

Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PO20CC-305

68th Regular Session

ORDINANCE NO. SP- 2750, S-2018

AN ORDINANCE RESTRUCTURING THE QUEZON CITY LEGAL DEPARTMENT, REDESIGNING THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE, PROVIDING FUNDS AND FOR OTHER PURPOSES.

Introduced by Councilor RODERICK M. PAULATE.

Co-Introduced by Councilors Lena Marie P. Juico, Anthony Peter D. Crisologo, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Franz S. Pumaren, Eufemio C. Lagumbay, Raquel S. Malañgen, Irene R. Belmonte, Hero Clarence M. Bautista, 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., Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina, Alfredo S. Roxas and Noe Lorenzo B. Dela Fuente III.

WHEREAS, the City Legal Department is the chief legal counsel of the Quezon City Government. As such, it is tasked to represent the local government unit and to advise the City Mayor and other City Officials in any litigation or matter under Section 481 of the Local Government Code of 1991 and the provisions of Republic Act No. 537, otherwise known as the Quezon City Charter;

WHEREAS, it stands to be in the forefront of formulating legal measures and policies for the City Government in accordance with the duties and functions enshrined in the Charter and Local Government Code;

WHEREAS, it must be kept abreast with the changing status of our constituents towards operative, productive and fair implementation of the rule of law and therefore, there is a need to strengthen the Legal Department to cope with the demands and the challenges for competence and efficiency;

QUEZON CITY PUBLIC LIBRARY
LAW RESEARCH

WHEREAS, the functions of the Public Assistance and Legal Aid Office (PALAO) created under City Ordinance No. NC- 83, S-1989 shall be absorbed by the City Legal Department considering that the latter performs the same functions as mandated by law;

WHEREAS, there is a need for the restructuring of the City Legal Department by creating new Divisions and plantilla positions.

NOW, THEREFORE,

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

SECTION 1. FUNCTIONAL RESTRUCTURING – The City Legal Department is hereby functionally restructured.

For this purpose, additional four (4) Divisions and plantilla positions shall be created.

SECTION 2. FUNCTIONS OF EACH DIVISION – The City Legal Department shall be composed of five (5) Divisions and the functions of each Division are as follows:

Item 2.1 TRIAL AND INVESTIGATION DIVISION – To handle cases filed for and against the City, the Honorable Mayor, and other City Officials; and to investigate and adjudicate cases filed against erring City Officials and Employees for violation of the Civil Service laws, other national laws and city ordinances as mandated by R.A. No. 7160 and R.A. No. 537.

Item 2.2 OPINION and RESEARCH DIVISION – To prepare legal opinion and recommendation sought by the City Mayor and other City Officials involving legal issues besetting the city government; To prepare and review contracts, memoranda of agreement, and undertakings to be entered into by the City; To review proposed city ordinances and resolutions passed by the city council; To perform such other functions as mandated by R.A. No. 7160 and R.A. No. 537.

Item 2.3 RECORDS and INFORMATION MANAGEMENT DIVISION – To handle, safe-keep and regulate information dissemination and verification of cases and case folders in Civil, Criminal and/or Administrative.

Item 2.4 ADMINISTRATIVE DIVISION – To provide administrative support in human resources, payroll and budget. This Division also deals with procurement, maintenance and auditing of office facilities and supplies.

Item 2.5 LEGAL AID and ENFORCEMENT DIVISION – To provide legal representation and assistance to qualified indigent residents of Quezon City; To guarantee and monitor the strict implementation of city ordinances, resolutions and other national laws.

SECTION 3. NEWLY CREATED POSITIONS – The City Legal Department presently has Thirty-Two (32) positions, to cope up with the increasing need and to effectively serve the department's clientele additional plantilla positions are created.

