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QUEZON CITY COUNCIL
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60th Regular Session

ORDINANCE NO. SP-3549, S-2026

AN ORDINANCE ESTABLISHING THE QUEZON CITY EDUCATION AFFAIRS OFFICE, DEFINING ITS MISSION, FUNCTIONS, ORGANIZATIONAL STRUCTURE, AND APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Introduced by Councilors ALY MEDALLA and NICOLE "Nikki" V. CRISOLOGO

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Dorothy A. Delarmente, M.D., Joseph P. Juico, Charm Ferrer, CPA, MPA, JD, Mikey F. Belmonte, Candy A. Medina, Atty. Voltaire Godofredo "Bong" Liban III, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, 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, Joseph Joe Visaya, Aiko Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, Shaira "Shay" L. Liban, Ram V. Medalla, Maria Eleanor "Doc Ellie" R. Juan, O.D., Emmanuel Banjo A. Pilar, Kristine Alexia Matias, RN, Victor "Vic" D. Bernardo, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, Jose Maria "Mari" M. Rodriguez, and Jhon Angelli "Sami" C. Neri

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WHEREAS, Section 1, Article XIV of the 1987 Philippine Constitution provides that "the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible for all";

WHEREAS, Section 17, Article II of the same Constitution mandates that the State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development;

WHEREAS, Section 458(a)(1)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, 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 the city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government;

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units (LGUs) to promote the general welfare of their inhabitants, including the development of local educational institutions and support for services;

WHEREAS, findings from the Second Congressional Commission on Education (EDCOM II) recommend strengthening local education governance through improved coordination mechanisms, enhanced capacity of local government units to support education initiatives, better alignment of local programs with national education priorities, and increased community participation in educational planning and implementation;

WHEREAS, Section 9.1 of Joint Circular No. 01, Series of 2025 of the Department of Education (DepEd), the Department of Budget and Management (DBM), the Department of the Interior and Local Government (DILG) and the Department of Finance, empowers and encourages LGUs to establish a Local Education Office that will ensure the systematic planning, coordination, monitoring, and evaluation of all LGU-funded educational programs and projects, thereby improving the quality of the localized education system within the LGU;

WHEREAS, ensuring equitable access to quality education is critical in addressing challenges related to illiteracy and educational disparities within our City;

WHEREAS, the establishment of a Quezon City Education Affairs Office (EAO) will centralize and streamline educational initiatives, fostering collaboration among schools, teachers, and stakeholders to effectively address educational challenges;

WHEREAS, the creation of the Quezon City Education Affairs Office (EAO) will provide a structured framework to implement and expand educational programs, thereby enhancing their impact and ensuring comprehensive support for learners;

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WHEREAS, investing in education through the establishment of the Quezon City Education Affairs Office (EAO) is a strategic means to harness the full potential of the City's human capital, thereby contributing to sustainable development and a prosperous future for all residents.

NOW, THEREFORE,

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

SECTION 1. SHORT TITLE. – This Ordinance shall be known as the "Quezon City Education Affairs Office (EAO) Ordinance of 2026."

SECTION 2. ESTABLISHMENT. – There is hereby established a Quezon City Education Affairs Office (EAO) under the Office of the City Mayor, which shall be responsible for coordinating, monitoring, and implementing strategic and data-driven educational programs and initiatives toward relevant, responsive, and inclusive quality education.

All plantilla positions created, abolished, reclassified, retitled, or otherwise affected by this Ordinance shall be subject to the prevailing Compensation and Position Classification System established by law. The corresponding position titles, salary grades, qualification standards, and staffing requirements shall be determined and implemented in accordance with Republic Act No. 11466, otherwise known as the Salary Standardization Law of 2019 and its amendments, the applicable Index of Occupational Services in the Local Government (IOS-LGU), Civil Service Commission qualification standards, and other applicable laws, executive issuances, rules and regulations, and circulars as may hereafter be promulgated.

