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Republic of the Philippines
23rd City Council
Quezon City

PROPOSED ORDINANCE NO. SP-_______, S-2026

AN ORDINANCE CREATING THE INTERNAL AUDIT SERVICE (IAS) UNIT UNDER THE OFFICE OF THE CITY MAYOR, AND PROVIDING FOR AND DEFINING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DUTIES AND FUNCTIONS AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by: Councilors ***ATTY. VOLTAIRE GODOFREDO "BONG" LIBAN III and ALY MEDALLA***

WHEREAS, pursuant to Administrative Order No. 70 dated 14 April 2003, Executive Order No. 01 series of 2019 was issued creating the Internal Audit Service under the Office of the City Mayor.

WHEREAS, to achieve a more ethical, efficient, effective provision and delivery of government services there is a need to institutionalize, strengthen and augment the internal auditing activities of the Quezon City Government.

WHEREAS, Section 454.c.2 of Republic Act No. 7160, or the Local Government Code empowers the City Council to "create such other offices as may be necessary to carry out the purpose of the city government";

WHEREAS, DBM Circular No. 2004-4 dated March 22, 2004 prescribes the Guidelines on the Organization and Staffing of Internal Audit Units in government entities, thereby recognizing the importance of an internal audit function in promoting accountability and sound management practices;

WHEREAS, Annex D of DBM-CSC Joint Resolution No. 1, series of 2006 adopts the Rationalization Program Organization and Staffing Standards and Guidelines, which authorize government agencies and local government units to establish Internal Audit Services/Offices as part of their organizational structure;

WHEREAS, DBM Circular Letter No. 2008-5 dated April 14, 2008 provides the Guidelines in the Organization and Staffing of an Internal Audit Unit and Management Division/Unit, while DBM Circular Letter No. 2008-8 dated October 23, 2008 promulgates the National Guidelines on Internal Control Systems, emphasizing the role of internal audit in strengthening internal control mechanisms in government;

WHEREAS, DBM Circular Letter No. 2011-5 dated May 19, 2011 issued the Philippine Government Internal Audit Manual (PGIAM) as a reference for internal audit practices in public institutions, which was further revised and updated through DBM Circular Letter No. 2020-8 dated May 26, 2020;

WHEREAS, DBM Local Budget Circular No. 110 dated June 10, 2016 introduced the Internal Audit Manual for Local Government Units, thereby providing specific guidance for LGUs in establishing and operationalizing Internal Audit Services;

WHEREAS, DBM Local Budget Circular No. 137 dated July 13, 2021 prescribed the Internal Audit Operations System for LGUs (CY 2021 Edition) as a tool for effective internal audit implementation, further enhanced by DBM Local Budget Circular No. 153 dated August 31, 2023 which issued the Internal Audit Manual for LGUs, 2023 Edition;

WHEREAS, DBM Local Budget Circular No. 156 dated April 15, 2024 clarified the Personnel Services Limitation and Determination of Waived PS Items, thereby supporting the staffing of essential oversight offices such as the Internal Audit Office;

WHEREAS, National Budget Circular No. 589 dated May 25, 2022 reinforced the institutionalization of Internal Audit Services through the Revised Organization and Staffing Standards, highlighting internal audit as an indispensable function in ensuring efficiency, transparency, and accountability across government entities;

WHEREAS, to date Quezon City has obtained an unprecedented six (6) Unmodified Audit Opinion from the Commission on Audit starting from the Audit of 2020 Calendar Year. This achievement of transparency and accountability needs to be strengthened within the Quezon City Government.

NOW, THEREFORE:

BE IT ORDAINED BY THE 23rd CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED THAT:

SECTION 1. CREATION – There is hereby created a unit under the Office of the City Mayor which shall be known as the *Internal Audit Service* ("IAS"). All powers, functions, personnel, and assets of the IAS under the Office of the City Mayor created under Executive Order No. 01, series of 2019 shall be absorbed by the IAS unit.