Item 3.1 SUMMARY OF NEW POSITIONS

NO. OF POSITION	POSITION	SALARY GRADE
1	City Government Assistant Department Head III (Assistant City Attorney)	25
2	Attorney V	25
1	Records Officer V	24
1	Chief Administrative Officer	24
3	Attorney IV	23
1	Supervising Administrative Officer (HRMO IV)	22
1	Records Officer IV	22
12	Attorney III	21
7	Attorney II	18
1	Records Officer III	18
1	Administrative Officer V (Supply Officer III)	18

1	Administrative Officer V (HRMO III)	18
1	Computer Programmer III	18
1	Administrative Officer IV (HRMO II)	15
1	Administrative Officer IV (Budget Officer II)	15
1	Sr. Admin. Asst. II (Computer Operator IV)	14
8	Legal Researcher	13
8	Legal Assistant II	12
4	Special Investigator I	11
1	Administrative Assistant V (Private Secretary I)	11
7	Legal Assistant I	10
2	Administrative Assistant III (Stenographic Reporter II)	9
2	Computer Operator II	9
1	Admin. Asst. III (Secretary II)	9
1	Admin. Asst. III (Storekeeper III)	9
2	Records Assistant II	8
5	Administrative Assistant II (Clerk IV)	8
2	Admin. Asst. I (Computer Operator I)	7

8	Administrative Aide VI (Clerk III)	6
4	Legal Aide	5
3	Administrative Aide IV (Clerk II)	4
2	Admin. Aide IV (Reproduction Machine Operator II-B)	4
1	Administrative Aide IV (Driver II)	4
3	Administrative Aide III (Utility Worker IIA)	3
10	Messenger	3
110		

Item 3.2 The position of Administrative Assistant V (Private Secretary I) with salary grade 11 shall be created on co-terminus status.

Item. 3.3 The vacant position of Administrative Aide III (Clerk I) with Salary Grade 3 shall be converted to Administrative Aide IV (Clerk II) with salary grade 4 to maintain with uniformity of entry positions.

SECTION 4. ORGANIZATIONAL STRUCTURE – The document indicating the Functional Organizational Structure of the Department is hereby attached and made as an integral part of this Ordinance.

SECTION 5. FUNDING – The funds covering the Personal Services and other benefits of the newly created positions amounting to Fifty-Five Million One Thousand Three Hundred Five Pesos and Six Centavos (Php55,001,305.06) shall be taken from the General Fund of the City's Annual Budget for the next and succeeding fiscal year.

SECTION 6. REPEALING CLAUSE – All Quezon City Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Regulations, or part thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly. X

[Handwritten signatures and initials]

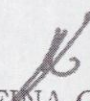
68th Regular Session

Ord. No. SP- **2750**, S-2018
Page 6- PO20CC-305

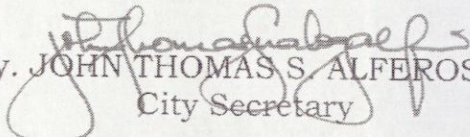
SECTION 7. SEPARABILITY CLAUSE – If, for any reason or reasons any part or any provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

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

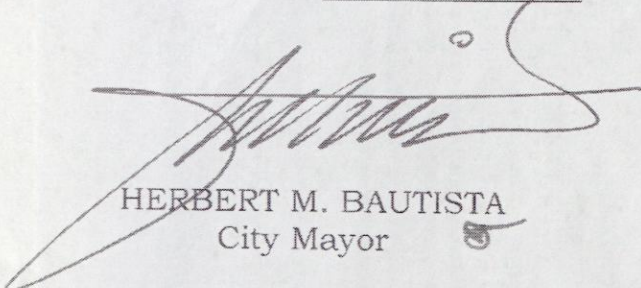
ENACTED: August 13, 2018.


MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

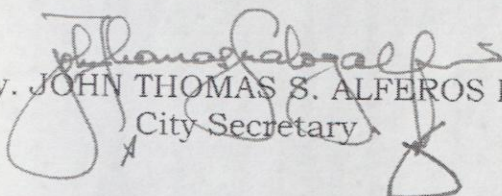

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 26 SEP 2018


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on August 13, 2018 and was PASSED on Third/Final Reading on August 28, 2018.


