



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-474

110th Regular Session

ORDINANCE NO. SP- **3410**, S-2025

AN ORDINANCE RATIONALIZING THE FUNCTIONAL STRUCTURE OF THE QUEZON CITY PERSONS WITH DISABILITY AFFAIRS OFFICE (QC-PDAO) BY RESTRUCTURING ITS ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, AND CREATING FIFTY-FIVE (55) ADDITIONAL PLANTILLA POSITIONS, AND APPROPRIATING FUNDS THEREFOR

Introduced by Councilors KATE GALANG-COSETENG, AIKO S. MELENDEZ, DOROTHY A. DELARMENTE, M.D., ERIC Z. MEDINA, ALFRED VARGAS, MPA and GODOFREDO T. LIBAN II

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, 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, Ram V. Medalla, Shaira "Shay" L. Liban, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, RN, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, Section 40 (b)(1) of Republic Act No. 7277 or the Magna Carta for Persons with Disability, as amended, mandated the local government units to organize, establish and create the Persons with Disability Affairs Office that will facilitate the protection and rehabilitation of the welfare of every person with disability, as well as the planning, developing and management of programs of the National Government for Persons with Disability;

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WHEREAS, Memorandum Circular No. 2010 issued by the National Council on Disability Affairs provides the establishment of a Persons with Disability Affairs Office (PDAO) in every province, city, and municipality pursuant to Republic Act No. 10070 entitled "An Act Establishing An Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons with Disabilities in Every Province, City, and Municipality, Amending Republic Act. No. 7277." It also states that the PDAO or Focal Person shall be lodged under the Office of the Local Chief Executive to exercise supervision over the PDAO operations and activities;

WHEREAS, Section 458(1)(vii) and (viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants upon the City Council the power to approve ordinances and pass resolutions necessary for an efficient and effective city government, including the authority to determine the powers and duties of officials and employees of the city and to determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from the city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government;

WHEREAS, the Department of the Interior and Local Government (DILG) issued a Memorandum Circular in 2021-041, with subject: "Strengthening the Functionality of Persons with Disability Affairs Offices and Persons with Disabilities Focal Persons," shall conduct annual assessment of functionality of PDAOs based on the following indicators of Seal of Good Local Governance (SGLG);

WHEREAS, Section 3 of the Civil Service Commission (CSC) Resolution No. 2200373, promulgated on 20 September 2022, states that each Local Government Unit (LGU) may create an "Office of the City Persons with Disability Affairs Officer" pursuant to Section 1 of Republic Act 10070;

WHEREAS, Quezon City Ordinance No. SP-2085, S-2011 entitled "An Ordinance Organizing and Establishing the Quezon City Persons with Disability Affairs Office (QC-PDAO) in accordance with Section 40(B)(1) of Republic Act No. 7277, otherwise known as the 'Magna Carta for Persons with Disability', as amended by Republic Act. No. 10070 and Republic Act No. 9442," also known as the QC-PDAO Ordinance;



WHEREAS, despite the relentless effort of QC-PDAO in performing public services and in the implementation of various ordinances granting privileges and incentives to persons with disability and to other persons, natural or juridical, there are still rooms for improvement that need to be addressed such as possible increase of workforce capacity, technological advancement, organization and policy development, and process improvement;

WHEREAS, the QC-PDAO manifests its endeavor to be recognized as an independent and distinct Office under the Executive Department of the Quezon City Government, performing duties and responsibilities exclusive to Persons with Disabilities (PWDs), providing public services for the latter, and as an implementing unit for all plans and programs as well as the laws, implementing rules and guidelines from the National Government;

WHEREAS, QC-PDAO currently operates with a limited workforce, which poses challenges in effectively addressing the increasing number of PWDs in the City and ensuring that they receive timely and adequate services;

WHEREAS, the growing demand for QC-PDAO services, such as issuance of PWDs' identification cards, assistive device distribution, livelihood programs, and medical assistance, necessitates additional frontline staff to ensure timely service delivery and prevent operational backlogs;

WHEREAS, the increasing number of national and local programs, policies, and ordinances aimed at improving the welfare of PWDs require dedicated personnel for proper implementation, monitoring, and evaluation to ensure compliance and effectiveness;

WHEREAS, the expansion of QC-PDAO's functions, including data management, advocacy campaigns, capacity-building programs and coordination with various stakeholders, highlights the need for specialized personnel with technical expertise to effectively plan, implement and sustain these initiatives;

WHEREAS, expanding the plantilla positions of QC-PDAO is crucial to strengthening its administrative and operational structure, ensuring a more responsive and efficient delivery of essential services to the PWDs.

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NOW, THEREFORE,

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

SECTION 1. SHORT TITLE. – *This Ordinance shall be known as the “Rationalization Ordinance of the Quezon City Persons with Disability Affairs Office (QC-PDAO)”.*

SECTION 2. RATIONALIZATION OF THE QC-PDAO AND ITS DUTIES AND FUNCTIONS. – *The QC-PDAO is hereby rationalized and established directly under the direct supervision of the Local Chief Executive.*

The QC-PDAO shall carry out the following functions:

- a. *Formulate and implement policies, plans and programs for the promotion of the welfare of Persons with Disabilities (PWDs) in coordination with the Department of Social Welfare and Development, the National Council on Disability Affairs, and concerned national and local government agencies;*
- b. *Coordinate the implementation of the provisions of Republic Act No. 7277, Batas Pambansa Bilang 344 (Accessibility Law), Republic Act No. 6759 (White Cane Act), other relevant laws and their implementing rules and regulations;*
- c. *Serve as implementing agency of all ordinances granting privileges and incentives to PWDs that may have been or that may in the future be ordained by the City Council;*
- d. *Represent PWDs in meetings of Local Development Councils and other special bodies;*
- e. *Recommend and enjoin the participation of Non-Government Organizations (NGOs) and People’s Organizations (POs) in the implementation of all disability-related laws and policies;*
- f. *Gather and compile relevant data on PWDs in their localities;*

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- g. Disseminate information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
- h. Submit reports to the Local Chief Executive on the implementation of programs and services for the promotion of the welfare of PWDs in their respective areas of jurisdiction;
- i. Ensure that the policies, plans, and programs for the promotion of the welfare of PWDs are funded by both the national and local government;
- j. Monitor fundraising activities being conducted for the benefit of PWDs;
- k. Assist NGOs and POs for the PWDs sector in obtaining donations in cash or in kind from local and foreign donors for the purpose of implementing work plans for PWDs in accordance with existing laws and regulations;
- l. Create a working network with the NGOs of Quezon City involved in the enhancement of the health, physical fitness, and economic and social well-being of PWDs in order to optimize the utilization of resources, workforce and know-how; and
- m. Perform such other functions as may be necessary for the promotion and protection of the rights and welfare of the PWDs.

