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

PO22CC-140

21st Regular Session

ORDINANCE NO. SP-3170, S-2023

AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. SP-2424, S-2015, REORGANIZING ITS ORGANIZATIONAL STRUCTURE, CREATING AN ADDITIONAL FIFTY-ONE (51) PLANTILLA POSITIONS AND ABSORBING FOUR (4) PLANTILLA POSITIONS FROM DISASTER CONTROL DIVISION (DCD), DEPARTMENT OF PUBLIC ORDER AND SAFETY (DPOS) TO THE QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (QCDRRMO), AND APPROPRIATING FUNDS THEREFOR.

Introduced by Councilors DOROTHY A. DELARMENTE, M.D., CHARM M. FERRER, ALBERT ALVIN "Chuckie" L. ANTONIO III, VITO SOTTO-GENEROSO and NOE DELA FUENTE.

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Joseph P. Juico, Nikki V. Crisologo, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Geleen "Dok G" G. Lumbad, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Irene R. Belmonte, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Emmanuel Banjo A. Pilar, Victor "Vic" Bernardo and Alfredo "Freddy" Roxas.

NOW, THEREFORE,

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

SECTION 1. Section 1 of Ordinance No. SP-2424, S-2015 is hereby amended and shall be read as follows:

"SECTION 1. COMPOSITION AND ORGANIZATIONAL STRUCTURE

The Quezon City Disaster Risk Reduction and Management Office (QCDRRMO) shall hereby consist of four (4) Sections, namely:

1.1 Operations and Warning Section;
1.2 Research, Planning, and Special Projects Section;
1.3 Administration and Training Section; and
1.4 Finance and Property Section."

SECTION 2. The four (4) Sections shall be composed of the following Units, namely:

2.1 ***Operations and Warning Section***
- *a. Emergency Services Unit*
  - *i. Emergency Medical Services*
  - *ii. Search, Rescue and Retrieval Services*
- *b. Emergency Operations Center (Command Center)*

2.2 ***Research, Planning, and Special Projects Section***
- *a. Research and Planning Unit*
- *b. Special Projects Unit*

2.3 ***Administration and Training Section***
- *a. Administration and Personnel Records Unit*
- *b. Training and Capacity Development Unit*

2.4 ***Finance and Property Section***
- *a. Budget and Finance Management Unit*
- *b. Property, Supply and General Services Unit*

SECTION 3. SCOPE OF AUTHORITY AND FUNCTIONS. - The QCDRRMO and its sections and units shall have the following functions:

3.1 ***OPERATIONS AND WARNING SECTION*** *- The Operations and Warning Section is composed of two (2) units, namely: (a) Emergency Services Unit and (b) Emergency Operations Center. This Section is in charge of matters related to observation and monitoring, collection, evaluation, information dissemination, support services, and related emergency services within the city's jurisdiction.*

i. ***Emergency Services Unit*** *- The Emergency Services Unit shall perform the following duties and functions, to wit:*

a. *Provide emergency services within the city's jurisdiction, particularly standard pre-hospital care, life preservation, immediate search, rescue, and retrieval operations to all victims, survivors missing persons, and affected population during disasters, crises, or incidents;*

b. *Respond and manage the adverse effects of emergencies and carry out early recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other, including the establishment of a medical dispensary to be equipped and manned by the City Health Department;*

c. *Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD);*

d. *Coordinate with other operational, first responder units of barangays, and relevant units of their equivalents in other agencies; and*

e. *Conduct special emergency operations as directed by the City Mayor.*

ii. ***Emergency Operations Center (Command Center)*** *- The Emergency Operations Center shall perform the following duties and functions, to wit:*

a. *Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through mass media such as but not limited to radio, television, social media, and such other mode of communication;*

b. *Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;*

c. *Establish and maintain the City's Disaster Risk Reduction and Management Operations Center;*

d. *Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and*

e. *Implement the Response Cluster Approach in all disaster and emergency response actions.*

