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

PO23CC-211

69th Regular Session

ORDINANCE NO. SP-3567, S-2026

AN ORDINANCE SEPARATING THE RESIDENTIAL AND REHABILITATION DIVISION (RRD) FROM THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD) TO STAND AS AN ATTACHED OFFICE OF SSDD, TO BE KNOWN AS THE RESIDENTIAL CARE SERVICES OFFICE (RCSO), AND CREATING TWO (2) SECTIONS CONSISTING OF SIXTY-FOUR (64) PLANTILLA POSITIONS, SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS, AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilors JOSEPH JOE VISAYA, MARIA ELEANOR "Doc Ellie" R. JUAN, O.D., MIKEY F. BELMONTE, SHAIRA "Shay" L. LIBAN, ATTY. VOLTAIRE GODOFREDO "Bong" LIBAN III and JOSEPH P. JUICO

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Dorothy A. Delarmente, M.D., Nicole "Nikki" V. Crisologo, Candy A. Medina, Aly Medalla, Dave C. Valmocina, 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, Aiko Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, Ram V. Medalla, Emmanuel Banjo A. Pilar, Kristine Alexia Matias, RN, Victor "Vic" D. Bernardo, Vito Sotto Generoso, and Jhon Angelli "Sami" C. Neri

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WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants;

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WHEREAS, Section 458(a)(1) and (viii) of the same Code, 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 Department of Social Welfare and Development (DSWD) has issued key administrative orders, such as Administrative Order No. 17, Series of 2008 (Rules in Regulations on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development), and Administrative Order No. 15, Series of 2012 (Amended Administrative Order No. 11, Series of 2007, entitled Revised Standards on Residential Care Service), which outline minimum standards of care, administrative requirements, and service protocols to ensure that residential care institutions uphold human dignity, professionalism, child protection principles, and therapeutic care. These national policies serve as benchmarks for local government facilities and provide a framework for professional accountability and continuous improvement;

WHEREAS, the Quezon City Government, through the Social Services Development Department (SSDD), operates various residential care facilities, including the Molave Youth Home (Bahay Pag-Asa), Reception and Action Center for Mendicants (RACM), QC Bahay Kalinga for Children, Home for the Aged and Hospice, and QC Processing Center, which serve as critical infrastructure for delivering protective, rehabilitative, and developmentally-appropriate services to at-risk and vulnerable individuals in Quezon City, consistent with its mandate to provide responsive, inclusive, and rights-based social welfare interventions under the Residential and Rehabilitation Division;

WHEREAS, these residential facilities serve specific complementary functions in the care, rehabilitation, and reintegration of children, women, the elderly, persons with disabilities, and other vulnerable sectors in crisis situations;

WHEREAS, there is a need to unify the various Ordinances creating Home for the Aged and Hospice, QC Bahay Kalinga for Children, QC Processing Center, and the Ordinance upgrading the Social Welfare Services Division (SWSD) to SSDD, incorporating to its Organizational Structure the Molave Youth Home (MYH) and the Reception and Action Center for Mendicants (RACM);

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WHEREAS, in order to standardize the administration and operation of these facilities, there is a need to separate the Residential and Rehabilitation Division (RRD) from the SSDD to stand as an attached and integrated Office of SSDD, to be known as the Residential Care Services Office (RCSO);

WHEREAS, as an attached and integrated Office of SSDD, the RCSO shall have enhanced service delivery, streamline the processes, and centralize the supervision of all residential care facilities, with a measure of independence for policy and program implementation, operational structure, and decision-making process, ensuring prompt and effective response to the challenges and needs of the residential facilities in the course of their daily operations;

WHEREAS, RCSO shall have autonomy in its Office functions but shall report and coordinate regularly to the SSDD for oversight and accountability.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known and cited as the "Residential Care Services Office (RCSO)" an Attached Office of Social Services Development Department (SSDD).

SECTION 2. DECLARATION OF POLICY. – It is declared the policy of Quezon City to promote the welfare of the vulnerable and at-risk individuals through the provision of accessible, responsive, and integrated residential care services in accordance with the principles of social justice, human rights, and professional social work.