SECTION 3. FUNCTIONS AND RESPONSIBILITIES. – The EAO shall have the following primary functions:

a. ***Special Education Fund (SEF) Support:*** *Provide administrative, secretarial, and technical support to the Local School Board (LSB) in the preparation of the Annual SEF Budget and in the implementation, monitoring, and reporting of approved SEF-funded programs and projects, in coordination with the City Treasurer and the City Accountant, ensuring compliance with applicable laws, rules and regulations;*

b. ***Program Development and Implementation:*** *Plan, develop, and implement LGU-initiated education programs and projects;*

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c. ***Inter-Agency and Stakeholder Coordination:*** *Serve as the primary coordination point among the Quezon City Government, the DepEd Schools Division Office of Quezon City (SDO-QC), the LSB, Parent-Teacher Associations (PTAs), non-governmental organizations, civil society organizations, academic institutions, private sector partners, and other education stakeholders;*

d. ***Monitoring, Evaluation, and Data Management:*** *Monitor the status of local educational facilities and the implementation of LGU-supported programs, and track key educational performance indicators, with a strong emphasis on functional literacy for early grades, as well as other crucial metrics for performance;*

e. ***Education Policy, Planning, and Research:*** *Conduct policy research and analysis on local education needs and gaps, develop evidence-based recommendations for the City Mayor and City Council on education policy, and draft or review education-related ordinances, resolutions, Memorandum of Agreement (MOA), and implementing rules and regulations (IRR);*

f. ***School Facilities Coordination:*** *Oversee the LGU's responsibilities for the repair, construction, and maintenance of school buildings, classrooms, and other educational facilities in coordination with the City Department of Engineering, City Architect Department, and other relevant departments;*

g. ***Holistic Education System Oversight and Development:*** *Ensure that proper planning, oversight, and coordination is undertaken in the development of the LGU's education system.*

h. ***Other Functions:*** *Perform such other functions as may be directed by the City Mayor or as may be necessary for the promotion and development of quality, equitable, and inclusive education in Quezon City.*

Provided that, all data collection, profiling, records management, information-sharing, dashboard management, monitoring systems, research activities, and similar data-processing activities undertaken pursuant to this Ordinance shall be conducted in compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and applicable issuances of the National Privacy Commission. The EAO shall adopt reasonable and appropriate organizational, physical, and technical safeguards for the collection, storage, access, sharing, retention, and disposal of personal data.

