



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
22nd City Council

PO22CC-482

113th Regular Session

ORDINANCE NO. SP- 3427, S-2025

AN ORDINANCE ORGANIZING AND ESTABLISHING THE QUEZON CITY BAHAY KALINGA FOR CHILDREN UNDER THE RESIDENTIAL REHABILITATION DIVISION OF THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilors JOSEPH P. JUICO and ATTY. ANTON L. REYES

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Nikki V. Crisologo, Charm M. Ferrer, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Aiko S. Melendez, Maria Eleanor "Doc Ellie" R. Juan, O.D., Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso and Victor "Vic" Bernardo

WHEREAS, Section 3(2), Article XV of the 1987 Philippine Constitution provides that the State shall defend the rights of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development;

WHEREAS, Article 3(2) of 1974 Presidential Decree (P.D.) No. 603, otherwise known as the "Child and Youth Welfare Code" states that the dependent or abandoned child shall be provided with the nearest substitute for a home that will provide him or her with love, care, understanding, guidance, counseling and moral and material security;

WHEREAS, Article 3(8) of the said Code provides that every child has the right to protection against exploitation, improper influences, hazards and other conditions or circumstances prejudicial to his or her other physical, mental, emotional, social and moral development;

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WHEREAS, Article 3(10) of the same Code provides that every child has the right to the care and protection of the State, particularly when his or her parents or guardians fail or are unable to provide him or her with his or her fundamental needs for growth, development and improvement;

WHEREAS, Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) states that parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent/s, legal guardian/s or any other person who has the care of the child. Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment;

WHEREAS, Section 2 of Republic Act No. 7610, otherwise known as the Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act, declared it the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination and other conditions, prejudicial to their development, and provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control;

WHEREAS, Section 458(a)(5)(xiv) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates each local government unit, through its respective Sanggunian, to approve ordinances to provide for the care of disabled persons, paupers, the aged, the sick, persons of unsound mind, abandoned minors, juvenile delinquents, drug dependents, abused children and other needy and disadvantaged persons, particularly children and youth below 18 years of age and subject to availability of funds, establish and provide for the operation of centers and facilities for the said needy and disadvantaged persons;

WHEREAS, Section 17(b)(4) in relation to Section 17(b)(2)(iv) of the said Code mandates the local government to include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons, community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse, livelihood and other pro-poor projects, nutrition services, and family planning services;

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WHEREAS, with the leadership of the City Mayor, Honorable Ma. Josefina G. Belmonte, consistent with the thrust of the Quezon City Government to provide appropriate social services to children who are victims of abuse, neglect, abandonment and exploitation, there is a need to establish a separate residential care facility responsive to the needs of these children, congruent to the endeavors to make Quezon City the most child-friendly City;

WHEREAS, acknowledging the need for a temporary shelter for abused, abandoned, exploited, foundling, neglected including children-at-risk and child with special needs, or who are repeatedly rescued or reached-out to in Quezon City, the Social Services Development Department (SSDD), through the Residential and Rehabilitation Division (RRD), created Bahay Kalinga for Children, a 24/7 facility focused on providing social services programs to these children;

WHEREAS, in the Local Development Plan for Children and Medium-Term Investment Plan for Children 2021-2025, the establishment of the Facility for Children in Need of Special Protection or the QC Bahay Kalinga for Children was among the priority projects under Children's Right to Protection;

WHEREAS, to formalize the QC Bahay Kalinga for Children, enhancing its functional capacity in providing appropriate social service to children identified as Quezon City residents, who are abused, abandoned, exploited, foundling, neglected, including children-at-risk and child with special needs, or who are repeatedly rescued or reached-out to in Quezon City and assessed to be needing immediate protective services, there is a need to create its organizational structure and corresponding plantilla positions.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known and cited as the “Quezon City – Bahay Kalinga for Children” directly under the Residential and Rehabilitation Division (RRD) of Social Services Development Department (SSDD).

SECTION 2. DECLARATION OF POLICY. – It is declared to be the policy of the City to recognize the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being. For this purpose, the City shall adopt the following policy:

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- a. To ensure the protection of children against all forms of abuse and exploitation;
- b. To exert every effort to promote the welfare of children and enhance their opportunities for a useful and happy life;
- c. To advocate for children's rights and ensure they are given priority attention; and
- d. To improve the quality of life of children enabling them to fully develop their potentials and participate in community life and nation building.

SECTION 3. ESTABLISHMENT. – It is hereby created, organized and established a Quezon City – Bahay Kalinga for Children (QC-BK) a facility or section, under the RRD of the SSDD.

SECTION 4. DEFINITION OF TERMS. – Whenever used in this Ordinance, the following terms shall mean as follows:

- a. *Child* – refers to a person below 18 years of age or someone over but are unable to fully take care of himself or herself or protect himself or herself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;
- b. *Abandoned* – refers to a child who has no proper parental care or guardianship for at least three (3) continuous months and has been declared as such by the National Authority for Child Care (NACC) or a foundling, or a deserted or abandoned child or infant with unknown facts of birth and parentage found in the Philippines and/or Philippine Embassies, Consulates, and territories abroad;
- c. *Neglected* – refers to a child whose physical and emotional needs have been deliberately unattended or inadequately attended to within a period of three (3) continuous months. A child is unattended when left without proper provisions or proper supervision;
- d. *Child abuse* – refers to the maltreatment, whether habitual or not, of the child which includes any of the following:
 - (1) Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;

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- (2) Any act, by deeds or words, which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - (3) Unreasonable deprivation of his or her basic needs for survival, such as food and shelter; or
 - (4) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in his or her permanent incapacity or death;
- e. Foundling – refers to a deserted or abandoned child or infant with unknown facts of birth and parentage. This shall also include those who have been duly registered as a foundling during his or her infant childhood, but have reached the age of majority without benefitting from adoption procedures upon the passage of this law;
- f. Child at Risk – refers to a child who is vulnerable to and at the risk of committing criminal offenses because of personal, family and social circumstances (i.e. abused, exploited, abandoned, dysfunctional family);
- g. Children with Special Needs (CSN) – refer to children who are disabled, impaired, handicapped and in need of special education, as well as services for rehabilitation. They differ from the average child in at least one of these four areas: (1) cognitive and learning; (2) communication and interaction; (3) behavior, emotional and social development; and (4) sensory and/or physical; and
- h. Case Management – refers to the process to plan, assess, seek, advocate for, and monitor services on behalf of a client. Case management limits problems arising from fragmentation of services, staff turnover, and inadequate coordination among providers. Case management can occur within a single, large organization or within a community program that coordinates services among settings.

SECTION 5. SCOPE. – QC-BK shall provide temporary shelter to children identified as Quezon City residents, who are abused, abandoned, exploited, foundling, neglected including children-at-risk and child with special needs, or who are repeatedly rescued or reached-out to in Quezon City and assessed to be needing immediate protective services.

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SECTION 6. QC-BK AND ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES. – *The proposed QC-BK is a caring institution that will provide short term up to long term residential care to children ages 0 to below 18 years old, who are abandoned, abused, exploited, foundling, neglected including child at risk and child with special needs who are Quezon City residents, those repeatedly rescued or reached-out to and who were assessed to be needing protective services and those children with pending court cases who are in need of temporary shelter because their perpetrators are family members or relatives. The functions of which included but not limited to:*

- a. *Conduct of case management through the implementation of treatment services wherein coordination with stakeholders is done to facilitate referrals to institutions or agencies;*
- b. *Implementation of homelife, medical or dental services, skills or training services, non-formal education services and spiritual enhancement services;*
- c. *Provide technical assistance to students or researchers conducting studies on social work and other social science courses;*
- d. *Promote and maintain linkages with other local government units and other instrumentalities of government for the delivery of healthcare services, facilities, professional advice services, volunteer training and community self-help projects; and*
- e. *Exercise such other functions which are necessary to carry out the purpose/s for which the shelter home is established.*

SECTION 7. ADMISSION PROCESS. – *The requirements for admission shall be as follows:*

- a. *Referral Letter from Barangay or Police Station including blotter report;*
- b. *Medical Certificate for medico-legal cases issued by a government hospital for cases related to or involving abuses; and*
- c. *Clinical Abstract if the child was discharged from hospital prior to referral.*

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SECTION 8. STAFFING PATTERN OF THE NEWLY-CREATED POSITIONS. – The composition of the QC-BK shall be in accordance with the following schedule:

Proposed Position Title	Salary Grade	Number of Position
Social Welfare Officer III	18	1
Social Welfare Officer II	15	1
Social Welfare Officer I	11	2
Cook II	5	1
Social Welfare Aide	4	23
Total		28

