



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-157

40th Regular Session

ORDINANCE NO. SP- **3225**, S-2023

AN ORDINANCE REDESIGNING THE FUNCTIONAL STRUCTURE OF THE CITY ARCHITECT DEPARTMENT OF THE QUEZON CITY GOVERNMENT PROVIDING A MORE RESPONSIVE ORGANIZATIONAL STRUCTURE, DUTIES AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREFOR

Introduced by Councilors ERIC Z. MEDINA, GODOFREDO T. LIBAN II and ALFRED VARGAS, MPA

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Kate Galang-Coseteng, Geleen "Dok G" 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, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo and Julian Marcus D. Trono

WHEREAS, under Section 454(c)(2) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Panlungsod may, create such other offices as may be necessary to carry out the purposes of the City Government;

WHEREAS, there is a need to realize the fundamental role of an architect in community and urban renewal development in consonance with Section 454(b) of Republic Act No. 7160 and pursuant to Quezon City Ordinance No. SP-2316, S-2014 creating the City Architect Department (CArD) as a separate department from the Department of Engineering and approved by the Department of Budget and Management on May 26, 2015;

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WHEREAS, the Quezon City Government recognizes the importance of community development and urban renewal and has the inherent desire to develop well-conceptualized and aesthetically designed urban projects based on sound and acceptable architectural and engineering principles;

WHEREAS, since the creation of the department and in the course of its operation, the department was deluged with various and numerous building designs for various government facilities, office interior layouts and masterplans and other related requests covering the expertise required for architectural design;

WHEREAS, consistent with Section 4 of Executive Order No. 138 dated June 1, 2021, the functions, services and facilities which shall fully devolved from the National Government to the Local Government Units no later than the end of FY 2024, shall include those indicated under Section 17 of Republic Act No. 7160 and other existing laws which subsequently devolved certain functions of the National Government to Local Government Units;

WHEREAS, for the department to substantially cope with and maintain the industrial and technical accord with the impending implementation of aforementioned Executive Order that eventualize the need to restructure the present organizational and staffing pattern of the City Architect Department, additional plantilla positions need to be created, concomitant to the preparation of detailed infrastructure plans to purposively cope with the expanding functions of the Department and in conformity with City Government's thrust and priorities.

NOW, THEREFORE,

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

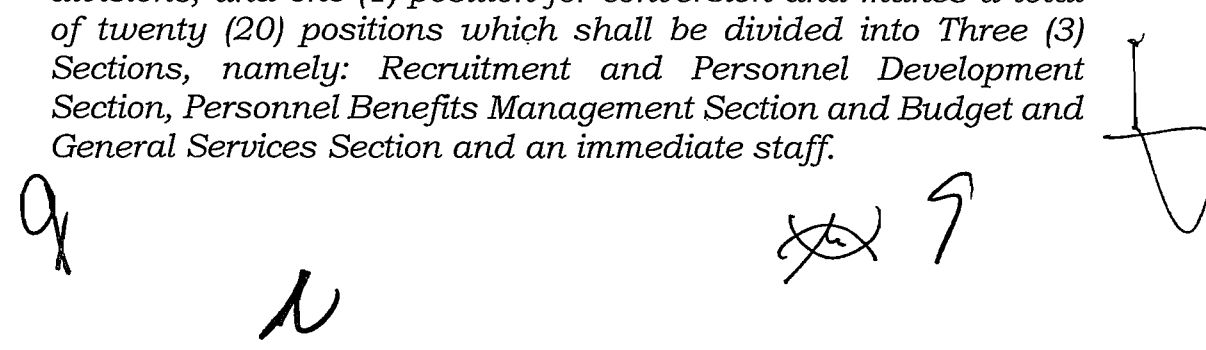
SECTION 1. RESTRUCTURING OF STAFFING PATTERN. – There are hereby created additional plantilla positions and divisions as a result of the splitting of the Architectural Design Division into three (3) design divisions and additional positions to existing divisions.

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- 1.1 The **Architectural Design Division** which is presently with thirty-one (31) plantilla positions shall be divided into three (3) divisions and be renamed as **Architectural Design Services Divisions A, B and C**: divisions **A** and **B** shall respectively be composed of twenty-one (21) positions and three (3) sections and division **C** shall be composed of sixteen (16) positions and two (2) sections for a total of fifty eight (58) plantilla positions. The four (4) existing positions shall be the Office of the City Architect.
- 1.1.a **Architectural Design Services Division A** – Health Care and Wellness Facilities Section, Education Facilities Section and Social Services Facilities Section.
- 1.1.b **Architectural Design Services Division B** – Housing Projects Section, Community Facilities Section and Office Furnishing Section.
- 1.1.c **Architectural Design Services Division C** – Design Development Section and Comprehensive Land Use Analysis Section.
- 1.2 The **Planning and Programming Division** with 19 existing plantilla positions will have one (1) additional new position, two (2) positions will be absorbed from other divisions, and one (1) position will be absorbed by the Office of the City Architect with a total number of twenty-one (21) positions and will have Two (2) Sections to be named as follows: Project Assessment and Evaluation Section, Research and Development Section with an immediate unit for Documentation and Archiving.
- 1.3 The **Administrative Division** shall be retitled to **Administrative Management Division** is presently composed of twelve (12) plantilla positions will have an additional of seven (7) new positions, with two (2) positions absorbed from other divisions, and one (1) position for conversion and makes a total of twenty (20) positions which shall be divided into Three (3) Sections, namely: Recruitment and Personnel Development Section, Personnel Benefits Management Section and Budget and General Services Section and an immediate staff.
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- 1.4 The **Supervision and Monitoring Division** presently with fourteen (14) plantilla positions from which four (4) positions shall be created, five (5) positions will be transferred to other divisions, one (1) position absorbed and one (1) position for conversion and makes a total of thirteen (13) positions and which will be divided into Two (2) Sections namely: Architectural Services Section and Auxiliary Services Section.
- 1.5 The City Architect **immediate staff** presently composed of five (5) plantilla positions will have one (1) new position and two (2) positions for conversion and an immediate review and evaluation team composed of five (5) plantilla positions to include the City Architect and the Assistant City Architect will have a total number of eleven (11) positions.