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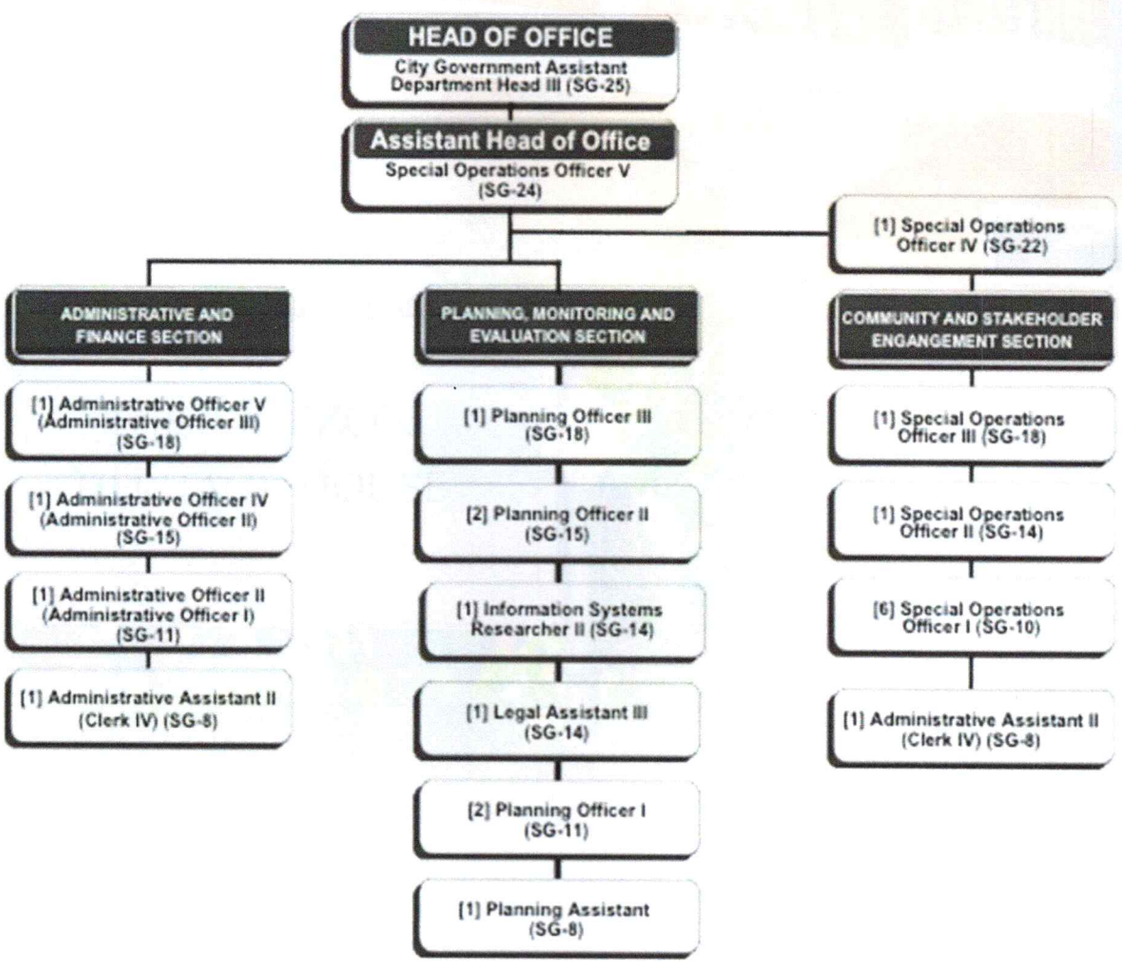
Provided further that, the powers and functions of the EAO shall be exercised, in coordination with the LSB, the City Treasurer, the City Accountant, and all other concerned departments, offices, and instrumentalities of the Quezon City Government. Nothing in this Ordinance shall be construed as transferring, diminishing, modifying, superseding, or duplicating the powers and functions vested by law, ordinance, or administrative issuance upon the LSB, the City Treasurer, the City Accountant, or any other existing office, department, board, or committee.

SECTION 4. ORGANIZATIONAL STRUCTURE. – The EAO organizational structure shall be as follows:

EAO ORGANIZATIONAL STRUCTURE



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SECTION 5. CREATION OF POSITIONS. – To meet the functional requirements and workload demands, the following Plantilla positions are hereby created:

No. of Positions	***Proposed Position Title***	***Salary Grade***
	EXECUTIVE POSITION	
1	*City Government Assistant Department Head III*	*25*
1	*Special Operations Officer V*	*24*
1	*Special Operations Officer IV*	*22*
	ADMINISTRATIVE AND FINANCE SECTION	
1	*Administrative Officer V (Administrative Officer III)*	*18*
1	*Administrative Officer IV (Administrative Officer II)*	*15*
1	*Administrative Officer II (Administrative Officer I)*	*11*
1	*Administrative Assistant II (Clerk IV)*	*8*
	PLANNING, MONITORING, AND EVALUATION SECTION	
1	*Planning Officer III*	*18*
2	*Planning Officer II*	*15*
1	*Information Systems Researcher II*	*14*
1	*Legal Assistant III*	*14*
2	*Planning Officer I*	*11*
1	*Planning Assistant*	*8*
	COMMUNITY AND STAKEHOLDER ENGAGEMENT SECTION	
1	*Special Operations Officer III*	*18*
1	*Special Operations Officer II*	*14*
6	*Special Operations Officer I*	*10*
1	*Administrative Assistant II (Clerk IV)*	*8*
24	***TOTAL***	

SECTION 6. QUALIFICATION STANDARDS. – The following are the qualifications for each created Plantilla positions, in accordance with Civil Service Commission (CSC) standards and prevailing issuances:

Position Title	***SG***	***Education***	***Experience***	***Training***	***Eligibility***
City Government Assistant Department Head III	*25*	*Bachelor's Degree*	*5 years in position/s involving management and supervision*	*33 hours of training in management and supervision*	*Career Service (Professional) Second Level Eligibility*

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Special Operations Officer V	24	Master's Degree or Certificate of Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility
Special Operations Officer IV	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Special Operations Officer III	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Special Operations Officer II	14	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Special Operations Officer I	10	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
Planning Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Planning Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Planning Officer I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Planning Assistant	8	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (Starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Information Systems Researcher II	14	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Legal Assistant III	14	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	1 year experience in legal work such as preparation of pleadings, legal opinions, and memoranda or legal research	8 hours of training relevant to legal work such as legal ethics, legal research and writing or legal procedure	Career Service (Professional) Second Level Eligibility
Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Administrative Officer II (Administrative Officer I)	*11*	*Bachelor's Degree relevant to the job*	*None required*	*None required*	*Career Service (Professional) Second Level Eligibility*
Administrative Assistant II (Clerk IV)	*8*	*Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (Starting 2016)*	*1 year of relevant experience*	*4 hours of relevant training*	*Career Service (Subprofessional) First Level Eligibility*

SECTION 7. DUTIES AND FUNCTIONS OF NEWLY-CREATED POSITIONS. – The following are the duties and functions of newly-created positions under the Education Affairs Office:

A. ***Executive Position.*** *The following positions form the executive tier of the EAO and are responsible for the overall governance, management, and cross-section coordination.*

City Government Assistant Department Head III	***SG-25***	***Head of Office***

1. *Provide strategic direction and overall governance of the EAO, ensuring alignment with citywide goals, national education mandates, and global frameworks such as the Sustainable Development Goals;*

2. *Lead high-level planning, budgeting, and coordination efforts with city departments, DepEd SDO-QC, and other relevant agencies and stakeholders;*

3. *Represent the EAO in executive committee meetings, legislative hearings, inter-agency councils, Local School Board meetings, and education boards;*

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4. *Oversee the development and implementation of policies, programs, and services for the promotion of quality, equitable, and inclusive education in Quezon City;*

5. *Ensure sustainability, innovation, and accountability in education governance and delivery;*

6. *Develop and submit the Annual Work and Financial Plan of the EAO to the City Mayor;*

7. *Review and approve all major reports, recommendations, and policy outputs of the office before submission to the City Mayor or City Council; and*

8. *Perform such other functions as may be directed by the City Mayor.*

Special Operations Officer V	***SG-24***	***Assistant to the Head of Office Planning, Monitoring, and Evaluation Section Head***

1. *Assist the Head of Office in the day-to-day management and operations of the EAO;*

2. *Head the Planning, Monitoring, and Evaluation (PM&E) Section, overseeing all planning, monitoring, evaluation, data management, and policy research activities of the EAO;*

3. *Lead the development and refinement of strategic, annual, and sectoral plans of the office, ensuring alignment with citywide and national education goals;*

4. *Supervise and coordinate the work of all PM&E Section personnel, ensuring quality and timeliness of outputs;*

5. *Review final reports, dashboards, and evaluation outputs before submission to the Head of Office;*

6. *Coordinate across the three Sections to ensure alignment of programs, activities, and outputs with the office mandate;*

7. *Manage high-level inter-agency engagements, official communications, and administrative concerns as directed by the Head of Office;*

8. *Maintain a staff coordination relationship with the Special Operations Officer IV for special project assignments;*

9. *Monitor the status of pending actions, deliverables, and commitments of the office and ensure timely follow-through;*

10. *Assist in the preparation of briefing materials, presentations, and reports for the Head of Office; and*

11. *Perform other duties as may be assigned by the Head of Office.*

Special Operations Officer IV	***SG-22***	***Community and Stakeholder Engagement Section Head and Special Projects Lead***

1. *Through a staff coordination relationship with the Assistant to the Head of Office, serve as the principal coordinator for special projects and cross-cutting assignments spanning multiple sections as designated by the Head of Office;*

2. *Head the Community and Stakeholder Engagement (CSE) Section, overseeing all field engagement, partnership coordination, and community-based monitoring activities of the EAO;*

