



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

PO22CC-413

97th Regular Session

ORDINANCE NO. SP- 3381, S-2024

AN ORDINANCE RATIONALIZING THE FUNCTIONAL STRUCTURE OF THE PROCUREMENT DEPARTMENT OF QUEZON CITY BY RESTRUCTURING ITS ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR

Introduced by Councilors DOROTHY A. DELARMENTE, M.D., KRISTINE ALEXIA R. MATIAS and SHAIRA "Shay" L. LIBAN

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Aiko S. Melendez, Mutya Castelo, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, Section 458(a)(1)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that it is the power of the Sangguniang Panlungsod, subject to the provisions of this Code and pertinent laws, to determine the powers and duties of officials and employees of the City;

WHEREAS, it is likewise provided in Section 458(a)(1)(viii) that it is the power of the Sangguniang Panlungsod to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from City funds and to provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

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WHEREAS, the Quezon City Government engages in procurement throughout the year, which is a significant and resource-intensive activity. It requires substantial financial and managerial resources and workforce, to acquire goods, services and infrastructure for the City's needs;

WHEREAS, Quezon City Ordinance No. SP-1978, S-2009, entitled "An Ordinance Creating a Procurement Office under the City Mayor and Appropriating Funds Therefor," established three (3) divisions: the Documentation and Administrative Services Division (DASD), the Procurement Database and Monitoring Division (PDMD), and the Technical Services Division (TSD), with a total of 55 plantilla positions;

WHEREAS, Quezon City Ordinance No. SP-2571, S-2017, entitled "An Ordinance Rectifying and Restoring Six City Government Office Head (SG 26) Positions to their Proper Classification as City Government Department Head III (SG 27) in accordance with JCPLGA Bulletin No. 10 dated March 7, 1991, redesigning the structure of their offices and rationalizing their personnel component," amended the existing procurement personnel composition by adding a fourth division: the Price Standardization and Monitoring Division (PSMD), and increasing the plantilla positions by 25, for a total of 80 positions;

WHEREAS, the economy of Quezon City continues to soar and flourish; therefore, the government anticipates a yearly surge in large-scale procurement projects to support the City's growth and development

WHEREAS, to effectively meet the demands and requirements of procurement, it is necessary to streamline and restructure the organization of the Quezon City Procurement Department. While efforts can be made to provide suitable arrangements for those responsible for procurement, optimal fulfilment of these standards will be achieved through rationalization and reorganization;

WHEREAS, there is a need to reconsider the qualification requirements for certain positions, such as Engineers, within the said Department. These positions have remained open since their establishment; presenting a chance to revise the qualification requirements will attract a broader pool of applicants. It is important to note that these roles are not solely focused on procurement functions; therefore, alternative qualifications should be considered when hiring for these positions. Additionally, the allocated budget for these positions has remained unused thus far. The proposal to revise these designations aligns with the purpose of this Ordinance;

WHEREAS, it is imperative to divide the existing divisions into distinct sections, thereby delineating precise and methodical expectations and deliverables;

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- a. *Oversee and coordinate all aspects of the procurement process, ensuring adherence to established guidelines, timelines, and procedures;*
- b. *Maintain and organize all procurement-related documents, including bidding documents, meeting minutes, bid submissions, evaluation reports, and award documents;*
- c. *Facilitate the publication of bid advertisements, bid notices, bid evaluations, and award announcements through appropriate media channels, including the Philippine Government Electronic Procurement System (PhilGEPS) website, the Quezon City website, and other conspicuous locations as required by the relevant laws and regulations;*
- d. *Coordinate and organize pre-bid conferences to ensure that potential bidders fully understand the requirements and specifications of the project for Procurement;*
- e. *Oversee the bid opening process to ensure transparency and adherence to prescribed procedures. Assist in bid evaluation by verifying bid responsiveness and evaluating bid documents in accordance to the evaluation criteria;*
- f. *Prepare comprehensive bid evaluation reports, including the technical and financial evaluations of bids, and provide recommendations for award or rejection based on the established criteria;*
- g. *Facilitate the post-qualification process by verifying the eligibility, authenticity, and completeness of the post-qualification documents submitted by the winning bidder;*
- h. *Record accurate and detailed minutes of the Bids and Awards Committee meetings, documenting discussions, decisions, and actions taken throughout the procurement process;*
- i. *Address and respond to inquiries and clarifications from prospective bidders, ensuring that all interested parties receive accurate and consistent information;*
- j. *Implement measures to identify and manage potential conflicts of interest among the Bids and Awards Committee members, the Technical Working Group, the Secretariat, and other stakeholders, maintaining the integrity and fairness of the procurement process;*

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- k. *Ensure the proper retention, safekeeping, and archiving of procurement documents and records in compliance with record-keeping regulations;*
- l. *Provide training and capacity-building initiatives to Bids and Awards Committee members, staff, and other stakeholders to enhance their understanding of procurement laws, rules, and procedures;*
- m. *Continuously monitor and assess the compliance of procurement activities with Republic Act No. 9184 and its Revised Implementing Rules and Regulations, making necessary adjustments as needed;*
- n. *Assist the Bids and Awards Committee Chairperson with administrative tasks, such as preparing meeting agendas, compiling reports, and ensuring accurate documentation of decisions;*
- o. *Explore and implement technology solutions to enhance the efficiency and transparency of the procurement processes, including electronic procurement systems; and*
- p. *Exercise any other incidental powers and functions necessary to achieve the objectives of this Ordinance.*

SECTION 4. THE DEPARTMENT HEAD. – *The management and overall supervision of all functions and mandates of the Quezon City Procurement Department shall be vested in the Department Head, who shall have the following functions:*

- a. *Supervise all activities of the Department within its functions;*
- b. *Oversee and coordinate the activities of the Bids and Awards Committee, ensuring that all procurement-related tasks are executed systematically and in compliance with established standards and regulations;*
- c. *Supervise the preparation and maintenance of procurement documents, including meticulous management of records, meeting minutes, and other relevant materials to ensure accurate and comprehensive documentation;*

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- d. Convene and facilitate the Bids and Awards Committee meetings and activities, and communicate meeting details to all relevant stakeholders, including schedules, agendas, and necessary resources;
- e. Serve as the primary point of contact for interactions with suppliers, bidders, and internal departments regarding procurement procedures, clarifications, and inquiries;
- f. Participate in the development and oversight of the procurement schedule, ensuring that each stage of the process is managed within designated timeframes;
- g. Oversee the public initiation of bids, ensuring adherence with regulatory protocols, and contribute to the bid evaluation process while upholding principles of transparency, fairness, and adherence to assessment criteria;
- h. Review comprehensive reports related to procurement activities, including documentation of bid assessments, award recommendations, and other relevant materials for presentation to higher authorities or management;
- i. Supervise the dissemination of procurement opportunities, bid notifications, and award notifications, ensuring that these are conducted in strict accordance with prevailing legal mandates;
- j. Assist in managing and resolving potential conflicts of interest within the Bids and Awards Committee, thereby preserving the integrity of the procurement process;
- k. Ensure the meticulous retention and secure the storage of procurement records, in conformity with established record-keeping protocols and practices;
- l. Provide training and capacity-building sessions for the Bids and Awards Committee members and staff to enhance their understanding of procurement laws, regulations, and methodologies;
- m. Offer substantial support to the Bids and Awards Committee Chairperson in various roles, including formulating meeting agendas, providing contextual information, and ensuring accurate documentation of decisions and recommendations;
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- n. Perform any other functions as may be assigned by the Local Chief Executive to support the Department’s objectives.

SECTION 5. THE ASSISTANT DEPARTMENT HEAD. – The Department Head shall be assisted by one (1) Assistant Department Head, who meets all qualifications as specified in Civil Service Commission circulars. The Assistant Department Head will support the Department Head in both administrative and operational functions and will specifically oversee the Administrative Services Division.

SECTION 6. STRUCTURE. – The Department shall be structured into five (5) divisions and one (1) unit, which will include two (2) renamed divisions and one (1) newly created division. These divisions will be further divided into two (2) sections to clearly outline specific expectations and outcomes, and to avoid duplication and repetition of tasks.