SECTION 2. FUNCTION – The IAS shall conduct internal audits of the departments, offices, and operating units of the Executive Branch of the Quezon City Government. Specifically, it shall have the following functions:

a. Advise the City Mayor on all matters relating to management control and operations audit of the executive branch;

b. Conduct management and operations audit of the Executive Branch of the Quezon City Government functions, programs, projects, activities, and outputs and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/ processes, and contractual obligations;

c. Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports, and performance standards of the Executive Branch of the Quezon City Government;

d. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and

e. Perform such other related duties and responsibilities as may be assigned or delegated by the City Mayor or as may be required by law or ordinance.

The IAS shall be under the direct supervision and control of the City Mayor, and shall be detached from all functions of routine operating character.

SECTION 3. AUTHORITY & CONFIDENTIALITY - Subject to limitations provided by existing laws, rules and regulations, the IAS shall have full, free, and unrestricted access to all functions, premises, assets, personnel, records, and other documents and information that is necessary in undertaking internal audit activities. In the performance of its functions, the IAS shall exercise independence to render impartial and unbiased judgments essential to the proper conduct of audits.

The IAS shall respect the confidentiality of information acquired in the course of performing audit activities. Unless there is a legal or professional right or duty to disclose, the IAS shall not use or disclose any such information without proper and specific authority. Likewise, confidentiality is not only a matter of disclosure of information but includes the prohibition on the use of information for personal advantage or for the advantage of a third party.

SECTION 4. HEAD OF OFFICE - The IAS shall be headed by a City Government Office Head.

The City Government Office Head shall be accountable to the City Mayor for the efficient and effective operation of the internal audit function. The City Government Office Head shall report directly to the City Mayor for audits conducted on the executive branch.

a. **QUALIFICATIONS** - The City Government Office Head shall be a citizen of the Philippines, a resident of Quezon City, of good moral character, and a licensed accountant or lawyer, who has practiced the profession for at least five (5) years and with thirty-two (32) hours in supervisory/management learning and development intervention.

SECTION 5. FUNCTIONAL DIVISIONS - The following divisions shall comprise the IAS and shall perform the duties and responsibilities hereunder stated:

A. OPERATIONS AUDIT DIVISION

1. Conduct operations performance audits of activities of the Quezon City Government and determine the degree of compliance with the mandate, policies, government regulations, systems and procedures/processes, and contractual obligations;

2. Review operations or programs to ascertain whether or not results are consistent with established objectives and goals, and whether or not such programs are being carried out as planned;

3. Evaluation of the outcome, output, process, and input to determine whether or not government operations, programs, and projects are Economical, Efficient, Ethical, and Effective;

4. Evaluate the quality of performance of groups/individuals carrying out their assigned responsibilities;

5. Assessment of progress with respect to processes, projects, programs, their respective outputs or outcome, or impact or change towards improving the condition of intended beneficiaries;

6. Recommend courses of action on operational deficiencies observed; and

7. Perform miscellaneous services, including special investigations and assistance to outside contacts, subject to authority from the Local Chief Executive.

B. MANAGEMENT AUDIT DIVISION

1. Conduct management performance audits of activities of the Quezon City Government and determine the degree of compliance with the mandate, policies, government regulations, systems and procedures/processes, and contractual obligations;

2. Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports, and performance standards of the Quezon City Government and the departments covered;

3. Verify and analyze financial, management, and operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;

4. Ascertain the reliability and integrity of financial, management, and operations information and the means used to identify, measure, classify, and report such information;

5. Review and evaluate the soundness, adequacy, and application of accounting, financial and management controls and promote the most effective control at a reasonable cost;

6. Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property, etc.; and

7. Perform miscellaneous services, including special investigations and assistance to outside contacts, subject to authority from the Local Chief Executive.

