



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
23<sup>rd</sup> City Council

PO23CC-070

20<sup>th</sup> Regular Session

ORDINANCE NO. SP- 3456, S-2025

**AN ORDINANCE INSTITUTIONALIZING THE OFFICE FOR SENIOR CITIZENS AFFAIRS (OSCA) AS AN ATTACHED OFFICE UNDER THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT AND CREATING FIFTY-ONE (51) PLANTILLA POSITIONS AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**

*Introduced by Councilors JOSEPH JOE VISAYA and GELEEN "Dok G" LUMBAD*

*Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, Dorothy A. Delarmente, M.D., Joseph P. Juico, Charm Ferrer, CPA, MPA, JD, Nicole "Nikki" V. Crisologo, Mikey F. Belmonte, Candy A. Medina, Atty. Voltaire Godofredo "Bong" Liban III, Aly Medalla, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, Atty. Christoffer Allan "Tope" Liquigan, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Don S. De Leon, Luigi D. Pumaren, Atty. Vicente Belmonte Jr., Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, Atty. Jesus Miguel Suntay, Aiko Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, Shaira "Shay" L. Liban, Ram V. Medalla, Maria Eleanor "Doc Ellie" R. Juan, O.D., Emmanuel Banjo A. Pilar, Victor "Vic" D. Bernardo, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, Jose Maria "Mari" M. Rodriguez and Jhon Angelli "Sami" C. Neri*

*WHEREAS, Section 4, Article XV of the 1987 Constitution of the Republic of the Philippines has mandated that it is the duty of the family to take care of its elderly members while the State may design programs of social security for them;*

*WHEREAS, in addition to this, Section 10, Article II of the said Constitution provides that the "State shall promote social justice in all phases of national development";*

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WHEREAS, Section 11, Article XIII of the said Constitution further provides that the “State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost. There shall be priority for the needs of the underprivileged, sick, elderly, disabled, women, and children”;

WHEREAS, the Congress of the Philippines, in consonance with these constitutional principles, has enacted Republic Act No. 7432, otherwise known as the Senior Citizens Act, as amended by Republic Act No. 9994;

WHEREAS, in line with the said law, the Quezon City Council enacted Ordinance No. SP-57, S-93 to pave way to the creation of the Office for Senior Citizens Affairs (OSCA) in Quezon City to care for the needs and concerns of people aged sixty (60) years and above;

WHEREAS, Quezon City Ordinance No. SP-712, S-98 amended Quezon City Ordinance No. SP-57, S-93 by assigning additional corollary functions to the OSCA;

WHEREAS, Section 458(a)(1)(viii) of Republic Act No. 7160, 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 City funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the City Government;

WHEREAS, there is a need and requirement to keep and strengthen the legacy of the present Quezon City Government that directs, manages, and provides high regard to the welfare and development of senior citizens' needs.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known as the “OSCA Ordinance of Quezon City.”

SECTION 2. FUNCTIONS. – The Office for Senior Citizens Affairs shall have the following functions:

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- a. Plan, implement, and monitor yearly work programs of the City in pursuance of the objective of Republic Act No. 7432, as amended, and all other national laws and local ordinances enacted for the benefit of senior citizens;
- b. Prepare a list of available and required services which can be provided to senior citizens;
- c. Maintain and regularly update on a quarterly basis the list of senior citizens within the territorial limits of Quezon City; and
- d. Plan, develop, implement, and monitor all programs, in consultation with the Social Services Development Department (SSDD) and duly-registered senior citizen organizations.

**SECTION 3. ESTABLISHMENT OF THE OFFICE FOR SENIOR CITIZENS AFFAIRS.** – There shall be established an Office for Senior Citizens Affairs (OSCA) which shall be headed by a City Government Assistant Department Head III (Co-Terminus) and shall be attached and integrated as an Office under the SSDD.