SECTION 3. DEFINITION OF TERMS. – For the purpose of this Ordinance, the following terms shall mean:

a. *Residential Care Facility – a 24-hour social work-managed facility providing care, custody, rehabilitation, and reintegration services to vulnerable individuals like children, women, the elderly, persons with disabilities, and displaced individuals/families in accordance with the set DSWD standards;*

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b. *Social Services Development Department (SSDD) – the Department of the Quezon City Government responsible for the delivery and management of social welfare programs and services. The local arm of the QC government mandated to provide welfare services to the underprivileged, the disadvantaged, and the impoverished;*

c. *Attached Office – an organizational unit within a department that operates under the supervision and administrative control of the head of the department but enjoys a level of functional autonomy;*

d. *City Government Assistant Department Head III – the Residential Care Services Office head who is responsible for overseeing the strategic and operational management of all residential care facilities;*

e. *Case Management – a systematic process for the assessment, planning, implementation, monitoring, and evaluation of the needs and services required by the clients;*

f. *Vulnerable Sector – individuals or communities at a higher risk of poor physical, psychological, or social outcomes due to factors such as age, disability, poverty, abuse, or neglect;*

g. *Medical and Allied Health Services – encompass a wide range of healthcare professions that support and complement the work of physicians and other medical professionals whose services are crucial for prevention, diagnosis, treatment, and rehabilitation across various health conditions; and*

h. *Allied Health Professionals – include a diverse group of individuals with specialized training, such as physical therapists, occupational therapists, dietitians, and many others who work both independently and in collaboration with other healthcare providers.*

SECTION 4. SEPARATION AND RENAMING OF THE RESIDENTIAL AND REHABILITATION DIVISION (RRD). – The RRD shall be renamed as the Residential Care Services Office (RCSO), which shall function as an Attached Office of the SSDD. This restructuring consolidates the administration and supervision of all residential care facilities, including those that will be established in the future by the City. The restructuring of the RCSO shall include the creation of two (2) new Sections and sixty-four (64) new Plantilla positions. The following are the current residential care facilities, to wit:

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a. *Molave Youth Home (MYH)*

b. *Reception and Action Center for Mendicants (RACM)*

c. *Home for the Aged and Hospice Section*

d. *QC Bahay Kalinga for Children*

e. *QC Processing Center*

SECTION 5. FUNCTIONS OF RCSO. – The Office shall have the following functions:

a. *Formulate and implement policies, standards, and guidelines for residential care programs in compliance with national laws and international conventions;*

b. *Ensure uniform case management systems and care protocols across facilities;*

c. *Monitor and evaluate the effectiveness and quality of residential facilities;*

d. *Facilitate training, capacity development, and professionalization of personnel; and*

e. *Submit annual reports, policy recommendations, and budget proposals to the Quezon City Government.*

SECTION 6. CREATION OF POSITIONS AND STAFFING PATTERN. – The composition of the RCSO shall be in accordance with the following schedule:

Proposed Position Titles	*Salary Grade*	*Existing Plantilla Staff*	*Proposed New Plantilla Position*	*Total No. of Positions (Existing and Proposed)*
City Government Assistant Department Head III	*25*		*1*	*1*
Administrative Aide IV (Clerk II)	*4*	*1*		*1*

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Social Welfare Officer V	*24*	*1*		*1*
Social Welfare Officer IV	*22*	*1*		*1*
Social Welfare Officer I	*11*		*2*	*2*
Total		***3***	***3***	***6***

Functions of the New Proposed Positions:

a. City Government Assistant Department Head III (SG-25)

- *Direct the overall planning policy formulation of the Residential Care Services Office (RCSO);*
- *Supervise the standard implementation of programs and services across all residential care facilities;*
- *Ensure compliance with DOH and DSWD set standards in residential care;*
- *Coordinate with national and local agencies, NGOs and community stakeholders;*
- *Prepare budget proposals and oversee resource mobilization efforts/utilizations;*
- *Lead the Office in developing innovative and evidence-based practices in residential care; and*
- *Monitor and evaluate staff performance and institutional outcomes.*

b. Social Welfare Officer I (SG-11)

- *Conduct aftercare and monitoring;*
- *Conduct regular home visits, scheduled phone calls, and interviews to monitor the client's progress and identify any factors affecting his/her adjustment;*
- *Prepare clients for their return to their families or communities by developing specific action plans for their healing, recovery, and social adjustment;*
- *Maintain and update detailed records on the client's status, progress, and significant observations to provide feedback for future case planning;*
- *Submit progress, terminal, and feedback reports to evaluate the overall effectiveness of the residential facility's aftercare program; and*
- *Perform other related tasks as may be assigned.*

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SECTION 7. CREATION OF TWO (2) SECTIONS WITH CORRESPONDING AND ADDITIONAL PLANTILLA POSITIONS WITH THEIR FUNCTIONS AND RESPONSIBILITIES. – To ensure the delivery of holistic, responsive, and multidisciplinary care within all residential care facilities, the following two (2) Sections shall be included in the staffing complement of the RCSO.