2.1 DEFINITION OF TERMS. –

- a. *Persons with Disabilities (PWDs)* – include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article I, UN-CRPD);
- b. *Persons with Disability Affairs Office* – refers to an office created pursuant to Republic Act No. 10070 to ensure the implementation of programs and services for PWDs in every province, city and municipality;

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- c. *Organization of Persons with Disabilities (OPD) – refers to an organization organized and controlled by PWDs;*
- d. *Federation of Persons with Disabilities – refers to a group composed of organizations of and for PWDs.*

SECTION 3. COMPOSITION OF THE QC-PDAO – *The QC-PDAO is currently composed of 13 plantilla positions pursuant to Quezon City Ordinance No. SP-2085, S-2011. Pursuant to this Ordinance, the QC-PDAO shall have three (3) Divisions, namely:*

- a. *Administrative Division;*
- b. *Learning and Capacity Development and Policy Research and Planning Division; and*
- c. *Community-Based Inclusive Development, Management Information System and ID Registration Division.*

SECTION 4. RECTIFICATION OF POSITION TITLES. – *While some positions in Section 5 of Quezon City Ordinance No. SP-2085, S-2011 is aligned with the Local Budget Circular (LBC) No. 137 S-2021, issued by the Department of Budget and Management (DBM) dated 13 July 2021. There are some position titles that are being used as a generic class title. Thus, a parenthetical title shall be indicated to ensure that the appropriate Qualification Standards will be used during the publication and filling of the positions.*

In rectifying existing position titles, the unfilled positions shall be offered for abolition, and after abolition the corresponding positions shall be created. However, for filled positions, the rectification shall start upon the vacancy of the position. As such, the offered filled positions shall be marked as Co-Terminus with the Incumbent (CTI):

Item No. Based on the 2024 Personnel Plantilla Schedule	Number of Positions	Position Titles Based on Quezon City Ordinance No. SP-2085, S-2011	SG	Recommended Position Titles Based on LBC No. 137 S-2021	SG
58-1 58-2	2	Administrative Aide V	6	Administrative Aide VI (Clerk III)	6
59	1	Administrative Aide IV	4	Administrative Aide IV (Driver II)	4
60	1	Administrative Aide IV	4	Administrative Aide III (Utility Worker II)	3

(Handwritten signatures and initials are present below the table)

SECTION 5. EXISTING FILLED POSITIONS TO BE MARKED AS CO-TERMINUS WITH THE INCUMBENT (CTI). – The following positions listed below are filled plantilla positions that will be marked as CTI. As such, positions marked as CTI shall automatically be abolished upon vacancy due to promotion, retirement, resignation, termination or death of the incumbent. They are as follows:

Item No. Based on the 2024 Personnel Plantilla Schedule	Position Titles to be Marked as Co-Terminus with the Incumbent (CTI)	SG	Status
52	Project Development Officer V	24	With an Incumbent
55	Project Development Officer III	18	With an Incumbent
56	Project Development Officer II	15	With an Incumbent
57-1 57-2 57-3 57-4	Project Development Officer I	11	With an Incumbent

SECTION 6. CREATION OF THE CORRESPONDING POSITION TITLES FOLLOWING THE ABOLITION OF FILLED POSITIONS MARKED AS CO-TERMINUS WITH THE INCUMBENT (CTI). – Following the abolition of filled positions marked as CTI, the corresponding positions listed below shall be created in their stead.

Item No. Based on the 2024 Personnel Plantilla Schedule	Position Titles Marked as Co-Terminus with the Incumbent (CTI)	SG	Position Titles to be Created After Abolition of Marked Position Titles	SG
52	Project Development Officer V	24	Disability Affairs Officer V	24
55	Project Development Officer III	18	Disability Affairs Officer III	18

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56	Project Development Officer II	15	Disability Affairs Officer II	15
57-1 57-2 57-3 57-4	Project Development Officer I	11	Disability Affairs Officer I	11

SECTION 7. ABOLITION AND CREATION OF UNFILLED POSITIONS. – The existing unfilled plantilla positions shall be offered for abolition and after abolition the corresponding positions shall be created.

Item Number	Existing Unfilled Position Titles Offered for Abolition	SG	Corresponding Positions to be Created after Abolition	SG
53	Project Development Officer IV	22	Disability Affairs Officer IV	22

SECTION 8. MOVEMENT OF EXISTING PLANTILLA POSITION. – The 13 existing plantilla positions under the QC-PDAO Personnel Plantilla Schedule shall be re-allocated into different Divisions or Sections as cited below:

Number of Items	Item No. Based on the 2024 Personnel Plantilla Schedule	Position Titles to be Re-allocated	SG	Divisions/Sections the Position Titles will be Re-allocated
1	52	Disability Affairs Officer V	24	Community-Based Inclusive Development, Management Information System and ID Registration Division
1	53	Disability Affairs Officer IV	22	Learning and Capacity Development and Policy Research and Planning Division

(Handwritten signatures and initials)

1	Administrative Aide IV (Driver II)	4
2	Administrative Aide IV (Bookbinder II)	4
1	Administrative Aide IV (Clerk II)	4
1	Administrative Aide IV (Storekeeper I)	4
2	Administrative Aide III (Utility Worker II)	3
LEARNING AND CAPACITY DEVELOPMENT AND POLICY RESEARCH AND PLANNING DIVISION		
1	Disability Affairs Officer V	24
LEARNING and CAPACITY DEVELOPMENT SECTION		
1	Disability Affairs Officer II	15
3	Disability Affairs Officer I	11
1	Disability Affairs Assistant	8
POLICY RESEARCH and PLANNING SECTION		
1	Disability Affairs Officer III	18
1	Disability Affairs Officer II	15
2	Legal Assistant III	14
1	Disability Affairs Assistant	8
COMMUNITY-BASED INCLUSIVE DEVELOPMENT (CBID), MANAGEMENT INFORMATION SYSTEM AND ID REGISTRATION DIVISION		
1	Disability Affairs Officer IV	22
MANAGEMENT INFORMATION SYSTEM SECTION		
1	Information Technology Officer I	19
1	Information Systems Researcher II	14
ID REGISTRATION SECTION		
1	Disability Affairs Officer III	18
2	Disability Affairs Officer II	15
2	Disability Affairs Officer I	11
3	Disability Affairs Assistant	8
COMMUNITY-BASED INCLUSIVE DEVELOPMENT (CBID) SECTION		
1	Disability Affairs Officer III	18
1	Occupational Therapist III	18
1	Physical Therapist III	18
1	Disability Affairs Officer II	15
2	Social Welfare Officer II	15
6	Social Welfare Officer I	11
2	Medical Equipment Technician II	8
6	Social Welfare Aide	4
55	TOTAL	

SECTION 10. ORGANIZATIONAL STRUCTURE. – The redesigned organizational functional structure of QC-PDAO shall consist of the following 68 plantilla positions, and is hereby attached to and forms an integral part of this Ordinance:

PDAO ORGANIZATIONAL STRUCTURE

[1] CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD III
 SG 25

ADMINISTRATIVE DIVISION	LEARNING AND CAPACITY DEVELOPMENT AND POLICY RESEARCH AND PLANNING DIVISION	COMMUNITY-BASED INCLUSIVE DEVELOPMENT, MANAGEMENT INFORMATION SYSTEM AND ID REGISTRATION DIVISION																																										
[1] CHIEF ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER V) - SG 24	[1] DISABILITY AFFAIRS OFFICER V - SG 24	[1] DISABILITY AFFAIRS OFFICER V - SG 24																																										
[1] SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV) - SG 22	[1] DISABILITY AFFAIRS OFFICER IV - SG 22	[1] DISABILITY AFFAIRS OFFICER IV - SG 22																																										
[1] ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III) - SG 18	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">LEARNING & CAPACITY DEVELOPMENT SECTION</td> <td style="width: 50%; text-align: center;">POLICY RESEARCH AND PLANNING SECTION</td> </tr> <tr> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER III - SG 18</td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER III - SG 18</td> </tr> <tr> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER II - SG 15</td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER III - SG 15</td> </tr> <tr> <td style="text-align: center;">[4] DISABILITY AFFAIRS OFFICER I - SG 11</td> <td style="text-align: center;">[2] LEGAL ASSISTANT III - SG 14</td> </tr> <tr> <td style="text-align: center;">[1] DISABILITY AFFAIRS ASSISTANT - SG 8</td> <td style="text-align: center;">[2] DISABILITY AFFAIRS OFFICER I - SG 11</td> </tr> <tr> <td colspan="2" style="text-align: center;">[1] DISABILITY AFFAIRS ASSISTANT SG 8</td> </tr> </table>	LEARNING & CAPACITY DEVELOPMENT SECTION	POLICY RESEARCH AND PLANNING SECTION	[1] DISABILITY AFFAIRS OFFICER III - SG 18	[1] DISABILITY AFFAIRS OFFICER III - SG 18	[1] DISABILITY AFFAIRS OFFICER II - SG 15	[1] DISABILITY AFFAIRS OFFICER III - SG 15	[4] DISABILITY AFFAIRS OFFICER I - SG 11	[2] LEGAL ASSISTANT III - SG 14	[1] DISABILITY AFFAIRS ASSISTANT - SG 8	[2] DISABILITY AFFAIRS OFFICER I - SG 11	[1] DISABILITY AFFAIRS ASSISTANT SG 8		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">MANAGEMENT INFORMATION SYSTEMS (MIS) SECTION</td> <td style="width: 33%; text-align: center;">ID REGISTRATION SECTION</td> <td style="width: 33%; text-align: center;">COMMUNITY-BASED INCLUSIVE DEVELOPMENT SECTION</td> </tr> <tr> <td style="text-align: center;">[1] INFORMATION TECHNOLOGY OFFICER I - SG 19</td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER III - SG 18</td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER III - SG 18</td> </tr> <tr> <td style="text-align: center;">[1] INFORMATION SYSTEMS RESEARCHER II - SG 14</td> <td style="text-align: center;">[3] DISABILITY AFFAIRS OFFICER II - SG 15</td> <td style="text-align: center;">[1] OCCUPATIONAL THERAPIST III - SG 18</td> </tr> <tr> <td></td> <td style="text-align: center;">[2] DISABILITY AFFAIRS OFFICER I - SG 11 (2)</td> <td style="text-align: center;">[1] PHYSICAL THERAPIST III - SG 18</td> </tr> <tr> <td></td> <td style="text-align: center;">[3] DISABILITY AFFAIRS ASSISTANT - SG 8</td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER II - SG 15</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">[2] SOCIAL WELFARE OFFICER II - SG 15</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">[1] DISABILITY AFFAIRS OFFICER I - SG 11</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">[6] SOCIAL WELFARE OFFICER I - SG 11 DISTRICT 1-6 (1 FOR EACH DISTRICT)</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">[2] MEDICAL EQUIPMENT TECHNICIAN II - SG 8</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">[6] SOCIAL WELFARE AIDE - SG 4 DISTRICT 1-6 (1 FOR EACH DISTRICT)</td> </tr> </table>	MANAGEMENT INFORMATION SYSTEMS (MIS) SECTION	ID REGISTRATION SECTION	COMMUNITY-BASED INCLUSIVE DEVELOPMENT SECTION	[1] INFORMATION TECHNOLOGY OFFICER I - SG 19	[1] DISABILITY AFFAIRS OFFICER III - SG 18	[1] DISABILITY AFFAIRS OFFICER III - SG 18	[1] INFORMATION SYSTEMS RESEARCHER II - SG 14	[3] DISABILITY AFFAIRS OFFICER II - SG 15	[1] OCCUPATIONAL THERAPIST III - SG 18		[2] DISABILITY AFFAIRS OFFICER I - SG 11 (2)	[1] PHYSICAL THERAPIST III - SG 18		[3] DISABILITY AFFAIRS ASSISTANT - SG 8	[1] DISABILITY AFFAIRS OFFICER II - SG 15			[2] SOCIAL WELFARE OFFICER II - SG 15			[1] DISABILITY AFFAIRS OFFICER I - SG 11			[6] SOCIAL WELFARE OFFICER I - SG 11 DISTRICT 1-6 (1 FOR EACH DISTRICT)			[2] MEDICAL EQUIPMENT TECHNICIAN II - SG 8			[6] SOCIAL WELFARE AIDE - SG 4 DISTRICT 1-6 (1 FOR EACH DISTRICT)
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SECTION 11. INCREMENTAL INCREASE IN THE PLANTILLA POSITIONS. – *The opening of new plantilla positions will be gradual, and aligned with the operational needs and staffing requirements essential for the efficient delivery of services to Quezon City’s PWDs. These positions will be incorporated into the annual budget appropriation, ensuring they meet the growing demands of the QC-PDAO and contribute to the betterment of PWDs residents.*

SECTION 12. QUALIFICATION STANDARDS. – *The qualifications standards of the 55 newly-created plantilla positions provided hereunder shall be in accordance with the Civil Service Commission standards, relative prevailing issuances and Implementing Rules and Regulations.*

EXECUTIVE POSITION		
<i>Position Title</i>	<i>Salary Grade</i>	<i>Qualification Standards</i>
<i>City Government Assistant Department Head III</i>	<i>25</i>	<ul style="list-style-type: none"> • <i>Bachelor’s Degree</i> • <i>Five (5) years in position/s involving management and supervision, one (1) year of which is relevant to disability affairs</i> • <i>32 hours of training in management and supervision on disability affairs</i> • <i>Career Service (Professional), Second Level Eligibility</i>
ADMINISTRATIVE DIVISION		
<i>Position Title</i>	<i>Salary Grade</i>	<i>Qualification Standards</i>
<i>Chief Administrative Officer (Administrative Officer V)</i>	<i>24</i>	<ul style="list-style-type: none"> • <i>Master’s Degree or Certificate in Leadership and Management from the Civil Service Commission</i> • <i>Four (4) years in position/s involving management and supervision</i> • <i>24 hours of training in management and supervision</i> • <i>Career Service (Professional), Second Level Eligibility</i>
<i>Supervising Administrative Officer (Administrative Officer IV)</i>	<i>22</i>	<ul style="list-style-type: none"> • <i>Bachelor’s Degree relevant to the job</i> • <i>Three (3) years of relevant experience</i> • <i>16 hours of relevant training</i> • <i>Career Service (Professional), Second Level Eligibility</i>

