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QUEZON CITY COUNCIL
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95th Regular Session

ORDINANCE NO. SP-3374, S-2024

AN ORDINANCE CREATING THE QUEZON MEMORIAL CIRCLE ADMINISTRATION OFFICE (QMCAO), UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DUTIES, FUNCTIONS AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilors DAVE C. VALMOCINA, ERIC Z. MEDINA, DOROTHY A. DELARMENTE, M.D., VITO SOTTO GENEROSO and CANDY A. MEDINA

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, Aly Medalla, 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, Edgar "Egay" G. Yap, Imee A. Rillo, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Emmanuel Banjo A. Pilar, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

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WHEREAS, the Quezon Memorial Circle (QMC), the main park of Quezon City, is a National Park located inside a large traffic circle shaped like an ellipse and bounded by an Elliptical Road. Its main feature is a 66-meter (217 ft.) tall mausoleum containing the remains of Manuel L. Quezon, the second official President of the Philippines, and his wife, First Lady Aurora Quezon. The park is visited by approximately 6,200 people a day during weekdays and around 14,000 people a day during weekends;

WHEREAS, the QMC is a cultural and historical landmark which the Quezon City Government (QCG) has the legal and moral obligation to preserve and protect;

WHEREAS, the Quezon City Parks Development Foundation, Inc., which has been managing the QMC since September 27, 1988, has then transferred and turned over the management duties and overall maintenance of QMC to the QCG on July 1, 2008, through a signed Memorandum of Agreement between the latter and Quezon City Parks Development Foundation, Inc.;

WHEREAS, the QCG has undergone various renovations and enhancements to improve and maintain its facilities as it recognizes the importance of preserving the historical, ecological, and cultural value of the QMC to its citizens;

WHEREAS, the administration of the QMC recognizes a need to establish an independent body under the Office of the City Mayor to fully oversee the management, operations, and maintenance of the QMC as also part of the management's preparation for the QCG's approved QMC Redevelopment Master Plan, which aims to restore green spaces and expand its services, creating more and upgraded areas for relaxation and recreation and opportunities for economic exchange, and promote green sustainable development in the City, and increase the biodiversity in the park;

WHEREAS, to continuously promote and support the QCG's thrust in building a safe, clean, green, and sustainable park, it is necessary to create an independent body under the Office of the City Mayor; such authority is derived from the mandate of local governments to "...enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms..." as provided under Section 3(h) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, to attain improved government performance, there is a compelling need for institutionalizing and rationalizing the Quezon Memorial Circle Administration Office (QMCAO) of the QCG to ensure the sustainability of the park maintenance and operations for efficient delivery of services that enrich visitor's experience.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known and cited as the "Quezon Memorial Circle Administration Office Ordinance."

SECTION 2. FUNCTIONS. – It is hereby created an office named as "Quezon Memorial Circle Administration Office" (QMCAO) which shall perform the following functions with integrity, effectiveness, and productivity:

a. *Manage the Quezon Memorial Circle (QMC) and its facilities except the one (1)-hectare area covering the Quezon Memorial Shrine, which is under the National Historical Commission of the Philippines (NHCP);*

b. *Manage the overall operations and maintenance of the QMC;*

c. *Facilitate the leisure, recreational, and sporting needs of Quezon City constituents and those of the neighboring cities and municipalities by promoting the use of various recreational venues and facilities of the QMC;*

d. *Oversee the conservation of environmental and natural resources in the QMC;*

e. *Manage the landscape development, maintenance, and preservation of the aesthetic value of the QMC;*

f. *Manage the enforcement of park rules and regulations to maintain discipline and ensure public order and safety;*

g. *Preserve and conserve the park's historical, ecological, and cultural value through various activities such as rehabilitation or renovation projects to enhance and maintain its facilities;*

h. *Contribute to the economic and environmental well-being of the community and the City by providing sources for revenue and employment where more attractions, activities, and businesses operate within the QMC premises;*

i. *Facilitate the collection of parking and rental fees and other charges imposed for the entry and the use of such designated open spaces and park's facilities or amenities, subject to proper accounting and auditing rules and regulations implemented by the City;*

j. *Manage and prepare all financial records, billing statements, and other processes relevant to office collections and finances;*

k. *Create mechanisms that promote and market recreational parks to keep the public informed and actively engaged with high-quality experiences;*

l. *Compile a report on the daily number of park visitors that can be used in developing programs, projects, and policies relevant to the QMC;*

m. *Design or develop policies, processes, and systems that will continuously enhance and improve the delivery of services of QMC;*

n. *Prepare and implement communications, education, and public awareness programs for managing and developing the largest recreational park;*

o. *Handle, review, and monitor all legal affairs within the QMC concerning lease agreements, implementation of the park's rules and regulations, and other relevant matters that need legal advice;*

p. *Establish partnerships with other stakeholders to promote the park services and facilities to attract more visitors and entrepreneurs that could provide additional income for the City;*

q. *Collaborate with key stakeholders to efficiently and effectively implement programs, projects, and activities;*

r. *Propose plans and programs to the City Mayor concerning the management and development of the QMC; and*

s. *Perform other functions as prescribed by law, ordinance, or as the City Mayor may require.*

SECTION 3. CREATION OF POSITIONS AND STAFFING PATTERN. – The composition of the QMCAO shall be in accordance with the following:

No. of Positions	***Position Titles (Plantilla Positions)***	***Salary Grade***
1	*City Government Assistant Department Head III*	*25*
1	*Chief Administrative Officer (Administrative Officer V)*	*24*
1	*Special Operations Officer V*	*24*
1	*Supervising Administrative Officer (Administrative Officer IV)*	*22*
1	*Special Operations Officer IV*	*22*
1	*Administrative Officer V (Administrative Officer III)*	*18*
1	*Special Operations Officer III*	*18*
3	*Park Operations Superintendent II*	*18*
1	*Administrative Officer IV (Administrative Officer II)*	*15*

1	Special Operations Officer II	14
3	Park Maintenance Supervisor	14
2	Administrative Officer II (Administrative Officer I)	11
2	Special Operations Officer I	10
3	Park Maintenance General Foreman	10
1	Administrative Assistant III (Computer Operator II)	9
5	Administrative Assistant II (Clerk IV)	8
1	Administrative Aide VI (Electrician II)	6
1	Welder II	6
4	Park Attendant III	6
1	Administrative Aide V (Plumber II)	5
1	Administrative Aide V (Mason II)	5
1	Administrative Aide V (Carpenter II)	5
1	Administrative Aide V (Painter II)	5
11	Administrative Aide IV (Clerk II)	4
2	Administrative Aide IV (Driver II)	4
12	Park Attendant II	4
1	Administrative Aide IV (Electrician I)	4
8	Administrative Aide III (Utility Worker II)	3
1	Administrative Aide III (Plumber I)	3
4	Administrative Aide III (Laborer II)	3
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SECTION 4. FUNCTIONS AND SERVICES. – The City Government Assistant Department Head III shall manage the overall Office processes and supervise the entire operations of QMCAO to oversee and ensure the efficient and effective administration, maintenance, and development of the QMC. The City Government Assistant Department Head III and other staff of QMCAO shall have the following mandates and functions:

City Government Assistant Department Head III

- *Act as the Administrator of the QMC, who is overall-in-charge of supervising and managing park operations and maintenance;*
- *Plan, organize, direct, coordinate, and control activities for park visitors to ensure a safe and enjoyable experience for everyone at the park;*
- *Ensure that all laws, regulations, and standards are met regarding the park operations and maintenance;*
- *Oversee the park's day-to-day operations, including staffing requirements and activity schedules;*
- *Oversee the use of park facilities or amenities, commercial spaces, and other spaces that produce revenues for the development and maintenance of the QMC;*

- *Develop and enforce rules and regulations for using the park facilities and amenities;*
- *Build and maintain relationships with local community members, vendors, and contractors;*
- *Collaborate with other departments, organizations, and stakeholders to plan and execute park projects and initiatives;*
- *Respond to public inquiries and complaints;*
- *Develop and implement marketing and promotional activities to increase visitor attendance and satisfaction;*
- *Manage the ecosystem management plan of the park to ensure that the natural, cultural, and historical resources are well-protected;*
- *Maintain a systematic process flow to ensure the effective and efficient management of the Office and avoid complaints from clients;*
- *Propose plans and programs to the City Mayor, City Government Department Head III, and higher authorities concerning the management and development of QMC;*
- *Enter into agreements with any government subdivision, agency, or instrumentality concerning the use of the facilities of the QMC offered to the general public on a normal basis; and*
- *Perform other functions as prescribed by law, ordinance, or as the City Mayor may require.*

4.1 ***ADMINISTRATIVE AND PARK SERVICES DIVISION***

4.1.a. ***Chief Administrative Officer (Administrative Officer V)***

- *Act as the Deputy for Administration of the QMC, who is in-charge of the overall supervision of Administrative and Park Services Division;*
- *Assist the Administrator in planning, organizing, directing, coordinating, and controlling activities for park visitors to ensure a safe and enjoyable experience for everyone;*
- *Assist the Administrator in ensuring all laws, regulations, and standards are met regarding the park operations and maintenance;*
- *Assist the Administrator in managing the park's day-to-day operations, including staffing requirements and activity schedules;*
- *Assist the Administrator in overseeing the use of park facilities or amenities, commercial spaces, and other spaces that produce revenues for the development and maintenance of the QMC;*

- *Assist the Administrator in developing and enforcing rules and regulations for the use of the park facilities and amenities;*
- *Assist the Administrator in building and maintaining relationships with local community members, vendors, and contractors;*
- *Assist the Administrator in collaborating with other departments, organizations, and stakeholders to plan and execute park projects and initiatives;*
- *Assist the Administrator in responding to public inquiries and complaints;*
- *Assist the Administrator to develop and implement marketing and promotional activities to increase visitor attendance and satisfaction;*
- *Assist the Administrator in maintaining a systematic process flow to ensure the effective and efficient management of the Office and avoid complaints from clients;*
- *Provide technical support in proposing plans and programs to the City Mayor, City Government Department Head III, and higher authorities concerning the management and development of the QMC;*
- *Assist the Administrator in the review of documents and correspondences relative to the park administration; and*
- *Perform other functions as the QMC Administrator may require.*

4.1.b. ***Supervising Administrative Officer (Administrative Officer IV)***

- *Assist the Division Head in the formulation, development and implementation of program guidelines;*
- *Assist in the review of requests recommended for approval;*
- *Responsible for planning, directing, coordinating, and supervising all administrative services functions, personnel administration, general services, supplies or records management, and budgeting;*
- *Participate in the planning, monitoring, and evaluating of office targets and performance according to agreed operations;*
- *Manage the office collections from income-generating facilities or activities such as tenants' rentals, parking fees, rental of venues, ambulant vendors' fees, and other charges imposed for using facilities, subject to proper accounting and auditing rules and regulations implemented by the government;*

