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

PO23CC-212

64th Regular Session

ORDINANCE NO. SP-3562, S-2026

AN ORDINANCE STRENGTHENING THE ADMINISTRATIVE DIVISION OF THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD), BY ENHANCING ITS ORGANIZATIONAL STRUCTURE, THEREBY CREATING FIFTEEN (15) ADDITIONAL/ NEW PLANTILLA POSITIONS, SUBJECT TO ALL APPLICABLE AND EXISTING LAWS, RULES AND REGULATIONS, AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilor JOSEPH JOE VISAYA

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Joseph P. Juico, Charm Ferrer, CPA, MPA, JD, Nicole "Nikki" V. Crisologo, Candy A. Medina, Atty. Voltaire Godofredo "Bong" Liban III, Aly Medalla, Dave C. Valmocina, Geleen "Dok G" Lumbad, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Don S. De Leon, Luigi D. Pumaren, Atty. Vicente Belmonte Jr., Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, Raquel S. Malañgen, 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, and Jose Maria "Mari" M. Rodriguez

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WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 3(b) of the same Code, provides that there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;

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WHEREAS, Section 458(a)(1) and (viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants upon the City Council the power to approve ordinances and pass resolutions necessary for an efficient and effective city government, including the authority to determine the powers and duties of officials and employees of the City and to determine the positions and the salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from City funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the City Government;

WHEREAS, the City Mayor, Honorable Ma. Josefina G. Belmonte's Executive Agenda seeks to deliver responsive and efficient social services to indigent residents and qualified QCitizens;

WHEREAS, with the passage of new mandates, expanding the various programs and services of the Social Services Development Department (SSDD) allows the Office to be more responsive to the increasing needs of the QCitizenry, thereby allowing technical staff to focus on administrative phases such as personnel actions, property management, records management, financial management, and other administrative support services, thereby strengthening the Division's operational capability.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known as "An Ordinance Strengthening the Administrative Division of the Social Services Development Department (SSDD), by enhancing its Organizational Structure, thereby creating fifteen (15) additional/new Plantilla positions, subject to all legal and applicable laws, rules and regulations, and appropriating funds therefor and for other purposes."

SECTION 2. FUNCTIONS. – The Administrative Division of SSDD shall have the following functions:

1. *Provide the administrative and operational requirements of the Department for the effective and efficient implementation of the different programs and services, particularly the:*

   a. *preparation and processing of all documentary requirements pertinent to human resources, such as employees' compensation and benefits, recruitment, hiring, promotions, trainings, orientations, and others;*

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b. supervision, administration/management of all official paper or digital documents/records of the Department in the course of its daily operations;

c. preparation and processing of all financial documents pertinent to the payment of financial obligations/liquidation of cash advances and/or extension of financial assistance of the City Government/SSDD Department both administrative and operational concern;

d. the responsibility of general housekeeping, property and supplies management including procurement of logistical requirements and repair and maintenance of various vehicles, equipment, and facilities.

SECTION 3. COMPOSITION AND ORGANIZATIONAL STRUCTURE. – The Administrative Division shall be organized into four (4) new Sections, namely: the Human Resource Management Section, the Records Management Section, the Financial Management Section, and the General Services Management Section. A total of fifteen (15) additional/new Plantilla positions shall be created and assigned to the aforementioned Sections, as follows:

3.1. ***SENIOR STAFF***

Position Titles	*Salary Grade*	*Existing Positions*	*Proposed New Plantilla Position*	*Total No. of Positions (Existing and Proposed)*
Chief Administrative Officer (Administrative Officer V)	*24*	*1*		***1***
Supervising Administrative Officer (Administrative Officer IV)	*22*	*1*		***1***
Immediate Staff				
Administrative Aide IV (Clerk II)	*4*		*1*	***1***
TOTAL		***2***	***1***	***3***

Functions of the Proposed Plantilla Position

a. ***Administrative Aide IV (Clerk II)***

- *Review and perform due diligence on documents for information and/or signature of the Chief Administrative Officer;*

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- *Monitor and maintain the schedule of the Chief Administrative Officer;*
- *Handle correspondence and maintain efficient and effective records and filing systems for both hard and electronic copies of communications for the Chief Administrative Officer; and*
- *Perform other tasks as deemed necessary.*

3.2. ***SECTIONS***

3.2.1. ***Human Resource Management Section*** *– shall be responsible in maintaining the efficient and effective preparation and processing of documentary requirements pertinent to compensation and benefits, hiring and promotion, and learning and development.*