SECTION 7.1. ADMINISTRATIVE SUPPORT SECTION. – shall serve as the Central Unit in the provision of essential operational and logistical requirement of the Office, including employees' welfare and benefits.

a. *Oversee all human resource activities, from recruiting and training to performance evaluations, up to preparations of documentary requirements for the claims of employee salaries and benefits;*

b. *Oversee all physical assets of RCSO, including the procurement, tracking, maintenance, and eventual disposal;*

c. *Perform essential support services that facilitate the day-to-day operations, such as facility maintenance, security, transportation, and general office administration;*

d. *Financial oversight of RCSO, including budgeting, accounting practices, financial reporting, and ensuring adherence to financial regulations;*

e. *Provide legal advice and representation on all legal issues affecting the day-to-day management and activities of the RCSO.*

Proposed Position Title	*Salary Grade*	*Existing Plantilla Staff*	*Transferred Position*	*Proposed Additional/ New Plantilla Position*	*Total No. of Position (Existing and Proposed)*
Administrative Officer V (Administrative Officer III)	*18*			*1*	*1*
Attorney II	*18*			*1*	*1*
Legal Assistant II	*12*			*1*	*1*

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Administrative Officer II (Administrative Officer I)	*11*		*2*		*2*
Administrative Assistant III (Computer Operator II)	*9*			*1*	*1*
Administrative Aide IV (Clerk II)	*4*		*6*		*6*
Administrative Aide IV (Driver II)	*4*		*3*	*2*	*5*
TOTAL			***11***	***6***	***17***

Functions of the Proposed Plantilla Positions:

a. Administrative Officer V (Administrative Officer III) (SG-18)

- *Oversee the daily operations of the Section;*
- *Coordinate and manage all administrative functions/concerns of the Office pertinent to supplies, records, employees' benefits, etc.;*
- *Prepare internal and external communications, reports, and documentation related to administrative operations;*
- *Monitor and update inventory of supplies, equipment, and facility maintenance requirements across residential care facilities;*
- *Assist in the preparation of the Offices' budget proposals, liquidation reports, and financial tracking documents; and*
- *Perform other related tasks as may be assigned.*

b. Attorney II (SG-18)

- *Research on laws, issuances, jurisprudence, rules and regulations;*
- *Take action and/or prepare responses to queries and act on routine and simple legal issues;*
- *Draft basic legal documents and instruments such as MOUs, memoranda, correspondences, and affidavits;*
- *Comment on the appropriateness of contracts, deeds, memoranda, correspondences, and related documents submitted to the RCSO;*
- *Assist in pertinent administrative and related committee/s as assigned by the Head of Office;*

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- *Communicate and coordinate correspondences with various officials and offices; and from time to time, perform other related tasks and responsibilities that may be assigned by the Head of Office;*
- *Provide legal counseling to RCSO officials, personnel and clients; and*
- *Perform other related tasks as may be assigned.*

c. *Legal Assistant II (SG-12)*

- *Represent the Office in courts, administrative bodies, conferences, and other related Offices as an Official Representative of the Office and not as counsel of the Office;*
- *Encode the final copies of basic legal documents and instruments such as MOUs, memoranda, correspondences, and affidavits crafted/drafted by the Attorney II;*
- *Assist the Attorney II pertinent to legal work involving the Office such as proposed ordinances, contracts and instruments to which the Office is a party;*
- *Be responsible in the records keeping of each case handled by the Office; and*
- *Perform other related tasks as may be assigned.*

d. *Administrative Assistant III (Computer Operator II) (SG-9)*

- *Provide administrative support to ensure continuity of Office operations;*
- *Improve and operate document tracking and other Office operations-related (computer) systems;*
- *Track, check, and ensure completeness of attachments of incoming and outgoing documents;*
- *Maintain and manage files and records;*
- *Prepare, draft, and encode communications;*
- *Coordinate and collaborate with Offices within and/or outside to ensure efficient, effective, and timely delivery of services; and*
- *Perform other tasks as may be assigned.*

e. *Administrative Aide IV (Driver II) (SG-4)*

- *Drive the official vehicle;*
- *Deliver official documents, supplies, and other materials to various residential facilities;*
- *Coordinate and facilitate regular preventive maintenance and repairs for the assigned vehicle;*

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- *Accurately complete and submit trip tickets, mileage logs, and other required reports related to vehicle use and maintenance; and*
- *Perform other related tasks as may be assigned.*

