PO20CC-504

80th Regular Session

ORDINANCE NO. SP-2800, S-2018

AN ORDINANCE FURTHER AMENDING ORDINANCE NO. SP-982, S-2000, AS AMENDED BY ORDINANCE NO. SP-1054, S-2001, BY REVISING THE ORGANIZATIONAL STRUCTURE, STAFFING PATTERNS AND APPROPRIATING ADDITIONAL FUNDS OF THE ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT DEPARTMENT.

Introduced by Councilor RODERICK M. PAULATE.
Co-Introduced by Councilors Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Kate Abigael G. Coseteng, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Jose A. Visaya, Karl Edgar C. Castelo, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina, Alfredo S. Roxas and Noe Lorenzo B. Dela Fuente III.

WHEREAS, Ordinance No. SP-982, S-2000 was passed by the City Council for the creation of the Environmental Protection and Waste Management Department providing for an organizational structure consisting of three (3) divisions namely; the Administrative Division, the Pollution Control Division and the Solid Waste Management Division;

WHEREAS, the said Ordinance was amended by Ordinance No. SP-1054, S-2001 creating the Plans and Programs Development Division to form part of the said Department;

WHEREAS, the main mandate of the Department is to develop and directly administer a comprehensive environmental protection program which shall specifically cover garbage collection and pollution control as well as conduct researches and feasibility studies regarding an effective and efficient environmental management system and develop projects on waste reduction and pollution control;

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WHEREAS, through the years since the Department's creation, issues concerning environmental protection and management has evolved given the issues on climate change and its impact on humans and their environment;

WHEREAS, in order to address this concern, the City has committed itself to various international organizations with programs on climate change mitigation and adaptation strategies which would benefit the City;

WHEREAS, there is also a need to strengthen and broaden the Department's enforcement of National Laws and Local Environmental Ordinances to ensure compliance to directives of the national government and judiciary;

WHEREAS, in order to efficiently and effectively take on its new mandate, there is a need to re-structure the organization and staffing pattern of the Department which would include increasing the number of technical personnel and decreasing the number of rank and file positions.

NOW, THEREFORE,

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

SECTION 1. Ordinance No. SP-982, S-2000, as amended by Ordinance No. SP-1054, S-2001, is hereby further amended as follows:

FUNCTIONS AND OBJECTIVES OF THE ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT DEPARTMENT

- *QC EPWMD is mandated to provide a comprehensive environmental management program for the City which includes solid waste management, pollution control and climate change, with the end goal of meeting the City's vision of becoming a Low Carbon and Sustainable City. Specifically, the Department aims to:*
- *Provide an efficient solid waste collection system as well as monitoring system for waste disposal;*
- *Implement and enforce the City's Environment Code and other related regulations on land, water and air pollution;*

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- *Formulate and implement civic consciousness projects geared towards environmental sanitation while taking into consideration the global challenge of addressing the impacts of climate change;*
- *Establish linkages with local and international organizations involved in CCAM and other environmental and developmental initiatives;*
- *Maintain and operate a comprehensive pollution control program to include anti-smoke belching and industrial pollution control;*
- *Maintain a databank on all the operations of the Department as well as evaluate all programs and projects being implemented;*
- *Undertake continuing studies and researches on environmental management and CCAM initiatives with the end view of adopting modern concepts and technologies that may be adopted by the City;*
- *The Department's objectives are aimed towards "Building a Resilient City" through resource management and utilization, "Nurture and Sustain a Green Environment" through conservation and protection and "Create a Clean Environment" through waste management and pollution control;*

SECTION 2. The Department will have five (5) Divisions and seventeen (17) Sections. Each Division and Section will have the following functions and revised staffing pattern with corresponding budgetary requirement:

- *OFFICE OF THE CITY DEPARTMENT HEAD III*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*City Government Department Head*	*27*
1	*City Government Asst. Dept. Head III*	*26*
2	*Administrative Assistant II (Clerk IV)*	*8*
2	*Administrative Aide IV (Driver II)*	*4*
1	*Administrative Assistant III (Secretary II)*	*9*
1	*Senior Administrative Assistant II (Computer Operator IV)*	*14*

