



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
19<sup>th</sup> City Council

PO19CC-075

32<sup>nd</sup> Regular Session

ORDINANCE NO. SP- 2316, S-2014

AN ORDINANCE CREATING THE CITY ARCHITECT DEPARTMENT OF THE QUEZON CITY GOVERNMENT, AND PROVIDING FOR AND DEFINING ITS ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS AND RESPONSIBILITIES.

*Introduced by Councilor RODERICK M. PAULATE.*

*Co-introduced by Councilors Jesus Manuel C. Suntay, Raquel S. Malañgen, Alexis R. Herrera, Allan Benedict S. Reyes, Jaime F. Borres, Julianne Alyson Rae V. Medalla, Marivic Co-Pilar, Donato C. Matias, Dorothy A. Delarmente, Voltaire Godofredo L. Liban III, Ranulfo Z. Ludovica, Ramon P. Medalla, Estrella C. Valmocina, Gian Carlo G. Sotto, Franz S. Pumaren, Jose Mario Don S. De Leon, Marvin C. Rillo, Vincent DG. Belmonte, Jessica Castelo Daza, Bayani V. Hipol, Jose A. Visaya, Godofredo T. Liban II, Allan Butch T. Francisco, Karl Edgar C. Castelo, Candy A. Medina, Diorella Maria G. Sotto, Rogelio "Roger" P. Juan and Ricardo B. Corpuz.*

WHEREAS, realizing the crucial role of the Architect in community and urban renewal development, Section 454, sub-section (b) of Republic Act No. 7160, otherwise known as Local Government Code of 1991, provides for the creation of the City Architect with the relevant functions defined in Section 485, Article 7;

WHEREAS, being a highly urbanized community with an accelerated phase of Urban Renewal and Development, the Quezon City government needs to create a "socio-architectural" community development and changes are executed based on sound architectural design and standards;

WHEREAS, the Architect plays a crucial role in the realization of a well executed Urban Renewal Development by applying his professional expertise in the art and science of developing design concepts, planning for functional relationships and intended uses and establishing the form, appearance, aesthetics, and construction details, enlargement, or alteration of a building or environs intended for human use or occupancy;

WHEREAS, the current set-up being a Division in the Department of Engineering hinders the professional involvement of the Architects in exercising its core functions of planning, design, functional relationships, etc. in the realization of abstract ideas into tangible and meaningful creation and ensuring compliance to architectural design specifications and details of infrastructure projects of the City government;

WHEREAS, realizing the inherent desire to develop a well conceptualized and aesthetically designed urban projects based on sound and acceptable architectural principles, the Quezon City government created an Ad Hoc organization called the Special Design Group (SDG) to complement the existing Architectural Division;

WHEREAS, the leadership of the QC Government recognizes the importance of a meaningful urban and community development when it directed the restructuring of SDG to serve as the core organization of the Office of the City Architect;

WHEREAS, under Section 454 of Republic Act No. 7160 or the Local Government Code of 1991, the Sangguniang Panlungsod is empowered to "create offices as may be necessary to carry out the purpose of the City Government;

NOW, THEREFORE,

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

SECTION 1. Creation – There is hereby created a unit which shall be known as the “City Architect Department (CAD).

SECTION 2. HEAD OF OFFICE – The newly-created Department shall be headed by a City Government Department Head III who shall also be known as the City Architect.

SECTION 3. QUALIFICATIONS – The City Architect shall be a citizen of the Philippines, a resident of Quezon City, of good moral character, and a Licensed Architect. He must have acquired experience in the practice of his profession for at least five (5) years.

SECTION 4. DUTIES AND FUNCTIONS – The City Architect Department shall have the following functions:

a. Generally, shall be accountable for translating the infrastructure requirements of the City into an architectural design and specifications with consideration to the environment and the public at large and compliant with the standards required in the National Building Code of the Philippines.

b. Specifically, shall be responsible for:

b.1. development of design concepts, its planning for functional and intended uses;

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- b.2. determination of the form, appearance and aesthetics;
- b.3. preparation of construction details;
- b.4. conversion and interpretation of urban plan into a functional and aesthetically - designed community suitable for human use;
- b.5. coordinate with the appropriate agency/entity involved in the aesthetics and the maximum utilization of the land and water within the jurisdiction of the City government to be compatible with environmental integrity and ecological balance;
- b.6. formulation of economic or feasibility studies, selection of site location, design analysis & micro-land use, architectural programming, research and development of construction technology and selection of the applicable construction materials; and
- b.7. ensure compliance to architectural plans, specifications and diverse costs of construction projects.

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**SECTION 5. ORGANIZATION** – The organization set-up of the City Architect Department (CAD) including the Qualification Standards (the proposed organization and qualification standards are reflected in the attached schedule Annexes A & A-1) shall conform to the requirements of the Department of Budget and Management (DBM) and the Civil Service Commission (CSC).

**SECTION 6. STAFFING REQUIREMENTS** – The filling up of positions in the newly created CAD shall be in accordance with the provisions of CSC on merit and fitness.

**SECTION 7. FUNCTIONAL RE-ALIGNMENT** – The functions of the Architectural Division, Department of Engineering shall be absorbed by the newly created CAD once approved by the Department of Budget and Management (DBM). The reorganization shall not result in the termination of services of incumbent personnel of the Architectural Division, Department of Engineering as they may be either absorbed in CAD or retained in the Department of Engineering.

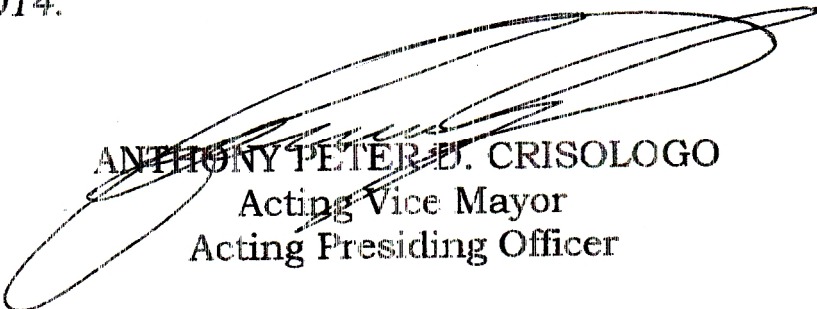
**SECTION 8. FUNDING** – The capital expenditures, maintenance and other operating budgets of the newly-created office shall be included in the regular annual budget of the Quezon City Government.

**SECTION 9. REPEALING CLAUSE** – All Quezon City Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Regulations, or parts thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.


**SECTION 10. SEPARABILITY CLAUSE** – If for any reason or reasons, any part or provision of the Ordinance shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall remain to be in full force and effect.

**SECTION 11. EFFECTIVITY CLAUSE** – *This Ordinance shall take effect after its complete publication.*

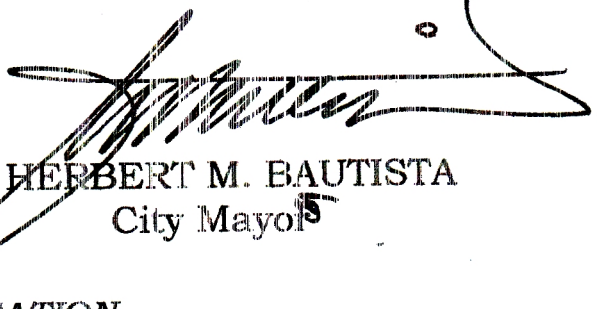
ENACTED: July 21, 2014.

  
ANTHONY PETER B. CRISOLOGO  
Acting Vice Mayor  
Acting Presiding Officer

ATTESTED:


  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III

APPROVED: 29 AUG 2014

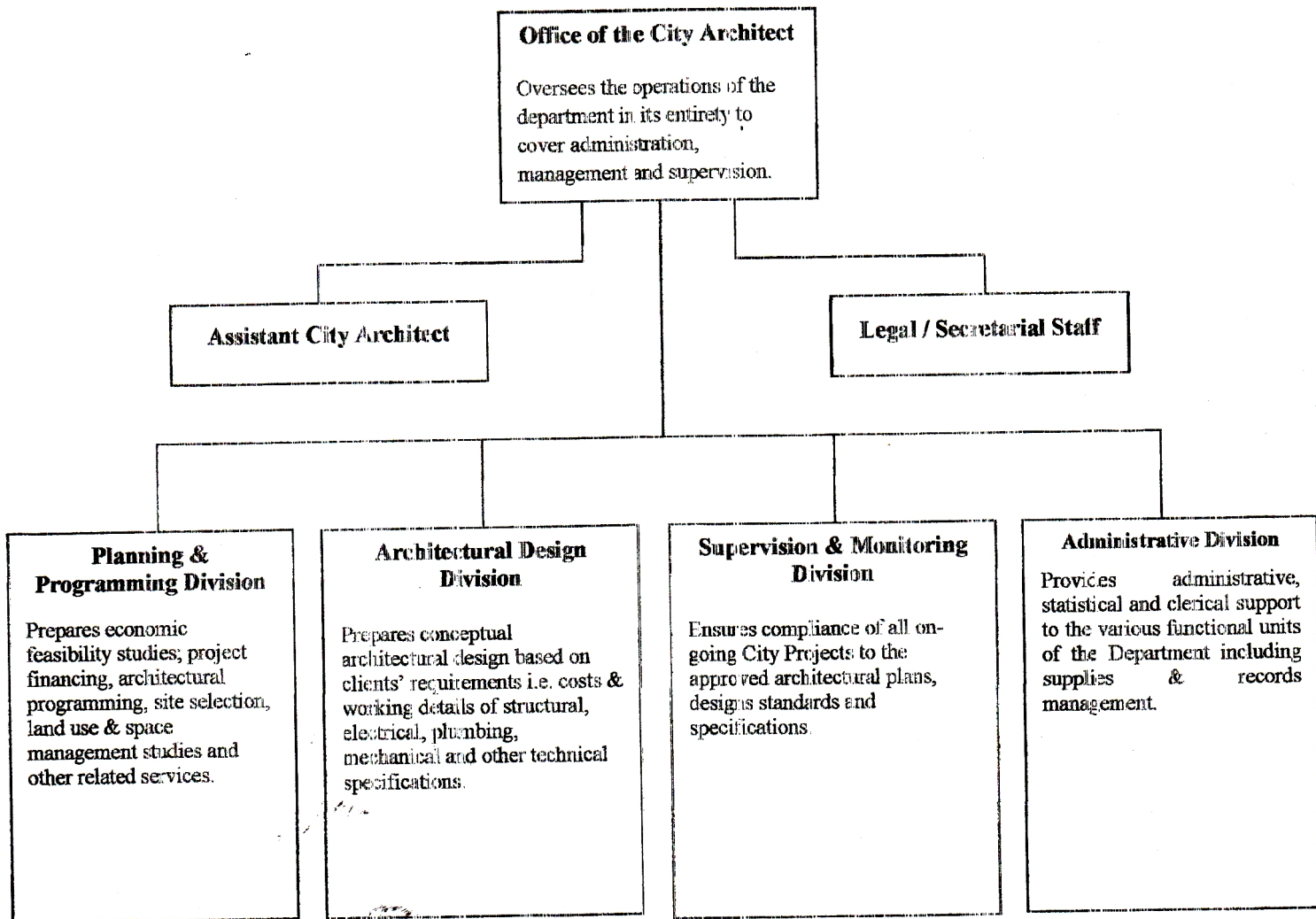
  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on July 21, 2014 and was PASSED on Third/Final Reading on July 28, 2014.*

  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III

# CITY ARCHITECT DEPARTMENT Staff FUNCTIONAL CHART



## CAD PROPOSED POSITIONS AND QUALIFICATION STANDARDS

No.	Position Title	SG	Qualification Standards	Monthly Basic Sal.	Annual Salary
1	City Government Department Head III (City Architect)	27	- BS Architecture with Masters Degree - Five (5) years experience involving management and supervision - 32 Hours of managerial and supervisory training - RA 1080 (Architect)	62,670	752,040.00
1	City Government Asst. Department Head III (Asst. City Architect)	25	- BS Architecture with Master Degree - Five (5) years in position/s involving management and supervision - 32 Hours of managerial and supervisory training - RA 1080 (Architect)	53,730	644,760.00
1	Attorney IV	23	- Bachelor of Laws - 2 years of relevant experience - 8 hours of relevant training - RA 1080	46,064	552,768.00
1	Legal Assistant II	12	- Bachelor's degree - none required - none required - Career Service (Professional Eligibility)	19,940	239,280.00
1	Administrative Assistant III (Secretary II)	9	- Graduate of Secretarial Course or two years college studies - One (1) year of relevant experience - 4 hours of relevant training - Career Service (Sub-Professional Eligibility)	16,051	192,612.00
1	Chief, Administrative Officer	24	- Masteral degree - 24 hours of training in management and supervision - 4 years in position/s involving management and supervision - Career Service (Professional Eligibility)	49,750	597,000.00
3	*Administrative Officer V (Administrative Officer III)	18	- Bachelor's Degree - Two (2) years of relevant experience - 8 hours of relevant training - Career Service (Professional Eligibility)	31,351	1,128,636.00
2	*Administrative Officer IV (Human Resource Management Officer II)	15	- Bachelor's Degree relevant to the job - Two (2) years of relevant experience - 8 hours of relevant training - Career Service (Professional Eligibility)	24,887	597,288.00