SECTION 7.2. MEDICAL AND OTHER ALLIED HEALTH SERVICES SECTION. – shall ensure the delivery of holistic, responsive, and multidisciplinary care within all residential care facilities pertinent to patient care, diagnosis, treatment, and overall well-being of the sheltered clients by:

a. *providing general and specialized medical consultations, treatment, and management of various health conditions of clients;*

b. *providing immediate medical attention and stabilization in case of emergencies;*

c. *facilitating referrals to specialized medical facilities or practitioners when needed by the clients;*

d. *ensuring residents receive proper nutrition through dietary planning and management, including addressing specific dietary needs and restrictions;*

e. *providing of rehabilitative services to improve residents' functional abilities and quality of life;*

f. *providing counseling and mental health support to residents, addressing their emotional and psychological well-being;*

g. *developing and implementing policies and procedures related to healthcare within the facility;*

h. *promoting and conducting research activities related to resident health, treatment, and care;*

i. *ensuring high standards of clinical training for medical personnel;*

j. *ensuring the quality of healthcare services through monitoring, evaluation, and continuous improvement efforts; and*

k. *overseeing the allocation and utilization of resources like medical equipment, supplies, and personnel within the healthcare system.*

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Proposed Position Title	*Salary Grade*	*Existing Plantilla Staff*	*Transferred Position*	*Proposed Additional/ New Plantilla Position*	*Total No. of Position (Existing and Proposed)*
Medical Officer IV	*23*			*1*	*1*
Medical Officer III	*21*		*4*		*4*
Nutritionist-Dietitian II	*15*		*5*		*5*
Nutrition Officer II (CTI)*	*14*		*2*		*2*
Nurse I	*15*		*7*	*6*	*13*
Psychologist I	*16*		*2*	*2*	*4*
Physical Therapist I	*11*			*1*	*1*
TOTAL			***20***	***10***	***30***

Functions of the Proposed Plantilla Positions:

a. Medical Officer IV (SG-23)

- *Be responsible for the overall supervision and monitoring of a standard program implementation pertinent to holistic medical and multi-disciplinary care in all the residential care facilities;*
- *Develop and review policies, standards, and guidelines for the conduct of medical intervention including nutrition and psychological services;*
- *Conduct case conferences for special cases requiring medical intervention;*
- *Review and approve medical intervention plan for sheltered clients;*
- *Conduct regular meeting pertinent to medical and health issues of sheltered clients;*
- *Participate in the implementation of health programs and in the development of health policies and guidelines;*
- *Conduct research on various diseases and public health issues; and*
- *Assist in the preparation of the annual budget proposal of the Office.*

b. Nurse I (SG-15)

- *Administer basic and emergency nursing care in all residential care facilities;*

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- *Monitor client health conditions and implement care plans;*
- *Assist in vaccination, health education, and wellness campaigns;*
- *Coordinate with local health offices during outbreaks or emergencies; and*
- *Perform other related tasks as may be assigned.*

c. *Psychologist I (SG-16)*

- *Conduct psychological evaluations and provide counseling and therapy at MYH, RACM, QC Bahay Kalinga for Children and QC Processing Center;*
- *Assist in trauma-informed care planning and case management;*
- *Deliver psychological first aide during emergencies or mass displacement;*
- *Design behavior modification plan for children and clients in care; and*
- *Perform other related tasks as may be assigned.*

d. *Physical Therapist I (SG-11)*

- *Assess and manage physical therapy needs of persons with disabilities, elderly clients, or those recovering from injury at RACM, Home for the Aged and Hospice Section and Quezon City Bahay Kalinga for Children;*
- *Design individualized rehabilitation programs;*
- *Provide therapeutic interventions in coordination with medical staff; and*
- *Perform other related tasks as may be assigned.*

SECTION 7.3. ADDITIONAL PLANTILLA POSITIONS FOR MOLAVE YOUTH HOME, RECEPTION AND ACTION CENTER FOR MENDICANTS, HOME FOR THE AGED AND HOSPICE SECTION, QC BAHAY KALINGA FOR CHILDREN AND QC PROCESSING CENTER. –

1. ***Molave Youth Home (MYH)***

Proposed Additional/ New Position Title	*Salary Grade*	*Number of Positions*
Social Welfare Officer I	*11*	*6*
Social Welfare Aide	*4*	*10*
Total		***16***

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Functions of the Proposed Plantilla Positions:

a. Social Welfare Officer I (SG-11)

- *Under general supervision, conduct case management to clients of Molave Youth Home;*
- *Conduct intake interview, assessment and counseling;*
- *Prepare social case study report, feedback report, monthly statistical report, and other necessary report;*
- *Conduct home visitation, collateral interview, validation, coordination, and referral of clients to other welfare agencies/stakeholders; and*
- *Perform other related tasks as may be assigned.*

b. Social Welfare Aide (SG-4)

- *Under general supervision, assist the Social Welfare Officer I in providing social services to clients of Molave Youth Home;*
- *Perform clerical duties in support to social services activities;*
- *Conduct intake interview of clients;*
- *Assist in the conduct of activities in the course of the daily operation of the Center;*
- *Assist in the referral of clients to institution and/or other facilities/local government units (LGUs);*
- *Perform hospital duty in the event of the confinement of the client; and*
- *Perform other related tasks as may be assigned.*