**SECTION 4. OPERATIONS AND MAINTENANCE OF OSCA.** – The necessary appropriations for the operation and maintenance of the OSCA shall be sourced from SSDD, as well as the supervision relative to their plans, activities, and programs for senior citizens.

**SECTION 5. COMPOSITION AND ORGANIZATIONAL STRUCTURE.** – The OSCA shall be composed of the following:

<b>Number</b>	<b>Position Title</b>	<b>Salary Grade</b>
1	City Government Assistant Department Head III (Co-Terminus)	25
1	Executive Assistant V	24
2	Executive Assistant IV	22
1	Senior Administrative Assistant III (Private Secretary II) (Co-Terminus)	15
1	Administrative Aide IV (Driver II) (Co-Terminus)	4
<b>6</b>	<b>TOTAL</b>	

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<b>Administrative Support Section</b>		
1	Administrative Officer V (Administrative Officer III)	18
1	Attorney II	18
1	Administrative Officer IV (Administrative Officer II)	15
1	Legal Assistant III	14
1	Administrative Officer I (Records Officer I)	10
1	Administrative Assistant II (Property Custodian)	8
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Clerk II)	4
2	Administrative Aide IV (Driver II)	4
2	Administrative Aide III (Utility Worker II)	3
<b>Database Management Section</b>		
1	Information Technology Officer I	19
1	Information System Analyst II	16
6	Administrative Assistant VI (Computer Operator III)	12
<b>Welfare Assistance Section</b>		
1	Social Welfare Officer III	18
2	Social Welfare Officer II	15
2	Social Welfare Officer I	11
2	Social Welfare Assistant	8
12	Social Welfare Aide	4
<b>Operation and Monitoring Section</b>		
1	Project Development Officer III	18
1	Project Development Officer II	15
2	Project Development Officer I	11
2	Project Development Assistant	8
<b>45</b>	<b>TOTAL</b>	

5.1. Duties and Responsibilities of the Office of the City Government Assistant Department Head III (Co-Terminus):

- a. Lead, plan, implement, and monitor the plans and programs of the OSCA;

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- b. Monitor the City's compliance with existing laws, rules, and regulations, executive orders, memorandum circulars, and other issuances involving senior citizens;
- c. Manage and oversee the efficient operations of the OSCA and general supervision of its personnel; and
- d. Perform other functions as may be required by the City Mayor.

5.1.1. Functions of the Proposed Plantilla Positions:

- a. Senior Administrative Assistant III (Private Secretary II) (Co-Terminus)
  - Act as a private secretary to the City Government Assistant Department Head III;
  - Review and perform due diligence on documents for information and/or signature of the City Government Assistant Department Head III;
  - Monitor and maintain the schedule of the City Government Assistant Department Head III;
  - Handle correspondence and maintain efficient and effective records and filing systems for both hard and electronic copies of communications; and
  - Perform other tasks as deemed necessary.
- b. Administrative Aide IV (Driver II) (Co-Terminus)
  - Drive official vehicle of the City Government Assistant Department Head III during official functions;
  - Ensure that the official vehicle is in good running condition during official travel of the City Government Assistant Department Head III;
  - Prepare and submit trip tickets, mileage logs, and other required reports related to vehicle use and maintenance; and
  - Perform other related tasks as may be assigned.
- c. Executive Assistant V
  - Assist the City Government Assistant Department Head III in leading, planning, implementing, and monitoring the plans and programs of the OSCA;
  - Assist the City Government Assistant Department Head III in monitoring the City's compliance with existing laws, rules and regulations, executive orders, memorandum circulars, and other issuances involving senior citizens;

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- Assist the City Government Assistant Department Head III in managing and overseeing the efficient operations of the OSCA and general supervision of its personnel;
- Assist in the supervision, guidance, and evaluation for employees within their assigned division, enforcing proper performance of delegated tasks to meet the department's and City's objectives; and
- Perform other related tasks as may be assigned.

