

**Republic of the Philippines
23rd City Council
Quezon City**



Ordinance No. _____, S-2026

AN ORDINANCE ESTABLISHING THE RESEARCH DEVELOPMENT AND PLANNING DIVISION (RDPD) UNDER THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD) OF QUEZON CITY, CREATING TWO (2) SECTIONS CONSISTING OF THIRTEEN (13) PLANTILLA POSITIONS, SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by : Councilor **JOSEPH JOE VISAYA**

WHEREAS, Section 16 of the Local Government Code of 1991 (Republic Act No. 7160), otherwise known as the General Welfare Clause, empowers Local Government Units (LGUs) to ensure and support the health, safety, and general welfare of their constituents, particularly through responsive social welfare and development programs;

WHEREAS, Section 17 of the same Code mandates LGUs to be the primary providers of basic services and facilities, including those related to social welfare, particularly for the disadvantaged, marginalized, and vulnerable sectors of society;

WHEREAS, there is a growing demand for the institutionalization of data-driven governance and results-based management in local government planning and programming, in line with the principles of Executive Order No. 2, S. 2016 (Operationalizing Freedom of Information);

WHEREAS, pursuant to DBM Budget Circular No. 2013-1 on Rationalization of Government Positions and CSC Memorandum Circular No. 3, s. 2001, LGUs are encouraged to institutionalize proper planning, monitoring, and evaluation systems and provide adequate human resources for effective governance;

WHEREAS, the Department of the Interior and Local Government (DILG), through its Local Governance Performance Management System (LGPMS) and the Seal of Good Local Governance (SGLG), emphasizes the importance of evidence-based planning, monitoring, evaluation, and transparent public communication as key performance areas for LGUs;

WHEREAS, the Social Services Development Department (SSDD) of Quezon City continues to expand its services to cater to a broader and more complex range of clientele across the city, thereby necessitating a dedicated Unit to oversee research, planning, program development, and public information efforts to ensure timely, relevant, and policy-informed interventions;

NOW, THEREFORE

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

SECTION 1. TITLE. This Ordinance shall be known and cited as the “Research Development and Planning Division (RDPD)” directly under the supervision of Social Services Development Department (SSDD).

SECTION 2. ESTABLISHMENT. Thereby created under the SSDD a Research Development and Planning Division (RDPD), which shall be responsible for the conduct of research, formulation of policies and development plans, monitoring and evaluation of programs, and implementation of internal and external communication strategies of the Department.

SECTION 3. DEFINITION OF TERMS. For purposes of this Ordinance, the following terms shall be defined as follows:

1. **SSDD (Social Services Development Department)** – Refers to the department of the Quezon City Government mandated to develop, implement, and monitor social welfare and development programs aimed at improving the quality of life of vulnerable and marginalized sectors in the city.
2. **Research Development and Planning Division (RDPD)** – The newly created Division under the SSDD responsible for the conduct of research, planning, policy formulation, program monitoring and evaluation, and public information management to support evidence-based decision-making and responsive program delivery.
3. **Strategic Planning** – The process of defining the Department’s direction and making informed decisions on allocating resources to pursue its goals and objectives based on data and performance indicators.
4. **Program Monitoring and Evaluation (M&E)** – A systematic process of collecting, analyzing, and using information to track the progress of programs, assess their effectiveness and impact, and inform future planning and resource allocation.
5. **SSDD Benefit Tracker** – A centralized database and digital tool utilized by the SSDD to record, track, and analyze the services delivered, beneficiaries served, and outcomes achieved by the department's various programs.
6. **Information, Education, and Communication (IEC) Campaigns** – Activities and strategies designed to disseminate accurate and timely information to internal and external stakeholders to increase awareness, understanding, and participation in government programs and services.

SECTION 4: FUNCTIONS, DUTIES AND RESPONSIBILITIES OF RDPD. The Division shall have the following duties and responsibilities:

A. Research and Development

- Conduct needs assessments to inform policy formulation and program innovation;
- Process and analyze data collected through the SSDD Benefit Tracker and other databases to ensure evidence-based program design;
- Undertake impact assessments and case studies in line with the City’s performance measurement and development goals.

B. Planning and Policy Formulation

- Lead the formulation of the SSDD Strategic Plan and ensure alignment with the Quezon City Comprehensive Development Plan (CDP), among others

C. Public Information and Communication

- Develop and implement information, education, and communication (IEC) campaigns;
- Manage SSDD's social media platforms;

SECTION 5. STAFFING, SECTIONS, FUNCTIONS AND RESPONSIBILITIES.