DIVISION/UNIT	SECTIONS
I. Support Services Unit (SSU)	–
II. Administrative Services Division (ASD)	A. Finance and Budget Section B. Property and Supply Monitoring Section C. Personnel Management Section
III. Database Management Division (DMD)	A. Data Validation Section B. Technological Maintenance Section
IV. Price Standardization and Monitoring Division (PSMD)	A. Price Standardization Section B. Canvass and Evaluation Section
V. Technical Services Division (TSD)	A. Goods and Services Section B. Infrastructure and Consultancy Section
VI. Records and Information Services Division (RISD)	A. Documentation and Records Management Section B. Coordination and Information Services Section

6.1. SUPPORT SERVICES UNIT (SSU) – The Support Services Unit (SSU), previously named as Immediate Staff (IS), is under the direct supervision of the Department Head and is reclassified with the following functions:

- a. Provide immediate and efficient administrative assistance to the Head of the Department in their day-to-day activities;
- b. Manage the Department Head’s schedule by arranging meetings, appointments, and procurement activities, ensuring effective time utilization;

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- c. Organize and manage various documents that require the Department Head's signature, ensuring timely completion of official paperwork;
- d. Prepare official letters, memorandums, and other documents as per the instructions of the Department Head;
- e. Receive, process, and disseminate instructions from the Department Head to relevant parties, ensuring clear and accurate communication;
- f. Handle the encoding, recording, and distribution of incoming and outgoing documents, maintaining an organized and efficient filing system;
- g. Answer phone inquiries and respond to emails on behalf of the Department Head, ensuring effective communication with internal and external stakeholders;
- h. Address day-to-day challenges and resolve issues that may arise in the Department Head's workflow. Handle sensitive information and documents with a high degree of confidentiality and discretion;
- i. Prioritize tasks and responsibilities to effectively manage workload and meet the Department Head's requirements. Anticipate the needs of the Department Head and provide proactive support to enhance their efficiency;
- j. Prepare reports and updates as required by the Department Head, providing them with accurate information for decision-making;
- k. Collaborate with other administrative staff members to ensure cohesive support for the entire department and other departments and teams to facilitate smooth operations and communication within the organization;
- l. Handle unexpected changes and adapt to evolving situations while maintaining a high level of professionalism;

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- m. Identify opportunities to improve processes and offer suggestions to enhance the Department Head's effectiveness;
- n. Efficiently manage time and tasks to ensure that the Department Head's priorities are met; and
- o. Execute various tasks assigned by the Department Head, ensuring prompt completion and adherence to deadlines.

6.2. **ADMINISTRATIVE SERVICES DIVISION** – The Administrative Services Division (ASD), formerly known as the Documentation and Administrative Support Division (DASD), is reclassified and divided into sections to offer a comprehensive range of administrative services that support the Department's operations and maintain the professional and personal well-being of the Department's workforce. This Division is responsible for managing and maintaining documentation, records, and administrative tasks related to procurement activities. For these purposes, the Division will be organized into the following Sections:

a. **FINANCE AND BUDGET SECTION** shall have the following functions:

- (1) Develop and present the Department's annual budgetary needs for submission;
- (2) Prepare a comprehensive assessment of financial requirements to support the Department's operations, projects, and initiatives for the upcoming year, ensuring adherence to financial guidelines and regulations;
- (3) Determine appropriate funding sources for various procurement activities based on departmental budgets and funding availability;
- (4) Analyze historical spending data to forecast future budgetary requirements for the Department's needs; and
- (5) Prepare and monitor the status of billing vouchers for contracted projects within the Department.

b. **PROPERTY AND SUPPLY MONITORING SECTION** shall have the following functions:

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- (1) *Ensure the efficient and accountable use of the Department's property and supplies;*
- (2) *Record detailed information for each item delivered, including description, quantity, unit price, location, and relevant specifications, and prepare documentation in compliance with the City General Services Department's guidelines;*
- (3) *Conduct an initial physical count of assets and supplies to establish a baseline inventory. Perform periodic audits to verify the accuracy of inventory records and reconcile any discrepancies;*
- (4) *Plan the timely procurement or restocking of supplies to prevent shortages;*
- (5) *Identify and assess assets or supplies that are no longer needed or are in excess, and determine appropriate actions, such as disposal or redistribution;*
- (6) *Document the issuance of supplies or assets to users and track their return. Review and update documentation related to inventory records, including manuals, warranties, and maintenance schedules;*
- (7) *Periodically assess the condition and functional status of assets to determine maintenance or replacement needs; and*
- (8) *Utilize inventory management software or systems to streamline tracking, reporting, and analysis.*

c. **PERSONNEL MANAGEMENT SECTION** shall have the following functions:

- (1) *Collaborate with the City's Human Resource Management Department on matters related to personnel directives, policies, welfare, and organizational development;*
- (2) *Administer recruitment and staffing, including advertising job openings, reviewing applications, conducting interviews, and preparing employment contracts;*

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- (3) *Ensure the completion of necessary paperwork and documentation. Coordinate with the City's Human Resource Management Department for employee onboarding, orientation, and induction. Introduce new employees to the Department's policies, culture, and procedures;*
- (4) *Maintain an accurate database and up-to-date employee records, including personal information, qualifications, and performance evaluations, while complying with data protection and privacy regulations;*
- (5) *Prepare Daily Time Records, attendance reports, and other documents related to compensation and payroll processes;*
- (6) *Prepare and administer documentation related to employee benefits, including health insurance, retirement, leave entitlements, and certifications for various bonuses;*
- (7) *Implement systematic performance appraisal processes. Establish performance goals and expectations, provide feedback, conduct performance reviews, and issue memorandums for personnel with poor performance;*
- (8) *Identify training needs and design development programs to promote continuous learning and professional growth;*
- (9) *Address employee grievances and concerns, mediate conflicts, and foster a positive work environment by promoting effective communication between employees and the Department;*
- (10) *Coordinate with the Finance and Property & Supply Sections to organize team-building activities and events*
- (11) *Manage employee separations and resignations, conduct exit interviews, and ensure a smooth transition and off boarding process; and*
- (12) *Promote diversity and inclusion within the Department through strategies aimed at creating a diverse and equitable workplace.*

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6.3. **DATABASE MANAGEMENT DIVISION** – The Database Management Division (DMD), formerly known as the Procurement Database and Management Division (PDMD), is tasked with the establishment and maintenance of the database and records or files, including appropriate backups for all procurement activities of the City Government. This Division is designed to ensure accurate and secure recording and storage of procurement data and information. It supports effective monitoring, easy retrieval, and systematic preparation and production of reports. The Division is reclassified and divided into the following Sections:

a. **DATA VALIDATION SECTION** shall have the following functions:

- (1) Thoroughly review the Project Procurement Management Plan and Annual Procurement Plan to ensure accuracy and alignment with procurement guidelines outlined in Republic Act No. 9184 and its Revised Implementing Rules and Regulations. Validate the procurement needs, estimated quantities, and proposed budget allocations;
- (2) Assess the submitted Project Procurement Management Plan to ensure it aligns with the Approved Budget for the Contract. Verify that proposed procurement activities are within the allocated budget to prevent overspending or misallocation of funds;
- (3) Evaluate the reasons for any amendment to the Project Procurement Management Plan and determine if they are justifiable and if they affect the overall reasonableness of the procurement plan;
- (4) Prepare Purchase Orders, Notices of Award, and Notices to Proceed issued to the winning suppliers or contractors;
- (5) Verify that awarded contracts are accurately posted on designated platforms, such as the PhilGEPS website and the Quezon City Government website, to ensure transparency, accountability, and openness in the procurement process;
- (6) Maintain comprehensive records of assessments, findings, and validations; and

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(7) Communicate findings and recommendations to the relevant sections and provide regular reports on the validation process, including any discrepancies or concerns.

b. **TECHNOLOGICAL MAINTENANCE SECTION** shall have the following functions:

- (1) Aggregate the submitted Project Procurement Management Plans to compile the Annual Procurement Plan for submission to the appropriate regulatory bodies;
- (2) Consolidate changes in the Project Procurement Management Plans or submitted Amendatory Procurement Plans to create a supplemental or revised Annual Procurement Plan;
- (3) Monitor all procurement activities, including deadlines and compliance with requirements by bidders, suppliers, and consultants. Track the progress of procurement processes to ensure adherence to Republic Act No. 9184 and its Revised Implementing Rules and Regulations;
- (4) Prepare and submit monitoring results to management and the Bids and Awards Committee. Provide updates on the status of ongoing procurement activities, highlighting any deviations or concerns, and recommend actions as necessary;
- (5) Generate various reports related to procurement activities, including the Annual Procurement Plan – Common-Use Supplies and Equipment, Procurement Monitoring Report, Annual Procurement Plan, Agency Procurement Compliance and Performance Indicator Results, Supplemental Procurement Plan, Bid Results, and other relevant reports required by agencies;
- (6) Establish and maintain a comprehensive database providing real-time status updates on various procurement projects. Include details about each project's progress, milestones, key dates, compliance status, and any deviations from the planned procurement process;

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- (7) Maintain and troubleshoot the hardware and software used by Procurement Department personnel. Ensure that technological tools and systems necessary for procurement activities function properly, coordinating with the Information Technology Development Department as needed;
- (8) Collaborate closely with various sections of the Department to gather relevant data and information for reporting purposes. Communicate effectively to obtain accurate updates on project statuses and ensure that managed and reported data is current and precise; and
- (9) Properly archive and organize procurement-related documents, reports, and data, ensuring historical records are readily accessible for reference and audits.

