Republika ng Pilipinas
Lungsod Quezon
SANGGUNIANG PANLUNGSOD
(City Council)

PO2001-18

ORDINANCE NO. SP-1021 S 2001

AN ORDINANCE RECTIFYING CERTAIN NOMENCLATURE AND SALARY GRADES OF VARIOUS POSITIONS UNDER THE QUEZON GOVERNMENT

Introduced by Councilor GODOREDO T. LIBAN II.
Co-Introduced by Councilors Elizabeth A. Delarmente, Winston "Winnie" T. Castelo, Ma. Fresca M. Biglang-awa, Marciano P. Medalla, Eric Z. Medina, Jorge L. Banal, Julian M.L. Cuseteng, Nanette Castelo Daza and Jesus C. Suntay.

WHEREAS, certain nomenclature and salary grades of various positions under the Quezon City Government are no longer in accordance with the DBM Index of Occupational Services, Position Titles and Salary Grades (IOS) and the Qualification Standards (QS) Manual of the Civil Service Commission;

WHEREAS, some of these positions were reclassified by the Salary Standardization Committee created during the past dispensation which positions must be returned to their former position titles for practicable reasons and to cut the merging needs of the times;

WHEREAS, appointments issued bearing the said nomenclature and salary grades may have some technical and legal defects and unless amended, may meet CSC disapproval;

WHEREAS, said nomenclature and salary grades of certain positions have to be rectified to cure the defects;

NOW, THEREFORE,

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

SECTION 1. The following nomenclature and salary grades shall be amended as indicated hereunder:

PRESENT POSITION		REVISED	
OFFICE OF THE MAYOR			
Executive Assistant II	(SG-17)	Executive Assistant II (B)	(SG-17)
Executive Assistant I	(SG-14)	Executive Assistant I (C)	(SG-14)
Secretary II	(SG-9)	Secretary II (A)	(SG-9)
Special Counsel	(SG-27)	Legal Officer V	(SG-24)
Special Liaison Clerk	(SG-14)	Liaison Officer II	(SG-13)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Senior Environmental Specialist	(SG-15)	Senior Engineer B (Local)	(SG-15)

RADIO COMMUNICATIONS SERVICE

Telegraphic Transfer Service Operation	(SG-11)	Communications Equipment Operator IV	(SG-11)
Storekeeper	(SG-4)	Storekeeper I (D)	(SG-4)

OFFICE OF THE CITY ADMINISTRATOR

Private Secretary	(SG-10)	Private Secretary I	(SG-11)
Special Operations Officer II	(SG-15)	Special Operations Officer II	(SG-14)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Carpenter II	(SG-5)	Carpenter II (A)	(SG-5)
Mason II	(SG-5)	Mason II (A)	(SG-5)
Metal Worker II	(SG-6)	Metal Worker (IUG)	(SG-6)
Supervising Executive Staff Officer	(SG-22)	Executive Assistant IV	(SG-22)
Supervising Liaison and Monitoring Officer	(SG-22)	Executive Assistant IV	(SG-22)
Senior Executive Staff	(SG-18)	Executive Assistant II (B)	(SG-17)
Senior Liaison and Monitoring Assistant	(SG-18)	Executive Assistant II (B)	(SG-17)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)
Assistant City Administrator	(SG-26)	City Government Assistant Department Head III	(SG-26)
Executive Staff Officer	(SG-22)	Executive Assistant IV	(SG-22)

BUSINESS PERMITS AND LICENSING OFFICE

License Officer IV	(SG-22)	Licensing Officer IV	(SG-22)
License Officer III	(SG-18)	Licensing Officer III	(SG-18)
License Officer II	(SG-15)	Licensing Officer II	(SG-15)
License Officer I	(SG-11)	Licensing Officer I	(SG-11)
Artist Illustrator	(SG-9)	Artist-Illustrator II (B)	(SG-8)

BARANGAY OPERATIONS CENTER

Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)

CITY ACCOUNTING DEPARTMENT

Reproduction Machine Operator III	(SG-7)	Reproduction Machine Operator III (A)	(SG-7)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Fiscal Clerk III	(SG-8)	Fiscal Clerk III (Local)	(SG-8)
Fiscal Controller I	(SG-11)	Fiscal Controller I (Local)	(SG-11)
Fiscal Controller II	(SG-15)	Fiscal Controller II (Local)	(SG-15
Fiscal Controller IV	(SG-18)	Fiscal Controller IV(Local)	(SG-18)
Fiscal Examiner IV	(SG-22)	Fiscal Examiner IV	(SG-22)
Fiscal Examiner III	(SG-18)	Fiscal Examiner III (Local)	(SG-18)
Artist-Illustrator III	(SG-11)	Artist-Illustrator III (A)	(SG-11)