d. Executive Assistant IV

- Oversee and supervise the daily operation of the Sections they are handling, ensuring proper coordination, timely implementation of activities and delivery of results;
- Prepare and submit budget proposals;
- Review all communications and documents received by the Sections they are handling before endorsing it to the City Government Assistant Department Head III or concerned offices for action;
- Prepare briefers, reports, or executive summaries on matters for action of the Heads, as well as concept papers or proposals, presentations, and technical documents, on matters of pertinent to the Section they are handling;
- Coordinate and participate in building partnerships, networks for cooperation, and institutional linkages with relevant stakeholders;
- Attend meetings that may be assigned by the City Government Assistant Department Head III;
- Give instructions and guidance on work methods, based on established procedures, to lower-level personnel at Sections they are handling; and
- Perform other related tasks as may be assigned.

5.2. Functions of the Administrative Support Section:

- a. Oversee all human resource activities, from recruiting and training to performance evaluations, up to preparations of documentary requirements for the claims of employee salaries and benefits;

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- b. *Acquire, store, and distribute all materials and consumable items needed for OSCA's operations;*
- c. *Control systematically the creation, maintenance, use, and disposal of OSCA's records and information to ensure data integrity, accessibility when needed, and compliance with relevant regulations;*
- d. *Oversee all physical assets of OSCA, including the procurement, tracking, maintenance, and eventual disposal;*
- e. *Perform essential support services that facilitate the day-to-day operations, such as facility maintenance, security, transportation, and general office administration;*
- f. *Oversee the financial matters of an organization, including budgeting, accounting practices, financial reporting, and ensuring adherence to financial regulations. Its primary goal is to maintain financial stability and ensure the responsible allocation of resources;*
- g. *Provide legal advice and representation on all legal issues affecting the day-to-day management and activities of the OSCA; and*
- h. *Investigate, process, and resolve complaints regarding establishments that fail to provide the benefits and privileges mandated for senior citizens under Republic Act No. 9994, as amended.*

5.2.1. *Functions of the Proposed Plantilla Positions:*

- a. *Administrative Officer V (Administrative Officer III)*
  - *Under general supervision, oversee and supervise the daily operation of the Section;*
  - *Coordinate and manage all administrative functions or concerns of the Office pertinent to supplies, records, employees' benefits, etc.;*
  - *Prepare internal and external communications, reports, and documentation related to administrative operations;*
  - *Monitor and update inventory of supplies, equipment, and facility maintenance requirements;*
  - *Assist in the preparation of the Offices' budget proposals, liquidation reports, and financial tracking documents; and*
  - *Perform other related tasks as may be assigned.*



b. Attorney II

- Provide legal advice and representation on all legal issues affecting the day-to-day management and activities of the OSCA;
- Investigate, process, and resolve complaints regarding establishments that fail to provide the benefits and privileges mandated for senior citizens under Republic Act No. 9994, as amended;
- Finalize basic legal documents and instruments such as MOUs, memoranda, correspondences, and affidavits;
- Comment on the legality and appropriateness of contracts, deeds, memoranda, correspondences and related documents submitted to the OSCA;
- Assist in pertinent administrative and related committees as assigned by the City Government Assistant Department Head III;
- Communicate and coordinate correspondences with various officials and offices; and
- Perform other related tasks as may be assigned.

c. Administrative Officer IV (Administrative Officer II)

- Assist the Administrative Officer III in the supervision and monitoring of the staff;
- Assist in the preparation and submission of documentary requirements for the claim of compensation and bonuses;
- Monitor or track claims for longevity and loyalty pay;
- Assess or evaluate submitted documentary requirements prior to the preparation of other requirements pertinent to hiring and promotion, loan applications, claims relative to separation from the service or retirement of staff and others; and
- Perform other related tasks as may be assigned.