6.4. **PRICE STANDARDIZATION AND MONITORING DIVISION** – The Price Standardization and Monitoring Division (PSMD) is responsible for the continuous evaluation of the reasonableness of prices for procurement items through current market canvassing or previous procurement data. The Division ensures that price standardization complies with rules and policies governing procurement. This Division is reclassified and divided into the following Sections:

- a. **PRICE STANDARDIZATION SECTION** shall have the following functions:
 - (1) Collect price information through various methods, including canvassing, telephone quotations, letter inquiries, samples, and price cards from the open market for goods and services;
 - (2) Create and maintain a database of collected prices to facilitate easy comparison and assessment of price reasonableness;
 - (3) Conduct market research by canvassing prices from various sources for goods and services as specified in the Project Procurement Management Plans;
 - (4) Gather detailed specifications of items included in the Project Procurement Management Plans to ensure accurate price comparisons;

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- (5) *Input the gathered price information into the Price Index database maintained by the Procurement Department, ensuring the accuracy and reliability of the data;*
 - (6) *Collaborate with other departments to meet procurement needs. Assist end-users in determining appropriate and reasonable prices for items, ensuring clear and unambiguous descriptions to promote efficient and economical procurement while meeting quality and service requirements; and*
 - (7) *Keep abreast of the market prices for goods and services to ensure that the prices being considered for purchase are competitive.*
- b. **CANVASS AND EVALUATION SECTION** shall have the following functions:
- (1) *Develop and maintain mechanisms to protect the Quezon City Government from excessive and unreasonable price mark-ups in its purchases;*
 - (2) *Collaborate in the development, adoption, and promulgation of standardized prices for procurement items, aiming to establish standards that are reasonable and aligned with market conditions;*
 - (3) *Gather current and up-to-date price data for items regularly procured by the Quezon City Government;*
 - (4) *Maintain a comprehensive price index and assist in price determination, contributing to more efficient and effective procurement processes;*
 - (5) *Provide information on comparative prices for items listed in the Project Procurement Management Plan, comparing previous procurement prices to current market prices;*
 - (6) *Continuously evaluate and monitor prices of items to be procured, keeping the Item Table Reference System updated with the latest price information;*
 - (7) *Establish standardized prices that are reasonable and consistent with market conditions;*

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- (8) Assist in evaluating and ensuring that proposed prices for goods and services in procurement are reasonable and justified; and
- (9) Contribute to transparency and accountability in the procurement process by maintaining accurate price records that can be audited if necessary.

6.5. **TECHNICAL SERVICES DIVISION** – The Technical Services Division is reclassified and divided into sections to provide the Department with a comprehensive distinction of support and documentation for the Bids and Awards Committee for Goods and Services and Infrastructure and Consultancy Services. This Division generally provides technical support to the Bids and Awards Committee and to the Department on procurement and pertinent matters.

a. **GOODS AND SERVICES SECTION** shall have the following functions:

- (1) Assist the Technical Working Group in reviewing the Terms of Reference and specifications submitted by the End-users for the procurement of Goods and Services and recommend these for approval and posting or advertisement at the PhilGEPS website to the Bids and Awards Committee-Goods and Services;
- (2) Determine the appropriate mode of procurement for all proposed projects under Goods and Services;
- (3) Prepare Bidding Documents and recommend them to the Bids and Awards Committee-Goods and Services for approval. If applicable, prepare documents for procurement through alternative methods;
- (4) Assess the eligibility qualifications, bids, and proposals against the approved criteria, using established rating and ranking systems to objectively evaluate and rank them;
- (5) Analyze and provide resolutions or responses to procurement-related queries and issues and offer recommendations to address and manage these matters effectively;

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- (6) Regularly review procurement processes, forms, documents, guidelines, regulations, plans and policies, and suggest improvements and revisions to the Bids and Awards Committee-Goods and Services for enhancement;
- (7) Assist in blacklisting proceedings, particularly in assessing and evaluating grounds for blacklisting; and
- (8) Provide technical support to the Bids and Awards Committee-Goods and Services and Management on procurement matters, including expertise on procurement-related topics and issues.

b. **INFRASTRUCTURE AND CONSULTANCY SECTION** shall have the following functions:

- (1) Prepare Eligibility Documents, Bidding Documents, Terms of Reference, and specifications for all civil works, rehabilitation, and other infrastructure and consultancy projects and recommend these for approval to the Bids and Awards Committee-Infrastructure and Consultancy. If applicable, prepare documents for procurement through alternative methods;
- (2) Propose evaluation criteria, including rating and ranking systems, for approval by the Bids and Awards Committee-Infrastructure and Consultancy and ensure these criteria facilitate fair competition and unbiased evaluation of eligibility qualifications, bids, negotiation proposals, and other requirements;
- (3) Assess eligibility qualifications, bids, and proposals against the approved criteria and utilize the established rating and ranking systems to objectively evaluate and rank them;
- (4) Evaluate the conditions for using alternative procurement methods and report findings to the Bids and Awards Committee-Infrastructure and Consultancy;
- (5) Analyze and resolve procurement-related queries and issues and provide recommendations to effectively address and manage these matters;

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- (6) Regularly review procurement processes, forms, documents, guidelines, regulations, plans and policies, and suggest improvements and revisions to the Bids and Awards Committee-Infrastructure and Consultancy for enhancement;
- (7) Assist in blacklisting proceedings, particularly in the assessment and evaluation of grounds for blacklisting; and
- (8) Provide technical support to the Bids and Awards Committee-Infrastructure and Consultancy and Management, offering expertise on procurement-related matters and issues.

6.6. **RECORDS AND INFORMATION SERVICES DIVISION** – The Records and Information Services Division, a newly created division, underwent restructuring and segmentation to ensure the Department receives comprehensive support and documentation throughout the procurement process. This Division oversees documentation management, record maintenance, and the efficient information distribution to stakeholders involved in procurement activities. To fulfill these objectives, the Division will be subdivided into the following Sections:

a. **DOCUMENTATION AND RECORDS MANAGEMENT SECTION** shall have the following functions:

- (1) Receive, digitally capture, and meticulously document incoming communications and documents;
- (2) Record minutes for all meetings, document the decisions made during those meetings, verify and certify the accuracy of these minutes and resolutions, and ensure their approval;
- (3) Generate orders of payment for requested bidding documents, oversee the reproduction process of these documents, and promptly supply the necessary bidding documents and related materials upon verification of the official receipt;
- (4) Ensure the systematic reception of bid proposals with proper documentation and photos submitted by potential bidders;

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- (5) *Create the necessary documents required by management and the Bids and Awards Committee for distribution to bidders, proponents, or pertinent third parties. Ensure that these documents are appropriately formatted and produced in sufficient quantities for effective service and issuance;*
- (6) *Compile the docket, ensuring all requisite documents pertaining to the procurement activity are included, for transmission to designated departments for compliance. Additionally, scan the compiled documents for safekeeping within the department; and*
- (7) *Manage the physical and digital storage of records to prevent damage, loss, or unauthorized access. Implement a standardized filing system to ensure that retrieval requests are fulfilled promptly and accurately.*

b. COORDINATION AND INFORMATION SERVICES SECTION
shall have the following functions:

- (1) *Coordinate and schedule procurement activities, utilizing both in-person meetings and Zoom sessions, to align with the procurement timeline. Prepare all essential documents required for each activity and ensure the participation of all stakeholders concerned;*
- (2) *Coordinate all meetings convened by the Bids and Awards Committee or the Department, ensuring timely scheduling and distribution of relevant agenda and resource materials. Provide ample lead time for participants to prepare effectively;*
- (3) *Ensure the seamless organization of events by confirming the adequacy of the venue, accommodations, essential facilities, equipment, and required personnel support. Attend to all attendees' needs comprehensively to guarantee a successful experience;*
- (4) *Guarantee that every topic listed on the agenda receives full attention and discussion, ensuring that each agenda item is carefully examined, discussed in detail, and all relevant points are thoroughly explored and addressed;*

