



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-130

29th Regular Session

ORDINANCE NO. SP- **3476**, S-2025

AN ORDINANCE RATIONALIZING THE FUNCTIONAL STRUCTURE OF THE QUEZON CITY PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT (PAISD) BY RESTRUCTURING ITS ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, AND CREATING THIRTY-TWO (32) ADDITIONAL PLANTILLA POSITIONS, AND APPROPRIATING FUNDS THEREFOR

Introduced by Councilors **ALY MEDALLA, ATTY. VOLTAIRE GODOFREDO "Bong" LIBAN III** and **KARL EDGAR CASTELO**

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. Crisolago, Mikey F. Belmonte, Candy A. Medina, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, Geleen "Dok G" Lumbad, Atty. Christoffer Allan "Tope" Liquigan, 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, Atty. Jesus Miguel Suntay, Raquel S. Malañgen, Joseph Joe Visaya, Aiko Melendez, Alfred Vargas, MPA, 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**

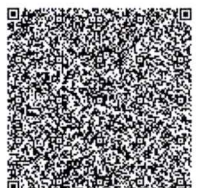
WHEREAS, under Section 7, Article III of the 1987 Constitution of the Republic of the Philippines, "The right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as the basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law;

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WHEREAS, Section 28, Article II of the said Constitution provides that “subject to reasonable conditions prescribed by law, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest”;

WHEREAS, Section 2 of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 provides that it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring the free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and the private sector are secured and protected;

WHEREAS, the Freedom of Information Act of 2016 provides that “the State recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided by this Act.” This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making;

WHEREAS, Quezon City Ordinance 5952, S-1964 created the position of one Public Information Officer under the Office of the City Mayor;

WHEREAS, Section 2(2.6) of Quezon City Ordinance No. SP-2571, S-2017, defined the function of PAISO which is to inform or educate the city residents on the various plans, programs, projects, and activities of the City and to formulate measures and provide technical assistance and support in providing information and research data required for the delivery of basic services and providing adequate facilities for public awareness, relevant, adequate, and timely information of the City to other government units, and maintaining effective liaison with various sectors of the community on matters and issues that affect livelihood and encouraging support for programs of the City;

WHEREAS, Section 3(3.2) of the Quezon City Ordinance No. SP-2571, S-2017 renamed the Public Affairs and Information Services Office (PAISO) into the Public Affairs and Information Services Department (PAISD);

WHEREAS, PAISD currently maintains fifty (50) plantilla positions; some of which require revision to accurately reflect their respective duties, responsibilities, and appropriate salary grades;

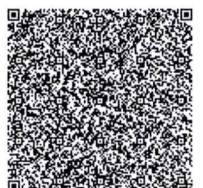
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WHEREAS, misinformation and disinformation continue to pose a challenge in leading progress and development in local government units;

WHEREAS, public communication is crucial in ensuring the success and delivery of policies and programs, serving as the primary channel through which citizens learn about their government's plans and actions;

WHEREAS, there is a growing demand to expand the communication reach of the department to effectively disseminate accurate information, counter misinformation, and engage a broader audience, thereby necessitating the addition of more individuals to the team;

WHEREAS, PAISD is now handling more communication strategies for projects and activities of various departments of the Quezon City Government which includes crafting of communication plans, live coverages, live streaming, digital posting, photo and video coverage, and media relations, thereby needing to add more plantilla positions as aligned in the strategic plan of the department.

NOW, THEREFORE,

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

SECTION 1. SHORT TITLE. – This Ordinance shall be known as the “Rationalization Ordinance of the Quezon City Public Affairs and Information Services Department (QC PAISD).”

SECTION 2. RATIONALIZATION OF QC PAISD AND ITS DUTIES AND FUNCTIONS. – The QC PAISD is hereby rationalized to carry out the following functions:

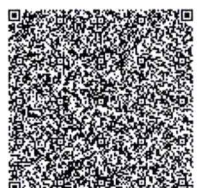
- a. Spearhead the information dissemination of City Government programs and policies;
- b. Feature City-led and co-sponsored programs and projects;
- c. Conduct information and media literacy programs;
- d. Nurture effective media relationships;
- e. Establish a comprehensive network of information officers extending to the barangay level;
- f. Provide timely updates and address public concerns to maintain trust and ensure public safety;
- g. Coordinate with various departments and offices to ensure consistent messaging and information sharing within the organization; and
- h. Track media coverage and public sentiment to assess the effectiveness of communication strategies.