- *Responsible for implementing the Office's Strategic Performance Management System (SPMS);*
- *Conduct audits or assessments to verify compliance in administrative processes;*
- *Provide updated information on Civil Service promotions, training and development, and policies;*
- *Monitor and evaluate the performance of the personnel;*
- *In charge of preparation, facilitation, and documentation of capacity-building activities of QMCAO personnel;*
- *Handle incoming and outgoing Office communications and facilitate communication between different stakeholders;*
- *Prepare and review various communications and document reports; and*
- *Perform other functions as the QMC Administrator may require.*

4.1.1. ***ADMINISTRATIVE SECTION***

- *Provide administrative support services needed by the Office;*
- *Process and assess the incoming and outgoing Office communications and facilitate communication from different stakeholders;*
- *Handle the safekeeping of all documents of the Office;*
- *Facilitate the Office collections from income-generating facilities or activities such as tenants' rentals, parking fees, rental of venues, ambulant vendors' fees, and other charges imposed for using facilities, subject to proper accounting and auditing rules and regulations implemented by the government;*
- *Manage and prepare all financial statements and other financial status relevant to QMC;*
- *Monitor the compliance of employees and organization on the existing rules and regulations in accordance with the law (CSC, HRMD, Republic Act No. 6713, Office Rules and Regulations);*
- *Handle the process of recruitment, interview, selection, and hiring processes;*
- *Facilitate the assessment of employees' work performance, disciplinary procedures and handle employee relations;*
- *Develop and enhance the Office policies and organizational structure that are adaptable to emerging trends or challenges;*
- *Prepare annual, supplemental, or special budgets of the Office;*

- *Monitor the budget utilization of the Office; and*
- *Monitor the bidding and procurement processes concerning the Office.*

4.1.1.a. ***Administrative Officer V (Administrative Officer III)***

- *Supervise the day-to-day operations of QMCAO, particularly the Administrative Section;*
- *In-charge of all administrative functions and concerns of QMCAO;*
- *In-charge of the safekeeping of all documents of QMCAO;*
- *Prepare letters and correspondences of QMCAO;*
- *Prepare inventory and liquidation reports;*
- *Assist the Division Head in performing administrative services functions;*
- *Prepare annual, supplemental, or special budgets of the Office;*
- *Monitor the budget utilization of the Office;*
- *Manage and prepare all financial records, billing statements, and other processes relevant to Office collections and finances;*
- *Monitor the bidding and procurement processes concerning the Office; and*
- *Perform other tasks as may be assigned by the immediate supervisor.*

4.1.1.b. ***Administrative Officer IV (Administrative Officer II)***

- *Supervise the administrative concerns of QMCAO personnel;*
- *Assist the Section Head in the formulation, development and implementation of program guidelines;*
- *Maintain database of all QMCAO personnel and secure 201 files of each personnel;*
- *Recommend trainings or seminars for the QMCAO personnel;*
- *Handle the processing of salaries, benefits, time and attendance of personnel;*
- *Coordinate and facilitate the processing of personnel movement, from hiring, promotion, re-assignment, designation, resignation, or retirement;*

- *Implement CSC, HRMD, and Office policies pertaining to personnel discipline;*
- *Ensure ARTA compliance by the Office;*
- *Handle various administrative tasks and responsibilities such as clerical duties, coordination, and communication to support the efficient operation of the park;*
- *Prepare and maintain reports, documents, and correspondences as required;*
- *Provide support for specific projects, including research, data collection, and analysis;*
- *Assist in the development and updating of organizational policies and procedures as well as planning and execution of projects;*
- *Assist the immediate supervisors to perform the assigned tasks; and*
- *Perform such other duties and tasks as assigned by the immediate supervisor.*

4.1.1.c. ***Administrative Officer II (Administrative Officer I)***

- *Receive, distribute, keep track and file all memorandums, correspondences and other similar communications received by the Office;*
- *Ensure that all communications received are routed or forwarded to concerned division or section or personnel;*
- *Provide basic administrative support to the organization, including a variety of clerical and coordination tasks to ensure smooth day-to-day operations;*
- *Work collaboratively with other administrative staff;*
- *Support team members as needed;*
- *Prepare reports and presentations as assigned; and*
- *Perform such other functions as may be assigned.*

4.1.1.d. ***Administrative Assistant III (Computer Operator II)***

- *Monitor, control, and operate computers and other data processing equipment following the prescribed standards and procedures;*

- *Responsible for the set-up and maintenance of computer and other hardware devices of the Office;*
- *Perform backup and recovery procedures to reduce the risk of data loss;*
- *Analyze, design, develop, implement, and monitor Office information systems;*
- *Encode data needed for the Office database, website, or relevant system application; and*
- *Perform such other duties and tasks as assigned by the immediate supervisor.*

4.1.1.e. ***Administrative Assistant II (Clerk IV)***

- *Provide administrative support services to the organization, including a variety of clerical and coordination tasks for the day-to-day operations;*
- *Draft or type communications;*
- *Receive, sort, file, and release communications and other documents;*
- *Maintain records, reports, and other pertinent documents;*
- *Work collaboratively with other administrative staff; and*
- *Perform such other functions as may be assigned.*

