



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
21<sup>st</sup> City Council

PO21CC-398

54<sup>th</sup> Regular Session

ORDINANCE NO. SP- **3000**, S-2021

AN ORDINANCE CREATING ADDITIONAL COTERMINOUS POSITIONS UNDER THE OFFICE OF THE CITY MAYOR FOR THE SIX (6) DISTRICT ACTION OFFICES IN QUEZON CITY, DEFINING ITS DUTIES AND FUNCTIONS, APPROPRIATING THE NECESSARY FUNDS THEREFOR AND FOR OTHER PURPOSES.

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Introduced by Councilors FRANZ S. PUMAREN, DONATO "Donny" C. MATIAS, ERIC Z. MEDINA, VICTOR V. FERRER, Jr. and Atty. BONG LIBAN.

Co-Introduced by Councilors Bernard R. Herrera, Lena Marie P. Juico, Dorothy A. Delarmente, M.D., Nicole Ella V. Crisologo, Winston "Winnie" T. Castelo, Eden Delilah "Candy" A. Medina, Ramon P. Medalla, Mikey F. Belmonte, Estrella C. Valmocina, Wencerom Benedict C. Lagumbay, Jorge L. Banal, Sr., Peachy V. De Leon, Imee A. Rillo, Marra C. Suntay, Irene R. Belmonte, Resty B. Malañgen, Ivy L. Lagman, Hero M. Bautista, Jose A. Visaya, Karl Castelo, Patrick Michael Vargas, Shaira L. Liban, Ram V. Medalla, Allan Butch T. Francisco, Marivic Co Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto-Antonio, Freddy S. Roxas and Noe Dela Fuente.

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WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that local government units shall exercise powers which are essential to the promotion of the general welfare and shall preserve the comfort and convenience of their inhabitants, among others;

WHEREAS, Section 17 of the same Code provides that local government units shall exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of basic services and facilities, including social welfare services;

WHEREAS, Section 455 (a) and (b) of the same Code further states that the City Mayor, as chief executive of the city government, shall exercise such powers and perform such duties and functions necessary for the general welfare of the city and its inhabitants, exercise general supervision and control over all programs, projects, services, and activities of the city government, and ensure the delivery of basic services and the provision of adequate facilities;

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WHEREAS, Quezon City occupies a large territory which poses challenges in the monitoring and supervision of delivery of basic and essential public services as well as the implementation of various development programs;

WHEREAS, on August 26, 2020, the City Mayor, Honorable Ma. Josefina G. Belmonte, has issued Executive Order No. 38, S-2020, entitled: "Establishing the Quezon City District Action Offices in Districts 1, 2, 3, 4, 5 and 6, Assigning District Action Officers, and Defining their Duties and Responsibilities";

WHEREAS, the purpose of which is to ensure an equitable, uniform and expedient delivery of basic services for the benefit and general welfare of the people of Quezon City, hence, there is an exigent and serious need to establish District Action Offices in all legislative districts of Quezon City and to assign the respective District Action Officers;

WHEREAS, in order to strengthen the mandate and ensure accountability of the District Action Offices, the enactment of an Ordinance is not only proper but likewise imperative.

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 "Quezon City District Action Office Ordinance."

SECTION 2. OBJECTIVES. - In line with the policy of making the City's basic services more accessible to the people, the establishment of District Action Office aims to attain the following objectives:

- a. To bring the City Government services as close as possible to the people;
- b. To provide quick reaction and immediate response to the needs and grievances of the inhabitants;
- c. To provide an active, efficient, equitable, and coordinated government machinery at the lowest level;
- d. To provide maximum service to the greatest number of the people; and
- e. To engage active participation from the private sector.

SECTION 3. CREATION. - There is hereby created an additional coterminous positions under the Office of the City Mayor for the six (6) District Action Offices in Quezon City.

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Each of the District Action Office established under this Ordinance shall have a District Action Officer to be appointed by the City Mayor, who shall have such powers, duties, and responsibilities as herein provided and may be delegated by the City Mayor.

**SECTION 4. COMPOSITION.** - The District Action Offices shall be headed by a City Government Assistant Department Head III, who shall be known as the District Action Officers. Each legislative district of Quezon City shall have one (1) District Action Officer. The respective functional title of the Action Officers shall be as follows:

Functional Title	Legislative Districts of Quezon City
1. District I Action Officer	First District
2. District II Action Officer	Second District
3. District III Action Officer	Third District
4. District IV Action Officer	Fourth District
5. District V Action Officer	Fifth District
6. District VI Action Officer	Sixth District

To assist the Action Officers assigned, every District Action Officers shall have the following support staff: one (1) Operation Officer, one (1) Administrative Officer, one (1) Administrative Assistant, one (1) Administrative Aide VI (Clerk III), one (1) Driver, and one (1) Utility Worker.