Position Title	*Salary Grade*	*Existing Positions*	*Transfer Plantilla Positions*	*Proposed New Plantilla Positions*	*Total No. of Positions (Existing and Proposed)*
Administrative Officer V (Administrative Officer III)	*18*	*1*			***1***
Administrative Officer IV (Administrative Officer II)	*15*			*1*	***1***
(Administrative Officer II (Administrative Officer I)	*11*	*1*			***1***
Administrative Assistant II (Administrative Assistant)	*8*			*1*	***1***
Administrative Aide VI (Clerk III)	*6*	*1*			***1***
Administrative Aide IV (Clerk II)	*4*	*3*	*2*		***5***
Administrative Aide III (Utility Worker II)	*3*	*1*			***1***
TOTAL		***7***	***2***	***2***	***11***

Functions of the Proposed Plantilla Positions

a. ***Administrative Officer IV (Administrative Officer II)***

- *Assist the Administrative Officer III in monitoring of the staff pertinent to the preparation and submission of documentary requirements for the claim of compensation and bonuses;*
- *Conduct monitoring/tracking of claims for longevity and loyalty pay;*

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- *Conduct assessment/evaluation of submitted documentary requirements prior to the preparation of other requirements pertinent to hiring and promotion;*
- *Conduct assessment/evaluation of submitted documentary requirements relative to separation from the service/retirement of staff and others; and*
- *Perform other related tasks as may be assigned.*

b. ***Administrative Assistant II (Administrative Assistant)***

- *Regularly update employees' individual Salary Index Card;*
- *Update leave cards and prepare leave applications;*
- *Prepare draft/final copy of the attendance report for the claim of employees' compensation and benefits prior to encoding;*
- *Conduct initial review of the prepared draft of communications, certificate of employment, and loan application;*
- *Prepare draft/final copy of Notice of Salary Adjustment, Strategic Performance Management System, Statement of Assets, Liabilities, and Net Worth, and other documents prior to final encoding/preparation;*
- *Prepare daily time records (DTRs), assess/evaluate DTRs submitted by other Divisions prior to inclusion in the Attendance Report for the claim of monthly salary; and*
- *Perform other related tasks as maybe assigned.*

3.2.2. ***Records Management Section*** *– shall be responsible in maintaining the efficient and effective records management system of filing, safekeeping, retrieval, and disposal of valueless documents/records in the course of the daily operation of the Division/Department. Also, responsible in receiving, recording, and releasing of external and internal paper or digital communications to and from the Department/other Division and to and from the Administrative Division including archiving of documents.*

Position Titles	*Salary Grade*	*Existing Positions*	*Transfer Plantilla Positions*	*Proposed New Plantilla Positions*	*Total No. of Positions (Existing and Proposed)*
Administrative Officer V (Administrative Officer III)	*18*			*1*	***1***
Administrative Officer IV (Administrative Officer II)	*15*	*1*			***1***

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(Administrative Officer II (Administrative Officer I)	*11*			*1*	***1***
Administrative Aide IV (Clerk II)	*4*	*1*	*1*		***2***
TOTAL		***2***	***1***	***2***	***5***

Functions of the Proposed Plantilla Positions

a. ***Administrative Officer V (Administrative Officer III)***

- *Maintain the security and confidentiality of physical and electronic archives, ensuring they are readily accessible to authorized personnel;*
- *Supervise the incoming/outgoing correspondence and maintain systematic files for easy retrieval of the Department;*
- *Update and maintain the records aspect of the Data Management System (DMS) and other IT-based tracking systems;*
- *Act as Focal Person for the Client Satisfaction Measurement (CSM);*
- *Prepare reports, technical documents, and official communications related to the Section's activities;*
- *Submit budget proposal of the Section;*
- *Recommend staff for attendance to capacity development activities; and*
- *Perform other related tasks as may be assigned.*

b. ***Administrative Officer II (Administrative Officer I)***

- *Implement and maintain efficient records management systems, including archiving and retrieval of documents;*
- *Take charge of the receipt, filing, storage, and eventual disposal of various documents, including administrative issuances, contracts, and personnel files;*
- *Ensure all record-keeping practices comply with government rules and regulations, such as Republic Act No. 9470, which is the National Archives of the Philippines Act; and*
- *Perform other related tasks as may be assigned.*