C. ADMINISTRATIVE DIVISION

1. Develop plans, programs, procedures, policies, and standards related to office management and administration;

2. Processes documents on appointments, leave applications, separation, etc.;

3. Administer the budget planning, policies, systems, procedures and strategies for the office; and

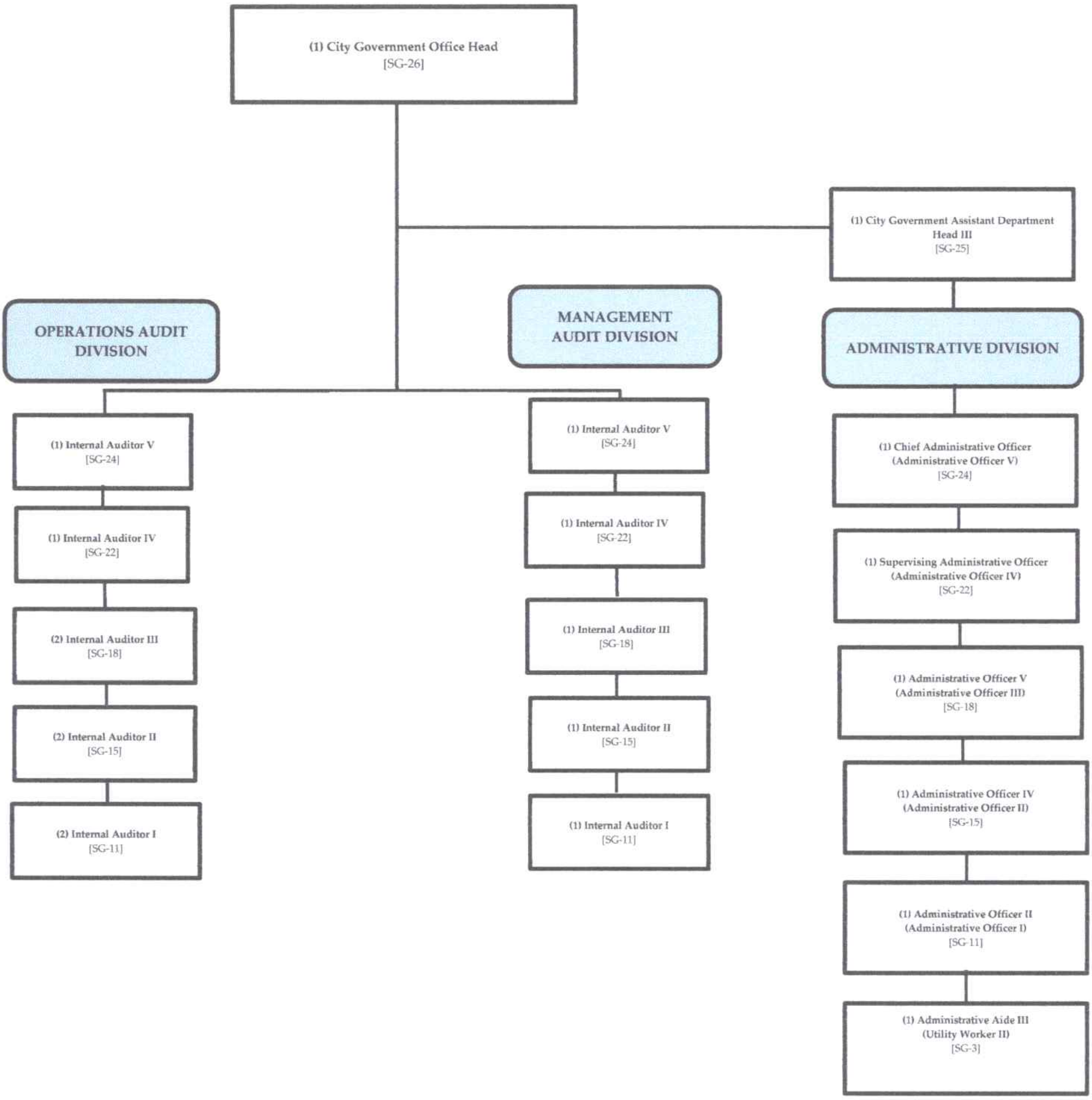
4. Administer purchasing of supplies and inventories of the office and other related supplies of management.