**SECTION 5. STAFFING PATTERN, ORGANIZATIONAL STRUCTURE, AND QUALIFICATION STANDARDS.** - The District Action Office under the Office of the City Mayor, shall be manned by forty-two (42) coterminous personnel whose positions and qualifications are based on the applicable Civil Service Rules and Regulations governing appointment of such positions, to wit:

**STAFFING PATTERN OF THE DISTRICT ACTION OFFICE**

NO. OF POSITION	POSITION TITLE	SALARY GRADE
6	City Government Assistant Department Head III Functional Title: District Action Officer	25
6	Administrative Officer V Operation Officer	18
6	Executive Assistant II Functional Title: Administrative Officer	17
6	Private Secretary I	11
6	Secretary I	6
6	Administrative Aide IV (Driver II)	4
6	Administrative Aide III (Utility Worker II)	3
<b>Total: 42</b>		

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The Organizational Structure of the Quezon City District Action Office is hereby set forth as Annex "A", and the Qualification Standard is hereby set forth as Annex "B", which shall form an integral part of this Ordinance.

SECTION 6. DUTIES AND FUNCTIONS. - The assigned District Action Officers shall perform the following administrative and managerial duties and responsibilities:

1. Ascertain the types and extent of essential public services which may be more efficiently and economically delivered, exercised and/or performed at the district level, for the consideration and approval of the City Mayor;
2. Supervise, evaluate, monitor, and coordinate the delivery of basic public services of the various departments/offices of the City Government at the district level, and ensure that all personnel thereof properly discharge their duties and responsibilities;
3. Supervise, evaluate, monitor, and coordinate the implementation and undertaking of developmental programs and activities in the district level;
4. Oversee that funds accruing to District Action Offices are spent according to purpose and within financial limits;
5. Adopt measures to safeguard all city properties found in or assigned to each district;
6. Submit appropriation estimates for the operation of District Action Offices and administratively control its expenditures;
7. Establish a monitoring system in the delivery of various public services and in obtaining vital information effecting public welfare in the area;
8. In consultation with the Barangay and Community Relations Department (BCRD), make the necessary coordination with the barangay officials and national agencies within his/her area of responsibility;
9. Attend to the issues and concerns reported by the barangays/communities/citizens and facilitate the immediate resolution of the same.

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10. Make the necessary coordination with the concerned national agency/ies within his/her area of responsibility;
11. Periodically prepare and submit district development plans, proposals, recommendations, and reports, and submit consolidated budget estimates for the District Action Offices;
12. Assist and coordinate for the effective enforcement of existing Ordinances and issuances in their respective area of responsibility;
13. Recommend to the City Mayor the procedures in planning and prioritizing the programs and activities within the district level;
14. Administer the decentralized services and functions of the City Government to the district; and
15. Perform such other duties and functions as may be assigned or delegated by the City Mayor, or as may be required by law or ordinance.

**SECTION 7. DETAIL, ASSIGNMENT AND RE-ASSIGNMENT OF CITY PERSONNEL.** - The City Mayor is hereby authorized to detail, assign or re-assign plantilla or contract of service personnel from the different departments, offices or units of the City Government to perform the respective duties, functions and mandate of their office in the six (6) District Action Offices.

With the objective of attaining efficient, effective and fast delivery of basic services in the District Action Offices, the concerned District Action Officers shall exercise administrative supervision to all detailed, assigned or re-assigned city personnel to their respective district.

**SECTION 8. FUNDING.** - The funds covering the personnel services, capital expenditures, maintenance and other operating expenses and property, plant and equipment of the Quezon City District Action Office for Fiscal Year 2021 shall be taken from the budget of the Office of the City Mayor, or from any available funds of the City Government.

Thereafter, the funds necessary for the operation of the Quezon City District Action Office shall be included in the annual budget of the City Government.

**SECTION 9. SEPARABILITY CLAUSE.** - If for any reason, any section or provision of this Ordinance is declared to be unconstitutional or invalid, all other provisions hereof which are not affected thereby shall continue to be in full force and effect.

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*SECTION 10. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval.*

*ENACTED: February 8, 2021.*



GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

*ATTESTED:*



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

APPROVED: FEB 26 2021



MA. JOSEFINA G. BELMONTE  
City Mayor

*CERTIFICATION*

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 8, 2021 and was PASSED on Third/Final Reading on February 15, 2021.*

