Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
23rd City Council

PO23CC-155

66th Regular Session

ORDINANCE NO. SP-3563, S-2026

AN ORDINANCE REORGANIZING AND RESTRUCTURING THE OFFICE OF THE CITY ADMINISTRATOR, PROVIDING FOR AND DEFINING ITS NEW STAFFING PATTERN, ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS, THEREBY AMENDING CITY ORDINANCE NO. NC-154, S-1990, AS AMENDED

Introduced by Councilor ATTY. VOLTAIRE GODOFREDO "Bong" LIBAN III

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Dorothy A. Delarmente, M.D., Joseph P. Juico, Charm Ferrer, CPA, MPA, JD, Nicole "Nikki" V. Crisologo, Mikey F. Belmonte, Candy A. Medina, Aly Medalla, Ranulfo "Tatay Rannie" Z. Ludovica, Geleen "Dok G" Lumbad, Atty. Christoffer Allan "Tope" Liquigan, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Luigi D. Pumaren, Atty. Vicente Belmonte Jr., Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, Atty. Jesus Miguel Suntay, Raquel S. Malañgen, Joseph Joe Visaya, Aiko Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, Shaira "Shay" L. Liban, Ram V. Medalla, Maria Eleanor "Doc Ellie" R. Juan, O.D., Emmanuel Banjo A. Pilar, Kristine Alexia Matias, RN, Victor "Vic" D. Bernardo, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, Jose Maria "Mari" M. Rodriguez, and Jhon Angelli "Sami" C. Neri

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WHEREAS, pursuant to Batas Pambansa (BP) No. 337, S-1983, specifically Section 169(2), provision is made for a City Administrator among other officials in highly urbanized cities, laying the groundwork for the Office of the City Administrator;

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended, provides that a city administrator shall be among the mandatory appointive officials of the city government and shall manage the Office of the City Administrator;

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WHEREAS, in addition to the duties and functions of a city administrator under Republic Act No. 7160, as amended, Quezon City Ordinance No. NC-154, s.1990, expanded the functions, duties, and responsibilities of the City Administrator as well as created three (3) positions for Assistant City Administrators (ACAs) - for Operations, for General Affairs and for Fiscal Affairs, repealing Quezon City Ordinance Nos. NC-82 and 98, s.1989;

WHEREAS, the Assistant City Administrators are tasked with assisting the City Administrator in monitoring, evaluating, and coordinating with various city departments and offices to ensure the general, operational, and fiscal affairs of the City Government, as well as coordination and liaison with national government agencies and private entities;

WHEREAS, as one of its mandates to institute reforms in the city government's continuing organizational development, there is now a necessity to enhance the existing workforce complement and organizational structure of the Office of the City Administrator in order to be more responsive and efficient in the City's Government management, fiscal administration, and operational systems in the delivery of quality public services;

WHEREAS, additional workforce support within the Office of the City Administrator (OCA) is necessary to effectively implement its expanded organizational structure, address emerging governance and service delivery demands, and ensure that the Office is properly staffed to perform its mandates and functions;

WHEREAS, essential to streamlining operations and enhancing service delivery, reorganizing the OCA will require certain positions to be created, abolished, transferred, or classified as coterminous, subject to pertinent provisions of Republic Act No. 7160, as amended, and existing guidelines issued by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM).

NOW, THEREFORE,

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

SECTION 1. RESTRUCTURING AND REORGANIZATION. – The Office of the City Administrator (OCA, for brevity) is hereby restructured and reorganized to effectively and efficiently discharge its mandate and implement the provisions under Article X, Republic Act 7160, as amended, and other relevant national and local laws and issuances. The OCA shall consist of the following with its corresponding mandate:

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1.1. ***City Administrator***

