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

PO22CC-408-A

110th Regular Session

ORDINANCE NO. SP-3411, S-2025

AN ORDINANCE RECTIFYING THE POSITION TITLES AND SALARY GRADES OF DIFFERENT DEPARTMENTS, OFFICES, AND UNITS (DOU) UNDER THE QUEZON CITY LOCAL GOVERNMENT UNIT (QC-LGU) IN COMPLIANCE WITH THE LOCAL BUDGET CIRCULAR NO. 137, S-2021 DATED 31 JULY 2021 ISSUED BY THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

Introduced by Councilors DOROTHY A. DELARMENTE, M.D., WENCEROM BENEDICT C. LAGUMBAY and ERIC Z. MEDINA

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Joseph P. Juico, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, 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, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, 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, RN, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

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WHEREAS, certain nomenclatures and salary grades (SG) of various positions under the Quezon City Government (QCG) are no longer in accordance with the Department of Budget and Management (DBM) Index of Occupational Services, Position Titles, and Salary Grades in the Local Government Unit (IOS-LGU) and Qualification Standards (QS) Manual of the Civil Service Commission (CSC);

WHEREAS, certain positions created by City Ordinances bearing parenthetical titles are not compliant with CSC QS of 1997 and DBM Local Budget Circular (LBC) No. 137 dated July 13, 2021;

WHEREAS, appointments issued bearing the said nomenclatures and salary grades may have some technical and legal defects, and unless amended, may meet CSC disapproval;

WHEREAS, some existing position titles in the current Personnel Plantilla Schedule bearing generic class titles need to have parenthetical titles to ensure that the appropriate QS will be used in the publication and filling up of the positions;

WHEREAS, in compliance with the DBM-LBC No. 137 dated 13 July 2021, it is necessary to rectify the nomenclatures and salary grades of certain positions;

WHEREAS, in compliance with the CSC Memorandum Circular No. 12, S-2022 dated 08 November 2022, the CSC listed the mandatory and optional working titles that can be used by the departments.

NOW, THEREFORE,

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

SECTION 1. RECTIFICATION OF EXISTING PLANTILLA POSITIONS. – In order to rectify the existing plantilla positions, the unfilled positions shall be offered for abolition and after abolition, the corresponding positions shall be created in its stead. However, for filled positions, the rectification shall take effect upon its vacancy. As such, the offered filled positions shall be marked as Co-Terminus with the Incumbent (CTI). The following position titles and salary grades shall be amended as indicated hereunder.

a. ***OFFICE OF THE CITY MAYOR***

Immediate Staff				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Mayor III*	*30*	*City Mayor*	*30*
7	*Attorney V*	*25*	*Attorney IV*	*23*

10-1 *10-2* *10-3* *10-4* *10-5* *10-6*	*Administrative Officer V (Co-Terminus)*	*18*	*Administrative Officer V (Administrative Officer III) (Co-Terminus)*	*18*
15	*Senior Administrative Assistant I (Liaison Officer II)*	*13*	*Senior Administrative Assistant I (Data Controller IV)*	*13*
16-1 *16-2* *16-3* *16-4* *16-5* *16-6*	*Private Secretary I (Co-Terminus)*	*11*	*Administrative Assistant V (Private Secretary I) (Co-Terminus)*	*11*
19	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*
20-1 *20-2* *20-3* *20-4* *20-5* *20-6*	*Administrative Assistant I (Secretary I) (Co-Terminus)*	*6*	*Administrative Assistant I (Secretary I) (Co-Terminus)*	*7*
24-1 *24-2* *29-1* *29-2*	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*
Quezon City Risk Reduction and Management Office				
Administrative and Training Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
68	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator)*	*7*
Training and Capacity Development Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
74	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator)*	*7*

Research, Planning and Special Project Section				
Research and Planning Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
81	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator)*	*7*
Special Projects Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
86	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator)*	*7*
Operations and Warning Section				
Emergency Services Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
92-1 *92-2* *92-3* *92-4* *92-5* *92-6*	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator I)*	*7*
Finance and Property Section				
Property Supply and General Services Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
109	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator I)*	*7*
City Real Estate Management and Control Office				
Management Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
117	*Administrative Assistant II (Administrative Assistant)*	*9*	*Administrative Assistant II (Administrative Assistant)*	*8*
Solo Parent Affairs Office				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
125	*Social Welfare Officer V (Supervising Social Worker)*	*24*	*Social Welfare Officer V*	*24*
126	*Administrative Officer V*	*18*	*Social Welfare Officer III*	*18*

