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

PO23CC-002

41st Regular Session

ORDINANCE NO. SP-3544, S-2026

AN ORDINANCE ESTABLISHING THE COMPREHENSIVE REPRODUCTIVE HEALTH AND WELLNESS CLINIC IN DISTRICT VI, QUEZON CITY, TO BE LOCATED IN BARANGAY TALIPAPA, QUEZON CITY, UNDER THE QUEZON CITY HEALTH DEPARTMENT

Introduced by Councilor MARIA ELEANOR "Doc Ellie" R. JUAN, O.D.

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, Nicole "Nikki" V. Crisologo, Mikey F. Belmonte, Candy A. Medina, Atty. Voltaire Godofredo "Bong" Liban III, Aly Medalla, Dave C. Valmocina, Atty. Christoffer Allan "Tope" Liquigan, 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, Ram V. Medalla, 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, Sections 5 and 15, Article II of the 1987 Constitution of the Republic of the Philippines mandate the State to protect and promote the right of health of the people and instill health consciousness among them;

WHEREAS, Section 16 of the Local Government Code of 1991 provides that every local government shall exercise the powers necessary for the promotion of the general welfare, and promote health and safety, within their respective territorial jurisdiction;

WHEREAS, Section 2 of Republic Act No. 11166, otherwise known as the "Philippine HIV and AIDS Policy Act", provides for the following principles:

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(1) The State shall establish policies and programs to prevent the spread of Human Immunodeficiency Virus (HIV) in accordance with evidence-based strategies and approaches that uphold the principles of human rights, gender-responsiveness, and age-appropriateness' including meaningful participation of communities affected by the country's HIV and Acquired Immunodeficiency Syndrome (AIDS) situation;

(2) The State shall adopt a multi-sectoral approach in responding to the country's HIV and AIDS situation by ensuring the whole of government approach: local communities, civil society organizations (CSO), and persons living with HIV are the center of the process;

(3) The State shall ensure access to HIV and AIDS-related services by eliminating the climate of stigma and discrimination that surrounds the country's HIV and AIDS situation, and the people directly and indirectly affected; and

(4) The State shall positively address and seek to eradicate conditions that aggravate the spread of HIV infection which include poverty, gender inequality, marginalization, and ignorance.

WHEREAS, Goal 3 of the United Nations Sustainable Development Goals (SDGs) calls for collective action to ensure healthy lives and promote well-being for all at all ages. In line with this, UN Member States, including the Philippines, seek to end the Sexually Transmitted Infection (STI) and AIDS as a public health threat by 2030, by scaling up health services, eliminating new transmissions, and integrating HIV and sexual and reproductive health services, among others;

WHEREAS, according to recent reports, in the first five months of 2025, Quezon City has recorded 421 new HIV diagnoses, a 2.43% increase compared to the same period in 2024. This increase occurred despite a 16.7% rise in testing numbers, with over 21,000 individuals tested. 35% or 149 of those diagnosed with HIV this year are among the young population or aged between 15-24 years old, 40% of whom are students;

WHEREAS, the Quezon City Government recognizes its important role in proactively addressing the rising prevalence of STI, HIV, and AIDS cases and aims for zero new HIV infections, zero AIDS-related deaths, as well as zero HIV-related stigma and discrimination, by 2030 in line with its Zero@2030 goal;

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WHEREAS, with the reported surge in new human immunodeficiency virus cases across the City, the Quezon City Government has committed to further boost testing capabilities to minimize HIV transmission and provide immediate treatment to those who will test positive for the viral disease through the social hygiene clinics. At present, there have been established five (5) social hygiene clinics in each of the districts of Quezon City except in District VI;

WHEREAS, the Quezon City Council enacted Ordinance No. SP-3126, S-2021, which provides for the establishment of two (2) new Reproductive Health and Wellness Clinics (RHWCs) in Barangay Libis, District III, Quezon City and Barangay Tandang Sora, District VI, Quezon City, to ensure equitable access to health information, services, and support among all the residents of Quezon City;

WHEREAS, the establishment of a Social Hygiene Clinic (SHC) in District VI, Quezon City, is deemed necessary as it will be a strategic response to the growing public health concerns surrounding sexually transmitted infections and diseases in our City, which shall complete the City-wide network of accessible and equitable health services for all, providing timely diagnosis, comprehensive sexual treatment, and prevention services.

NOW, THEREFORE,

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

SECTION 1. ESTABLISHMENT OF THE COMPREHENSIVE REPRODUCTIVE HEALTH AND WELLNESS CLINIC IN DISTRICT VI, QUEZON CITY. – There is hereby established the Comprehensive Reproductive Health and Wellness Clinic in District VI, Quezon City, under the Quezon City Health Department, to be located in Barangay Talipapa, District VI, Quezon City.

SECTION 2. FUNCTIONS. – The clinic shall be the primary provider of STI, HIV, and AIDS Prevention and Control Services as provided under Quezon City Ordinance No. SP-3126, S-2021, which include, but are not limited to, diagnostic, treatment, and referral facility for patients with sexually transmitted diseases, offering comprehensive services to address the healthcare needs of the community.