The RDPD shall be composed of new Plantilla positions, broken down as follows:

5.1 SENIOR STAFF

Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing & Proposed)
Planning Officer V	24	0	1	1
Planning Officer IV	22	0	1	1
Immediate Staff				
Administrative Assistant II (Clerk IV)	8	0	1	1
TOTAL			3	3

Functions of the New Proposed Positions:

1. Planning Officer V (SG-24)

General Function: Leads the Research Development and Planning Division; formulates major policies, oversees planning, research, evaluation, and public communication of the Social Services Development Department.

Specific Functions and Duties:

- Direct and supervise the implementation of Research Development and Planning Division;
- Approve and review strategic plans and policies of the Social Services Development Department;
- Represent the Research Development and Planning Division in inter-agency and public engagements;
- Evaluate consolidated reports from other divisions of the Social Services Development Department for executive perusal of the Department Head;
- Performs other related tasks as maybe assigned.

2. Planning Officer IV (SG-22)

General Function: Assists in the management of the Research Development and Planning Division; provides technical guidance to the two newly created sections namely Research and Planning Section and Education, Information and Communication Section.

Specific Functions and Duties:

- Coordinate day-to-day activities of the Research Development and Planning Division;
- Supervise Research and Planning Section and Education, Information and Communication Section;
- Review technical outputs from all other divisions of the Social Services Development Department;
- Draft policy recommendations for perusal and/or approval of the Department Head;
- Performs other related tasks as maybe assigned.

3. Administrative Assistant II (Clerk IV) (SG-8)

General Function: Provides clerical and administrative support to the Research Development and Planning Division.

Specific Functions and Duties:

- Coordinates with the Administrative Division of all administrative functions/concerns of the Research Development and Planning Division pertinent to supplies, records, employees' benefits, etc.;
- Records incoming and outgoing communications;
- Maintain file management systems;
- Process logistics and documentation for trainings, events, and benefit claims;
- Performs other related tasks as maybe assigned.

5.2 SECTIONS

5.2.1. Research and Planning Section -This Section shall oversee the actual conduct of overall development/formulation of plans/measures for the enhancement of program and service delivery, consolidation and preparation of accomplishment reports, conduct of proper monitoring, evaluation and review, conduct of research and planning of the collective data of the Department, from SSDD Benefit Tracker among others.

Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing & Proposed)
Planning Officer III	18	0	1	1
Planning Officer II	15	0	1	1
Planning Officer I	11	0	1	1
Administrative Assistant III (Computer Operator II)	9	0	2	2
Administrative Aide IV (Clerk II)	4	0	1	1
TOTAL		0	6	6

Functions of the New Proposed Positions:

1. Planning Officer III (SG-18)

General Function:

Serves as the Section Head, leading the formulation, implementation, monitoring, and evaluation of plans and programs aimed at enhancing the Department's service delivery. Provides technical guidance in research, planning, and performance evaluation activities. Consolidates and analyzes data from the SSDD Benefit Tracker and other sources to inform decision-making processes.

Specific Functions and Duties

- Lead the development and implementation of strategic plans and programs that align with the Department's objectives;
- Establish and oversee SSDD Benefit Tracker and other related systems for monitoring and evaluating the effectiveness of programs and projects;
- Ensure the consolidation and analysis of data from various sources, including the SSDD Benefit Tracker, to inform planning and decision-making;
- Prepare comprehensive reports and documentation on program performance and outcomes;
- Perform other related tasks as maybe assigned.

2. Planning Officer II (SG-15)

General Function: Assists the Section Head in planning, research, and monitoring functions. Reviews, evaluates, and consolidates planning and program data. Supports data management from the SSDD Benefit Tracker and other sources to ensure accurate and timely reporting.

Specific Functions and Duties:

- Assist in evaluating and reviewing program performance and outcomes based on plans submitted by concerned division of the Social Services Development Department;
- Support the consolidation and analysis of data from various sources especially from the SSDD Benefit Tracker;
- Assist in the preparation of reports of the Research and Planning Section and documentation on program performance;
- Coordinate with internal and external stakeholders to gather data and feedback for program improvement;
- Performs other related tasks as maybe assigned.

3. Planning Officer I (SG-11)

General Function: Conducts research and analysis on topics relevant to planning, policy development, and service delivery enhancement. Assists in data collection, validation, and processing from the SSDD Benefit Tracker and other departmental sources to support monitoring and planning functions.

Specific Functions and Duties:

- Conduct research and analysis on topics relevant to planning and policy development;
- Assist in the collection, validation, and processing of data from various sources especially from the SSDD Benefit Tracker;
- Responsible for the preparation of reports and documentation on research findings and identify areas for improvement in planning and monitoring processes;
- Performs other related tasks as maybe assigned.

4. Administrative Assistant III (Computer Operator II)

General Functions

Encodes and processes data from the data benefit tracking systems for incoming and outgoing communications and documents used for monitoring status and action taken.

