



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
22<sup>nd</sup> City Council

PO22CC-483

113<sup>th</sup> Regular Session

ORDINANCE NO. SP- **3428**, S-2025

AN ORDINANCE ESTABLISHING THE QUEZON CITY PROCESSING CENTER UNDER THE RESIDENTIAL AND REHABILITATION DIVISION (RRD) OF THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD) SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

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Introduced by Councilors JOSEPH P. JUICO and  
ATTY. ANTON L. REYES

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WHEREAS, in 2020 during the declaration of State of Public Health Emergency throughout the Country due to the COVID-19 pandemic, the Quezon City Government made an effort to establish a holding area for individuals, families and mendicants who were reported to be proliferating the major thoroughfares in the City during the lockdown;

WHEREAS, as a preventive measure to curtail the spread of COVID-19 during the pandemic, the Quezon Memorial Circle was utilized as Holding Center for these individuals or families who were reported, reached-out to or rescued with provisions for food and other appropriate interventions implemented by the Social Services Development Department (SSDD);

WHEREAS, the presence of these mendicants and street dwellers posed health problems that not only endangered their lives but also endangered the lives of the citizenry performing humanitarian aid;

WHEREAS, Section 458(a)(5)(xiv) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates each local government unit, through their respective Sanggunian, to approve Ordinances to provide for the care of disabled persons, paupers, the aged, the sick, persons of unsound mind, abandoned minors, juvenile delinquents, drug dependents, abused children and other needy and disadvantaged persons, particularly children and youth below 18 years of age, and subject to availability of funds, establish and provide for the operation of centers and facilities for the said needy and disadvantaged persons;

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WHEREAS, Section 17(b)(4) in relation to Section 17(b)(2)(iv) of the said Code mandates the local government to include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons, community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse, livelihood and other pro-poor projects, nutrition services, and family planning services;

WHEREAS, in response to the public clamor, the Quezon Memorial Circle Holding Area was transferred to Barangay N.S. Amoranto Basketball Covered Court where the SSDD continued the provision of food and other interventions to these individuals or families;

WHEREAS, the SSDD renamed the Quezon Memorial Circle Holding Area to Quezon City Processing Center befitting its actual function;

WHEREAS, to formalize the QC Processing Center, enhancing its functional capacity in providing appropriate social service to Children in Street Situations (CISS), unattached adults, homeless street families who were reached-out to or rescued by Task Force Sampaguita or Magdalena and/or rescued by a Barangay or other concerned citizens or stakeholders, there is a need to create its organizational structure and corresponding plantilla positions.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known and cited as the “Quezon City - Processing Center” directly under the Residential and Rehabilitation Division (RRD) of the Social Services Development Department (SSDD).

SECTION 2. ESTABLISHMENT. – It is hereby created, organized and established a Quezon City-Processing Center (QC-PC), a facility or section, under the RRD of the SSDD.

SECTION 3. DEFINITION OF TERMS. – Whenever used in this Ordinance, the following terms shall mean as follows:

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- a. *Children in Street Situation (CISS) – children under 18 years old who make a living on the streets, including unoccupied dwellings and wasteland (Children Code). CISS may also include children who depend on the streets to live and/or work, whether alone, with peers or with family, and a wider population of children who have formed strong connections with public spaces and for whom the street plays a vital role in their everyday lives and identities;*
- b. *Unattached adults – adults on the streets, parks or other public spaces who are found to be vagrants or mendicants;*
- c. *Homeless street families – families displaced, either by fire, demolition, family crisis or false hopes on an improved life in the metropolitan, who had no choice but to go to the street. They reside on sidewalks and pavements where they also sleep, eat, play, take a bath, etc;*
- d. *Temporary Shelter – a facility that provides short-term placement for immediate and temporary care to children, individuals or families;*
- e. *Intervention – the steps taken to provide assistance to children, individuals and families to address their needs;*
- f. *Rescue – the act of actively intervening to remove someone from a dangerous environment or harmful situation requiring immediate action, in collaboration with law enforcement or other agencies to safeguard the individual’s well-being; and*
- g. *Case Disposition – the final outcome or action taken regarding a client’s case, essentially detailing what steps were decided upon to address the needs of the client, including services provided, referrals made or case closure reasons, effectively summarizing how the case was handled and/or resolved.*

SECTION 4. QC-PC AND ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES. – *The proposed QC-PC, under the RRD of the SSDD, is a 24/7 facility that will serve as temporary shelter to vagrants, street dwellers, mendicants, street families, street children, including those peddling all forms of saleable items such as sampaguita, rugs and others, who were reached-out to or rescued within the vicinity of Quezon City while awaiting their case disposition. The aim is to provide proper venue for their assessment and to provide the subsequent appropriate intervention for them. The QC-PC shall perform the following functions:*

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- a. Conduct of interviews, profiling and assessment of reached-out to CISS, unattached adults, homeless street families, including those peddling all forms of saleable items such as sampaguita, rugs and others, for proper case disposition;
- b. Referral of reached-out to CISS, unattached adults, homeless street families, including those peddling all forms of saleable items such as sampaguita, rugs and others, to resident doctors for medical check-up or assessment;
- c. Provision of appropriate intervention program and other services in coordination with stakeholders to facilitate referrals to other institutions or agencies and/or local government units for non-QC residents and referral to other facilities within the SSDD for identified QC residents;
- d. Exercise such other functions which are necessary to carry out the purpose for which the QC-PC is established; and
- e. In the regular performance of this function, the officer or any employees of the QC-PC shall be free from any administrative, civil or criminal liability.