3.2 ***RESEARCH, PLANNING, AND SPECIAL PROJECTS SECTION*** *- The Research, Planning, and Special Projects Section is in charge of research and development initiatives of DRRM, including the design and coordination of DRRM activities consistent with the National DRRM Council's standards and guidelines. This Section shall be composed of the Research and Planning Unit and the Special Projects Unit.*

i. ***Research and Planning Unit*** *- The Research and Planning Unit shall perform the following duties and responsibilities:*

a. *Design, program, and coordinate DRRM plans and activities from the barangay to City consistent with the NDRRMC's standards and guidelines;*

b. *Assist the Council and the QCDRRMC Action Officer in the monitoring of DRRM plans and PPAs from the barangay to the City department/office level;*

c. *Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintain a local risk map;*

d. *Conduct research and development initiatives on DRRM;*

e. *Facilitate and initiate hazards, vulnerabilities and risk assessments and contingency planning activities at the local level;*

f. *Identify, assess, and manage the hazards, vulnerabilities, and risks that may occur in their locality;*

g. *Conduct studies and establish baseline data on DRRM matters for the local level for policy, regulatory and program recommendations;*

h. *Maintain a database of human resource and their capacities, equipment, directories, and location of critical and essential infrastructures such as hospitals, schools, power lines, treatment facilities, reservoirs, quarantine facilities, open spaces, evacuation centers and the like;*

i. *Involve the most vulnerable sectors (women, children, senior citizens, indigents, and PWDs) in risk assessment and DRRM planning activities;*

j. *Ensure that disaster risk reduction and climate change measures are gender-responsive and respectful of human rights;*

k. *Identify and implement cost-effective risk reduction measures and strategies;*

l. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national and regional framework, and endorse policies on DRR in close coordination with the Local Development Council (LDC); and

m. Prepare and submit to the Local Sanggunian through the QC DRRM Council and the LDC the annual LDRRM Plan and budget, the proposed programming of the LDRRM Fund, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC.

ii. ***Special Projects Unit*** *- The Special Projects Unit shall perform the following duties and responsibilities:*

a. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;

b. Establish linkages with national and local government agencies, public/private and international institutions, advocacy groups, national service reserve corps and relevant partners with respect to DRRM concerns and emergency response purposes;

c. Coordinate disaster risk reduction and management activities;

d. Assist the LDRRMC in capacity building and mainstreaming of disaster risk reduction and climate change in the development process;

e. Serve as secretariat and executive arm of the Local DRRM Council (LDRRMC); and

f. Recommend through the LDRRMC the enactment of local ordinances and best practices consistent with Republic Act No. 10121, NDRRM Plan and Sustainable Development Goals.

3.3 ***ADMINISTRATION AND TRAINING SECTION*** - *The Administration and Training Section shall provide efficient and economic services relative to personnel, system and information management, and other support services including training and capacity development. It shall be composed of Administration and Personnel Records Unit and Training and Capacity Development Unit.*

i. ***Administration and Personnel Records Unit*** - *The Administration and Personnel Records Unit shall perform the following duties and functions, to wit:*

a. *Administer and implement personnel management;*

b. *Coordinate with the Human Resources Management Department as to personnel matters and pertinent issuances for the information and/or clarification of the staff; and*

c. *Coordinate meetings, conferences and similar activities and prepare invitations to offices and other agencies regarding the same.*

ii. ***Training and Capacity Development Unit*** - *The Training and Capacity Development Unit shall perform the following duties and functions, to wit:*

a. *Organize, train, equip, and supervise the local emergency response teams, and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;*

b. *Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;*

c. *Organize, conduct and assess the training needs of the personnel and the communities;*

d. *Promote and raise public awareness of, and compliance with Republic Act No. 10121 and relevant provisions related to the purpose of the latter;*

e. Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area; and

f. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

3.4 ***FINANCE AND PROPERTY SECTION*** *- The Finance and Property Section is in charge with budget management, financial transactions, accounting, procurement activities, property management and other general services such as housekeeping and motorpool management.*

i. ***Budget and Finance Management Unit*** *- The Budget and Finance Management Unit shall perform the following duties and responsibilities, to wit:*

a. Prepare and submit, through the QC DRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of the Civil Defense (OCD) and the local government operations officer of the DILG;

b. Prepare and manage the budget and other documents for financial transactions of the office;

c. Supervise the keeping of accountancy records;

d. Implement policies relating to the control of allotment expenditures;

e. Prepare Purchase Requests, and other procurement documents for the various divisions; and

f. Coordinate with the Procurement Department, General Services Department, Accounting Department, Budget Department, City Administrator's Office and the Office of the City Mayor and other relevant departments and offices on the procurement of the various supplies needed by QCDRRMO in the exercise of its duties and functions.