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24-1	Administrative Aide IV (Reproduction Machine Operator II)	4	1	Administrative Assistant I (Reproduction Machine Operator III)	7	1
25	Administrative Aide III (Bookbinder I)	3	1			
Immediate Support Staff				Technical Services Division Goods and Services Section		
10	Administrative Aide III (Messenger)	2	1	Administrative Assistant I (Reproduction Machine Operator III)	7	1
Technical Services Division				Infrastructure and Consultancy Section		
30-1	Administrative Assistant IV (Project Evaluation Assistant II)	10	1	Administrative Assistant I (Reproduction Machine Operator III)	7	1
Immediate Support Staff				Support Services Unit		
5	Administrative Officer V (Administrative Officer III)	18	1	Administrative Officer V (Records Officer III)	18	1
Documentation and Administrative Services Division				Administrative Services Division Property and Supply Monitoring Section		
17	Administrative Assistant V (Storekeeper IV-A)	11	1	Administrative Assistant V (Storekeeper IV)	11	1

8.2.1 Unfilled Plantilla Positions for Abolition				8.2.2 Created positions after Abolition of unfilled plantilla positions		
Item No.	Position Title	SG	Qty	Position Title	SG	Qty
Documentation and Administrative Services Division				Price Standardization and Monitoring Division		
				Price Standardization Section		
23	Administrative Aide VI (Clerk III)	6	1	Administrative Assistant III (Buyer III)	9	1
Technical Services Division				Technical Services Division		
26	Engineer V	24	1	Project Evaluation Officer V	24	1
				Goods and Services Section		
28-1	Engineer III	19	1	Project Evaluation Officer II	15	1
28-2	Engineer III	19	1	Project Evaluation Officer II	15	1
				Infrastructure and Consultancy Section		
28-3	Engineer III	19	1	Project Evaluation Officer II	15	1
				Project Evaluation Officer II	15	1
				Goods and Services Section		
30-2	Administrative Assistant IV (Project Evaluation Assistant II)	10	1	Administrative Assistant V (Data Entry Machine Operator III)	11	1

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				Infrastructure and Consultancy Section		
30-3	Administrative Assistant IV (Project Evaluation Assistant II)	10	1	Administrative Assistant V (Data Entry Machine Operator III)	11	1
Technical Services Division				Records and Information Services Division		
32	Administrative Aide IV (Clerk II)	4	1	Supervising Administrative Officer (Records Officer IV)	22	1
Procurement Database Management Division						
40	Administrative Aide IV (Clerk II)	4	1			
Immediate Support Staff						
7	Administrative Aide IV (Clerk II)	4	1			
Price Standardization and Monitoring Division						
47-1	Administrative Aide IV (Buyer I)	4	1			
47-2	Administrative Aide IV (Buyer I)	4	1			
Price Standardization and Monitoring Division				Administrative Services Division		
				Personnel Management Section		
46-1	Administrative Aide VI (Buyer II)	6	1	Administrative Officer II (Administrative Officer I)	11	1
46-2	Administrative Aide VI (Buyer II)	6	1			
Documentation and Administrative Services Division				Administrative Services Division		
12	Chief Administrative Officer	24	1	Chief Administrative Officer (Administrative Officer V)	24	1
				Personnel Management Section		
16-2	Administrative Officer III (Supply Officer II)	14	1	Administrative Officer III (Records Officer II)	14	1
				Finance and Budget Section		
20-1	Administrative Assistant II (Clerk IV)	8	1	Administrative Assistant II (Budgeting Assistant)	8	1
Technical Services Division				Records and Information Services Division		
				Documentation and Records Management Section		
29-1	Project Evaluation Officer III	18	1	Administrative Officer V (Information Officer III)	18	1
Technical Services Division				Records and Information Services Division		
				Coordination and Information Services Section		

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31-3	Administrative Assistant II (Clerk IV)	8	1	Assistant Information Officer	8	2
Procurement Database Management Division						
38-2	Administrative Assistant II (Clerk IV)	8	1	Database Management Division		
Procurement Database Management Division			Data Validation Section			
35-1	Information System Analyst III (Information Technology Officer I)	19	1	Information System Analyst III	19	1
			Technological Maintenance Section			
35-2	Information System Analyst III (Information Technology Officer I)	19	1	Information System Analyst III	19	1

SECTION 9. NEWLY-CREATED PLANTILLA POSITIONS. – These additional plantilla positions are designed to bolster the Department’s procurement capabilities, streamline processes, and deliver greater value to the organization. By embracing these changes, the Department aims to position itself as a leader in procurement excellence while fostering innovation and resilience in its operations as appropriate and in compliance with the guidelines set forth by the Department of Budget and Management and the Civil Service Commission.

9.1. Staffing Pattern for newly-created position titles:

Position Title	SG	Qty
Support Services Unit		
Senior Administrative Assistant II (Computer Operator IV)	14	1
Administrative Assistant VI (Computer Operator III)	12	1
Administrative Services Division		
Finance and Budget Section		
Administrative Officer V (Budget Officer III)	18	1
Administrative Officer IV (Budget Officer II)	15	1
Administrative Officer II (Budget Officer I)	11	1
Administrative Assistant IV (Bookbinder IV)	10	1
Administrative Assistant I (Bookbinder III)	7	1
Personnel Management Section		
Administrative Assistant I (Reproduction Machine Operator III)	7	1

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Database Management Division		
Data Validation Section		
Information System Analyst II	16	1
Senior Administrative Assistant I (Data Controller IV)	13	2
Administrative Assistant V (Data Entry Machine Operator III)	11	1
Technological Maintenance Section		
Computer Maintenance Technologist III	17	1
Computer Maintenance Technologist II	15	2
Computer Maintenance Technologist I	11	1
Administrative Assistant V (Data Entry Machine Operator III)	11	1
Price Standardization and Monitoring Division		
Price Standardization Section		
Administrative Officer III (Supply Officer II)	14	1
Administrative Assistant V (Buyer IV)	11	1
Canvass and Evaluation Section		
Administrative Officer III (Supply Officer II)	14	1
Administrative Assistant V (Buyer IV)	11	1
Technical Services Division		
Goods and Services Section		
Project Evaluation Officer I	11	1
Infrastructure and Consultancy Section		
Project Evaluation Officer I	11	1
Records and Information Services Division		
Chief Administrative Officer (Records Officer V)	24	1
Documentation and Records Management Section		
Administrative Officer III (Records Officer II)	14	1
Administrative Assistant V (Data Entry Machine Operator III)	11	1
Administrative Assistant I (Reproduction Machine Operator III)	7	1
Coordination and Information Services Section		
Administrative Officer IV (Information Officer II)	15	1
Administrative Officer II (Information Officer I)	11	1
Administrative Assistant IV (Bookbinder IV)	10	1
Administrative Assistant I (Bookbinder III)	7	1

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9.2. The list of Duties and Functions of the newly-created plantilla positions including those newly-created positions under Sections 8 and 9 hereof organized based on the Staffing Pattern is herein provided.

SUPPORT SERVICES UNIT

9.2.1. **Senior Administrative Assistant II (Computer Operator IV)** – under the direct supervision of the Department Head. He or she shall have the following functions:

- a. Manage the department head's schedule by arranging meetings, appointments, and procurement activities, ensuring effective time utilization;
- b. Organize and manage various documents that require the department head's signature, ensuring timely completion of official paperwork;
- c. Answer phone inquiries and respond to emails on behalf of the department head, ensuring effective communication with internal and external stakeholders;
- d. Prepare letters and memorandum as instructed by the Department Head; and
- e. Perform other duties as may be assigned by the superior.

9.2.2. **Administrative Assistant VI (Computer Operator III)** – under the direct supervision of the Department Head. He or she shall have the following functions:

- a. Maintain accurate, complete, and orderly computer file storage such that they can be easily located, identified and retrieved when necessary;
- b. Organize and manage various documents that require the department head's signature, ensuring timely completion of official paperwork;
- c. Handle the encoding, recording, and distribution of incoming and outgoing documents, maintaining an organized and efficient filing system; and
- d. Perform other duties as may be assigned by the superior.

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ADMINISTRATIVE SERVICES DIVISION

9.2.3. **Chief Administrative Officer (Administrative Officer V)** – oversees the day-to-day operation of the Department. He or she shall have the following functions:

- a. Supervise the day-to-day operation in relation to the budget, property and supply, and personnel matters of the Department;
- b. Oversee and ensure the efficient and effective delivery and discharge of all functions or tasks assigned to the personnel under the Administrative Services Division;
- c. Supervise staff within the Administrative Services Division, delegating tasks, providing guidance and training, and monitoring performance;
- d. Supervise and ensure quality of services by the Administrative Services Division;
- e. Monitor and review the outputs of subordinates against performance standards;
- f. Review, develop and recommend internal work processes, guidelines, standards, policies and procedures; and
- g. Perform other duties as may be assigned by the superior.