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SECTION 3. RENAMING OF ADMINISTRATIVE STAFF POSITION TO ADMINISTRATIVE DIVISION. – Upon evaluation of Quezon City Ordinance No. SP-2571, S-2017, there is no Administrative Division under PAISD, only Administrative Staff. Hence, the position of Administrative Staff shall be renamed into Administrative Division, which will be the fifth division of said Department.

The Administrative Division shall perform the following duties:

- a. **Human Resource Management and Personnel Support** – The division manages the full employee lifecycle, including recruitment, on boarding, promotion, and separation, and ensures accurate maintenance of personnel records, service credentials, and performance evaluations in coordination with the central HR office;
- b. **Employee Welfare and Development** – The division promotes employee welfare by implementing development programs, wellness initiatives, and support services, while also coordinating engagement activities and ensuring compliance with civil service regulations on workplace conditions and staff morale;
- c. **Budget Planning and Financial Oversight** – The division prepares and monitors the annual budget in alignment with departmental goals and government regulations, while also overseeing financial reporting, disbursement processing, and fund utilization for operational and program expenses;
- d. **Procurement and Asset Management** – The division manages the procurement of supplies, materials, and equipment in accordance with government policies, and maintains an updated inventory to ensure proper utilization, storage, and disposal of government property; and
- e. **Records and Office Administration** – The division ensures proper records management through systematic filing, archiving, and disposal of official documents, while also overseeing administrative support services including maintenance, security, office supplies, and logistical needs for meetings and official activities.

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In addition, the following personnel will be under the Administrative Division:

Table 1. Personnel under Administrative Division

Administrative Division – CURRENT EXISTING		
Item Numbers	Position Titles	Salary Grades
4	Administrative Officer V (Administrative Officer III)	18
5	Administrative Officer IV (Human Resource Management Officer II)	15
6	Administrative Assistant II (Clerk IV)	8
7	Administrative Aide VI (Clerk III)	6
8-1 8-2	Administrative Aide IV (Driver II)	4
9-1 9-2 9-3	Administrative Aide III (Utility Worker II)	3

SECTION 4. COMPOSITION OF QC PAISD. – The Public Affairs and Information Services Department shall have five divisions namely:

- a. Editorial Services Division;
- b. Media Relations Division;
- c. Digital Media Division;
- d. Visual Production Division; and
- e. Administrative Division.

SECTION 5. ABOLITION OF EXISTING FILLED PLANTILLA POSITIONS. – In abolishing existing plantilla positions, the filled positions listed below shall be marked as Co-Terminus with the Incumbent (CTI). As such, the marked positions shall automatically be abolished once vacant.

Table 1. Personnel under Editorial Division

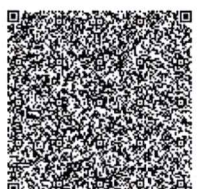
Item Nos. Based on the 2025 Personnel Plantilla Schedule	Positions to be Marked as CTI	Division	Quantity	Salary Grade
11-1 11-2	Administrative Officer V (Public Relations Officer III)	Editorial Services Division	2	SG-18
TOTAL: 2				

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SECTION 6. ABOLITION OF EXISTING UNFILLED POSITIONS. – In abolishing existing plantilla positions, the unfilled positions listed below shall be offered for outright abolition since these positions are no longer aligned and do not adequately reflect the duties and function of the department.

Table 1. Plantilla Position under Administrative Division

ADMINISTRATIVE DIVISION			
No. of Items	Item No. Based on the 2025 Personnel Plantilla Schedule	Position Title	Salary Grade
1	3	Attorney II	SG-18
TOTAL: 1			

Table 1. Plantilla Position under Visual Production Division

VISUAL PRODUCTION DIVISION			
No. of Items	Item Nos. Based on the 2025 Personnel Plantilla Schedule	Position Titles	Salary Grades
2	29-1 29-2	Administrative Assistant II (Artist Illustrator II)	SG-8
2	30-1 30-2	Administrative Assistant I (Photographer II)	SG-7
2	31-1 31-2	Administrative Assistant I (Computer Operator I)	SG-7
TOTAL: 6			

SECTION 7. CREATION OF NEW POSITIONS. – From the existing fifty (50) plantilla positions, thirty-two (32) new plantilla positions shall be created to fulfill emerging organizational functions and service requirements. The Executive Assistant II (co-terminus) shall report directly to the City Government Department Head III and shall serve on a co-terminus status with the appointing authority.