ii. ***Property, Supply and General Services Unit*** *- The Property, Supply and General Services Unit shall perform the following duties and responsibilities:*

a. Perform property and supply management;

b. Perform records management;

c. Assist the Finance Section in the preparation of the officer's project procurement management plan (PPMP) or equivalent and related documents; and

d. Perform general services such as reproduction of files, housekeeping and driving services.

SECTION 4. STAFFING PATTERN. -

4.1 ***Movement of Positions*** *- Fifteen (15) positions shall be transferred to sections and/or units whose incumbents' expertise and capabilities are befitting to thoroughly perform their duties, as follows:*

ITEM NUMBER	NO. OF POSITION	POSITION TITLE	DESIGNATION FROM	DESIGNATION TO	SECTION
53	1	Local Disaster Risk Reduction and Management Officer V	Head, QCDRRMO	Deputy Chief for Operations	
54	1	Local Disaster Risk Reduction and Management Officer III	Chief, Administration and Training Section	Assistant Section Chief for Administration and Training	Administration and Training Section

59	1	Local Disaster Risk Reduction and Management Officer III	Chief, Research and Planning Section	Assistant Section Chief, Research and Planning Unit	Research, Planning, and Special Projects Section
63	1	Local Disaster Risk Reduction and Management Officer III	Chief, Operations and Warning Section	Assistant Section Chief, Emergency Services Unit	Operations and Warning Section
55	1	Local Disaster Risk Reduction and Management Officer II	Support Staff	Supervisor, Training and Capacity Development Unit	Administrative and Training Section
60	1	Local Disaster Risk Reduction and Management Officer II	Support Staff	Supervisor, Research and Planning Unit	Research, Planning, and Special Projects Section
64	1	Local Disaster Risk Reduction and Management Officer II	Support Staff	Assistant Emergency Operations Center Manager	Operations and Warning Section
56	1	Local Disaster Risk Reduction and Management Officer I	Support Staff	Operations Coordinator, Emergency Operations Center	Operations and Warning Section
61	1	Local Disaster Risk Reduction and Management Officer I	Support Staff	Planning Officer, Research and Planning Unit	Research, Planning, and Special Projects Section
65	1	Local Disaster Risk Reduction and Management Officer I	Support Staff	Training Officer, Training and Capacity Development Unit	Administrative and Training Section
57	1	Local DRRM Assistant	Support Staff	Training Support Staff, Training and Capacity Development Unit	Administrative and Training Section

62	1	Local DRRM Assistant	Support Staff	Special Projects Support Staff, Special Projects Unit	Research, Planning, and Special Projects Section
66	1	Local DRRM Assistant	Support Staff	Deputy, Search, Rescue, and Retrieval, Emergency Services Unit	Operations and Warning Section
58	1	Administrative Aide III	Support Staff	Support Staff, Budget and Finance Management Unit	Finance and Property Section
67	1	Administrative Aide IV	Support Staff	Driver, Search, Rescue, and Retrieval, Emergency Services Unit	Operations and Warning Section

4.2 ***Transferred Positions from Disaster Control Division (DCD), Department of Public Order and Safety to DRRMO*** - *Four (4) filled positions from the dissolved Disaster Control Division of the Department of Public Order and Safety shall be transferred to sections/units whose incumbents' expertise and capabilities are befitting to thoroughly perform their duties, as follows:*

ITEM NUMBER	POSITION TITLE	DIVISION/UNIT FROM	UNIT/SECTION TO	DESIGNATION
39	Special Operations Officer III	DPOS - Disaster Control Division	Finance and Property Section	Assistant Section Chief
45-2	Administrative Aide III	DPOS - Disaster Control Division	Property, Supply, and General Services Unit, Finance and Property Section	Support Staff
45-1	Administrative Aide III	DPOS - Disaster Control Division	Administration and Personnel Records Unit, Administrative and Training Section	Support Staff