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Administrative Officer IV (Administrative Officer II)	15	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • One (1) year of relevant experience • Four (4) hours of relevant training • Career Service (Professional), Second Level Eligibility
Administrative Officer II (Administrative Officer I)	11	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Experience: None required • Training: None required • Career Service (Professional), Second Level Eligibility
Administrative Assistant II (Clerk IV)	8	<ul style="list-style-type: none"> • Completion of two (2) years studies in College • One (1) year of relevant experience • Four (4) hours of relevant training • Career Service (Sub-Professional), First Level Eligibility
Administrative Aide IV (Driver II)	4	<ul style="list-style-type: none"> • Elementary School Graduate • Experience: None required • Training: None required • Professional Driver's License/MC 10, s.2013 – Cat. IV
Administrative Aide IV (Bookbinder II)	4	<ul style="list-style-type: none"> • Elementary School Graduate • Experience: None Required • Training: None Required • Eligibility: None Required (MC 10, s. 2013 – Cat. III)
Administrative Aide IV (Clerk II)	4	<ul style="list-style-type: none"> • Completion of two (2) years of studies in College • Experience: None Required • Training: None Required • Career Service (Sub-Professional), First Level Eligibility
Administrative Aide IV (Storekeeper I)	4	<ul style="list-style-type: none"> • Elementary School Graduate • Experience: None Required • Training: None Required • Eligibility: None Required (MC 10, s. 2013 – Cat. III)

<p><i>Administrative Aide III (Utility Worker II)</i></p>	<p>3</p>	<ul style="list-style-type: none"> ● <i>Must be able to read and write</i> ● <i>Experience: None required</i> ● <i>Training: None required</i> ● <i>Eligibility: None Required (MC 10, s. 2013 – Cat. III)</i>
<p><i>LEARNING and CAPACITY DEVELOPMENT and POLICY RESEARCH and PLANNING DIVISION</i></p>		
<p><i>Disability Affairs Officer V</i></p>	<p>24</p>	<ul style="list-style-type: none"> ● <i>Master’s Degree</i> ● <i>Four (4) years in position involving management and supervision, one (1) year of which is relevant to disability affairs</i> ● <i>40 hours of training in management and supervision on disability affairs</i> ● <i>Career Service (Professional), Second Level Eligibility</i>
<p><i>LEARNING and CAPACITY DEVELOPMENT SECTION</i></p>		
<p><i>Disability Affairs Officer II</i></p>	<p>15</p>	<ul style="list-style-type: none"> ● <i>Bachelor’s Degree</i> ● <i>Experience: One (1) year of relevant experience on disability affairs</i> ● <i>Training: Four (4) hours of relevant training on disability affairs</i> ● <i>Career Service (Professional), Second Level Eligibility</i>
<p><i>Disability Affairs Officer I</i></p>	<p>11</p>	<ul style="list-style-type: none"> ● <i>Bachelor’s Degree</i> ● <i>Experience: None required</i> ● <i>Training: None required</i> ● <i>Career Service (Professional), Second Level Eligibility</i>
<p><i>Disability Affairs Assistant</i></p>	<p>8</p>	<ul style="list-style-type: none"> ● <i>Completion of two (2) years studies in College</i> ● <i>One (1) year of relevant experience on disability affairs</i> ● <i>Four (4) hours of relevant training</i> ● <i>Career Service (Sub-Professional), First Level Eligibility</i>

<i>POLICY RESEARCH and PLANNING SECTION</i>		
<i>Disability Affairs Officer III</i>	18	<ul style="list-style-type: none"> ● Bachelor's Degree ● Two (2) years of relevant experience on disability affairs ● Eight (8) hours of relevant training on disability affairs ● Career Service (Professional), Second Level Eligibility
<i>Disability Affairs Officer II</i>	15	<ul style="list-style-type: none"> ● Bachelor's Degree ● Experience: One (1) year of relevant experience on disability affairs ● Training: Four (4) hours of relevant training on disability affairs ● Career Service (Professional), Second Level Eligibility
<i>Legal Assistant III</i>	14	<ul style="list-style-type: none"> ● BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses ● Experience: None required ● Training: Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure ● Career Service (Professional), Second Level Eligibility
<i>Disability Affairs Assistant</i>	8	<ul style="list-style-type: none"> ● Completion of two (2) years of studies in College ● One (1) year of relevant experience on disability affairs ● Four (4) hours of relevant training on disability affairs ● Career Service (Sub-Professional), First Level Eligibility
<i>COMMUNITY-BASED INCLUSIVE DEVELOPMENT, MANAGEMENT INFORMATION SYSTEM and ID REGISTRATION DIVISION</i>		
<i>Disability Affairs Officer IV</i>	22	<ul style="list-style-type: none"> ● Bachelor's Degree ● Three (3) years of relevant experience on disability affairs ● 16 hours of relevant training on disability affairs ● Career Service (Professional), Second Level Eligibility

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<i>MANAGEMENT INFORMATION SYSTEM SECTION</i>		
<i>Information Technology Officer I</i>	19	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Two (2) years of relevant experience • Eight (8) hours of relevant training • Career Service (Professional), Second Level Eligibility
<i>Information Systems Researcher II</i>	14	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Experience: One (1) Year of relevant experience • Training: Four (4) hours of relevant training • Career Service (Professional), Second Level Eligibility
<i>ID REGISTRATION SECTION</i>		
<i>Disability Affairs Officer III</i>	18	<ul style="list-style-type: none"> • Bachelor's Degree • Two (2) years of relevant experience on disability affairs • Eight (8) hours of relevant training on disability affairs • Career Service (Professional), Second Level Eligibility
<i>Disability Affairs Officer II</i>	15	<ul style="list-style-type: none"> • Bachelor's Degree • Experience: One (1) year of relevant experience on disability affairs • Training: Four (4) Hours of relevant training on disability affairs • Career Service (Professional), Second Level Eligibility
<i>Disability Affairs Officer I</i>	11	<ul style="list-style-type: none"> • Bachelor's Degree • Experience: None required • Training: None required • Career Service (Professional), Second Level Eligibility
<i>Disability Affairs Assistant</i>	8	<ul style="list-style-type: none"> • Completion of two (2) years • One (1) year of relevant experience on disability affairs • Four (4) hours of relevant training • Career Service (Sub-Professional), First Level Eligibility

COMMUNITY-BASED INCLUSIVE DEVELOPMENT (CBID) SECTION		
Disability Affairs Officer III	18	<ul style="list-style-type: none"> • Bachelor's Degree • Two (2) years of relevant experience on disability affairs • Eight (8) hours of relevant training on disability affairs • Career Service (Professional), Second Level Eligibility
Occupational Therapist III	18	<ul style="list-style-type: none"> • Bachelor's Degree in Occupational Therapy • Two (2) Years of relevant experience • Eight (8) hours of relevant training • Republic Act (R.A.) No. 1080
Physical Therapist III	18	<ul style="list-style-type: none"> • Bachelor's Degree in Physical Therapy • Two (2) years of relevant experience • Eight (8) hours of relevant training • R.A. No. 1080
Disability Affairs Officer II	15	<ul style="list-style-type: none"> • Bachelor's Degree • Experience: One (1) year of relevant experience on disability affairs • Training: Four (4) Hours of relevant training on disability affairs • Career Service (Professional), Second Level Eligibility
Social Welfare Officer II	15	<ul style="list-style-type: none"> • Bachelor's Degree in Social Work • One (1) year of relevant experience • Four (4) hours of relevant training • R.A. No. 1080 (Social Worker)
Social Welfare Officer I	11	<ul style="list-style-type: none"> • Bachelor's Degree in Social Work • Experience: None required • Training: None required • R.A. No. 1080 (Social Worker)
Medical Equipment Technician II	8	<ul style="list-style-type: none"> • Completion of two-year studies in college or completion of relevant medical laboratory technician course • One (1) year of relevant experience • Four (4) hours of relevant training • Eligibility: Medical Equipment Technician (MC 10, s.2013 - Cat. II)

