

Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
21st City Council

PO21CC-326

41st Regular Session

ORDINANCE NO. SP- **2971**, S-2020

AN ORDINANCE CREATING NEW PLANTILLA POSITIONS FOR QUEZON CITY UNIVERSITY AND TO APPROPRIATE THE FUNDS NEEDED THEREOF.

Introduced by Councilors IRENE R. BELMONTE, LENA MARIE P. JUICO, RAMON P. MEDALLA, KATE GALANG-COSETENG, RAM V. MEDALLA and DIORELLA MARIA G. SOTTO-ANTONIO.

Co-Introduced by Councilors Bernard R. Herrera, Dorothy A. Delarmente, M.D., Tany Joe "TJ" L. Calalay, Nicole Ella V. Crisologo, Victor V. Ferrer, Jr., Winston "Winnie" T. Castelo, Atty. Bong Liban, Eden Delilah "Candy" A. Medina, Mikey F. Belmonte, Estrella C. Valmocina, Franz S. Pumaren, Matias John T. Defensor, Wencerom Benedict C. Lagumbay, Jorge L. Banal, Sr., Peachy V. De Leon, Imee A. Rillo, Marra C. Suntay, Resty B. Malañgen, Ivy L. Lagman, Hero M. Bautista, Jose A. Visaya, Patrick Michael Vargas, Shaira L. Liban, Allan Butch T. Francisco, Marivic Co Pilar, Melencio "Bobby" T. Castelo, Rogelio "Roger" P. Juan, Donato "Donny" C. Matias, Freddy S. Roxas and Noe Dela Fuente.

WHEREAS, Section 1, Article XIV of the Philippine Constitution provides that the State shall protect and promote the rights of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all;

WHEREAS, Section 2 (1), Article XIV of the Philippine Constitution also provides that the State shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society;

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WHEREAS, Section 3 (2), Article XIV of the Philippine Constitution provides that the state shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency;

WHEREAS, Article III Sections 447, 458 and 468, of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that local government units may establish and provide for the operation of a vocational and technical school and similar post-secondary institution subject to availability of funds, and existing laws, rules and regulations;

WHEREAS, the Quezon City Council enacted City Ordinance No. SP-2812, S-2019, entitled "An Ordinance Converting the Quezon City Polytechnic University to Quezon City University and enhancing its Charter (Amending City Ordinances Nos. SP-1945, S-2009 and SP-1030, S-2001";

WHEREAS, after its conception, the Quezon City University continues to grow in terms of its population serving and delivering free quality education to the constituency;

WHEREAS, in accordance with the pertinent provisions of Republic Act No. 7722, CMO No. 32, S-2006, promulgated the policies, standards and guidelines that shall govern the establishment of Local Colleges/Universities (LCUs) by Local Government Units (LGUs);

WHEREAS, Republic Act No. 10931, CMO No. 09, S-2018 laid down the guidelines on the eligibility of Local Universities and Colleges (LUCs) to carry out the free higher education provision of R.A. No. 10931 otherwise known as the "Universal Access to Quality Tertiary Education Act";

WHEREAS, Quezon City University as a local institution of higher learning submitted an application for Institutional Recognition subject for the approval of the Commission on Higher Education (CHED) in order to access and enjoy the empowering and equitable provisions of R.A. No. 10931;

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WHEREAS, as reflected in the Evaluation Report issued by the Office of Institutional Quality Assurance and Governance (OIQAG) indicated in CHED's 1st Indorsement letter dated June 29, 2020, Quezon City University was found to be non-compliant in creating and filling up of Mandatory Plantilla Positions relative to the application of the University for CHED's Institutional Recognition;

WHEREAS, based on the findings of CHED there is a need to create new Plantilla positions for Quezon City University to acquire its Institutional Recognition and to comply with the provisions of R.A. No. 10931.

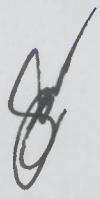
NOW, THEREFORE,

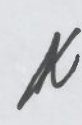
BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

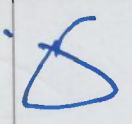
SECTION 1. TITLE. - This Ordinance shall be known as the "Creation of New Plantilla Positions for Quezon City University."

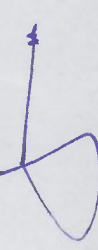
SECTION 2. DEFINITION OF TERMS. - As used in this Ordinance, the following terms shall mean as follows:

- a. Plantilla Position - a government approved listing of positions in any governmental institution, instrumentality, and entity; both national and local; whether filled-up or vacant positions.
- b. University - it is an institution of higher (or tertiary) education and research, which awards academic degrees in various academic disciplines. It is also referred to in this ordinance as the Quezon City University.
- c. Institutional Recognition - it is a requirement of all Local Universities and Colleges to be complied with in order to operate as University and avail of all necessary programs of the Commission on Higher Education.

