computerized and automated. Designs, develops system and aligns with that of the National Government Information System and the E-Commerce Act ensuring that computerization process in the City Government are compatible with it.*

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Recommend an overall hardware requirement for the City, according to adaptable specifications.

Item 2.6 - The Public Affairs and Information Service Office function is to inform/educate the city residents on the various plans, programs, projects and activities of the city. Formulates measures and provides technical assistance and support in providing information and research data required for the delivery of basic services and provision of adequate facilities for public awareness, provides relevant, adequate and timely information of the city to other government units and maintains effective liaison with various sectors of the community on matters and issues that affect livelihood and encourages support for programs of the city.

SECTION 3. PERSONNEL COMPONENT - In view of the rectification of position titles and salary grades of some Department Head positions, the redesigning of the functional structure and rationalizing the personnel component of their respective departments is hereby deemed necessary that additional positions and divisions are created to respond to the increasing demands of the service;

Item 3.1- The table below presents the number of needed additional positions, summary of which are presented in the attached annexes (ANNEX A-F);

DEPARTMENT	NO. of EXISTING POSITIONS	NO. of ADDITIONAL POSITIONS
City Personnel Office	36	57
Business Permits And Licensing Office	78	47
Quezon City Public Library	44	55
Procurement Office	55	25

Information Technology Development Office	54	25
Public Affairs and Information Services Office	5	45

Item 3.2 - The aforementioned offices shall be renamed and be known and referred to as follows, to wit:

City Personnel Office	Human Resource Management Department
Business Permits and Licensing Office	Business Permits and Licensing Department
Procurement Office	Procurement Department
Information Technology Development Office	Information Technology Development Department
Public Affairs and Information Service Office	Public Affairs and Information Service Department
Quezon City Public Library	Quezon City Public Library

Item 3.3 - Two (2) positions of Administrative Aide II (Utility Worker II) SG - 3 with Item Nos. 7-1 and 7-2 and one (1) position of Human Resource Management Officer III (HRMO III) SG -18 with Item No. 3 under the Human Resource Management Department (based on FY 2016 Personnel Schedule) shall be transferred to the Office of the City Treasurer where they are presently detailed;

Item 3.4 - The position of Librarian V SG - 25 with Item No. 2 shall be converted to City Government Assistant Department Head III with same salary grade level. One position Librarian IV SG-22, Item No. 3 will be abolished once vacated for uniformity with the redesigned organizational structure of the Quezon City Public Library;



- Item 3.5 - *Three (3) Laborer II SG-3 positions from the Department of Engineering with Item Nos. 71-96, 71-311, 71-335 (based on FY 2016 Personnel Schedule) whose incumbents are presently detailed to the Quezon City Public Library are hereby absorbed in the said office and converted to Administrative Aide III (Utility Worker II) with same salary grade level;*
- Item 3.6 - *The functional structure of the Liquor Licensing Regulatory Board and its contractual staff are hereby incorporated in the plantilla of the Business Permits and Licensing Department (BPLD) to eliminate functional overlaps and redundancy;*
- Item 3.7 - *Two (2) Laborer II SG - 3 positions from the Department of Engineering with item nos. 71-15 and 71-55 (based on FY2016 Personnel Schedule) whose incumbents are presently detailed to the Business Permits and Licensing Department are hereby absorbed to the same department and converted to Administrative Aide III (Utility Worker II) with same salary grade level.*

**SECTION 4. APPROPRIATIONS** - *The funds to cover the Personnel Services (PS) of the newly created positions shall be taken from the General Fund of the Annual Budget of the Quezon City Government.*

- Item 4.1- *For the new positions of the Human Resource Management Department amounting to Twenty Three Million Seven Hundred Eighty Thousand Four Hundred Twenty Pesos and Sixteen centavos (P23,780,420.16);*

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- Item 4.2 - For the new positions of the Business Permits and Licensing Department amounting to Twenty Million Twenty Thousand Six Hundred Forty Eight Pesos and Ninety Centavos (P20,020,648.90);
  
- Item 4.3 - For the new positions of the Quezon City Public Library amounting to Twenty Six Million Five Hundred Seven Thousand Nine Hundred Fifty Two Pesos and Seventy Four Centavos (P26,507,952.74);
  
- Item 4.4 - For the new positions of the Procurement Department amounting to Twelve Million One Hundred Ninety Two Thousand Two Hundred Ninety Eight Pesos and Forty Eight Centavos (P12,192,298.48);
  
- Item 4.5 - For the new positions of the Information Technology Development Department amounting to Ten Million Six Hundred Forty Three Thousand One Hundred Eighty Nine Pesos and Eighty Eight Centavos (P10,643,189.88);
  
- Item 4.6 - For the new positions of the Public Affairs and Information Service Department amounting to Twenty Two Million One Hundred Eighty Three Thousand Seventy Four Pesos and Ninety Two Centavos (P22,183,074.92).

SECTION 5. ORGANIZATIONAL STRUCTURE - The new staffing pattern of the redesigned functional structure are presented in the attached annexes (ANNEX G -L) of this ordinance.

SECTION 6. 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. ✓


*[Handwritten signatures and initials]*



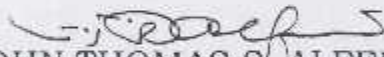
**SECTION 7. SEPARABILITY CLAUSE** - If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 8. EFFECTIVITY CLAUSE** - This Ordinance shall take effect immediately upon its approval.

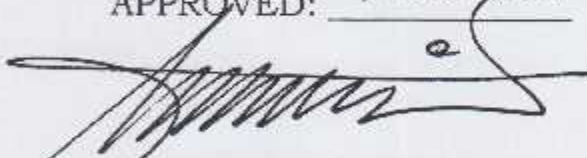

ENACTED: February 6, 2017.

  
MA. JOSEFINA G. BELMONTE  
Vice Mayor  
Presiding Officer

ATTESTED:

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

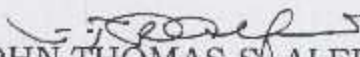
APPROVED: 13 MAR 2017

  
HERBERT M. BAUTISTA  
City Mayor 

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 6, 2017 and was PASSED on Third/Final Reading February 20, 2017.

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