OFFICE OF THE CITY TREASURER

Utility Worker	(SG-3)	Utility Worker II (A)	(SG-3)
Accounting Clerk IV	(SG-10)	Cash Clerk IV (Local)	(SG-10)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)
Stenographer II	(SG-6)	Stenographer II (B)	(SG-6)

OFFICE OF THE CITY ASSESSOR

Secretary I	(SG-7)	Secretary I (B)	(SG-7)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)
Financial Analyst III	(SG-18)	Financial Analyst III (Local)	(SG-18)
Financial Analyst I	(SG-11)	Financial Analyst I (Local)	(SG-11)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Appraisal Aide	(SG-4)	Assessment Clerk I	(SG-4)
Storekeeper I	(SG-4)	Storekeeper I (D)	(SG-4)

CITY BUDGET OFFICE

Liaison Officer A	(SG-10)	Liaison Officer A (Local)	(SG-10)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)

CITY CIVIL REGISTRY OFFICE

Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)

CITY GENERAL SERVICES OFFICE

Artist-Illustrator II	(SG-8)	Artist-Illustrator II (B)	(SG-8)
Draftsman I	(SG-6)	Draftsman I (B)	(SG-6)
Storekeeper III	(SG-9)	Storekeeper III (B)	(SG-9)
Storekeeper II	(SG-6)	Storekeeper II (C)	(SG-6)
Storekeeper IV	(SG-11)	Storekeeper IV	(SG-11)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Tireman	(SG-3)	Utility Worker II (A)	(SG-3)
Mechanical-Electrical Operator I	(SG-4)	Mechanical-Electrical Operator I (Local)	(SG-4)
Dispatcher	(SG-6)	Motorpool Dispatcher	(SG-6)
Aircon Technician I	(SG-6)	Air-Conditioning Technician II	(SG-6)
Auto Electrician II	(SG-6)	Automotive Electrician	(SG-6)
Dispatching Development Officer II	(SG-15)	Senior Transportation Regulation Officer	(SG-15)
Maintenance Development Officer II	(SG-15)	Special Operations Officer II	(SG-15)
Sr. Maintenance Development Officer	(SG-18)	Special Operations Officer III	(SG-18)
Sr. Transportation Development Officer	(SG-18)	Sr. Transportation Development Officer (Local)	(SG-18)
Asst. Motorpool Officer	(SG-22)	Special Operations Officer IV	(SG-22)
Chief Motorpool Officer	(SG-24)	Special Operations Officer V	(SG-24)
Driver	(SG-6)	Driver III (Local)	(SG-8)

ADMINISTRATIVE MANAGEMENT OFFICE

Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Stenographer III	(SG-9)	Stenographer III (A)	(SG-9)
Storekeeper IV	(SG-10)	Storekeeper IV (A)	(SG 11)
Reproduction Machine Operator III	(SG-7)	Reproduction Machine Operator III (A)	(SG 7)
Buyer	(SG-9)	Buyer III	(SG-9)
Financial & Management Officer III	(SG-24)	Financial & Management Officer II (Local)	(SG 21)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)

CITY PERSONNEL OFFICE

Reproduction Machine Operator III	(SG-7)	Reproduction Machine Operator III (A)	(SG 7)
Artist-Illustrator II	(SG-8)	Artist-Illustrator II (B)	(SG-8)
Artist-Illustrator III	(SG-11)	Artist-Illustrator III (A)	(SG-11)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG 3)

CITY PLANNING & DEVELOPMENT OFFICE

Artist-Illustrator II	(SG-8)	Artist-Illustrator II (B)	(SG-8)
Confidential Secretary	(SG-15)	Confidential Secretary (B) (Local)	(SG-15)
Financial Analyst III	(SG-18)	Financial Analyst III (Local)	(SG-18)
Artist-Illustrator III	(SG-11)	Artist Illustrator III (A)	(SG 11)
Audio-Visual Programmer	(SG-8)	Audio-Visual Equipment Operator III	(SG-7)
Property & Supply Custodian	(SG-8)	Property/Supply Assistant B	(SG-8)
Utility Worker I	(SG-3)	Utility Worker II (A)	(SG-3)
Photo-Laboratory Technician	(SG-5)	Photo-Laboratory Technician (Local)	(SG-5)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG 4)