SECTION 6. STAFFING PATTERN – The table hereunder presents the summary of twenty one (21) plantilla positions to be created.

NO. OF POSITIONS	*POSITION*	*SALARY GRADE*
1	*City Government Office Head*	*SG 26*
1	*City Government Assistant Department Head III*	*SG 25*
Operations Audit Division		
1	*Internal Auditor V*	*SG 24*
1	*Internal Auditor IV*	*SG 22*
2	*Internal Auditor III*	*SG 18*
2	*Internal Auditor II*	*SG 15*
2	*Internal Auditor I*	*SG 11*
Management Audit Division		
1	*Internal Auditor V*	*SG 24*
1	*Internal Auditor IV*	*SG 22*
1	*Internal Auditor III*	*SG 18*
1	*Internal Auditor II*	*SG 15*
1	*Internal Auditor I*	*SG 11*
Administrative Division		
1	*Chief Administrative Officer (Administrative Officer V)*	*SG 24*
1	*Supervising Administrative Officer (Administrative Officer IV)*	*SG 22*
1	*Administrative Officer V (Administrative Officer III)*	*SG 18*
1	*Administrative Officer IV (Administrative Officer II)*	*SG 15*
1	*Administrative Officer II (Administrative Officer I)*	*SG 11*
1	*Administrative Aide III (Utility Worker II)*	*SG 3*

SECTION 7. ORGANIZATIONAL STRUCTURE – The Organizational Structure of the IAS is herein presented, and shall conform to the requirements of the DBM and the CSC.

7.1. Organizational Chart



7.2. Plantilla Positions and their Required Education, Eligibility, Work Experience and Other Qualifications

7.2.a Office Head and Assistant Department Head

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS OF THE DEPARTMENT HEAD AND ASSISTANT DEPARTMENT HEAD							
	POSITION TITLE	**SALARY GRADE**	**EDUCATION**	**ELIGIBILITY**	**WORK EXPERIENCE**	**TRAINING**	**REQUIRED NUMBER OF PLANTILLA POSITIONS**
A	City Government Office Head	26	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	5 years in position/s involving management and supervision	32 hours of training in management and supervision	1
B	City Government Assistant Department Head III	25	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	5 years in position/s involving management and supervision	32 hours of training in management and supervision	1

7.2. b. Operations Audit Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE OPERATIONS AUDIT DIVISION							
	POSITION TITLE	**SALARY GRADE**	**EDUCATION**	**ELIGIBILITY**	**WORK EXPERIENCE**	**TRAINING**	**REQUIRED NUMBER OF PLANTILLA POSITIONS**
A	Internal Auditor V	24	Master's Degree	Career Service (Professional) / Second Level Eligibility	4 years in position(s) involving management and supervision	24 hours of training in management and supervision	1
B	Internal Auditor IV	22	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	3 years of relevant experience	16 hours of relevant training	1
C	Internal Auditor III	18	Bachelor's Degree relevant to the job,	Career Service (Professional) / Second	2 years of relevant experience	8 hours of relevant training	2

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE OPERATIONS AUDIT DIVISION							
	POSITION TITLE	SALARY GRADE	EDUCATION	ELIGIBILITY	WORK EXPERIENCE	TRAINING	REQUIRED NUMBER OF PLANTILLA POSITIONS
				Level Eligibility			
D	Internal Auditor II	15	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	2
E	Internal Auditor I	11	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	2

7.2.c. Management Audit Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE MANAGEMENT AUDIT DIVISION							
	POSITION TITLE	SALARY GRADE	EDUCATION	ELIGIBILITY	WORK EXPERIENCE	TRAINING	REQUIRED NUMBER OF PLANTILLA POSITIONS
A	Internal Auditor V	24	Master's Degree	Career Service (Professional) / Second Level Eligibility	4 years of experience involving internal auditing work	24 hours of training in management and supervision	1
B	Internal Auditor IV	22	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	3 years of relevant experience	16 hours of relevant training	1