Finance and Budget Section

9.2.4. **Administrative Officer V (Budget Officer III)** – responsible for the budgeting and financial management of the Department. He or she shall have the following functions:

- a. Review and analyze the financial plan or budget estimates for various procurement projects of the Department;
- b. Analyze department budget allocations for procurement activities;
- c. Monitor and track budget expenditures related to procurement;
- d. Generate reports on budget allotments, obligations, and disbursement;

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- e. Review or check Disbursement Vouchers and their supporting documents; and
- f. Perform other duties as may be assigned by the superior.

9.2.5. **Administrative Officer IV (Budget Officer II)** – responsible for the budgeting and financial management of the Department. He or she shall have the following functions:

- a. Analyze procurement needs and prepare budget proposals for various projects;
- b. Prepare vouchers for refunds and bond claims and other budgetary document;
- c. Request Certificate of availability of fund for the projects procured; and
- d. Perform other duties as may be assigned by the superior.

9.2.6. **Administrative Officer II (Budget Officer I)** – responsible for the budgeting and financial management of the Department. He or she shall have the following functions:

- a. Prepare the Project Procurement Management Plan, the Amendatory Procurement Plan, Purchase Requests, and Program of Work, if applicable, for the projects of the Department;
- b. Coordinate with the Budget Department and Accounting Department for clarification of any budget-related matters of the Department;
- c. Assist in the preparation of the financial and work plan of all projects of the Department;
- d. Perform other duties as may be assigned by the superior.

9.2.7. **Administrative Assistant IV (Bookbinder IV)** – provides support in various tasks related to budgeting and financial management of the Department. He or she shall have the following functions:

- a. Maintain accurate records of procurement-related financial transactions;

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- b. *Prepare Requisition and Issuance Slips (RIS) for issuance to all divisions based on the division's quarterly allocation;*
- c. *Create new files, make inventory and label and bind finance-related documents; and*
- d. *Perform other duties as may be assigned by the superior.*

9.2.8. **Administrative Assistant II (Budgeting Assistant)** – *provides support in various tasks related to budgeting and financial management of the Department. He or she shall have the following functions:*

- a. *Determine appropriate funding sources for various procurement activities based on Departmental budgets and funding availability;*
- b. *Prepare correspondence, memos, and other documents as needed;*
- c. *Provide general administrative support to the Division, such as photocopying documents, preparing presentations, or scheduling meetings;*
- d. *Assist in the coordination with the Budget Department and Accounting Department for clarification of any budget-related matters of the Department; and*
- e. *Perform other duties as may be assigned by the superior.*

9.2.9. **Administrative Assistant I (Bookbinder III)** – *provides support in various tasks related to budgeting and financial management of the Department. He or she shall have the following functions:*

- a. *Maintain accurate records of procurement-related financial transactions;*
- b. *Collate Requisition and Issuance Slips (RIS) from other divisions for appropriate action;*
- c. *Create new files, make inventory, and label and bind finance-related documents; and*
- d. *Perform other duties as may be assigned by the superior.*

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Property and Supply Monitoring Section

9.2.10. **Administrative Assistant V (Storekeeper IV)** – responsible for the day-to-day tasks of managing and maintaining personnel related-records of the Department. He or she shall have the following functions:

- a. Assist in the updating and reconciliation of Stock and Inventory Reports;
- b. Facilitate the receiving, storing and distributing of inventory items;
- c. Prepare Purchase Orders, Delivery Receipts and other documents related to incoming deliveries;
- d. Assist in the conduct of inspection and storage of inventory items; and
- e. Perform other duties as may be assigned by the superior.

Personnel Management Section

9.2.11. **Administrative Officer V (Records Officer III)** – responsible for the day-to-day tasks of managing and maintaining personnel related-records of the Department. He or she shall have the following functions:

- a. Oversee the various pertinent documents of the personnel of the Department;
- b. Supervise the processing of all employee contracts and salary addenda;
- c. Supervise administrative tasks related to performance management for procurement staff which includes but not limited to preparing performance appraisal forms, maintaining employee records, and coordinating performance review meetings; and
- d. Perform other duties as may be assigned by the superior.

9.2.12. **Administrative Officer III (Records Officer II)** – responsible for the day-to-day tasks of managing and maintaining personnel related-records of the Department. He or she shall have the following functions:

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- a. Process various pertinent documents of the personnel of the Department;
- b. Process all employee contracts and salary addenda;
- c. Monitor administrative tasks related to performance management for procurement staff which includes but not limited to preparing performance appraisal forms, maintaining employee records, and coordinating performance review meetings; and
- d. Perform other duties as may be assigned by the superior.

9.2.13. **Administrative Officer II (Administrative Officer I)** – responsible for the day-to-day tasks of managing and maintaining personnel related-records of the Department. He or she shall have the following functions:

- a. Prepare and track attendance records for procurement staff;
- b. Perform the recruitment process for new procurement personnel by screening resumes and scheduling interviews, and prepare the onboarding of the new hires by processing paperwork, setting up workstations, and providing initial training;
- c. Act as a point of contact for procurement staff with Human Resource and Management-related inquiries and facilitate communication between the Procurement Department and the Human Resource Management Department; and
- d. Perform other duties as may be assigned by the superior.

9.2.14. **Administrative Assistant I (Reproduction Machine Operator III)** – responsible for the day-to-day tasks of managing and maintaining personnel related-records of the Department. He or she shall have the following functions:

- a. Organize and maintain personnel files for procurement staff, ensuring they are complete, accurate, and up-to-date;
- b. Maintain personnel files for temporary or contract staff assigned to the Procurement Department;
- c. Assist in preparing necessary documents related to procurement personnel; and
- d. Perform other duties as maybe assigned by the superior.

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DATABASE MANAGEMENT DIVISION

Data Validation Section

9.2.15. **Information System Analyst III** – responsible for the management and maintenance of comprehensive records of assessments, findings, and validations. He or she shall have the following functions:

- a. Present analyzed data and generate various procurement-related reports, such as the utilization report, savings report and others as required by the internal department of the Quezon City Government;
- b. Manage and maintain comprehensive records of assessments, findings, and validations;
- c. Spearhead projects to enhance procurement systems and processes and oversee all procurement activities to ensure compliance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations; and
- d. Perform other duties as may be assigned by the superior.

9.2.16. **Information System Analyst II** – responsible for aiding in the maintenance of thorough records of assessments, findings, and validations. He or she shall have the following functions:

- a. Provide monitoring reports on the validation process, including highlighting any discrepancies or concerns;
- b. Ensure procurement data meets quality standards and contribute to the improvement initiatives within the procurement function;
- c. Aid in the maintenance of thorough records of assessments, findings, and validations and convey conclusions and recommendations to the relevant section; and
- d. Perform other duties as may be assigned by the superior.

9.2.17. **Senior Administrative Assistant I (Data Controller IV)** – responsible for ensuring the accuracy and consistency of Project Procurement Management Plans and Annual Procurement Plan to adhere to procurement guidelines. He or she shall have the following functions:

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- a. Ensure the accuracy and consistency of Project Procurement Management Plans and/or Amendatory Procurement Plans with the Annual Procurement Plan to adhere to procurement guidelines;
- b. Evaluate submitted Project Procurement Management Plans, confirm alignment with budget appropriations, mitigate over-budgeting, and assess justifications for amendments;
- c. Guarantee the precise posting of awarded contracts on designated platforms to uphold transparency and accountability; and
- d. Perform other duties as may be assigned by the superior.

9.2.18. **Administrative Assistant V (Data Entry Machine Operator III)** – responsible in gathering necessary data for reporting, ensuring accurate updates on project statuses. He or she shall have the following functions:

- a. Collaborate with End-users to validate Project Procurement Management Plans and/or Amendatory Procurement Plans, ensuring accurate utilization on projects recommended for the procurement process;
- b. Input updated balance and modifications of the Project Procurement Management Plans in the procurement database; and
- c. Perform other duties as may be assigned by the superior.

Technological Maintenance Section

9.2.19. **Information System Analyst III** – responsible for the generation of data to be used in preparation of various procurement-related reports. He or she shall have the following functions:

- a. Present analyzed data and generate various procurement-related reports, such as the Annual Procurement Plan for Common-Used Supplies and Equipment, Procurement Monitoring Report, Agency Procurement Compliance and Performance Indicator System Results, Bid Results, and others as required by relevant authorities;
- b. Manage and maintain comprehensive data used in the preparation of various procurement-related reports;

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- c. Monitor the timely submission of procurement-related reports to ensure compliance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations; and
- d. Perform other duties as may be assigned by the superior.

9.2.20. **Computer Maintenance Technologist III** – establishes and oversees the database for immediate updates on procurement projects, documenting progress, milestones, key dates, compliance status, and any deviations from planned procedures. He or she shall have the following functions:

- a. Manage the procurement database for real-time updates on procurement projects, detailing progress, milestones, key dates, compliance status, and any deviations from planned processes;
- b. Maintain and troubleshoot hardware and software used by the Procurement Department personnel to ensure smooth functioning of technological tools and systems;
- c. Coordinate with the Information Technology Development Department for the implementation of technology solutions and support related to procurement processes; and
- d. Perform other duties as may be assigned by the superior.

9.2.21. **Computer Maintenance Technologist II** – responsible for the submission of the Annual Procurement Plan for submission to regulatory bodies. He or she shall have the following functions:

- a. Compile the Project Procurement Management Plans to formulate the Annual Procurement Plan for submission to regulatory bodies;
- b. Review the consolidated modifications in the Project Procurement Management Plans and/or Amendatory Procurement Plans to produce a supplementary or updated Annual Procurement Plan;
- c. Maintain and address issues with the hardware and software utilized by the Procurement Department staff to facilitate seamless procurement activities, necessitating collaboration with the Information Technology Development Department for efficient management; and
- d. Perform other duties as may be assigned by the superior.

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9.2.22. **Computer Maintenance Technologist I** – responsible for the compilation of the Project Procurement Management Plans (PPMPs) to formulate the Annual Procurement Plan (APP) and forwards it to regulatory bodies. He or she shall have the following functions:

- a. Assist in the compilation of the Project Procurement Management Plans (PPMPs) to formulate the Annual Procurement Plan (APP) and forward it to regulatory bodies;
- b. Consolidate modifications in PPMPs or submitted Amendatory Procurement Plans to produce a supplementary or updated APP;
- c. Support in maintaining and addressing issues with the hardware and software utilized by the Procurement Department staff to facilitate seamless procurement activities, necessitating collaboration with the Information Technology Development Department for efficient management; and
- d. Perform other duties as may be assigned by the superior.

9.2.23. **Administrative Assistant V (Data Entry Machine Operator III)** – responsible in gathering necessary data for reporting, ensuring accurate updates on project statuses. He or she shall have the following functions:

- a. Collaborate with different sections of the Department to gather necessary data for reporting, ensuring accurate updates on project statuses;
- b. Encode data from procurement-related documents, ensuring accessibility for reference in generating various procurement reports; and
- c. Perform other duties as may be assigned by the superior.

PRICE STANDARDIZATION MONITORING DIVISION

Price Standardization Section

9.2.24. **Administrative Officer III (Supply Officer II)** – responsible in enforcing the standardization of prices and ensure that the specifications of the items and prices are updated. He or she shall have the following functions:

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- a. Assist the Administrative Officer V in standardizing the prices for the items listed in the Price Index;
- b. Regularly check the specifications of the items indicated in the price index if it is still updated and available in the market place;
- c. Oversee the consolidated data of items regularly procured by the Quezon City Government to be evaluated and eventually be included in the price index;
- d. Enforce the standardization of prices by ensuring that prices of all goods and services are compliant and within the recommended price; and
- e. Perform other duties as may be assigned by the immediate superior.

9.2.25. **Administrative Assistant V (Buyer IV)** – ensures that the price index is updated including its specifications and prices. He or she shall have the following functions:

- a. Encode the updated prices and specifications in the Price Standardization and Monitoring Division Database as well as in the Google Drive;
- b. Gather or collect data of items regularly procured by the Quezon City Government to be evaluated and eventually be included in the Price Index;
- c. Conduct research for newly-released items and for regularly-procured items including their specifications and prices to be included in the Price Index; and
- d. Perform other duties as may be assigned by the immediate superior.

9.2.26. **Administrative Assistant III (Buyer III)** – ensures that the price index is updated including its specifications and prices. He or she shall have the following functions:

- a. Assist in encoding the updated prices and specifications in the Price Standardization and Monitoring Division Database as well as in the Google Drive;

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- b. Assist in collecting data of items regularly procured by the Quezon City Government to be evaluated and eventually be included in the Price Index;
- c. Assist in the conduct of research for newly-released items for regularly-procured items including their specifications and prices to be included in the Price Index; and
- d. Perform other duties as may be assigned by the immediate superior.

9.2.27. **Administrative Assistant I (Reproduction Machine Operator III)** – ensures that the price index is updated including its specifications and prices. He or she shall have the following functions:

- a. Convert physical record to digital formats for improved accessibility and space efficiency;
- b. Manage physical and digital storage of records to prevent damage, loss or unauthorized access and secure storage of all communications;
- c. Establish a robust record-keeping system and organize reports and data to be accessible whenever necessary; and
- d. Perform other duties as may be assigned by the immediate superior.

Canvass and Evaluation Section

9.2.28. **Administrative Officer III (Supply Officer II)** – responsible in canvassing and evaluation of the canvass sheet and ensures that the prices of all goods and services are compliant within the bracket based on market price. He or she shall have the following functions:

- a. Assist the Administrative Officer V in evaluating the canvass sheet;
- b. Ensure that the specifications for the procurement of goods shall be based on relevant characteristics and/or performance requirement and will not lead to specific brand except for items or parts that are compatible with the existing fleet or equipment of the same make or brand;
- c. Evaluate the quotation submitted by the End-user by conducting due diligence; and

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- d. Perform other duties as may be assigned by the immediate superior.

9.2.29. **Administrative Assistant V (Buyer IV)** – responsible in canvassing the prices of the items listed in the Project Procurement Management Plan or Purchase Request. He or she shall have the following functions:

- a. Assist the Administrative Officer III in ensuring that the prices of the items being procured are updated;
- b. Conduct canvassing of prices through open market for the items listed in the Project Procurement Management Plan or Purchase Request;
- c. Encode the canvassed prices in the database and in the evaluation sheet;
- d. Ensure that the specifications for the procurement of goods shall be based on relevant characteristics and/or performance requirement and will not lead to a specific brand except for items or parts that are compatible with the existing fleet or equipment of the same make or brand; and
- e. Perform other duties as may be assigned by the immediate superior.

9.2.30. **Administrative Assistant I (Reproduction Machine Operator III)** – responsible in canvassing the prices of the items listed in the Project Procurement Management Plan or Purchase Request. He or she shall have the following functions:

- a. Reproduce copies of canvass and evaluation sheets;
- b. Organize reports and data to be accessible whenever necessary;
- c. Assist the in-house IT team in maintaining the computers and database;
- d. Ensure that all equipment are fully-functional and well-maintained; and
- e. Perform other duties as may be assigned by the immediate superior.

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TECHNICAL SERVICES DIVISION

9.2.31. **Project Evaluation Officer V** – provides technical support to the Bids and Awards Committee and to the Department on procurement and pertinent matters. He or she shall have the following functions:

- a. Be responsible for guiding and implementing the overall monitoring and evaluation of various projects under Goods and Services and Infrastructure and Consultancy;
- b. Review the procurement process, forms, documents, guidelines, regulations, plans, and policies and analyze resolutions to procurement-related queries and issues;
- c. Provide technical support to the Bids and Awards Committee and management by providing expertise on procurement matters which extends to procurement-related topics and issues; and
- d. Perform other duties as may be assigned by the superior.

Goods and Services Section

9.2.32. **Project Evaluation Officer II** – assists the Project Evaluation Officer III in providing technical support to the Bids and Awards Committee – for Goods and Services and to the Department on procurement and pertinent matters. He or she shall have the following functions:

- a. Prepare the Eligibility Documents, Bidding Documents, review Terms of Reference and specifications, recommend them to the Bids and Awards Committee - for Goods and Services, and assess eligibility qualifications, bids and proposals against approved criteria;
- b. Review the procurement process, forms, documents, guidelines, regulations, plans, and policies and analyze resolutions to procurement-related queries and issues;
- c. Provide technical support to the Bids and Awards Committee for Goods and Services and management by providing expertise on procurement matters which extends to procurement-related topics and issues; and
- d. Perform other duties as may be assigned by the superior.