45-4	*Administrative Aide III*	*DPOS - Disaster Control Division*	*Administration and Personnel Records Unit, Administrative and Training Section*	*Support Staff*

4.3 ***Change of Position Title*** *- One (1) position from the dissolved Disaster Control Division of the Department of Public Order and Safety shall have the position title amended to conform to the National Disaster Risk Reduction and Management Council, Department of the Interior and Local Government, Department of Budget and Management, and the Civil Service Commission Joint Memorandum Circular No. 2014-1, thus;*

ITEM NUMBER	***POSITIONS TITLE FROM***	***POSITION TITLE TO***	***SALARY GRADE***
39	*Special Operations Officer III*	*Local DRRMO III*	*18*

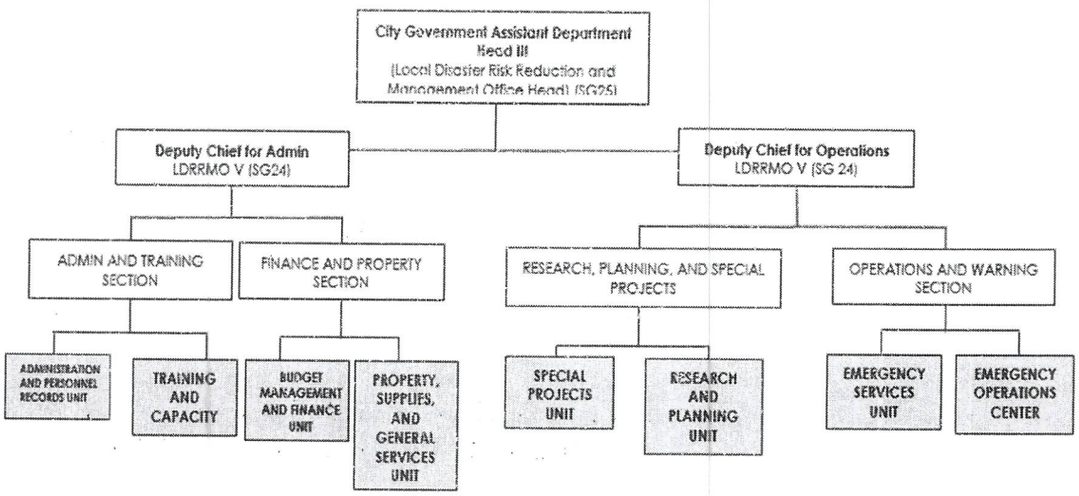
4.4 ***Creation of Position*** *- Fifty-one (51) new positions are hereby created as appropriate to the functional requirements and workload of the DRRMO, thus;*

Number of Positions	***Positions Title***	***Salary Grade***
Office of the Head		
1	*City Government Assistant Department Head III (LDRRMO Head)*	*25*
1	*LDRRMO V*	*24*
Operations and Warning Section		
1	*LDRRMO IV*	*22*
	Emergency Services Unit (Emergency Medical Services and Search and Rescue Unit)	
2	*LDRRMO II*	*15*
5	*LDRRMO I*	*11*
2	*LDRRM Assistant*	*8*
6	*Administrative Assistant I*	*7*
	Emergency Operations Center Unit	
1	*Local DRRMO III*	*18*
1	*LDRRMO I*	*11*
1	*LDRRM Assistant*	*8*