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE MANAGEMENT AUDIT DIVISION							
	POSITION TITLE	SALARY GRADE	EDUCATION	ELIGIBILITY	WORK EXPERIENCE	TRAINING	REQUIRED NUMBER OF PLANTILLA POSITIONS
C	Internal Auditor III	18	Bachelor's Degree relevant to the job,	Career Service (Professional) / Second Level Eligibility	2 years of relevant experience	8 hours of relevant training	1
D	Internal Auditor II	15	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1
E	Internal Auditor I	11	Bachelor's Degree relevant to the job	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1

7.2.d. Administrative Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE ADMINISTRATIVE DIVISION							
	POSITION TITLE	SALARY GRADE	EDUCATION	ELIGIBILITY	WORK EXPERIENCE	TRAINING	REQUIRED NUMBER OF PLANTILLA POSITIONS
A	Chief Administrative Officer (Administrative Officer V)	24	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	4 years in position/s involving management and supervision	24 hours of training in management and supervision	1
B	Supervising Administrative Officer	22	Bachelor's Degree	Career Service (Professional)	3 years of relevant experience	16 hours of relevant training	1

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES AND OTHER QUALIFICATIONS UNDER THE ADMINISTRATIVE DIVISION							
	POSITION TITLE	**SALARY GRADE**	**EDUCATION**	**ELIGIBILITY**	**WORK EXPERIENCE**	**TRAINING**	**REQUIRED NUMBER OF PLANTILLA POSITIONS**
	(Administrative Officer IV)			/ Second Level Eligibility			
C	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	2 years of relevant experience	8 hours of relevant training	1
D	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1
E	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	Career Service (Professional) / Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1
F	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required	1

7.3. Duties and Responsibilities

City Government Office Head

- Ensures the efficient and effective operation of the internal audit function;
- Develops strong professional relationships with the LCE and key stakeholders;
- Leads the development of the internal audit strategic plan and annual work plan that outlines the objectives, priorities, and proposed internal audit plan;
- Liaises with other policy and regulatory bodies in developing internal audit plans for review and approval by the LCE;

- Performs other functions and duties as may be assigned in the interest of public service.

City Government Assistant Department Head III

- Assists the City Government Office Head in ensuring the efficient and effective operation and implementation of the internal audit function;
- Assists the City Government Office Head in overseeing the day-to-day functions of the department and directly supervises the Administrative Division;
- Oversees the development and implementation of systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;
- Monitor implementation of policies and guidelines issued on administrative matters, and recommend policies and programs to improve operations;
- Reviews documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations for approval or instructions of the City Government Office Head;
- Performs other functions and duties as may be assigned in the interest of public service.

7.3.a. Operations Audit Division

Internal Auditor V

- Supervises the conduct of Operations Audit (evaluation of the outcome, output, process, and input to determine whether or not government operations, programs, and projects are 4Es [Efficient, Effective, Economical, and Ethical], this includes the conduct of Compliance Audit) of various programs, projects and activities of the departments/offices/units by ensuring that audit objectives and timelines are achieved as planned;
- Assist the City Government Office Head in assessing whether the 4Es (Efficient, Effective, Economical, and Ethical) of government operations are in place and providing the Local Chief Executive courses of action to address problem areas;
- Establishes the annual goals, objectives and performance targets of the Operations Audit Division;
- Establishes guidelines and procedures on the conduct of Operations Audit for the guidance of the internal audit staff;
- Does the final review of operations audit plans;
- Recommends approval of operation audit plans;
- Reviews operations audit report;
- Determines training needs of internal audit staff;

- Responsible for work performance and discipline of audit staff; and
- Does related work.

Internal Auditor IV

- Supervises and leads the Internal Audit Staff in the conduct of Operations Audit, by ensuring that audit methodology are implemented and the activities are within the audit timeline;
- Assign tasks and staffing pattern in conducting operations audit;
- Reviews audit operations plans;
- Discusses the audit operations plans with the concerned internal audit staff;
- Reviews written audit operations report;
- Advises staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
- Reviews status report of audit operations being conducted;
- Trains new internal auditors;
- Rates performance of audit staff; and
- Does related work.