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9.2.33. **Project Evaluation Officer I** – assists the Project Evaluation Officer II in providing technical support to the Bids and Awards Committee for Goods and Services and to the Department on procurement and pertinent matters. He or she shall have the following functions:

- a. Prepare the Eligibility Documents, Bidding Documents, review Terms of Reference and specifications and recommend them to the Bids and Awards Committee - for Goods and Services, assess eligibility qualifications, bids, and proposals against approved criteria;
- b. Review the procurement process, forms, documents, guidelines, regulations, plans, and policies and analyze resolutions to procurement-related queries and issues;
- c. Provide technical support to the Bids and Awards Committee for Goods and Services and management by providing expertise on procurement matters which extend to procurement-related topics and issues; and
- d. Perform other duties as may be assigned by the superior.

9.2.34. **Administrative Assistant V (Data Entry Machine Operator III)** – assists in the generation and preparation of various reports related to procurement activities and management of the archives of all procurement-related documents, reports, and data. He or she shall have the following functions:

- a. Enter all the data into different computer databases and maintains accurate records;
- b. Assist in the establishment and maintenance of database that provides real-time status updates on various project for procurement;
- c. Collaborate with various sections to gather relevant data and information for reporting purposes, and archive and organize procurement-related documents, reports and data to be accessible whenever necessary; and
- d. Perform other duties as may be assigned by the superior.

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9.2.35. **Administrative Assistant I (Reproduction Machine Operator III)** – assists in the documentation of communications and records, and in the establishment of safekeeping system and management of comprehensive database. He or she shall have the following functions:

- a. Reproduce copies of procurement-related documents;
- b. Assist the establishment of a robust record-keeping system, manage a comprehensive database, secure storage of all communications, and organize documents based on their content, purpose, and importance;
- c. Convert physical records to digital formats for improved accessibility and space efficiency and manage physical and digital storage of records to prevent damage, loss, or unauthorized access; and
- d. Perform other duties as may be assigned by the superior.

Infrastructure and Consultancy Section

9.2.36. **Project Evaluation Officer II** – assists the Project Evaluation Officer III in providing technical support to the Bids and Awards Committee for Infrastructure and Consultancy and to the Department on procurement and pertinent matters. He or she shall have the following functions:

- a. Prepare eligibility documents, bidding documents, and review reports such as Project Identification Report (B1), Project Validation Report (B2), Detailed Engineering Documents (B3) for infrastructure projects, as well as Terms of Reference for Consultancy Services, recommend these documents to the Bids and Awards Committee for Infrastructure and Consultancy Services, and evaluate eligibility qualifications, bids, and proposals against approved criteria;
- b. Review the procurement process, forms, documents, guidelines, regulations, plans, and policies and analyzing resolutions to procurement-related queries and issues;
- c. Provide technical support to the Bids and Awards Committee for Infrastructure and Consultancy Services and management by providing expertise on procurement matters which extend to procurement-related topics and issues; and
- d. Perform other duties as may be assigned by the superior.

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9.2.37. **Project Evaluation Officer I** – assists the Project Evaluation Officer II in providing technical support to the Bids and Awards Committee - for Infrastructure and Consultancy and to the Department on procurement and pertinent matters. He or she shall have the following functions:

- a. Prepare eligibility documents, bidding documents, and review reports such as Project Identification Report (B1), Project Validation Report (B2), Detailed Engineering Documents (B3) for infrastructure projects, as well as Terms of Reference for Consultancy Services, recommend these documents to the Bids and Awards Committee for Infrastructure and Consultancy Services, and evaluate eligibility qualifications, bids, and proposals against approved criteria;
- b. Review the procurement process, forms, documents, guidelines, regulations, plans, and policies and analyzing resolutions to procurement-related queries and issues;
- c. Provide technical support to the Bids and Awards Committee – for Infrastructure and Consultancy Services and management by providing expertise on procurement matters which extends to procurement-related topics and issues; and
- d. Perform other duties as may be assigned by the superior.

9.2.38. **Administrative Assistant V (Data Entry Machine Operator III)** – assists in the generation and preparation of various reports related to procurement activities and management of the archives of all procurement-related documents, reports, and data. He or she shall have the following functions:

- a. Enter all the data into different computer databases and maintain accurate records;
- b. Assist in the establishment and maintenance of database that provides real-time status updates on various project for procurement;
- c. Collaborate with various sections to gather relevant data and information for reporting purposes, and archive and organize procurement-related documents, reports and data to be accessible whenever necessary; and
- d. Perform other duties as may be assigned by the superior.

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9.2.39. **Administrative Assistant I (Reproduction Machine Operator III)** – assists in the documentation of communications and records, establishment of safe-keeping system and management of comprehensive database. He or she shall have the following functions:

- a. Reproduce copies of Procurement related documents;
- b. Assist in the establishment of a robust record-keeping system, manage a comprehensive database, secure storage of all communications, and organize documents based on their content, purpose, and importance;
- c. Convert of physical records to digital formats for improved accessibility and space efficiency. Manages physical and digital storage of records to prevent damage, loss, or unauthorized access; and
- d. Perform other duties as may be assigned by the superior.

RECORDS AND INFORMATION SERVICES DIVISION

9.2.40. **Chief Administrative Officer (Records Officer V)** – oversees documentation management, record maintenance, and the efficient distribution of information to stakeholders involved in procurement activities. He or she shall have the following functions:

- a. Oversee and ensure the efficient and effective delivery and discharge of all functions or tasks assigned to the personnel under this Division;
- b. Supervise staff within the Records and Information Services Division, delegating tasks, providing guidance and training, and monitoring performance;
- c. Supervise and ensure quality of services by the Records and Information Services Division;
- d. Oversee the records management and information workflow, identifying areas for improvement and implementing changes to optimize efficiency and effectiveness;
- e. Implement policies and procedures for the creation, organization, storage, retrieval, and disposition of records. This ensures adherence to legal and regulatory requirements and best practices for records management;

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- f. Monitor and review the outputs of subordinates against performance standards;
- g. Review, develop and recommend internal work processes, guidelines, standards, policies and procedures; and
- h. Perform other duties as may be assigned by the superior.

9.2.41. **Supervising Administrative Officer (Records Officer IV)** – responsible for overseeing and managing the creation, organization, maintenance, and disposition of all procurement-related records. He or she shall have the following functions:

- a. Assist the Chief Administrative Officer in directing and managing the day-to-day operations of the Division;
- b. Review and ensure the undertaking of complete staff work on matters requiring the attention or action of the Division Chief;
- c. Align work outputs and processes to the Division’s directives and priorities and ensure conformance to internal and external policies that are applicable to the Division;
- d. Assume the Division Chief’s functions or duties in the latter’s absence; and
- e. Perform other duties as may be assigned by the superior.

Documentation and Records Management Section

9.2.42. **Administrative Officer III (Records Officer II)** – responsible for the day-to-day tasks of managing and maintaining procurement related-records. He or she shall have the following functions:

- a. Organize, maintain, retrieve and ensure the proper use and disposition of records and other procurement-related documents;
- b. Record minutes for all meetings and document the decisions made during the meetings and verify and certify the accuracy and approval of these minutes and resolutions;
- c. Oversee the reproduction process of the bidding documents, and promptly supply the necessary bidding documents and related materials upon verification of the official receipt;

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- d. Respond to inquiries regarding procurement documents and record-keeping procedures; and
- e. Perform other duties as may be assigned by the superior.

9.2.43. **Administrative Assistant V (Data Entry Machine Operator III)** – responsible for the day-to-day tasks of managing and maintaining procurement related-records. He or she shall have the following functions:

- a. Organize, maintain, retrieve and ensure the proper use and disposition of records and other procurement-related documents;
- b. Compile, docket and ensure that all requisite documents pertaining to the procurement activity are included for transmission to designated departments for compliance;
- c. Scan the compiled documents for safekeeping within the Department;
- d. Generate order of payment for requested bidding documents;
- e. Ensure the systematic reception of bid proposals submitted by potential bidders with proper documentation and photos; and
- f. Perform other duties as may be assigned by the superior.

9.2.44. **Administrative Assistant I (Reproduction Machine Operator III)** – responsible for the day-to-day tasks of reproduction and maintaining procurement related-records. He or she shall have the following functions:

- a. Reproduce bidding documents and promptly supply the necessary bidding documents and related materials upon verification of the official receipt;
- b. Reproduce official records requested by various stakeholders;
- c. Scan the compiled documents for safekeeping within the Department and reproduce the said documents for transmission to designated departments;
- d. Reproduce other necessary documents required by the Department and the Bids and Awards Committee for distribution to bidders, proponents, or pertinent third parties and ensure that these documents are appropriately formatted and produced in sufficient quantities; and

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- e. Perform other duties as may be assigned by the superior.