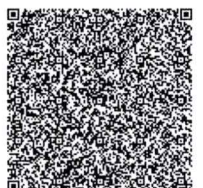
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This provision supports operational gaps and competency needs. Through this mechanism, the department ensures that its staffing complements are not only responsive to current demands but also positioned for future scalability, innovation, and public service excellence.

Table 1. Proposed Plantilla Position directly reporting to Department Head

No. of Position	Position Title	Salary Grade
1	Executive Assistant II (Co-Terminus)	17

Table 2. Proposed Plantilla Positions under Editorial Services Division

EDITORIAL SERVICES DIVISION		
No. of Positions	Position Titles	Salary Grades
1	Supervising Administrative Officer (Public Relations Officer IV)	22
2	Administrative Officer V (Public Relations Officer III)	18
1	Administrative Officer IV (Public Relations Officer II)	15

Table 3. Proposed Plantilla Positions under Media Relations Division

MEDIA RELATIONS DIVISION		
No. of Positions	Position Titles	Salary Grades
1	Supervising Administrative Officer (Public Relations Officer IV)	22
1	Administrative Officer V (Public Relations Officer III)	18

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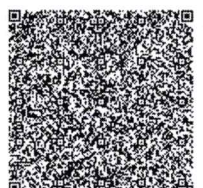


Table 4. Proposed Plantilla Positions under Digital Media Division

DIGITAL MEDIA DIVISION		
No. of Positions	Position Titles	Salary Grades
1	Supervising Administrative Officer (Information Officer IV)	22
3	Administrative Officer V (Information Officer III)	18
2	Administrative Officer IV (Information Officer II)	15
3	Administrative Assistant V (Artist-Illustrator III)	11
4	Administrative Officer II (Information Officer I)	11

Table 5. Proposed Plantilla Positions under Visual Production Division

VISUAL PRODUCTION DIVISION		
No. of Positions	Position Titles	Salary Grades
1	Supervising Administrative Officer (Information Officer IV)	22
1	Administrative Officer V (Public Relations Officer III)	18
2	Administrative Officer IV (Public Relations Officer II)	15
1	Administrative Officer II (Public Relations Officer I)	11
2	Administrative Officer II (Information Officer I)	11

Table 6. Proposed Plantilla Positions under Administrative Division

ADMINISTRATIVE DIVISION		
No. of Positions	Position Titles	Salary Grades
1	Chief Administrative Officer (Administrative Officer V)	24
1	Supervising Administrative Officer (Administrative Officer IV)	22
1	Administrative Officer IV (Budget Officer II)	15
1	Administrative Officer I (Supply Officer I)	10
1	Administrative Aide IV (Driver II)	4