4.1.1.f. ***Administrative Aide IV (Clerk II)***

- *Perform clerical tasks;*
- *Draft or type communications;*
- *Receive, sort, file, and release communications and other documents;*
- *Maintain records, reports, and other pertinent documents; and*
- *Perform such other functions as may be assigned.*

4.1.1.g. ***Administrative Aide IV (Driver II)***

- *Drive Office vehicles;*
- *Keep the vehicles in good operating condition at all times;*
- *Make minor repairs;*
- *Prepare trip tickets every time vehicles are used; and*
- *Perform such other functions as may be assigned.*

4.1.1.h. ***Park Attendant II***

- *Perform clerical tasks;*
- *Process and issue parking tickets to drivers or owners of vehicles entering the park;*
- *Provide information and assistance to park visitors;*
- *Process the client's request for the use of park facilities as required;*
- *Provide assistance or support to the organization to ensure smooth day-to-day operations relevant to park services; and*
- *Perform such other functions as may be assigned.*

4.1.1.i. ***Administrative Aide III (Utility Worker II)***

- *Maintain the cleanliness of the Office;*
- *Ensure that all lights and electricity are turned off after Office hours;*
- *Dispose wastes properly and perform any other errand work;*
- *Perform messenger work and other duties that are part of the function of the Office; and*
- *Perform such other functions as may be assigned.*

4.1.2. ***PARK SERVICES SECTION***

- *Manage the Reservation Desk of QMCAO, which is tasked to handle inquiries regarding the use of park facilities and commercial spaces of QMC;*
- *Administer the process of scheduling events and preparing the necessary paperwork for activities and events that require the use of the facilities and are held within the QMC grounds;*
- *Manage the income-generating facilities of QMC and process the application or request for leasing commercial space, rental of venue or facilities, permits, and other activities that need approval from QMC management;*
- *Respond to inquiries and provide information to the community regarding available recreational and welfare services;*
- *Facilitate partnerships and coordination with stakeholders;*
- *Responsible for organizing special events at the park that are intended for the public;*
- *Facilitate coordination or assistance with the event organizer and/or concerned offices or departments to know the necessary details and concepts of the event;*

- *Provide recommendations to clients regarding strategic locations and logistical requirements of the park for the efficient implementation of activities or events;*
- *Provide assistance in the logistical set-up of events or activities held within the park;*
- *Promote programs and events through various communication channels, such as newsletters, social media, and community bulletin boards; and*
- *Develop and implement marketing and promotional activities to increase visitor attendance and satisfaction.*

4.1.2.a. ***Special Operations Officer III***

- *Supervise the day-to-day operations of QMCAO, particularly the Park Services Section;*
- *Lead the planning, organizing, and implementing programs and activities under the Park Services Section which cater to the needs and interests of the target audience, and promote community engagement and well-being;*
- *Monitor the daily operations of recreation, leisure, sports activities, and other relative events that use open spaces and various facilities of the park;*
- *Manage the Reservation Desk, which is responsible for handling inquiries regarding the use of facilities;*
- *Administer the process of scheduling events and preparing the necessary paperwork for activities and events that require using the facilities and are held within the park grounds;*
- *Organize, lead, and promote interest in recreation activities applicable inside the park;*
- *Promote programs and events through various communication channels, such as newsletters, social media, and community bulletin boards;*
- *Respond to inquiries and provide information to the community regarding available recreational and welfare services;*
- *Provide assistance that may be necessary during various programs, activities, and special events held at the park;*
- *Supervise the monitoring of the activities of visitors who use recreational facilities or amenities at the park;*
- *Oversee and conduct customer and public relations activities;*

- *Receive general direction from the Administrator and higher authorities of the park; and*
- *Perform related duties and responsibilities and such other functions as may be assigned.*

4.1.2.b. ***Special Operations Officer II***

- *Assist the Section Head in planning, organizing, and implementing programs and activities under the Park Services Section;*
- *Assist in monitoring the daily operations of recreation, leisure, sports activities, and other relative events that use open spaces and various facilities of the park;*
- *Assist in managing the Reservation Desk, which is responsible for handling inquiries regarding the use of facilities;*
- *Provide support in various areas relevant to park services as required by the Office;*
- *Perform various tasks and responsibilities relative to coordination, and communication with clients for the efficient delivery of park services;*
- *Prepare and maintain reports, documents, and correspondence as required;*
- *Provide support for specific projects, including research, data collection, and analysis;*
- *Assist in the development and updating of organizational policies and procedures as well as planning and execution of projects;*
- *Assist the immediate supervisors to perform the assigned tasks; and*
- *Perform such other duties and tasks as assigned by the immediate supervisor.*

4.1.2.c. ***Special Operations Officer I***

- *Provide basic administrative support to the organization, including a variety of clerical and coordination tasks to ensure smooth day-to-day operations;*
- *Assist in coordination and communication with clients for the efficient delivery of park services;*
- *Work collaboratively with other administrative staff;*
- *Provide support for specific projects, including research, data collection, and analysis;*

- *Prepare reports and presentations with statistical data as assigned;*
- *Support team members as needed; and*
- *Perform such other functions as may be assigned.*

4.1.2.d. ***Administrative Aide IV (Clerk II)***

- *Perform clerical tasks;*
- *Provide information and assistance to park visitors;*
- *Process the client's request for the use of park facilities as required;*
- *Provide assistance or support to the organization to ensure smooth day-to-day operations relevant to park services; and*
- *Perform such other functions as may be assigned.*