COMMUNITY RELATIONS OFFICE

Reproduction Machine Operator III	(SG-7)	Reproduction Machine Operator III (A)	(SG-7)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

DEPARTMENT OF ENGINEERING

Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG 4)
Storekeeper III	(SG-9)	Storekeeper III (B)	(SG-9)
Storekeeper IV	(SG-11)	Storekeeper IV (A)	(SG 11)
Storekeeper II	(SG-6)	Storekeeper II (C)	(SG-6)
Draftsman II	(SG-8)	Draftsman II (B)	(SG-8)
Carpenter II	(SG-5)	Carpenter II (A)	(SG-5)
Mason II	(SG-5)	Mason II (A)	(SG 5)
Electrical Inspector II	(SG-16)	Electrical Inspector II (Local)	(SG-8)

Electronic Communications Engineer II	(SG-16)	Electronic Communications Planning Specialist	(SG-16)
Draftsman II	(SG-8)	Draftsman II (A)	(SG-8)
Carpenter II	(SG-5)	Carpenter II (A)	(SG-5)
Mason II	(SG-5)	Mason II (A)	(SG-5)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

DEPARTMENT OF PUBLIC ORDER & SAFETY

Artist-Illustrator II	(SG-6)	Artist-Illustrator II (B)	(SG-6)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

PARKS DEVELOPMENT & ADMINISTRATION DEPARTMENT

Mason I	(SG-3)	Mason I (B)	(SG-3)
Mason II	(SG-5)	Mason II (A)	(SG-5)
Storekeeper IV	(SG-11)	Storekeeper IV (A)	(SG-11)
Storekeeper II	(SG-6)	Storekeeper II (C)	(SG-6)
Storekeeper I	(SG-4)	Storekeeper I (D)	(SG-4)
Carpenter I	(SG-3)	Carpenter I (B)	(SG-3)
Draftsman II	(SG-8)	Draftsman II (A)	(SG-8)
Draftsman I	(SG-6)	Draftsman I (B)	(SG-6)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

PUBLIC AFFAIRS & INFORMATION SERVICES OFFICE

Executive Legislative Liaison Officer	(SG-26)	City Government Office Head	(SG-26)

DEPARTMENT OF HEALTH

Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Public Health Nurse II	(SG-15)	Public Health Nurse II (Local)	(SG-16)
Reproduction Machine Operator II	(SG-4)	Reproducation Machine Operator II (B)	(SG-4)
Storekeeper III	(SG-9)	Storekeeper III (B)	(SG-9)
Storekeeper I	(SG-4)	Storekeeper I (D)	(SG-4)
Artist-Illustrator III	(SG-11)	Artist-Illustrator III (A)	(SG-11)
Stenographer III	(SG-9)	Stenographer III (A)	
Storekeeper III	(SG-9)	Storekeeper III (B)	(SG-9)
Stenogpraher (III)	(SG-9)	Human Resource Mgnt. Asst. I	(SG-9)

SOCIAL SERVICES DEVELOPMENT DEPARTMENT

Head of Division	(SG-24)	Division Chief IV	(SG-24)
Embalmer	(SG-4)	Clerk II	(SG-4)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

URBAN POOR AFFAIRS OFFICE

Artist-Illustrator II	(SG-8)	Artist Illustrator II (B)	(SG-8)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

CITY COUNCIL

Legislative Liaison Officer	(SG-25)	Executive Assistant VI	(SG-25)
Driver V	(SG-8)	Driver III	(SG-8)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

OFFICE OF THE SECRETARY TO THE SANGGUNIAN

Storekeeper IV	(SG-11)	Storekeeper IV (A)	(SG-11)
Reproduction Machine Operator III	(SG-7)	Reproduction Machine Operator III (A)	(SG-7)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Financial & Management Officer I	(SG-22)	Financial & Management Officer I (Local)	(SG-22)
Senior Bookkeeper I	(SG-11)	Senior Bookkeeper	(SG-9)
Accounting Clerk IV	(SG-10)	Accounts Management Assistant II (Local)	(SG-10)

CITY PROSECUTOR'S OFFICE

Stenographic Reporter IV	(SG-20)	Stenographic Reporter IV	(SG-13)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Stenographic Reporter IV	(SG-22)	Stenographic Reporter IV	(SG-13)
Stenographic Reporter III	(SG-20)	Stenographic Reporter III	(SG-11)
Reproduction Machine Operator II	(SG-4)	Reproduction Machine Operator II (B)	(SG-4)