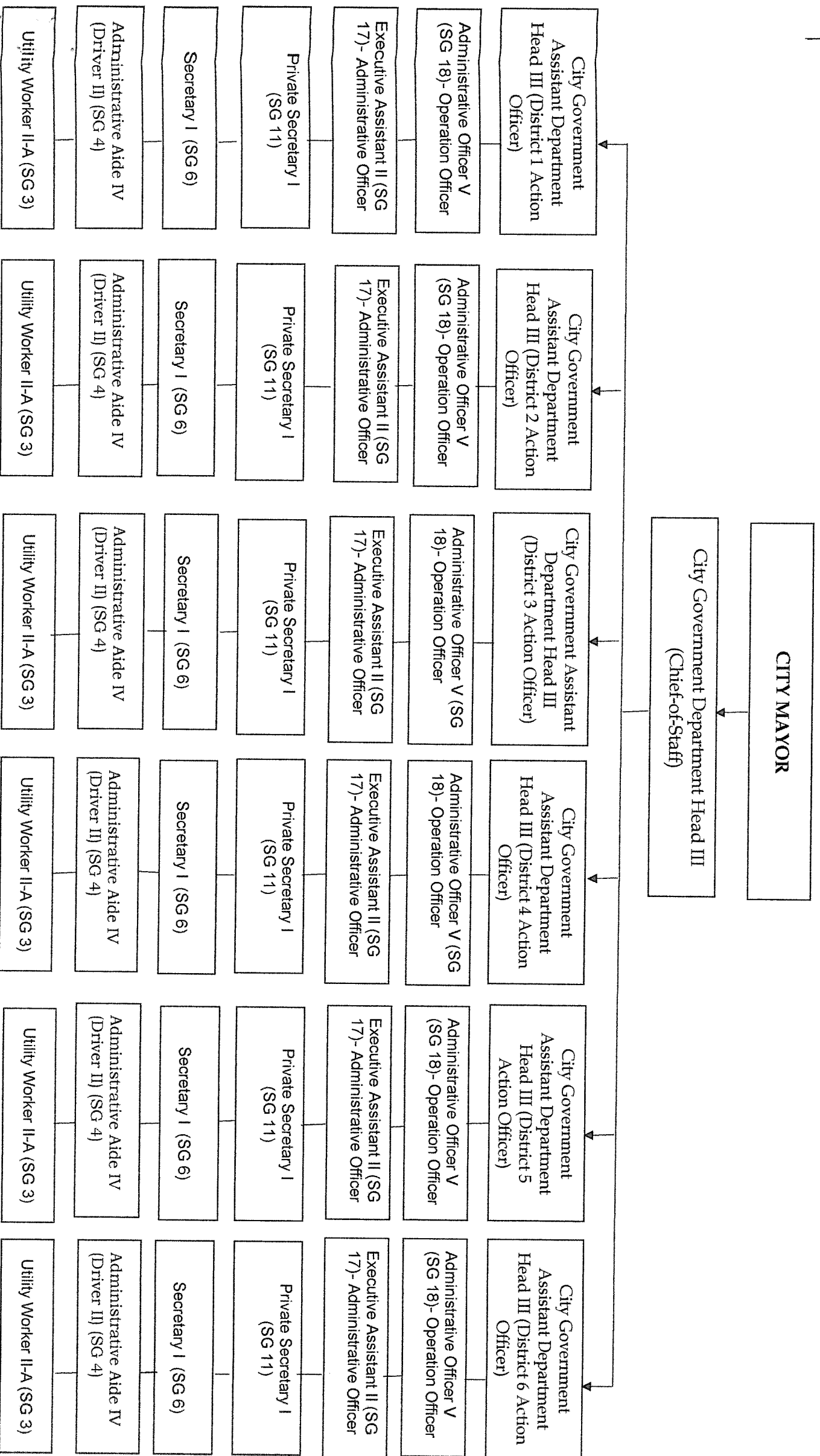


Atty. JOHN THOMAS S. ALFEROS III  
City Government Dept. Head III



**ORGANIZATIONAL STRUCTURE OF THE QUEZON CITY DISTRICT ACTION OFFICE**

**ANNEX "A"**



**QUALIFICATION STANDARD OF THE COTERMINOUS POSITIONS OF THE QUEZON CITY DISTRICT ACTION OFFICE**

<b>No. of Positions</b>	<b>Position</b>	<b>SG</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
6	City Government Assistant Department Head III (Cotermious)	25	Bachelor's Degree	5 years in position/ s involving management and supervision	32 hours of supervisory/ management learning and development intervention	None Required
6	Administrative Officer V (Cotermious)	18	None Required	None Required	None Required	None Required
6	Executive Assistant II (Cotermious)	17	None Required	None Required	None Required	None Required
6	Private Secretary I (Cotermious)	11	None Required	None Required	None Required	None Required
6	Secretary I (Cotermious)	6	None Required	None Required	None Required	None Required
6	Administrative Aide IV (Driver II) (Cotermious)	4	Elementary School Graduate	None required	None required	Professional Driver's License (M.C. 10, S-2013-CAT IV)
6	Administrative Aide III (Utility Worker II) (Cotermious)	3	None Required	None Required	None Required	None Required
<b>42</b>	<b>TOTAL</b>					