

QUEZON CITY COUNCIL

Quezon City
20th City Council

PO20CC-301

49th Regular Session

ORDINANCE NO. SP- 2672, S-2017

AN ORDINANCE RATIONALIZING THE FUNCTIONAL STRUCTURE OF THE QUEZON CITY PLANNING AND DEVELOPMENT DEPARTMENT.

Introduced by Councilor RODERICK M. PAULATE.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Gian Carlo G. Sotto, Kate Abigael G. Coseteng, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Ricardo B. Corpuz.

WHEREAS, by virtue of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the City Planning and Development Office and all other local planning offices throughout the country attained official recognition as a vital component of local government administration;

WHEREAS, the Quezon City Planning and Development Department (QCPDD for brevity) started out as a support staff of the Quezon City Planning Commission and Development Board by virtue of City Ordinance No. 9110-S-1971 and evolved into its present one hundred twenty-one (121) regular personnel complement operating in a structure of eight (8) divisions and an Administrative support staff;

WHEREAS, under the Code, the QCPDD is mandated to: 1) Formulate integrated economic, social, physical and other development plans and policies for consideration of the Local Development Council; 2) Conduct continuing studies, research and training programs necessary to evolve plans and programs for implementation;

3) Integrate and coordinate all plans and studies undertaken by the various functional groups and agencies; 4) Monitor and evaluate the implementation of the different development programs, projects and activities in the local government unit concerned in accordance with the approved development plan; 5) Serve as member of the Local Finance Committee; and 6) Head the Secretariat of the Local Development Council;

WHEREAS, other mandates of the QCPDD, by virtue of city ordinances include the administration and enforcement of the Comprehensive Zoning Ordinance of 2016 (Ordinance No. SP-2502, S-2016) and the Quezon City Subdivision Ordinance (Ordinance No. SP-56, S-1993);

WHEREAS, a critical aspect of the local planning system is the organization and proper functioning of the local planning structure composed of the political and technical components with the QCPDD as the anchor body of the technical component, one of the key executive departments of the city government;

WHEREAS, in order to institutionalize the local planning system, it is necessary to enhance the organizational and functional capability of the QCPDD, such authority derived from the mandate of local governments to "...enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms..." (Sec.3 (h) of R.A. No. 7160);

WHEREAS, to attain improved government performance, there is a need for structural modification and staffing actions that would transform QCPDD into a more efficient and results-oriented organization.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, the restructuring of the Quezon City Planning and Development Department to enhance its effectiveness and efficiency in performing its mandated functions towards service delivery, in accordance with the following provisions:

SECTION 1. ORGANIZATIONAL STRUCTURE - In compliance with the mandates stipulated in the Local Government Code of 1991 (R.A. No. 7160) and in consonance with the recognized planning system

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in the Philippines, the QCPDD is hereby restructured, primarily, to serve the planning functions called for in guiding the growth of Quezon City on the five (5) development sectors, namely: Social Development, Economic Development, Land Use and Infrastructure Development, Institutional Development and Environment Management; secondarily, for the QCPDD to appropriately perform the mandated duties prescribed in the Comprehensive Zoning Ordinance of 2016 (Ordinance No. SP-2502, S-2016) and in the Ordinance creating the Subdivision Administration Division (Ordinance No. SP-1965, S-2009).

The QCPDD shall hereby consist of eight (8) Divisions, namely: The Social Development Planning Division, the Economic Development Planning Division, the Institutional Development Planning Division, the Land Use and Infrastructure Division, the Special Projects Division, the Zoning and Urban Design Division, the Subdivision Administration and Regulation Division and the Administrative Division.

