



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
22<sup>nd</sup> City Council

PO22CC-062

12<sup>th</sup> Regular Session

ORDINANCE NO. SP- 3157, S-2022

AN ORDINANCE INSTITUTIONALIZING THE GENDER AND DEVELOPMENT COUNCIL OFFICE BY CREATING THIRTY-ONE (31) REGULAR PLANTILLA POSITIONS AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES.

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*Introduced by Councilors MARIA ELEANOR "Doc Ellie" R. JUAN, O.D. and SHAIRA "Shay" L. LIBAN.*

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

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WHEREAS, pursuant to Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the General Appropriations Act (GAA), the MCW and other international commitments particularly the United Nations (UN) Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action (BPAs) and the Millennium Development Goals (MDGs), the Philippine Plan for Gender - Responsive Development (1995-2025) shall pursue and implement programs, projects and activities that will continue to the achievement of women empowerment and gender equality;

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WHEREAS, Section 2 of Republic Act No. 9710, otherwise known as "The Magna Carta of Women", provides that the State affirms the role of women in nation building and ensures the substantive equality of women and men. It shall promote empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome. Further, the State realizes that equality of men and women entails the abolition of the equal structures and practices that perpetuate discrimination and inequality. To realize this, the State shall endeavor to develop plans, programs, policies, measures and mechanisms to address discrimination and inequality in the economic, political, social and cultural life of women and men;

WHEREAS, the State condemns discrimination against women in all its forms and pursues by all appropriate means and without delay the policy of eliminating discrimination against women in keeping with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and other instrumentalities consistent with the Philippine law. The State shall accord women the rights, protection and opportunities available to every member of society;

WHEREAS, the State shall provide the necessary mechanisms to enforce women's rights and adopt and undertake all legal measures necessary to foster and promote the equal opportunity for women to participate in and contribute to the development of the political, economic, social and cultural realms. The State, in ensuring the full integration of women's concerns in the mainstream of development, shall provide ample opportunities to enhance and develop their skills, acquire productive employment and contribute to their families and communities to the fullest of their capacities;

WHEREAS, Chapter VI of the Magna Carta of Women states that GAD Mainstreaming refers to the strategy for making all women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in political and economic and societal spheres so that women and men can benefit equally and inequality is not perpetuated. It is the process of assessing the implication for women and men of any planned action, including legislation, policies or program in all areas at all levels;

WHEREAS, at the national level enhancement of existing implementing tools/mechanism where the PCW, DBM, NEDA and DILG shall be the key and lead departments to enhance and update existing guidelines and tool on the development, implementation and monitoring of GAD plans and programs and utilization of the GAD Budget by NGAs, LGUs and other instrumentalities aside from their specific tasks and functions on the localization of Magna Carta;



WHEREAS, pursuant to the Magna Carta of Women, all government departments including the LGUs shall establish or strengthen their GFP System or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency or LGU. The Head of the agency shall sign appropriate issuances to institutionalize the creation of the GAD Focal Person System;

WHEREAS, one of the purposes of the Joint Memorandum Circular No. 2013-01 is to prescribe policies and procedures in mainstreaming and aligning gender perspectives in the local planning, programming and budgeting, local legislative, project development, implementation, monitoring and evaluation pursuant to Republic Act No. 9710 or the Magna Carta of Women jointly issued by the Philippine Commission on Women (PCW), Department of the Interior and Local Government (DILG), Department of Budget and Management (DBM) and the National Economic Development Authority (NEDA);

WHEREAS, prior to the approval of Republic Act No. 9710, otherwise known as the Magna Carta of Women, Quezon City Ordinance No. SP-1036, S-2001 was enacted providing the creation of a GAD Council, a GAD Office under the Office of the City Mayor and a GAD Budget as mandated by the Women in Nation Building Act (Republic Act No. 7192), the Office called Gender and Development Resource Coordinating Office (GADRCO) was created;

WHEREAS, the QC GAD office's milestone is the "firsts" in the area of gender and development in the National Capital Region;

WHEREAS, in view of the principle of mainstreaming in pursuing gender and development in the local government unit of Quezon City, GAD Focal Point System is established to be the forefront method and mechanism for all department/offices/units/barangays and other instrumentalities to mainstream the gender and development to their programs, projects, activities, policy-making and maintain the gender-responsive governance at all levels;

