



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
22<sup>nd</sup> City Council

PO22CC-234

72<sup>nd</sup> Regular Session

ORDINANCE NO. SP- **3293**, S-2024

AN ORDINANCE AMENDING ORDINANCE NOS. SP-3133, S-2022, SP-2447, S-2015 AND NC-140, S-90 BY RE-ALIGNING CERTAIN POSITION TITLES UNDER THE DEPARTMENT OF PUBLIC ORDER AND SAFETY IN ACCORDANCE WITH THE DBM-LOCAL BUDGET CIRCULAR NO. 137, S-2021

Introduced by Councilors TATAY RANNIE Z. LUDOVICA and DOROTHY A. DELARMENTE, M.D.

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, Dave C. Valmocina, Godofredo T. Liban II, 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, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, on July 25, 2022, the City Mayor, Honorable Ma. Josefina G. Belmonte, approved Ordinance No. SP-3133, S-2022 entitled "An Ordinance amending Sections 1 and 2 of Ordinance No. NC-140, S-90 entitled 'Ordinance Establishing the Department of Public Order and Safety in the Quezon City Government and providing for and defining its Organizational Structure, Duties, Functions and Responsibilities'";

WHEREAS, in the enactment of the said Ordinance, the nomenclature or position titles of certain plantilla positions in the Department of Public Order and Safety (DPOS), as stated in Ordinance No. NC-140, S-90, were changed or reclassified with corresponding increase or decrease in salary grade, and currently reflected in the Personnel Plantilla Schedule of the Quezon City Government;

WHEREAS, upon a careful review by the Human Resource Management Department (HRMD) of the Quezon City Government, it was found that the changing or reclassification of said position titles resulted in the promotion or demotion in rank or increase or decrease in compensation of employees already occupying the same;

g

k

g

~~g~~

g

WHEREAS, the changing or reclassification of position titles of already filled-up plantilla positions in the DPOS, which resulted in the promotion in rank and increase in compensation of the employees occupying the said positions, are inconsistent with the provisions of Section 325(f) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, which states that "No changes in the designation or nomenclature of positions resulting in promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the civil service law, rules and regulations";

WHEREAS, under the 2016 Omnibus Rules on Appropriations and other Human Resource Actions of the Civil Service Commission (CSC), appointment and promotion of employees in the government service shall pass through the screening of Human Resource Merit Promotion and Selection Boards (HRMPSB) and meet the qualification standards prescribed by law or pertinent CSC rules and regulations;

WHEREAS, to rectify the changes or reclassification of position titles of certain plantilla positions in the DPOS, as provided in Ordinance No. SP-3133, S-2022 and reflected in the current Personnel Plantilla Schedule of the Quezon City Government, there is a need to amend the said Ordinance by reverting the previous position titles of certain plantilla positions of said Department originally created under Ordinance No. NC-140, S-90.

NOW, THEREFORE,

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

SECTION 1.

- 1.1 **Rectification of Position Titles for Filled Positions.** Listed below are the existing filled plantilla positions based on Ordinance Nos. NC-140, S-90, SP-2447, S-2015 and SP-3133, S-2022 to be labeled as "Co-terminus with the Incumbent" or CTI. In this procedure, the said positions will automatically be abolished upon vacancy due to promotion, retirement, resignation, termination or death of the incumbent and the following positions shall be created as follows:

