



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
22nd City Council

PO22CC-408

107th Regular Session

ORDINANCE NO. SP- **3378**, S-2025

AN ORDINANCE FURTHER AMENDING QUEZON CITY ORDINANCE NO. SP-2197, S-2013, AS AMENDED BY QUEZON CITY ORDINANCE NOS. SP-2218, S-2013 AND SP-2748, S-2018 ENTITLED "AN ORDINANCE CREATING THE QUEZON CITY TOURISM DEPARTMENT," BY RE-ALIGNING CERTAIN POSITION TITLES AND SALARY GRADE OF VARIOUS PLANTILLA POSITIONS CREATED THEREIN IN ACCORDANCE WITH THE DBM-LOCAL BUDGET CIRCULAR NO. 137, S-2021

Introduced by Councilors DAVE C. VALMOCINA, DOROTHY A. DELARMENTE, M.D. and SHAIRA "Shay" L. LIBAN

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Joseph P. Juico, Nikki V. Crisolago, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, 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, Alfred Vargas, MPA, Ram V. Medalla, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, RN, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, Republic Act No. 9593, otherwise known as the Tourism Act of 2009, declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange and employment, and to continue to mold an enhanced sense of national pride for all Filipinos;

WHEREAS, on September 17, 2012, Quezon City Ordinance No. SP-2197, S-2013 was enacted creating the Quezon City Tourism Department, defining its powers and functions and appropriating funds thereof and for other purposes;

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WHEREAS, the Quezon City Tourism Department is the primary planning, programming, coordinating, implementing and regulatory local government department in the development and promotion of the tourism industry in accordance with Republic Act No. 9593 within the territorial jurisdiction of Quezon City, in coordination with the national government especially the Department of Tourism and the private sector;

WHEREAS, on April 22, 2013, Quezon City Ordinance No. SP-2218, S-2013 was enacted amending Quezon City Ordinance No. SP-2197, S-2013 providing for the reorganization of plantilla positions as stated in the qualification standards of Civil Service Commission MC No. 1, s.1997 and delineating the functions of the Quezon City Tourism Department;

WHEREAS, on July 2, 2018, Quezon City Ordinance No. SP-2748, S-2018 was enacted repealing Section 2 of Quezon City Ordinance No. SP-2218, S-2013, incorporating the Cultural Tourism Affairs Office, the Cultural Affairs Division and the Quezon City Symphonic Band from the Office of the City Mayor into the Quezon City Tourism Department and for other purposes;

WHEREAS, Section 42, Subchapter II-E (Shared Responsibilities of National and Local Governments), Chapter II of Republic Act No. 9593 provides that every province, city or municipality in which tourism is a significant industry shall have a permanent position for a tourism officer. He or she shall be responsible for preparing, implementing and updating local tourism development plans, and enforcing tourism laws, rules and regulations;

WHEREAS, Civil Service Commission Resolution No. 1800010 dated January 9, 2018, as amended by Civil Service Commission MC No. 04, s.2018, provides for the standards on position titles and salary grades of Department Heads (DH), Assistant Department Heads (ADH), and the highest position below the ADH in the creation of its Tourism Officer position. Thus, for Special Cities, namely: Manila and Quezon City, the position title and salary grade are as follows: (1) City Government Department Head III (SG-27), City Government Assistant Department Head III (SG-25), and Chief Tourism Operations Officer (SG-24);

WHEREAS, there is a need for the reorganization of the Quezon City Tourism Department by creating the Chief Tourism Operations Officer and other plantilla positions.

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NOW, THEREFORE,

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

SECTION 1. The following Position Titles and Salary Grades provided under Section 11 of Quezon City Ordinance No. SP-2197, S-2013, as amended, are hereby further amended to read as follows:

- a. RECTIFICATION OF POSITION TITLES FOR FILLED POSITIONS. Listed below are the existing filled plantilla positions based on Quezon City Ordinance No. SP-2197, S-2013, as amended, 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:

Item No. Based on the 2024 Personnel Plantilla	Position Titles Based on Ordinance No. SP-2197, S-2013, as amended	Salary Grade	Recommended Position Titles after Vacancy	Salary Grade
TOURISM SERVICES DIVISION				
19	Photographer I	5	Administrative Aide V (Photographer I)	5
TOURISM PROMOTIONS DIVISION				
34	Photographer	7	Administrative Assistant I (Photographer II)	7

- b. RECTIFICATION OF POSITION TITLES FOR UNFILLED POSITIONS. The existing unfilled plantilla positions based on Quezon City Ordinance No. SP-2197, S-2013, as amended, shall be offered for abolition and after abolition the following positions will be created as follows:

Item No. Based on the 2024 Personnel Plantilla	Position Titles Based on Ordinance No. SP-2197, S-2013, as amended	Salary Grade	Recommended Position Titles after Vacancy	Salary Grade
TOURISM SERVICES DIVISION				
20-1 20-2	Clerk II	4	Administrative Aide IV (Clerk II)	4
26-1 26-2	Clerk II	4	Administrative Aide IV (Clerk II)	4

