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EXECUTIVE ORDER NO. 45
Series of 2022

**GUIDELINES ON THE IMPLEMENTATION OF
CITY ORDINANCE SP-2939, S-2020**

"Ordinance Requiring All National Government Agencies, Offices and Government Corporations to coordinate with the Quezon City Government All Project Planning and Implementation to be Introduced, Rolled Out or Implemented within Quezon City"

BACKGROUND:

The Quezon City Council enacted Ordinance No. SP-2939, S-2020 on January 27, 2020 titled "Ordinance Requiring All National Government Agencies, Offices and Government Corporations to coordinate with the Quezon City Government All Project Planning and Implementation to be Introduced, Rolled Out or Implemented within Quezon City".

The ordinance seeks to strengthen and improve intergovernmental coordination on all projects to be implemented in Quezon City, to avoid duplication, conflict in use of site, planning and budgetary inefficiency.

On September 2, 2022, the Infrastructure Committee of the Quezon City Government, through its Chairperson, sent a letter with attached Resolution No. 5 dated May 27, 2022, favourably recommending the approval of this Executive Order.

LEGAL BASIS:

Republic Act No. 7160, otherwise known as the Local Government Code of 1991 Chapter III, Article I instituted the intergovernmental relations between the National Government and Local Government Units. Specifically, in Section 25 (b), the Code mandates that "National agencies and offices with project implementation functions shall coordinate with one another and with the local government units concerned in the discharge of these functions. They shall ensure the participation of local government units both in the planning and implementation of said national projects".

1. **SCOPE** - These guidelines provide rules and procedures for the implementation of City Ordinance No. SP-2939, S-2020 in the identification, validation, approval and coordination arrangements of infrastructure projects, temporary or permanent, of National Government Agencies, Offices and Government Corporations which will be implemented within the jurisdiction of Quezon City. It also includes the roles and responsibilities of various Quezon City Government local agencies and offices.
 - 1.1. National agencies, offices and government corporations' projects to be covered by this requirement for Certification of Coordination are as follows:

- a. Projects to be located within:
 - (1) Quezon City Government owned properties,
 - (2) Properties with deed of donation in favor of the Quezon City Government, and
 - (3) Properties declared by the City Council as abandoned thru City Ordinance SP-2298, S-2014,
 - (4) All public schools within the jurisdiction of Quezon City, excluding state universities (i.e., University of the Philippines, Polytechnic University of the Philippines);
- b. Rehabilitation/Improvement/Asphalting/Overlay of City roads. In the case of National Roads, only those projects with drainage or flood control component such as but not limited to drainage construction, drainage improvement and drainage rehabilitation shall be required a certification of coordination in consideration of the Quezon City Drainage Master Plan.
- c. Existing projects of the National Government agency covered in above-listed "1.a" and "1.b" that involves several stages of completion and remains uncompleted upon the implementation of this Executive Order.

2. DEFINITION OF TERMS - For the purpose of this guidelines, the following terms shall be used:

- a. Coordination - shall mean provision of information to the Quezon City Government by the national government agency regarding its proposed project initiative to be implemented within Quezon City from project conceptualization and planning, implementation, completion and turn-over.
- b. Initiative - any program, project, improvement, infrastructure, temporary or permanent.
- c. Intergovernmental Relations (IGR) - shall refer to the interaction of government agencies at national and local levels to enable the various parts of government to institutionalize cooperation and coordination in the performance of their functions with due recognition and respect of their respective mandates.
- d. Proponent - a national government agency, office or government corporation with project to be located in the city.

3. COORDINATION BY NATIONAL AND LOCAL GOVERNMENT AGENCIES AND OFFICES - National agencies offices and government corporations with infrastructure projects to be implemented within Quezon City shall coordinate with the Quezon City Government through written correspondence addressed to the City Mayor and copy furnished to the City's Infrastructure Committee during conceptualization stage and the preparation of detailed engineering design.

- 3.1. The correspondence shall include the following relevant information on the project which shall serve as basis of the Quezon City Government in its validation of the initiative as to its possible implications with city plans on the same site or on similarity of purpose and beneficiaries to avoid duplication, enhance effectiveness of the facility or maximize use of government funds.