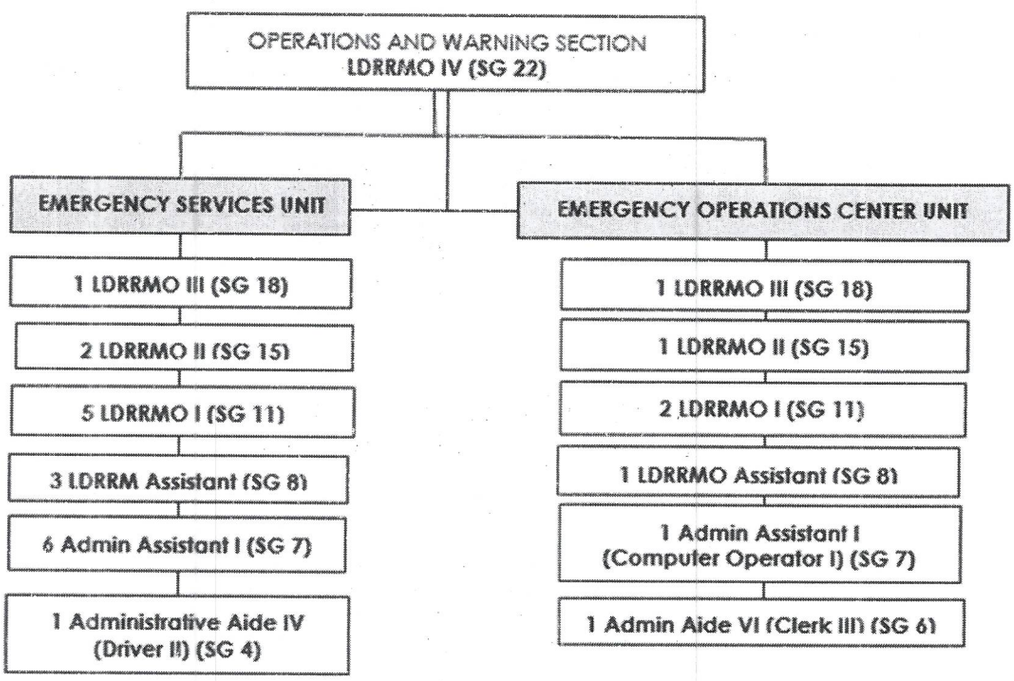
1	Administrative Assistant I (Computer Operator I)	7
1	Administrative Aide VI (Clerk III)	6
Research, Planning, and Special Projects Section		
1	LDRRMO IV	22
	Research and Planning Unit	
1	LDRRMO II	15
2	LDRRMO I	11
1	LDRRM Assistant	8
1	Administrative Assistant	7
	Special Projects Unit	
1	Local DRRMO III	18
1	LDRRMO II	15
1	LDRRMO I	11
1	Administrative Assistant I	7
Administration and Training Section		
1	Local DRRMO IV	22
	Administration and Personnel Records Unit	
1	Administrative Officer IV (Administrative Officer II)	15
1	Administrative Officer II (Administrative Officer I)	11
1	Administrative Assistant I	7
	Training and Capacity Development Unit	
1	LDRRMO I	11
1	Administrative Assistant II (Artist-Illustrator II)	8
1	Administrative Assistant I	7
1	Administrative Aide VI (Clerk III)	6
Finance and Property Section		
1	Supervising Administrative Officer (Administrative Officer IV)	22
	Budget and Finance Management Unit	
1	Administrative Officer IV (Budget Officer III)	15
1	Administrative Officer II (Budget Officer I)	11
1	Administrative Assistant II (Budgeting Assistant)	8
	Property, Supplies, and General Services Unit	
1	Administrative Officer III (Supply Officer II)	14
1	Administrative Officer I (Supply Officer I)	10
1	Administrative Assistant II (Property Custodian)	8
1	Administrative Assistant I	7
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Mechanic I)	4
51	**TOTAL**	

SECTION 5. ORGANIZATIONAL STRUCTURE. - The redesigned functional organizational structure of the QCDRRMO is hereby attached and made an integral part of this Ordinance.