Item No.	Existing Position Title	SG	Recommended Position Title	SG
127-1 127-2 127-3 127-4 127-5 127-6	Social Welfare Officer II (Case Manager/ Worker)	15	Social Welfare Officer II	15
Gender and Development Council Office				
Item No.	**Existing Position Title**	**SG**	**Recommended Position Title**	**SG**
132	Administrative Officer V	11	Administrative Officer V (Private Secretary I)	11

b. **OFFICE OF THE CITY ADMINISTRATOR**

ADMINISTRATIVE DIVISION				
Item No.	**Existing Position Title**	**SG**	**Recommended Position Title**	**SG**
21	Administrative Aide III (Book Binder I)	3	Administrative Aide II (Book Binder I)	2

c. **CITY PLANNING AND DEVELOPMENT DEPARTMENT**

Item No.	Existing Position Title	SG	Recommended Position Title	SG
1	City Government Department Head III (City Planning and Development Officer)	27	City Government Department Head III (City Planning and Development Coordinator)	27
2	City Government Assistant Department Head III (Assistant City Planning and Development Officer)	25	City Government Assistant Department Head III	25
3	Attorney IV (Legal Officer IV)	23	Attorney IV	23

SUBDIVISION ADMINISTRATION AND REGULATION DIVISION				
Subdivision Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
86-1 *86-2*	*Administrative Assistant II (Subdivision Inspector II)*	*8*	*Zoning Inspector II*	*8*
ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
94	*Chief Administrative Officer*	*24*	*Chief Administrative Officer (Administrative Officer V)*	*24*
Property, Supplies and Records Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
107	*Administrative Officer II (Records Officer II)*	*14*	*Administrative Officer III (Records Officer II)*	*14*
110	*Administrative Assistant II (Property/ Supply Assistant)*	*8*	*Administrative Assistant II (Property Custodian)*	*8*

d. ***CITY LEGAL DEPARTMENT***

TRIAL AND INVESTIGATION DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
5	*Attorney V*	*25*	*Attorney IV*	*23*
9-1 *9-2*	*Legal Researcher*	*13*	*Legal Assistant III*	*14*

e. ***CITY CIVIL REGISTRY DEPARTMENT***

RECORDS MANAGEMENT AND ARCHIVING DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
24-1 *24-2*	*Archivist*	*10*	*Administrative Officer I (Records Officer I)*	*10*
Information and Data Management Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
30-1 *30-2*	*Data Encoder II*	*8*	*Administrative Assistant II (Data Entry Machine Operator II)*	*8*
PUBLIC CEMETERY DIVISION				
Baesa Public Cemetery				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
62-1 *62-2* *62-3*	*Cemetery Caretaker*	*3*	*Cemetery Caretaker*	*2*
Novaliches Public Cemetery				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
68-1 *68-2* *68-3*	*Cemetery Caretaker*	*3*	*Cemetery Caretaker*	*2*
Bagbag Public Cemetery				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
76-1 *76-2* *76-3*	*Cemetery Caretaker*	*3*	*Cemetery Caretaker*	*2*

f. ***CITY GENERAL SERVICES DEPARTMENT***

BUILDING AND GROUNDS MANAGEMENT DIVISION				
Equipment Maintenance Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
98-1 *98-2* *98-3* *98-4* *98-5*	*Administrative Aide VI (Airconditioning Technician I)*	*6*	*Administrative Aide VI (Electrician II)*	*6*
101-1 *101-2* *101-3* *101-4* *101-5* *101-6* *101-7* *101-8* *101-9* *101-10* *101-11* *101-12* *101-13*	*Mechanical/Electrical Equipment Operator I*	*4*	*Administrative Aide III (Utility Worker II)*	*3*
MOTORPOOL DIVISION				
Motor Vehicle Maintenance Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
133-1 *133-2*	*Automotive Electrician*	*6*	*Administrative Aide VI (Mechanic II)*	*6*
135	*Administrative Aide VI (Airconditioning Technician I)*	*6*	*Administrative Aide VI (Mechanic II)*	*6*
Dispatching Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
138	*Senior Transportation Development Officer (Local)*	*18*	*Senior Transportation Regulation Officer*	*18*