SECTION 3. OPERATIONS. – The Comprehensive Reproductive Health and Wellness Clinic shall operate from 12:00NN to 9:00PM, Mondays to Fridays.

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SECTION 4. STAFFING AND WORKFORCE. – The clinic shall be staffed and operated by qualified medical and clinical personnel of the Quezon City Health Department, ensuring the delivery of high-quality healthcare services to patients. As such, by virtue of this Ordinance, the following Plantilla positions shall be created in order to ensure smooth operations, sustainability, and quality service delivery:

No.	Designation (Plantilla)	Salary Grade	Monthly Salary	No. of Items
1	Medical Officer III	21	Php73,303.00	1
2	Nurse III (Health Center and Social Hygiene)	17	Php49,562.00	2
3	Medical Technologist	11	Php31,705.00	2
4	Administrative Assistant II (Clerk IV)	8	Php22,423.00	1
5	Laboratory Aide II	4	Php17,506.00	2
6	Administrative Aide VI (Data Entry Machine Operator I)	6	Php19,716.00	2
7	Administrative Aide VI (Clerk III)	6	Php19,716.00	1
8	Barangay Health Aide (Peer Educator)	4	Php17,506.00	3
TOTAL				**14**

A. Roles and Responsibilities:

A.1. Medical Officer III

A.1.1. Act as overall administrator of the clinic;

A.1.2. Supervise and assist clinic staff;

A.1.3. Conduct history-taking and physical examination;

A.1.4. Collect needed specimen;

A.1.5. Provide effective and appropriate diagnosis, treatment, and counseling;

A.1.6. Coordinate with referral agencies for cases outside the scope of expertise of the SHC; and

A.1.7. Update self with the latest technology/developments.

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A.2. Nurse III (Health Center and Social Hygiene)

A.2.1. Nursing Care Including Health Guidance:

A.2.1.1. Undertake comprehensive assessment of clients (vital signs assessments, planning, implementation, evaluation) utilizing nursing process;

A.2.1.2. Prepare referral forms to hospital or other unit for patients proper treatment/management; and

A.2.1.3. Perform epidemiological investigation.

A.2.2. Administrative:

A.2.2.1. Collect, review, and consolidate vital health statistics of the area/s of assignment;

A.2.2.2. Participate in the planning, organization, implementation, and evaluation of various health programs being implemented in the area of assignment;

A.2.2.3. Check and monitor availability and functionality of supplies and equipment of the facilities and prepare requisition documents as the need arises;

A.2.2.4. Review, prepare, consolidate, and analyze reports for submission to the District and Central Office.

A.2.3. Education:

A.2.3.1. Provide Pre- and Post-Clinic Lectures and Conferences to patient and mothers of patient; and

A.2.3.2. Organize health teachings in the community or schools.

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A.2.4. Outreach Clinics:

A.2.4.1. Determine area needing outreach clinics; and

A.2.4.2. Coordinate with barangays, government organizations, NGOs for social mobilization and preparation of the community prior to the scheduled outreach activities.

A.2.5. Follow-Up Visit:

A.2.5.1. Review patients' records to determine needs for follow-up visits.

A.2.6. Personal and Professional Growth and Improvement:

A.2.6.1. Attend conferences/seminars/trainings for continuous professional growth; and

A.2.6.2. Attend regular staff meeting.

A.3. Medical Technologist

A.3.1. Perform the microscopic, chemical, and physical examinations of the different body fluids (such as blood, urine, transudates, and exudates) and stool, and other specimens referred for general examinations for patients' diagnosis and for food handlers;

A.3.2. Perform laboratory work in field clinics;

A.3.3. Make laboratory reports; and

A.3.4. Perform other duties that may be assigned by his/her superior.

A.4. Administrative Assistant II (Clerk IV)

A.4.1. Case Coordination and Peer Counseling:

A.4.1.1. Travel to clinics and hospital sites where services are delivered, depending on client need;

A.4.1.2. Engage in initial intake and assessment of people living with HIV who are referred to the case worker from the Outreach Team or from HIV testing sites in the City;

A.4.1.3. Conduct basic counseling and support to people living with HIV for over a three to six (6)-month period, depending on the client's need; and

A.4.1.4. Conduct referral and follow-up of referrals to other services.

A.4.2. Administration:

A.4.2.1. Use the forms provided and complete them in delivering client services;

A.4.2.2. Collect service data and provide daily report to the coordinator; and

A.4.2.3. Follow protocols and procedures for office administration, rostering, using the Quezon City Client-Centered HIV Case Management and Support Service at local clinics and hospital sites.

A.4.3. Liaison:

A.4.3.1. Represent the Quezon City Client-Centered HIV Case Management and Support Service at local clinics and hospital sites and work cooperatively with clinical teams at these sites; and

A.4.3.2. Attend local places/events where people living with HIV gather to promote the service at these sites.