The revised structure of the QCPDD involved merging of divisions with similar functions movement of positions and modification of division names and shall be known as follows:

| PRESENT STRUCTURE | NEW STRUCTURE AND NAME |
|---|---|
| 1. Social Development Planning Division (SDPD) | 1. Social Development Planning Division (SDPD) |
| 2. Economic Development Planning Division (EDPD) | 2. Economic Development Planning Division (EDPD) |
| 3. Integrative Planning and Research Division (IPRD) | 3. Institutional Development Planning Division (IDPD) |
| 4. Special Projects Division (SPD) | 4. Special Projects Division (SPD) |
| 5. Urban Poor Affairs Division (UPAD) | 5. The Land Use and Infrastructure Division (LUID) |
| 6. Monitoring and Information Systems Division (MISD) | |

| | |
|--|--|
| 7. Urban Design Division (UDD) | 6. Zoning and Urban Design Division (ZUDD) |
| a. Zoning Administration Unit (ZAU) | |
| 8. Subdivision Administration Division (SAD) | 7. Subdivision Administration and Regulation Division (SARD) |
| a. Administrative Staff | 8. Administrative Division (AD) |

SECTION 2. FUNCTIONS - Pursuant to the duties prescribed in Section 476 of R.A. No. 7160 and on such other functions and duties as may be prescribed by law or ordinance, the QCPDD and its development sector planning divisions shall have the following functions:

Item 2.1 - The Social Development Planning Division:

- i. Formulation of the comprehensive social development plans and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the social sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the social sector;
- iv. Monitoring, evaluation and prioritization of social development programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Social Development Committee.

Item 2.2 - The Economic Planning Division:

- i. Formulation of the comprehensive economic development plans and policies of the city as an input to the city development plan for consideration of the city development council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the economic sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the economic sector;
- iv. Monitoring, evaluation and prioritization of economic development programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Economic Development Committee.

Item 2.3 - The Institutional Development Planning Division:

- i. Formulation of the comprehensive institutional development plans and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the institutional sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the institutional sector;
- iv. Monitoring, evaluation and prioritization of institutional development programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Institutional Development Committee. ✓

- vi. Analysis of the income and expenditure patterns and recommend fiscal plans and policies;
- vii. Promotion of people's participation in development planning.

Item 2.4 - The Land Use and Infrastructure Division:

- i. Formulation of the comprehensive land use and infrastructure development plans and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the land use and infrastructure sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the land use and infrastructure sector;
- iv. Monitoring, evaluation and prioritization of land use and infrastructure development programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Land Use and Infrastructure Development Committee.

Item 2.5 - The Special Projects Division:

- i. Formulation of the comprehensive environment management plans and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the environment management sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the environment management sector; ✓

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- iv. Monitoring, evaluation and prioritization of environment management programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Environment Management Committee.
- vi. Management of the data and information base of QCPDD.

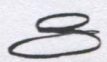
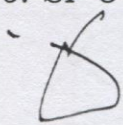
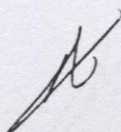
Item 2.6 - The Zoning and Urban Design Division:

- i. Formulation of the comprehensive urban development designs and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the physical sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the physical sector;
- iv. Monitoring, evaluation and prioritization of physical programs and projects for implementation; and,
- v. Provision of technical and secretarial assistance to the City Development Council and its Land Use and Infrastructure Development Committee.
- vi. Assist the City Planning and Development Officer in his/her duties and responsibilities as the Zoning Official of Quezon City and shall render the following technical support functions as prescribed in the Quezon City Zoning Ordinance No. SP-2502, S-2016:
 - a. Process all applications for Locational Clearances for all projects; μ

- b. Prepare a Locational Clearance for each project conforming to zoning regulations or a Notice of Action for each non-conforming project;
- c. Evaluate applications for variances and exceptions, innovative development techniques and special use permits;
- d. Study requests for reclassification or rezoning;
- e. Prepare a Certificate of Non-Conformance or Clearance for Repair/Renovation on Non-Conforming uses in accordance to guidelines prescribed in the Quezon City Zoning Ordinance.

Item 2.7 - The Subdivision Administration and Regulation Division:

- i. Formulation of the comprehensive subdivision and housing development plans and policies of the City as an input to the City Development Plan for consideration of the City Development Council;
- ii. Undertake continuing studies, researches and trainings necessary to evolve development plans and programs for the physical sector;
- iii. Coordination with different functional groups and agencies for integration of development plans and studies for the physical sector;
- iv. Monitoring, evaluation and prioritization of subdivision and housing development programs and projects for implementation;
- v. Provision of technical and secretarial assistance to the City Development Council and its Land Use and Infrastructure Development Committee;
- vi. Enforce/Implement the Quezon City Subdivision Ordinance of 1993 (Ordinance No. SP-56, S-93);



- vii. Assist the Quezon City Council in formulating ordinances to enhance subdivision regulations and to foster socio-physical development based on medium and long term policies of the administration;
- viii. Translate national and local planning policies into operational and workable subdivision activities and strategies;
- ix. Settle disputes of subdivision homeowners and neighborhood associations.

Item 2.8 - The Administrative Division:

- i. Manages the requirements and provides services for office personnel, budget, records, transportation, property and supplies;
- ii. Assists the Quezon City Planning and Development Officer in his/her function as Head of the Secretariat of the Quezon City Development Council.

SECTION 3. STAFFING PATTERN.

Item 3.1 - Movement of Positions - Fifteen (15) filled positions shall be transferred to divisions whose incumbents' expertise and capabilities are befitting to thoroughly perform their duties, as follows:

| ITEM NUMBER (Based on FY 2017 Personnel Schedule) | POSITION TITLE | DIVISION/UNIT FROM | DIVISION/UNIT TO |
|--|---------------------------------------|----------------------|----------------------------------|
| 11-2 | Administrative Aide IV (Driver II) | Administrative Staff | Zoning and Urban Design Division |
| 11-1 | Administrative Aide IV (Driver II) | Administrative Staff | Head Staff |

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| | | | |
|------|--|---|--|
| 13 | Administrative Officer V (Records Officer III) | Integrative Planning and Research Division | Administrative Division |
| 17 | Property/ Supply Assistant (B) | Integrative Planning and Research Division | Administrative Division |
| 18 | Administrative Assistant I (Audio-Visual Equipment Operator III) | Integrative Planning and Research Division | Administrative Division |
| 21-1 | Administrative Aide IV (Reproduction Machine Operator II-B) | Integrative Planning and Research Division | Administrative Division |
| 21-2 | Administrative Aide III (Reproduction Machine Operator II-B) | Integrative Planning and Research Division | Zoning and Urban Design Division |
| 22-1 | Administrative Aide III (Utility Worker II-A) | Integrative Planning and Research Division | Administrative Division |
| 22-2 | Administrative Aide III (Utility Worker II-A) | Integrative Planning and Research Division | Administrative Division |
| 23-2 | Administrative Aide IV (Driver II) | Integrative Planning and Research Division | Administrative Division |
| 57 | Attorney IV (Legal Officer IV) | Subdivision Administration Division | Immediate Staff |
| 67 | Administrative Assistant II (Clerk IV) | Subdivision Administration Division | Administrative Division |
| 68-1 | Administrative Aide III (Clerk III) | Subdivision Administration Division | Administrative Division |

Item 3.2 - Two (2) vacant positions shall be transferred to another division to consolidate related functions as follows:

| | | | |
|----|---|--|-------------------------|
| 14 | Administrative Officer V (Financial Analyst) | Integrative Planning and Research Division | Administrative Division |
| 63 | Administrative Officer II (Records Officer II) | Subdivision Administration Division | Administrative Division |