- a. Proponent Agency, Contact number and person;

- b. Project Title;
 - c. Exact location/ Specific Limits (for horizontal)/Site Development Plan (for vertical)
 - d. General Scope of Work;
 - e. Project Plans or Conceptual Development Plans, whichever is already available at the time of submission of the written correspondence;
 - f. Proposed Implementation Schedule including phasing schedule if applicable and Project Status if currently on-going;
 - g. For projects to be implemented in phases, the proponent shall provide the Infrastructure Committee copy of the certificate of completion for every phase of work completed and the target schedules for the remaining works of the specific facility;
 - h. If applicable, the proposed Relocation Plan of affected residents in compliance with Republic Act 7279;
 - i. Target beneficiaries;
 - j. Document that will establish the authority of the proponent to use the site such as Transfer Certificate of Title, Deed of Donation or Conveyance, Usufruct, Memorandum of Agreement, Contract of Lease
 - k. Estimated Project Cost
 - l. Fund Source
- 3.2. The written correspondence shall be referred to the City's Infrastructure Committee which shall coordinate with concerned Quezon City Government agencies and, through the District Action Officers, the barangays in the conduct of their respective validation and evaluation activities on the initiative at hand.
- 3.3. All Quezon City Government agencies, barangays and Quezon City members of the House of Representatives that have knowledge or information or by themselves have requested any national government agency or official for a project to be or being implemented within its territorial jurisdiction shall relay the same to the Office of the City Mayor also by written correspondence.
- 3.4. The Infrastructure Committee shall also proactively secure from National Government Agencies and Corporations the relevant project information listed in Part 3.1 on their proposed infrastructure projects in Quezon City for every ensuing year.
- 3.5. When the need arises, a meeting shall be called by the Infrastructure Committee with the proponent National Government Agencies, Offices or Government Corporations for a detailed presentation and discussion on the initiative.
- 3.6. To ensure attainment of the purpose and intent of the Ordinance, the Infrastructure Committee shall disseminate the copy of this Executive Order with the reference Ordinance attached to all of the following entities:
- a. National Government Agencies with mandate on undertaking infrastructure projects that may be located in Quezon City;
 - b. Departments, Offices and Units of the Quezon City Government;
 - c. District Coordinators/ Action Officers of the Quezon City Government;
 - d. Barangay Chairpersons, and
 - e. Quezon City members of the House of Representatives.

4. PROJECT VALIDATION OF PROPOSED PROJECTS - Proposed initiative by national government agencies, offices and government corporations shall be validated by the Infrastructure Committee.

4.1. The City's Infrastructure Committee shall endorse simultaneously the written correspondence to the City Planning and Development Department, the City Engineering Department, the City Architect Department, the Parks Development and Administration Department and/or other concerned City agencies and the District Action Officers of the Quezon City Government who shall coordinate with the head(s) of barangay for validation on the desirability and feasibility as well as on its possible implications with existing plans and programs of their agency or the barangay, as the case may be. For projects involving drainage system and flood control structures construction, rehabilitation or improvement, the City Engineering Department shall also evaluate its conformance with the Quezon City Drainage Master Plan.

4.2. Evaluation of the initiative shall consider the following:

- a. Consistency with the over-all development plans of the Quezon City Government;
- b. The actual need for the infrastructure to be constructed as claimed by the proponent;
- c. Conflict or complement of the proposal with the existing facilities or proposed projects of the Quezon City Government or barangay;
- d. Existing Condition at the proposed site, affected structures, improvements, trees, occupants and the like, and
- e. Design rejoinders/recommendations.

4.3. Based on the Consolidated Proposal Validation Report, the City's Infrastructure Committee shall make the final recommendation and shall endorse the same to the Office of the City Mayor for basis and reference in the issuance of Certification of Coordination.

5. CERTIFICATION OF COORDINATION - Prior to implementation of any project or initiative by national government agencies, offices and government corporations, a Certificate of Coordination issued by the Office of the City Mayor shall be required.

6. REVIEW, APPROVAL AND ISSUANCE OF PERMITS - For projects covered in the "Scope" of this guidelines as provided in Part 1 of this Guidelines, permits and clearances shall be issued by the concerned Quezon City Government agencies/offices as mandated by existing laws and ordinances only upon proof that the particular initiative or project has been issued a Certification of Coordination from the Office of the City Mayor.

7. INTERPRETATION - In case of doubt or ambiguity in the interpretation of this Executive Order, it is understood that the paramount purposes is to avoid project duplication, planning and budgetary inefficiency, purpose inconsistencies and that the interpretation in favor of greater benefit of the people of Quezon City shall prevail.

8. **REPEALING CLAUSE** - All local executive and administrative orders, memorandum, or any part thereof inconsistent herewith, are deemed repealed, modified or amended accordingly.

9. **SEPARABILITY CLAUSE** - In case any provision of this Executive Order is declared unconstitutional or invalid, the other provisions hereof which are not affected thereby shall remain in full force and effect.

10. **DISSEMINATION** - In addition to the provision stipulated under item 3.6, a copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for the information and guidance, pursuant to Sec. 455 (1) (xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

11. **EFFECTIVITY CLAUSE** - This Executive Order shall take effect immediately upon its approval.

DONE, 28 September 2022, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor