



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-355
PO22CC-247

79th Regular Session

ORDINANCE NO. SP- **3304**, S-2024

AN ORDINANCE RECTIFYING VARIOUS POSITIONS FROM THE 2024 PERSONNEL PLANTILLA SCHEDULE AND REALLOCATING 2 MEDICAL SPECIALIST I (SG-22) UNDER THE QUEZON CITY EPIDEMIOLOGY AND SURVEILLANCE DIVISION TO THE FIELD HEALTH OPERATIONS DIVISION

Introduced by Councilors BERNARD R. HERRERA and DOROTHY A. DELARMENTE, M.D.

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Joseph P. Juico, 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" G. Lumbad, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, 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, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, under Section 14 of Republic Act No. 1575 enacted on June 16, 1956, there shall be a City Health Officer who shall take charge of the Health Department;

WHEREAS, listed in the existing 2024 Personnel Schedule of the Quezon City Health Department are some position titles which are not in conformity with the listed Index of Occupational Services, Positions, Titles and Salary Grades;

WHEREAS, the Department of Budget and Management Local Budget Circular (LBC) No. 137 dated July 13, 2021, otherwise known as the "Index of Occupational Services, Positions, Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition," requires that all positions in the LGU shall be allocated to their proper position titles and salary grades in accordance with said Index;

WHEREAS, for the improvement of the Quality Management System (QMS) of the Quezon City Health Department and in support of the expansion of service delivery, modification of some position titles and salary grades therein are deemed necessary.

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NOW, THEREFORE,

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

SECTION 1. RECTIFICATION OF POSITION TITLES. – The following Position Titles and Salary Grades provided in the 2024 Personnel Plantilla Schedule are hereby amended to read as follows:

- A. In order to rectify 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 position shall be marked as “Co-Terminus with the Incumbent (CTI)”:

Item No. per 2024 Personnel Schedule	Existing Position Title	SG	Recommended Position	SG
Office of the City Health Officer III				
1	City Government Department Head III (City Health Officer III)	27	City Government Department Head III (City Health Officer)	27
Administrative Division – Personnel & Records Section				
8	Administrative Assistant II (Human Resource Management Assistant I)	8	Administrative Assistant II (Human Resource Management Assistant)	8
Office of the City Health Officer II				
2	City Health Officer II	26	City Government Assistant Department Head III	25
Nursing Division				
71	Nurse VII	24	Nurse VI	22
72	Nurse VI	22	Nurse V	20
Health Education and Promotion Section				
108-1 108-2	Administrative Assistant V (Audio-Visual Equipment Operator II)	5	Administrative Aide V (Audio-Visual Equipment Operator II)	5
Staff Development and Capability Section				
113	Administrative Assistant V (Audio-Visual Equipment Operator II)	5	Administrative Aide V (Audio-Visual Equipment Operator II)	5

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SECTION 2. FUNCTIONS/DUTIES AND RESPONSIBILITIES. – Listed below are the duties and responsibilities of the following positions being proposed after abolition.

2.1 City Government Department Head III

- a. Supervise the personnel and staff of said Office and form program implementation guidelines and rules and regulations for the operation of the said Office for the approval of the mayor as the case may be, in order to assist him/her in efficient, effective and economical implementation of a health services program geared to the implementation of health-related projects/activities;*
- b. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the City Mayor as the case may be, in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Section 17 Local Government Code of 1991;*
- c. Develop plans and strategies, and upon approval thereof by the City Mayor, as the case may be, implement the same, particularly those which have to do with health programs and projects the City Mayor is empowered to implement and which the Sanggunian is empowered to provide for under the Local Government Code of 1991:*
 - (1) Formulate and implement policies, plans programs and projects to promote health of people in the local government unit concerned;*
 - (2) Advise the Mayor, as the case may be and the Sanggunian on matters pertaining to health;*
 - (3) Execute and enforce all laws, ordinances and regulations relating to public health;*
- d. Recommend to the City Mayor and the Sanggunian annual budgetary allocations for the maintenance and operations of all health facilities and services within the City;*
- e. Act as adviser to other departments on health matters;*

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- f. Represent the Quezon City Health Department before the Personnel Selection Board in the conduct of selection and promotion, and make functional guidelines and complaints committee, personnel discipline, budget review and similar functions; and
- g. Perform such other functions as directed by the City Mayor at the interest of public health and safety.

2.2 City Government Assistant Department Head III

- a. Assist the City Government Department Head III in the performance of his/her functions and perform such other functions as may be assigned to him/her by the City Government Department Head III;
- b. Assist the City Government Department Head III whenever he/she is physically incapable of discharging the functions of the Department;
- c. Perform such other functions and duties as may be assigned to him/her from time to time by proper authorities;
- d. Perform such other functions and duties as may be prescribed by law or ordinances; and
- e. Perform such other functions as may be directed by the City Government Department Head III.

2.3 Nurse VI

- a. Plan, organize, direct and evaluate the Community Health Nursing Services to meet the health needs and problems of the community;
- b. Participate in the overall planning of the health programs/projects and activities;
- c. Coordinate and plan with other divisions/sections medical, field operations, administrative, personnel, pharmacy, property supply and transportation and the various nursing program of activities required by the agency;

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- d. Participate in the recruitment, evaluation and selection of nursing applicants for hiring and or promotion, and make recommendations to the City Health Office for appointment;
- e. Collaborate with barangays and other government and non-government offices/agencies relative to the nursing programs and activities of the Department;
- f. Attend and participate in the conduct of program implementation and performance review, and analyze the total nursing performance in relation to the total health programs;
- g. Review, prepare and recommend assignment of nurses in accordance with the agencies' policy, program/service requirement etc.;
- h. Implement agencies' formulated policies/standard operating procedures (SOPs);
- i. Evaluate individual staff performance and make recommendations to the City Health Officer;
- j. Assess budgetary needs and submit proposal to the City Health Officer;
- k. Participate in the conduct of outreach activities as needed;
- l. Attend meetings, seminars, trainings for continuous personal and professional growth and development; and
- m. Perform such other functions as may be directed by the City Health Officer.

2.4 Nurse V

- a. Participate in planning, organizing and directing the implementation of Community Health Nursing programs/projects;
- b. Assist the Chief Nurse in the assessment and estimation of Health Nursing needs (logistics, equipment, staffing requirements) for purposes of budgeting;

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- c. Supervise and evaluate the work performance and attitude of District Nurse Supervisors;
- d. Participate in the formulation of policies and standards of care for Nursing personnel;
- e. Assist in the conduct of orientation of newly hired Nursing Staff and monitor on-the-job training of staff;
- f. Assist the Chief Nurse in the assessment/evaluation of qualified Nurse applicants for hiring or promotion;
- g. Review, consolidate, analyze and submit report to Chief Nurse;
- h. Take on the role of the Chief Nurse in his/her absence or Nurse Supervisor as needed;
- i. Act as Resource Speaker/Facilitator in seminar/training program or meeting;
- j. Attend meetings, seminars and trainings for continuous personal and professional growth and development;
- k. Perform such other functions as may be directed by the Chief Nurse;
- l. Participate in the recruitment, evaluation and selection of nursing applicants for hiring and or promotion, and make recommendations to the City Health Office for appointment;
- m. Collaborate with barangays and other government and non-government offices/agencies relative to the nursing programs and activities of the Department;
- n. Attend and participate in the conduct of program implementation and performance review, and analyze the total nursing performance in relation to the total health programs;
- o. Review, prepare and recommend assignment of nurses in accordance with the agencies' policy, program/service requirement etc.;

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- p. Implement agencies' formulated policies/standard operating procedures;
- q. Evaluate individual staff performance and make recommendations to the City Health Officer;
- r. Assess budgetary needs and submit proposal to the City Health Officer;
- s. Participate in the conduct of outreach activities as needed; and
- t. Perform such other functions as may be directed by the City Health Officer;

2.5 Administrative Assistant II (Human Resource Management Assistant I)

- a. Provide clerical and administrative support to the Human Resource Section;
- b. Compile and update employees' records;
- c. Process documentation and prepare reports relating to personnel activities (staffing, recruitment and training, grievances, performance evaluations, etc.);
- d. Coordinate Human Resource programs/projects/activities (meetings, trainings, etc.) and take minutes;
- e. Assist employees regarding their request for human resources issues, rules and regulations;
- f. Assist in payroll preparation by providing relevant data (absences, leaves, undertimes, etc.);
- g. Coordinate/communicate with applicants regarding interview schedule, document submission, etc.);
- h. Conduct initial orientation to newly-hired employees; and
- i. Perform such other functions as may be directed by the immediate supervisor.

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2.6 Administrative Aide V (Audio-Visual Equipment Operator II)

- a. Set up and operate all audio-visual equipment like movie projectors, slide projectors, turntables, tape recorders and public address system;
- b. Check up and maintain all audio-visual equipment periodically to ensure that they are functioning at maximum efficiency;
- c. Repair and set through the use of new parts and replacement of defective wirings or parts;
- d. Borrow and return films, slides, equipment and necessary tools in audio-visual communication room; and
- e. Perform such other functions as may be directed by immediate supervisors.

SECTION 3. REALLOCATION OF 2 MEDICAL SPECIALIST I POSITION (ITEMS 31-1 AND 2) FROM CESU TO FIELD OPERATIONS DIVISION. – Under Ordinance No. SP-3232, S-2023, the Quezon City Epidemiology Division under the Quezon City Health Department was created with a total of 60 personnel. However, inadvertently included in the Personnel Schedule for Fiscal Year 2024 was the 2 Medical Specialist I position, thus the need to reallocate to wit:

Item No. per 2024 Personnel Schedule	Existing Position Title	SG	FROM	TO
32-1	Medical Specialist I	22	City Epidemiology and Surveillance Division	Field Health Operations Division
32-2				

SECTION 4. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF MEDICAL SPECIALIST. –

- a. Assist in the formulation of plans, policies, guidelines, standard operations and technical procedures for health programs;

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- b. Participate in and supervise the design and conduct of research and studies and the implementation of plans, programs and activities;
- c. Prepare plan for the training program of various categories of health personnel;
- d. Assist in the preparation of budgetary estimates and logistics requirements of the service;
- e. Provide technical assistance, consultation and advisory services on matters pertaining to health services;
- f. Coordinate/liaise with relevant units of the DOH and other agencies (GOs, NGOs and other organizations in DOH-related activities);
- g. Analyze reports from the health center, district and city level, and conduct monitoring and evaluation visits to determine program impact;
- h. Represent the Head of Office in various intra/inter-agency meetings as necessary; and
- i. Attend to other duties that may be assigned from time to time.

SECTION 5. APPROPRIATIONS. – The budgetary requirement shall be automatically funded through the Annual City Budget of the Quezon City Health Department.

SECTION 6. SEPARABILITY CLAUSE. – If, for any reason or reasons, any part or provision of this Ordinance is held unconstitutional or invalid, other parts or provisions hereof which are not affected shall remain in full force and effect.

SECTION 7. REPEALING CLAUSE. – All ordinances, resolutions, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

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SECTION 8. EFFECTIVITY CLAUSE. – This Ordinance shall take effect upon its approval and publication in a newspaper of general or local circulation.


ENACTED: August 27, 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: OCT 07 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 August 27, 2024 and was PASSED on Third/Final Reading on September 4, 2024.


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

