



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

PO22CC-443

110th Regular Session

ORDINANCE NO. SP- **3406**, S-2025

AN ORDINANCE AMENDING POSITION TITLES IN SECTION 3 OF QUEZON CITY ORDINANCE NO. SP-131, S-1993, SECTION 1 OF QUEZON CITY ORDINANCE NO. SP-1181, S-2002, SECTION 2.3 OF QUEZON CITY ORDINANCE NO. SP-2832, S-2019 AND SECTION 1 OF QUEZON CITY ORDINANCE NO. SP-3037, S-2021, AND PROVIDING FOR THE CORRECT POSITION TITLES

Introduced by Councilors KRISTINE ALEXIA R. MATIAS, RN and DOROTHY A. DELARMENTE, M.D.

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Joseph P. Juico, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Aly Medalla, Dave C. Valmocina, 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, 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., Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, certain nomenclatures under the City General Services Department (CGSD) of Quezon City are no longer consistent and classified in accordance with the Department of Budget and Management (DBM) Index Occupational Services, Position Titles and Salary Grades (IOS);

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WHEREAS, some of the plantilla positions of the CGSD with existing technical and legal defects have been part of its Plantilla of Position or Staffing Pattern since its creation, while some are created by virtue of Quezon City Ordinance No. SP-131, S-1993 entitled "An Ordinance Creating the Motorpool Division under the City General Services Office and Providing for its Functions," Quezon City Ordinance No. SP-1108, S-2002 entitled "An Ordinance Rectifying the Position Nomenclature of Item No. 43-1 (Mechanic II) under the City General Services Office as reflected in Page 292 of the Executive Budget (FY 2002)," Quezon City Ordinance No. SP-2832, S-2019 entitled "An Ordinance Reorganizing the City General Services Department, revising its Organizational Structure and Staffing Pattern, Defining the Function of Divisions and Sections, Appropriating Funds Therefor and for Other Purposes," and Quezon City Ordinance No. SP-3037, S-2021 entitled "An Ordinance Rectifying the Nomenclature of Mechanic Positions under the Buildings and Grounds Management Division, City General Services Department, Quezon City Government";

WHEREAS, in the existing Personnel Schedule of the CGSD, there are certain positions with incumbents and the vacancies therein cannot be filled up, unless its nomenclatures are rectified;

WHEREAS, appointments issued bearing the said nomenclatures may have some technical and legal defects, and unless amended may meet Civil Service Commission disapproval or invalidation;

WHEREAS, the said certain positions shall be rectified to positions with applicable salary grade and occupational group or functionary-related positions based on DBM Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) to cure the defects.

NOW, THEREFORE,

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

SECTION 1. RECTIFICATION OF VARIOUS POSITIONS. – 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 positions shall be marked as Co-terminus with the Incumbent (CTI):

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Item No. (Based on Personnel Schedule FY 2024)	Qty.	For Abolition		To be created upon Abolition	
		Existing Position Titles based on Ordinance Nos. SP-131, S-1993, SP-1181, S-2002, SP-2832, S-2019 and / or SP-3037, S-2021	SG	Recommended Position Titles	SG
48	1	Administrative Assistant VI (Clerk III)	6	Administrative Aide VI (Clerk III)	6
BUILDINGS AND GROUNDS MANAGEMENT DIVISION					
Building and Facilities Maintenance Section					
67	1	Architect III	19	Engineer III	19
74-7 74-8 74-9 74-10	4	Administrative Assistant VI (Electrician II)	6	Administrative Aide VI (Electrician II)	6
Security and Housekeeping Services Section					
87-1 87-2	2	Administrative Assistant VI (Utility Foreman)	6	Administrative Aide VI (Utility Foreman)	6
Equipment Maintenance Section					
97-1 97-2	2	Administrative Assistant I (Audio Visual Equipment Operator I)	7	Administrative Assistant I (Audio Visual Equipment Operator III)	7
98-1 98-2 98-3 98-4 98-5	5	Administrative Aide VI (Airconditioning Technician I)	6	Administrative Aide VI (Electrician II)	6
101-1 101-2 101-3 101-4 101-5 101-6 101-7 101-8 101-9 101-10 101-11 101-12 101-13	13	Mechanical/ Electrical Equipment Operator I	4	Administrative Aide III (Utility Worker II)	3

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RECORDS MANAGEMENT AND CONTROL DIVISION					
Records Archival Section					
118	1	Administrative Officer IV (Records Officer II)	14	Administrative Officer III (Records Officer II)	14
120	1	Administrative Assistant II (Data Encoder II)	8	Administrative Assistant II (Data Controller II)	8
MOTORPOOL DIVISION					
Motor Vehicles Maintenance Section					
130	1	Administrative Assistant I (Mechanical Shop Foreman)	11	Administrative Assistant V (Mechanical Shop Foreman)	11
133-1 133-2	1	Automotive Electrician	6	Administrative Aide VI (Mechanic II)	6
135	1	Administrative Aide VI (Airconditioning Technician I)	6	Administrative Aide VI (Mechanic II)	6
Dispatching Section					
138	1	Senior Transportation Development Officer (Local)	18	Senior Transportation Regulation Officer	18
139-1 139-2	2	Senior Transportation Regulation Officer (Local)	15	Transportation Regulation Officer II	15
141-1 141-2 141-3 141-4 141-5 141-6 141-7 141-8 141-9 141-10 141-11 141-12 141-13 141-14 141-15	15	Driver III	8	Heavy Equipment Operator III	9
FIXED ASSETS MANAGEMENT AND CONTROL DIVISION					
148	1	Administrative Assistant VI (Clerk III)	6	Administrative Aide VI (Clerk III)	6

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STREETLIGHTS MANAGEMENT AND SERVICES DIVISION					
172	1	Administrative Assistant VI (Clerk III)	6	Administrative Aide VI (Clerk III)	6
Operation and Maintenance Section					
176-1 176-2 176-3 176-4 176-5 176-6	6	Administrative Assistant VI (Electrician II)	6	Administrative Aide VI (Electrician II)	6
177-1 177-2 177-3 177-4 177-5 177-6	6	Heavy Equipment Operator I	6	Heavy Equipment Operator II	6
Planning and Monitoring Section					
184-1	1	Administrative Assistant VI (Clerk III)	6	Administrative Aide VI (Clerk III)	6
Streetlight Installation and Repair Section					
190-1 190-2	2	Administrative Assistant VI (Electrician II)	6	Administrative Aide VI (Electrician II)	6

SECTION 2. The above changes shall be reflected in the Personnel Schedule of the Quezon City Government for the next budget year.

SECTION 3. SEPARABILITY CLAUSE. – Should any provision of this Ordinance or any portion hereof be declared invalid or unconstitutional, the other provisions or portions hereof not affected by said invalidity or unconstitutionality shall continue to be in full force and effect.

SECTION 4. REPEALING CLAUSE. – All ordinances, resolutions, circulars, memoranda, orders and other issuances inconsistent herewith are hereby repealed or modified accordingly.

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SECTION 5. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: March 3, 2025.


CANDY A. MEDINA
City Councilor
Acting Presiding Officer

ATTESTED:


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

APPROVED: MAR 27 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 March 3, 2025 and was PASSED on Third/Final Reading on March 10, 2025.


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





