



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-202

44th Regular Session

ORDINANCE NO. SP- **3237**, S-2023

AN ORDINANCE FURTHER AMENDING ORDINANCE NO. SP-2426, S-2015, AS AMENDED BY ORDINANCE NO. SP-2642, S-2017, OR THE "ORDINANCE RESTRUCTURING ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL TO A LEVEL 2 GENERAL HOSPITAL," IN ORDER TO CORRECT THE POSITION TITLES AND SALARY GRADES OF VARIOUS PLANTILLA POSITIONS CREATED THEREIN PURSUANT TO DEPARTMENT OF BUDGET AND MANAGEMENT – DEPARTMENT OF HEALTH (DBM-DOH) JOINT CIRCULAR NO. 2013-1 AND DBM-LOCAL BUDGET CIRCULAR NO. 137 OR THE 2021 INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES, AND SALARY GRADES IN THE LOCAL GOVERNMENT INDEX OF OCCUPATIONAL SERVICES – LOCAL GOVERNMENT UNIT (IOS-LGU)

Introduced by Councilors BERNARD R. HERRERA,
DOROTHY A. DELARMENTE, M.D., and KRISTINE
ALEXIA R. MATIAS

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and its Implementing Rules and Regulations provide that any local government unit may adopt its own organizational structure and staffing pattern in order to organize, restructure, and consolidate the functions of offices to achieve economy, efficiency and simplicity;

WHEREAS, on September 11, 2015, Rosario Maclang Bautista General Hospital (RMBGH), located at Barangay Batasan Hills, District II, Quezon City, was established as a Level 1 General Hospital under Ordinance No. SP-2426, S-2015, as amended by Ordinance No. SP-2580, S-2017;

WHEREAS, on December 8, 2017, Ordinance No. SP-2642, S-2017 was enacted in order to elevate Rosario Maclang Bautista General Hospital (RMBGH) to a Level 2 General Hospital and to create and provide for the Staffing Requirements and Organizational Structure for it to operate as such, pursuant to the issuances of the Department of Health (DOH) as well as other laws, rules and regulations;

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WHEREAS, on February 14, 2022, a letter from the Department of Budget and Management - National Capital Region (DBM-NCR), through its Regional Director, Ms. Ruby P. Muro, was sent to the Quezon City Government, reiterating that the creation of medical and allied positions shall conform to the standards set under the DBM-DOH Joint Circular (JC) No. 2013-1 dated 23 September 2013 and Budget Circular No. 2021-2, "Modifications of Nurse Positions," dated 25 August 2021, and that all positions in the Local Government Units (LGUs) shall be classified into their proper position titles in accordance with the DBM-Local Budget Circular No. 137 dated 13 July 2021 providing for the Index of Occupational Services, Position Titles, and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition;

WHEREAS, last March 1, 2023, Atty. Noel R. Del Prado, Head of the Quezon City Human Resource Management Department (QC-HRMD), communicated with RMBGH Medical Director, Dr. Richard Joseph C. Cabotage, the need for an amendatory ordinance to reflect the correct Position Titles and Salary Grades to conform with the aforequoted issuances.

NOW, THEREFORE,

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

SECTION 1. The following Position Titles and Salary Grades provided under Section 1 of Ordinance No. SP-2642, S-2017 are hereby amended to read as follows:

A. In order to rectify existing plantilla positions, the unfilled positions shall be offered for abolition and after abolition, the corresponding positions shall be created in its stead. However, for filled positions, the rectification shall take effect upon its vacancy. As such, the offered filled positions shall be marked as Co-terminus with the Incumbent (CTI):

OFFICE OF THE MEDICAL CENTER CHIEF				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
3	Administrative Assistant III	9	Administrative Assistant III (Secretary II)	9

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Medical Services				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
4	Medical Specialist IV	24	Medical Specialist IV	25
5	Administrative Assistant I	7	Administrative Assistant I (Computer Operator I)	7
Admitting/Information				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
13	Administrative Officer II	11	Administrative Officer II (Administrative Officer I)	11
14-1 14-2 14-3 14-4 14-5	Administrative Assistant I	7	Administrative Assistant I (Computer Operator I)	7
Nutrition and Dietetics				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
15	Nutrition and Dietician III	18	Nutritionist-Dietitian III	18
17-1 17-2	Nutrition and Dietician I	11	Nutritionist-Dietitian I	11
19-1 19-2 19-3 19-4 19-5 19-6	Administrative Aide II	3	Administrative Aide III (Utility Worker II)	3
Special Care Areas				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
37-1 37-2	Medical Specialist III	26	Medical Specialist III	24
38-1 38-2 38-3 38-4	Medical Officer III	6	Medical Officer III	21

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DEPARTMENT OF PATHOLOGY				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
40	Administrative Aide III	6	Administrative Aide VI (Clerk III)	6
DEPARTMENT OF RADIOLOGY				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
54	Radiologic Technologist III	15	Radiologic Technologist III	18
55-1 55-2 55-3	Radiologic Technologist II	13	Radiologic Technologist II	15
57	Administrative Aide IV	4	Administrative Aide IV (Clerk II)	4
Health and Information Management				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
61	Administrative Officer V	18	Administrative Officer V (Information Officer III)	18
63	Administrative Officer IV	15	Administrative Officer IV (Information Officer II)	15
64-1 64-2	Administrative Officer I	11	Administrative Officer II (Information Officer I)	11
65-1 65-2	Data Controller	3	Administrative Assistant II (Data Controller II)	8
OFFICE OF THE CHIEF NURSE				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
69	Administrative Aide VI	6	Administrative Aide VI (Clerk III)	6

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Clinical Nursing Unit				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
73-1	Nursing Attendant	4	Nursing Attendant I	4
73-2				
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73-4				
73-5				
73-6				
73-7				
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73-26				
Operating Room				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
78-1	Nursing Attendant	4	Nursing Attendant I	4
78-2				
78-3				
78-4				
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OFFICE OF THE ADMINISTRATIVE OFFICER				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
99	Chief Administrative Officer	24	Chief Administrative Officer (Administrative Officer V)	24
Human Resource Management				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
106-1 106-2	Administrative Assistant II (Human Resource Management Assistant I)	8	Administrative Assistant II (Human Resource Management Assistant)	8
Procurement				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
109	Administrative Assistant III (Buyer III)	11	Administrative Assistant III (Buyer III)	9
110-1 110-2	Administrative Assistant I (Computer Operator I)	8	Administrative Assistant I (Computer Operator I)	7
Budget				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
113	Administrative Assistant III (Budgeting Assistant)	3	Administrative Assistant II (Budgeting Assistant)	8
Materials Management				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
116	Administrative Assistant I	7	Administrative Assistant I (Computer Operator I)	7

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117-1 117-2 117-3	Administrative Aide IV	4	Administrative Aide IV (Storekeeper I)	4
Engineering and Facilities Management				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
119	Engineer II	11	Engineer II	16
123	Electrician II	6	Administrative Aide VI (Electrician II)	6
124	Air Conditioning Technician I	6	Administrative Aide VI (Electrician II)	6
125	Plumber II	5	Administrative Aide V (Plumber II)	5
126	Carpenter II	5	Administrative Aide V (Carpenter II)	5
128-1 128-2	Laborer II	3	Administrative Aide III (Laborer II)	3
Housekeeping and Laundry				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
129-1 129-2	Hospital Housekeeper	8	Administrative Aide VI (Utility Foreman)	6
130-1 130-2	Laundry Worker	3	Laundry Worker II	3
Accounting and Collection				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
132	Accountant V	24	Accountant III	19
Billing and Claims				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
135	Administrative Officer V	18	Administrative Officer V (Administrative Officer III)	18
136	Administrative Assistant II	10	Administrative Assistant II (Accounting Clerk III)	8

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137-1	Administrative Aide VI	8	Administrative Aide VI (Clerk III)	6
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137-3				
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137-5				

Provided that, no changes in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the Civil Service Laws, Rules and Regulations.

The existing City Government Department Head II (Medical Center Chief, Salary Grade 26), with item no. 1 in the 2024 RMBGH Plantilla Schedule, will be abolished upon vacancy. As such, the notation "Co-Terminus with the Incumbent (CTI)," will be attached to the position.

SECTION 2. CREATION OF NEW PLANTILLA POSITION. – A City Government Department Head III (Salary Grade - 27) position shall be created and be used by the Quezon City - Local Government Unit based on item 9.2.1.4.2 of Chapter 9 of the DBM Manual on Position Classification and Compensation System citing Quezon City as a Special City.

SECTION 3. MODIFICATION OF SALARY GRADE ALLOCATION OF NURSE POSITIONS. – The salary grade of all nurse positions shall be adjusted in accordance with Budget Circular No. 2021-2, S-2021. The salary grade of the following Nurse positions are hereby aligned with the said Circular:

OFFICE OF THE MEDICAL CENTER CHIEF				
Out-Patient Unit				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
11-1	Nurse I	11	Nurse I	15
11-2				
11-3				
11-4				

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44th Regular Session

Ord. No. SP- **3237**, S-2023
Page -10- PO22CC-202

72-1	Nurse I	11	Nurse I	15
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Operating Room				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
75-1 75-2	Nurse II	15	Nurse II	16
76-1 76-2 76-3 76-4 76-5 76-6 76-7 76-8 76-9 76-10 76-11 76-12	Nurse I	11	Nurse I	15
Delivery Room				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
80-1 80-2 80-3 80-4 80-5 80-6	Nurse II	15	Nurse II	16
81-1 81-2 81-3 81-4 81-5	Nurse I	11	Nurse I	15
Special Care Unit (Post Anesthesia Care Unit)				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
84-1 84-2 84-3 84-4 84-5 84-6	Nurse II	15	Nurse II	16

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Intensive Care Unit				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
88-1 88-2 88-3 88-4 88-5 88-6	Nurse II	15	Nurse II	16
Neonatal Intensive care Unit (NICU)				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
91-1 91-2 91-3 91-4 91-5 91-6 91-7 91-8 91-9 91-10 91-11 91-12 91-13 91-14	Nurse II	15	Nurse II	16
Central Supply and Sterilization				
Item Number based on the 2024 Personnel Plantilla Schedule	Position Titles based on City Ordinance No. SP-2642 S-2017	SG	Created Positions	SG
96	Nurse II	15	Nurse II	16

SECTION 4. REPEALING CLAUSE. – All ordinances, resolutions, local issuances, or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 5. SEPARABILITY CLAUSE. – If for any reason, any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full legal force and effect.

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SECTION 6. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: September 25, 2023.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



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

APPROVED: SEP 04 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 September 25, 2023 and was PASSED on Third/Final Reading on October 9, 2023.


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