4.1.2.e. ***Administrative Aide III (Utility Worker II)***

- *Maintain the cleanliness of the facilities;*
- *Ensure that all lights and electricity are turned off after the use of facilities;*
- *Dispose wastes properly and perform any other errand work;*
- *Assist as necessary in setting up logistics or equipment for events or activities at the park; and*
- *Perform such other functions as may be assigned.*

4.2 ***PARK OPERATIONS DIVISION***

4.2.a. ***Special Operations Officer V***

- *Act as the Deputy for Operations of the QMC, who assists the Administrator in overall supervision and management of park maintenance and operations;*
- *Assist the Administrator in the implementation of special operations at the park;*
- *Assist the Administrator in planning, organizing, directing, coordinating, and controlling activities for park visitors to ensure a safe and enjoyable experience for everyone;*
- *Assist the Administrator in ensuring all laws, regulations, and standards are met regarding the park operations and maintenance;*
- *Assist the Administrator in managing the park's day-to-day operations, including staffing requirements and activity schedules;*
- *Assist the Administrator in overseeing the condition of park facilities or amenities, commercial spaces, and other areas for the development and maintenance of the QMC;*

- *Assist the Administrator in developing and enforcing rules and regulations for the use of the park facilities and amenities;*
- *Assist the Administrator in building and maintaining relationships with local community members, vendors, and contractors;*
- *Assist the Administrator in collaborating with other departments, organizations, and stakeholders to plan and execute park projects and initiatives;*
- *Assist the Administrator in responding to public inquiries and complaints;*
- *Assist the Administrator in managing the ecosystem management plan of the park to ensure that the natural, cultural, and historical resources are well-protected;*
- *Assist the Administrator in maintaining a systematic process flow to ensure the effective and efficient management of the Office and avoid complaints from clients;*
- *Provide technical support in proposing plans and programs to the City Mayor, City Government Department Head III, and higher authorities concerning the management and development of the QMC;*
- *Assist the Administrator in the review of documents and correspondences relative to the park operations; and*
- *Perform other functions as the QMC Administrator may require.*

4.2.b. ***Special Operations Officer IV***

- *Assist the Division Head in the formulation, development and implementation of program guidelines;*
- *Assist in the review of requests recommended for approval;*
- *Assist the Division Head in the overall supervision of the Park Operations Division;*
- *Participate in planning, directing, coordinating, and supervising all park operations services functions;*
- *Participate in the planning, monitoring, and evaluating of Office targets and performance according to agreed operations;*
- *Provide technical assistance in the formulation and implementation of plans and strategies to meet the Office objectives;*
- *Assist the Division Head in the delegation of tasks and monitoring of personnel's work performances;*

- *Prepare and review various communications and document reports; and*
- *Perform other functions as the QMC Administrator may require.*

4.2.1. ***FACILITIES MAINTENANCE SECTION***

- *Manage the operation of construction and the maintenance of equipment for park operations and perform preventive maintenance on equipment;*
- *Manage the projects and relevant activities for maintaining and repairing facilities, properties, and equipment;*
- *Manage and monitor the site inspection and appraisal through ocular inspection and assessment to determine the extent of damage and repair needed;*
- *Ensure proper installation of utilities following the approved plans or specifications;*
- *Responsible for the monitoring of park's rehabilitation and infrastructure development projects and facilitate coordination with other concerned offices like City Engineering Department, City Architect Department, Parks Development Administration Department, etc.;*
- *Facilitate the coordination with concerned offices regarding engineering matters and other programs and projects concerning the park; and*
- *Recommend materials and supplies needed to be procured for park maintenance and operations based on proper evaluation.*

4.2.1a. ***Park Operations Superintendent II***

- *Supervise the day-to-day operations of QMCAO, particularly the Facilities Maintenance Section;*
- *Lead, oversee, and participate in the operation of construction and maintenance equipment for park operations and perform preventive maintenance on equipment;*
- *Oversee the projects and relevant activities for maintaining and repairing facilities, properties, and equipment;*
- *Supervise the site inspection and appraisal through ocular inspection and assessment to determine the extent of damage and repair needed;*

- *Ensure proper installation of utilities following the approved plans or specifications;*
- *Oversee the park's rehabilitation and infrastructure development projects and coordinate the latter with other concerned offices like City Engineering Department, City Architect Department, Parks Development Administration Department, etc.;*
- *Coordinate with concerned offices regarding engineering matters and other programs and projects concerning the park;*
- *Recommend materials and supplies needed to be procured for park maintenance and operations based on proper evaluation;*
- *Assist in the preparation of Annual Reports and other reports of the Division;*
- *Prepare and submit reports needed by the management;*
- *Receive general direction from the Administrator and higher authorities of the park;*
- *Provide inputs or recommendations to the Administrator regarding repair and maintenance of park facilities; and*
- *Perform related duties and responsibilities and such other functions as may be assigned.*

4.2.1.b. ***Park Maintenance Supervisor***

- *Assist the Section Head in the general supervision of Facilities Maintenance Section, including its personnel, programs, projects and activities relevant to maintenance of facilities;*
- *Assist the Section Head in the preparation of proposals, correspondences, reports and other documents of Facilities Maintenance Section;*
- *Interpret or review blueprints;*
- *Serve as team leader and coordinator in assigning and performing tasks associated with the facilities maintenance;*