Internal Auditor III

- Supervises and guides the Internal Audit Staff in performing audit methodology for the conduct of Operations Audit;
- Assigns and clarifies work assignments of members of audit team;
- Discusses operations audit scope and objectives prior to conduct of audit;
- Leads the audit team in the conduct of complex audit methodology in operations audit;
- Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines;
- Drafts the consolidated operations audit report;
- Discusses audit results with auditee/s before the draft of the report is finalized;
- Follows-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons of non-implementation;
- Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
- Conducts special audit as assigned; and

- Does related work.

Internal Auditor II

- Under general supervision, drafts operations audit plans for review of immediate supervisor;
- Assists the Internal Auditor III in performing complex operations audit methodology;
- Drafts operations audit report on the results of the audit completed;
- Discusses audit results with auditee/s before the draft of the report is finalized;
- Makes appropriate recommendations based on the results of the operations audit;
- Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and
- Does related work.

Internal Auditor I

- Under general supervision, performs simple operations audit methodology;
- Discusses with the immediate supervisor the research findings on the background information of the auditee for the scoping activity needed for the operations audit;
- Ensures the complete documentation of the Operations Audit Report and working papers are maintained and properly filed;
- Drafts report on the results of the audit completed;
- Provides initial recommendations based on the audit findings;
- Maintains monitoring of all operations audit recommendations by indicating status of implementation and other important details needed by the immediate supervisor for follow-up; and
- Does related work.

7.3.b Management Audit Division

Internal Auditor V

- Supervises the conduct of Management Audit (evaluation of the effectiveness of internal controls adopted in systems and processes, organizational and staffing structures, operations and management practices, records, reports, and performance standards) of the departments/offices/units by ensuring that audit objectives and timelines are achieved as planned;
- Assist the City Government Office Head in identifying issues and control weaknesses or management deficiencies in the system thereby providing the Local Chief Executive courses of action to address the problem areas.

- Establishes the annual goals, objectives and performance targets of the Management Audit Division;
- Establishes guidelines and procedures on the conduct of Management Audit for the guidance of the internal audit staff;
- Does the final review of management audit plans;
- Recommends approval of management audit plans;
- Reviews management audit report;
- Determines training needs of internal audit staff;
- Responsible for work performance and discipline of audit staff; and
- Does related work.

Internal Auditor IV

- Supervises and leads the Internal Audit Staff in the conduct of Management Audit, by ensuring that audit methodology are implemented and the activities are within the audit timeline;
- Assign tasks and staffing pattern for the conduct of Management Audit;
- Reviews management audit plans;
- Discusses management audit plans with the concerned internal audit staff;
- Reviews written management audit report;
- Advises staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
- Reviews status report of audit being conducted;
- Trains new internal auditors;
- Rates performance of audit staff; and
- Does related work.

Internal Auditor III

- Supervises and guides the Internal Audit Staff in performing audit methodology for the conduct of Management Audit;
- Assigns and clarifies work assignments of members of audit team;
- Discusses internal audit scope and objectives prior to conduct of management audit;
- Leads an internal audit team in the conduct of complex audit methodology in management audit;

- Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines;
- Drafts the consolidated management audit report;
- Discusses audit results with auditee/s before the draft of the report is finalized;
- Follows-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons of non-implementation;
- Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
- Conducts special audit as assigned; and
- Does related work.

Internal Auditor II

- Under general supervision, drafts management audit plans for review of immediate supervisor;
- Assists the Internal Auditor III in performing complex management audit methodology;
- Drafts Management Audit Report on the results of the audit completed;
- Discusses audit results with auditee/s before the draft of the report is finalized;
- Makes appropriate recommendations based on the results of the audit;
- Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and
- Does related work.