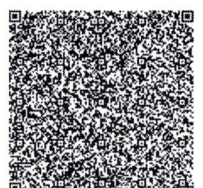
TOTAL: 32

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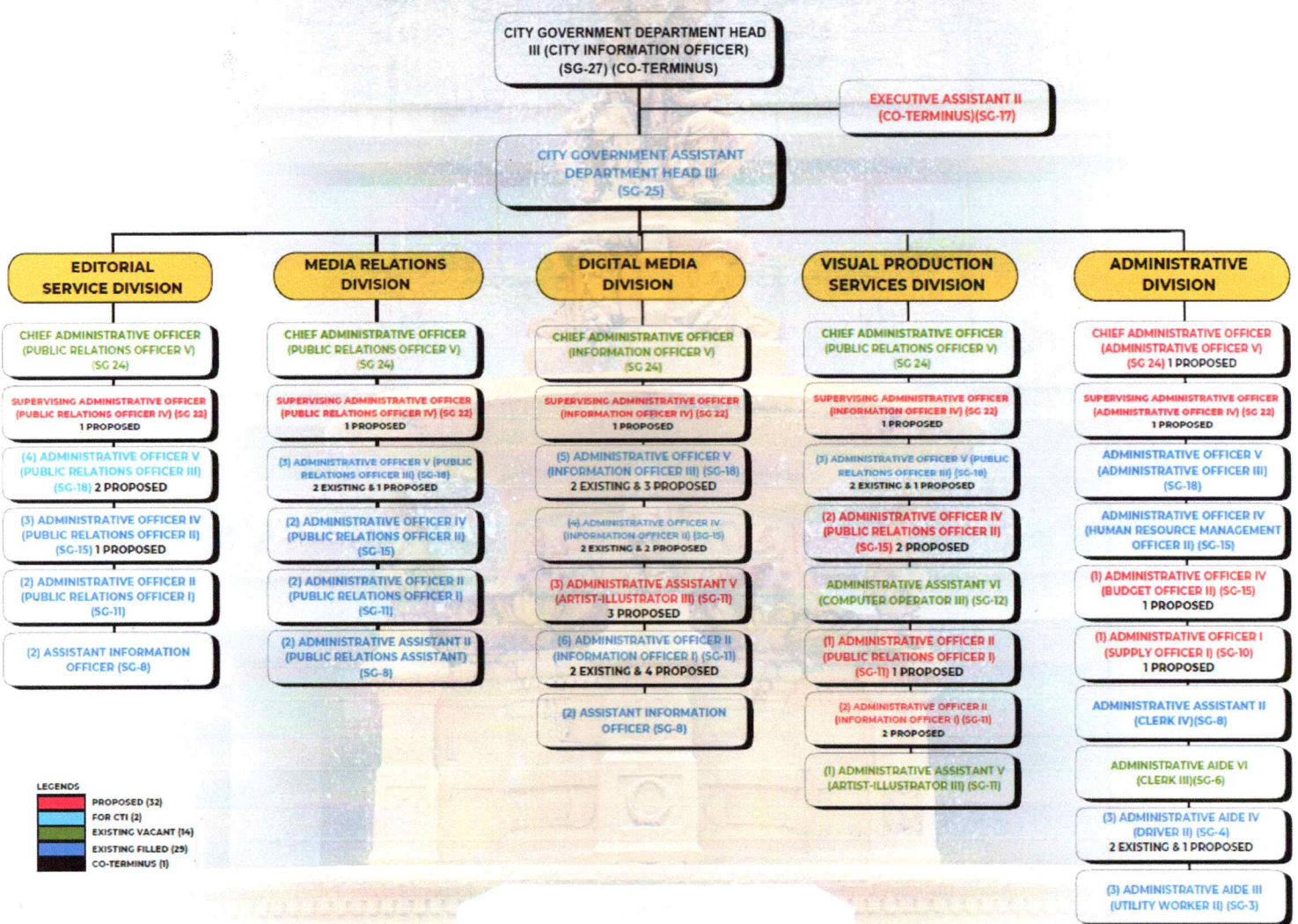
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SECTION 8. ORGANIZATIONAL STRUCTURE. – The redesigned organizational functional structure of QC-PAISD shall consist of eighty-two (82) plantilla positions which is hereby attached to this Ordinance and shall form an integral part of this measure.

PROPOSED ORGANIZATIONAL STRUCTURE

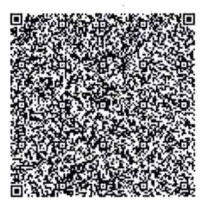


SECTION 9. DUTIES AND FUNCTIONS. – The qualification standards of the thirty-two (32) newly-created plantilla positions provided hereunder shall be in accordance with the Civil Service Commission standards and relative prevailing issuances and Implementing Rules and Regulations.

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(1) Executive Assistant II (Co-Terminus) – SG-17

- a. Assist the Department Head in managing and organizing schedules, tracking deadlines, and preparing necessary documents and materials for meetings, events, and official functions;
- b. Monitor the completion of tasks and assignments issued by the Department Head, ensuring timely submission and compliance from concerned staff or units;
- c. Attend key meetings on behalf of the Department Head, take minutes, coordinate follow-through actions, and ensure accurate communication of directives;
- d. Help supervise the on-ground implementation of approved campaigns, programs, and projects, including coordination with internal teams and external partners;
- e. Perform specific duties and administrative functions delegated by the Department Head, including confidential assignments and urgent matters; and
- f. Perform other duties that may be assigned by their immediate supervisor.