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SECTION 3. CREATION OF PLANTILLA POSITIONS. - The following new positions, in addition to the current staffing pattern of the University, are hereby created under the different offices/ departments of the Quezon City University by the process of addition:

| NEW PLANTILLA POSITIONS | | | | |
|-------------------------|----------------|--------------|---|--|
| Number | Position Title | Salary Grade | Qualifications | Duties and Responsibilities |
| 1 | Librarian I | 11 | -Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science -R.A. 1080 (Librarian) | -Helps librarians organize library resources such as cataloguing and classifying of books to make available to the users and assisting patrons; -Manage in distribution and inventory of library materials; -Render or submit periodic reports |
| 1 | Librarian II | 15 | -Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science -R.A. 1080 (Librarian) | -Formulate work plans for the division and prepare and submit annual budget and reports; -Implement, monitor, and evaluate the work plans for the division; -Represent division in meetings and conferences where such representation is necessary; -Assist patrons in locating, selecting and acquisition of books and in and out of materials |

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| 4 | Nurse I | 15 | <p>-Bachelor's Degree in Nursing</p> <p>-R.A. 1080 (Nursing)</p> | <p>-Provide healthcare and emergency services to students and employees with chronic and acute health problems;</p> <p>-Developing and monitoring of health plans of students and employees including nursing care plan;</p> <p>-Refer students or employees to specialized health resources for further assessment and management;</p> <p>-Maintain accurate and detailed reports on records and submit written medical case reported in clinic to supervisor/head of the unit;</p> <p>-Maintain cleanliness and assess students during enrollment</p> |
| 2 | Nurse II | 17 | <p>-Bachelor's Degree in Nursing</p> <p>-Training and Experience</p> <p>-R.A. 1080 (Nursing)</p> | <p>-Formulate work plans for the division and prepare and submit annual budget;</p> <p>-Represent division in meetings and conferences where such representation is necessary;</p> <p>-Provide healthcare services and develop health plans of students and employees, coordinate</p> |

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| | | | | <p>infection control program, advise and consult with specified personnel about necessary precautions;</p> <p>-Maintain accurate and detailed reports on records and submit written medical case reported in clinic to supervisor/head of the unit;</p> <p>-Maintain cleanliness and assess students during enrollment</p> |
| 1 | University Registrar V | 24 | <p>-Bachelor's Degree</p> <p>-Master's Degree</p> <p>-4 years supervisory/management experience and 40 hours training</p> <p>-CS Professional/Secondary Level Eligibility</p> | <p>-Supervises the processes of transfer credits, graduation, and certification of baccalaureate degrees, degree verifications, production of transcript of records, diplomas and other students' permanent records including enrollment whole year round;</p> <p>-Prepares and submits annual budget and enrollment statistics and other indicators;</p> <p>-Represents the division in meetings/conferences where such representation is necessary;</p> <p>-Formulates, implements, monitors, evaluates and submit work plan for the division;</p> |

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| | | | | -Evaluates submitted credentials/admission requirements |
| 3 | Guidance Counsellor I | 15 | -Bachelor's Degree in Guidance and Counselling or in any allied discipline -R.A. 1080 (Guidance Counsellor) | -Formulate the guidance program; -Keeping records of students' profile; -Conduct individual and group counselling and administer, evaluate, and interpret psychological tests; -Issue good moral certificates to students for OJT, employment purposes, and students' transferees; -Conduct exit interviews to students who would leave QCU; -Coordinate with the Office of Student Affairs, the academic standing of the students being referred to the guidance office |
| 3 | Guidance Counsellor II | 16 | -Bachelor's Degree in Guidance and Counselling or in any allied discipline -4 hours of relevant training -R.A. 1080 (Guidance Counsellor) | -Formulate work plans for the division and prepare and submit annual budget; -Implement, monitor, evaluate, and supervise the work plans for the division; -Administer, evaluate, and interpret psychological tests; |

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| | | | | <ul style="list-style-type: none">-Conduct faculty evaluation;-Issue good moral certificates to students for OJT, employment purposes, and students transferees;-Conduct exit interviews to students who would leave QCU;-Create various activities for students' wellness and development;-Coordinate with the Office of Student Affairs, the academic standing of the students being referred to the guidance office |
|--|--|--|--|--|

SECTION 4. FUNDING SUPPORT. - The newly-created positions are made part and an integral element of the plantilla of the Quezon City University and shall be automatically funded from the personnel services component of the budget of the Quezon City Government for the Quezon City University.

SECTION 5. REPEALING CLAUSE. - All ordinances, resolutions, rules or regulations inconsistent with or contrary to the provisions of this Ordinance are hereby repealed or modified accordingly.

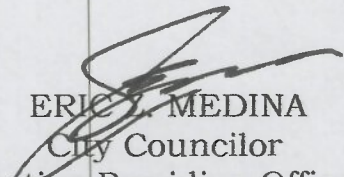
SECTION 6. SEPARABILITY CLAUSE. - If, for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid by a competent court, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

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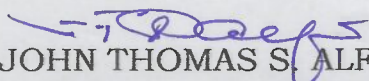
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SECTION 7. EFFECTIVITY CLAUSE. - This Ordinance shall take effect upon approval and publication in a newspaper of general or local circulation.


ENACTED: September 21, 2020.


ERIC Y. MEDINA
City Councilor
Acting Presiding Officer

ATTESTED:



Atty. JOHN THOMAS S. ALFEROS III
City Government Dept. Head III

APPROVED: OCT 26 2020


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on September 21, 2020 and was PASSED on Third/Final Reading on September 28, 2020.


Atty. JOHN THOMAS S. ALFEROS III
City Government Dept. Head III

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