There shall be a City Administrator who will head the Office of the City Administrator and shall hold a coterminous position with that of the appointing authority. In addition to the functions provided in Republic Act 7160, as amended, and those by other existing laws, ordinances, government issuances, or guidelines, the City Administrator shall perform the following:

a. *Be the City Mayor's principal advisory, monitoring, and coordinating arm relative to the general, fiscal, and operational administration of the affairs of the Quezon City Government, and ensure compliance with all relevant and existing national and local guidelines, rules and regulations;*

b. *Assist the City Mayor in the official performance of duties and in the effective formulation, planning, evaluation, and implementation of public policies, management systems, digital transformation initiatives, and procedures necessary in the delivery of essential public services for the City's general welfare;*

c. *Assist the City Mayor in the overall supervision, monitoring, and coordinative support of the city's departments, offices, and other operating units in the performance of their respective functions and responsibilities in the delivery of public services;*

d. *Coordinate with counterpart national government agencies, with other local government units, and with private entities on matters of general public concern and services;*

e. *Spearhead high-impact city programs or projects designed to benchmark or advance the City's strategic and comprehensive developmental plans;*

f. *Conduct periodic meetings with the heads of city departments, offices, and operational units under his/her functional supervision and provide relevant reports to the City Mayor; and*

g. *Perform other duties or functions as may be necessary through executive issuances or ordinances or as given by the City Mayor.*

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1.1.1. ***Executive Staff.*** *There shall be an Executive Staff who will be responsible for directly assisting and reporting to the City Administrator in the discharge of official functions. Unless specified otherwise, the Plantilla positions of the Executive Staff are coterminous with that of the appointing authority. The Executive Staff shall:*

a. provide front-line administrative support to ensure orderly day-to-day operations of the executive office;

b. serve as the executive gatekeeper in the professional screening, logging, filing, organizing, updating, and handling of phone calls, official messages, executive correspondence, office visitors, official executive calendar, meeting schedules, and travel logistics;

c. maintain strict confidentiality and discretion in processing highly sensitive political, administrative, and policy-related information;

d. manage and track accurately the volume of incoming and outgoing documents;

e. coordinate with the Administrative Division in the systematic routing of documents for all official communications to the appropriate Assistant City Administrators, division chiefs, or city departments/offices;

f. secure and organize a filing system for all official executive records; and

g. perform other tasks as may be assigned by the City Administrator.

1.2. ***Assistant City Administrator and Immediate Staff***

There shall be three (3) Assistant City Administrators (ACAs) who shall assist the City Administrator to manage the office's affairs, supervise personnel, and support in the efficient discharge of all official mandates. They shall further assist the City Administrator to oversee the city government's mandate in fiscal and economic development and administration, general, and administrative support functions and operations.

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Each ACA shall hold a coterminous position with that of the appointing authority and shall be provided with an Immediate Staff who shall directly report to and assist him/her in the performance of functions under his/her direct supervision. Unless specified otherwise, the Plantilla positions of the Immediate Staff under each ACA are coterminous with that of the appointing authority.

1.2.1. ***Assistant City Administrator for Fiscal Affairs (ACA for FA).*** *The Assistant City Administrator for Fiscal Affairs shall:*

a. *provide supervision in the policy planning, formulation, structure, and implementation of city programs/projects in the areas of, but not limited to, economic development initiatives, public enterprise management, revenue assessment activities, financial administration, human resources management, and other institutional or administrative support services of the Quezon City Government;*

b. *oversee fiscal management services and activities to ensure attainment of revenue and resource allocation targets;*

c. *supervise management improvement programs to ensure attainment of efficient fiscal and administrative support services;*

d. *provide direction in the cohesive coordination and monitoring of functions of city departments/offices in the overall implementation of administrative and other related support services;*

e. *provide direction of effective revenue collection systems on the different aspects of fiscal administration;*

f. *call concerned department/office heads under his/her functional supervision for periodic meetings or conferences;*

g. *serve and/or render reports and advisory opinions to the City Administrator and/or City Mayor; and*

h. *perform other related functions as may be delegated.*

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1.2.2. ***Assistant City Administrator for General Affairs (ACA for GA).*** *The Assistant City Administrator for General Affairs shall:*

a. *provide general supervision in the policy planning, formulation, development and implementation of programs/projects in the areas of, but not limited to, public health and hospital operational care and management, social and welfare services, community welfare, legal management, performance evaluation and appraisal systems, and other general support services and management of the City;*

b. *coordinate with the City Administrator and/or City Mayor on the conception or preparation of Executive Orders, Office Orders, or other similar issuances, and on legislative matters that are passed by the City Council;*

c. *ensure coordination of concerned city departments/offices with national government agencies, other local government units and other stakeholders in the delivery of public services to implement City-wide programs and services;*

d. *ensure monitoring and compliance in the performance of duties of concerned city departments/offices in program/project implementation through periodic meetings;*

e. *render periodic reports to the City Administrator and/or City Mayor; and*

f. *perform other related functions as may be delegated.*

1.2.3. ***Assistant City Administrator for Operations (ACA for Operations).*** *The ACA for Operations shall:*

a. *provide general supervision in the implementation of programs/projects in the areas of, but not limited to, public order and safety, traffic management and enforcement, environmental protection services, disaster risk reduction and management, parks development, solid waste management, engineering management, and other operational-facing activities;*

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b. *be responsible for a thorough evaluation on policy planning, and/or formulation in the operational development programs or services of the City and in other similar areas;*

c. *assist the City Administrator and/or City Mayor in the harmonious liaison with various national government agencies, other local government units and private entities in the delivery of public services;*

d. *call concerned department/office heads under his/her functional supervision for periodic meetings or conferences;*

e. *render assessment reports to the City Administrator and/or City Mayor relative to City-operations development and management;*

f. *ensure the development and/or implementation of City-wide operations action plans or other similar designs in coordination with concerned city departments/offices; and*

g. *perform other related functions as may be delegated.*

1.3. ***Administrative Division (AD)***

The Administrative Division (AD) shall be responsible for the planning, coordination, and implementation of all administrative support services necessary for the efficient operations of the Office. It shall:

a. *manage human resource and personnel administration, including attendance, daily time records (DTRs), applications for leave and leave credits, performance evaluation reports, payroll, and other related civil service matters;*

b. *oversee procurement, property, and supply management in accordance with government procurement and accounting rules and regulations;*

c. *maintain a systematic records management and document control system to ensure proper filing, tracking, and safekeeping of official documents;*

d. *supervise the maintenance and utilization of office facilities, furniture, service vehicles, and equipment to ensure a safe and efficient work environment;*

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e. manage the office's information systems and databases to support administrative operations and safeguard data integrity;

f. prepare and monitor the office's operational budget and other financial requirements and transactions;

g. formulate and implement internal administrative policies, systems, and procedures to improve operational efficiency; and

h. perform other essential administrative support tasks or services as may be assigned by the City Administrator or Assistant City Administrators.

1.4. ***Fiscal Management Division (FMD)***

The Fiscal Management Division (FMD) shall be in charge of the formulation, review, and proposal of sound fiscal policies and programs utilizing the City's funds necessary for the efficient and effective local government operation and administration. It shall also:

a. lead in conducting periodic review to determine adequacy of the City's financial position including the review and analysis of financial reports and statements to identify significant data for executive decisions;

b. conduct studies on investment opportunities, systematized collection of local taxes, innovative financial information systems, control models, and other modern financial techniques to improve revenue generation;

c. coordinate with the Administrative Division in preparing the office's budget and its execution documents;

d. develop standard costing of all projects, materials, supplies and equipment, in coordination with concerned city departments/offices;

e. analyze and define different financial issues affecting the City and resolving these issues to practicable options;

f. evaluate requests for funding support and recommend appropriate actions;

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g. *monitor the City's consumption and usage of utilities (electricity, water, telephone, fuel, etc.) and its consequent payment to the service providers;*

h. *prepare reportorial requirements necessary for decision-making; and*

i. *perform other tasks as may be assigned by the City Administrator or Assistant City Administrators.*

1.5. ***Management and Organization Division (MOD)***

The Management and Organization Division (MOD) shall be responsible for the analysis, evaluation, review, and formulation of organizational management components, policy guidelines, plans and programs to implement and improve organizational development, quality management system, and performance management appraisal. It shall:

a. *study organization development and management control to determine remedial measures and recommend innovations for adaptability and applicability;*

b. *prepare and analyze data of performance management systems aligned with identified strategic or developmental objectives;*

c. *lead and assist in the preparation and development of operational manuals of city departments/offices;*

d. *prepare reportorial requirements for decision-making;*

e. *organize measures to implement and enhance strategic planning, personnel performance economy and efficiency towards management productivity; and*

f. *perform other tasks as may be assigned by the City Administrator or Assistant City Administrators.*