A. EDITORIAL DIVISION

(1) Supervising Administrative Officer (Public Relations Officer IV) – SG-22

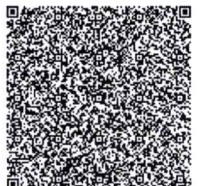
- 1. Assist the Chief Administrative Officer (Public Relations Officer V) in the day-to-day operations of the Editorial Services Division by providing technical and managerial support, particularly in editorial planning, coordination, and output quality control;
- 2. Develop and implement editorial strategies, policies, and guidelines to strengthen the City's public information and public relations campaigns, ensuring accuracy, clarity, consistency of tone, and compliance with editorial standards and protocols;

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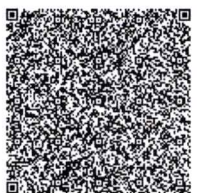


3. *Coordinate directly with department heads, local government units, and other relevant agencies to align editorial initiatives with the City's communications objectives, and facilitate timely inter-agency collaboration;*
4. *Supervise the preparation and review of all editorial materials including press releases, speeches, executive reports, newsletters, and official statements, ensuring they are timely, accurate, and aligned with the City's messaging priorities;*
5. *Lead a team of writers by assigning tasks, monitoring individual deliverables, and ensuring outputs meet quality standards and are understandable to the general public;*
6. *Edit and proofread all written materials as necessary, ensuring grammatical accuracy, coherence, and appropriateness of content for public dissemination; and*
7. *Perform other duties that may be assigned by their immediate supervisor.*

(2) Administrative Officer V (Public Relations Officer III) – SG-18

1. *Supervise and provide guidance to junior staff in the preparation, implementation, and evaluation of communication activities, ensuring quality and timeliness of deliverables;*
2. *Coordinate with departments to develop targeted communication materials and strategies for their programs;*
3. *Draft, prepare, and lead the rollout of communication campaigns supporting departmental initiatives;*
4. *Spearhead mini communication projects aligned with PAISD's mission to inform, innovate, and inspire QCitizens;*
5. *Represent the division in technical working groups (TWGs), providing communication inputs and drafting required outputs; and*
6. *Perform other duties that may be assigned by their immediate supervisor.*

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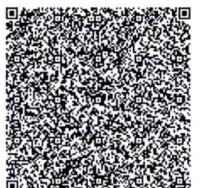
(1) Administrative Officer IV (Public Relations Officer II) – SG-15

1. Develop communication plans, handle projects and activities, and produce various content including speeches, briefers, scripts, AVPs, art cards, and other engaging content;
2. Cover important city government programs, engagements, activities, and other events to communicate them in all official platforms;
3. Represent the Editorial Division in meetings, discussions and coordination efforts related to government communication; and
4. Perform other duties that may be assigned by their immediate supervisor.

B. MEDIA RELATIONS DIVISION

(1) Supervising Administrative Officer (Public Relations Officer IV) – SG-22

1. Supervise staff within the Media Relations Division by providing guidance, reviewing outputs, conducting performance evaluations, and ensuring adherence to division policies and quality standards;
2. Assist the Division Head (Public Relations Officer IV) of the Media Relations Division by providing operational, editorial, and coordination support in all division-led communication and media initiatives;
3. Act as team leader of the Media Relations Division by assigning tasks, overseeing daily outputs, monitoring individual performance, and ensuring that all communication materials are accurate, high quality, and understandable to the general public;
4. Screen and refine media briefers for interviews involving City Government officials, ensuring the accuracy of information, clarity of messaging, and readiness for dissemination to the press;



5. Prepare additional communication materials requested by media organizations, including talking points, press kits, event summaries, and backgrounders;
6. Coordinate with key government officials, department heads, and external stakeholders to ensure consistent media messaging and alignment of public information across departments;
7. Monitor and evaluate the effectiveness of media engagements by reviewing media coverage, audience reach, and the accuracy of published information, and by generating post-engagement assessments to inform future strategies;
8. Build and maintain active working relationships with media organizations, journalists, producers, editors, and news agencies to strengthen media coverage and public understanding of City Government programs; and
9. Perform other duties that may be assigned by their immediate supervisor.

