



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-308

70th Regular Session

ORDINANCE NO. SP- **3288**, S-2024

AN ORDINANCE CREATING THE AMORANTO SPORTS COMPLEX ADMINISTRATION OFFICE (ASCAO) UNDER THE OFFICE OF THE CITY MAYOR DEFINING ITS FUNCTION, ORGANIZATIONAL STRUCTURE AND APPROPRIATING FUNDS THEREFOR

Introduced by Councilor JHON ANGELLI "Sami" C. NERI

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo and Jose Maria M. Rodriguez

WHEREAS, under Section 454(c)(2) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Panlungsod is empowered to create such offices as may be necessary to carry out the purpose of the City Government;

WHEREAS, the Amoranto Sports Complex, which covers a total land area of 5.8 hectares, is a City-owned Multi-Sports Complex located within the territorial jurisdiction of Quezon City;

WHEREAS, the Amoranto Sports Complex serves not only as the premier sports center in Quezon City, but also as the venue for social, cultural, amusement and other entertainment events and activities for both professional and amateur athletes and even to those who are merely seeking entertainment and enjoyment;

WHEREAS, the Amoranto Sports Complex plays a crucial role in the promotion and development of sports and athletes not only for the constituents of Quezon City, but also to its neighboring Cities. It is one of the few government-owned venues within Metro Manila which is capable of hosting international athletics, boxing, and other sporting events;

9

[Handwritten signature]

~~10~~

[Handwritten signature]

WHEREAS, the facilities in the Amoranto Sports Complex are being upgraded to meet international competition standards, to include a swimming pool, arena and indoor sports facilities;

WHEREAS, there are already ongoing talks with the Philippine Sports Commission for the improvement of the Grandstand and the Track and Field Oval in the said Complex;

WHEREAS, the City Government recognizes the sociocultural impact and value of the Amoranto Sports Complex to its citizens and recognizes a need to establish an independent body under the supervision of the Office of the City Mayor to fully oversee its administration, maintenance and development.

NOW, THEREFORE,

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

SECTION 1. DECLARATION. – It is hereby created the Amoranto Sports Complex Administration Office (ASCAO) under the Office of the City Mayor, to oversee and ensure the efficient and effective administration, maintenance, development and management of the Amoranto Sports Complex.

SECTION 2. ORGANIZATIONAL STRUCTURE. – The ASCAO shall consist of 57 plantilla positions divided into 3 Sections namely: Administration and Finance Management Section, Events Facility Operations Section, and Repair and Maintenance Section.

The newly created Office shall be headed by a City Government Assistant Department Head III with Salary Grade 25. The Monitoring Unit shall be composed of 3 plantilla positions namely: Supervising Administrative Officer for Administration and Finance Management Section, Special Operations Officer IV for Events Facility Operations Section, and Engineer IV for Repair and Maintenance Section, all with Salary Grade 22 clustered under the Department Head.

- 2.1 The **Administrative and Finance Management Section** will be composed of 10 plantilla positions.
- 2.2 The **Events Facility Operations Section** will be comprised of 15 plantilla positions.
- 2.3 The **Facility Repair and Maintenance Section** shall be composed of 26 plantilla positions.

9

K

~~AX~~



SECTION 3. STAFFING PATTERN. – The table hereunder presents the summary of 57 plantilla positions to be created.

NO. OF POSITIONS	POSITION	SALARY GRADE
1	City Government Assistant Department Head III	25
Immediate Staff		
1	Administrative Assistant III (Secretary II)	9
1	Administrative Aide IV (Driver II)	4
Monitoring Unit		
1	Supervising Administrative Officer (Administrative Officer IV)	22
1	Special Operations Officer IV	22
1	Engineer IV	22
Administrative and Finance Management Section		
2	Administrative Officer V (Administrative Officer III)	18
2	Administrative Officer IV (Administrative Officer II)	15
2	Administrative Officer II (Administrative Officer I)	11
2	Administrative Assistant II (Clerk IV)	8
1	Administrative Aide IV (Driver II)	4
1	Administrative Aide III (Utility Worker II)	3
Events Facility Operations Section		
4	Special Operations Officer III	18
4	Special Operations Officer II	14
4	Administrative Assistant II (Clerk IV)	8
3	Lifeguard	3
Facility Repair and Maintenance Section		
1	Engineer III	19
1	Special Operations Officer III	18
2	Special Operations Officer II	14
1	Administrative Assistant III (Electrician Foreman)	9
1	Administrative Assistant II (Plumber Foreman)	8
2	Administrative Aide VI (Electrician II)	6
2	Administrative Aide V (Plumber II)	5
2	Administrative Aide V (Carpenter II)	5
2	Administrative Aide V (Painter II)	5
12	Administrative Aide III (Utility Worker II)	3