Social Welfare Aide	4	<ul style="list-style-type: none"> ● High School Graduate ● Experience: None required ● Training: None required ● Eligibility: None Required (MC 10, s. 2013 - Cat. III)
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SECTION 13. FUNCTIONAL STATEMENT. – The functions and duties of the 55 Newly Created and renamed plantilla positions of PDAO are hereby provided as follows:

EXECUTIVE POSITION	
Position Title	Duties and Responsibilities
City Government Assistant Department Head III	<ul style="list-style-type: none"> ● Manage and oversee the efficient operations of the PDAO and general supervision of its personnel; ● Develop, promote, and monitor the implementation of policies, plans, programs, and services for the development of PWDs in coordination with national and local government agencies; ● Ensure representation of PWDs in the local development councils and other special bodies; ● Build the capacity of non-government organizations and people’s organizations to participate in the implementation of all disability-related laws and policies; ● Establish coordination with the City, and ensure the inclusion of disability concerns in all local government programs and services; ● Network with local, national, and international organizations and establish partnerships on disability programs and resource mobilizations; ● Develop and submit to the City Mayor an Annual Work and Financial Plan; ● Ensure that the City’s programs are aligned with the objectives of the United Nations Convention on the Rights of Persons with Disabilities (UN-CRPD) and other relevant laws, such as R.A. No. 10070, R.A. No. 7277 and other disability rights related laws.

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ADMINISTRATIVE DIVISION	
Position Title	Duties and Responsibilities
<p>Chief Administrative Officer (Administrative Officer V)</p>	<ul style="list-style-type: none"> ● <i>Oversee the administrative functions of the PDAO, ensuring alignment with the Office’s mission and City Government policies;</i> ● <i>Ensure that all programs, projects, and activities comply with City Government policies, procedures, and regulations.</i> ● <i>Implement and enforce administrative policies and procedures, making sure they are consistently followed across all departments;</i> ● <i>Assist in the preparation and management of the budget in this Office, ensuring funds are used effectively and efficiently;</i> ● <i>Monitor and control expenditures to stay within the approved budget, making adjustments as necessary to meet operational needs;</i> ● <i>Oversee procurement processes related to the administrative unit, ensuring transparency, efficiency, and adherence to procurement laws;</i> ● <i>Provide general administrative and operational requirements of the office, particularly the management of its personnel support, and administrative services that support office operations;</i> ● <i>Maintain the professional and well-being of the QC-PDAO workforce and other support services including the learning and capacity development of its personnel.</i>
<p>Supervising Administrative Officer (Administrative Officer IV)</p>	<ul style="list-style-type: none"> ● <i>Develop, implement, and review policies and procedures related to disability services and support;</i> ● <i>Prepare and manage budgetary requirements of PDAO, and allocate resources efficiently and ensure that financial practices align with organizational policies;</i> ● <i>Contribute to the strategic planning process for disability services within the organization;</i>

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	<ul style="list-style-type: none">• Identify long-term goals and objectives, and develop plans to achieve them;• Provide training and professional development opportunities to ensure that staff are knowledgeable about disability issues and equipped to provide high-quality services.
Administrative Officer V (Administrative Officer III)	<ul style="list-style-type: none">• Manage correspondence, reports, and official documents;• Handle scheduling, meeting arrangements, and calendar management;• Prepare and review documents, including memoranda, purchase requests, and office orders;• Oversee the work of administrative staff to ensure tasks are completed efficiently;• Assign tasks and providing guidance to team members;• Generate reports on administrative activities and accomplishments.
Administrative Officer IV (Administrative Officer II)	<ul style="list-style-type: none">• Provide assistance in day-to-day administrative operations, including office management, document processing, and correspondence handling;• Support human resource functions such as personnel records management, payroll processing, and assisting with recruitment processes;• Assist in processing budget requests, liquidation reports, and other financial documents as required;• Arrange physical facilities and workplace;• Coordinate with the City General Services Department in all related general services;• Perform general services such as reproduction of files, housekeeping, and driving services;• Arrange and coordinate logistical support.

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<p><i>Administrative Officer II (Administrative Officer I)</i></p>	<ul style="list-style-type: none">• Assist in the preparation, management, and maintenance of office documents, records, and correspondence;• Provide clerical and logistical support to meetings, workshops, and events organized by QC-PDAO;• Coordinate with other divisions and external stakeholders regarding administrative requirements;• Respond to inquiries, both internal and external, and relay information to appropriate personnel or divisions;• Support the preparation of administrative reports and updates for submission to management;• Ensure compliance with office policies and procedures, as well as government-mandated administrative processes;• Maintain and organize files, records, reports, and other official documents in compliance with data privacy policies.
<p><i>Administrative Assistant II (Clerk IV)</i></p>	<ul style="list-style-type: none">• Maintain and organize office records, forms, and reports to ensure proper documentation and easy retrieval;• Receive, sort, and distribute incoming and outgoing communications, including emails, letters, and memoranda;• Respond to inquiries from internal and external clients, providing necessary information or referring them to the appropriate personnel;• Coordinate with other offices or agencies regarding administrative concerns, document submission, and follow-ups.
<p><i>Administrative Aide VI (Clerk III)</i></p>	<ul style="list-style-type: none">• Answer and route phone calls, handle email correspondence, and manage other forms of communication;• Provide information to internal and external stakeholders.

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<p>Administrative Aide VI (Clerk III)</p>	<ul style="list-style-type: none"> • Maintain office supplies, equipment, and inventory; • Organize and ensure that the office environment is orderly and efficient; • Compile and prepare reports, summaries, and presentations for meetings or decision-making purposes. Ensure reports are timely and accurate; • Provide general administrative support to departments or teams, including assisting with various office tasks and procedures.
<p>Administrative Aide IV (Driver II)</p>	<ul style="list-style-type: none"> • Transport personnel to the approved destinations; • Keeps the service vehicle in good condition and performs troubleshooting and maintenance activities as needed; • Recommend repair or replacement of damaged parts to General Services unit and follows up to ensure vehicle serviceability; • Prepare or encode fuel and oil consumption and distance traveled and submits report to General Services.
<p>Administrative Aide IV (Bookbinder II)</p>	<ul style="list-style-type: none"> • Maintain organized filing systems for both physical and electronic documents; • Ensure that all records are accurate, up-to-date, and accessible for staff and clients; • Manage incoming and outgoing communications, including phone calls and emails; • Prepare purchase booklet and movie cinema for PWDs.
<p>Administrative Aide IV (Clerk II)</p>	<ul style="list-style-type: none"> • Receive incoming documents for the division/section/unit; • Sort, classify and distribute documents to concerned staff/division/office for appropriate action; • Answer phone calls, assist visitors/clients of the division/section/unit and refer their queries to concerned staff/division/section/unit;