SECTION 9. DUTIES AND FUNCTIONS OF THE NEWLY-CREATED POSITIONS. –

- a. **Social Welfare Officer III** (SG-18) – shall perform the following:
 - (1) Under general supervision, act as Center Head of QC-BK in overseeing the daily operations of the Center;
 - (2) Prepare and submit budget proposal needed in the implementation of the program and services at the QC-BK;
 - (3) Supervise lower level Social Workers and other subordinates in the daily operation of the Center;
 - (4) Prepare and submit various reports in the course of the daily operation of the Center;
 - (5) Facilitate the orientation of new Social Workers;
 - (6) Attend meetings, seminars and conferences;
 - (7) Provide guidance and counseling; and
 - (8) Perform other related task.

- b. **Social Welfare Officer II** (SG-15) – shall perform the following:
 - (1) Under general supervision, assist the Social Welfare Officer III in overseeing the daily operations of the QC-BK;
 - (2) Act as Center Head in the absence of the Center Head;
 - (3) Assist the Social Welfare Officer III in the preparation and submission of the budget proposal needed in the implementation of the program and services at the QC-BK;
 - (4) Assist the Social Welfare Officer III in the supervision of the lower level Social Workers and other subordinates in the daily operation of the Center;

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- (5) Assist the Social Welfare Officer III in the preparation and submission of various reports in the course of the daily operation of the Center;
 - (6) Supervise the orientation of new Social Workers;
 - (7) Attend meetings, seminars and conferences;
 - (8) Assist the Social Welfare Officer III in providing guidance and counseling; and
 - (9) Perform other related task.
- c. **Social Welfare Officer I** (SG-11) – shall perform the following:
- (1) Under general supervision, conduct case management to clients of QC-BK;
 - (2) Conduct intake interview, assessment and counseling;
 - (3) Prepare social case study report, feedback report, monthly statistical report and other necessary reports;
 - (4) Conduct home visitation, collateral interview, validation, coordination and referral of clients to other welfare agencies or stakeholders; and
 - (5) Perform other related task.
- d. **Cook II** (SG-5) – shall perform the following:
- (1) Under general supervision, prepare and cook a variety of simple menu;
 - (2) Receive marketing or delivery of food supplies;
 - (3) Ensure that kitchen or mess hall, cooking materials, equipment, pots, pans are clean;
 - (4) Ensure that food to be served are safe and edible; and
 - (5) Perform other related task.
- e. **Social Welfare Aide** (SG-4) – shall perform the following:
- (1) Under general supervision, assist the Social Welfare Officer I in providing social services to clients of QC-BK for Children;
 - (2) Perform clerical duties in support to social services activities;
 - (3) Conduct intake interview of clients;
 - (4) Assist in the conduct of activities in the course of daily operation of the Center;
 - (5) Assist in the referral of clients to institution and/or other facilities or local government units (LGUs);
 - (6) Perform hospital duty in the event of the confinement of the client; and
 - (7) Perform other related task.