Specific Functions:

- Prepares, drafts, encodes, and prints correspondences, memoranda, presentation, accomplishments reports, and other forms of documentation;
- Maintain and updates database of Office reports and records to ensure that there is an inventory of available sources/documents can be used as references;
- Operates the computer for data encoding, processing, and organizing computer files;
- Monitors systems for errors or problems and performs routine maintenance tasks to ensure proper function;
- Performs other related tasks as maybe assigned.

5. Administrative Aide IV (Clerk II) (SG-4)

General Function: Performs basic clerical, administrative, and support tasks essential to the efficient operation of the Research and Planning Section. Handles recording and filing of communications, assists in the preparation of documentary requirements related to employee benefit claims, and supports daily office operations and document management.

Specific Functions and Duties:

- Maintain and organize incoming and outgoing communications and files.
- Assist in the preparation of documentary requirements for employee benefits and administrative documents.
- Provide support to the section in encoding, photocopying, filing, and dispatch of documents.
- Assist in logistical and clerical requirements during planning, research, and reporting activities.

5.2.2. Education, Information and Communication Section - This section shall be responsible for the preparation, management, and dissemination of official information within the Department and to the public. It shall ensure timely, accessible, and accurate communication across various platforms. The section also manages the Department's public information strategies, including media relations, digital presence, and information campaigns.

Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing & Proposed)
Administrative Officer V (Information Officer III)	18	0	1	1
Administrative Officer IV (Information Officer II)	15	0	1	1
Administrative Officer II (Information Officer I)	11	0	1	1
Administrative Aide IV (Clerk II)	4	0	1	1
TOTAL		0	4	4

Functions of the Proposed Positions:

1. **Administrative Officer V (Information Officer III) (SG-18)**

General Function - Serves as the Section Head for the Education, Information and Communication Section. Leads the development and execution of comprehensive communication and public information strategies for the Social Services Development Department. Oversees content development across all platforms, manages external and internal communications, and provides direction for media relations, social media strategy, and public campaigns.

Specific Functions and Duties:

- Development of communication strategies for the Social Services Development Department programs and services;
- Oversight of SSDD public information and social media presence of the Social Services Development Department;
- Supervision of content production and digital dissemination;
- Representation at coordination meetings and public engagements;
- Performs other related tasks as maybe assigned.

2. **Administrative Officer IV (Information Officer II) (SG-15)**

General Function - Assists the Section Head in planning and executing content for information campaigns of the Social Services Development Department. Manages the Department's social media platforms, prepares communication materials such as newsletters, speeches, visual content, press releases, and other social media materials, and develops the editorial calendar for scheduled postings aligned with program milestones and events.

Specific Functions and Duties

- Content production and editing for social media and other channels of the Social Services Development Department;
- Management of content calendar and other communication materials
- Support for visual and digital media initiatives;
- Coordination with other division of the Social Services Development Department units for promotional materials;
- Performs other related tasks as maybe assigned

3. **Administrative Officer II (Information Officer I) (SG-11)**

General Function - Mainly responsible for the writing, editing, and publishing public information content of the Social Services Development Department. Handles event coverage, photo and video documentation, and supports campaign execution. Assists in the development of newsletters, press releases, and social media materials.

Specific Functions and Duties:

- Research and writing of press releases and feature content;
- Coverage and documentation of events and programs;
- Assistance in executing communication plans and campaigns;
- Performs other related as maybe assigned.