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	<ul style="list-style-type: none"> Attend to all administrative requirements of the division/section/unit (request for venue, meals, invitations; photocopying and packaging of materials/documents; equipment to be used) for the conduct of activities/meeting of the division/section/unit, as needed; Perform other tasks as may be delegated.
Administrative Aide IV (Storekeeper I)	<ul style="list-style-type: none"> Receive and inspect incoming materials and supplies; Organize and store inventory in an orderly manner to prevent damage or loss; Coordinate with supply officer to replenish inventory when stock levels are low; Arrange physical facilities and workplace.
Administrative Aide III (Utility Worker II)	<ul style="list-style-type: none"> Perform routine maintenance and minor repairs on office facilities, including plumbing, electrical systems, and HVAC systems; Ensure that all systems are functioning properly and report any issues to management; Maintain records of equipment and supplies, including tracking their usage and condition; Maintain logs and records related to maintenance activities, repairs, and inventory; Provide reports to supervisors or managers as required; Perform other related task.
<p>LEARNING AND CAPACITY DEVELOPMENT, POLICY RESEARCH AND PLANNING DIVISION</p>	
Disability Affairs Officer V	<ul style="list-style-type: none"> Develop, implement, and review policies and procedures related to disability services and support; Contribute to the strategic planning process for disability services within the organization;

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	<ul style="list-style-type: none"> • Identify long-term goals and objectives, and develop plans to achieve them; • Provide training and professional development opportunities to ensure that staff are knowledgeable about disability issues and equipped to provide high-quality services; • Conduct research to identify issues and gaps in policies affecting PWDs; • Develop and propose policies, guidelines, and programs to address the needs of the PWD community.
<p><i>Disability Affairs Officer IV</i></p>	<ul style="list-style-type: none"> • Formulate and recommend policies, standards, guidelines, and systems pertinent to disability affairs; • Lead the planning and development of programs aimed at mainstreaming disability perspectives in the LGU's projects and activities; • Monitor the implementation of relevant laws, such as Batas Pambansa Bilang 344 (Accessibility Law), and other pertinent legislation at the local level. Create comprehensive plans for the delivery of PWD-related services and programs; • Coordinate with other divisions and stakeholders to integrate PWD-related policies in City-wide development plans; • Monitor and evaluate the implementation of programs to ensure effectiveness; • Supervise staff under the Policy Research and Planning Division, ensuring efficient operations and professional development.
<p>LEARNING AND CAPACITY DEVELOPMENT SECTION</p>	
<p><i>Disability Affairs Officer III</i></p>	<ul style="list-style-type: none"> • Assist in the formulation and implementation of policies, standards, guidelines, and systems aimed at promoting the welfare of PWDs; • Support the enforcement of laws like the Accessibility Law (Batas Pambansa Bilang 344) and other disability-related mandates;

	<ul style="list-style-type: none">• Collaborate with other departments and stakeholders to ensure inclusive and accessible community initiatives;• Conduct or assist in the delivery of training sessions and workshops to raise awareness about disability rights;• Provide technical assistance to Local Government Unit (LGU) personnel and other stakeholders on disability inclusion practices;• Design and develop training modules, workshops, and learning materials related to disability rights, inclusive policies, accessibility, and other relevant topics;• Conduct training sessions, seminars, and capacity-building activities for PWDs, government employees, and other stakeholders;• Facilitate leadership and skills development programs for PWD leaders, advocates, and support groups;• Coordinate with government agencies, NGOs, and private institutions for collaborative training programs.
<p>Disability Affairs Officer II</p>	<ul style="list-style-type: none">• Assist in the implementation of programs, projects, and services aimed at promoting the rights and welfare of PWDs;• Help organize activities, such as livelihood training, medical missions, and social events, to benefit PWDs;• Prepare and submit reports on the status of programs and initiatives to supervisors or higher-ranking officers;• Arrange and conduct capability training for personnel development;• Conduct training needs analysis and design a comprehensive training development plan;• Formulate and recommend training programs and other organizational development activities for personnel;

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	<ul style="list-style-type: none"> • Organize and conduct Disability Awareness Sensitivity Training and basic Filipino Sign Language training/seminar to frontline service providers and focal persons for PWD in local government departments and offices including barangay-based PWD focal persons; • Conceptualize and develop training modules centered on the Magna Carta of Persons with Disabilities, Accessibility in accordance with Batas Pambansa Bilang 344, Social Inclusion and Participation, among others; • Conduct learning activities and workshops with the stakeholders; • Develop a pool of trainers and volunteer peer educators.
<p>Disability Affairs Officer I</p>	<ul style="list-style-type: none"> • Assist in the dissemination of information regarding disability-related services, benefits and policies; • Handle routine clerical and administrative tasks, such as preparing documents, maintaining records, and filing correspondence; • Assist in the preparation of reports and other documentation required for program monitoring and evaluation; • Provide assistance to PWDs and their families in accessing programs, services, and benefits offered by the government; • Serve as a liaison between the PDAO and PWD organizations or community groups to foster collaboration; • Participate in training and development programs to improve knowledge and skills related to disability affairs; • Assist in drafting program proposals by gathering necessary information, organizing content, and preparing initial drafts.
<p>Disability Affairs Officer I</p>	<ul style="list-style-type: none"> • Provide sign language interpretation for meetings, training sessions, workshops, and other events to facilitate communication for individuals who are deaf or hard of hearing;

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	<ul style="list-style-type: none"> • Develop and deliver training programs focused on sign language, deaf culture, and effective communication strategies for staff, educators, and other stakeholders; • Design and update curricula for training programs related to sign language and disability awareness; • Build partnerships to enhance resources and support for sign language services and disability capacity development.
<p><i>Disability Affairs Assistant</i></p>	<ul style="list-style-type: none"> • Assist in gathering, organizing, and analyzing data for research on PWD-related policies and programs; • Conduct preliminary research and literature reviews to support policy recommendations; • Maintain an updated database of relevant studies, policies and reports; • Help track the progress of programs and policies through regular monitoring activities; • Assist in evaluating the impact and effectiveness of implemented programs; • Provide clerical and logistical assistance for research and planning activities; • Manage communication and follow-ups with stakeholders regarding division activities.
<p>POLICY RESEARCH AND PLANNING SECTION</p>	
<p><i>Disability Affairs Officer III</i></p>	<ul style="list-style-type: none"> • Assist in the formulation and implementation of policies, standards, guidelines, and systems aimed at promoting the welfare of PWDs; • Support the enforcement of laws like the Accessibility Law (Batas Pambansa Blg. 344) and other disability-related mandates; • Collaborate with other departments and stakeholders to ensure inclusive and accessible community initiatives; • Conduct or assist in the delivery of training sessions and workshops to raise awareness about disability rights;