139-1 *139-2*	*Senior Transportation Regulation Officer (Local)*	*15*	*Transportation Regulation Officer II*	*15*
141-1 *141-2* *141-3* *141-4* *141-5* *141-6* *141-7* *141-8* *141-9* *141-10* *141-11* *141-12* *141-13* *141-14* *141-15*	*Driver III*	*8*	*Heavy Equipment Operator III*	*9*

g. ***CITY BUDGET DEPARTMENT***

ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
11	*Administrative IV (Liaison Officer)*	*10*	*Administrative Assistant V (Data Controller III)*	*11*

h. ***CITY ACCOUNTING DEPARTMENT***

ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
11-1 *11-2*	*Administrative Officer III (Property Officer II)*	*14*	*Administrative Officer III (Supply Officer II)*	*14*
14	*Driver Mechanic III*	*9*	*Administrative Assistant III (Mechanic III)*	*9*
16-1 *16-2*	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*

PAYROLLS, BILLS AND REMITTANCE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
69	*Chief Administrative Officer (Fiscal Examiner V)*	*24*	*Chief Administrative Officer (Fiscal Controller V)*	*24*
70	*Supervising Administrative Officer (Fiscal Examiner IV)*	*22*	*Supervising Administrative Officer (Fiscal Controller IV)*	*22*
REVENUE ABSTRACT AND STATISTICS DIVISION				
REVENUE ABSTRACT SECTION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
81	*Chief Administrative Officer (Fiscal Examiner V)*	*24*	*Chief Administrative Officer (Fiscal Controller V)*	*24*
82	*Supervising Administrative Officer (Fiscal Examiner IV)*	*22*	*Supervising Administrative Officer (Fiscal Controller IV)*	*22*
86-1 86-2 86-3	*Accounts Management Assistant II*	*10*	*Administrative Assistant III (Senior Bookkeeper)*	*9*

i. ***TRAFFIC AND TRANSPORTATION MANAGEMENT DEPARTMENT***

ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
17	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*
Education and Training Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
22	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*

j. ***SOCIAL SERVICES DEVELOPMENT DEPARTMENT***

RESIDENTIAL AND REHABILITATION DIVISION				
Molave Youth Home				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
55-1 *55-2*	*Training Assistant*	*8*	*Manpower Development Assistant*	*8*
57-1 *57-2* *57-3*	*Houseparent II*	*6*	*Social Welfare Aide*	*4*
60	*Houseparent I*	*4*	*Social Welfare Aide*	*4*
Home for the Aged and Hospice Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
90-1 *90-2* *90-3*	*Houseparent I*	*4*	*Social Welfare Aide*	*4*
PUBLIC ASSISTANT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
104	*Chief Administrative Officer (Division Chief IV)*	*24*	*Project Development Officer V*	*24*
CHILD WELFARE AND PROTECTION OFFICE				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
117-1 *117-2* *117-3* *117-4* *117-5* *117-6*	*Psychometrician I*	*11*	*Social Welfare Officer I*	*11*

k. ***DEPARTMENT OF SANITATION AND CLEAN UP WORKS OF QUEZON CITY***

WASTE MANAGEMENT OPERATIONS DIVISION				
Disaster Relief and Cleanup Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
23-1 *23-2*	*Administrative Aide IV (Construction Equipment Operator)*	*4*	*Heavy Equipment Operator I*	*4*

ADMINISTRATIVE AFFAIRS AND PROPERTY MANAGEMENT DIVISION				
Administrative Affairs Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
47	*Administrative Officer II*	*11*	*Administrative Officer II (Administrative Officer I)*	*11*
Property Management Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
51	*Administrative Officer IV*	*15*	*Administrative Officer IV (Administrative Officer II)*	*15*
52	*Administrative Officer II*	*11*	*Administrative Officer II (Administrative Officer I)*	*11*

l. ***CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT***

CLIMATE CHANGE MITIGATION DIVISION				
Low Carbon Development Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
17-1 *17-2*	*Environmental Management Researcher*	*8*	*Environmental Management Researcher*	*9*
Environmental Quality Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
24-1 *24-2*	*Environmental Management Researcher*	*8*	*Environmental Management Researcher*	*9*
CLIMATE CHANGE ADAPTATION DIVISION				
Biodiversity Management and Food Security Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
35	*Environmental Management Researcher*	*8*	*Environmental Management Researcher*	*9*
Resource Efficiency Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
42	*Environmental Management Researcher*	*8*	*Environmental Management Researcher*	*9*