2. ***Reception and Action Center for Mendicants (RACM)***

Proposed Additional/ New Position Title	*Salary Grade*	*Number of Positions*
Nursing Attendant II	*6*	*6*
Laundry Worker II	*3*	*1*
Total		***7***

Functions of the Proposed Plantilla Positions:

a. Nursing Attendant II (SG-6)

- *Assist patients with activities of daily living such as bathing, dressing, and grooming;*

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- *Assist patients with meals and providing fluids as needed;*
- *Assist in moving patients between beds, wheelchairs, and other locations safely;*
- *Accurately record patient care activities and observations; and*
- *Perform other related tasks as may be assigned.*

b. Laundry Worker II (SG-3)

- *Perform all aspects of laundry work, such as sorting, washing, starching, rinsing, drying, ironing, and folding different clothing articles and garments;*
- *Maintain and operate laundry equipment, such as washers and dryers, in accordance with safety standards;*
- *Keep the laundry washing room and equipment clean and orderly; and*
- *Perform other related tasks as may be assigned.*

3. ***Home for the Aged and Hospice Section***

Proposed Additional/ New Position Title	*Salary Grade*	*Number of Position*
Nursing Attendant II	*6*	*12*
Total		***12***

Functions of the Proposed Plantilla Position:

a. Nursing Attendant II (SG-6)

- *Assist patients with activities of daily living such as bathing, dressing, and grooming;*
- *Assist patients with meals and provide fluids as needed;*
- *Assist in moving patients between beds, wheelchairs, and other locations safely;*
- *Accurately record patient care activities and observations; and*
- *Perform other related tasks as may be assigned.*

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4. ***QC Bahay Kalinga for Children***

Proposed Additional/ New Position Title	*Salary Grade*	*Number of Positions*
Social Welfare Officer I	*11*	*2*
Nursing Attendant II	*6*	*7*
Total		***9***

Functions of the Proposed Plantilla Positions:

a. Social Welfare Officer I (SG-11)

- *Facilitate the documentary requirements for the issuance of a Certificate Declaring a Child Legally Available for Adoption (CDCLAA) for foster care placement or adoption, and the Petition for Adoption, within the prescribed timeline of the National Authority for Child Care;*
- *Prepare reports necessary in processing a Certificate Declaring a Child Legally Available for Adoption (CDCLAA), such as:*
    - *Child Case Study Report;*
    - *Home Study Report;*
    - *Social Case Study Report;*
    - *Feedback/Recommendation report;*
    - *Supervised Trial Custody (STC) monthly reports;*
    - *Post-placement reports; and*
    - *Closing Summary Report;*
- *Conduct adoption-themed activities to prepare children for possible adoption or alternative childcare arrangements to inculcate the positive aspects of adoption in the children's minds;*
- *Coordinate with different agencies such as the Philippine Statistics Authority (PSA) to confirm the real identity and registered name of the child;*
- *Process registration of a child's birth if unregistered;*
- *Conduct a search or locate a biological family if the child is abandoned or considered a foundling;*
- *Facilitate Supervised Trial Custody (STC) for a period of 6 months and help the adoptive family and the child in the adjustment process to facilitate the legal union through adoption; and*
- *Perform other related tasks as may be assigned.*

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b. Nursing Attendant II (SG-6)

- *Assist patients with activities of daily living such as bathing, dressing, and grooming;*
- *Assist patients with meals and provide fluids as needed;*
- *Assist in moving patients between beds, wheelchairs, and other locations safely;*
- *Accurately record patient care activities and observations; and*
- *Perform other related tasks as may be assigned.*

5. ***QC Processing Center***

Proposed Additional/ New Position Title	*Salary Grade*	*Number of Position*
Social Welfare Officer I	*11*	*1*
Total		***1***

Functions of the Proposed Plantilla Position:

a. Social Welfare Officer I (SG-11)

- *Under general supervision, conduct case management to clients of the Processing Center;*
- *Conduct intake interview, assessment, and counseling;*
- *Prepare social case study report, feedback report, monthly statistical report, and other necessary reports;*
- *Conduct home visitation, collateral interview, validation, coordination, and referral of clients to other welfare agencies/stakeholders;*
- *Perform other related tasks as may be assigned.*

SECTION 8. RECTIFICATION OF EXISTING PLANTILLA POSITIONS. – In rectifying existing Plantilla positions, the unfilled position shall be offered for outright abolition and after abolition, a corresponding position title shall be created in its stead. However, for filled positions, the rectification shall start upon vacancy, compliant to the limitations stated under Section 8.1 herein. As such, the offered position shall be marked as Co-Terminus with the Incumbent and after the abolition, a corresponding position title shall be created in its stead.