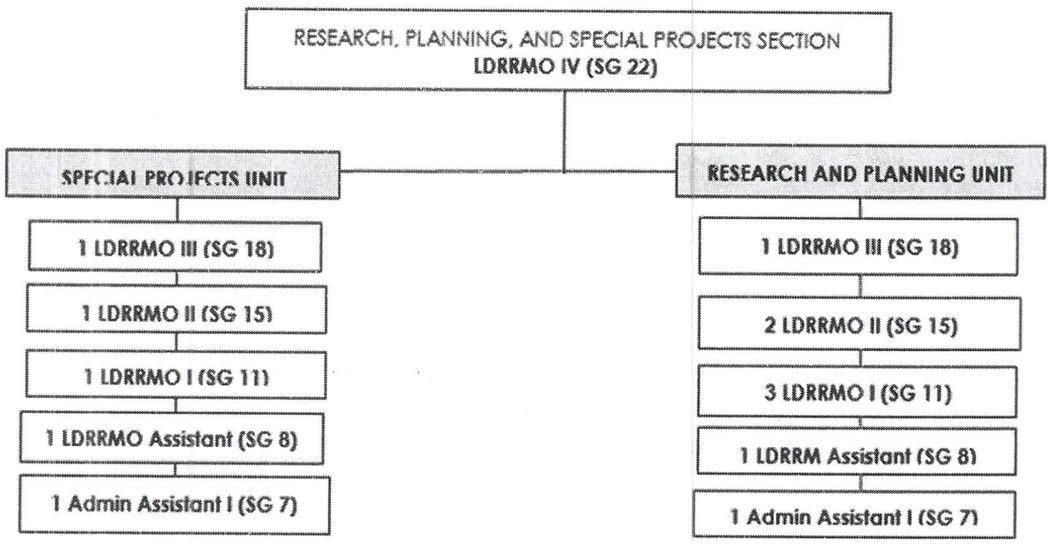
5.1 ***Sections and Units*** - *The organizational structure of the QCDRRMO is encapsulated below:*



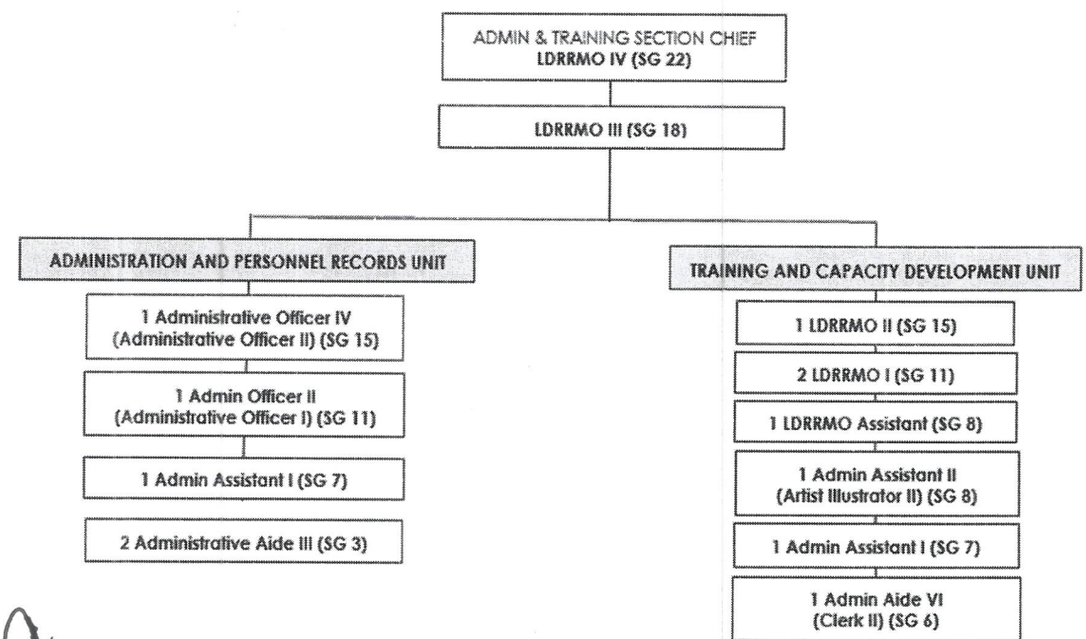
5.2 ***Operations and Warning Section*** - *The organizational structure of the Operations and Warning Section is as follows:*