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TOURISM PROMOTIONS DIVISION				
32-1	Information Officer I	11	Administrative Officer II	11
32-2			(Information Officer I)	
35-1	Clerk II	4	Administrative Aide IV	4
35-2			(Clerk II)	
ADMINISTRATIVE AND BUDGET SUPPORT DIVISION				
3	Administrative Officer II	15	Administrative Officer IV (Administrative Officer II)	15

SECTION 2. CREATION OF NEW PLANTILLA POSITIONS. – In order to cope up with the increasing demand for services, additional plantilla positions shall be created with positions and ranks as follows:

No. of Positions	Position Titles to be Created	Salary Grade
ADMINISTRATIVE AND BUDGET SUPPORT DIVISION		
1	Administrative Aide IV (Reproduction Machine Operator II)	4
TOURISM SERVICES DIVISION		
1	Chief Tourism Operations Officer	24
1	Senior Tourism Operations Officer	18
1	Tourism Operations Officer II	15
1	Administrative Assistant II (Data Controller II)	8
1	Administrative Assistant I (Computer Operator I)	7
TOURISM COORDINATION DIVISION		
1	Chief Tourism Operations Officer	24
TOURISM PROMOTIONS DIVISION		
1	Chief Tourism Operations Officer	24
TOURISM PLANNING DIVISION		
1	Chief Tourism Operations Officer	24
2	Senior Tourism Operations Officer	18
1	Tourism Operations Officer II	15
1	Administrative Aide IV (Clerk II)	4
13	TOTAL	

SECTION 3. POSITION TITLES TO BE REFLECTED IN THE PERSONNEL PLANTILLA SCHEDULE. – The positions listed below were created under Quezon City Ordinance No. SP-2218, S-2013 and Quezon City Ordinance No. SP-2748, S-2018. However, they were not reflected in the personnel plantilla schedule. Thus, listed below are the nine (9) position titles that will be included in the Staffing Pattern.

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No. of Positions	Positions Titles to be Created	Salary Grade	Quezon City Ordinance which Created the Position
ADMINISTRATIVE AND BUDGET SUPPORT DIVISION			
6	Administrative Aide IV (Clerk II)	4	Ordinance Nos. SP-2218, S-2013 and SP-2748, S-2018
TOURISM SERVICES DIVISION			
1	Statistician II	15	Ordinance No. SP-2218, S-2013
TOURISM COORDINATION DIVISION			
1	Tourism Operations Officer II	15	Ordinance No. SP-2218, S-2013
1	Tourism Operations Officer I	11	Ordinance No. SP-2218, S-2013
9	TOTAL		

SECTION 4. ABOLITION OF EXISTING PLANTILLA POSITIONS BASED ON SECTION 1 OF QUEZON CITY ORDINANCE NO. SP-2748 S-2018. – In order to abolish existing plantilla positions, the unfilled positions shall be offered for abolition. However, for filled plantilla positions, abolition shall take effect upon its vacancy. As such, the offered filled positions shall be marked as Co-Terminus with the Incumbent (CTI):

ADMINISTRATIVE AND BUDGET SUPPORT DIVISION				
No. of Items	Item Number Based on the 2024 Personnel Plantilla Schedule	Position Title	Salary Grade	Status
1	4	Administrative Officer II (Administrative Officer I)	11	Filled
1	6-3	Administrative Aide IV (Clerk II)	4	Unfilled
1	8-3	Administrative Aide IV (Driver II)	4	Filled
1	9-4	Administrative Aide III (Utility Worker II)	3	Filled

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TOURISM SERVICES DIVISION				
2	15-4 15-5	Tourism Operations Officer I	11	Unfilled
1	18	Administrative Assistant I (Photographer II)	7	Filled
1	20-4	Administrative Aide IV (Clerk II)	4	Unfilled
TOURISM PLANNING DIVISION				
1	37-1	Supervising Tourism Operations Officer	22	Unfilled
1	40	Tourism Operations Officer I	11	Unfilled
10		TOTAL		

SECTION 5. STAFFING PATTERN. – The Quezon City Tourism Department shall comprise a total of 150 plantilla positions, including 13 new positions to be created, as stated in Section 2 hereof, along with the nine (9) additional position titles listed in Section 3 hereof. Additionally, four (4) existing filled positions marked as CTI are included in the staffing pattern, while six (6) existing unfilled positions have already been abolished and excluded, as specified in Section 4 hereof. The Qualification Standards shall comply with the current guidelines, rules, and regulations of the Civil Service.