3. *Oversee planning and execution of school-level and barangay-level engagement activities to surface community concerns, implementation realities, and grassroots education needs;*

4. *Review and screen proposals for school-based projects, donations, and partnerships, ensuring alignment with City education priorities and DepEd/ SDO guidelines;*

5. *Consolidate district-level community engagement insights to inform program design, adjustments, and policy formulation in coordination with the PM&E Section;*

6. *Raise field-based alerts, urgent concerns, or stakeholder tensions to the Head of Office for immediate resolution or escalation;*

7. *Represent the office in inter-agency meetings and coordination activities as designated; and*

8. *Perform other duties as may be assigned by the Head of Office.*

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B. ***Administrative and Finance Section.*** *Serve as the operational backbone of the EAO, overseeing budgeting, procurement, personnel coordination, records management, and administrative compliance.*

Administrative Officer V (Administrative Officer III)	***SG-18***	***Administrative and Finance Section – Section Head***

1. *Lead the Administrative and Finance Section and oversee the day-to-day administrative and financial operations of the EAO;*

2. *Ensure seamless internal workflows and timely support across all Sections, including procurement, office supplies, personnel coordination, logistics, and financial transactions;*

3. *Serve as the primary liaison with the Human Resources Management Department (HRMD) and other relevant departments and offices, ensuring full compliance with the Department of Budget and Management (DBM), the Commission on Audit (COA), and local government policies;*

4. *Assist in the preparation and monitoring of the Annual SEF Budget in coordination with the Local School Board and the Head of Office;*

5. *Manage the office's budget utilization, disbursement monitoring, and liquidation of funds in compliance with applicable accounting and auditing rules;*

6. *Oversee records management, official correspondence routing, and documentation systems of the Office; and*

7. *Perform other administrative and financial duties as may be assigned.*

Administrative Officer IV (Administrative Officer II)	***SG-15***	***Administrative and Finance Section***

1. *Provide assistance in the day-to-day administrative operations including office management, document processing, and correspondence handling;*

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2. Support human resource functions such as personnel records management, payroll processing, and assisting with recruitment processes;

3. Assist in processing budget request, liquidation reports, and other financial documents as required;

4. Arrange physical facilities and workplace;

5. Coordinate with the City General Services Department in all related general services; and

6. Perform general services such as reproduction of files, and other duties as may be assigned by the Section Head.

Administrative Officer II (Administrative Officer I)	**SG-11**	**Administrative and Finance Section**

1. Assist the Section Head in managing daily administrative operations of the EAO;

2. Assist in the preparation, management, and maintenance of office documents, records, and correspondence;

3. Coordinate logistical arrangements for internal meetings, field activities, and external engagements of the Office;

4. Coordinate with other Divisions and external stakeholders regarding administrative Divisions;

5. Handle the timely recording, routing, and tracking of incoming and outgoing correspondence;

6. Support proper records management and assists in documentation and compliance tracking;

7. Serve as liaison between the Administrative and Finance Section and other Sections for administrative support needs; and

8. Perform other duties as may be assigned by the Section Head.

Administrative Assistant II (Clerk IV)	***SG-8***	***Administrative and Finance Section***

1. *Perform routine clerical duties including filing, encoding, and sorting of documents;*
2. *Provide front desk support and assist in receiving and routing visitors and communications;*
3. *Assist in logistics preparation for meetings, workshops, and events of the office;*
4. *Perform messenger and courier functions for official documents and correspondence;*
5. *Coordinate with other offices or agencies regarding administrative concerns, document submission, and follow-ups;*
6. *Maintain cleanliness and orderliness of the office premises; and*
7. *Perform other general utility tasks as may be assigned.*

C. ***Planning, Monitoring, and Evaluation Section.*** *Lead monitoring and evaluation, policy research, data management, and communications in support of the EAO's education governance mandate.*