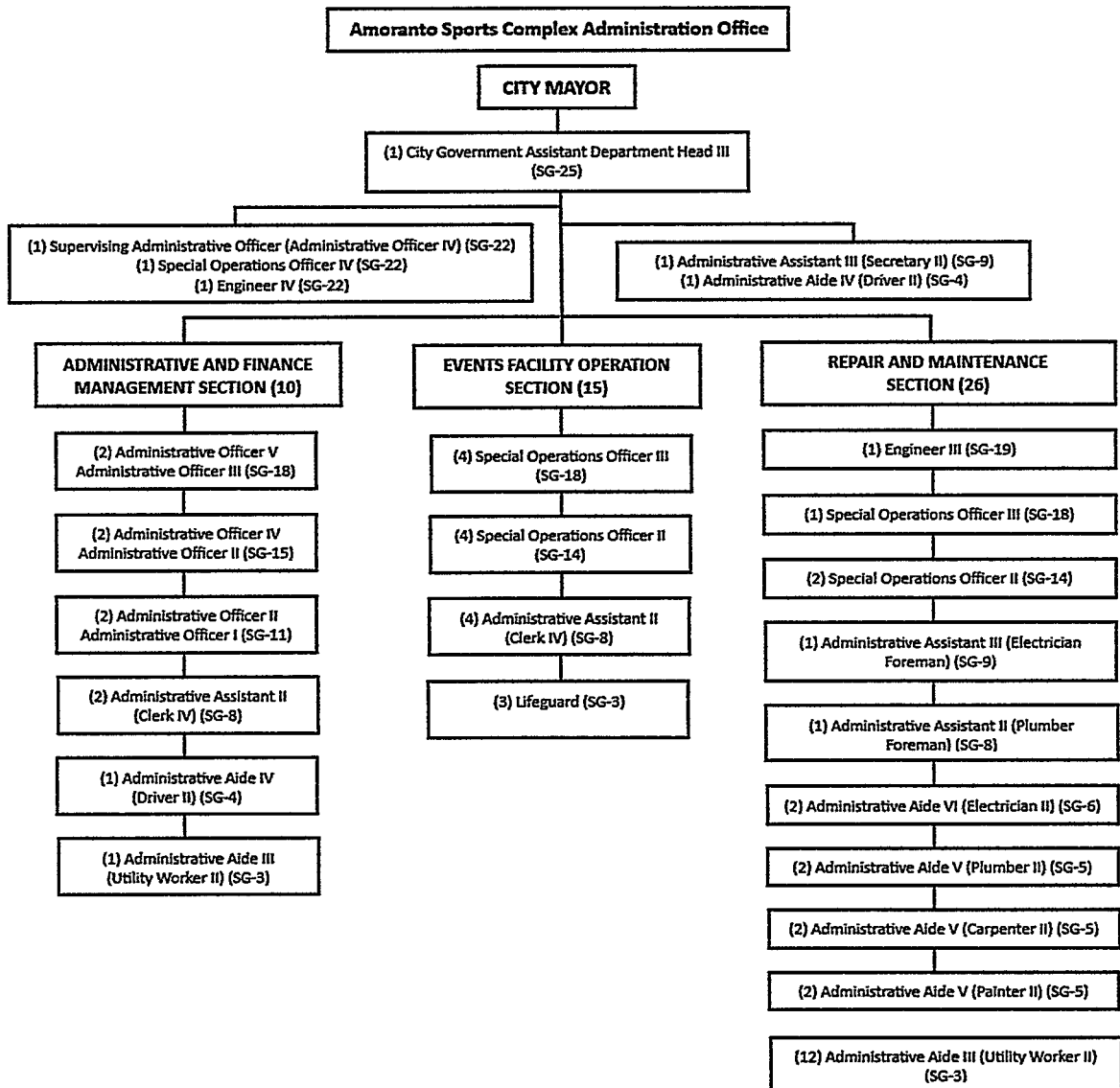
9

6

76x

[Handwritten signature]

3.1 The organizational structure of the ASCAO is illustrated hereunder:



SECTION 4. FUNCTIONAL STATEMENT. – The qualifications, functions and duties of the newly created plantilla positions of the ASCAO are hereby provided as follows:

4.1 **City Government Assistant Department Head III (SG-25)** – who must be a resident of Quezon City, a Bachelor’s Degree Holder with at least 5 years of supervisory and managerial experience, Career Service Eligible (Professional), and has attended at least 32 hours of supervisory/managerial learning interventions in accordance with the Qualification Requirements cited in the Civil Service Commission (CSC) Memorandum Circular No. 1, Series of 1997, shall exercise the power of and perform the general supervision, planning, coordination and management over the Amoranto Sports Complex facilities and workforce, and is imbued with the following functions, to wit:

a

d

6

[Handwritten signature]

- a) Organizes, directs and monitors the day-to-day operations of the ASCAO;
- b) Provides management and leadership to all the staff of the ASCAO personnel;
- c) Recommends to the Office of the City Mayor plans and programs necessary to improve the delivery of service to the general public;
- d) Ensures the implementation of existing rules, laws and policies concerning the personnel and operations of ASCAO; and
- e) Supervises the monitoring of the facilities' conditions with periodic ground inspections and equipment maintenance.

Immediate Staff

4.2 **Administrative Assistant III (Secretary II) (SG-9)**

- a) Performs arrangement of official appointments/meetings of the ASCAO Head;
- b) Maintains files/documents of the ASCAO Head;
- c) Prepares correspondences, memoranda and other issuances as directed/instructed by the ASCAO Head; and
- d) Performs other duties as may be assigned from time to time.

4.3 **Administrative Aide IV (Driver II) (SG-4)**

- a) Drives the Department's service vehicle to ferry the ASCAO Head on official business;
- b) Cleans and maintains the service vehicle in good working condition; and

9

1

~~6~~

- c) *Prepares trip ticket and fleet card usage report.*

Monitoring Unit

4.4 Supervising Administrative Officer (Administrative Officer IV; SG-22) for Administrative and Finance Management Section

- a) *Assists the ASCAO Head with the daily operations of the Office;*
- b) *Supervises and monitors the requirements and needs of the Office for its efficient delivery of services;*
- c) *Supervises and ensures the processing of personnel's benefits, evaluation of employee's career development needs, personnel performance and acts on other administrative concerns. Supervises the recruitment, evaluation and placement of personnel in the facility;*
- d) *Supervises and monitors the collection of fees/charges in the facility;*
- e) *Supervises the procurement and use of supplies, materials and office equipment in the facility; and*
- f) *Supervises the central booking/ schedule of the facilities.*

4.5 Special Operations Officer IV (SG-22) for Events Facility Operations Section

- a) *In charge with the facilitation of scheduled events and activities as to planning, mobilization, logistics and coordination with concerned entities for the smooth and effective service of ASCAO;*
- b) *Ensures the periodic inspection of grounds and equipment maintenance; and*
- c) *Provides reports to the ASCAO Head of facilities for repair and improvement.*

9

1

~~16~~



4.6 Engineer IV (SG-22) for Facility Repair and Maintenance Section

- a) Oversees and in charge of ensuring and monitoring of the infrastructure integrity and utilities maintenance, cleanliness and preservation of the facilities' aesthetic value and use; and
- b) Enforces safety rules and regulations in maintenance work and use of the facilities.

Administrative and Finance Management Section

4.7 Administrative Officer V (Administrative Officer III) (SG-18)

- a) Assists the Supervising Administrative Officer in the implementation of existing rules and laws concerning public accountability and service;
- b) Assists in the review and monitoring of documents and reports for employee's benefits, requirements for hiring and recruitment, and employee's career development needs;
- c) Monitors the supplies and equipment needed in the operations of ASCAO;
- d) Assists in the review and monitoring of inventory reports on supplies and office equipment;
- e) Reports to the immediate supervisor on action pertaining to administrative concerns; and
- f) Prepares budgetary and procurement documents for the use of the Office. In charge of the central booking/schedule of the facilities.

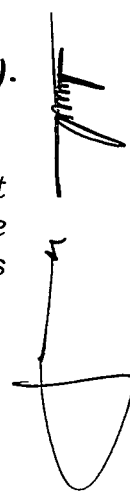
4.8 Administrative Officer IV (Administrative Officer II) (SG-15)

- a) Assists in the preparation of the yearly Project Procurement Management Plan (PPMP), indicative reports and other documents pertaining to the Office's funds;
- b) Prepares profile reports of the users of the facility;

9

16

~~16~~



- c) Prepares documentation requirements for recruitment, learning interventions, and personnel benefits; and
- d) Prepares report on the remittance of collected fees/charges for the use of the facility.