Item No. Based on the 2024 Plantilla Schedule	New Item Number	Positions Titles to be Created	Salary Grade
1	1	City Government Department Head III (Tourism Officer)	27
2	2	City Government Assistant Department Head III	25
ADMINISTRATIVE AND BUDGET SUPPORT DIVISION			
3	3	Administrative Officer IV (Administrative Officer II)	15
4	4	Administrative Officer II (Administrative Officer I)	11
5	5	Administrative Officer II (Budget Officer I)	11

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6-1 6-2 6-3	6-1 6-2 6-3 6-4 6-5 6-6 6-7 6-8	Administrative Aide IV (Clerk II)	4
7	7	Administrative Aide IV (Reproduction Machine Operator II)	4
8-1 8-2 8-3	8-1 8-2 8-3	Administrative Aide IV (Driver II)	4
9-1 9-2 9-3 9-4 9-5 9-6	9-1 9-2 9-3 9-4 9-5 9-6	Administrative Aide III (Utility Worker II)	3
TOURISM SERVICES DIVISION			
10	10	Chief Tourism Operations Officer	24
11-1 11-2	11-1 11-2	Supervising Tourism Operations Officer	22
12-1 12-2 12-3	12-1 12-2 12-3	Senior Tourism Operations Officer	18
13-1 13-2 13-3 13-4 13-5 13-6 13-7 13-8	13-1 13-2 13-3 13-4 13-5 13-6 13-7 13-8	Tourism Operations Officer II	15
14-1	14-1 14-2	Statistician II	15
15-1 15-2 15-3 15-4 15-5	15-1 15-2 15-3	Tourism Operations Officer I	11
16	16	Administrative Assistant II (Data Controller II)	8

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17	17	Administrative Assistant I (Computer Operator I)	7
18	18	Administrative Assistant I (Photographer II)	7
19	19	Administrative Aide V (Photographer I)	5
20-1 20-2 20-3 20-4	20-1 20-2 20-3	Administrative Aide IV (Clerk II)	4
TOURISM COORDINATION DIVISION			
21	21	Chief Tourism Operations Officer	24
22	22	Supervising Tourism Operations Officer	22
23-1 23-2	23-1 23-2	Senior Tourism Operations Officer	18
24-1 24-2	24-1 24-2 24-3	Tourism Operations Officer II	15
25-1 25-2	25-1 25-2 25-3	Tourism Operations Officer I	11
26-1 26-2	26-1 26-2	Administrative Aide IV (Clerk II)	4
TOURISM PROMOTIONS DIVISION			
27	27	Chief Tourism Operations Officer	24
28	28	Supervising Tourism Operations Officer	22
29-1 29-2	29-1 29-2	Senior Tourism Operations Officer	18
30-1 30-2 30-3	30-1 30-2 30-3	Tourism Operations Officer II	15
31-1 31-2 31-3	31-1 31-2 31-3	Tourism Operations Officer I	11
32-1 32-2	32-1 32-2	Administrative Officer II (Information Officer I)	11
33-1 33-2 33-3 33-4 33-5	33-1 33-2 33-3 33-4 33-5	Tourist Receptionist I	8

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34	34	Administrative Assistant I (Photographer II)	7
35-1 35-2	35-1 35-2	Administrative Aide IV (Clerk II)	4
TOURISM PLANNING DIVISION			
36	36	Chief Tourism Operations Officer	24
37-1 37-2	37-1	Supervising Tourism Operations Officer	22
38-1 38-2	38-1 38-2	Senior Tourism Operations Officer	18
39-1 39-2	39-1 39-2	Tourism Operations Officer II	15
41-1 41-2	40-1 40-2	Planning Officer I	11
42-1 42-2	41-1 41-2	Planning Assistant	8
43-1 43-2 43-3	42-1 42-2 42-3	Administrative Aide IV (Clerk II)	4
QUEZON CITY SYMPHONIC BAND			
44	43	Music Director	11
45-1 45-2 45-3	44-1 44-2 44-3	Band Master	9
46-1 to 46-52	45-1 to 45-52	Musician	5

SECTION 6. DUTY OF THE HRMD. – It shall be the duty of the Human Resource Management Department (HRMD) of the Quezon City Government to cause the necessary rectification of position titles of certain plantilla positions in the Quezon City Tourism Department indicated in the City’s Personnel Plantilla Schedule.

SECTION 7. APPROPRIATION. – The initial funding requirement necessary for the implementation of this Ordinance shall be taken from the regular appropriation of the annual budget of Quezon City Tourism Department.

SECTION 8. REPEALING CLAUSE. – All ordinances, rules, rules and regulations or parts thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 9. SEPARABILITY CLAUSE. – If for any reason, a part of this Ordinance is declared illegal or invalid, the other parts or provisions hereof which are not affected thereby shall remain valid and in full force and effect.

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SECTION 10. EFFECTIVITY CLAUSE. – This Ordinance shall take effect 15 days after its publication in a newspaper of general circulation.

ENACTED: February 10, 2025.



GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



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

APPROVED: MAR 07 2025


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 10, 2025 and was PASSED on Third/Final Reading on February 17, 2025.


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