A.4.4. Anti-Discrimination:

A.4.4.1. Ensure the workplace is free from bullying, harassment, and all forms of discrimination;

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A.4.4.2. Ensure the workplace is a welcoming environment for people living with HIV, men who have sex with men, transgender people and women; and

A.4.4.3. Help eliminate social and service barriers.

A.4.5. Organizational Responsibilities:

A.4.5.1. Participate in supervision meetings and joint weekly planning exercises, including those on real-time evaluation with the coordinator (or other members of the management team as directed) and follow all reasonable instructions;

A.4.5.2. Read and utilize the Quezon City Client-Centered HIV Case Management and Support Service policies and procedures when representing the organization in service delivery;

A.4.5.3. Actively participate in team meetings and team building exercises conducted by the team;

A.4.5.4. Actively participate in individual annual performance review conducted by the team; and

A.4.5.5. Engage in professional development to build their skills.

A.5. Laboratory Aide II

A.5.1. Receive specimens submitted for Sputum Microscopy;

A.5.2. Check quantity and quality of specimens submitted and the corresponding request forms properly filled out;

A.5.3. Perform smearing and straining of sputum specimens following the standard procedures prescribed in the Direct Sputum Smear Microscopy of the National Tuberculosis Program;

A.5.4. Assist in cleaning all the laboratory equipment;

A.5.5. Maintain the cleanliness and upkeep of the laboratory room and surrounding areas; and

A.5.6. Perform other functions as may be assigned by the supervisors.

A.6. Administrative Aide VI (Data Entry Machine Operator I)

A.6.1. Collect, encode, and consolidate records of client information, laboratory results, and treatment data in the HIV interim system;

A.6.2. Ensure completeness, accuracy, and confidentiality of all HIV client records and databases;

A.6.3. Submit regular HIV treatment reports to the Quezon City Epidemiology and Surveillance Division (QCESD);

A.6.4. Assist in stocking shelves, organizing cartons, and performing inventory counts;

A.6.5. Assist in the coordination of incoming goods and daily dispatches as per requirements; and

A.6.6. Keep appropriate documentation and logs of materials/supplies receipts and issuances.

A.7. Administrative Aide VI (Clerk III)

A.7.1. Accommodate patients' inquiries regarding Outpatient HIV/AIDS Treatment (OHAT) requirements and policies;

A.7.2. Ensure clients' compliance with PhilHealth Memoranda and circular requirements to facilitate insurance claims;

A.7.3. Receive, examine, and evaluate PhilHealth requirements of member/patient;

A.7.4. Properly accomplish the PhilHealth claims form before transmittal;

A.7.5. Ensure daily, accurate, and complete encoding of patients' data;

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A.7.6. Maintain and update records of patients' master files, ledger, and daily census for PhilHealth compliance at all times;

A.7.7. Daily encode and update patients' complete data, treatment details, computation of benefits on every claim, plus charge slips and statement of account as part of the requirements;

A.7.8. Organize and sort approved and denied claims (prioritize to obtain reimbursement and must process within thirty (30) days from the date of receipt);

A.7.9. Submit claims up to sixty (60) days from the 1st treatment date to designated PhilHealth Office; and

A.7.10. Create transmittal reports.

A.8. Barangay Health Aide (Peer Educator)

A.8.1. Inform and/or educate their peers in their areas of work, fun establishment and cruising sites regarding the prevention and controls of STI/HIV/AIDS;

A.8.2. Promote safe sex practices among the Most-At-Risk population through consistent condom use;

A.8.3. Conduct referral of the Most-At-Risk populations to the social hygiene clinics for the Venereal Disease (VD) Clearance;

A.8.4. Distribute IEC materials to fun establishment and the Most-At-Risk population;

A.8.5. Assist the personnel of the social hygiene clinic in organizing health forum sessions; and

A.8.6. Assist the personnel of the social hygiene clinic in contact tracing and other activities of the social hygiene clinic.

The Quezon City Health Department may request for additional workers in accordance with Section 7(c) and (d) of Article II of Quezon City Ordinance no. SP-3126, S-2021 in case the demand for additional services becomes necessary.

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SECTION 5. FUNDING. – The funds necessary for the establishment and operation of the Comprehensive Reproductive Health and Wellness Clinic shall be sourced from the annual budget of the Quezon City Health Department.

SECTION 6. REPEALING CLAUSE. – All ordinances, resolutions, executive orders, memorandum circulars, and administrative regulations, or part thereof, which are inconsistent with any of the provisions of this Ordinance, are hereby repealed or modified accordingly.

SECTION 7. SEPARABILITY CLAUSE. – Should any part of this Ordinance be held unconstitutional or invalid, the rest of the provisions of this Ordinance shall remain in full force and effect.

SECTION 8. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: March 23, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on March 23, 2026 and was PASSED on Third/Final Reading on April 22, 2026.

GIAN G. SOTTO
City Vice Mayor

SHAIRA "Shay" L. LIBAN
City Councilor
Acting Presiding Officer

APPROVED: SEP 07 2026

MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:

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