Planning Officer III	***SG-18***	***PM&E Section***

1. *Assist the Head of Office and Section Head in overseeing the planning, program development, monitoring, and evaluation functions of the PM&E Section;*
2. *Lead the preparation of the EAO's annual and sectoral plans in alignment with City and national education priorities;*
3. *Coordinates the consolidation and harmonization of Project Procurement Management Plans (PPMPs), Annual Procurement Programs (APPs), and other planning tools across all sections;*
4. *Supervise the monitoring of LGU-funded education programs and review dashboards, issue trackers, and monitoring reports prepared by Section staff;*

5. *Review planning outputs, evaluation briefs, and policy briefs before submission to the Section Head;*

6. *Work closely with relevant city departments to ensure education-related plans are integrated into broader City development plans;*

7. *Assist in the preparation of planning presentations and strategic briefs for the Head of Office and external stakeholders; and*

8. *Perform other duties as may be assigned by the Section Head.*

Planning Officer II – Planning and Program Development Lead	***SG-15***	***PM&E Section***

1. *Facilitate the preparation of annual, sectoral, and operational plans of the EAO;*

2. *Align internal planning templates, targets, and indicators with City education priorities and national education policies;*

3. *Coordinate the consolidation and harmonization of PPMPs, APPs, and other planning tools across teams;*

4. *Monitor and document the implementation of assigned LGU-funded education programs, particularly Early Childhood Care and Development (ECCD), basic education, and higher education, maintaining dashboards, issue trackers, and progress matrices to flag bottlenecks and track milestones;*

5. *Integrate relevant data from planning, evaluation, and research activities to assess implementation gaps and generate actionable insights;*

6. *Recommend adjustments in program design, delivery mechanisms, or coordination strategies based on field data and stakeholder feedback;*

7. *Coordinate with focal persons from relevant agencies and partners to ensure coherent and collaborative implementation;*

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8. *Contribute to the refinement of existing policies or development of legislative proposals by surfacing implementation insights and gaps;*

9. *Assist in preparing planning presentations and strategic briefs for internal and external stakeholders; and*

10. *Perform other duties as may be assigned by the Section Head.*

Planning Officer II – Monitoring, Evaluation, and Data Lead	***SG-15***	***PM&E Section***

1. *Monitor and document the implementation of assigned LGU-funded education programs, particularly Alternative Learning System (ALS), Out-of-School Youth (OSY), employment-readiness, and lifelong learning, maintaining dashboards, issue trackers, and progress matrices;*

2. *Design and refine tools for evaluating the implementation, outcomes, and impact of education programs;*

3. *Prepare evaluation briefs, synthesis notes, and summary reports for internal decision-making and external presentation;*

4. *Integrate findings from dashboards, feedback loops, and field data to assess program effectiveness and relevance;*

5. *Design, build, and maintain the QC Education Dashboard, consolidating data from relevant offices and partner agencies;*

6. *Manage EAO databases, monitor data quality, and generate required information products for decision-making;*

7. *Support planning and program units in setting realistic, measurable targets based on evaluation data;*

8. *Participate in the development of evidence-based policy recommendations through structured evaluations and stakeholder consultations;*

9. *Prepare and submit regular reports, data updates, and analytical recommendations to support office planning and SEF reporting; and*

10. Perform other duties as may be assigned by the Section Head.

Information Systems Researcher II	***SG-14***	***PM&E Section***

1. *Assist in the development and maintenance of information systems and databases relevant to the EAO's monitoring and evaluation functions;*

2. *Provide technical support for data collection, encoding, cleaning, and analysis in support of PM&E activities;*

3. *Assist in building and maintaining the QC Education Dashboard and other data visualization tools;*

4. *Conduct preliminary research on education data, trends, and system improvements to inform planning and policy work;*

5. *Maintain an updated database of education-related studies, policies, reports, and monitoring tools;*

6. *Assist in the preparation of reports, data visualizations, and statistical summaries for internal and external use;*

7. *Ensure compliance with the Data Privacy Act of 2012 in the management of education databases; and*

8. *Perform other duties as may be assigned by the Section Head.*

Legal Assistant III	***SG-14***	***PM&E Section***

1. *Review existing education ordinances, resolutions, IRRs, and MOAs for gaps, inconsistencies, or needed updates in light of new national issuances;*