- *Assist in the supervision of proper installation of utilities, according to the approved plans or specifications; and*
- *Perform other related duties as assigned.*

4.2.1.c. ***Park Maintenance General Foreman***

- *Assist the Park Maintenance Supervisor in providing leadership and direction to personnel under Facilities Maintenance Section;*
- *Provide guidance, training, and supervision to ensure tasks are completed efficiently and according to established standards;*
- *Interpret or review blueprints;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Develop maintenance schedules and plans for routine tasks to ensure the proper maintenance of park facilities and amenities;*
- *Work a flexible schedule, which may include weekends and holidays; and*
- *Perform other related duties as assigned.*

4.2.1.d. ***Administrative Aide IV (Electrician II)***

- *Maintain and repair, under general supervision, electrical wirings and lighting fixtures;*
- *Inspect, repair, install, and maintain electrical systems, machinery, and equipment;*
- *Ensure all work performed meets required safety codes and is properly inspected;*
- *Conduct annual and routine electrical installation on park facilities;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Work a flexible schedule, which may include weekends and holidays;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.e. ***Welder II***

- *Assemble pieces of metal together or repair damage in metal components using heavy machinery, under general supervision;*
- *Interpret or review blueprints;*
- *Operate equipment used in welding and metal fabrication;*
- *Assess welded surfaces, structures and components to check quality and accuracy;*
- *Conduct annual assessment and routine inspections on welded facilities, structures, and equipment;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.f. ***Administrative Aide V (Plumber II)***

- *Maintain the plumbing and drainage system of the park that generally involves installing, maintaining, and repairing piping systems that carry water or waste;*
- *Interpret or review blueprints;*
- *Perform cutting and fitting pipes, soldering joints, installing fixtures like sinks and toilets, and troubleshooting leaks or blockages;*
- *Perform routine inspections, adhere to building codes and regulations;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Work a flexible schedule, which may include weekends and holidays;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.g. ***Administrative Aide V (Mason II)***

- *Create structures out of bricks, concrete, and natural stones;*
- *Prepare surfaces for masonry work, mix mortar or other bonding agents, and use specialized tools such as trowels and level;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.h. ***Administrative Aide V (Carpenter II)***

- *Perform, under general supervision, skilled carpentry works in the construction, maintenance and repair of building, scaffold, recycling of furniture and other wooden structures;*
- *Work with wood and other materials to build and repair structures and other items;*
- *Perform repairs on malfunctioning or substandard fixtures and furniture;*
- *Operate different tools to perform building and repair tasks on a wide variety of construction projects;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.i. ***Administrative Aide V (Painter II)***

- *Prepare, under general supervision, surfaces by cleaning, sanding and priming them for painting;*
- *Mix and match paint colors to specifications;*
- *Apply paint using brushes, rollers, or sprayers to achieve desired finishes;*
- *Perform touch-ups and repairs as needed;*

- *Maintain and clean painting tools and equipment;*
- *Recommend upgrades or repairs as needed;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.j. ***Administrative Aide VI (Electrician I)***

- *Maintain and repair, under general supervision, electrical wiring and lighting fixtures;*
- *Inspect, repair, install, and maintain electrical systems, machinery, and equipment;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Recommend upgrades or repairs as needed;*
- *Work a flexible schedule, which may include weekends and holidays;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as may be assigned.*

4.2.1.k. ***Administrative Aide III (Plumber I)***

- *Maintain the plumbing system of the park, that generally involves installing, maintaining, and repairing piping systems that carry water or waste;*
- *Perform cutting and fitting pipes, soldering joints, installing fixtures like sinks and toilets, and troubleshooting leaks or blockages;*
- *Respond to and perform emergency repairs and maintenance when needed;*
- *Work a flexible schedule, which may include weekends and holidays;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform other related duties as assigned.*

4.2.1.l. ***Administrative Aide III (Laborer II)***

- *Perform, under general supervision, various tasks related to the maintenance of park facilities;*

- *Provide skilled to semi-skilled activities in the development and maintenance of park facilities;*
- *Perform physically demanding tasks such as operating machinery, lifting heavy objects, and other relevant work as assigned by immediate supervisor;*
- *Make minor or simple repairs to equipment;*
- *Perform work under the general direction of the immediate supervisor; and*
- *Perform such other functions as may be assigned.*

4.2.2. ***LANDSCAPE MAINTENANCE SECTION***

- *Serve as the Greening Team of the QMC;*
- *Ensure plant growth, clean outdoor facilities, and trim overgrown plants and hedges;*
- *Administer the conservation of environmental and natural resources in the park; and*
- *Manage the landscape development, maintenance, and preservation of the aesthetic value of the QMC.*

4.2.2.a. ***Park Operations Superintendent II***

- *Supervise the day-to-day operations of QMCAO, particularly the Landscape Maintenance Section;*
- *Generally supervise the Landscape Maintenance Section including its personnel, programs, projects and activities relevant to landscaping and upkeep maintenance;*
- *Oversee the team of gardeners for the beautification projects of the park, ensure plant growth, clean outdoor facilities, and trim overgrown plants and hedges;*
- *Oversee the conservation of environmental and natural resources in the park;*
- *Manage the landscape development, maintenance, and preservation of the aesthetic value of the QMC;*
- *Receive general direction from the Administrator and higher authorities of the park;*