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- *SOLID WASTE MANAGEMENT DIVISION*

  - *Implement and supervise the garbage collection, transport and disposal operations of the City as well as oversee the collection, transport and disposal of special wastes.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Development Management Officer V*	*24*
2	*Administrative Aide VI (Clerk III)*	*6*
2	*Administrative Aide IV (Clerk II)*	*4*
1	*Senior Administrative Assistant I (Communication Equipment Operator V)*	*13*
6	*Administrative Aide VI (Communications Equipment Operator II)*	*6*

- *SOLID WASTE COLLECTION SECTION*

  - *Control and supervise the garbage collection operations of the City as well as monitor the contractors' compliance to the TOR of the Solid Waste Cleaning, Collection and Disposal Contract;*
  - *Establish and Maintain a monitoring system that will ensure the proper implementation of the garbage collection system of the City;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
6	*Environmental Management Specialist II*	*15*
6	*Administrative Assistant II (Clerk IV)*	*8*
2	*Administrative Aide VI (Clerk III)*	*6*
20	*Administrative Aide IV (Driver II)*	*4*
25	*Sanitation Inspector I*	*6*

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- *SOLID WASTE DISPOSAL SECTION*
  - *Monitor the waste disposal operations of the City;*
  - *Oversee the operations of the City's Disposal System specifically the Biogas Emission;*
  - *Reduction Project, Post Closure Care of the Disposal Facility and Land Use Development;*
  - *Implement systems and new technologies on solid waste disposal;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
2	*Environmental Management Specialist*	*15*
6	*Administrative Aide VI (Clerk III)*	*6*
2	*Administrative Aide IV (Clerk II)*	*4*
4	*Laborer II*	*3*

- *SPECIAL WASTE MANAGEMENT SECTION*
  - *In-charge of overseeing the proper collection, transport and disposal of special wastes such as busted fluorescent lamps, used oil, grease trap waste, spent household batteries and other household toxic and hazardous wastes;*
  - *In-charge of the conduct of cleaning operations of river ways;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Special Operations Officer III*	*18*
1	*Environmental Management Specialist II*	*15*
6	*Sanitation Inspector I*	*6*
4	*Administrative Aide VI (Clerk III)*	*6*
4	*Labor Foreman*	*6*
3	*Administrative Aide IV (Driver II)*	*4*
120	*Laborer II*	*3*

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- *ENVIRONMENTAL ENFORCEMENT DIVISION*
  - *This Division shall undertake the following tasks:*
  - *Implement and enforce laws, rules and regulations, and ordinances on the prevention, control and abatement of land, air and water pollution in order to protect the health and welfare of the people;*
  - *Act on complaints caused by potential pollution sources in Quezon City to ensure compliance with environmental laws, rules and regulations, and ordinances;*
  - *Impose fines, penalties, fees and charges for violation of relevant environmental laws and Ordinances;*
  - *Issue Environmental Clearance to business establishments who have complied with pollution standards;*
  - *Establish linkages and coordinate with other agencies relative to the implementation of pollution control program;*
  - *Act on directives of the National Government on land, air and water pollution.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Development Management Officer V*	*24*
1	*Legal Officer II*	*17*
1	*Administrative Aide VI (Clerk III)*	*6*
4	*Administrative Aide IV (Clerk II)*	*4*

- *CLEARANCE AND PERMITTING SECTION*
  - *Conduct inspections of all businesses that have applied for Environmental Clearances as basis for the issuance of the EC and monitor the same;*
  - *Ensure the completeness of the submitted requirements prior to the processing of clearances and permits;*
  - *Establish and maintain an updated and comprehensive database/information system of all the environmental clearances issued by the Department. The designed database must contain all the necessary information such as the client's basic background, records, apprehensions, timelines, etc.*
  - *Advise and remind the clients regarding pertinent requirements that support their applications in securing their clearance or permit;*
  - *Perform such other related functions as may be assigned.*

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No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
2	*Environmental Management Specialist*	*15*
2	*Administrative Aide VI (Clerk III)*	*6*
4	*Administrative Aide IV (Clerk II)*	*4*
4	*Laborer II*	*4*

- *WATER QUALITY MONITORING AND ENFORCEMENT SECTION*

  - *Act on complaints caused by industries and relay the same to the Clearance and Permitting Section for revocation of EC if issued;*
  - *Issue Environmental Violation Receipt (EVR), Notice of Adverse Findings (NAF) and other compliance notices;*
  - *Prepare After Inspection Reports (AIR) and documentation to support next steps to be undertaken;*
  - *Maintain database to collate relevant information necessary for effective planning and policy formulation;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
2	*Environmental Management Specialist II*	*15*
4	*Legal Assistant II*	*12*
24	*Sanitation Inspector II*	*8*
2	*Administrative Aide VI (Clerk III)*	*6*
3	*Administrative Aide IV (Clerk II)*	*4*

- *LAND POLLUTION MONITORING AND ENFORCEMENT SECTION*

  - *Implement and enforce laws, rules, regulations, and ordinances on solid waste management;*
  - *Issue Environmental Violation Receipt (EVR), Notice of Adverse Findings (NAF), and other compliance notices;*
  - *Impose fines and penalties for non-compliance;*

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- *Prepare After Inspection Reports (AIR) and documentations to support next steps to be undertaken;*
- *Establish database to collate relevant information necessary for effective planning and policy formulation;*
- *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
4	*Environmental Management Specialist II*	*15*
48	*Sanitation Inspector II*	*8*
4	*Administrative Aide VI (Clerk III)*	*6*
4	*Administrative Aide IV (Clerk II)*	*4*

- *AIR QUALITY MONITORING AND ENFORCEMENT SECTION*

  - *Implement and enforce laws, rules, regulations, and ordinances on the prevention and abatement of air pollution from mobile sources;*
  - *Conduct Emissions Inventory and establish a system to input and process all data to be collected from different sources;*
  - *Work closely with the Industrial Pollution Enforcement Section to ensure that all sources of air pollution are covered in the emissions inventory;*
  - *Submit annual report on the results of the Section's work on Air Quality Management to DENR which has been duly approved by the City Mayor;*
  - *Conduct area-based road-side inspection and apprehension and issue Environmental Violation Receipt (EVR), Notice of Adverse Findings (NAF), and other compliance notices and impose fines and penalties for non-compliance;*
  - *Prepare After Inspection Reports (AIR) and documentation to support the next course of action to be taken;*
  - *Maintain database to collate relevant information necessary for effective planning and policy formulation;*
  - *Perform such other related functions as may be assigned.*

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No. of Positions	Position/ Title	Salary Grade
1	Senior Environmental Management Specialist	18
2	Environmental Management Specialist II	15
4	Legal Assistant II	12
2	Labor General Foreman	8
6	Sanitation Inspector II	8
20	Sanitation Inspector I	6
18	Sanitation Inspector I	6
2	Administrative Aide VI (Clerk III)	6
4	Administrative Aide IV (Clerk II)	4

- *PLANS AND PROGRAMS DEVELOPMENT DIVISION*
  - *Conceptualize and develop short, medium, and long term plans and programs in accordance with R.A. Nos. 9003, 9275, 8749, 6969 and other devolved functions in line with the Department's vision and mission;*
  - *Conceptualize, Implement, monitor and evaluate the Department's programs, projects and activities to ensure that its goals and objectives are attained;*
  - *Implement a systematic and strategic Information, Education, and Communication (IEC) Campaign in coordination with the other divisions/sections of the Department;*
  - *Establish a database to consolidate the Department's relevant data and information;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	Position/ Title	Salary Grade
1	Development Management Officer V	24
1	Development Management Officer IV	22
1	Computer Programmer II	15
1	Administrative Assistant III (Artist Illustrator)	8
1	Draftsman II	8
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Clerk II)	4

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- *PLANNING SECTION*

  - *Conceptualize projects and conduct researches and feasibility studies regarding an effective and efficient environmental management system for the improvement of the current operations of the Department with regard to air and water pollution and proper waste management;*
  - *Draft Environmental Policies, Resolutions, Ordinances, Regulations, and plans of the City;*
  - *Accomplish questionnaires and/or surveys on environment-related issues;*
  - *Draft Terms of Reference of the Department's projects in coordination with concerned Divisions;*
  - *Develop and evaluate project proposals in coordination with concerned Divisions or Departments;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Planning Officer III*	*18*
1	*Planning Officer I*	*11*
2	*Planning Assistant*	*8*
2	*Administrative Aide IV (Clerk II)*	*4*

- *PROJECT DEVELOPMENT AND EVALUATION SECTION*

  - *Implement the Department's Programs, Projects, Activities (PPAs) and Advocacies in coordination with concerned Divisions;*
  - *Monitor and evaluate the Department's initiatives to ensure that performance indicators as well as the objectives of the PPAs are achieved;*
  - *Develop/prepare information materials, presentations and videos for the implementation of Information, Education, and Communication (IEC) Campaigns;*
  - *Perform such other related functions as may be assigned;*
  - *Green Fund Unit;*
  - *Monitor the implementation of Green Fund Projects of the City;*
  - *Ensure compliance of the establishments through Quarterly Monitoring Report (QMR).*
  - *Maintain and update the QMR Summary database.*

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No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
6	*Environmental Management Specialist II*	*15*
6	*Environmental Management Specialist I*	*11*
1	*Administrative Aide VI (Clerk III)*	*6*

- *RESEARCH, DEVELOPMENT AND NETWORKING SECTION*

  - *Conduct researches and feasibility studies for an effective and efficient climate change adaptation and mitigation system;*
  - *Engage with climate change-related local and international networks to access technical assistance, information, system and technologies that will enhance the technical capabilities of the Department's personnel;*
  - *Ensure compliance to the commitments with the affiliated climate change-related local and international networks by regularly providing the necessary data and information and full participation to their activities to maintain the City's active membership;*
  - *Accomplish interview, questionnaires and/or surveys pertaining to climate change;*
  - *Evaluate and recommend climate change technologies and proposals;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Senior Environmental Management Specialist*	*18*
6	*Environmental Management Specialist II*	*15*
6	*Environmental Management Specialist I*	*11*
1	*Administrative Aide VI (Clerk III)*	*6*

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- *ADMINISTRATIVE DIVISION*

  - *This Division shall provide efficient and economic services relative to personnel, supplies, and mobility requirements.*

No. of Positions	Position/ Title	Salary Grade
1	Chief Administrative Officer (AO V)	25
1	Administrative Assistant II	8
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Clerk II)	4
6	Administrative Aide III (Utility Worker II-A)	3
3	Administrative Aide III (Messenger)	3

- *HUMAN RESOURCE MANAGEMENT SECTION*

  - *Coordinate with the City's Human Resource Management Department with regard to directives/policies concerning human resources, welfare of personnel movement and organization developments;*
  - *In-charge of preparing payrolls, collating individual accomplishment reports and personnel evaluation sheets and other documents related to human resource;*
  - *In-charge of identifying trainings for personnel growth;*
  - *In-charge of final recruitment and screening of applicants and orientation of new-hires;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	Position/ Title	Salary Grade
1	Project Development Officer III	18
1	Project Development Officer I	11
1	Statistician	11
2	Project Development Assistant	8
2	Administrative Aide IV (Clerk II)	4

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- *MANAGEMENT INFORMATION AND DOCUMENTATION SECTION*

  - *Establish and maintain a data management system to consolidate data and information relative to the Department's operations;*
  - *Maintain and update the Department's Social Media accounts;*
  - *Perform such other related function as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Information Technology Officer I*	*19*
1	*Computer Programmer II*	*15*
1	*Computer Programmer I*	*11*
6	*Project Evaluation Assistant*	*8*

- *CLIMATE CHANGE AND SUSTAINABILITY DIVISION*

  - *Conceptualize and develop programs and projects in accordance with the relevant provisions of R.A. Nos. 9729, 10174 and 10121 in line with the Department's vision and mission;*
  - *Ensure the full implementation of the City's Local Climate Change Action Plan along with its continuous improvement and integration to local development plans, programs and activities considering the latest GHG Inventory as basis for climate change projection and emission reduction targets;*
  - *Establish climate change-related local and international networks for technical assistance, research and development and implementation of projects;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	*Position/ Title*	*Salary Grade*
1	*Development Management Officer V*	*24*