d. Legal Assistant III

- Assist the Attorney II pertinent to legal work involving the Office such as the proposed ordinances, contracts and instruments to which the Office is a party;
- Assist in interpreting provisions of contracts covering work performed for the Office by stakeholders;

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- Assist in the promulgation of rules governing the activities of the Office;
- Prepare drafts of comments on proposed legislation concerning the Office programs and services;
- Responsible in the records keeping of each case handled by the Office; and
- Perform other related tasks as may be assigned.

e. Administrative Officer I (Records Officer I)

- Implement and maintain efficient records management systems, including archiving and retrieval of documents;
- Supervise the receipt, filing, storage, and eventual disposal of various documents, including administrative issuances, contracts, and personnel files;
- Ensure all record-keeping practices comply with government rules and regulations, such as Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007; and
- Perform other related tasks as may be assigned.

f. Administrative Assistant II (Property Custodian)

- Prepare documentary requirements for the purchase of office supplies and equipment;
- Manage and update all inventory records, stock cards, and property cards for equipment and supplies;
- Receive and inspect incoming supplies, equipment, and other items to ensure they meet the specifications of the purchase order;
- Organize and perform a regular physical count of all assets;
- Affix property tags or barcodes to newly-acquired equipment for proper identification and tracking; and
- Perform other related tasks as may be assigned.

g. Administrative Aide VI (Clerk III)

- Update employees' profile;
- Update leave cards and preparation of leave applications;



- Prepare draft or final copy of the attendance report for the claim of employees' compensation and benefits prior to encoding;
- Conduct initial interview of the prepared draft of communications, certificate of employment, loan application;
- Prepare draft or final copy of NOSA, SPMS, SALN, and other documents prior to final encoding or preparation;
- Prepare DTRs, assess or evaluate DTRs submitted by other Section prior to inclusion in the Attendance Report for the claim of monthly salary; and
- Perform other related tasks as may be assigned.

h. Administrative Aide IV (Clerk II)

- Prepare draft and final copy of payroll for the extension of the following welfare assistance:
  - Social Welfare Assistance for Indigent Senior Citizens;
  - Death Benefit Welfare Assistance; and
  - Cash Gift for Centenarian;
- Receive and release incoming and outgoing communications, payrolls and other financial documents to and from the Section; and
- Perform other related tasks as may be assigned.

i. Administrative Aide IV (Driver II)

- Drive the official vehicle;
- Coordinate and facilitate regular preventive maintenance and repairs for the assigned vehicle;
- Prepare and submit trip tickets, mileage logs, and other required reports related to vehicle use and maintenance; and
- Perform other related tasks as may be assigned.

j. Administrative Aide III (Utility Worker II)

- Ensure cleanliness and orderliness of the premises or office; and
- Perform other related tasks as may be assigned.

5.3. Functions of the Database Management Section:

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- a. Assist and facilitate the registration which serves as a valid identification for Quezon City residents who are senior citizens and provides access to various City services and programs;
- b. Invalidate or revoke a previously issued QCitizen (QC) ID due to loss, damage, or when the cardholder no longer resides in the City;
- c. Update the registered sector (e.g. PWD, solo parent) of the senior citizens to reflect a change in their eligibility or status, ensuring they receive appropriate benefits; and
- d. Distribute the specialized booklet for senior citizens which grants them specific entitlements and discounts.

5.3.1. Functions of the Proposed Plantilla Positions:

- a. Information Technology Officer I
  - Under general supervision, oversee and supervise the daily operation of the Section;
  - Prepare and submit Budget Proposal needed in the implementation of the Database Management Section;
  - Maintain operating systems, applications, and computer networks to ensure reliable and efficient operation;
  - Evaluate the issuance of Senior Citizen QC ID; and
  - Perform other related tasks as may be assigned.
- b. Information System Analyst II
  - Under general supervision, conduct evaluation of documentary requirements for the cancellation or revocation of previously issued QC ID Senior Citizen including blocking and tagging; and
  - Perform under related tasks as may be assigned.
- c. Administrative Assistant VI (Computer Operator III)
  - Under general supervision, process the enrollment of senior citizens to the database for the issuance of QC ID;
  - Distribute specialized booklet which grants senior citizens specific entitlements and discounts; and
  - Perform other related tasks as may be assigned.