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	<ul style="list-style-type: none"> • Provide technical assistance to LGU personnel and other stakeholders on disability inclusion practices. Conduct research and analysis on disability-related issues, laws, policies, and programs; • Assist in formulating the annual and long-term plans for disability-related programs and services; • Develop frameworks for monitoring and evaluating PWD-related policies and programs; • Recommend improvements to existing programs based on research and stakeholder feedback; • Facilitate stakeholder consultations to gather input on policy and planning initiatives.
<p>Disability Affairs Officer II</p>	<ul style="list-style-type: none"> • Assist in the implementation of programs, projects, and services aimed at promoting the rights and welfare of PWDs; • Help organize activities, such as livelihood training, medical missions, and social events, to benefit PWDs; • Prepare and submit reports on the status of programs and initiatives to supervisors or higher-ranking officers; • Assist in reviewing and updating existing policies to align with national and international disability rights frameworks; • Help coordinate meetings, workshops, and consultations related to policy research and planning; • Prepare draft reports, policy papers, and briefing materials for decision-makers; • Maintain an organized filing system for research documents, policy papers, and reports.
<p>Legal Assistant III</p>	<ul style="list-style-type: none"> • Perform various relatively difficult legal work; • Support case preparation by preparing case summaries and materials; • Research on laws, issuances, jurisprudence, rules and regulations; • Take action and/or prepare responses to queries and act on routine and simple legal issues;

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<p><i>Disability Affairs Officer I</i></p>	<ul style="list-style-type: none"> • Assist in the dissemination of information regarding disability-related services, benefits, and policies; • Handle routine clerical and administrative tasks, such as preparing documents, maintaining records, and filing correspondence; • Assist in the preparation of reports and other documentation required for program monitoring and evaluation; • Provide assistance to PWDs and their families in accessing programs, services, and benefits offered by the government; • Serve as a liaison between the PDAO and PWD organizations or community groups to foster collaboration; • Assist in reviewing existing laws, ordinances, and policies affecting PWDs to identify gaps or areas for improvement; • Help in benchmarking local policies against national and international standards.
<p><i>Disability Affairs Assistant</i></p>	<ul style="list-style-type: none"> • Assist in filing, encoding, and organizing documents related to policy research and planning; • Prepare correspondence, reports, and other necessary documents for the Section; • Schedule meetings, take minutes, and handle logistical arrangements for planning activities; • Assist in conducting basic research, surveys, and consultations with stakeholders; • Maintain and update records, databases, and statistical reports.
<p>COMMUNITY-BASED INCLUSIVE DEVELOPMENT (CBID), MIS AND ID REGISTRATION DIVISION</p>	
<p><i>Disability Affairs Officer V</i></p>	<ul style="list-style-type: none"> • Oversee daily operations of the Division, ensuring alignment with City Government policies, regulations, and strategic objectives; • Develop and implement operational plans, programs, and initiatives to enhance departmental efficiency and service delivery;

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	<ul style="list-style-type: none">• Collaborate with division heads to integrate operational plans with City-wide goals and initiatives;• Monitor and evaluate the effectiveness of implemented strategies, making adjustments as necessary to improve outcomes;• Ensure that operations are conducted in a manner that promotes transparency, accountability, and responsiveness to the needs of the community;• Engage with community stakeholders to gather feedback on service delivery and operational effectiveness;• Implement initiatives to improve public access to services and enhance customer satisfaction.
<p>Disability Affairs Officer IV</p>	<ul style="list-style-type: none">• Formulate and recommend policies, standards, guidelines, and systems pertinent to disability affairs;• Monitor the implementation of relevant laws, such as Batas Pambansa Bilang 344 (Accessibility Law), and other pertinent legislation at the local level;• Provide technical assistance in formulating programs or projects or services that may be implemented by the Office or the City Government;• Provide technical assistance to queries and requests pertinent to policy or program development concerning PWDs;• In-charge with the compliance of the Office to the submission of reports, plans, and proposals, among others;• Closely coordinate with the Office of the City Mayor pertinent to various compliances of the Office for program development;• Represent the Office in all meetings, conventions, council deliberations, and any activities which require the attendance of the Office.

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MANAGEMENT INFORMATION SYSTEM SECTION	
<i>Information Technology Officer I</i>	<ul style="list-style-type: none">• Perform backup procedure on all databases and system files for reference and conduct database integrity to ensure usable database backup in case of data loss;• Manage databases, monitor and evaluate reports, and prepare required information/reports;• Evaluate, install, and manage computer network and data communication hardware and software;• Perform installation and configuration of network equipment and include scheduling of preventive maintenance and inventory of ICT equipment;• Maintain and modify the installation's operating system and other software when needed;• Install end-point security solutions, firewalls, and multiple scanning solutions, etc. on network facilities, servers and workstations, for improve network security and protection;• Review software to be acquired to determine optimum hardware configuration required for installation;• Evaluate utilization of information and communication technology resources for cost-effectiveness and distribution;• Assist in database development involving data and/or voice communication either internal or external to the agency;• Maintain effective utilization of network facilities and equipment by programmers/users, data encoders and other users.
<i>Information Systems Researcher II</i>	<ul style="list-style-type: none">• Assist in the development of systems related to information technology;• Provide technical assistance related to information systems and software development;• Assist in the conduct of monitoring and evaluation of information technology programs and projects;• Prepare and submit regular updates, reports, and recommendations related to Management Information System (MIS) activities.

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<i>ID REGISTRATION SECTION</i>	
<i>Disability Affairs Officer III</i>	<ul style="list-style-type: none"> • <i>Assist in the formulation and implementation of policies, standards, guidelines, and systems aimed at promoting the welfare of PWDs;</i> • <i>Collaborate with other departments and stakeholders to ensure inclusive and accessible community initiatives;</i> • <i>Provide technical assistance to LGU personnel and other stakeholders on disability inclusion practices;</i> • <i>Supervise the processing and issuance of PWD Identification Cards and related documents;</i> • <i>Ensure compliance with the guidelines set by the PDAO and relevant laws;</i> • <i>Verify applications and supporting documents for accuracy and completeness;</i> • <i>Lead and manage staff handling PWD ID registration and database management;</i> • <i>Provide technical assistance and guidance to ID Registration personnel;</i> • <i>Generate reports on PWD ID registrations, renewals, and other related activities;</i> • <i>Ensure data security and confidentiality in compliance with the Data Privacy Act.</i>
<i>Disability Affairs Officer II</i>	<ul style="list-style-type: none"> • <i>Assist in the implementation of programs, projects, and services aimed at promoting the rights and welfare of PWDs;</i> • <i>Help organize activities, such as livelihood training, medical missions, and social events, to benefit PWDs;</i> • <i>Liaise with PWD organizations, community groups, and other stakeholders to promote inclusivity and gather feedback;</i> • <i>Oversee the end-to-end process of PWD ID registration, including the review and verification of submitted documents;</i>

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	<ul style="list-style-type: none"> • Ensure the timely issuance of PWD identification cards following the guidelines set by national and local government policies; • Assist in the orientation and training of Division staff on the use of MIS tools and processes; • Promote awareness of data management best practices and ID registration policies among personnel.
<p><i>Disability Affairs Officer I</i></p>	<ul style="list-style-type: none"> • Assist in reviewing existing laws, ordinances, and policies affecting PWDs to identify gaps or areas for improvement; • Help in benchmarking local policies against national and international standards; • Assist in receiving and processing PWD ID applications, ensuring completeness of required documents; • Encode applicant information into the PWD database; • Verify supporting documents to confirm eligibility for PWD ID issuance; • Assist in preparing reports and documentation related to ID registration activities; • Support the Disability Affairs Officer II in implementing improvements in the ID registration process; • Perform other related tasks as assigned by supervisors.
<p><i>Disability Affairs Assistant</i></p>	<ul style="list-style-type: none"> • Verify and authenticate documents submitted by PWD applicants; • Facilitate the printing, distribution, and issuance of PWD IDs; • Maintain an organized record of issued IDs and applicant information; • Respond to inquiries and concerns from PWDs regarding ID registration and MIS-related processes.