WHEREAS, the QC GAD Office directly tasks to assist the Local Chief Executive to organize, implement, monitor and develop the gender-responsive mechanisms of the City and the strengthening and continuity of the City's implementation of the localization of the Magna Carta of Women;

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WHEREAS, based on the organizational structure, the GAD Office functions directly to the Local Chief Executive to systematically sustain, continue, organize, implement, monitor and ensure that the GFPS will work, follow through and carry out the previous achievement made and geared towards a next level of PPAs that is responsive to the changing current situation of women and men of the City. The GAD Office shall ensure that the City Government shall be compliant to the JMC, Magna Carta of Women and the City GAD Code and the continuity of achievement of the City when it comes to gender-responsive governance;

WHEREAS, mainstreaming is the main strategy to incorporate the gender and development in the local government unit and to be compliant to the Philippine Plan for Gender-Responsive Development (1995-2025), the nature/set-up of the GAD Council Office is not regular and given the huge direct tasks and functions of the GAD Focal Persons of the GFP System specified on the localization of the Magna Carta of Women, the JMC guidelines in the localization of the Magna Carta, it poses a pressing challenges to translate into actions and create procedures to actualize the City GAD Code implementations;

WHEREAS, the need and requirement to keep and strengthen the legacy of the present Quezon City Government that directs and manages by providing high regard to the welfare and development of women's need and empowerment and gender equality. Established a gender-responsive governance where men and women are treated equal and part of the development must be highlighted as one of the achievements. Create mechanism that protect its employees, volunteers and advocates against violence and set-up quick and on time services responsive to the call of times and set up enabling mechanisms to sustain a Safe City/ space for all have been felt by the citizenry;

WHEREAS, to ensure and sustain the Quezon City Government maintain its status with regard to Gender and Development realm, the GAD Office perform direct line staff functions and secretariat work to the GAD Council and provide assistance work to the TWG. Enabling the rest of the GADFPS of the City to function. Aside from the tasks to ensure and spearhead implementation and actualization of the City GAD Code;

WHEREAS, given the direct tasks and functions of the GAD Council Office becomes integral to the entire system of the Quezon City Government. Thus, institutionalizing and regularizing the GAD Office of the City Government becomes necessary and needed to ensure sustainability and warrant the fully gender-responsive governance and delivery of social services that promote women's empowerment and gender equality and full respect for human rights;

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WHEREAS, under Sections 4.0 and 4.1 of the Joint Memorandum Circular No. 2013-01, the Local Chief Executive (LCE) will support and coordinate all GAD-related PPAs and concerns of the LGU GFPS. The LCE may appoint or designate the LGU personnel to manage the GAD Office, whenever feasible.

NOW, THEREFORE,

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

SECTION 1. TITLE. - This Ordinance shall be known as the "GAD Council Office Ordinance".

SECTION 2. FUNCTIONS. - The GAD Council Office shall have the following functions:

1. Monitors the implementation of GAD plans, programs and activities from the barangay to the city level.
2. Conduct capacity-building activities for GAD mainstreaming such as Gender Development and Sensitivity orientation, Gender-responsive Planning and Budgeting, Gender Diagnosis of programs/projects, and gender-based information systems.
3. Establish and maintain a gender-responsive knowledge center/databank.
4. Establish GAD Focal Point mechanisms in each department within the city government and in barangays for better coordination and monitoring.
5. Lead the conduct of advocacy activities and the development of Information, Education and Communication (IEC) materials on GAD.
6. Spearhead the preparation of the city government's annual GAD Plan and Budget in response to women and gender issues.
7. Lead the preparation of the annual city GAD Accomplishment Report (GAD AR), GAD Database report, Violence Against Women (VAW Report) in barangays and other related reports for submission to DILG, PCW, and COA.