METROPOLITAN TRIAL COURT

Storekeeper III	(SG-9)	Storekeeper III (B)	(SG-9)
Storekeeper II	(SG-6)	Storekeeper II (A)	(SG-6)
Bailiff II	(SG-7)	Bailiff II (Local)	(SG-7)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)
Stenographer II	(SG-8)	Stenographer II (B)	(SG-6)

REGIONAL TRIAL COURT

Sheriff II	(SG-7)	Sheriff II (Local)	(SG-7)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

QUEZON CITY GENERAL HOSPITAL

Medical Equipment Technician III	(SG-11)	Medical Equipment Technician III (B)	(SG-11)
Medical Equipment Technician IV	(SG-13)	Medical Equipment Technician IV (A)	(SG-13)
Artist-Illustrator II	(SG-8)	Artist-Illustrator II (B)	(SG-8)
Storekeeper II	(SG-6)	Storekeeper II (C)	(SG-6)
Nursing Attendant	(SG-4)	Nursing Attendant I	(SG-4)

VICE-MAYOR'S OFFICE

Secretary to the Vice-Mayor	(SG-26)	City Government Office Head	(SG-26)
Administrative Officer	(SG-24)	Administrative Officer V	(SG-24)
Administrative Asst. I	(SG-17)	Administrative Officer III	(SG-18)
Administrative Asst.	(SG-14)	Administrative Officer II	(SG-15)
Executive Officer	(SG-24)	Executive Assistant V (Local)	(SG-24)
Supervising Executive Staff Officer	(SG-22)	Executive Assistant IV(Local)	(SG-22)
Technical Assistant I	(SG-17)	Executive Assistant II(B)	(SG-17)
Supervising Legislative Staff Officer	(SG-22)	Local Legislative Staff Officer V	(SG-22)
Assistant Statistician	(SG-8)	Assistant Statistician	(SG-9)
Legislative Staff Assistant	(SG-17)	Local Legislative Staff Officer IV	(SG-19)
Private Secretary II	(SG-16)	Private Secretary II (Local)	(SG-15)
Chauffeur	(SG-8)	Driver III (Local)	(SG-8)
Utility Worker	(SG-3)	Utility Worker II (A)	(SG-3)
Legislative Staff Officer VI	(SG-24)	Legislative Staff Officer VI (Local)	(SG-24)
Special Operations Assistant	(SG-8)	Clerk IV	(SG-8)

OFFICE OF THE PRESIDING OFFICER

Legislative Staff Chief	(SG-25)	Executive Assistant VI	(SG-25)
Legislative Staff Officer IV	(SG-19)	Legislative Staff Officer IV (Local)	(SG-19)
Legislative Staff Officer V	(SG-22)	Legislative Staff Officer V (Local)	(SG-22)
Administrative Staff Officer II	(SG-18)	Administrative Officer III	(SG-18)
Legislative Staff Assistant	(SG-10)	Legislative Staff Assistant III (Local)	(SG-10)
Administrative Services Asst. II	SG-10)	Administrative Service Asst. II (Local)	(SG-10)
Information Assistant	(SG-10)	Information Assistant II (Local)	(SG-10)
Sergeant-at-Arms	(SG-20)	Sergeant-at-Arms	(SG-24)
Deputy Sergeant-at-Arms	(SG-17)	Sergeant-at-Arms	(SG-24)

CULTURAL AND TOURISM AFFAIRS OFFICE

Tourism Officer III	(SG-18)	Senior Tourism Officer	(SG-18)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

TRICYCLE FRANCHISING BOARD

Legislative Staff Officer V	(SG-22)	Legislative Staff Officer V (Local)	(SG-22)
Utility Worker II	(SG-3)	Utility Worker II (A)	(SG-3)

NOVALICHES DISTRICT CENTER

Bookkeeper	(SG-9)	Bookeeper II	(SG-9)

SECTION 2. The above changes shall be reflected in the Personnel Schedule of the Quezon City Government for the next budget year.

SECTION 3. The foregoing position titles and salary grades shall be used when the present incumbents vacate the positions or if the position are vacant, as the case may be

SECTION 4. This Ordinance shall take effect upon its approval.

ENACTED: February 20, 2001.

JORGE L. BANAL
President Pro-Tempore
Acting Presiding Officer

ATTESTED:

EUGENIO V. JURILLA
City Council Secretary

APPROVED MAR 02 2001

ISMAEL A. MATHAY, JR.
City Mayor

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