2. *Research laws, national issuances, jurisprudence, and DBM/CSC/DepEd circulars relevant to the EAO's mandate and operations;*

3. *Assist in drafting policy papers, ordinance proposals, legal opinions, and compliance documents for education-related concerns;*

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4. *Prepare legal summaries and materials to support MOA negotiations with DepEd SDO-QC, NGOs, academic partners, and private sector partners;*

5. *Track and monitor compliance with relevant education laws, Joint Circular issuances, and city ordinances affecting EAO programs;*

6. *Maintain a reference database of education-related ordinances, resolutions, MOAs, IRRs, and national issuances; and*

7. *Perform relatively difficult legal work and respond to routine legal queries as assigned by the Section Head.*

Planning Officer I – Program Monitoring Officer	***SG-11***	***PM&E Section***

1. *Assist in monitoring and documenting the implementation of assigned LGU-funded education programs;*

2. *Maintain dashboards, issue trackers, and progress matrices to flag implementation bottlenecks and track milestones;*

3. *Collect, encode, and organize data from implementing offices and partner agencies in support of M&E activities;*

4. *Prepare periodic monitoring reports and implementation updates for the Section Head;*

5. *Coordinate with focal persons from implementing offices and partner agencies to gather implementation data and feedback;*

6. *Contribute to the preparation of evaluation inputs and program assessments as assigned;*

7. *Assist in data encoding and basic data cleaning tasks in support of PM&E-led activities;*

8. *Perform other duties as may be assigned by the Section Head.*

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Planning Officer I – Communications and Knowledge Management	***SG-11***	***PM&E Section***

1. *Design visually engaging materials to communicate plans, programs, and evaluation findings to both technical and general audiences, including briefs, infographics, presentation decks, and reports;*

2. *Collaborate with planning and evaluation staff to transform data, milestones, and outcomes into compelling narratives that support decision-making and advocacy;*

3. *Contribute to the design of education campaigns, public engagement materials, social media content, and press releases in coordination with relevant offices;*

4. *Translate complex policies, program goals, or performance data into accessible communication outputs for stakeholders including barangays, youth groups, teachers, and parents;*

5. *Maintain a library of visual templates and knowledge products to ensure consistency and institutional memory;*

6. *Support the PM&E Section in documentation and publication of major planning and evaluation milestones;*

7. *Participate in the development of planning and evaluation presentations for internal briefings, inter-agency meetings, and education summits; and*

8. *Perform other duties as may be assigned by the Section Head.*

Planning Assistant	***SG-8***	***PM&E Section***

1. *Provide day-to-day administrative, logistical, and documentation support to the PM&E Section;*

2. *Assist in organizing PM&E meetings, workshops, and consultations, including logistics, invitations, and minutes-taking;*

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3. *Maintain organized and up-to-date records of PM&E documents, planning files, reports, evaluation tools, and monitoring templates;*

4. *Track incoming and outgoing documents related to PM&E submissions and ensures timely follow-ups;*

5. *Support procurement-related tasks of the PM&E Section, including preparation of PPMPs and ensuring availability of supplies;*

6. *Serve as liaison between PM&E personnel and other Sections for coordination of logistical and administrative needs; and*

7. *Perform other administrative duties as may be assigned.*

D. ***Community and Stakeholder Engagement Section.*** *Serves as the frontline unit of the EAO, responsible for school-level and community-based engagement, partnership vetting, and field monitoring.*

Special Operations Officer III	***SG-18***	***CSE Section***

1. *Assist the Head of Office and the CSE Section Head in managing high-level partnerships and external stakeholder engagements;*

2. *Coordinate high-level engagements and collaborative activities with external stakeholders, including NGOs, civic groups, foundations, higher education institutions (HEIs), private institutions, barangays, and city departments;*

3. *Review and screen proposals for school-based projects, donations, and partnerships, ensuring alignment with City education priorities and DepEd/ SDO guidelines;*

4. *Lead the development and enforcement of standardized protocols for partner vetting, Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) processing, and feedback documentation;*

5. Maintain and grow the EAO's network of education partners, including civil society organizations, academic institutions, and private sector partners; and

6. Prepare partnership reports, stakeholder engagement summaries, and recommendations for the Section Head and Head of Office.