1.6. ***Operations, Coordination, and Monitoring Division (OCMD)***

The Operations, Coordination, and Monitoring Division (OCMD) shall be tasked with the coordination and monitoring of the City's operational implementation of various plans, programs and projects. It shall:

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a. *assist in the work coordination of all city offices/departments;*

b. *design a standard format or system of monitoring and reporting of progress of all city programs, projects, and plans to integrate actions and decisions;*

c. *arrange with concerned city departments/offices, national government agencies, other local government units and other entities on involvement or assistance to enhance the City's programs or plans in the delivery of public services;*

d. *oversee the monitoring of the City's consumption and usage of utilities (electricity, water, telephone, fuel, etc.);*

e. *ensure program/plan monitoring arrangements comply with requirements of oversight agencies;*

f. *monitor status of actions taken on complaints endorsed by concerned entities and recommend measures to ensure client satisfaction;*

g. *ensure all local special bodies are organized, functional, and compliant with required meetings, plans, and reports;*

h. *prepare reportorial presentations needed for decision-making; and*

i. *perform other tasks as may be assigned by the City Administrator or Assistant City Administrators.*

1.7. ***Special Projects Division (SPD)***

The Special Projects Division shall be responsible for the development or benchmarking of innovative or strategic City programs or projects through key institutional partnerships and secure local and international program recognition to enhance City Government services efficiency. The SPD shall:

a. *identify, recommend, and manage submission of projects or programs for recognition or awards at local, national, and international levels;*

b. *develop and coordinate innovative or high-impact programs or projects with city departments, offices, and external partners to ensure support on the City's priorities and development goals;*

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c. *monitor and evaluate the results and impact of special projects, and recommend improvements or scaling up of successful initiatives, and institutionalize effective practices;*

d. *build partnerships with government agencies, private sector, academic institutions, or international organizations on high-impact projects or initiatives;*

e. *provide policy and technical support to the City Administrator and Assistant City Administrators in the planning and management of strategic projects; and*

f. *perform other tasks as may be assigned by the City Administrator or Assistant City Administrators.*

1.8. ***Technical Division (TD)***

The Technical Division (TD) shall be primarily responsible for providing assistance through the conduct of studies and research in the formulation and execution of the City Government's short, medium, and long-range goals and objectives. The TD shall also:

a. *review and analyze issues and impacts on reports on developmental plans/projects to come up with a range of alternatives on effectiveness and costs or appropriate courses of actions;*

b. *ensure the consolidation of all reportorial presentations on City plans, activities, and projects and prepare periodic reports suited to management levels to serve as institutional data of the Office;*

c. *develop and provide a framework to ensure all relevant data obtained are considered tools in executive decision-making;*

d. *prepare or initiate executive issuances in the enforcement of all City ordinances, policies, guidelines, rules and regulations on government administration and operations;*

e. *assess and ensure the role of the City Government with other entities in delegation of powers, authority and responsibilities in the implementation of programs and projects; and*

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f. conduct other tasks as may be assigned by the City Administrator or Assistant City Administrators.

SECTION 2. STAFFING PATTERN. – The staffing pattern of the Office of the City Administrator (OCA) is hereby amended in accordance with existing Civil Service Commission (CSC) and Department of Budget and Management (DBM) guidelines, with the corresponding duties and responsibilities appropriate to the functional workload of the Office.

To maximize organizational agility, safeguard confidentiality across critical management and operational functions, and directly support strategic rationalization objectives of the OCA, the new staffing pattern shall consist of both permanent and coterminous positions, as follows:

Position Titles	**Salary Grade**	**No. of Positions**
City Government Department Head III (City Administrator) (Co-Terminus)	*27*	*1*
Executive Staff		
Executive Assistant IV (Co-Terminus)	*22*	*1*
Executive Assistant II (Co-Terminus)	*17*	*1*
Administrative Assistant V (Private Secretary I) (Co-Terminus)	*11*	*1*
Administrative Assistant III (Secretary II-A)	*9*	*1*
Administrative Aide IV (Driver II) (Co-Terminus)	*4*	*1*
SUBTOTAL		***6***
Assistant City Administrator for Fiscal Affairs and Immediate Staff		
City Government Assistant Department Head III (Co-Terminus)	*25*	*1*
Executive Assistant IV (Co-Terminus)	*22*	*1*
Administrative Assistant III (Secretary II-A)	*9*	*1*
Administrative Aide IV (Driver II) (Co-Terminus)	*4*	*1*
SUBTOTAL		***4***
Assistant City Administrator for General Affairs and Immediate Staff		
City Government Assistant Department Head III (Co-Terminus)	*25*	*1*
Executive Assistant IV (Co-Terminus)	*22*	*1*
Administrative Assistant III (Secretary II-A)	*9*	*1*
Administrative Aide IV (Driver II) (Co-Terminus)	*4*	*1*
SUBTOTAL		***4***