4.9 **Administrative Officer II (Administrative Officer I) (SG-11)** – Assists in the preparation of documentary requirements of the Office as to budget, supplies and equipment, personnel benefits, inventory reports, recruitment and intervention needs of the employees upon instruction of immediate supervisor.

4.10 **Administrative Assistant II (Clerk IV) (SG-8)** – Performs support services to administrative operations, such as receiving/releasing of communications and other issuances, filing of documents, maintenance of records, attending to phone calls and queries, encoding and preparation of reports.

4.11 **Administrative Aide IV (Driver II) (SG-4)**

- a) Drives the Department's service vehicle to ferry employees during official business;
- b) Cleans and maintains the service vehicle in good working condition; and
- c) Prepares trip ticket and fleet card usage report.

4.12 **Administrative Aide III (Utility Worker II) (SG-3)**

- a) Maintains cleanliness of the Office premises by sweeping, dusting and mopping;
- b) Distributes supplies and materials for Office use; and
- c) Performs other duties as may be assigned by the immediate supervisor.

Events Facility Operations Section

4.13 **Special Operations Officer III (SG-18)**

- a) Assists the immediate supervisor on the action needed for incoming request for the use of facility.

9

16

~~16~~



- b) *Monitors the calendar of schedule of the Complex facilities like the Arena, Swimming Pool, Indoor Sports, Grandstand and Oval before, during and after a scheduled event or affair in the Complex;*
- c) *Coordinates with the remittance of rental payments to the assigned collector of the City Treasurer's Office and prepares summary reports of collected fees; and*
- d) *Attends to coordination meetings for the requirements and logistics of events and activities.*

4.14 Special Operations Officer II (SG-14)

- a) *Provides assistance to Special Operations Officer III; and*
- b) *In charge of daily monitoring of facilities operation and facilitation of scheduled use or events.*

4.15 Administrative Assistant II (Clerk IV) (SG-8) – Performs support services to administrative operations receiving/releasing of communications and other issuances, filing of documents, maintenance of records, attending to phone calls and queries, encoding and preparation of reports.

4.16 Lifeguard (SG-3)

- a) *Responds to swimmers in distress or danger of drowning and administers first aid in the event of injury;*
- b) *Guards and monitors the swimming pool users and area at all times;*
- c) *Enforces pool regulations and water safety policies; and*
- d) *Assists in the swimming pool maintenance.*

Facility Repair and Maintenance Section


4.17 Engineer III (SG-19)

- a) *Provides assistance to Engineer IV in monitoring of the infrastructure and utilities maintenance, cleanliness and preservation of the facilities; and*

g

h

~~h~~



- b) *Assists in the monitoring of maintenance personnel in the discharge of their duties.*

4.18 Special Operations Officer III (SG-18)

- a) *Assists the immediate supervisor on the action needed for maintenance of all the Complex facilities;*
- b) *Monitors the work and assigned duties of personnel performing repairs; and*
- c) *Prepares reports pertaining to facilities equipment and machinery.*

4.19 Special Operations Officer II (SG-14)

- a) *Provides assistance to Special Operations Officer III; and*
- b) *In charge of daily monitoring of facilities for its operational efficiency, maintenance and assessment of improvement/upgrade requirements.*

4.20 Administrative Assistant III (Electrician Foreman) (SG-9)

- a) *Performs monitoring of the facilities, electrical requirement for repair and maintenance like electrical systems and apparatus, appliance or equipment and electrical fixtures; and*
- b) *Supervises the works of electricians in lay-outing of installation of electrical wires and fixtures, and periodic inspection of the facilities.*

4.21 Administrative Assistant II (Plumber Foreman) (SG-8)

- a) *Performs monitoring of the facilities' plumbing requirement for repair and maintenance like piping systems, valves, traps, sinks and other plumbing fixtures, water and sewer management;*
- b) *Supervises the works of plumbers; and*

9

h

~~h~~



- c) *May assist in the layout of installation of plumbing pipes and fixtures, and periodic inspection of the facilities, especially the swimming pool.*

4.22 Administrative Aide VI (Electrician II) (SG-6)

- a) *Performs minor repairs and installation of electrical wirings and fixtures in the facilities;*
- b) *May assist in the electrical requirements during events; and*
- c) *Assists in periodic inspection of the facilities.*