8. *Provide secretariat work and ensure swift implementation of the city Memorandum Circular No. 12, S.2020 for the entire Quezon City Hall employees pursuant to the Civil Service Commission No. 12, S.2021 and ensure functional mechanism of the Committee on Decorum and Investigation (CODI) for both the Legislative and Executive Departments against sexual harassment in the workplace.*
9. *Develop, plan and implement a comprehensive program for Persons Deprived of Liberty (PDL) at the Quezon City Jail Female dormitory pursuant to Ordinance No. SP-3002, Series of 2021 and conduct GAD direct seasonal celebrations and call for actions.*

**SECTION 3. COMPOSITION AND ORGANIZATIONAL STRUCTURE.** - *The composition of the GAD Council Office shall be in accordance with the following schedule:*

<b>Number</b>	<b>Position Title</b>	<b>Salary Grade</b>
1	City Government Assistant Department Head III	25
1	Attorney III	21
1	Executive Assistant III	20
1	Administrative Assistant V	11
1	Project Development Officer III	18
2	Planning Officer III	18
1	Administrative Officer V	18
1	Project Development Officer II	15
2	Planning Officer II	15
1	Administrative Officer IV (Human Resource Management Officer II)	15
1	Administrative Officer II (Information Officer I)	11
1	Project Development Officer I	11
1	Planning Officer I	11
1	Administrative Officer II (Budget Officer I)	11
1	Administrative Assistant III (Computer Operator II)	9
1	Project Development Assistant	8
1	Assistant Information Officer	8
1	Administrative Assistant II (Budgeting Assistant)	8
1	Administrative Aide VI (Clerk II)	6
1	Administrative Aide V (Photographer I)	5

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1	Administrative Aide IV (Reproduction Machine Operator II)	4
1	Administrative Aide IV (Driver II)	4
1	Administrative Aide III (Audio Visual Equipment Operator I)	3
2	Administrative Aide III (Utility Worker II)	3
4	Administrative Aide II (Messenger)	2

3.1 Tasks and Functions:

**City Government Assistant Department Head III**

- Assists the Local Chief Executive (LCE) in the overall development and goals setting attuned to the LCE's gender responsive governance and delivery of social services in consonance with the implementation of the Magna Carta of Women and City GAD Code.
- Assists the LCE in the strengthening of the City Gender and Development Focal Point System (GADFPS) as the lead frontliner in gender mainstreaming work in all departments/offices/task forces and barangays.
- Assists the LCE in enjoining the private sectors, non-government agencies, business establishments and other related entities to incorporate and advocate gender responsive concept and adhere to gender equality and human rights in their work.
- Provides and reports to the LCE and the entire GAD Council on the current City GAD plan and budget development, implementation and evaluation and the GAD Office's planning, development, implementation and evaluation.
- Assists the GAD Council members in the absence of the LCE to represent in promoting the City gender responsive governance and delivery of social services through its programs, projects and activities.
- Leads the GAD Technical Working Group (TWG) in developing, planning, implementing, monitoring and evaluating the City's GAD Code translated in the gender and development plan and budget attuned to the Magna Carta of Women.

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- Ensures the City's compliance in the implementation of City GAD Code, Magna Carta of Women and Joint Memorandum Circular No. 2016-01 and submissions to lead agencies such as the Commission on Audit (COA) and DILG.
- Manages the GAD Office for the smooth operation and provides guidance to all staff and establish system and mechanisms necessary to enhance and uplift the level of knowledge and skills of the staff in making effective and efficient the carrying out of the direct tasks and functions.

**Attorney III**

- Assigns at the Committee on Decorum and Investigation (CODI) unit to handle CODI cases.
- Ensures and provides sound legal advice re: administrative legal concerns of the office.
- Reviews and ensures memoranda, and other documents as required by the Committee on Decorum and Investigation (CODI) in sound legal manner.
- Integrates and adopts new laws, memoranda and other correspondence to keep the QC CODI updated and attuned to the national and City ordinances.

**Executive Assistant III**

- Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Maintains and keeps comprehensive and accurate records.
- Performs minor accounting duties.
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Answers phone calls in a polite and professional manner.
- Welcomes visitors and identifying the purpose of their visit before directing them to the appropriate department.