ADMINISTRATIVE DIVISION				
Records Management and General Services Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
73	*Administrative Officer V*	*18*	*Administrative Officer V (Records Officer III)*	*18*
74	*Administrative Officer IV*	*15*	*Administrative Officer III (Records Officer II)*	*14*
75	*Administrative Officer II*	*11*	*Administrative Officer II (Administrative Officer I)*	*11*
78-1 *78-2* *79*	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*

m. ***MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (City Market Administrator)*	*27*	*City Government Department Head III*	*27*
2	*City Government Assistant Department Head III (Assistant City Market Administrator)*	*25*	*City Government Assistant Department Head III*	*25*

n. ***OFFICE OF THE CITY ASSESSOR***

ADMINISTRATIVE DIVISION				
Records Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
24	*Administrative Aide III (Bookbinder I)*	*3*	*Administrative Aide II (Bookbinder I)*	*2*
Fiscal Management Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
25	*Administrative Officer V (Financial Analyst III)*	*18*	*Administrative Officer V (Budget Officer III)*	*18*
26	*Administrative Officer II (Financial Analyst I)*	*11*	*Administrative Officer II (Budget Officer I)*	*11*

TAX/MAPPING OPERATIONS DIVISION				
Mapping Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
70	*Tax Mapper III*	*19*	*Tax Mapper III*	*18*
72-1 *72-2*	*Tax Mapper I*	*12*	*Tax Mapper I*	*11*
Tax Mapping Maintenance Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
75	*Tax Mapper III*	*19*	*Tax Mapper III*	*18*
76-1 *76-2* *76-3* *76-4*	*Tax Mapper I*	*12*	*Tax Mapper*	*11*
Property Identification Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
80	*Tax Mapper III*	*19*	*Tax Mapper III*	*18*
81-1 *81-2* *81-3* *81-4*	*Tax Mapper I*	*12*	*Tax Mapper I*	*11*

o. ***CITY TREASURER'S OFFICE***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
2-1	*City Assistant Department Head III (Assistant City Treasurer for Administration)*	*25*	*City Government Assistant Department Head III (Assistant City Treasurer)*	*25*
2-2	*City Assistant Department Head III (Assistant City Treasurer for Operation)*	*25*	*City Government Assistant Department Head III (Assistant City Treasurer)*	*25*

Legal Staff				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
4	*Attorney V*	*24*	*Attorney IV*	*23*
Cash Division				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
79-1 *79-2* *79-3*	*Cash Clerk IV*	*10*	*Administrative Assistant II* *(Cash Clerk III)*	*8*

p. ***DEPARTMENT OF THE BUILDING OFFICIAL***

CONSTRUCTION PERMIT DIVISION				
Regular Processing Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
28	*Electronics Communication Planning Specialist*	*16*	*Engineer II*	*16*
INVESTIGATION AND ADJUCATION DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
55	*Attorney V*	*25*	*Attorney IV*	*23*
POLICY, PROGRAMMING AND SYSTEM ADMINISTRATION DIVISION				
Policy, Programming and Technical Compliance Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
70	*Electrical Engineer II*	*16*	*Engineer II*	*16*
ANNUAL BUILDING INSPECTION DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
133	*Electrical Engineer V*	*24*	*Engineer V*	*24*
134	*Electrical Engineer IV*	*22*	*Engineer IV*	*22*
Annual Inspection Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
142	*Electrical Engineer I*	*12*	*Engineer I*	*12*

q. ***QUEZON CITY GENERAL HOSPITAL***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (Medical Center Chief II)*	*27*	*City Government Department Head III*	*27*
2	*City Government Assistant Department Head III (Assistant Director for Professional Services)*	*25*	*City Government Assistant Department Head III*	*25*
3	*City Government Assistant Department Head III (Assistant Director for Administrative Services)*	*25*	*City Government Assistant Department Head III*	*25*
MEDICAL RECORDS DEPARTMENT				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
95	*Librarian III*	*18*	*Administrative Officer V (Records Officer III)*	*18*
96	*Librarian II*	*15*	*Administrative Officer III (Records Officer II)*	*14*
97	*Librarian I*	*11*	*Administrative Officer II (Administrative Officer I)*	*11*
98	*Assistant Statistician*	*8*	*Assistant Statistician*	*9*
ACCOUNTING DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
155	*Accountant V*	*24*	*Chief Accountant*	*24*
161	*Administrative Assistant II (Senior Bookkeeper)*	*9*	*Administrative Assistant III (Senior Bookkeeper)*	*9*

r. ***HUMAN RESOURCE MANAGEMENT DEPARTMENT***

IMMEDIATE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
6	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator I)*	*7*
HUMAN RESOURCE DEVELOPMENT AND ADMINISTRATIVE SUPPORT DIVISION				
Human Resource Development Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
17 23	*Administrative Assistant II (Human Resource Management Assistant I)*	*8*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*
PERSONNEL ACTIONS DIVISION				
Appointment and Personnel Movement Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
29	*Administrative Assistant II (Human Resource Management Assistant I)*	*8*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*
Personnel Records Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
34	*Administrative Assistant II (Human Resource Management Assistant I)*	*8*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*

COMPENSATION AND BENEFITS DIVISION				
Employee Compensation Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
41-1 *41-2*	*Administrative Assistant IV (Human Resource Management Assistant II)*	*10*	*Administrative Assistant VI (Computer Operator III)*	*12*
Employee Benefits Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
49	*Administrative Assistant II (Human Resource Management Assistant I)*	*8*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*
RECRUITMENT AND CAREER MANAGEMENT DIVISION				
Recruitment Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
56	*Administrative Assistant IV (Human Resource Management Assistant II)*	*10*	*Administrative Assistant VI (Computer Operator III)*	*12*
Career Management Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
62	*Administrative Assistant IV (Human Resource Management Assistant II)*	*10*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*

s. ***QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (Cooperative Officer)*	*27*	*City Government Department Head III (City Cooperatives Officer)*	*27*

t. ***QUEZON CITY PUBLIC LIBRARY***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (City Librarian)*	*27*	*City Government Department Head III*	*27*
ADMINISTRATIVE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
9	*Administrative Assistant I (Driver-Mechanic)*	*7*	*Administrative Aide VI (Mechanic II)*	*6*
TECHNICAL SERVICE DIVISION				
Recreational, Educational, and Social Activity Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
55-1 *55-2*	*Administrative Assistant II (Artist-Illustrator III)*	*8*	*Administrative Assistant II (Artist-Illustrator II)*	*8*

u. ***HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT***

ADMINISTRATIVE DIVISION				
Budget and Supply Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
9	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*

v. ***INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT***

ADMINISTRATIVE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
5	*Senior Administrative Assistant III*	*15*	*Senior Administrative Assistant II (Computer Operator IV)*	*14*
9-1 *9-2* *9-3* *9-4* *9-5* *9-6*	*Administrative Aide II*	*2*	*Administrative Aide II (Messenger)*	*2*

DATABASE MANAGEMENT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
19-1 *19-2*	*Information Systems Researcher III (Data Analyst I)*	*17*	*Information Systems Researcher III*	*17*
PROJECT RESEARCH AND DEVELOPMENT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
34-1 *34-2*	*Assistant Information Officer (Research Assistant I)*	*8*	*Assistant Information Officer*	*8*

w. ***PROCUREMENT DEPARTMENT***

IMMEDIATE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
9-1 *9-2*	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*
DOCUMENTATION AND ADMINISTRATIVE SUPPORT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
25	*Administrative Aide III (Bookbinder I)*	*3*	*Administrative Aide II (Bookbinder I)*	*2*
TECHNICAL SERVICES DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
30-1 *30-2* *30-3* *30-4*	*Administrative Assistant IV (Project Evaluation Assistant III)*	*10*	*Project Evaluation Assistant*	*8*
PROCUREMENT DATABASE AND MANAGEMENT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
35-1 *35-2*	*Information System Analyst III (Information Technology Officer I)*	*19*	*Information System Analyst III*	*19*