Item 3.3 - Creation of Positions - Sixty five (65) new positions are created as appropriate to the functional requirements and workload of the QCPDD:

| NO. OF POSITIONS | POSITION | SALARY GRADE |
|------------------|---|--------------|
| 1 | Chief Administrative Officer | 24 |
| 1 | Planning Officer IV | 22 |
| 1 | Executive Assistant III | 20 |
| 1 | Information Technology Officer I | 19 |
| 3 | Planning Officer III | 18 |
| 4 | Project Development Officer III | 18 |
| 1 | Information System Analyst II | 16 |
| 2 | Planning Officer II | 15 |
| 5 | Project Development Officer II | 15 |
| 2 | Information System Analyst I | 12 |
| 4 | Planning Officer I | 11 |
| 15 | Project Development Officer I | 11 |
| 1 | Administrative Officer II (Budget Officer I) | 11 |
| 1 | Administrative Officer II (HRMO I) | 11 |
| 1 | Administrative Assistant V (Storekeeper IV) | 11 |
| 1 | Administrative Assistant II (Subdivision Inspector II) | 8 |
| 5 | Administrative Assistant I (Computer Operator I) | 7 |
| 7 | Administrative Aide III | 4 |
| 5 | Administrative Aide IV (Driver II) | 4 |
| 4 | Administrative Aide III | 3 |

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Item 3.4 - Abolished Positions - The following ten (10) vacant positions shall be abolished:

| ITEM NUMBER (Based on FY 2017 Personnel Schedule) | POSITION | SALARY GRADE |
|--|--|-------------------------|
| 6 | Statistician II | 15 |
| 3 | Confidential Secretary | 15 |
| 9 | Administrative Aide VI (Clerk III) | 6 |
| 15 | Documentation Officer III | 18 |
| 16 | Administrative Assistant V (Artist Illustrator III-A) | 11 |
| 19 | Photo Laboratory Technician | 5 |
| 29 | Economic Researcher | 9 |
| 68-2 | Administrative Aide VI (Clerk III) | 6 |
| 69 | Administrative Aide VI (Data Controller I) | 6 |
| 74 | Administrative Aide III (Clerk I) | 3 |

Item 3.5 - The following six (6) filled positions shall be abolished once vacated by the respective incumbents:

| ITEM NUMBER (Based on FY 2017 Personnel Schedule) | POSITION TITLE | SALARY GRADE |
|--|---|-------------------------|
| 7 | Statistician I | 11 |
| 27-3 | Planning Officer II | 15 |
| 27-5 | Planning Officer II | 15 |
| 40-1 | Planning Officer II | 15 |
| 58 | Supervising Administrative Officer (Administrative Officer IV) | 22 |
| 60 | Administrative Officer V (Administrative Officer III) | 18 |

SECTION 4. ORGANIZATIONAL STRUCTURE - the redesigned functional organizational structure of the Department is hereby attached and made an integral part of this Ordinance.

SECTION 5. REPEALING CLAUSE - All Ordinances, Executive Orders parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified or repealed accordingly. ✕

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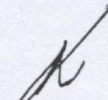
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SECTION 6. SEPARABILITY CLAUSE – If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

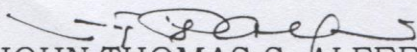
SECTION 7. APPROPRIATIONS – The funds to cover the salaries and other benefits of the newly created positions amounting to Twenty Seven Million Five Hundred Ninety-Two Thousand One Hundred Twenty-Four Pesos and Ten Centavos (P27,592,124.10) shall be taken from the General Fund of the Annual Budget of the Quezon City Government.

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

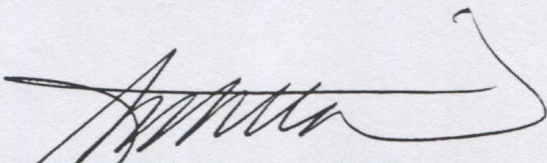
ENACTED: November 27, 2017.


MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:



Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 12 MAR 2018


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 27, 2017 and was PASSED on Third/Final Reading on January 22, 2018.


Atty. JOHN THOMAS S. ALFEROS III
City Secretary