g  
h  
i  
j  
k  
l  
m  
n  
o  
p  
q  
r  
s  
t  
u  
v  
w  
x  
y  
z



<b>Item No.</b>	<b>Position Titles Based on the Aforementioned Ordinances</b>	<b>Salary Grade</b>	<b>Recommended Position Titles after Vacancy</b>	<b>Salary Grade</b>
<b>ADMINISTRATIVE DIVISION</b>				
<b>Personnel and Records Section</b>				
13-1	Administrative Assistant I	8	Administrative Assistant II (Administrative Assistant)	8
<b>CLEARING AND DEMOLITION DIVISION</b>				
<b>Illegal Structure Control and Removal Section</b>				
56-1	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
56-2	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
56-3	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
56-4	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
57-1	Laborer II	3	Administrative Aide III (Laborer II)	3
57-2	Laborer II	3	Administrative Aide III (Laborer II)	3
57-3	Laborer II	3	Administrative Aide III (Laborer II)	3
57-4	Laborer II	3	Administrative Aide III (Laborer II)	3
57-5	Laborer II	3	Administrative Aide III (Laborer II)	3
57-6	Laborer II	3	Administrative Aide III (Laborer II)	3
57-7	Laborer II	3	Administrative Aide III (Laborer II)	3
57-8	Laborer II	3	Administrative Aide III (Laborer II)	3
57-9	Laborer II	3	Administrative Aide III (Laborer II)	3
57-10	Laborer II	3	Administrative Aide III (Laborer II)	3
57-11	Laborer II	3	Administrative Aide III (Laborer II)	3
57-12	Laborer II	3	Administrative Aide III (Laborer II)	3

9

K

2 ~~2~~

6

<b>Clearing Section</b>				
64-1	Laborer II	3	Administrative Aide III (Laborer II)	3
64-2	Laborer II	3	Administrative Aide III (Laborer II)	3
64-3	Laborer II	3	Administrative Aide III (Laborer II)	3
64-4	Laborer II	3	Administrative Aide III (Laborer II)	3
64-5	Laborer II	3	Administrative Aide III (Laborer II)	3
64-6	Laborer II	3	Administrative Aide III (Laborer II)	3
64-7	Laborer II	3	Administrative Aide III (Laborer II)	3
64-8	Laborer II	3	Administrative Aide III (Laborer II)	3
64-9	Laborer II	3	Administrative Aide III (Laborer II)	3
64-10	Laborer II	3	Administrative Aide III (Laborer II)	3
<b>GREEN TRANSPORT DIVISION</b>				
65	Chief Transportation Development Officer	24	Chief Transportation Regulation Officer	24
<b>Administration, Education and Data Management Section</b>				
69	Administrative Aide IV (Clerk III)	6	Administrative Aide VI (Clerk III)	6
71	Administrative Aide III (Utility Worker II [A])	3	Administrative Aide III (Utility Worker II)	3
<b>Research, Planning and Development Section</b>				
72	Senior Transportation Development Officer	18	Senior Transportation Regulation Officer	18

1.2 **Rectification of Position Titles for Unfilled Positions.** The existing unfilled plantilla positions based on Ordinance Nos. NC-140, S-90, SP-2447, S-2015 and SP-3133, S-2022 to be realigned with the DBM Local Budget Circular No. 137, S-2021 are as follows:

<b>Item No.</b>	<b>Position Titles Based on the Aforementioned Ordinances</b>	<b>Salary Grade</b>	<b>Recommended Position Titles after Vacancy</b>	<b>Salary Grade</b>
<b>ADMINISTRATIVE DIVISION</b>				
6	Supervising Administrative Officer	22	Supervising Administrative Officer (Administrative Officer IV)	22

9

K

9

~~6~~

6



<b>Personnel and Records Section</b>				
13-2	Administrative Assistant II	8	Administrative Assistant II (Administrative Assistant)	8
13-3	Administrative Assistant II	8	Administrative Assistant II (Administrative Assistant)	8
13-4	Administrative Assistant II	8	Administrative Assistant II (Administrative Assistant)	8
<b>Budget, Property and Supply Section</b>				
18	Administrative Aide VI	6	Administrative Aide VI (Clerk III)	6
<b>CLEARING AND DEMOLITION DIVISION</b>				
<b>Illegal Structure Control and Removal Section</b>				
56-5	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
57-13 to 57-70	Laborer II	3	Administrative Aide III (Laborer II)	3
<b>Clearing Section</b>				
63-1	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
63-2	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
63-3	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
63-4	Administrative Aide IV / Labor Foreman	4	Administrative Aide VI (Labor Foreman)	6
64-11 to 64-40	Laborer II	3	Administrative Aide III (Laborer II)	3
<b>GREEN TRANSPORT DIVISION</b>				
66	Supervising Transportation Development Officer	22	Supervising Transportation Regulation Officer	22
<b>Bicycle and Active Transport Section</b>				
79	(Data Controller IV) Senior Administrative Assistant	13	Senior Administrative Assistant I (Data Controller IV)	13
81	(Data Controller I) Administrative Aide VI	6	Administrative Aide VI (Data Controller I)	6
<b>INSPECTION AND MONITORING DIVISION</b>				
<b>Monitoring Section</b>				
88-1	Computer Operator III	12	Administrative Assistant VI (Computer Operator III)	12
88-2	Computer Operator III	12	Administrative Assistant VI (Computer Operator III)	12

9

1

9

~~16~~

6

<b>Inspection Section</b>				
93-1	Computer Operator III	12	Administrative Assistant VI (Computer Operator III)	12
93-2	Computer Operator III	12	Administrative Assistant VI (Computer Operator III)	12
<b>SECURITY, INTELLIGENCE AND INVESTIGATION DIVISION</b>				
<b>Personnel and Documents Security Section</b>				
31	Special Operations Officer II	15	Special Operations Officer II	14
<b>Special Operations Section</b>				
43-1	Special Operations Officer II	15	Special Operations Officer II	14
43-2	Special Operations Officer II	15	Special Operations Officer II	14

SECTION 2. ABOLITION AND CREATION OF POSITIONS. – Listed below are the existing vacant positions that will be offered for abolition. After the abolition, new positions shall be created as follows:

<b>Item</b>	<b>Positions to be Abolished</b>	<b>Salary Grade</b>	<b>Recommended Positions to be Created</b>	<b>Salary Grade</b>
2-1	Assistant Department Head	25	City Government Assistant Department Head III	25
2-2	Assistant Department Head for Administration	25	City Government Assistant Department Head III	25

The 2 City Government Assistant Department Head III, as described in the above table, were created in Ordinance No. NC-140, S-1990 (Assistant City Public Safety Officer, SG-26) and Ordinance No. SP-3133, S-2022 (Assistant Department Head for Administration, SG-25). These positions shall be abolished and shall be created as a Career Service position.

The following are the existing vacant positions for abolition, to wit:

<b>Item No.</b>	<b>Positions to be Abolished</b>	<b>Salary Grade</b>
<b>ADMINISTRATIVE DIVISION</b>		
<b>Planning and Research Section</b>		
22-1	Planning Assistant II	10
22-2	Planning Assistant II	10
22-3	Planning Assistant I	8
22-4	Planning Assistant I	8

g

h

g

~~h~~



<b>INSPECTION AND MONITORING DIVISION</b>		
<b>Monitoring Section</b>		
87	Computer Operator IV	14
89-1	Administrative Aide IV (Monitoring Aide)	4
89-2	Administrative Aide IV (Monitoring Aide)	4
89-3	Administrative Aide IV (Monitoring Aide)	4
89-4	Administrative Aide IV (Monitoring Aide)	4
89-5	Administrative Aide IV (Monitoring Aide)	4
89-6	Administrative Aide IV (Monitoring Aide)	4
89-7	Administrative Aide IV (Monitoring Aide)	4
89-8	Administrative Aide IV (Monitoring Aide)	4
89-9	Administrative Aide IV (Monitoring Aide)	4
89-10	Administrative Aide IV (Monitoring Aide)	4
89-11	Administrative Aide IV (Monitoring Aide)	4
89-12	Administrative Aide IV (Monitoring Aide)	4
89-13	Administrative Aide IV (Monitoring Aide)	4
89-14	Administrative Aide IV (Monitoring Aide)	4
89-15	Administrative Aide IV (Monitoring Aide)	4
89-16	Administrative Aide IV (Monitoring Aide)	4
89-17	Administrative Aide IV (Monitoring Aide)	4
89-18	Administrative Aide IV (Monitoring Aide)	4
89-19	Administrative Aide IV (Monitoring Aide)	4
89-20	Administrative Aide IV (Monitoring Aide)	4
<b>Inspection Section</b>		
92	Computer Operator IV	14
94-1	Administrative Aide IV (Monitoring Aide)	4
94-2	Administrative Aide IV (Monitoring Aide)	4
94-3	Administrative Aide IV (Monitoring Aide)	4
94-4	Administrative Aide IV (Monitoring Aide)	4
94-5	Administrative Aide IV (Monitoring Aide)	4
94-6	Administrative Aide IV (Monitoring Aide)	4
94-7	Administrative Aide IV (Monitoring Aide)	4
94-8	Administrative Aide IV (Monitoring Aide)	4
94-9	Administrative Aide IV (Monitoring Aide)	4
94-10	Administrative Aide IV (Monitoring Aide)	4
94-11	Administrative Aide IV (Monitoring Aide)	4
94-12	Administrative Aide IV (Monitoring Aide)	4
94-13	Administrative Aide IV (Monitoring Aide)	4
94-14	Administrative Aide IV (Monitoring Aide)	4
94-15	Administrative Aide IV (Monitoring Aide)	4
94-16	Administrative Aide IV (Monitoring Aide)	4
94-17	Administrative Aide IV (Monitoring Aide)	4
94-18	Administrative Aide IV (Monitoring Aide)	4
94-19	Administrative Aide IV (Monitoring Aide)	4
94-20	Administrative Aide IV (Monitoring Aide)	4

Handwritten marks: '9', 'K', '9', a circled '6', and a large '6' with an arrow pointing to the right.

After the abolition, new positions shall be created as follows:

<b>Item No.</b>	<b>Recommended Positions to be Created</b>	<b>Salary Grade</b>
<b>ADMINISTRATIVE DIVISION</b>		
<b>Planning and Research Section</b>		
	<i>Planning Assistant</i>	8
	<i>Planning Assistant</i>	8
	<i>Planning Assistant</i>	8
	<i>Planning Assistant</i>	8
<b>INSPECTION AND MONITORING DIVISION</b>		
<b>Monitoring Section</b>		
	<i>Special Operations Officer II</i>	14
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide VI (Clerk III)</i>	6
	<i>Administrative Aide IV (Driver II)</i>	4
	<i>Administrative Aide IV (Driver II)</i>	4
	<i>Administrative Aide IV (Driver II)</i>	4
<b>Inspection Section</b>		
	<i>Special Operations Officer II</i>	14
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6
	<i>Public Services Inspector I</i>	6

g

k

7

~~h~~

6



	Administrative Aide VI (Clerk III)	6
	Administrative Aide VI (Clerk III)	6
	Administrative Aide VI (Clerk III)	6
	Administrative Aide VI (Clerk III)	6
	Administrative Aide VI (Clerk III)	6
	Administrative Aide VI (Clerk III)	6
	Administrative Aide IV (Driver II)	4
	Administrative Aide IV (Driver II)	4
	Administrative Aide IV (Driver II)	4

No changes in designation or nomenclature of position resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the civil service laws, rules and regulations.

SECTION 3. SPECIFIC FUNCTIONS OF THE CREATED CITY GOVERNMENT ASSISTANT DEPARTMENT HEADS. – One of the City Government Assistant Department Head III shall be the head for operation while the other City Government Assistant Department Head III shall be the head for administration.

SECTION 4. DUTY OF THE HRMD. – It shall be the duty of the Human Resource Management Department (HRMD) of Quezon City to cause the necessary rectification of position titles of certain plantilla positions in the DPOS indicated in the City’s Personnel Plantilla Schedule.

SECTION 5. APPROPRIATION. – The initial funding requirement necessary for the implementation of this Ordinance shall be taken from the regular appropriation of the annual budget of DPOS. Funding for the newly created and reclassified positions amounting to Php3,421,921.00 shall be taken from funds allocated for the abolished positions in the amount of Php3,423,824.00. (See attached Annex A)

SECTION 6. REPEALING CLAUSE. – All ordinances, resolutions, local executive orders and other administrative issuances found to be inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 7. SEPARABILITY CLAUSE. – If, for any reason, any provision of this Ordinance is declared unconstitutional or invalid by a competent court, the other provisions not affected thereby shall continue to be in full force and effect.

9

h

9

~~h~~


72<sup>nd</sup> Regular Session

Ord. No. SP- **3293**, S-2024  
Page -10- PO22CC-234

---

*SECTION 8. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.*

*ENACTED: July 29, 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: SEP 05 2024

  
MA. JOSEFINA G. BELMONTE  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on July 29, 2024 and was PASSED on Third/Final Reading on August 5, 2024.*

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