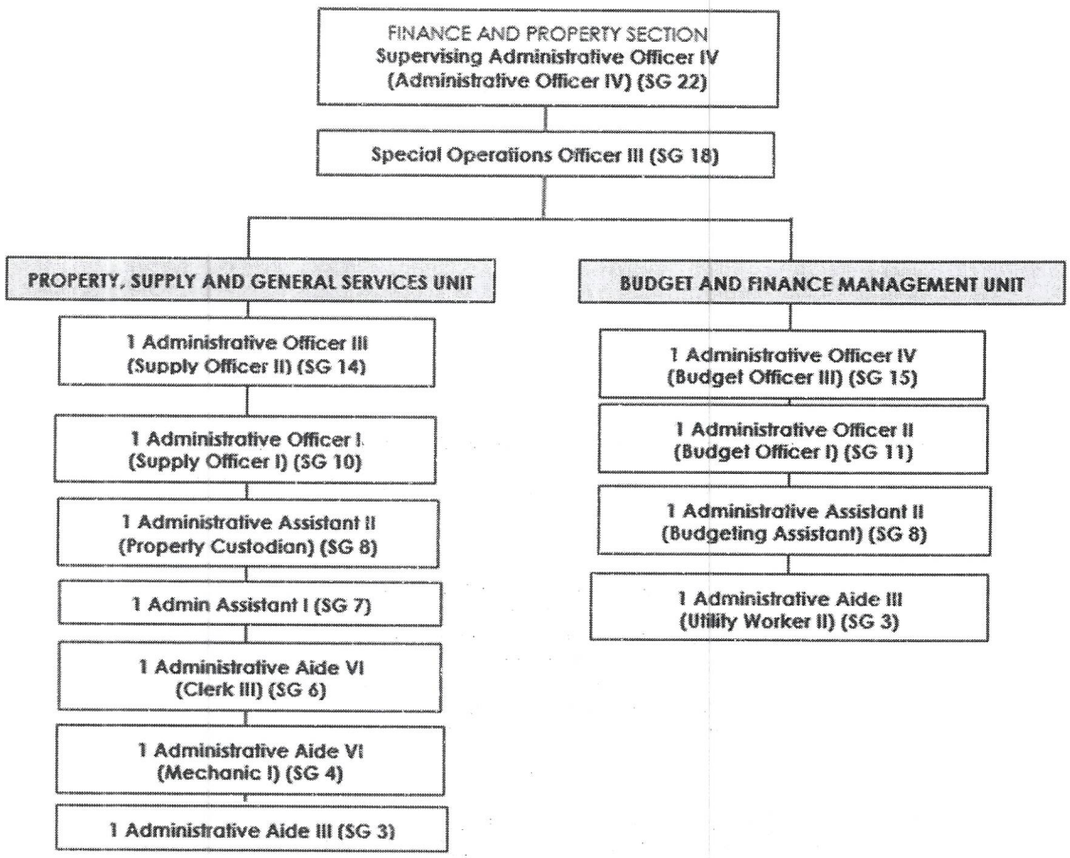
5.3 ***Research, Planning, and Special Projects Section*** - *The organizational structure of the Research and Planning Section is as follows:*



5.4 ***Administration and Training Section*** - *The organizational structure of the Administration and Training Section is as follows:*



5.5 ***Finance and Property Section*** - *The organizational structure of the Finance and Property Section is as follows:*



SECTION 6. REPEALING CLAUSE. - All Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified, and/or repealed accordingly.

SECTION 7. SEPARABILITY CLAUSE. - If, for any reason, parts or provisions of this Ordinance are held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 8. APPROPRIATIONS. - The funds necessary to cover the Personnel Services, the Maintenance and Other Operating Expenses (MOOE) and the Property, Plant and Equipment (PPE) for the operation of DRRMO shall be taken from available appropriations of DRRMO and additional funding shall be sourced from the General Fund of the City Government. The operational funds of the DRRMO is hereby appropriated to be included in the Annual Budget of the Quezon City Government and every year thereafter.

SECTION 9. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval.

ENACTED: February 6, 2023.

BERNARD R. HERRERA
Acting City Vice Mayor
Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Government Dept. Head III

APPROVED: MAR 0 2 2023

GIAN G. SOTTO
Acting City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 6, 2023 and was PASSED on Third/Final Reading on February 13, 2023.

Atty. JOHN THOMAS S. ALFEROS III
City Government Dept. Head III