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Assistant City Administrator for Operations and Immediate Staff		
City Government Assistant Department Head III (Co-Terminus)	*25*	*1*
Executive Assistant IV (Co-Terminus)	*22*	*1*
Administrative Assistant III (Secretary II-A)	*9*	*1*
Administrative Aide IV (Driver II) (Co-Terminus)	*4*	*1*
SUBTOTAL		***4***
Administrative Division		
Chief Administrative Officer (Administrative Officer V)	*24*	*1*
Supervising Administrative Officer (Administrative Officer IV)	*22*	*1*
Administrative Officer V (Budget Officer III)	*18*	*1*
Administrative Officer V (Records Officer III)	*18*	*1*
Administrative Officer V (Supply Officer III)	*18*	*1*
Administrative Officer IV (Administrative Officer II)	*15*	*1*
Administrative Officer III (Records Officer II)	*14*	*1*
Administrative Officer II (Administrative Officer I)	*11*	*2*
Administrative Assistant II (Clerk IV)	*8*	*1*
Administrative Aide VI (Clerk III)	*6*	*2*
Administrative Aide IV (Clerk II)	*4*	*2*
Administrative Aide IV (Driver II)	*4*	*4*
Administrative Aide III (Utility Worker II)	*3*	*11*
SUBTOTAL		***29***
Fiscal Management Division		
Chief Administrative Officer (Management and Audit Analyst V)	*24*	*1*
Supervising Administrative Officer (Management and Audit Analyst IV)	*22*	*1*
Administrative Officer V (Management and Audit Analyst III)	*18*	*2*
Administrative Officer IV (Management and Audit Analyst II)	*15*	*2*
Administrative Officer II (Management and Audit Analyst I)	*11*	*3*
SUBTOTAL		***9***
Management and Organization Division		
Chief Administrative Officer (Management and Audit Analyst V)	*24*	*1*
Supervising Administrative Officer (Management and Audit Analyst IV)	*22*	*1*
Administrative Officer V (Management and Audit Analyst III)	*18*	*2*

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Administrative Officer IV (Management and Audit Analyst II)	*15*	*3*
Administrative Officer II (Management and Audit Analyst I)	*11*	*3*
SUBTOTAL		***10***
Operations, Coordination, and Monitoring Division		
Project Evaluation Officer V	*24*	*1*
Project Evaluation Officer IV	*22*	*1*
Project Evaluation Officer III	*18*	*2*
Project Evaluation Officer II	*15*	*3*
Project Evaluation Officer I	*11*	*4*
SUBTOTAL		***11***
Special Projects Division		
Project Development Officer V	*24*	*1*
Project Development Officer IV	*22*	*1*
Project Development Officer III	*18*	*1*
Project Development Officer II	*15*	*2*
Project Development Officer I	*11*	*3*
SUBTOTAL		***8***
Technical Division		
Development Management Officer V	*24*	*1*
Development Management Officer IV	*22*	*1*
Development Management Officer III	*18*	*2*
Development Management Officer II	*15*	*2*
Development Management Officer I	*11*	*3*
SUBTOTAL		***9***
GRAND TOTAL		***94***

SECTION 3. CO-TERMINUS TO THE INCUMBENT (CTI) POSITIONS. –

3.1. In order to optimize the new staffing structure of the Office of the City Administrator (OCA) and ensure alignment with its revised mandates and operational requirements, the positions listed below shall be marked as Co-Terminus to the Incumbent (CTI). Accordingly, these positions shall be abolished upon vacancy by the incumbent due to transfer, promotion, resignation, retirement, or death, to wit:

Item No. based on Existing Personnel Schedule	***Position Title / Salary Grade***	***No. of Positions***
36	*Special Operations Officer V / SG-24*	*1*
3-1, 41, 51	*Executive Assistant IV / SG-22*	*3*

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4-1, 4-3, 4-4	*Executive Assistant II / SG-17*	*3*
12-2	*Administrative Officer V (Supply Officer III) / SG-18*	*1*
32-1, 32-2, 37-1, 37-2	*Special Operations Officer III / SG-18*	*4*
33-1, 33-2, 33-3	*Special Operations Officer II / SG-14*	*3*
9, 43, 48, 53	*Administrative Aide IV (Driver II) / SG-4*	*4*
20	*Administrative Aide IV (Reproduction Machine Operator II) / SG-4*	*1*
21	*Administrative Aide III (Bookbinder I) / SG-3*	*1*
TOTAL		***21***

SECTION 4. NEW POSITIONS. – As part of the OCA's revised organizational structure and to optimize the Office's mandate and functions in core operational areas of City governance, the following Plantilla positions are hereby created:

4.1. Co-Terminus with that of the appointing authority

Division	***Position Title / Salary Grade***	***No. of Positions***
Executive Unit	*Executive Assistant IV / SG-22*	*1*
	Executive Assistant II / SG-17	*1*
	Administrative Aide IV (Driver II) / SG-4	*1*
Immediate Staff for ACA for Fiscal Affairs	*Executive Assistant IV / SG-22*	*1*
	Administrative Aide IV (Driver II) / SG-4	*1*
Immediate Staff for ACA for General Affairs	*Executive Assistant IV / SG-22*	*1*
	Administrative Aide IV (Driver II) / SG-4	*1*
Immediate Staff for ACA for Operations	*Executive Assistant IV / SG-22*	*1*
	Administrative Aide IV (Driver II) / SG-4	*1*
TOTAL		***9***

4.2. Permanent Plantilla positions

Division	***Position Title / Salary Grade***	***No. of Positions***
Executive Unit	*Administrative Assistant III (Secretary II-A) / SG-9*	*1*

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Administrative Division	*Supervising Administrative Officer (Administrative Officer IV) / SG-22*	*1*
	Administrative Officer V (Budget Officer III) / SG-18	*1*
	Administrative Officer II (Administrative Officer I) / SG-11	*1*
Fiscal Management Division	*Supervising Administrative Officer (Management and Audit Analyst IV) / SG-22*	*1*
	Administrative Officer II (Management and Audit Analyst I) / SG-11	*3*
Management and Organization Division	*Supervising Administrative Officer (Management and Audit Analyst IV) / SG-22*	*1*
	Administrative Officer V (Management and Audit Analyst III) / SG-18	*1*
	Administrative Officer II (Management and Audit Analyst I) / SG-11	*3*
Operations, Coordination, and Monitoring Division	*Project Evaluation Officer V / SG-24*	*1*
	Project Evaluation Officer IV / SG-22	*1*
	Project Evaluation Officer III/ SG-18	*2*
	Project Evaluation Officer II/ SG-15	*3*
	Project Evaluation Officer I / SG-11	*4*
Special Projects Division	*Project Development Officer V / SG-24*	*1*
	Project Development Officer IV / SG-22	*1*
	Project Development Officer III / SG-18	*1*
	Project Development Officer II / SG-15	*2*
	Project Development Officer I / SG-11	*3*
Technical Division	*Development Management Officer V / SG-24*	*1*
	Development Management Officer IV / SG-22	*1*
	Development Management Officer III / SG-18	*2*
	Development Management Officer II / SG-15	*2*
	Development Management Officer I / SG-11	*3*
TOTAL		***41***

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SECTION 5. ABOLITION OF EXISTING UNFILLED POSITIONS. – To prevent unnecessary expenditure of public funds, the existing unfilled positions are hereby abolished as the same are either redundant or outdated, or inconsistent with the Office's revised mandate and functions under this Ordinance:

Item No. based on Existing Personnel Schedule	***Position Title / Salary Grade***	***No. of Positions***
31	*Special Operations Officer V / SG-24*	*1*
3-2, 46	*Executive Assistant IV / SG-22*	*2*
4-2	*Executive Assistant II / SG-17*	*1*
33-4, 38-1, 38-2	*Special Operations Officer II / SG-14*	*3*
7	*Administrative Assistant III (Stenographer I) / SG-9*	*1*
6	*Administrative Assistant II (Artist Illustrator II-B) / SG-8*	*1*
8	*Administrative Aide VI (Clerk III) / SG-6*	*1*
18-3, 18-4	*Administrative Aide IV (Clerk II) / SG-4*	*2*
TOTAL		***12***

SECTION 6. TRANSFER. –

6.1. For the streamlined management of the Office's personnel and resources, the following existing Plantilla positions are hereby transferred to the Administrative Division:

Item No. based on Existing Personnel Schedule	***Position Title / Salary Grade***	***No. of Positions***
5	*Administrative Officer IV (Administrative Officer II) / SG-15*	*1*
10	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
26	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
30	*Administrative Aide III (Utility Worker II) / SG-3*	*1*

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34	*Administrative Aide IV (Driver II) / SG-4*	*1*
35	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
39	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
44	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
49	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
54	*Administrative Aide III (Utility Worker II) / SG-3*	*1*
TOTAL		***10***

6.2. The Utility Wires and Poles Regulatory Unit created under Quezon City Ordinance No. SP-3110, S-2022, is hereby transferred to the Quezon City Department of Engineering (QCDE) and shall be under the direct supervision of the City Engineer, thereby amending Quezon City Ordinance No. SP-3127, S-2022.

SECTION 7. ORGANIZATIONAL STRUCTURE, DUTIES, AND FUNCTIONS. – The document indicating the new functional structure of the Office of the City Administrator (OCA) and the duties and functions of the new positions that are created in virtue of this Ordinance is hereby attached and made an integral part of this Ordinance.

SECTION 8. OFFICE SEAL. – The Office of the City Administrator shall carry in all its official communications, issuances, and directives the symbol as its official seal, described as follows:

OFFICE OF THE CITY ADMINISTRATOR
LUNGSOD QUEZON
PILIPINAS

WELCOME ROTONDA
DESIGNED BY LUCIANO V. AQUINO

"The official seal is circular, with a black outer ring bearing the words 'OFFICE OF THE CITY ADMINISTRATOR' and a small gold star at the bottom. At its center is the seal of Quezon City — a triangle with a gold star at each corner, divided into a blue side and a red side, with the Quezon Memorial Monument standing between them. The words 'LUNGSOD,' 'QUEZON,' and 'PILIPINAS' appear around the triangle, similar to the Quezon City Official Seal. A gavel and hammer on the right side of the monument represent good governance. A lamp on the left side of the monument symbolizes divine guidance. A row of small tiles on each side along the monument's base represent the Office's service pledge in rendering public services."

SECTION 9. DUTY OF THE HUMAN RESOURCE MANAGEMENT DEPARTMENT. – The Human Resource Management Department (HRMD) of the Quezon City Government shall ensure the conversion and rectification of position titles for the Plantilla positions in the Office of the City Administrator and update the City's Personnel Plantilla Schedule accordingly.

SECTION 10. APPROPRIATIONS. – The funds to cover the Personnel Services (salaries, allowances, and other benefits), including the newly created Plantilla positions, the Maintenance and Other Operating Expense (MOOE) and Property Plant and Equipment (PPE) are hereby appropriated and shall be taken from the General Fund of the Annual Budget of the Quezon City Government and shall thereafter be included in the annual appropriation of the Office of the City Administrator for the succeeding years.

SECTION 11. TRANSITORY PROVISION. – Existing staff will maintain and perform their current duties until they are officially transitioned into the new organizational structure. The restructuring and reorganization of the Office of the City Administrator shall not, under any circumstances, result in the displacement of its personnel.

All subsequent abolition or creation of new positions are subject to the approval of the Civil Service Commission (CSC) and must comply with all applicable CSC, budgetary, and compensation rules and regulations, including Section 325(f) of Republic Act No. 7160, as amended.

SECTION 12. 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.

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SECTION 13. REPEALING CLAUSE. – All other ordinances or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified, or repealed accordingly.