SECTION 2. STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE. – The new total number of plantilla positions of the City Architect Department shall be one hundred twenty-three (123) with an existing of eighty-three (83) positions, forty-four (44) positions will be created and the appropriation of 4 existing positions shall be allocated to other positions. The table hereunder provides the Summary of Plantilla positions for creation.

2.1 Summary of Forty-Four (44) Plantilla Positions for Creation

No. of Position	Position Title	Salary Grade
2	Architect V	24
1	Special Operations Officer IV	22
1	Executive Assistant III	20
2	Architect III	19
15	Architect II	16
2	Special Operations Officer II	14
9	Senior Administrative Assistant II (Computer Operator IV)	14
2	Administrative Officer II (Administrative Officer I)	11
6	Administrative Assistant II (Clerk IV)	8
1	Administrative Assistant I (Reproduction Machine Operator III)	7
1	Administrative Aide IV (Driver II)	4
2	Administrative Aide III (Utility Worker II)	3

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2.2 The Summary of Movement of Positions

Division/Unit	No. of Existing Plantilla Position	No. of Plantilla Position for Creation	Positions Absorbed from other Division	Positions Transferred to other Division	Positions for Conversion (Less)	Total No. of Positions
Department Head	1					1
Assistant Dept. Head	1					1
Immediate Staff	5	1	5		2	9
Administrative Management Division	12	7	2		1	20
Architectural Design Services Division A	31	8		18		21
Architectural Design Services Division B		11	10			21
Architectural Design Services Division C		12	4			16
Planning and Programming Division	19	1	2	1		21
Supervision and Monitoring Division	14	4	1	5	1	13
Total No. of Positions	83	44	24	24	4	123

2.3 The City Architect Department detailed summary of positions for new and existing positions are listed per division and is hereby attached as "Annex A";

2.4 The New Organizational Structure of the City Architect Department is reflected and hereby attached as "Annex B";

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2.5 *Rectification in the parenthetical position titles of certain positions in the department as the basis of the position's qualification requirement, and in conformity with the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LDU) CY2021.*

- *Senior Administrative Assistant II (AutoCAD Operator) to Senior Administrative Assistant II (Computer Operator IV) both positions are Salary Grade 14.*
- *Reclassification of the position of Research Analyst I with Salary Grade 11 to Project Development Officer I with Salary Grade 11, once the position becomes vacant.*
- *Reclassification of Senior Administrative Assistant I (Liaison Officer II) with Salary Grade 13 to Senior Administrative Assistant I (Data Controller IV) with Salary Grade 13, recategorization of the parenthetical position title which is not included in list of positions in Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) CY2021 and in conformity with CSC MC 12, S-2022, Annex B-1, Generic and Parenthetical Titles of Positions in LGU, once the position becomes vacant.*

SECTION 3. DIVISION'S FUNCTIONAL STATEMENT. –

3.1 The **Administrative Management Division** shall oversee the requirements of routine operation of the department like monitoring of incoming communications, recruitment of personnel, employee benefits, learning interventions, supplies and equipment; shall carry out to all levels of the department the policies and regulations of the Agency in accordance with existing laws and rules of the Civil Service Commission (CSC).

3.1.a The **Recruitment and Personnel Development Section** shall discharge the tasks on monitoring of incoming communications; evaluation, selection of qualified applicants consistent with prevailing qualification requirements of the position as defined in the CSC Qualification Standards which provides strategic program of the manpower's learning development needs aligned with the goals set forth by the organization; performance evaluation management and assistance to on the job training applicants.