(1) Administrative Officer V (Public Relations Officer III) – SG-18

1. Supervise junior staff in the preparation, coordination, and delivery of media relations activities, providing guidance, reviewing outputs, and ensuring compliance with quality and timeliness standards;
2. Coordinate directly with media organizations and relevant departments to gather, develop, and deliver communication materials and strategies needed for the promotion of City Government programs and services;
3. Draft, prepare, and lead the execution of targeted media campaigns in support of Department initiatives, including the creation of press releases, interview guides, talking points, media kits, and public service announcements;
4. Serve as an official representative of the Department in various technical working groups (TWGs) formed by the City Government, contributing expertise in media relations and ensuring proper communication handling of group outputs;

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5. Facilitate media coverage for major City Government events, including press briefings, on-site media coordination, distribution of media materials, and ensuring accurate representation of the city's programs and officials;
6. Align all media relations efforts with the Department's broader public affairs and communication strategy to maintain message consistency, uphold the City's branding, and meet strategic communication goals;
7. Proactively disseminate news, feature stories, accomplishments, and advisories from the Department by maintaining regular contact with media partners, issuing timely releases, and monitoring media pick-up for feedback and impact assessment; and
8. Perform other duties that may be assigned by their immediate supervisor.

C. VISUAL PRODUCTION DIVISION

(1) Supervising Administrative Officer (Information Officer IV) – SG-22

1. Serve as second-in-command of the Division and assumes full leadership responsibilities in the absence of the Division Head;
2. Oversee the formulation of strategic communication plans that support policy-making and program development, ensuring alignment with City Government objectives and timelines;
3. Supervise junior staff in the development of content and communication outputs; provide editorial direction and ensure adherence to communication standards and protocols;
4. Assist the Division Head in the planning, coordination, and execution of public information programs and special projects initiated by the City Government;

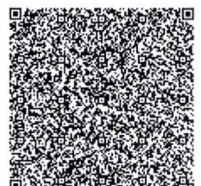
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5. *Ensure that scripts for audio-visual productions, broadcast content, and tri-media information materials meet high ethical, editorial, and factual standards prior to release;*
6. *Coordinate and communicate with department officers, technical staff, and external stakeholders to build inter-agency linkages and enhance the reach of the City's public information efforts;*
7. *Handle special projects or activities assigned by the Division Head or requested by other departments, including project planning, message development, and implementation of communication campaigns;*
8. *Perform other official functions as may be assigned, particularly in support of urgent or high-priority communication needs of the city government; and*
9. *Perform other duties that may be assigned by their immediate supervisor.*

(1) Administrative Officer V (Public Relations Officer III) – SG-18

1. *Manage the development of strategic communication materials such as AVPs, storyboards, scripts, concept notes, and multimedia collaterals for various media platforms;*
2. *Write scripts, feature stories, reports, and other information materials based on verified interviews, events coverage, and relevant sources;*
3. *Supervise the production timeline and schedule of video materials, ensuring timely delivery for media releases and social media publication;*
4. *Coordinate with internal units and external partners to ensure smooth preparation and release of content across print, broadcast, and digital channels; and*
5. *Perform other duties that may be assigned by their immediate supervisor.*

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(2) Administrative Officer IV (Public Relations Officer II) – SG-15

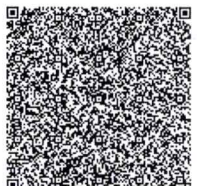
1. Assist in the conceptualization and posting of promotional activities for social media and press releases; document events, source' photos, and other materials for dissemination to mainstream and social media platforms;
2. Prepare the monthly, quarterly, and annual reports with photos and video documentation;
3. Gather, sort, and enhance videos, photos and other materials for different departments in the City Government; and
4. Perform other duties that may be assigned by their immediate supervisor.

(1) Administrative Officer II (Public Relations Officer I) – SG-11

1. Assist in the conceptualization and posting of promotional activities through graphic contents;
2. Assist in the production of video content that contains vital information on the City's projects and programs for dissemination to mainstream and social media platforms;
3. Enhance and edit photos and videos, and other related content for press releases and social media platforms; and
4. Perform other duties that may be assigned by their immediate supervisor.

(2) Administrative Officer II (Information Officer I) – SG-11

1. Assist the senior photographers and videographers in documenting events, sourcing of photos, and other materials for dissemination to mainstream and social media platforms;
2. Aid in the preparation of social media content and other IEC materials including AVPs, PSAs, and other related materials;
3. Gather and provide visual materials and content for press releases and social media platforms; and
4. Perform other duties that may be assigned by their immediate supervisor.



D. DIGITAL MEDIA DIVISION

(1) Supervising Administrative Officer (Information Officer IV) – SG-22

1. Supervise staff by assigning tasks, setting priorities, monitoring progress, and ensuring adherence to office policies and deadlines;
2. Serve as team leader of the Digital Media Division, managing daily operations and ensuring clear coordination among all team members;
3. Supervise the official social media accounts of the Quezon City Government, ensuring timely, accurate, and verified dissemination of content;
4. Monitor and evaluate individual team members' deliverables, reviewing all outputs for quality, consistency, and relevance to the City's communication goals;
5. Establish and enforce social media content strategies, guidelines, and platform-specific best practices to maintain professional standards across digital channels;
6. Conduct mentorship, hands-on guidance, and capacity-building sessions for social media personnel to enhance team performance and content quality; and
7. Perform other duties that may be assigned by their immediate supervisor.

(3) Administrative Officer V (Information Officer III) – SG-18

1. Supervise junior digital media staff in the creation, scheduling, and monitoring of online content, reviewing outputs to ensure accuracy, timeliness, and alignment with communication goals;
2. Develop and produce high-quality social media content, including graphics and written posts;
3. Manage daily postings, engagements, and interactions on official social media platforms;

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4. *Ensure consistency in branding, messaging, and visual identity across all digital channels;*
5. *Develop and execute digital campaigns that promote government programs, projects, and services;*
6. *Stay updated on current trends, events, and digital innovations to enhance content relevance; and*
7. *Perform other duties that may be assigned by their immediate supervisor.*

(2) Administrative Officer IV (Information Officer II) – SG-15

1. *Design the visual identity of Quezon City Government’s social media platforms and website, and leads the creation of customized PowerPoint presentations for official events, briefings, and meetings;*
2. *Develop department-requested logos, graphic designs, promotional materials, and Information, Education, and Communication (IEC) collaterals such as info graphics, brochures, posters, and digital content based on approved communication objectives; and*
3. *Perform other duties that may be assigned by their immediate supervisor.*

(3) Administrative Assistant V (Artist-Illustrator III) – SG-11

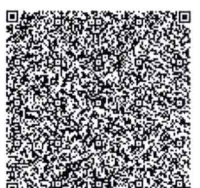
1. *The Artist/Illustrator will be responsible for creating high-quality visual content, including art cards, publication materials (pub mats), tarpaulin designs, LED backgrounds, and PowerPoint presentations;*
2. *Produce high-quality visual materials such as art cards, pub mats, tarpaulins, LED screen backgrounds, and PowerPoint presentations, ensuring alignment with Quezon City Government branding and the specific requirements of requesting departments; and*
3. *Perform other duties that may be assigned by their immediate supervisor.*

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(4) Administrative Officer II (Information Officer I) – SG-11

1. Serve as the primary content creator for the Quezon City Government's TikTok account by conceptualizing, filming, and editing original short-form videos that promote City programs, services, and announcements;
2. Manage TikTok interactions by monitoring comments, responding to public inquiries, and forwarding valid concerns or complaints to the appropriate City Government offices for immediate action; and
3. Perform other duties that may be assigned by their immediate supervisor.

E. ADMINISTRATIVE DIVISION

(1) Chief Administrative Officer (Administrative Officer V) – SG-24

1. Supervise Division personnel by assigning tasks, monitoring performance, reviewing outputs, and providing coaching and mentoring to ensure efficiency, accountability, and professional growth;
2. Develop and implement the Division's strategic plans and objectives in alignment with the organization's overall goals, oversee daily administrative operations, preparation of reports and collaboration with colleagues;
3. Develop and enforce policies, procedures, and guidelines to ensure compliance with organizational standards and regulations;
4. Communicate effectively with division heads and other departments, team members, senior management, and external partners to ensure alignment and collaboration to produce long term strategies and goals;
5. Manage budget, oversee financial reporting, and ensure fiscal responsibility;

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6. Report directly to the Assistant Department Head and Department Head any concerns and developments of the department workforce, budget, and other administrative functions;
7. Regularly assess and evaluate the Division's performance, providing feedback and implementing corrective actions as needed;
8. Serve as an escalation point to resolve issues and concerns of personnel;
9. Identify opportunities for growth and improvement within the Division; and
10. Perform other duties that may be assigned by their immediate supervisor.