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3.2.3. ***Financial Management Section*** *– shall be responsible in maintaining the efficient and effective preparation/submission/processing of all documentary requirements for the payment of financial obligations/liquidation of cash advances and/or extension of various financial assistance in the course of the daily operations of the Department, operational and administrative, in strict adherence to the prescribed government auditing rules and regulations.*

Position Titles	*Salary Grade*	*Existing Positions*	*Transfer Plantilla Positions*	*Proposed New Plantilla Positions*	*Total No. of Positions (Existing and Proposed)*
Administrative Officer V (Administrative Officer III)	*18*			*1*	***1***
Administrative Officer IV (Administrative Officer II)	*15*			*1*	***1***
(Administrative Officer II (Administrative Officer I)	*11*	*1*			***1***
Administrative Assistant II (Administrative Assistant)	*8*	*1*			***1***
Administrative Aide IV (Clerk II)	*4*		*2*		***2***
TOTAL		***2***	***2***	***2***	***6***

Functions of the Proposed Plantilla Positions

a. ***Administrative Officer V (Administrative Officer III)***

- *Oversee the daily operation of the Section including the final review of all financial documents pertinent to the operational and administrative needs of the Department/employees prior to approval/signature of authorized signatories;*
- *Conduct pre-audits of the supporting documents for cash advance liquidations, payments of financial obligations, and extension of various financial assistance;*
- *Maintain an organized filing system for all financial documents;*
- *Assist in the supervision of the staff involved in the consolidation and preparation of the requirements for budget proposal;*
- *Assist in the preparation of the Department Budget Proposal;*

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- *Recommend staff for attendance to capacity development activities; and*
- *Perform other related tasks as may be assigned.*

b. ***Administrative Officer IV (Administrative Officer II)***

- *Monitor the preparation and processing of the documentary requirements for payment of all financial obligations, operational and administrative;*
- *Submit budget proposal of the Section;*
- *Monitor the processing of all financial transactions operational and administrative; and*
- *Perform other related tasks as may be assigned.*

3.2.4. ***General Services Management Section*** – *shall provide the efficient and effective implementation of General Administrative Services pertinent to procurement activities, supply and property management, maintenance management of vehicle, equipment and facilities, warehousing/storage and reproduction of documents and/or forms.*

Position Titles	*Salary Grade*	*Existing Positions*	*Transfer Plantilla Positions*	*Proposed New Plantilla Positions*	*Total No. of Positions (Existing and Proposed)*
Administrative Officer V (Administrative Officer III)	*18*			*1*	***1***
Administrative Officer IV (Administrative Officer II)	*15*	*1*			***1***
Administrative Assistant II (Administrative Assistant)	*8*	*1*			***1***
Administrative Aide VI (Clerk III)	*6*	*1*			***1***
Administrative Aide IV (Clerk II)	*4*			*1*	***1***
Administrative Aide IV (Driver II)	*4*	*2*	*4*		***6***
Administrative Aide IV (Storekeeper I)	*4*			*3*	***3***
Administrative Aide IV (Reproduction Machine Operator II)	*4*			*3*	***3***
Administrative Aide III (Utility Worker II)	*3*	*4*			***4***
TOTAL		***9***	***4***	***8***	***21***

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Functions of the Proposed Plantilla Positions

a. ***Administrative Officer V (Administrative Officer III)***

- *Oversee the daily operation of the Section;*
- *Perform functions in the proper acquisition and distribution of supplies, property, and equipment;*
- *Monitor the procurement and contracting requirements of the Department by coordinating with other Divisions to ensure their compliance to procurement policies and standards;*
- *Assist in the supervision for the consolidation of the Project Procurement Management Plan (PPMP) for all Divisions for supplies and equipment;*
- *Prepare Agency Procurement Request (APR) for all items to be procured from the Procurement Service;*
- *Conduct final review on the prepared copy of Inventory Report, Report on Physical Count of Inventory (RPCI), and Report on Supplies and Materials Issued (RSMI) prior to submission for the signature of authorized signatories;*
- *Submit budget proposal of the Section;*
- *Recommend staff for attendance to capacity development activities; and*
- *Perform other related tasks as may be assigned.*

b. ***Administrative Aide IV (Clerk II)***

- *Be responsible in the actual preparation of the draft and final copy of Inventory Report;*
- *Be responsible for the actual preparation of the draft and final monthly Report on Physical Count of Inventory (RPCI);*
- *Be responsible for the preparation of Report on Supplies and Materials Issued (RSMI) and other corresponding documents pertinent to fixed assets (equipment and attached facilities);*
- *Be responsible for the conduct of inventory of supplies and materials; and*
- *Perform other related tasks as may be assigned.*

c. ***Administrative Aide IV (Storekeeper I)***

- *Be responsible in the receipt and release of supplies and material assistance;*