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COMMUNITY-BASED INCLUSIVE DEVELOPMENT SECTION	
<i>Disability Affairs Officer III</i>	<ul style="list-style-type: none">• Assist in the formulation and implementation of policies, standards, guidelines, and systems aimed at promoting the welfare of PWDs;• Support the enforcement of laws like the Accessibility Law (Batas Pambansa Bilang 344) and other disability-related mandates;• Collaborate with other departments and stakeholders to ensure inclusive and accessible community initiatives;• Lead the Community-Based Inclusive Development (CBID) and Social Protection Division, ensuring alignment with organizational goals and objectives;• Oversee the development, implementation, and evaluation of CBID and social protection programs, ensuring they are responsive to the needs of PWDs;• Lead efforts to integrate CBID principles across all programs and initiatives within the Division, promoting a holistic approach to disability services;• Responsible for overseeing and coordinating activities related to inclusive development within a community;• Coordinate with government agencies, non-governmental organizations, and community leaders to promote CBID;• Establish coordination with organizations and other community stakeholders.
<i>Occupational Therapist III</i>	<ul style="list-style-type: none">• Conduct thorough assessments of clients' physical, mental, and social abilities to determine their therapy needs;• Develop diagnostic impressions and recommend appropriate interventions or therapeutic services;• Design, implement, and monitor individualized occupational therapy programs to enhance clients' skills in self-care, mobility, and daily living activities;

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	<ul style="list-style-type: none">• Use adaptive equipment, therapeutic exercises, and activities to help clients achieve treatment goals;• Provide counseling and education to clients and their families on managing disabilities and maximizing functional independence;• Work collaboratively with other professionals, such as doctors, physical therapists, social workers, and educators, to ensure a multidisciplinary approach to care;• Participate in case conferences, team meetings, and inter-agency consultations regarding client care;• Participate in research activities to improve occupational therapy practices and inform policy development.
<i>Physical Therapist III</i>	<ul style="list-style-type: none">• Assess PWDs who need assistive devices, focusing on their physical condition, functional needs, and rehabilitation potential;• Maintain accurate and detailed records of all assessments, treatments, and interventions related to prosthetic care and student training;• Develop and implement training programs for physical therapy students, focusing on the principles and practices of physical therapy, especially in the context of disability services;• Supervise and mentor physical therapy students during their clinical rotations, providing hands-on guidance and support in the assessment and treatment of persons with disabilities.
<i>Disability Affairs Officer II</i>	<ul style="list-style-type: none">• Assist in the implementation of programs, projects, and services aimed at promoting the rights and welfare of PWDs;• Help organize activities, such as livelihood training, medical missions, and social events, to benefit PWDs;• Prepare and submit reports on the status of programs and initiatives to supervisors or higher-ranking officers;

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	<ul style="list-style-type: none">● <i>Liase with PWD organizations, community groups, and other stakeholders to promote inclusivity and gather feedback;</i>● <i>Assist in the implementation of CBID programs at the community level;</i>● <i>Coordinate the activities of community workers and volunteers involved in CBID initiatives;</i>● <i>Ensure that program activities are carried out according to plan and schedule;</i>● <i>Facilitate community consultations and meetings to gather input and feedback on CBID initiatives.</i>
<p><i>Social Welfare Officer II</i></p>	<ul style="list-style-type: none">● <i>Assess and refer qualified PWDs to various social services of the City Government;</i>● <i>Conduct comprehensive assessment through a social case study to determine the qualification of any recipient of financial, medical consultation referral, and/or assistive device grant;</i>● <i>Implement and monitor Quezon City Ordinance No. SP-2463, S-2015 involving the Clinical Assessment for indigent children with disability and Quezon City Ordinance No. SP-3115, S-2022 involving the Social Welfare Assistance to PWDs;</i>● <i>Develop a referral system for indigent PWDs to the three (3) Quezon City and National Government-controlled Hospitals or Private hospitals or clinics for medical assessment relative to medical certification for PWDs registration, and or based on the required assistance to PWDs;</i>● <i>Handle programs or projects or services of the City Government and national government agencies such as the Department of Health, Department of Social Welfare and Development, and the National Council on Disability Affairs;</i>● <i>Provide employment assistance, livelihood training and opportunities in coordination with the Public Employment Services Office, Small Business and Cooperatives Development and Promotion Office, and other concerned agencies.</i>

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<p>Disability Affairs Officer I</p>	<ul style="list-style-type: none">● Assist in reviewing existing laws, ordinances, and policies affecting PWDs to identify gaps or areas for improvement;● Help in benchmarking local policies against national and international standards;● Planning and formulation or development of programs concerning mainstreaming the disability perspective in the local government units' projects and activities and development of disability-specific programs;● Monitoring and implementation of the provisions of this Ordinance, Batas Pambansa Bilang 344 (Accessibility Law), and other relevant laws at the local level;● Assist in day-to-day operations and maintain an updated database on disability and ensure its availability;● Conduct disability awareness campaigns and training sessions for LGUs, community members, and stakeholders to promote inclusion and accessibility.
<p>Social Welfare Officer I</p>	<ul style="list-style-type: none">● Perform or conduct interviews and home visits to clientele;● Prepare case management studies;● Provide necessary interventions, guidance, and counseling;● Maintain network linkage with service providers;● Assess and facilitate the distribution of assistive devices to all qualified PWDs in consonance with Quezon City Ordinance No. SP-3164, S-2023;● Submit Assessment report.

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<p><i>Medical Equipment Technician II</i></p>	<ul style="list-style-type: none">• <i>Perform routine maintenance and repair on a variety of medical equipment to ensure it operates safely and effectively;</i>• <i>Maintain detailed records of maintenance, repairs, inspection, and equipment performance;</i>• <i>Perform other related tasks.</i>
<p><i>Social Welfare Aide</i></p>	<ul style="list-style-type: none">• <i>Assist clients in applying for social welfare assistance, assistive devices and clinical assessment for children with disabilities;</i>• <i>Support social workers by maintaining records and filing necessary paperwork;</i>• <i>Assist social worker in conducting interviews and home visits to clientele;</i>• <i>Work with social workers to ensure that clients receive appropriate interventions or referrals.</i>

SECTION 14. APPROPRIATION. – *The funds necessary to cover the Personnel Services and other benefits relative to the newly-created plantilla positions shall be taken from the General Fund of the Annual Budget of the Quezon City Government.*

SECTION 15. REPEALING CLAUSE. – *All ordinances, executive orders, rules, regulations, and other issuances or parts thereof, which are inconsistent with the provisions of this Rationalization Ordinance, are hereby revoked or modified accordingly.*

SECTION 16. SEPARABILITY CLAUSE. – *If, for any reason, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.*

SECTION 17. EFFECTIVITY CLAUSE. – This Rationalization 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)