4. **Administrative Aide IV (Clerk II) (SG-4)**

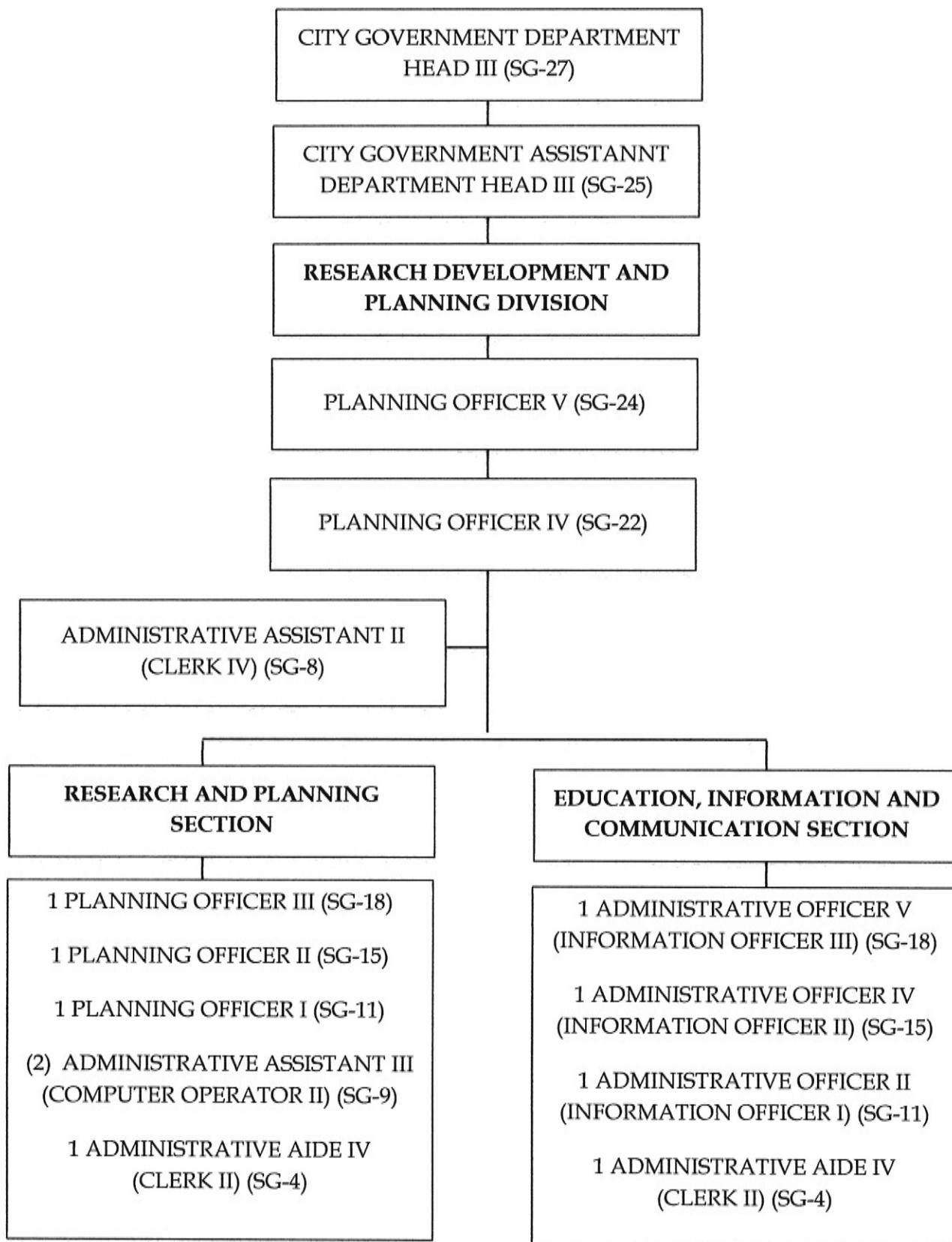
General Function - Performs clerical and administrative duties including managing the filing system for communications, public information records, and campaign-related documentation of the Education, Information and Communication Section. Assists in the preparation of support documents, logistics for events, and administrative requirements related to employee benefits.

Specific Functions and Duties:

- Records and document management for public information initiatives;
- Preparation and filing of internal and external communications;
- Clerical support for campaign documentation and media logistics;
- Filing and preparation of support documents for administrative claims;
- Performs other related tasks as maybe assigned.

SECTION 6. ORGANIZATIONAL STRUCTURE. The RDPD shall follow the organizational structure described in the preceding sections as well as the illustration below and made an integral part of this Ordinance, to wit:

RESEARCH DEVELOPMENT AND PLANNING DIVISION



SECTION 8: FUNDING. The funds to cover the Personnel Services (PS) and other benefits relative to the Thirteen (13) proposed plantilla positions shall be taken from the annual budget of the City. Appropriations for the Maintenance and Other Operating Expenses (MOOE) and Property, Plant and Equipment (PPE) of the RDPD shall be taken from the SSDD's approved budget and from the annual budget of the Quezon City Government every year thereafter.

SECTION 9. QUALIFICATION STANDARDS. The qualification standards for the abovementioned positions shall be in accordance with the Civil Service guidelines and its implementing rules and regulations.

SECTION 10. RECRUITMENT AND WORKFORCE PLAN. The proposed positions will be filled-up compliant to the Civil Service Commission Policies on Merit Promotion and the CSC Resolutions on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

SECTION 9. IMPLEMENTING RULES AND REGULATIONS. Within six (6) months from the effectivity of this Ordinance, the Office of the City Mayor and Social Services Development Department shall issue implementing rules, regulations and guidelines for proper implementation of this Ordinance.

SECTION 10. SEPARABILITY CLAUSE. If any part of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 11. REPEALING CLAUSE. All ordinances, resolutions, or executive issuances inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 12. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval and publication in accordance with existing laws.

ENACTED: _____ 2026.

Submitted by:


JOSEPH JOE VISAYA
 City Councilor, 5th District