Internal Auditor I

- Under general supervision, performs simple management audit methodology;
- Discusses with the immediate supervisor the research findings on the background information of the auditee for the scoping activity needed for the management audit;
- Ensures the complete documentation of the Management Audit Report and working papers are maintained and properly filed;
- Drafts report on the results of the audit completed;
- Provides initial recommendations based on the audit findings;
- Maintains monitoring of all management audit recommendations by indicating status of implementation and other important details needed by the immediate supervisor for follow-up; and

- Does related work.

7.3.c. Administrative Division

Chief Administrative Officer (Administrative Officer V)

- Under the direction of the City Government Assistant Department Head III, supervises the administrative division in providing administrative functions on budget, procurement, human resources, property, supplies, and records management;

- Directs and supervises the preparation of financial, accomplishment and administrative reports, documents, and correspondence;

- Ensures the management of procurement of transactions;

- Oversees services related to personnel administration (e.g. recruitment, payroll, personnel records maintenance and updating), training, and other human resource and development services including performance management system;

- Coordinate and collaborate with offices within and/or outside the Office to ensure efficient, effective, and timely delivery of services;

- Reviews and ensures the undertaking of complete staff work on matters requiring the attention/action of the Division Chief; and

- Performs other functions and duties as may be assigned in the interest of public service.

Supervising Administrative Officer (Administrative Officer IV)

- Assists the Chief Administrative Officer (Administrative Officer V) in supervising administrative personnel, creating policies, rules and regulations for the Internal Audit Service;

- Supervise administrative/clerical support for the Internal Audit Service;

- Help the Chief Administrative Officer (Administrative Officer V) in developing and implementing systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;

- Interprets, implements, and supervises administrative personnel, policies, rules and regulations for the IAS;

- Prepares communications and work closely with other staff in establishing and developing efficient flow of documents; and

- Performs other functions and duties as may be assigned in the interest of public service.

Administrative Officer V (Administrative Officer III)

- Under direct supervision, responsible and supervises the work of administrative unit engaged in providing administrative functions on budget, procurement, human resources, property, supplies, and records management;
- Implements systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;
- Reviews reports and documents related to budget, procurement, human resources, property, supplies, and records management and submits findings and recommendations for managerial actions;
- Assigns and clarifies work assignments of administrative staff; and
- Performs other functions and duties as may be assigned in the interest of public service.

Administrative Officer IV (Administrative Officer II)

- Prepares reports and documents related to budget, procurement, human resources, property, supplies, and records management;
- Supervises maintenance of storage area for supplies and properties to ensure the security and safety of supplies;
- Approves issuance of supplies as prepared by the requesting party;
- Leads the conduct of inventory count and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts;
- Take charge with the Human Resource Information System (HRIS) and any iteration thereof for IAS; and
- Performs other functions and duties as may be assigned in the interest of public service.

Administrative Officer II (Administrative Officer I)

- Ensures that receiving, recording and filing of documents are in accordance to the recommended filing system;
- Maintains updated filing of all records;
- Updates file information;
- Answers general queries by researching and retrieving files;
- Process all incoming and outgoing correspondence;
- Implement process for conducting annual inventory of records and submit findings to Administrative Officer IV (Administrative Officer II);

- Perform other functions and duties may be assigned in the interest of public service.

Administrative Aide III (Utility Worker II)

- In-charge of maintenance of cleanliness of the office;
- Perform liaison work and deliver correspondences for swift communication with other departments/offices/barangay; and
- Perform other functions and duties may be assigned in the interest of public service.

SECTION 8. FUNDING – The funds covering the personnel services, capital expenditures, maintenance and other operating expenditures, and property, plant and equipment of the IAS shall be included in the regular annual budget of the Quezon City Government.

SECTION 9. REPEALING CLAUSE – All Quezon City Ordinances, Resolutions, Executive Orders, Memorandum Circulars, Administrative Regulations, or other issuances, or parts thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed and modified accordingly.

SECTION 10. SEPARABILITY CLAUSE – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.

Enacted_______________2026.

Submitted by:

ATTY. VOLTAIRE GODOFREDO "BONG" LIBAN III
City Councilor, District 2

ALY MEDALLA
City Councilor, District 2