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- *Manages the executive's calendar, including making appointments and prioritizing the most sensitive matters.*

**Administrative Assistant V**

- *Answer phones and greet visitors.*
- *Schedule appointments and maintain calendars.*
- *Schedule and coordinate staff and other meetings.*
- *Collate and distribute mail.*
- *Prepare communications, such as memos, emails, invoices, reports and other correspondence.*
- *Write and edit documents from letters to reports and instructional documents.*
- *Create and maintain filing systems, both electronic and physical.*
- *Manage accounts and perform bookkeeping.*

**Project Development Officer III (Programs and Projects Unit)**

- *Draws proposed annual plan and budget to implement programs, projects and activities that would ensure organized proposal in the delivery of expected outputs of the unit.*
- *Provides secretariat works to the Committee on Decorum and Investigation for the executive and legislative departments to process and investigate sexual harassment filed complaints by employees.*
- *Coordinates with lead committees, bodies, offices/departments for the swift implementation and development of programs, projects and activities that promote team work.*
- *Facilitates direct services to victims/survivors of sexual harassment, girls under "Batang Ina" and women deprived of liberties with utmost confidentiality and ensure direct access to basic needs are met when needed regardless of social status.*
- *Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.*

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- Reports directly with the Executive Director and works with the team of the Unit. Complies with the administrative matters and other requirement necessary for the smooth organizational management of the Head.

**Planning Officer III (Education and Advocacy Unit)**

- Develops seminar/training/orientation modules and power point presentations on various gender and development topics that uplifts the level of consciousness and awareness when it comes to gender equality, gender empowerment and human rights.
- Act as resource person/facilitator in various trainings of the office and monitors and report evaluation results.
- Oversees the conduct of information drives and networks in barangays and visiting groups through information caravan and other GAD City programs.
- Assists barangays in various concerns such as check and review barangay GAD Plan and Budget, etc.
- Reports directly with the Executive Director and works with the team of the Unit. Complies with the administrative matters and other requirement necessary for the smooth organizational management of the Head.

**Planning Officer III (Monitoring Evaluation and Secretariat Unit)**

- Draws proposed annual plan and budget to implement programs, projects and activities that would ensure organized proposal in the delivery of expected outputs of the unit.
- Coordinates with all the departments/offices/tasks forces in the preparation, evaluation and submission of their respective GAD plan and budget in line with the focus of the Finance Committee of the City and JMC 2013.
- Consolidates departments/offices/tasks forces GAD Annual Accomplishment Report and analyzes actual GAD fund utilization and request justification should the approved GAD plan and budget are not implemented and utilized.

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- Prepares for submission to lead agencies such as the Commission on Audit and the Department of the Interior and Local Government the annual GAD Mainstreaming Program, GAD Focal Points Functionality, three-year-end GAD Evaluation Report of the City on time.
- Analyzes the implementation of GAD Code, making and using it's sections as mandates in department's/office's/tasks force's annual GAD planning and budgeting.
- Proposes policy advocacy from GAD Code into ordinances, memorandum, executive orders and the like to enable swift and quick implementation and integration of the Code in all works of the local government unit.
- Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.
- Reports directly with the Executive Director and works with the team of the Unit. Complies with the administrative matters and other requirement necessary for the smooth organizational management of the Head.

**Administrative Officer V (Administrative Support Services Unit)**

- Draws proposed annual plan and budget to implement programs, projects and activities that would ensure organized proposal in the delivery of expected outputs of the unit.
  - Ensures swift compliance of all staff with regard to on time submission of regular reports, annual plan and budget, and other administrative matters pertaining to their respective units.
  - Develop Office's annual GAD plan and budget, annual reports and regular campaign activities such as women's month celebration and anti-violence campaign and other special projects.
  - Ensures daily smooth administrative operation in the Office including systematic inventory of equipment, confidential files.
  - Assists the Executive Director in the staff development plan of the Office and come up with enabling mechanism that ensure systematic and organized work flow, team work and efficient delivery of output / reports of each unit.
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- Consolidates and monitors the implementation of annual office GAD plan and budget and ensures on time processing of documents through coordination with lead departments/offices/tasks force.
- Assists the Executive Director and the Technical Working Group in the presentation and provide regular reports and updates to the GAD Council.
- Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.

**Planning Officer II (Education and Advocacy)**

- Gathers /updates GAD related statistics for QC GAD Database, Gender Profile and other reports through research with other offices and internet.
- Prepares GAD Accomplishment of the office.
- Manages the GAD IEC Newsletter.
- Conducts regular research, desk study, online studies and review relative to Gender and Development to enrich, updates, upgrades existing gender mainstreaming work of the Office.
- Makes analysis report on the sex disaggregated data available and submits them regularly to the Executive Director to be utilized in making goals, target and strategies.

**Planning Officer II (Monitoring, Evaluation and Secretariat)**

- Assists the Section Chief of the Unit to directly implement the programs, projects and activities and contributes in formulating the unit's annual GAD plan and budget.
- Coordinates with the appropriate department/offices/task forces and GAD Focal Persons for the actual conduct of implementation of the activities.
- Prepares necessary documents, materials, equipment and the like needed for the direct implementation of the activities.

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- Prepares written report and submits them to the Section Chief the outcome and conduct of the activities including photos, and materials among others.
- Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.

**Administrative Officer IV (Human Resource Management II)**

- Monitors attendance of personnel including tardiness, absences, approved over time work and submit report to Budget Officer II for regular payroll preparation.
- Keeps personnel file with confidentiality and updates them regularly to ensure that all staff are informed and updated on administrative matters.
- Ensures reviews and submissions of Statement of Assets and Liabilities (SALN) of each personnel to the City HRMO and keep copy to each personnel file for ready reference.
- Ensures that each personnel are aware of the Government Employee's Code of Conduct and Ethical Standards manual to be observed at all times.
- Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.

**Project Development Officer I**

- Directly coordinates with concerned departments/offices/ barangays in the actual implementation of the planning/project and activities.
- Assists in the preparation of the necessary documents, materials, equipment and the like needed for the direct implementation of the activities.
- Collects data and assists in the preparation of written report including photo documentations and submits them to the Section Chief the outcome and conduct of the activities including photos, and materials among others.

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- Assists in the conduct of regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.

**Planning Officer I**

- Assists in the documentation of GAD Council and GAD TWG meetings.
- Maintains files for documents related to GAD TWG/ GAD Council meetings.
- Assists in the coordination with departments/offices/tasks forces in the preparation, evaluation and submission of their respective GAD plan and budget in line with the focus of the Finance Committee of the City and JMC 2013.
- Assists in the monitoring of GAD plan and the budget of offices.
- Posts GAD Plan and Budget in the Department of the Interior and Local Government Portal.
- Performs other functions as maybe assigned by the head of office/unit.

**Administrative Officer II (Information Officer I)**

- Assists in the preparation of GAD IEC materials of the office.
- Assists in IT related tasks of the office.
- Assists in the preparation of IEC materials and advocacy materials that promote the cause and theme of the gender and development events and campaigns such as Women month Celebration, 18 days campaign in VAW (violence against women) and the like.

**Administrative Officer II (Budget Officer I)**

- Assists the Section Chief of the Unit with regard to budget details, needed budgetary document attachments, materials to ensure complete documents to be processed and transacted.
- Makes regular salary including benefits preparation and submits them on time to the assigned department.

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- Coordinates with the HRMO Officer with regard to the attendance report to allocate appropriate salary equivalent before preparing and submission to the assigned department.
- Provides regular reports as to the utilization of funds/budget of the Office regularly to ensure fund processing is based on agreed and approved annual budget.
- Prepares regular annual budget based on the submitted GAD plan and budget of each unit and submits them for checking to the Section Chief.
- Conducts regular research and desk study for the enrichment necessary for the work of the unit with regard to updating of new knowledge, laws, studies and the like.

**Administrative Assistant III (Computer Operator II)**

- Maintains VAW databank system of the office.
- Assists in monitoring GAD plan and budget of offices.
- Provides technical services to trainings in the barangays and offices.

**Project Development Assistant**

- Assists and coordinates with the concerned departments/offices/barangays in the implementation of the project and activities of the office.
- Assists in the preparation of necessary documents, materials, equipment needed for the direct implementation of the activities.

**Assistant Information Officer**

- Assists in coordination and reporting for trainings in department, barangays, private offices and other clients of the office.
- Keeps the Violence Against Women City Data Base working and providing assistance to barangay VAW desk officer in their regular uploading of data in the data base system of the City.
- Makes and conduct survey, data gathering and analysis necessary to determine gender gaps, gender issues and concerns that urgently needs immediate intervention.