SECTION 14. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: September 10, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on September 10, 2026 and was PASSED on Third/Final Reading on October 12, 2026.

GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: OCT 30 2026

MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:

ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(Secretary to the Sanggunian)

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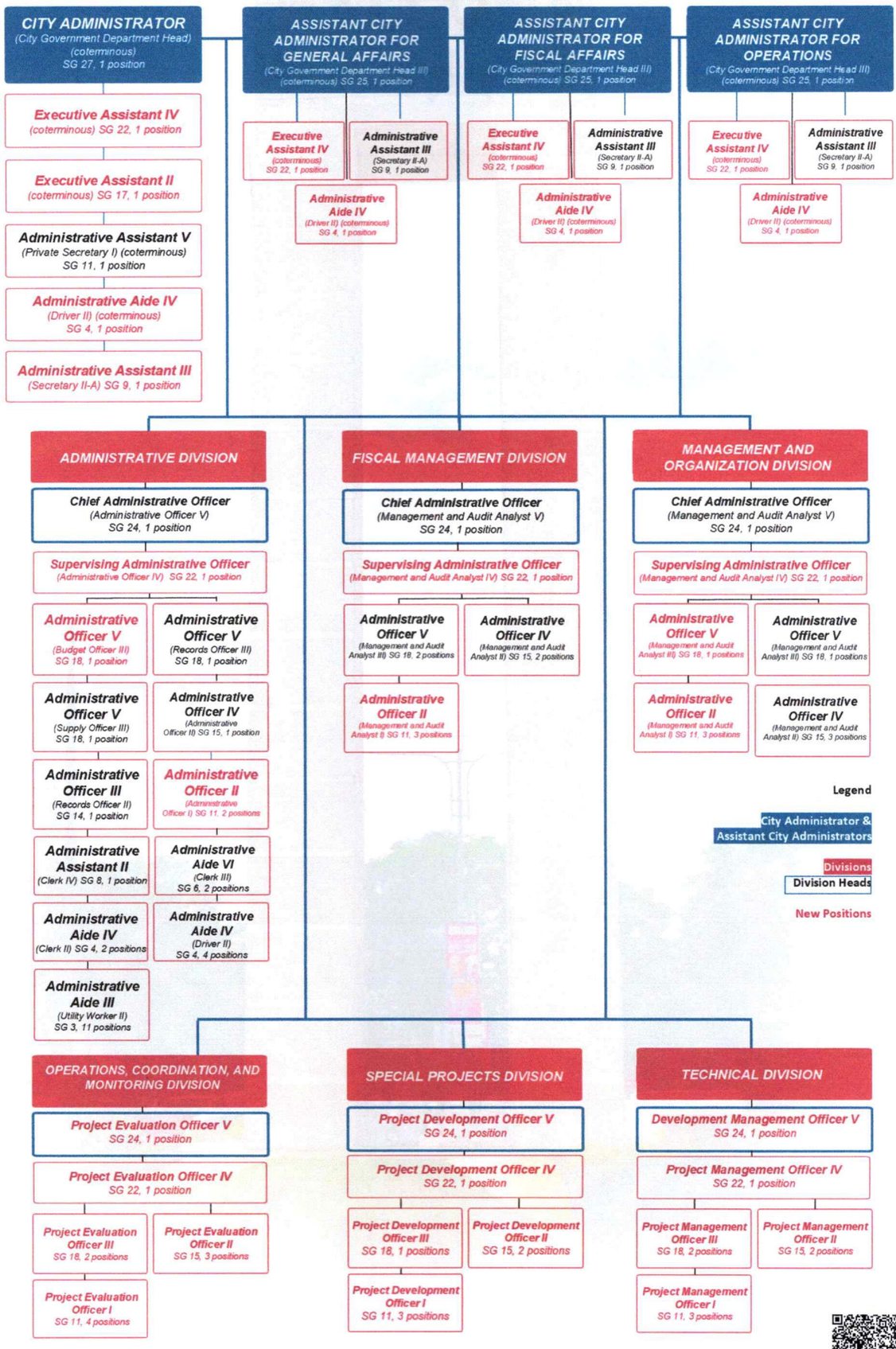
OFFICE OF THE CITY ADMINISTRATOR
ORGANIZATIONAL CHART



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