(1) Supervising Administrative Officer (Administrative Officer IV) – SG-22

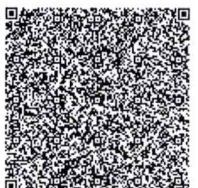
1. Supervise administrative staff by assigning tasks, monitoring performance, reviewing outputs, and providing guidance to ensure efficiency, accuracy, and compliance with Division policies;
2. Provide direct administrative and operational support to the division heads by handling internal documentation, tracking division-level deliverables, and assisting the Chief Administrative Officer in the implementation and monitoring of administrative policies, processes, and reports within the Administrative Division;
3. Enforce HR policies and procedures, to ensure compliance with labor laws, company policies, and industry regulations;
4. Prepare endorsement letters and other assistance in the training needs and training programs to enhance employee skills and performance;

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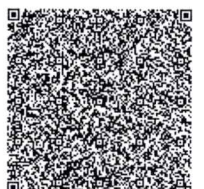
5. Help monitor, direct, coordinate, and supervise all administrative functions, personnel administration, general services, supply and records management pertaining to HR processes;
6. Ensure that human resource matters such as regularization, payroll and benefits among others are properly and timely filed;
7. Record and monitor attendance and leave records;
8. Manage onboarding processes for new employees by providing assistance in hiring, creating personal data sheet, screening and evaluating applicants; and
9. Perform other duties that may be assigned by their immediate supervisor.

(1) Administrative Officer IV (Budget Officer II) – SG-15

1. Assist in preparing the Department's yearly budget proposal, PMPs, and other necessary documents needed for submission to the Budget and Procurement Department;
2. Ensure successful procurement of projects and items enlisted in the budget;
3. Help ensure that the yearly budget of the Department will be implemented;
4. Draft memoranda, correspondence, reports, and other forms of communication on matters related to budget and other financial matters; and
5. Perform other duties that may be assigned by their immediate supervisor.

(1) Administrative Officer I (Supply Officer I) – SG-10

1. Oversee the inventory of PAISD equipment and supplies and ensure that the PAISD studio remains in excellent condition;



2. *Maintain accurate records of inventory levels and track stock movements;*
3. *Conduct regular inventory audits to ensure accuracy and prevent shortages or overstock situations;*
4. *Coordinate with the inventory of the General Services Department to optimize stock levels and reduce waste;*
5. *Prepare and maintain regular reports such as Report of Supplies and Materials Issued, Requisition and Issue Slip, Movable Asset Inventory and Physical Count Inventory;*
6. *Coordinate with the suppliers, departments, and other stakeholders to ensure proper delivery of items, ensuring that all items are in agreement with specifications; and*
7. *Perform other duties that may be assigned by their immediate supervisor.*

(1) Administrative Aide IV (Driver II) – SG-4

1. *Drive the coverage teams to various locations for projects, events, and activities outside of the city hall;*
2. *Operate assigned motor vehicles of the Department;*
3. *Attend to minor repairs and engine troubleshooting or coordinate with the motor pool for repairs and maintenance; and*
4. *Perform other duties that may be assigned by their immediate supervisor.*

SECTION 10. APPROPRIATION. – *The funds necessary to cover the Personnel Services and other benefits relative to the newly-created plantilla positions shall be taken from the General Fund of the Annual Budget of the Quezon City Government.*

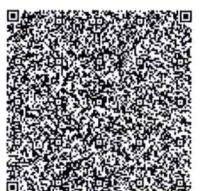
SECTION 11. REPEALING CLAUSE. – *All ordinances, executive orders, rules, regulations, and other issuances or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby revoked or modified accordingly.*

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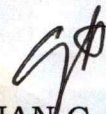
SECTION 12. SEPARABILITY CLAUSE. – If, for any reason, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.

SECTION 13. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.


ENACTED: December 10, 2025.

CERTIFICATION


This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on December 10, 2025 and was PASSED on Third/Final Reading on January 26, 2026.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: MAR 30 2026


MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:


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