4.23 Administrative Aide V (Plumber II) (SG-5)

- a) *Performs repairs and installation of plumbing fittings and fixtures in the facilities;*
- b) *May assist in the maintenance of water and drainage management of the swimming pool; and*
- c) *Assists in the periodic inspection of the facilities.*

4.24 Administrative Aide V (Carpenter II) (SG-5)

- a) *Performs minor repairs and produce works involving wood for fixtures and furniture in the facilities; and*
- b) *May assist in the periodic inspection of the facilities.*

4.25 Administrative Aide V (Painter II) (SG-5)

- a) *Performs various application of finishes in the furniture, fixtures and other structures of the facilities like paint and sealers; and*
- b) *May assist in the periodic inspection of the facilities.*

4.26 Administrative Aide III (Utility Worker II) (SG-3)

- a) *Maintains cleanliness of the Office premises by sweeping, dusting and mopping;*

9

1

~~10~~

Handwritten marks on the right margin, including a vertical line with a horizontal tick and a large checkmark.

- b) Distributes supplies and materials for Office use; and
- c) Performs other duties as may be assigned by the immediate supervisor.

SECTION 5. QUALIFICATION STANDARDS. – The qualification standards of the 57 newly created plantilla positions provided hereunder shall be in accordance with the Civil Service Commission standards and relative prevailing issuances and Implementing Rules and Regulations.

Position Title	SG	Education	Experience	Training	Eligibility
City Government Assistant Department Head III	25	Bachelor's Degree	5 years in position/s involving management and supervision	32 hours training in management and supervision	Career Service (Professional) Second Level Eligibility
Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Special Operations Officer IV	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Engineer IV	22	Bachelor's Degree in Engineering	3 years of relevant experience	16 hours of relevant training	R.A. 1080
Engineer III	19	Bachelor's Degree in Engineering	2 years of relevant experience	8 hours of relevant training	R.A. 1080
Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Special Operations Officer III	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

9

K

~~16~~

[Handwritten signature/initials]

Special Operations Officer II	14	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Secretary II)	9	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant III (Electrician Foreman)	9	High School graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	CSC MC No. 10, Series of 2013, Category II (less than 250 volts)
Administrative Assistant II (Clerk IV)	8	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (Plumber Foreman)	8	High School graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	CSC MC No. 10, Series of 2013, Category II
Administrative Aide VI (Electrician II)	6	High School graduate or completion of relevant vocational/trade course	None Required	None Required	CSC MC No. 10, Series of 2013, Category II (less than 250 volts)
Administrative Aide V (Plumber II)	5	Elementary School graduate	None Required	None Required	CSC MC No. 10, Series of 2013, Category II
Administrative Aide V (Carpenter II)	5	Elementary School graduate	None Required	None Required	CSC MC No. 10, Series of 2013, Category II
Administrative Aide V (Painter II)	5	Elementary School graduate	None Required	None Required	CSC MC No. 10, Series of 2013, Category II

9

b

~~10~~

Administrative Aide IV (Driver II)	4	Elementary School graduate	None Required	None Required	Professional Driver's License CSC MC No. 10, Series of 2013, Category IV
Lifeguard	3	Elementary School graduate	None Required	None Required	CSC MC No. 10, Series of 2013,, Category III
Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	CSC MC No. 10, Series of 2013, Category III

SECTION 6. APPROPRIATIONS. – The funds to cover the salaries and other benefits of the newly created plantilla positions amounting to Php31,761,985.95 or so much thereof shall be included in the Annual Budget of the Quezon City Government.

SECTION 7. OFFICE EMBLEM. – ASCAO shall carry in all its communications, issuances and directives the herein symbol as its official logo, described as follows:



In the middle is the Quezon City Pylon, the iconic symbol of the City. The Quezon City Government logo at the foreground represents the City's Stability, Service, Progress and Integrity. The Torch signifies competition and unity and its flame as the burning desire and passion for excellence and pursuit of victory. The silhouette of human figures denotes equality for both genders. The rays of sun at the background symbolizes the bright future of the City in providing the citizenry with world class sports facilities. The Six (6) stars for the City's districts and the laurel is synonymous to achievement of success and honor.

SECTION 8. 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.

9

1


~~10~~

Handwritten signature or mark on the right side of the page.


SECTION 9. 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 10. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.


ENACTED: June 18, 2024.


JOSEPH JOE VISAYA
Acting City Vice Mayor
Presiding Officer

ATTESTED:



ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)

APPROVED: JUL 29 2024


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on June 18, 2024 and was PASSED on Third/Final Reading under Suspended Rules on the same date.


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)