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- *Maintain the cleanliness and orderliness of two stockrooms and other storage areas;*
- *Ensure proper tagging of items for identification and tracking;*
- *Conduct regular physical stock counts and reconcile discrepancies between physical stock and documentation;*
- *Prepare monthly reports on inventory levels, consumption, and shortages;*
- *Maintain appropriate storage conditions to prevent deterioration, following First-In-First-Out (FIFO) methods; and*
- *Perform other related tasks as may be assigned.*

d. ***Administrative Aide IV (Reproduction Machine Operator II)***

- *Be responsible for the reproduction and collation of documents and forms necessary in the course of the daily operation of the Department;*
- *Perform routine cleaning and minor troubleshooting to ensure equipment stays in good working condition. This includes replenishing consumables like toner, ink, and paper;*
- *Collate and sort reproduced materials into sets for official use or dissemination;*
- *Maintain accurate logs of production output, materials used (e.g., reams of paper consumed), and equipment issues or service history;*
- *Identify when a machine requires professional repair and contacting authorized technicians or service providers; and*
- *Perform other related tasks as may be assigned.*

SECTION 4. MOVEMENT OF EXISTING PLANTILLA POSITIONS. – The following Plantilla positions and their corresponding item numbers under the Administrative Division and Child Welfare Protection Office of the Social Services Development Department as reflected in the Quezon City Personnel Schedule FY 2026, shall be transferred to the newly created Sections of the Administrative Division, as follows:

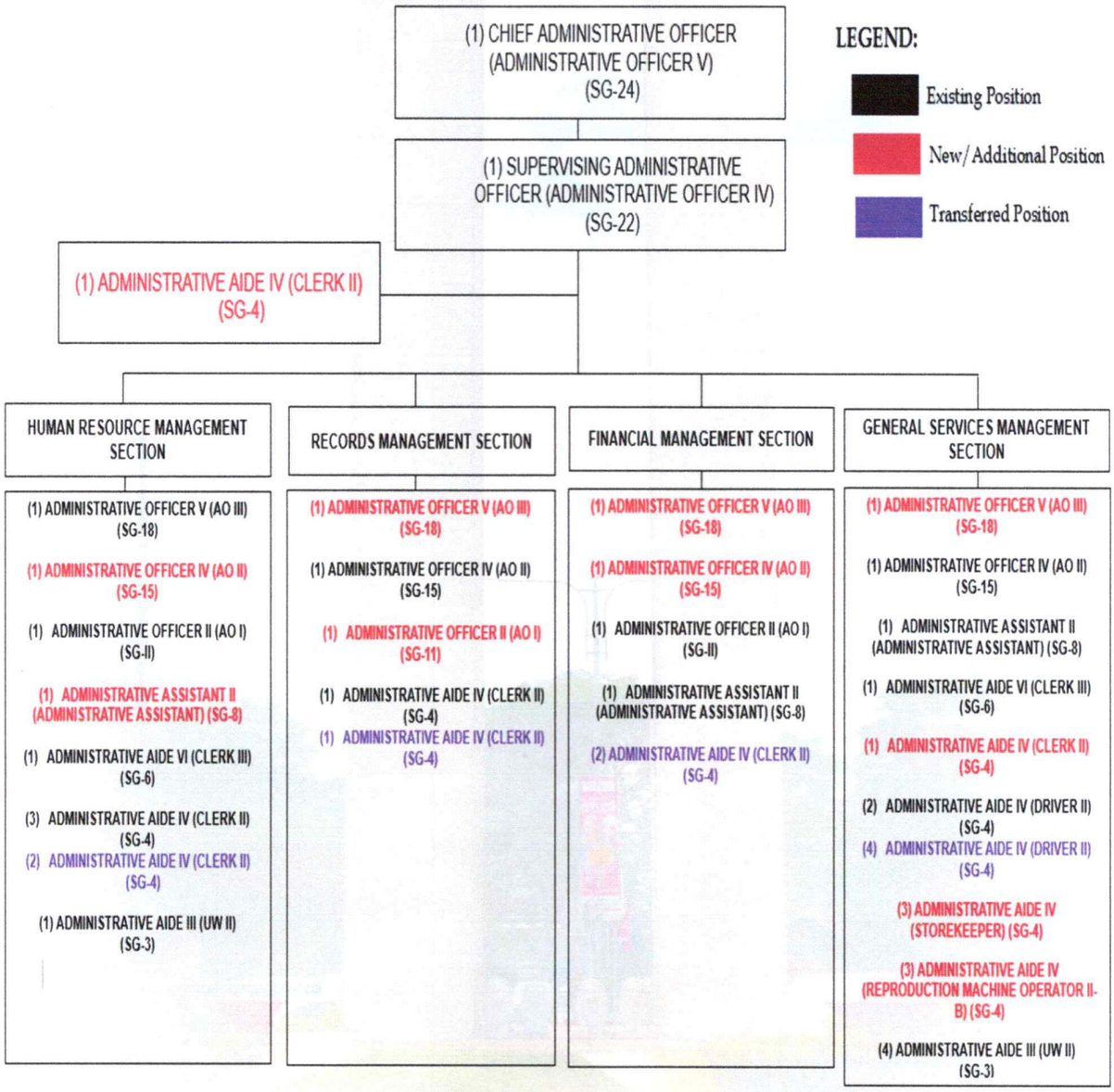
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Item No.	Position Titles	From	To
6	Administrative Officer V (Administrative Officer III)	Administrative Division	**Human Resource Management Section**
8-2	Administrative Officer II (Administrative Officer I)		
10-2	Administrative Aide VI (Clerk III)		
11-1	Administrative Aide IV (Clerk II)		
11-2			
11-3			
13-2	Administrative Aide III (Utility Worker II)		
128-3	Administrative Aide IV (Clerk II)	Child Welfare and Protection Office	
128-5			
7-2	Administrative Officer IV (Administrative Officer II)	Administrative Division	**Records Management Section**
11-4	Administrative Aide IV (Clerk II)		
128-1	Administrative Aide IV (Clerk II)	Child Welfare and Protection Office	
8-1	Administrative Officer II (Administrative Officer I)	Administrative Division	**Financial Management Section**
9-2	Administrative Assistant II (Administrative Assistant)		
128-2	Administrative Aide IV (Clerk II)	Child Welfare and Protection Office	
128-4			
7-1	Administrative Officer IV (Administrative Officer II)	Administrative Division	**General Services Management Section**
9-1	Administrative Assistant II (Administrative Assistant)		
10-1	Administrative Aide VI (Clerk III)		
12-1	Administrative Aide IV (Driver II)		
12-2			
13-1	Administrative Aide III (Utility Worker II)		
13-3			
13-4			
13-5			
129-3	Administrative Aide IV (Driver II)	Child Welfare and Protection Office	
129-4			
129-5			
129-6			