Coordination and Information Services Section

9.2.45. **Administrative Officer V (Information Officer III)** – handles a variety of tasks related to information management and communication within the procurement process. He or she shall have the following functions:

- (1) Oversee the organization and preparation of all necessary arrangements for meetings and conferences;
- (2) Aid in the planning, organizing and coordinating and management of the operations and activities of the Division;
- (3) Assist the Chief Administrative Officer in coordination, implementation and monitoring of Division activities;
- (4) Facilitate procurement-related meeting and conferences;
- (5) Be responsible for generating reports on procurement activities and ensure the timely submission of said report to appropriate Agencies;
- (6) Be responsible for disseminating information about procurement policies, procedures, and updates to internal stakeholders; and
- (7) Perform other duties as may be assigned by the superior.

9.2.46. **Administrative Officer IV (Information Officer II)** – handles a variety of tasks related to information management and communication within the procurement process. He or she shall have the following functions:

- a. Prepare communication letters in response to the various requests received by the Department;
- b. Prepare appropriate Bids and Awards Committee Resolutions;
- c. Prepare and present the agenda of procurement-related meetings and conferences;
- d. Prepare appropriate notices or invitations for procurement-related meetings and conferences;

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- e. Assign outgoing documents to liaisons for proper dissemination to designated department or offices; and
- f. Perform other duties as may be assigned by the superior.

9.2.47. **Administrative Officer II (Information Officer I)** – handles a variety of tasks related to information management and communication within the procurement process. He or she shall have the following functions:

- a. Maintain and update the information of various procurement projects in the internal database of the Department;
- b. Contact concerned stakeholders for the issuance of procurement documents, such as purchase orders, contracts, notice of awards and notice to proceed;
- c. Manage communication with suppliers or contractors or service providers, End-users, and other stakeholders regarding procurement-related concerns. This involves answering emails, scheduling meetings, and relaying information; and
- d. Perform other duties as may be assigned by the superior.

9.2.48. **Administrative Assistant IV (Bookbinder IV)** – provides support with various tasks related to information management and communication within the procurement process. He or she shall have the following functions:

- a. Organize, maintain, and file procurement-related documents of the Division in a systematic and secure manner;
- b. Record outgoing communications and monitor their routing;
- c. Prepare materials and necessary documents for procurement-related meetings and conferences;
- d. Assist in organizing and making all the necessary arrangements for all procurement-related meetings and conferences; and
- e. Perform other duties as may be assigned by the superior.

9.2.49. **Assistant Information Officer** – provides support in various tasks related to information management and communication within the procurement process. He or she shall have the following functions:

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- (1) Update and input procurement project-related data into the internal database;
- (2) Answer phone calls, respond to emails, and handle inquiries related to procurement processes and with the Department and direct them to the appropriate personnel;
- (3) Confirm the availability and attendance of participants, including the Bids and Awards Committee Chairperson and its members, the Technical Working Group, End-users, and others, for procurement-related meetings and conferences;
- (4) Assist in organizing and making all necessary arrangements for all procurement-related meetings and conferences; and
- (5) Perform other duties as may be assigned by the superior.

9.2.50. **Administrative Assistant I (Bookbinder III)** – provides support with various tasks related to information management and communication within the procurement process. He or she shall have the following functions:

- (1) Safekeep and maintain records of incoming and outgoing procurement-related documents;
- (2) Ensure proper document classification and indexing of incoming communications for easy retrieval;
- (3) Assist in organizing and making all necessary arrangements for all procurement-related meetings and conferences;
- (4) Monitor and request supplies for the use of the Division; and
- (5) Perform other duties as may be assigned by the superior.

SECTION 10. QUALIFICATION STANDARDS. – The qualification standards of the 100 plantilla positions shall be specified by the Human Resource Management Department in compliance with the requirements of the Department of Budget and Management and the Civil Service Commission prior to the publication of this Ordinance.

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SECTION 11. REORGANIZATIONAL STRUCTURE. – Upon enactment of this Ordinance, the Department will have a total of 55 created plantilla positions. This includes 31 newly-created positions after abolition of vacant items under Section 9 herewith, six (6) positions created from vacancies of Co-Terminus positions with the Incumbent under Sections 8.1.1 herewith and 18 positions created from the abolished positions under Sections 8.2.1. This brings the total number of plantilla positions to 100, including the existing plantilla positions from the original creation of the Department.

11.1. The Organizational Structure of the Procurement Department prior to restructuring:

(1) CITY GOVERNMENT DEPARTMENT HEAD III (SS-27)				
(1) CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD III (SS-25)				
MANUAL TYPE STAFF	DOCUMENTATION AND ADMINISTRATIVE SERVICES DIVISION	TECHNICAL SERVICES DIVISION	DATABASE MANAGEMENT DIVISION	PRICE STANDARDIZATION AND MONITORING DIVISION
(1) ATTORNEY IV (SS-23)	(1) CHIEF ADMINISTRATIVE OFFICER (SS-24)	(1) ENGINEER V (SS-24)	(1) CHIEF ADMINISTRATIVE OFFICER (MANAGEMENT AND AUDIT ANALYST V) (SS-24)	(1) CHIEF ADMINISTRATIVE OFFICER (SUPPLY OFFICER V) (SS-24)
(1) SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV) (SS-22)	(1) SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV) (SS-22)	(1) SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV) (SS-22)	(1) SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV) (SS-22)	(1) SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV) (SS-22)
(1) ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III) (SS-18)	(1) ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III) (SS-18)	(3) ENGINEER III (SS-19)	(2) INFORMATION SYSTEM ANALYST III (INFORMATION TECHNOLOGIST OFFICER I) (SS-19)	(2) ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III) (SS-18)
(1) ADMINISTRATIVE ASSISTANT III (SECRETARY II) (SS-9)	(2) ADMINISTRATIVE OFFICER V (RECORDS OFFICER III) (SS-18)	(3) PROJECT EVALUATION OFFICER III (SS-18) (1 VACANT)	(1) COMPUTER MAINTENANCE TECHNOLOGIST I (SS-11)	(4) SENIOR ADMINISTRATIVE ASSISTANT I (ROUTER V) (SS-13) (2 VACANT)
(1) ADMINISTRATIVE AIDE IV (CLERK III) (SS-4)	(2) ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) (SS-14) (1 VACANT)	(4) ADMINISTRATIVE ASSISTANT IV (PROJECT EVALUATION ASSISTANT II) (SS-10) (2 VACANT)	(3) ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III) (SS-11)	(3) ADMINISTRATIVE ASSISTANT III (ROUTER III) (SS-9)
(2) ADMINISTRATIVE AIDE IV (ROUTER II) (SS-4)	(1) ADMINISTRATIVE ASSISTANT V (STORAGE/REPER H4) (SS-11)	(3) ADMINISTRATIVE ASSISTANT II (CLERK III) (SS-9) (1 VACANT)	(3) ADMINISTRATIVE ASSISTANT II (CLERK III) (SS-9) (1 VACANT)	(2) ADMINISTRATIVE AIDE IV (ROUTER II) (SS-6)
(2) ADMINISTRATIVE AIDE III (MESSENGER) (SS-3)	(2) ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (SS-10)	(1) ADMINISTRATIVE AIDE IV (CLERK III) (SS-4)	(4) ADMINISTRATIVE ASSISTANT II (DATA CONTROLLER II) (SS-8)	(2) ADMINISTRATIVE AIDE IV (ROUTER I) (SS-4)
(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SS-3)	(2) ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I) (SS-10)			
(1) ADMINISTRATIVE AIDE III (MESSENGER) (SS-2)	(2) ADMINISTRATIVE ASSISTANT II (CLERK III) (SS-8) (1 VACANT)			
	(1) ADMINISTRATIVE ASSISTANT II (PROPERTY CUSTODIAN) (SS-8)			
	(1) ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III) (SS-7)			
	(1) ADMINISTRATIVE AIDE VI (CLERK III) (SS-6)			
	(2) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SS-4)			
	(1) ADMINISTRATIVE AIDE III (BOOKBINDER I) (SS-3)			

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SECTION 13. FUNDING OR APPROPRIATION. – The funds covering the Salaries and Wages for the newly created positions shall be taken from the General Fund of the City’s Annual Budget for the next and succeeding fiscal year.

SECTION 14. REPEALING CLAUSE. – All Quezon City ordinances, resolutions, executive orders, memorandum circulars and administrative orders, and administrative regulations or part thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.


SECTION 15. 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.

SECTION 16. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: November 25, 2024.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



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

APPROVED: MAR 06 2025


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 25, 2024 and was PASSED on Third/Final Reading on December 2, 2024.


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