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Existing Plantilla Position	***Salary Grade***	***Item No.***	***Rectification of Plantilla Positions***	***Salary Grade***
Molave Youth Home				
Nutrition Officer II (CTI)*	*14*	*48*	*Nutritionist-Dietitian II*	*15*
Reception and Action Center for Mendicants				
*Nutrition-Officer II** (CTI)*	*14*	*66*	*Nutritionist-Dietitian II*	*15*
Training Assistant	*8*	*69-1* *69-2*	*Manpower Development Assistant*	*8*
Houseparent II	*6*	*70-1* *70-2*	*Social Welfare Aide*	*4*
Houseparent I	*4*	*73-1* *73-2*	*Social Welfare Aide*	*4*

The position title Nutrition Officer II, Item Nos. 48 and 66, SG-14 under the Molave Youth Home (MYH) and Reception and Action Center for Mendicants will be rectified to Nutritionist-Dietitian II, SG-15 once vacated, to standardize the position and salary grade of all personnel involved in the performance of the same function pertinent to the nutritional and dietary requirements of clients in all RCSO facilities.

SECTION 8.1. The rectification shall have the following limitations to ensure that the rights of the current RCSO employees are hereby safeguarded:

a. *The reorganization must not result in the dismissal or demotion of employees;*

b. *Any Plantilla positions due for abolition/rectification under this Ordinance shall be abolished/rectified only upon vacancy thereof, and shall be strictly made in accordance with the Civil Service laws, rules and regulations. Accordingly, all filled Plantilla positions offered for abolition/rectification shall be marked as co-terminus with the incumbent; and*

c. *In cases where the abolished/rectified Plantilla positions are still being occupied, the appointed employees therein shall continue to perform their duties and functions under the Division/Office that is most closely related to their original duties and functions.*

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SECTION 9. MOVEMENT OF EXISTING PLANTILLA POSITIONS. –

1. *The following Plantilla positions and their corresponding Item Numbers under the Residential and Rehabilitation Division (RRD) and Child Development Section of the Community Outreach Division of the Social Services Development Department, as reflected in the Quezon City SSDD Personnel Schedule FY 2026, shall be transferred to the newly created Sections of the RCSO:*

Item No.	***Position Title***	***From***	***To***
28-1	*Nutritionist-Dietitian II*	*Child Development Section of the Community Outreach Division*	***Medical and Other Allied Health Services Section of the RCSO***
28-2			
28-3			
28-4			
47	*Medical Officer III*	*Molave Youth Home (MYH)*	
48	*Nutrition Officer II* (CTI)*		
51	*Psychologist I*		
52	*Nurse I*		
64	*Psychologist I*	*Reception and Action Center for Mendicants*	
65	*Medical Officer III*		
66	*Nutrition Officer II* (CTI)*		
68	*Nurse I*		
79-1	*Medical Officer III*	*Home for the Aged and Hospice Section under the Residential and Rehabilitation Division*	
79-2			
81	*Nutritionist-Dietitian II*		
82-1	*Nurse I*		
82-2			
82-3			
82-4			
82-5			

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50-1	*Administrative Officer II (Administrative Officer I)*	*Molave Youth Home*	***Administrative Support Section of RCSO***
50-2			
59-1	*Administrative Aide IV (Clerk II)*		
59-2			
61	*Administrative Aide IV (Driver II)*		
74-1	*Administrative Aide IV (Clerk II)*	*Reception and Action Center for Mendicants*	
74-2			
76	*Administrative Aide IV (Driver II)*		
86-1	*Administrative Aide IV (Clerk II)*	*Home for the Aged and Hospice Section under the Residential and Rehabilitation Division*	
86-2			
87	*Administrative Aide IV (Driver II)*		

2. *Three existing positions that include senior staff and immediate staff under the Residential and Rehabilitation Division of the Plantilla Schedule of the SSDD shall be transferred to Residential Care Services Office (RCSO):*

Item No.	***Position Title***
42	*Social Welfare Officer V*
43	*Social Welfare Officer IV*
44	*Administrative Aide IV (Clerk II)*

3. *Twenty-Four (24) existing positions under the Molave Youth Home of the Residential and Rehabilitation Division of the Plantilla Schedule of the SSDD shall be transferred to Residential Care Services Office (RCSO) under the Molave Youth Home:*

Item No.	***Position Title***
45	*Social Welfare Officer III*
46	*Social Welfare Officer II*
49-1	*Social Welfare Officer I*
49-2	
49-3	
49-4	
53-1	*Training Assistant* (CTI)*
53-2	