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- *MITIGATION AND ADAPTATION SECTION*

  - *Establish, implement and regularly update the City's Local Climate Change Action Plan for mainstreaming into local development plans, programs and activities;*
  - *Consolidate all climate change adaptation and mitigation activities and accomplishments of the Quezon City Government;*
  - *Conduct GHG Inventory as basis for climate change projection and emissions reduction targets;*
  - *Draft the City's climate change-related policies, resolutions, ordinances and regulations in coordination with the different offices of the City Government;*
  - *Perform such other related functions as may be assigned.*

- *BUDGET AND FINANCE SECTION*

  - *Prepare and submit annual budgetary requirement of the Department;*
  - *Prepare Purchase Requests and coordinate with concerned offices for the procurement of goods and services for the implementation of the Department's projects as well as for the allocation of supplies on stock, janitorial and mobility requirements of the Department;*
  - *Prepare billing vouchers for the Department's contracted projects;*
  - *Keep track of the status of all Purchase Requests and process billings;*
  - *Perform such other related functions as may be assigned.*

- *GENERAL SERVICES SECTION*

  - *In-charge of coordinating with concerned offices regarding vehicle registration and fuel allotment for the Department's fleet;*
  - *In-charge of preparing monthly gasoline and lubricant consumption and monthly summary of trips made;*
  - *In-charge of updating and submitting the Department's movable assets inventory and report of supplies;*
  - *In-charge of the inventory and release of supplies to other Divisions/ Sections;*
  - *In-charge of preparing gate passes for the ingress and egress of equipment/ Departments' property;*
  - *Perform such other related functions as may be assigned.*

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No. of Positions	Position/ Title	Salary Grade
1	Supply Officer III	18
2	Supply Officer I	10
3	Clerk III	6
13	Administrative Aide IV (Driver II)	4

- *RECORDS MANAGEMENT AND EVRRC SECTION*
  - *Centralized management of incoming and outgoing communications of the Department;*
  - *Maintain, secure and dispose records in accordance with the records retention and disposal schedule;*
  - *Create and maintain database to ensure the quick retrieval of records;*
  - *Auditing of records that is created and stored within the Department;*
  - *Maintain a database of all environmental apprehensions made by the Department;*
  - *Monitor the compliance of individuals/establishments issued with Environmental Violation Receipts;*
  - *Endorse non-complying individuals to the City Legal Department and non-complying business establishments to the Business Permits and Licensing Office;*
  - *Issue order of payment for Environmental Clearance applicants and violators of the Environment Code and other issuances of the City;*
  - *Issue certifications to complying violators;*
  - *Prepare all documents needed to facilitate the claims of incentive for environmental enforcers of the Department as well as environmental enforcers deputized by the City Government as well;*
  - *Perform such other related functions as may be assigned.*

No. of Positions	Position/ Title	Salary Grade
1	Records Officer III (Administrative Officer V)	18
1	Records Officer II (Administrative Officer III)	14
1	Computer Programmer I	11
6	Administrative Assistant II (Clerk IV)	8
4	Administrative Aide II (Messenger)	2

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SECTION 3. The organizational chart is made integral part of this ordinance.

SECTION 4. TOTAL APPROPRIATION – A total annual appropriation of One Hundred Eighty-Seven Million Eight Hundred Forty Thousand One Hundred Sixty-Nine Pesos and Nine Centavos (Php187,840,169.09) is hereby appropriated for the funding of a total of five hundred twenty-seven (527) personnel of the Environmental Protection and Waste Management Department.

SECTION 5. REPEALING CLAUSE – Any Ordinance or parts thereof which are inconsistent with the provisions of this Ordinance is/are hereby repealed and/or modified accordingly.

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

ENACTED: December 3, 2018.

MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 23 JAN 2019

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on December 3, 2018 and was PASSED on Third/Final Reading under Suspended Rules on the same date.

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Atty. JOHN THOMAS S. ALFEROS III
City Secretary