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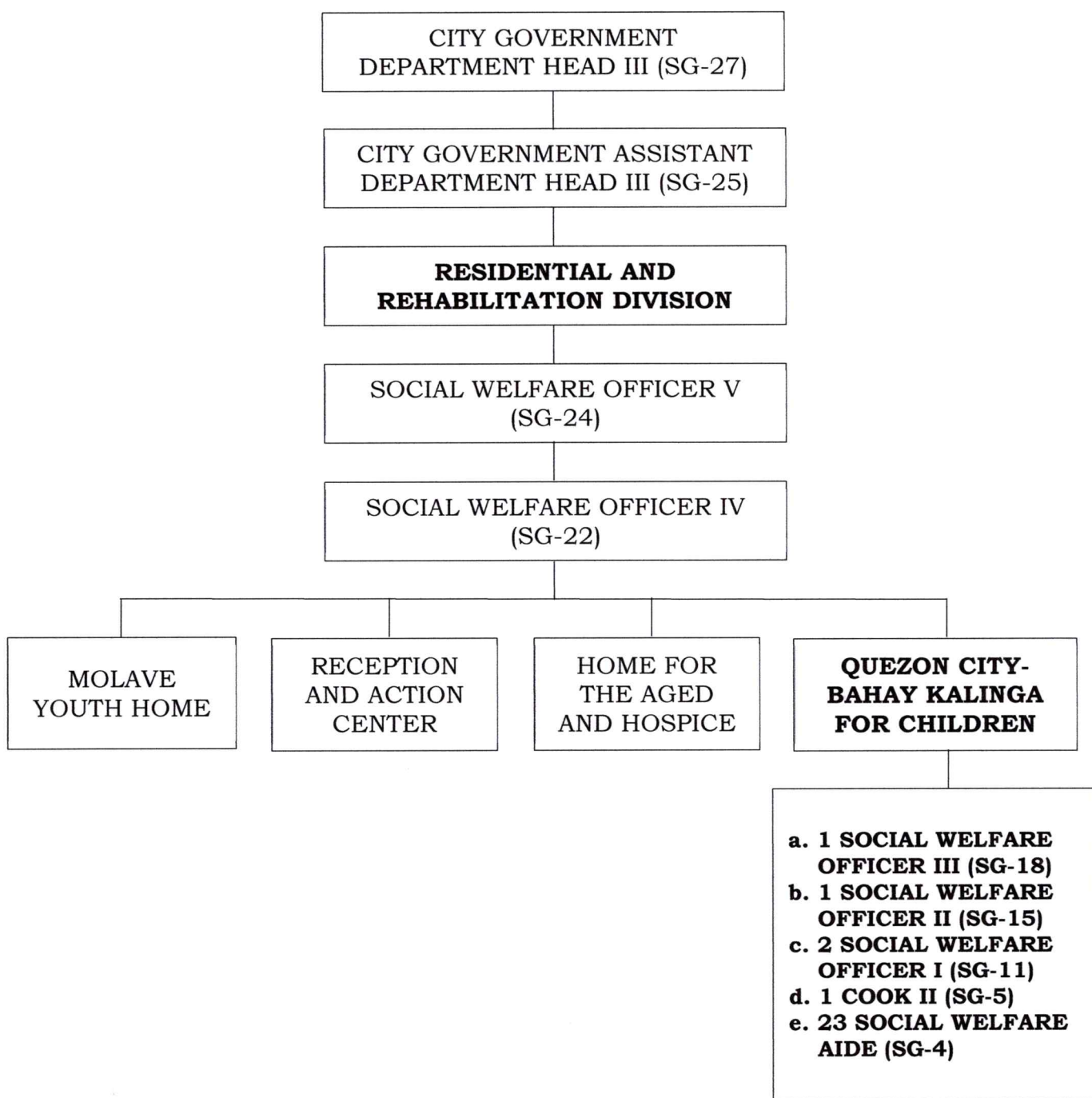
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SECTION 10. ORGANIZATIONAL STRUCTURE. –

SOCIAL SERVICES DEVELOPMENT DEPARTMENT
RESIDENTIAL AND REHABILITATION DIVISION

ORGANIZATIONAL STRUCTURE



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SECTION 11. OFFICE SPACES AND OTHER FACILITIES. – *The Quezon City Government shall provide a suitable office space within the City along with supplementary facilities necessary for the QC-BK’s effective operations.*

SECTION 12. APPROPRIATION. – *Expenses for the Personnel Services (PS) of twenty-eight (28) plantilla positions under the QC-BK shall be taken from the annual budget of the City for the Fiscal Year 2025. Appropriations for the Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) of the QC-BK shall be taken from the SSDD 2025 approved budget. The budget allocation of the QC-BK may not be decreased at any time, except by ordinance duly enacted by the City Council.*

SECTION 13. IMPLEMENTING RULES AND REGULATIONS. – *Within six (6) months from the effectivity of this Ordinance, the Office of the City Mayor and the Social Services Development Department shall issue the Implementing Rules and Regulations and guidelines for proper implementation of this Ordinance.*

SECTION 14. PENAL CLAUSE. – *Any person who violates any provision of this Ordinance shall be subjected to administrative sanctions that may be imposed by the City Government as recommended by the City Mayor.*

SECTION 15. REPEALING CLAUSE. – *All existing ordinances, resolutions, local executive orders, rules and regulations inconsistent herewith are hereby repealed and suspended or modified accordingly.*

SECTION 16. SEPARABILITY CLAUSE. – *Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions not affected thereby shall continue to be in full force and effect.*

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SECTION 17. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after its publication in a newspaper of general circulation, and after posting of copies in conspicuous locations within Quezon City.

ENACTED: March 25, 2025.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)

APPROVED: MAR 27 2025


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on March 25, 2025 and was PASSED on Third/Final Reading under Suspended Rules on the same date.


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)