**SECTION 5. PROGRAMS AND SERVICES.** – While under the care and custody of the QC-PC, a client shall be accorded with center-based case management plan and services according to the client's needs:

- a. Treatment or Social Services – provision of groupwork or casework services;
- b. Medical Services – provision of physical examination or check-up or referral to hospitals if needed;
- c. Psychological Services – provision of psychological services or referral to National Center for Mental Health;
- d. Homelife Services – provision of food and clothing or group living services; and
- e. Dietary Services – provision of balanced diet.

**SECTION 6. ADMINISTRATION, MANAGEMENT AND OPERATION.** – The RRD, under the SSDD, shall be in-charge of the administration and management of the QC-PC.

**SECTION 7. STAFFING PATTERN OF NEWLY-CREATED POSITIONS.** – The composition of the QC-PC shall be in accordance with the following schedule:

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<b>Position Title</b>	<b>Salary Grade</b>	<b>Number of Proposed Position</b>
Social Welfare Officer III	18	1
Social Welfare Officer II	15	1
Social Welfare Officer I	11	1
Cook II	5	1
Social Welfare Aide	4	14
<b>Total</b>		<b>18</b>

**SECTION 8. DUTIES AND FUNCTIONS OF NEWLY-CREATED POSITIONS. –**

- a. **Social Welfare Officer III (SG-18)** – shall perform the following:
  - (1) Under general supervision, act as Center Head of QC-PC in overseeing the daily operations of the Center;
  - (2) Prepare and submit budget proposal needed in the implementation of the program and services at the QC-PC;
  - (3) Supervise lower level Social Workers and other subordinates in the daily operation of the Center;
  - (4) Prepare and submit various reports in the course of the daily operation of the Center;
  - (5) Facilitate the orientation of new Social Workers;
  - (6) Attend meetings, seminars and conferences;
  - (7) Provide guidance and counseling; and
  - (8) Perform other related tasks.
  
- b. **Social Welfare Officer II (SG-15)** – shall perform the following:
  - (1) Under general supervision, assist the Social Welfare Officer III in overseeing the daily operation of the QC-PC;
  - (2) Act as Center Head in the absence of the Center Head;
  - (3) Assist the Social Welfare Officer III in the preparation and submission of the budget proposal needed in the implementation of the program and services at the QC-PC;
  - (4) Assist the Social Welfare Officer III in the supervision of the lower level Social Workers and other subordinates in the daily operation of the Center;
  - (5) Assist the Social Welfare Officer III in the preparation and submission of various reports in the course of the daily operation of the Center;

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- (6) *Supervise the orientation of new Social Workers;*
  - (7) *Attend meetings, seminars and conferences;*
  - (8) *Assist the Social Welfare Officer III in providing guidance and counseling; and*
  - (9) *Perform other related tasks.*
- c. **Social Welfare Officer I** (SG-11) – *shall perform the following:*
- (1) *Under general supervision, conduct case management to the clients of QC-PC;*
  - (2) *Conduct intake interview, assessment and counseling;*
  - (3) *Prepare social case study report, feedback report, monthly statistical report and other necessary report;*
  - (4) *Conduct home visitation, collateral interview, validation, coordination and referral of clients to other welfare agencies or stakeholders; and*
  - (5) *Perform other related tasks.*
- d. **Cook II** (SG-5) – *shall perform the following:*
- (1) *Under general supervision, prepare and cook a variety of simple menu;*
  - (2) *Receive marketing or delivery of food supplies;*
  - (3) *Ensure that kitchen or mess hall, cooking materials, equipment, pots, and pans are clean;*
  - (4) *Ensure that food to be served are safe and edible; and*
  - (5) *Perform other related tasks.*
- e. **Social Welfare Aide** (SG-4) – *shall perform the following:*
- (1) *Under general supervision, assist the Social Welfare Officer I in providing social services to clients of the QC-PC;*
  - (2) *Perform clerical duties in support of social services activities;*
  - (3) *Conduct intake interview of clients;*
  - (4) *Assist in the conduct of activities in the course of the daily operations of the Center;*
  - (5) *Assist in the referral of clients to institutions and/or other facilities or local government units (LGUs);*
  - (6) *Perform hospital duty in the event of confinement of the client; and*
  - (7) *Perform other related tasks.*