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54-1	*Security Guard II*
54-2	
54-3	*Security Guard II*
54-4	
55-1	*Houseparent II** (CTI)*
55-2	
55-3	
56-1	*Cook II*
56-2	
57-1	*Social Welfare Aide*
57-2	
57-3	
57-4	
58	*Houseparent I*** (CTI)*
60-1	*Administrative Aide III (Utility Worker II)*
60-2	

**Manpower Development Assistant (SG-8) shall be created once Training Assistant (SG-8) is vacated pursuant to Quezon City Ordinance No. SP-3411, S-2025.*
***Social Welfare Aide (SG-4) shall be created once Houseparent II (SG-6) is vacated pursuant to Quezon City Ordinance No. SP-3411, S-2025.*
****Social Welfare Aide (SG-4) shall be created once Houseparent I (SG-4) is vacated pursuant to Quezon City Ordinance No. SP-3411, S-2025.*

4. *Eighteen (18) existing positions under the Reception and Action Center for Mendicants of the Residential and Rehabilitation Division of the Plantilla Schedule of SSDD shall be transferred to Residential Care Services Office (RCSO) under Reception and Action Center for Mendicants:*

Item No.	***Position Title***
62	*Social Welfare Officer III*
63	*Social Welfare Officer II*
67-1	*Social Welfare Officer I*
67-2	
69-1	*Training Assistant* (CTI)*
69-2	
70-1	*Houseparent II** (CTI)*
70-2	
71-1	*Security Guard II*
71-2	
72-1	*Social Welfare Aide*
72-2	
73-1	*Houseparent I*** (CTI)*
73-2	
75-1	*Administrative Aide III (Utility Worker II)*
75-2	

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77-1	*Cook II*
77-2	

**Manpower Development Assistant (SG-8) shall be created once Training Assistant (SG-8) is vacated.*
***Social Welfare Aide (SG-4) shall be created once Houseparent II (SG-6) is vacated.*
****Social Welfare Aide (SG-4) shall be created once Houseparent I (SG-4) is vacated.*

5. *Sixteen (16) existing positions under the Home for the Aged and Hospice Section of the Residential and Rehabilitation Division of the Plantilla Schedule of SSDD shall be transferred to Residential Care Services Office (RCSO) under Home for the Aged and Hospice:*

Item No.	***Position Title***
78	*Social Welfare Officer III*
80	*Social Welfare Officer II*
83-1	*Social Welfare Officer I*
83-2	
84-1	*Cook II*
84-2	
85-1	*Social Welfare Aide*
85-2	
88-1	*Houseparent I* (CTI)*
88-2	
88-3	
89-1	*Administrative Aide III (Utility Worker II)*
89-2	
89-3	
90-1	*Laundry Worker II*
90-2	

**Social Welfare Aide (SG-4) shall be created once Houseparent I (SG-4) is vacated pursuant to Quezon City Ordinance No. SP-3411, S-2025*

6. *Twenty-Eight (28) Plantilla Positions embodied in Quezon City Ordinance No. SP-3427, S-2025 Establishing Quezon City Bahay Kalinga for Children under the Residential and Rehabilitation Division of the Plantilla Schedule of SSDD shall be transferred to Residential Care Services Office (RCSO):*

Item No.	***Position Title***
91	*Social Welfare Officer III*
92	*Social Welfare Officer II*
93-1	*Social Welfare Officer I*
93-2	
94	*Cook II*
95-1	*Social Welfare Aide*
95-2	

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95-3	*Social Welfare Aide*
95-4	
95-5	
95-6	
95-7	
95-8	
95-9	
95-10	
95-11	
95-12	
95-13	
95-14	
95-15	
95-16	
95-17	
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95-21	
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95-23	

7. *Eighteen (18) Plantilla Positions embodied in Quezon City Ordinance No. SP-3428, S-2025, Establishing Quezon City Processing Center shall be transferred to Residential Care Services Office (RCSO):*

Item No.	***Position Title***
96	*Social Welfare Officer III*
97	*Social Welfare Officer II*
98	*Social Welfare Officer I*
99	*Cook II*
100-1	*Social Welfare Aide*
100-2	
100-3	
100-4	
100-5	
100-6	
100-7	
100-8	
100-9	
100-10	
100-11	
100-12	
100-13	
100-14	