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**Administrative Assistant II (Budgeting Assistant)**

- Assists in the preparation of Gender and Development budget of the office.
- Assists in the preparation of payroll and other financial documents of the office.
- Assists in the preparation of office inventory and supplies.
- Performs other functions as maybe assigned by the head of office/unit.

**Administrative Aide VI (Clerk II)**

- Ensures security of office equipment and availability of office supplies.
- Receives and routes incoming calls to or logs information and notifies the concerned party.
- Greets and entertains office visitors and responds to their needs. Logs concerns brought to the office and follow through on inquiries.

**Administrative Aide V (Photographer II)**

- In-charge of photo documentation of all events/activities of the office.
- Performs other tasks and functions that maybe assigned by the head of office/unit.

**Administrative Aide IV (Reproduction Machine Operator II)**

- In-charge of reproduction of documents of the office.
- Performs other tasks and functions that maybe assigned by the head of office/unit.

**Administrative Aide IV (Driver II)**

- Transports clients, personnel and others to and from the venue site of the activities when needed.
- Keeps journal of fleet for regular reporting to the Section Chief.

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- Ensures and checks office's vehicles are kept clean and on running condition.
- Reports directly to the Section Chief of the Administrative Support Services for work transport assignment.
- Performs other tasks and functions that maybe assigned from time to time.

**Administrative Aide III (Audio Visual Equipment Operator I)**

- Sets-up and operates audio and video equipment including microphones, sound speakers, video screens, and related electronic equipment for meetings and other presentations of the office.
- Maintain and trouble shoot audio, video and lighting equipment.

**Administrative Aide I (Utility)**

- In-charge of maintenance of cleanliness of the office.
- Performs other tasks and functions that maybe assigned by the head of office/unit.

**Administrative Aide II (Messenger)**

- Performs liaison work and deliver correspondences for swift communication with other departments/offices/barangay.
- Performs other tasks and functions that maybe assigned by the head of office/unit.

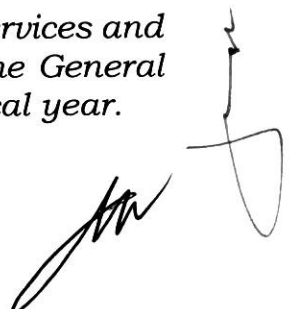
SECTION 4. ORGANIZATIONAL STRUCTURE. - The document indicating the Functional Organizational Structure of the GAD Council Office is hereby attached and made an integral part of this Ordinance.

SECTION 5. OFFICE SPACE AND OTHER FACILITIES. - The Office of the City Mayor shall provide for suitable office space within the Quezon City Hall premises for the GAD Council Office, along with supplementary facilities necessary for its effective operations.

SECTION 6. FUNDING. - The funds covering the Personnel Services and other benefits of the newly created Office shall be taken from the General Fund of the City's Annual Budget for the next and succeeding fiscal year.

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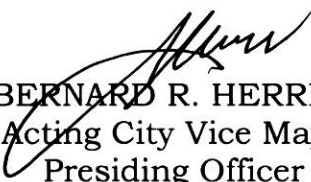


*SECTION 7. REPEALING CLAUSE. - All Quezon City Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Orders, Memorandum Circulars and Administrative Regulations or part thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.*

*SECTION 8. SEPARABILITY CLAUSE. - If, for any reason or reasons any part or any provision of this Ordinance is held unconstitutional or invalid, other parts of the provisions hereof which are not affected thereby shall continue to be in full force and effect.*

*SECTION 9. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval*

*ENACTED: October 17, 2022.*

  
BERNARD R. HERRERA  
Acting City Vice Mayor  
Presiding Officer

ATTESTED:


  
Atty. JOHN THOMAS S. ALFEROS III  
City Government Dept. Head III

APPROVED: JAN 23 2023

  
GIAN G. SOTTO  
Acting City Mayor

**CERTIFICATION**

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on October 17, 2022 and was PASSED on Third/Final Reading on November 14, 2022.*

  
Atty. JOHN THOMAS S. ALFEROS III  
City Government Dept. Head III  