x. ***QUEZON CITY UNIVERSITY***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (University President)*	*27*	*City Government Department Head III (Fixed-Term)*	*27*
2-1	*City Government Department Head II (Vice President for Administration)*	*26*	*City Government Office Head*	*26*
2-2	*City Government Department Head II (Vice President for Operations)*	*26*	*City Government Office Head*	*26*
3-1 *3-2* *3-3* *3-4* *3-5* *3-6* *3-7* *3-8* *3-9* *3-10* *3-11*	*City Government Department Head I*	*25*	*City Government Assistant Department Head III*	*25*
4	*Executive Assistant VI*	*25*	*Executive Assistant V*	*24*
6-1 *6-2* *6-3* *6-4*	*Chief Administrative Officer*	*24*	*Chief Administrative Officer (Administrative Officer V)*	*24*
7	*University Registrar V*	*24*	*Registrar III*	*18*
9	*Supervising Administrative Officer*	*22*	*Supervising Administrative Officer (Administrative Officer IV)*	*22*
14	*Administrative Officer V*	*18*	*Administrative Officer V (Administrative Officer III)*	*18*
30-1 *30-2* *30-3* *30-4* *30-5*	*Administrative Officer IV*	*15*	*Administrative Officer IV (Administrative Officer II)*	*15*

35-1 *35-2* *35-3* *35-4* *35-5*	*Administrative Officer II*	*11*	*Administrative Officer II* *(Administrative Officer I)*	*11*
40-1 *40-2*	*Administrative Officer I*	*10*	*Administrative Officer I* *(Records Officer I)*	*10*

(x.1.) Based on Section 18, Rule VII of Commission on Higher Education Memorandum Order (CMO) No. 4, 2007 and Section 9(e), Rule IV of 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended, the City Government Department Head III position with Salary Grade 27 and Item No. 1 in the 2024 Quezon City University Personnel Plantilla Schedule shall be amended to read as City Government Department Head III (Fixed-Term).

y. ***PUBLIC EMPLOYMENT SERVICE OFFICE***

ADMINISTRATIVE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
5	*Administrative Officer V*	*18*	*Administrative Officer V* *(Administrative Officer III)*	*18*
10	*Administrative Assistant II*	*8*	*Administrative Assistant II* *(Clerk IV)*	*8*
14	*Administrative Aide II*	*2*	*Administrative Aide II* *(Messenger)*	*2*
PUBLIC EMPLOYMENT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
20-1 *20-2*	*Administrative Assistant III*	*9*	*Administrative Assistant III* *(Computer Operator II)*	*9*
22	*Administrative Aide III* *(Messenger)*	*3*	*Administrative Aide II* *(Messenger)*	*2*

LABOR RELATIONS AND STANDARDS DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
28-1 *28-2*	*Administrative Assistant III*	*9*	*Administrative Assistant III (Computer Operator II)*	*9*
38	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*
47	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*
MIGRATION SERVICES				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
53-1 *53-2*	*Administrative Assistant III*	*9*	*Administrative Assistant III (Computer Operator II)*	*9*
55	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*

z. ***PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (Chief Information Officer)*	*27*	*City Government Department Head III (City Information Officer)*	*27*
ADMINISTRATIVE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
6	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*
VISUAL PRODUCTION SERVICES				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
27	*Photographer IV*	*12*	*Administrative Assistant VI (Computer Operator III)*	*12*

aa. ***QUEZON CITY CITIZEN SERVICES DEPARTMENT***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (Communications Services Officer)*	*27*	*City Government Department Head III*	*27*
2	*City Government Assistant Department Head III (Assistant Communications Services Officer)*	*25*	*City Government Assistant Department Head III*	*25*
IMMEDIATE STAFF				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
5	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*
ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
6	*Chief Administrative Officer*	*24*	*Chief Administrative Officer (Administrative Officer V)*	*24*

bb. ***BOARD OF ASSESSMENT APPEALS***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Assistant Board Secretary*	*18*	*Board Secretary II*	*17*

cc. ***QUEZON CITY TOURISM DEPARTMENT***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III*	*27*	*City Government Department Head III (Tourism Officer)*	*27*

dd. ***QUEZON CITY ANTI-DRUG ABUSE COUNCIL (QCADAC)***

DRUG USE PREVENTION SELECTION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
35	*Training Specialist III*	*18*	*Special Operations Officer III*	*18*
36-1 *36-2* *36-3* *36-4* *36-5* *36-6*	*Training Specialist II*	*15*	*Special Operations Officer II*	*14*
37-1 *37-2* *37-3* *37-4* *37-5* *37-6*	*Training Specialist I*	*11*	*Special Operations Officer I*	*10*
Intelligence, Surveillance and Operation Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
42	*Community Relations Assistant II*	*8*	*Community Affairs Assistant II*	*8*

ee. ***QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)***

ADMINISTRATIVE DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
10	*Chief Administrative Officer*	*24*	*Chief Administrative Officer (Administrative Officer V)*	*24*
RESIDENTIAL/IN-PATIENT TREATMENT DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
27	*Administrative Assistant III*	*9*	*Administrative Assistant III (Computer Operator II)*	*9*