Special Operations Officer II	**SG-14**	**CSE Section**

1. Assist in supervising the six district-based Special Operations Officer I, ensuring consistency, coordination, and responsiveness across all districts;

2. Assist in overseeing the planning and execution of school visits and barangay engagement activities conducted by Special Operations Officers;

3. Consolidate field insights, concerns, and partnership opportunities raised by Special Operations Officers and escalate key matters to the Section Head;

4. Coordinate schedules, activity kits, and deployment logistics for district-level field operations;

5. Ensure timely submission of community monitoring forms, school visit reports, and partner validation records by all Special Operations Officers;

6. Enforce standardized field protocols for data gathering, school-based project screening, and community engagement;

7. Prepare consolidated field reports and monitoring summaries for review by the Section Head; and

8. Perform other duties as may be assigned by the Section Head.

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Special Operations Officer I (6 positions)	**SG-10**	**CSE Section**

1. *Serve as the point person for education-related community engagement and school-level field coordination in the assigned district;*

2. *Conduct regular school visits and barangay engagements to monitor the implementation of education-related programs and services;*

3. *Act as the liaison between public schools, barangays, and the City government for concerns, suggestions, and initiatives arising from the ground;*

4. *Gather community sentiments and elevate urgent issues affecting learners, parents, and teachers to the Special Operations Officer II and Section Head;*

5. *Assist in coordinating and validating proposals from organizations, NGOs, and private individuals who wish to partner with schools or initiate education-related projects;*

6. *Ensure partner compliance with City and DepEd policies before and during implementation of activities;*

7. *Submit regular reports on school and barangay engagements, highlighting issues, best practices, and recommendations for action;*

8. *Support rapid data-gathering and mobilization during emergencies, assessments, or school inspections; and*

9. *Perform other duties as may be assigned by the Section Head.*

Administrative Assistant II (Clerk IV)	**SG-8**	**CSE Section**

1. *Provide administrative and logistical support to the Section Head and Special Operations Officer III in coordinating district-based engagement activities, partnership meetings, and on-site monitoring;*

2. *Organize and track documentation related to school visits, partnership proposals, community feedback, and field engagement reports from Special Operations Officers;*

3. *Maintain and update the Section's records system, including partner validation documents, MOU/MOA monitoring logs, and district-level engagement trackers;*

4. *Schedule, prepare materials, and document proceedings of meetings with external partners, barangays, schools, and internal stakeholders;*

5. *Coordinate logistics for district-level deployment of Special Operations Officers, including transportation arrangements and activity kits;*

6. *Assist in the screening, encoding, and initial review of partnership proposals and external project intents;*

7. *Support the implementation of feedback mechanisms such as partner satisfaction surveys and post-activity assessments; and*

8. *Perform other administrative duties as may be assigned by the Section Head.*

SECTION 8. APPROPRIATION. – The funds necessary to cover the Personnel Services and other benefits relative to the newly-created Plantilla positions shall be taken from the General Fund of the Annual Budget of the Quezon City Government in compliance with applicable budgeting, accounting, auditing, compensation, and other fiscal laws, rules and regulations, and issuance.

SECTION 9. REPEALING CLAUSE. – All Quezon City ordinances, executive orders, rules and regulations, and other issuances or parts thereof, which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. – If any section or part of this Ordinance is held unconstitutional or invalid, the other Sections or provisions not otherwise affected shall remain in full force or effect.

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SECTION 11. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after its approval and publication in a newspaper of local circulation for three (3) consecutive days; Provided that, in the absence of a newspaper of local circulation, the same shall be posted in at least two (2) conspicuous and publicly accessible places in Quezon City for a period not less than fifteen (15) days, in accordance with Republic Act No. 7160, as amended.

ENACTED: August 10, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on August 10, 2026 and was PASSED on Third/Final Reading on August 17, 2026.

GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: SEP 11 2026

MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:

ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(Secretary to the Sanggunian)