- *Provide inputs or recommendations to the Administrator regarding repair and maintenance of park facilities; and*
- *Perform related duties and responsibilities and such other functions as may be assigned.*

4.2.2.b. ***Park Maintenance Supervisor***

- *Assist the Section Head in the general supervision of Landscape Maintenance Section, including its personnel, programs, projects and activities relevant to maintenance of facilities;*
- *Assist the Section Head in the preparation of proposals, correspondences, reports and other documents of Landscape Maintenance Section;*
- *Serve as team leader and coordinator in assigning and performing tasks associated with the facilities maintenance; and*
- *Perform other related duties as may be assigned.*

4.2.2.c. ***Park Maintenance General Foreman***

- *Provide leadership and direction to the park maintenance workers and other personnel;*
- *Provide guidance, training, and supervision to ensure tasks are completed efficiently and according to established standards;*
- *Develop maintenance schedules and plans for routine tasks to ensure the proper upkeep of park facilities, landscape and other relevant maintenance;*
- *Work a flexible schedule, which may include weekends and holidays; and*
- *Perform other related duties as assigned.*

4.2.2.d. ***Park Attendant III***

- *Monitor the health of all plants and green spaces;*
- *Design, maintain and manage the gardens, parks and green spaces;*
- *Perform various landscape maintenance tasks such as trimming trees and shrubs, fertilizing and mowing lawns, and keeping green spaces and walkways clear of debris and litter;*

- *Provide assistance to event setup, as required;*
- *Work collaboratively with other park staff to achieve common goals; and*
- *Perform other tasks as may be assigned.*

4.2.2.e. ***Park Attendant II***

- *Perform various landscape maintenance tasks such as trimming trees and shrubs, fertilizing and mowing lawns, and keeping green spaces and walkways clear of debris and litter;*
- *Provide assistance to event setup, as required;*
- *Work a flexible schedule, which may include weekends and holidays; and*
- *Perform other tasks as may be assigned.*

4.2.3. ***PUBLIC ORDER AND SAFETY SECTION***

- *Manage the enforcement of park rules and regulations to maintain discipline and ensure public order and safety;*
- *Monitor the Security Outpost and the presence of security personnel inside the park for the safety of everyone;*
- *Monitor the number of visitors inside the park daily through a foot traffic report;*
- *Provide coordination and assistance with the Quezon City Law and Order Cluster for the preparation of the City's events and other significant activities at the park;*
- *Handle request and coordination for the delegation of outsourced personnel of the park such as security guards and utility workers to assist other QMCAO personnel in performing tasks relevant to public order and safety;*
- *Monitor the visitor's activities inside the park, as well as tenants and other stakeholders; and*
- *Implement and monitor the cleanliness and proper waste management of the park.*

4.2.3.a. ***Park Operations Superintendent II***

- *Supervise the day-to-day operations of QMCAO, particularly the Public Order and Safety Section;*
- *Lead, oversee, and participate in various activities of the park relevant to public order and safety;*

- *Attend coordination meetings with Quezon City Law and Order Cluster personnel in preparation for big and significant events at the park;*
- *Request and coordinate the delegation of outsourced personnel of the park such as security guards and utility workers to assist other QMCAO personnel in performing tasks relevant to public order and safety;*
- *Oversee the enforcement of the City Ordinances, Park Rules and Regulations, and other applicable laws to maintain discipline and ensure public order and safety;*
- *Monitor the number of visitors inside the park daily through a foot traffic report;*
- *Attend safety and training sessions and seminars;*
- *Oversee the cleanliness and proper waste management of the park;*
- *Provide inputs or recommendations to the Administrator regarding public order and safety; and*
- *Perform related duties and responsibilities and such other functions as may be assigned.*

4.2.3.b. ***Park Maintenance Supervisor***

- *Assist the Section Head in the general supervision of the Public Order and Safety Section, including its personnel, programs, projects and activities relevant to public order and safety;*
- *Assist the Section Head in the preparation of proposals, correspondences, reports and other documents of Public Order and Safety Section;*
- *Serve as team leader and coordinator in assigning and performing tasks associated with the section; and*
- *Perform other related duties as may be assigned.*

4.2.3.c. ***Park Maintenance General Foreman***

- *Provide leadership and direction to the park maintenance workers and other personnel;*
- *Provide guidance, training, and supervision to ensure tasks are completed efficiently and according to established standards;*
- *Develop maintenance schedules and plans for routine tasks to ensure the enforcement of public order and safety;*
- *Work a flexible schedule, which may include weekends and holidays; and*
- *Perform other related duties as may be assigned.*

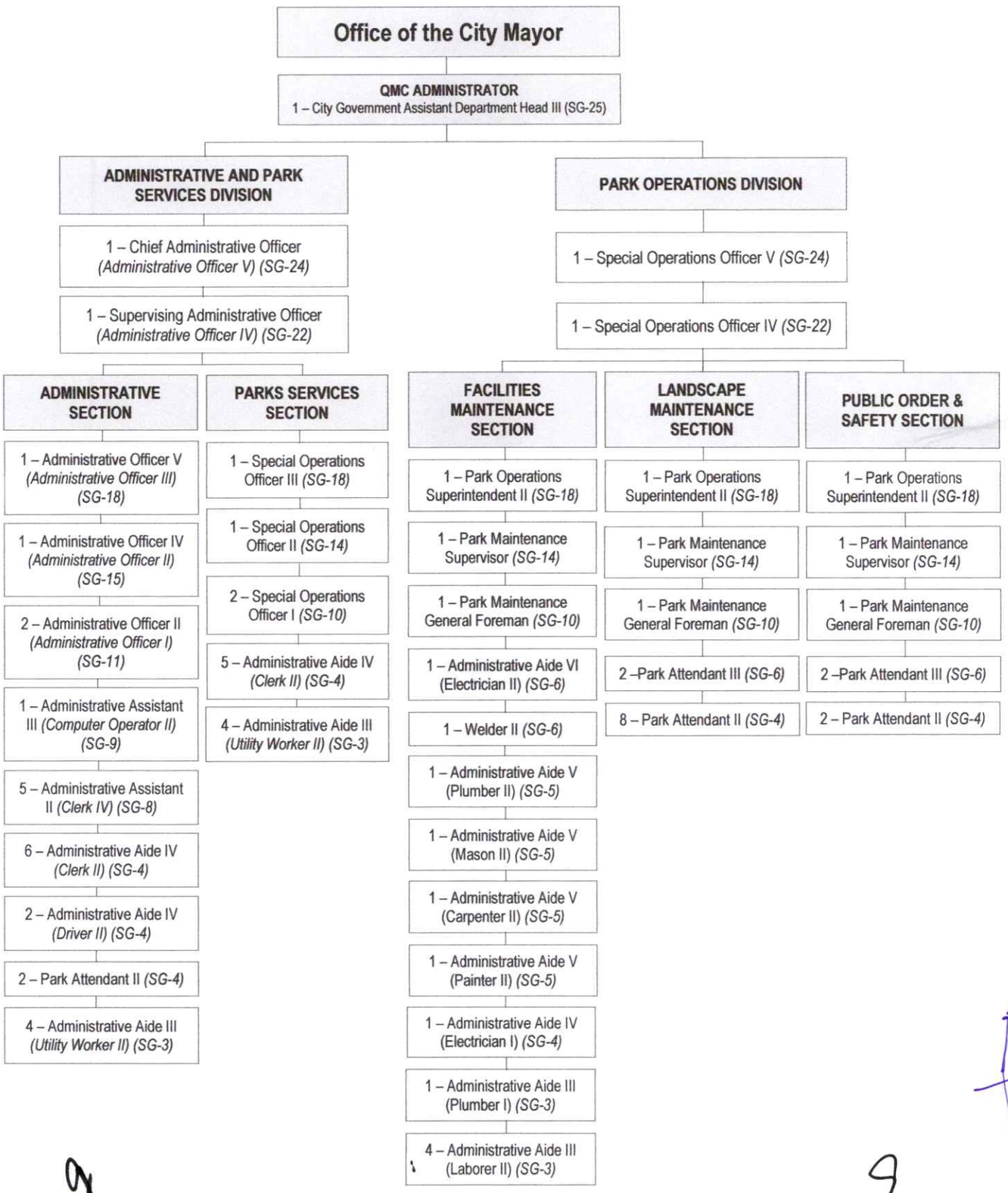
4.2.3.d. ***Park Attendant III***

- *Perform various tasks relevant to the Section;*
- *Act as park rangers who will patrol park grounds and other premises of the QMC;*
- *Monitor the park's activities to observe cleanliness and ensure the safety of visitors;*
- *Enforce park's rules and regulations;*
- *Provide various assistance to significant events, as required;*
- *Work collaboratively with other park staff to achieve common goals; and*
- *Perform other tasks as may be assigned.*

4.2.3.e. ***Park Attendant II***

- *Act as park rangers who will patrol park grounds and other premises of the QMC;*
- *Perform duties involving cleaning of the park facilities, and general maintenance, as assigned;*
- *Monitor park's activities to observe cleanliness and ensure the safety of visitors;*
- *Provide various assistance to significant events, as required;*
- *Work a flexible schedule, which may include weekends and holidays; and*
- *Perform other tasks as may be assigned.*

SECTION 5. ORGANIZATIONAL STRUCTURE. – The QMCAO shall have the following organizational structure.



SECTION 6. LATERAL TRANSFER OF EMPLOYEES OR STAFF. – Existing qualified employees of QMCAO shall be given preference in filling vacancies; provided, that, they shall meet the fitness and merit rule of the Civil Service laws, rules, and regulations.

SECTION 7. FUNDING OR APPROPRIATIONS. – The funds to cover the salaries and other benefits of the newly-created positions amounting to Php39,326,321.00 shall be taken from the Fund of Annual Budget of the Quezon City Government.

SECTION 8. REPEALING CLAUSE. – All ordinances, executive orders parts thereof that are inconsistent with the provisions of this Ordinance are hereby amended, modified, or repealed accordingly.

SECTION 9. 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 10. IMPLEMENTING RULES AND REGULATIONS. – To effectively carry out the provisions of this Ordinance, the Implementing Rules and Regulations (IRR), with respect to its management of funds, shall be promulgated and adopted. The IRR shall include, but not limited to, provisions on:

a. the allocation, utilization and monitoring of funds;

b. the collection of rates, fees and charges for the entry and use of designated open spaces and QMC's facilities and amenities;

c. establishment of reporting and compliance mechanisms; and

d. safeguards against misuse or misappropriation of funds.

The IRR shall take effect immediately upon approval and publication.

SECTION 11. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: November 18, 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: FEB 21 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 18, 2024 and was PASSED on Third/Final Reading on November 25, 2024.

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