Health Information Management Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
28	*Research Specialist*	*16*	*Administrative Officer IV (Information Officer II)*	*15*
DORMITORY MANAGEMENT UNIT				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
45	*Dormitory Manager III*	*15*	*Home Management Specialist II*	*15*
45-1 *46-2*	*Dormitory Manager II*	*11*	*Home Management Specialist I*	*11*
47-1 *47-2* *47-3*	*Dormitory Manager I*	*9*	*House Management Technologist*	*10*
48-1 *48-2* *48-3* *48-4*	*House Parent I*	*4*	*Social Welfare Aide*	*4*
MEDICAL DIVISION				
Radiology Unit				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
64	*Radiology Technician II*	*10*	*Medical Laboratory Technician III*	*10*
65-1 *65-2* *65-3* *65-4*	*Radiology Technician I*	*8*	*Medical Laboratory Technician II*	*8*
Nutrition and Dietetics Section				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
68	*Nutritionist Dietitian III*	*18*	*Nutritionist-Dietitian III*	*18*
70-1 *70-2*	*Nutritionist Dietitian I*	*11*	*Nutritionist-Dietitian I*	*11*

ff. ***QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Assistant Department Head III (Director I)*	*25*	*City Government Assistant Department Head III*	*25*
EDUCATIONAL UNIT				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
11	*Special Education Teacher V*	*24*	*Project Development Officer V*	*24*

gg. ***QUEZON CITY YOUTH DEVELOPMENT OFFICE***

ADMINISTRATIVE AND FINANCE STAFF DIVISION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
8-1 *8-2*	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*
POLICY RESEARCH, PROGRAM DEVELOPMENT AND PLANNING DIVISION				
Planning Section				
25-1 *25-2* *25-3*	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*
MANAGEMENT INFORMATION SYSTEM DIVISION				
45-1 *45-2* *45-3* *45-4*	*Administrative Assistant II*	*8*	*Assistant Information Officer*	*8*

hh. ***QUEZON CITY PROTECTION CENTER FOR VICTIMS/SURVIVORS OF GENDER-BASED VIOLENCE AND ABUSE***

MEDICAL SUPPORT UNIT				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
11	*Medical Specialist III (Medico-Legal Officer IV)*	*24*	*Medical Specialist III*	*24*
12	*Medical Specialist II (Pediatrician)*	*23*	*Medical Specialist II*	*23*
13	*Medical Specialist II (OB-Gynecologist)*	*23*	*Medical Specialist II*	*23*

ii. ***QUEZON CITY COMPETENCY ASSESSMENT CENTER***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
3	*Administrative Assistant III*	*9*	*Administrative Assistant III (Computer Operator II)*	*9*
4	*Administrative Assistant II*	*8*	*Administrative Assistant II (Clerk IV)*	*8*

jj. ***QUEZON CITY PEOPLE'S LAW ENFORCEMENT BOARD***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Chief Administrative Officer*	*24*	*Chief Administrative Officer (Administrative Officer V)*	*24*
3	*Administrative Officer IV*	*18*	*Administrative Officer V (Records Officer III)*	*18*
5	*Senior Administrative Assistant I*	*13*	*Senior Administrative Assistant I (Stenographic Reporter IV)*	*13*

kk. ***METROPOLITAN TRIAL COURT (JUDICIARY)***

OFFICE OF THE COURT CLERK OF COURT				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
3	*Clerk of Court II*	*18*	*Executive Assistant II*	*17*
11-1 *11-2* *11-3* *11-4* *11-5* *11-6* *11-7* *11-8* *11-9* *11-10* *11-11* *11-12* *11-13*	*Interpreter II*	*10*	*Administrative Assistant III (Secretary II)*	*9*
17	*Administrative Assistant II (Human Resource Management Assistant I)*	*8*	*Administrative Assistant II (Human Resource Management Assistant)*	*8*
18-1 *18-2* *18-3* *18-4* *18-5* *18-6* *18-7* *18-8* *18-9* *18-10* *18-11* *18-12*	*Bailiff II*	*7*	*Administrative Aide VI (Clerk III)*	*6*