Atty. JOHN THOMAS S. ALFEROS III
City Secretary

LIT LEGAL DEPARTEMEN

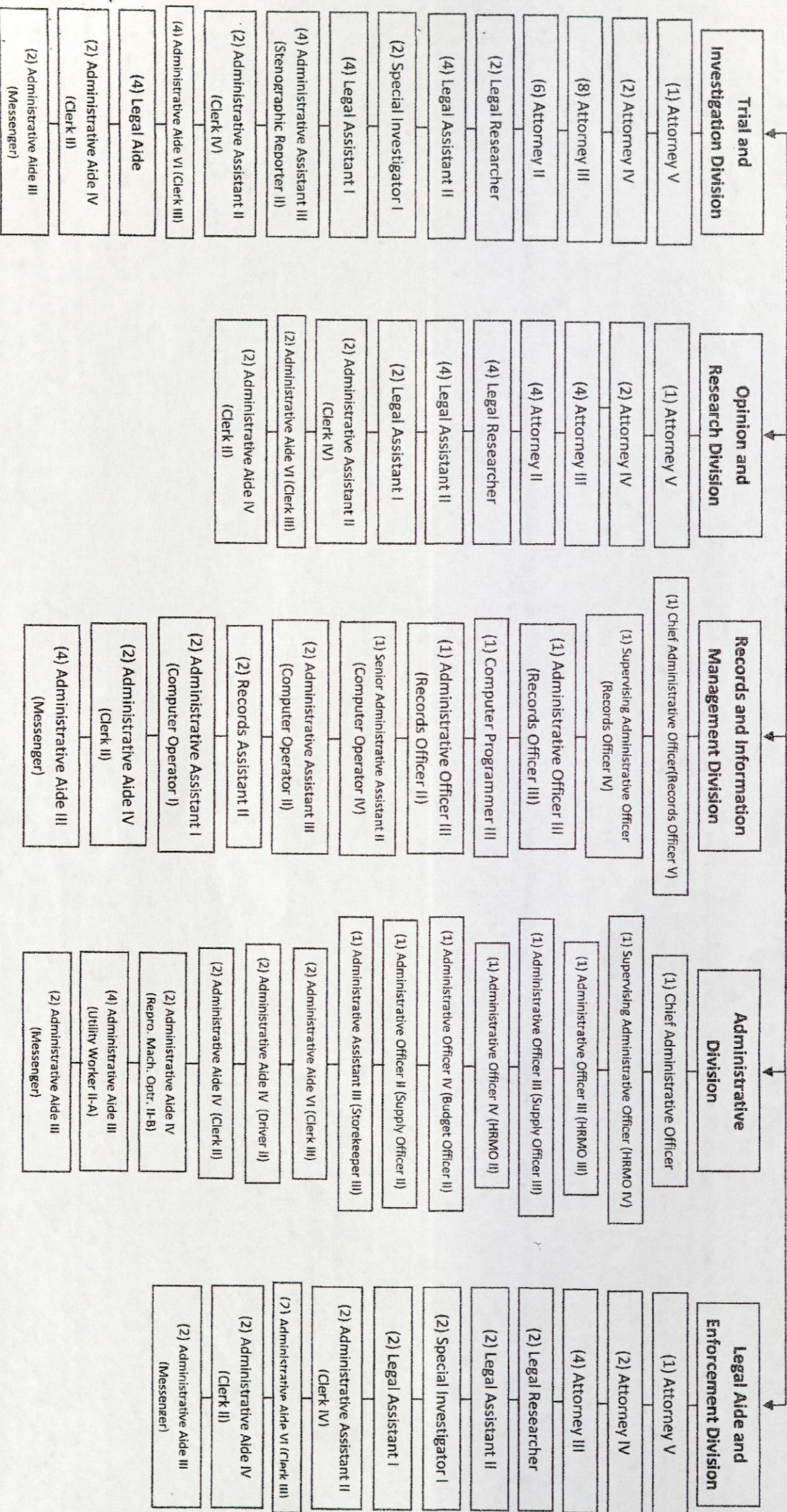
City Attorney (Co-Terminus)

(1) Private Secretary I

(2) City Government Assistant Department Head III

(Assistant City Attorney)

(1) Administrative Assistant III
(Secretary II)



**KOLEKSI PERPUSTAKAAN
KOTA SURABAYA**

77