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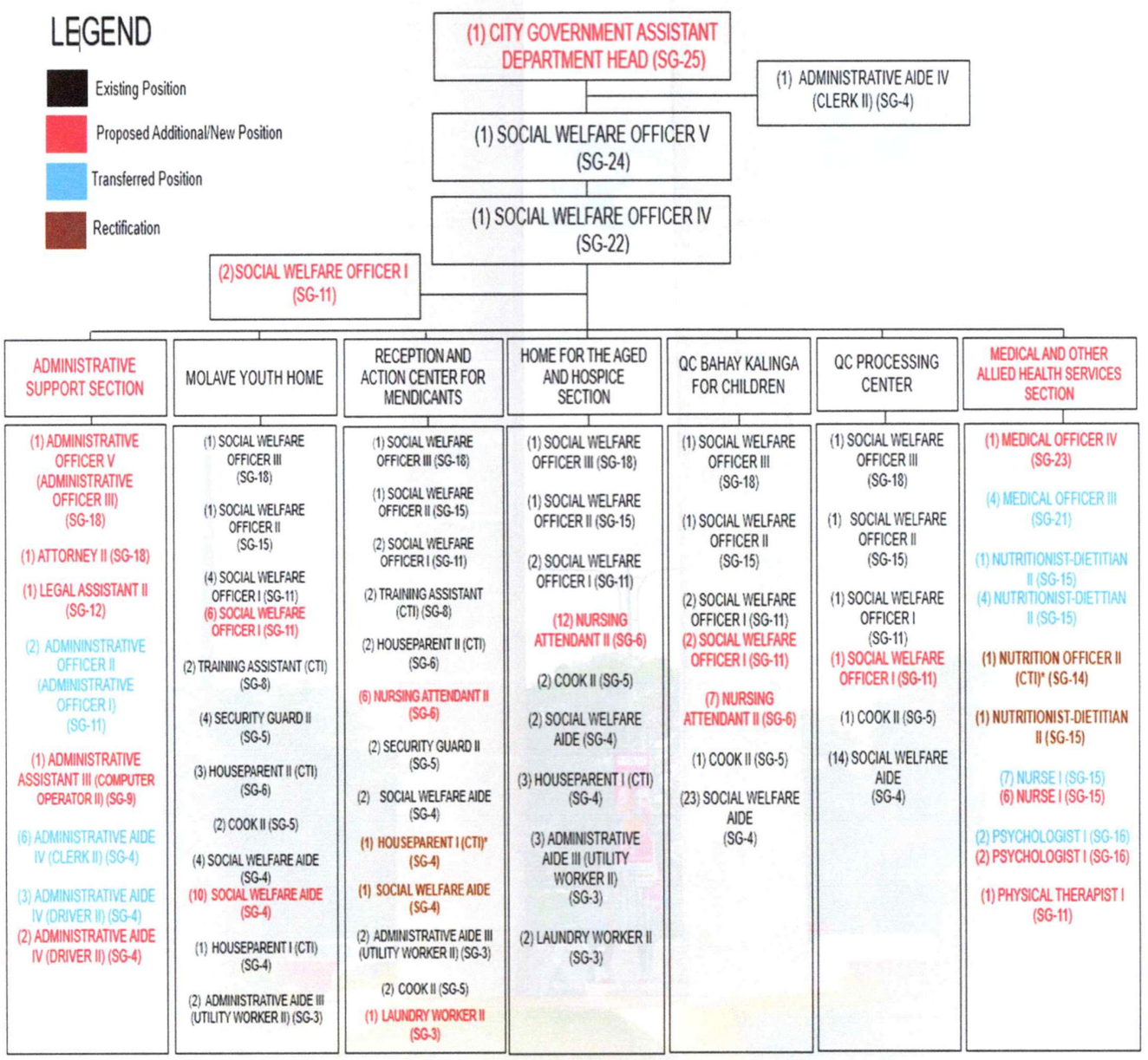
SECTION 10. ORGANIZATIONAL STRUCTURE. – The document indicating the Functional Organizational Structure of the RCSO is hereby attached and made an integral part of this Ordinance.

ORGANIZATIONAL STRUCTURE
RESIDENTIAL CARE SERVICES OFFICE (RCSO)



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SECTION 11. FUNDING. – The funds to cover the Personnel Services (PS) and other benefits relative to the sixty-four (64) additional and 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) and Property, Plant, and Equipment (PPE) of the RCSO shall be taken from the SSDD approved budget and from the Annual Budget of the Quezon City Government every year thereafter.

SECTION 12. 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 13. RECRUITMENT AND WORKFORCE PLAN. – The additional/new positions created shall be filled upon the approval of the proposed Ordinance, in accordance with the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and the Civil Service Commission (CSC) policies on Merit and Promotion.

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 14. 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 15. 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 16. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: September 21, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on September 21, 2026 and was PASSED on Third/Final Reading on October 12, 2026.

MIKEY F. BELMONTE
President Pro-Tempore
Acting Presiding Officer

APPROVED: NOV 03 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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