ll. ***REGIONAL TRIAL COURT (JUDICIARY)***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
3	*Administrative Assistant I (Sheriff II)*	*7*	*Administrative Assistant I (Secretary I)*	*7*

mm. ***OFFICE OF THE VICE MAYOR***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Vice-Mayor III*	*28*	*City Vice Mayor II*	*28*
2	*City Government Department Head II (Co-Terminus) (Secretary to the Vice-Mayor)*	*26*	*City Government Office Head (Co-terminus)*	*26*
14-1 14-2	*Driver III (Co-Terminus)*	*8*	*Administrative Aide IV (Driver II) (Co-Terminus)*	*4*
26	*Executive Assistant VI (Co-Terminus)*	*25*	*Executive Assistant V (Co-Terminus)*	*24*
30	*Administrative Assistant IV (Information Assistant II)*	*10*	*Local Legislative Staff Assistant III*	*10*
31	*Sergeant-at-Arms (Co-Terminus)*	*20*	*Executive Assistant III (Co-Terminus)*	*20*
32-1 32-2 32-3	*Deputy Sergeant-at-Arms (Co-Terminus)*	*17*	*Executive Assistant II (Co-Terminus)*	*17*

nn. ***OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD (CITY SECRETARY)***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*City Government Department Head III (City Secretary)*	*27*	*City Government Department Head III (Secretary to the Sanggunian)*	*27*

oo. ***TRICYCLE FRANCHISING BOARD***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1-1 *1-2*	*Legislative Staff Officer V*	*22*	*Local Legislative Staff Officer V*	*22*
6	*Administrative Aide III (Messenger)*	*3*	*Administrative Aide II (Messenger)*	*2*

pp. ***QUEZON CITY SPORTS DEVELOPMENT OFFICE***

ADMINISTRATIVE SUPPORT SECTION				
Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
5	*Administrative Officer V*	*18*	*Administrative Officer V (Administrative Officer III)*	*18*
6	*Administrative Assistant I*	*7*	*Administrative Assistant I (Computer Operator I)*	*7*

qq. ***OFFICE OF THE CITY COUNCILORS (DISTRICT 1-6)***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Sangguniang Panlungsod Member III*	*27*	*Sangguniang Panlungsod Member II*	*27*
5	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*

rr. ***OFFICE OF THE SECTORAL REPRESENTATIVE (LIGA NG MGA BARANGAY)***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Sangguniang Panlungsod Member III*	*27*	*Sangguniang Panlungsod Member II*	*27*
5	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*

ss. ***OFFICE OF THE SECTORAL REPRESENTATIVE (SANGGUNIANG KABATAAN)***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Sangguniang Panlungsod Member III*	*27*	*Sangguniang Panlungsod Member II*	*27*
5	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*

tt. ***OFFICE OF THE SANGGUNIANG PANLUNGSOD MEMBER III***

Item No.	***Existing Position Title***	***SG***	***Recommended Position Title***	***SG***
1	*Sangguniang Panlungsod Member III*	*27*	*Sangguniang Panlungsod Member II*	*27*
5	*Driver III*	*8*	*Administrative Aide IV (Driver II)*	*4*

SECTION 2. FUNDING/APPROPRIATION. – The funds covering the salaries and wages shall be taken from the General Fund of the City's Annual Budget.

SECTION 3. REPEALING CLAUSE. – All Quezon City ordinances, resolutions, executive orders, memorandum circulars, administrative orders, and administrative regulations or part thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 4. SEPARABILITY CLAUSE. – If any section or part of this Ordinance is held unconstitutional or invalid, the other sections or provisions not otherwise affected thereby shall remain in full force or effect.

SECTION 5. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after its publication in a newspaper of general circulation, and after posting of copies in conspicuous locations within Quezon City.

ENACTED: March 3, 2025.

CANDY A. MEDINA
City Councilor
Acting Presiding Officer

ATTESTED:

MARILYN JANET B. BUL-LALAYAO
Legislative Staff Officer VI
OIC, City Council Secretary

APPROVED: MAR 27 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 March 3, 2025 and was PASSED on Third/Final Reading on March 10, 2025.

MARILYN JANET B. BUL-LALAYAO
Legislative Staff Officer VI
OIC, City Council Secretary