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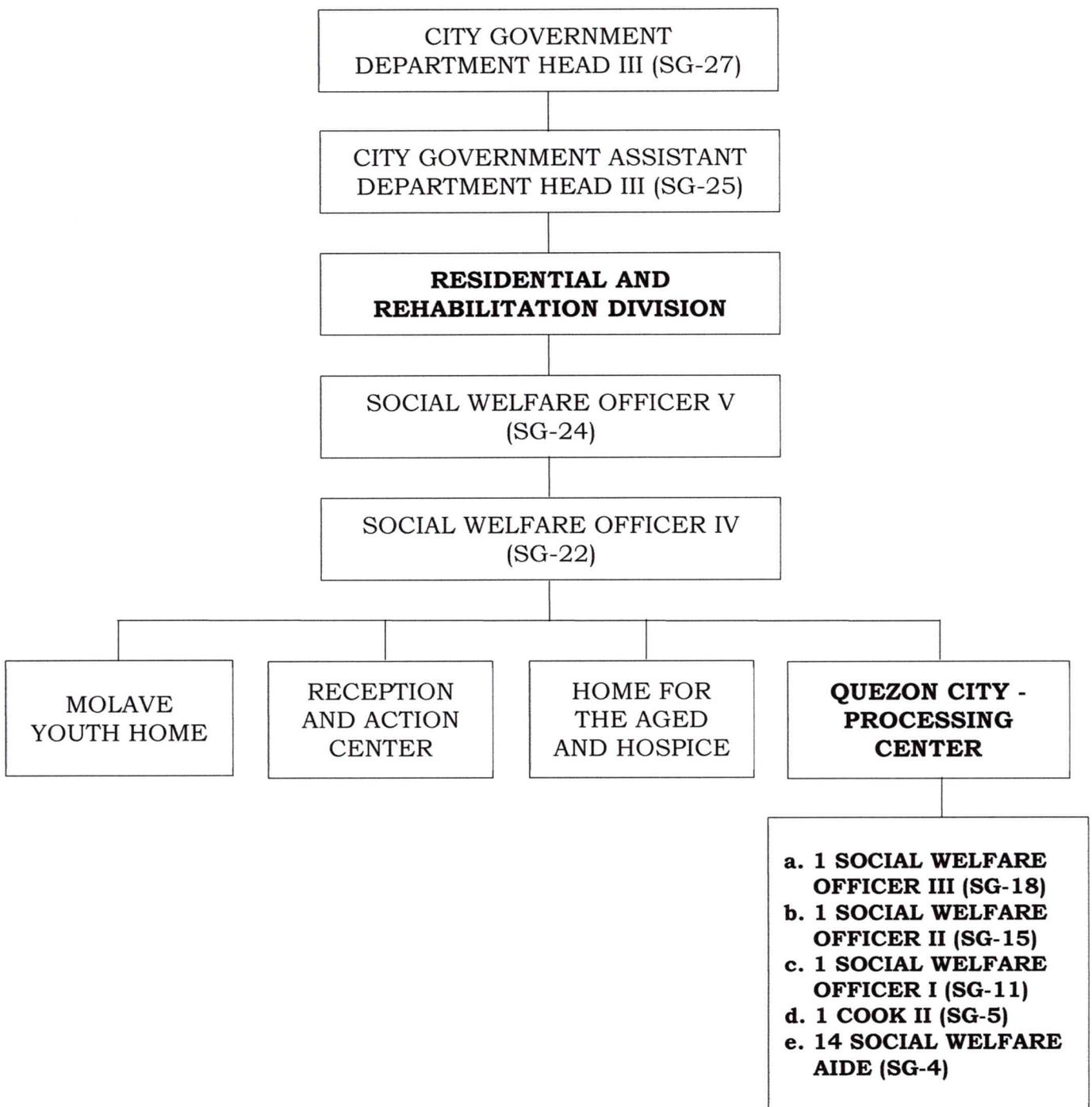
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SECTION 9. ORGANIZATIONAL STRUCTURE. –

SOCIAL SERVICES DEVELOPMENT DEPARTMENT  
RESIDENTIAL AND REHABILITATION DIVISION

ORGANIZATIONAL STRUCTURE



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SECTION 10. OFFICE SPACES AND OTHER FACILITIES. – The Quezon City Government shall provide a suitable office space within the City along with supplementary facilities necessary for the QC-PC’s effective operations.

SECTION 11. APPROPRIATION. – Expenses for the Personnel Services (PS) of 18 plantilla positions under the QC-PC shall be taken from the annual budget of the City for the Fiscal Year 2025. Appropriations for the Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) of the QC-PC shall be taken from the SSDD 2025 approved budget. The budget allocation of the QC-PC may not be decreased at any time, except by ordinance duly enacted by the City Council.

SECTION 12. PENAL CLAUSE. – Any person who violates any provision of this Ordinance shall be subjected to administrative sanctions in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) or any relevant existing law, rule or regulation.

SECTION 13. REPEALING CLAUSE. – All existing ordinances, resolutions, local executive orders, rules and regulations inconsistent herewith are hereby repealed and suspended or modified accordingly.

SECTION 14. SEPARABILITY CLAUSE. – Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions not affected thereby shall continue to be in full force and effect.

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*SECTION 15. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after its publication in a newspaper of general circulation, and after posting of copies in conspicuous locations within Quezon City.*

ENACTED: March 25, 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 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 25, 2025 and was PASSED on Third/Final Reading under Suspended Rules on the same date.*

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