5.4. Functions of the Welfare Assistance Section:

- a. Release the social welfare assistance under the national and local government for programs aimed at providing aid and support to senior citizens to address their basic needs and improve their well-being;
- b. Assist in the provision of financial support and assistance to senior citizen beneficiaries or those who defrayed the funeral expenses of a deceased senior citizen;
- c. Facilitate the distribution of cash gifts of Php10,000.00 to Filipino senior citizen upon reaching the milestone ages of 80, 85, 90, and 95 years. Also, recognize and award Php100,000.00 cash gift from the government to Filipino senior citizens who reach 100 years of age; and
- d. Facilitate the monthly financial stipend provided by the national and local government to eligible indigent senior citizens to augment their daily subsistence and medical needs.

5.4.1. Functions of Proposed Plantilla Positions:

- a. Social Welfare Officer III
  - Under general supervision, oversee and supervise the daily operation of the Section;
  - Prepare and submit Budget Proposal needed in the implementation of the Welfare Assistance Section;
  - Prepare and submit various reports in the course of the daily operation of the Section;
  - Review or consolidate and submit periodic reports on the operation of the Section;
  - Conduct final review of all documentary requirements including the final copies of the financial documents pertinent to the extension of various welfare assistance prior to approval or signature of authorized signatories; and
  - Perform other related tasks as may be assigned.
- b. Social Welfare Officer II
  - Monitor and supervise the preparation and processing of the documentary requirements for the extension of various welfare assistance to senior citizens by the City and other stakeholders;
  - Plan, coordinate, and prepare schedule and other logistical requirements for the actual extension of the various welfare assistance;

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- Maintain accurate and comprehensive report, intervention plan, and other documents relative to senior citizens welfare assistance in Quezon City;
- Perform other related tasks as may be assigned.

c. Social Welfare Officer I

- Supervise and monitor the implementation of the following in all Districts of Quezon City:
  - Social Welfare Assistance for Senior Citizen;
  - Death Benefit Welfare Assistance;
  - Social Pension;
  - Centenarian;
  - Expanded Centenarian Act; and
  - Birthday Package;
- Conduct home visitation, collateral interview, and validation;
- Conduct final review and evaluation of all documentary requirements for the extension of various welfare assistance prior to submission or preparation of corresponding financial documents; and
- Perform other related task as may be assigned.

d. Social Welfare Assistant

- Under general supervision, assist Social Welfare Officer I in the implementation of the extension of the various welfare assistance to senior citizens in all District of Quezon City;
- Verify and validate submitted documentary requirements pertinent to the grant of the assistance in all Districts of Quezon City including preparation of documentary requirements for the claim of the assistance;
- Assist in the conduct of home visitation, collateral interview, and validation;
- Coordinate with stakeholders pertinent to the schedule of actual extension of the various welfare assistance; and
- Perform other related tasks as may be assigned.



e. *Social Welfare Aide*

- *Under general supervision, conduct intake interview and encode data pertinent to the implementation of the extension of various welfare assistance to senior citizens in all Districts of Quezon City;*
- *Assist in the conduct home visitation, collateral interview and validation; and*
- *Perform other related tasks as may be assigned.*

5.5. *Functions of the Operation and Monitoring Section:*

- Oversee the activities and operations of various non-governmental and community-based senior citizens' groups in Quezon City to ensure their adherence to regulations;*
- Plan, organize, and execute various activities and gatherings within Quezon City aimed at promoting benefits and assistance for senior citizens;*
- Facilitate and arrange the necessary logistics and partnerships to ensure that senior citizens in Quezon City have access to and receive their required vaccinations or medications;*
- Coordinate with various establishments within Quezon City to identify and create employment opportunities suitable for senior citizens;*
- Refer and direct qualified senior citizens to appropriate establishments in Quezon City that have available job openings match their skills and experience; and*
- Regularly check and monitor the working conditions and welfare of senior citizen employees placed in various establishments within Quezon City to ensure fair treatment and compliance with labor laws.*

5.5.1. *Functions of Proposed Plantilla Positions:*

a. *Project Development Officer III*

- *Under general supervision, oversee and supervise the daily operation of the Section;*
- *Prepare and submit budget proposal needed in the implementation of the Operation and Monitoring Section;*
- *Prepare and submit various reports in the course of the daily operation of the Section;*
- *Review or consolidate and submit periodic reports on the operation of the Section;*
- *Oversee or monitor the activities and operation of Senior Citizens Civil Society Organizations (CSOs) or People's Organizations (POs) in Quezon City;*



- Plan, organize, and execute various activities and gatherings of the senior citizens within Quezon City; and
- Perform other related tasks as may be assigned.

b. Project Development Officer II

- Assist in the supervision of the program implementation of the Section;
- Coordinate with various establishments within Quezon City to identify and create employment opportunities suitable for senior citizens;
- Coordinate with stakeholders pertinent to the access or receipts of vaccinations or medicines for senior citizens;
- Prepare reports pertinent to non-compliance on the provision of 20% discounts to senior citizens for submission to Attorney II for appropriate action; and
- Perform other related tasks as may be assigned.

c. Project Development Officer I

- Assist in the coordination with various establishments for possible employment of senior citizens within Quezon City;
- Assist in the coordination or monitoring pertinent to the access or receipts of vaccinations or medicines for senior citizens within Quezon City;
- Monitor the working conditions and welfare of senior citizen employees placed in various establishments within Quezon City;
- Monitor the activities and operation of the CSOs or POs in the Quezon City;
- Prepare and consolidate accomplishment reports; and
- Perform other related tasks as may be assigned.

d. Project Development Assistant

- Prepare a list of senior citizens for possible employment in the various establishments within Quezon City;
- Prepare a list of senior citizens who are qualified to have access or receipts of vaccinations or medicines within Quezon City;
- Assist in the monitoring of the working conditions and welfare of senior citizen employees placed in various establishments within Quezon City; and
- Perform other related tasks as may be assigned.