	Audio-Visual Equipment Operator III	7	- High School Graduate with relevant vocational/trade course - None Required - None Required - None Required	13,890	166,680.00
1	Administrative Aide IV (Clerk II)	4	- Completion of 2 years studies in college - None Required - None Required - Career Service (Sub-Professional Eligibility) 1st level eligibility	11,181	134,172.00
1	Administrative Officer I (Supply Officer I)	10	- Bachelor's Degree - None Required - None Required - Career Service (Professional Eligibility) 2nd level eligibility	17,255	207,060.00
1	Statistician I	11	- Bachelor's Degree relevant to the job - None Required - None Required - Career Service (Professional Eligibility) 2nd level eligibility	18,549	222,588.00
9	Senior Administrative Assistant II (AutoCAD Operator)	14	- Bachelor's Degree - Two (2) years of relevant experience - 72 hours of relevant training - Career Service (Professional Eligibility)	23,044	2,488,752.00
2	Administrative Aide VI (Storekeeper II)	6	- Completion of two years college studies - None Required - None Required - Career Service (Sub-Professional Eligibility) 1st level eligibility	12,921	310,104.00
2	Liaison Officer II	13	- Graduate of any Bachelor of Science Degree - One (1) year of relevant experience - 8 hours of relevant training - Career Service (Professional Eligibility)	21,436	514,464.00
1	Research Analyst I	11	- Bachelor's Degree - None Required - None Required - Career Service (Professional Eligibility) 2nd level eligibility	18,549	222,588.00

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5	Administrative Aide IV (Driver II)	4	- High School Graduate - Two (2) years of relevant experience - Non-required - Professional Driver's License	11,181	402,516.00
3	Administrative Aide III (Utility Worker II)	3	- High School Graduate - Non-required - Non-required - Non-required	10,401	374,436.00
2	Architect V	24	- Bachelor's Degree in Architecture with Masteral Degree - Four (4) years in position/s involving management and supervision - 24 hours of training in management and supervision - RA 1080 (Architect)	49,750	1,194,000.00
9	Architect IV	22	- Bachelor's Degree in Architecture - Three (3) years of relevant experience - 16 hours of relevant training - RA 1080 (Architect)	42,652	4,606,416.00
9	Architect III	19	- Bachelor's Degree in Architecture - Two (2) years of relevant experience - 8 hours of relevant training - RA 1080 (Architect)	33,859	3,656,772.00
8	Architect II	16	- Bachelor's Degree in Architecture - One (1) year of relevant experience - 4 hours of relevant training - RA 1080 (Architect)	26,878	2,580,288.00
1	Special Operation's Officer V	24	- Bachelor's Degree in or Architecture Engineering or related Courses with Masteral Degree - Four (4) years in position/s involving management and supervision - 24 hours of training in management and supervision - RA 1080 (Civil Engineer)	49,750	597,000.00
4	Project Development Officer III	18	- Bachelor's Degree in Architecture or Engineering or any related course - Two (2) years of relevant experience - 8 hours of relevant training - RA 1080 or CS Professional	31,351	1,504,848
1	Special Operation's Officer III	18	- Bachelor's Degree in Architecture or Engineering or any related course - Two (2) years of relevant experience - 8 hours of relevant training	31,351	376,212

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9	Project Development Officer II	15	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- Two (2) years of relevant experience</li> <li>- 8 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	24,887	2,687,75
4	Special Operation's Officer II	14	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- One (1) year of relevant experience</li> <li>- 4 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	24,887	1,194,576
1	Project Development Officer I	11	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- Six (6) months of relevant experience</li> <li>- 4 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	19,940	239,280

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	<b>Project Development Officer II</b>	15	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- Two (2) years of relevant experience</li> <li>- 8 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	24,887	2,687,75
4	<b>Special Operation's Officer II</b>	14	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- One (1) year of relevant experience</li> <li>- 4 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	24,887	1,194,576
1	<b>Project Development Officer I</b>	11	<ul style="list-style-type: none"> <li>- Bachelor's Degree in Architecture or Engineering or any related course</li> <li>- Six (6) months of relevant experience</li> <li>- 4 hours of relevant training</li> <li>- RA 1080 or CS Professional</li> </ul>	19,940	239,280

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