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- 3.1.b The **Personnel Benefits Management Section** shall be responsible for the preparation of pertinent documents as to compensation and benefits of the department's personnel, computation of leave credits, up keep of the personnel records and other pertinent documents and monitoring of attendance.
- 3.1.c The **Budget and General Services Section** shall be in charge of the preparation and alignment of annual budget program of appropriation, assessment of department's needs in terms of supplies, materials and equipment presented in annual procurement plan of department and custodian and maintenance of update inventory reports of available supplies and equipment.
- 3.1.d The **Administrative Immediate Staff** shall provide assistance in the daily routine operations of the department.
- 3.2 The **Architectural Design Services Divisions A and B's** functions are the rendition of aesthetically pleasing design plans of the City's infrastructure projects which will define the City's built up environment with sustainable building designs that would have impact on social uplifting and environmental preservation compliant with the standards required in the National Building Code of the Philippines, Green Building Code and other applicable national and local laws and ordinances.
- 3.2.1 The **Architectural Design Services Division A** shall be composed of the following sections:
- 3.2.1a **Health Care and Wellness Facilities Section** shall provide architectural designs for health centers, isolation and quarantine facilities, hospitals, laboratories, testing and monitoring buildings and vaccination sites in coordination with Health Department and other concerned government agencies and compliant with required design and planning standards.
- 3.2.1b **Education Facilities Section** shall prepare architectural designs pertaining to education facility needs of the City such as elementary and integrated high school buildings and the master planning development of the City's school facilities in coordination with the Schools Division Office and other concerned local and national government offices.

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3.2.3a **Design Development Section** shall be in charge of execution of architectural design evolvement, details and space planning with reflection of eventual changes of need in improvements.

3.2.3b **Comprehensive Land Use Analysis Section** shall study and develop designs for master planning and macro scope land development which should be aligned with the City Land Use Plan and Comprehensive Development Plan of the City and with future assessment of growth and use of site's land, in coordination with other concerned local and national government agencies and private entities.

3.3 The **Planning and Programming Division** is responsible for pre-needs of city-owned infrastructure projects set about through research, assessment and feasibility studies prior to designing; programming, alignment and prioritization of projects and packaging of documentation requirements to design plans for bidding.

3.3.a The **Project Assessment and Evaluation Section** focuses on the conduct site inspection and evaluation of proposed projects, coordination with the specific requirements of the end users of proposed projects; preparation of documents for design presentation, packaging of plans and pertinent bid documents.

3.3.b The **Research and Development Section** will provide studies on site analysis, innovative building designs, latest trends in planning, construction materials and technologies and assistance in crafting ordinances or relevant issuances pertaining to aspects affecting design, environmental concerns and the needs and requirements of the general public.

3.3.c The immediate **Documentation and Archiving Unit** shall be responsible for the upkeep of documents and shall be the main custodian of files of all design plans and complementary documents of all city-owned infrastructure projects provided by the department, maintenance of database of statistical and analysis studies and reports.

3.4 The **Supervision and Monitoring Division's** function is generally to oversee the adherence to architectural and auxiliary design specifications and details in the realization and implementation of infrastructure projects of the City Government. It shall likewise undertake the necessary coordination with other concerned local and national government.

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3.4.a The **Architectural Services Section** shall monitor the execution of architectural finishes, details and space planning of ongoing infrastructure projects for possible variation in design while on construction in coordination with the Architectural Design Services Division and the Department of Engineering.

3.4.b The **Auxiliary Services Section** shall oversee if the engineering details and specifications of ongoing projects are being followed in respect with the different engineering aspects in coordination with the Department of Engineering.

3.5 The City Architect Department **Immediate Staff** shall provide day-to-day assistance to the City Architect and the Review and Evaluation Team shall be responsible in implementing strategies and measures with concern to planning, designing and development of policies.

SECTION 4. POSITION'S DUTIES AND RESPONSIBILITIES. – The list of actual duties of newly created positions is hereby attached as “Annex C”.

SECTION 5. QUALIFICATION STANDARDS. – The qualification standards for the forty-four (44) newly created plantilla positions shall be in accordance with the Civil Service Commission Qualification Standards and other existing relevant issuances and requirements.

SECTION 6. DEPARTMENT EMBLEM. – The City Architect Department shall be represented with this symbol as its official logo in all title blocks of architectural design and office layout plans, communication materials and other department issuances, as depicted and described herein.



The Quezon City pylon's colors represents the Philippine flag; building and structures silhouette represents “PROGRESS”, six (6) stars at the band for the six districts of the City, the rope as outer border of the band denotes “CONTINUITY”, the column a pillar of stability/ foundation, the year 2014 is the year the department was created and the initials V-S-R for VISIONARY, SUSTAINABILITY and RESILIENCY

SECTION 7. APPROPRIATIONS. – The funds to cover the salaries and other benefits of the newly created plantilla positions amounting to Twenty-Eight Million Three Hundred Twenty-Six Thousand Six Hundred Forty-Six Pesos and Twenty-Eight Centavos (Php28,326,646.28) or so much thereof as maybe necessary is hereby appropriated and shall be included in the Annual Budget of the City Government.

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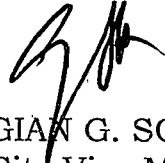
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SECTION 8. SEPARABILITY CLAUSE. – If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid the other parts or provision hereof which are not affected thereby shall continue to be in full force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

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

SECTION 10. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: August 29, 2023.


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 13 2023


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 29, 2023 and was PASSED on Third/Final Reading on September 4, 2023.


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