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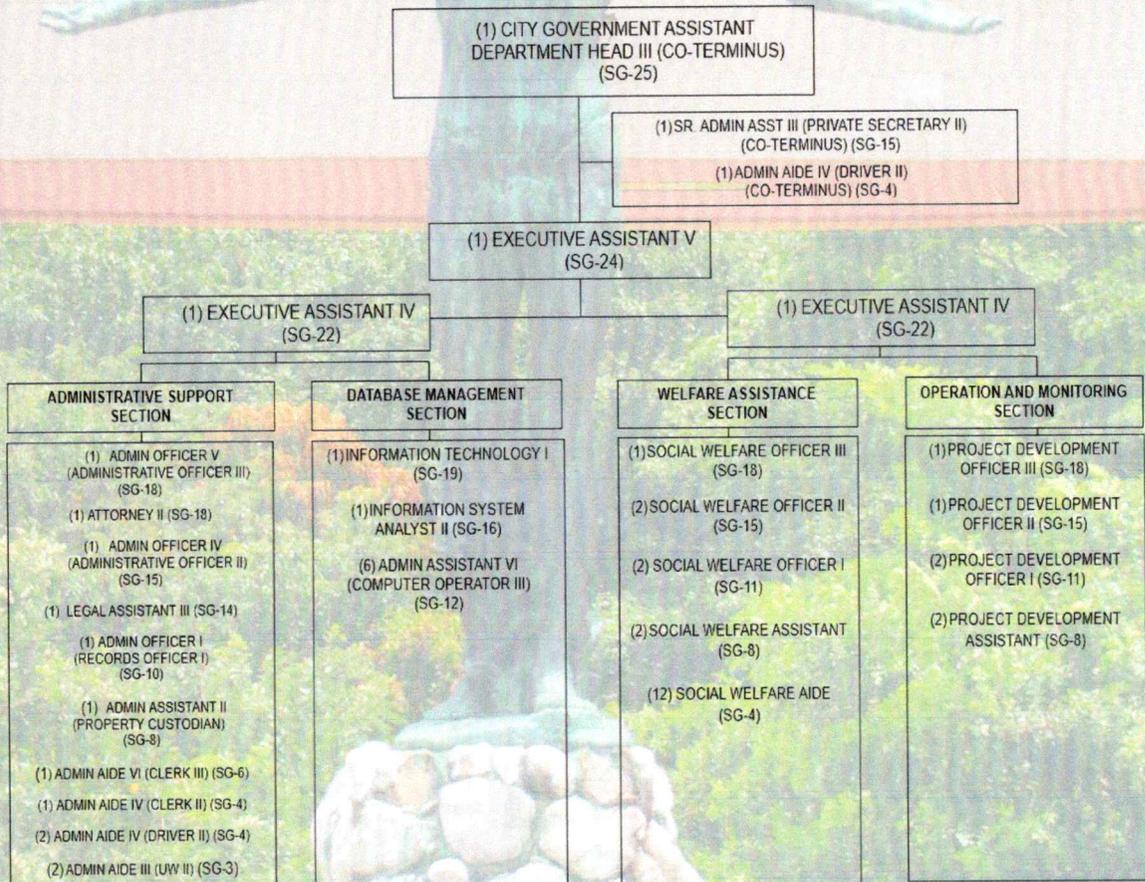
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**SECTION 6. ORGANIZATIONAL STRUCTURE.** – The document indicating the Functional Organizational Structure of the OSCA is hereby attached and made an integral part of this Ordinance.

**ORGANIZATIONAL STRUCTURE  
OFFICE FOR SENIOR CITIZENS AFFAIRS (OSCA)**



**SECTION 7. OFFICE SPACE AND OTHER FACILITIES.** – The Office of the City Mayor shall provide for suitable office space within the Quezon City Hall premises, along with supplementary facilities necessary for its effective operations.

**SECTION 8. FUNDING.** – The funds covering Personnel Services and other benefits of the newly-created Office shall be taken from the General Fund of the City's Annual Budget for the next and succeeding fiscal years.

**SECTION 9. QUALIFICATION STANDARDS.** – The qualification standards for the abovementioned positions shall be in accordance with the Civil Service Commission guidelines and its implementing rules and regulations.

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**SECTION 10. RECRUITMENT AND WORKFORCE PLAN.** – The proposed positions will be filled-up compliant to the Civil Service Commission Policies on Merit Promotion and the Civil Service Commission Resolutions on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

**SECTION 11. REPEALING CLAUSE.** – All Quezon City ordinances, resolutions, executive orders, memorandum circulars, and administrative orders and regulations, or part thereof which are inconsistent with any provision of this Ordinance are hereby repealed, amended, or modified accordingly.

**SECTION 12. SEPARABILITY CLAUSE.** – If, for any reason, a part of this Ordinance is declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall remain valid and in full force and effect.

**SECTION 13. EFFECTIVITY CLAUSE.** – This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

ENACTED: October 20, 2025.

**CERTIFICATION**

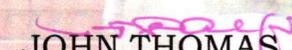
This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on October 20, 2025 and was PASSED on Third/Final Reading on October 22, 2025.

  
GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

APPROVED: NOV 03 2025

  
MA. JOSEFINA G. BELMONTE  
City Mayor

ATTESTED:

  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(Secretary to the Sanggunian)