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SECTION 5. ORGANIZATIONAL STRUCTURE. – The document indicating the Functional Organizational Structure of the Administrative Division is hereby attached and made an integral part of this Ordinance.

ORGANIZATIONAL STRUCTURE
ADMINISTRATIVE DIVISION



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SECTION 6. FUNDING. – The funds to cover the Personnel Services (PS) and other benefits relative to the creation of fifteen (15) additional/new Plantilla positions shall be taken from the annual budget of the City. Appropriations for the salaries and benefits of the transferred personnel including the Maintenance and Other Operating Expenses (MOOE) of the Administrative Division shall be taken from the SSDD approved budget and from the annual budget of the Quezon City Government every year thereafter.

SECTION 7. QUALIFICATION STANDARDS. – The qualification standards for the abovementioned positions shall be in accordance with the Civil Service guidelines and its implementing rules and regulations.

SECTION 8. RECRUITMENT AND WORKFORCE PLAN. – The proposed positions will be filled in compliance with the Civil Service Commission Policies on Merit Promotion and the CSC Resolutions on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

The filling of these positions shall be through the promotion of organic personnel and qualified Contract of Service (COS) employees. Any other positions with no qualified internal candidates shall be opened for lateral hiring. All vacant positions shall be immediately posted upon inclusion in the Quezon City Government Plantilla Schedule.

SECTION 9. SEPARABILITY CLAUSE. – If, for any reason, any section of this Ordinance is declared unconstitutional or invalid by a competent court, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 10. REPEALING CLAUSE. – All ordinances, resolutions, rules and regulations inconsistent with or contrary to the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

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SECTION 11. EFFECTIVITY CLAUSE. – The Ordinance shall take effect immediately upon its approval.

ENACTED: September 1, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on September 1, 2026 and was PASSED on Third/Final Reading on October 12, 2026.

MIKEY F. BELMONTE
President Pro-Tempore
Acting 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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