



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-093

29th Regular Session

ORDINANCE NO. SP- **3480**, S-2025

AN ORDINANCE RATIONALIZING THE QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (QCDRRMO) INTO A FULL-FLEDGED DEPARTMENT, STRENGTHENING ITS ORGANIZATIONAL STRUCTURE THROUGH THE CREATION OF PLANTILLA POSITIONS, DEFINING ITS POWERS AND DUTIES AND PROVIDING FUNDS THEREOF

Introduced by Councilor ALFRED VARGAS, MPA

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, Geleen "Dok G" Lumbad, 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, Raquel S. Malañgen, Joseph Joe Visaya, Aiko Melendez, Karl Edgar Castelo, Shaira "Shay" L. Liban, Ram V. Medalla, Maria Eleanor "Doc Ellie" R. Juan, O.D., Emmanuel Banjo A. Pilar, Kristine Alexia Matias, RN, Victor "Vic" D. Bernardo, Erwin Rey "Cocoy" A. Medina, and Jose Maria "Mari" M. Rodriguez

WHEREAS, the foremost goal of the Republic Act No. 10121, otherwise known as the *Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010*, is "to strengthen the country's National DRRM System towards a sustainable economic development, by mainstreaming the same in all national and local development processes";

WHEREAS, the Republic Act No. 10121 grants LGUs greater flexibility towards disaster prevention and mitigation, preparedness and early recovery, response, rehabilitation and recovery;



WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, clearly states that "Every local government unit (LGU) shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)";

WHEREAS, under Section 458 of Republic Act No. 7160, the Sangguniang Panlungsod is mandated to promulgate and enact ordinances and shall ensure the general welfare of the city;

WHEREAS, under Section 454 of Republic Act No. 7160, the Sangguniang Panlungsod is empowered to create such other offices which may be deemed as necessary to carry out the purpose of the City Government;

WHEREAS, under Section 5.6 of the NDRRMC-DILG-DBM-CSC Joint Memorandum Circular No. 2014-1 states that the Local Sanggunian, may elevate the organization and staffing of its Local DRRM Office;

WHEREAS, the Quezon City Council enacted Ordinance No. SP-3170, S-2023, said ordinance institutionalized and strengthened the capacity of the QCDDRRMO by establishing a more responsive and functional organizational structure aligned with the provisions of Republic Act No. 10121;

WHEREAS, as a result of the approved reorganization under said ordinance, there is a need to create new plantilla positions to fully operationalize the updated structure, ensure the delivery of specialized services such as emergency medical response, search and rescue, public information, logistics, planning, and technical support, and enhance the City's ability to respond to disasters and emergencies with efficiency, competence, and sustained coordination;

WHEREAS, in line with this, rationalizing and converting Disaster Risk Reduction and Management Office into a Department ensures specialized focus on identifying, assessing, and mitigating risks, making the organization more resilient to disasters.



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
“Quezon City Disaster Risk Reduction and Management Departmentalization
and Rationalization Ordinance.”

SECTION 2. OBJECTIVE. – This Ordinance aims to:

- a. Institutionalize critical functions of the QCDRRMO by creating permanent plantilla positions that ensure continuity, stability, and accountability in disaster risk governance;
- b. Improve disaster preparedness, response, and recovery operations by ensuring that highly skilled, trained, and dedicated personnel are embedded permanently within the city government structure;
- c. Reduce dependency on contractual and detailed personnel, thereby promoting workforce stability, efficiency, and compliance with Civil Service Commission (CSC) regulations; and
- d. Ensure the delivery of high-quality DRRM services through a professionalized and resilient local DRRM workforce that is able to respond effectively to increasingly complex hazards and emergencies.

SECTION 3. RATIONALIZATION. – The Quezon City Disaster Risk Office (QCDRRMO) created under Ordinance No. SP-3170, S-2023, is hereby converted into the Quezon City Disaster Risk Reduction Management Department (QCDRRMD), herein referred to as the “Department,” with full organizational capacity, authority, and responsibilities as provided.

SECTION 4. RENAMING OF DIVISIONS AND SECTIONS UNDER THE QCDRRMD NEWLY RENAMED DIVISIONS. – The Quezon City Disaster Risk Reduction and Management Department (QCDRRMD) shall hereby consist of:

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FROM	TO
Operations and Warning Section: a. Emergency Services Unit i. Emergency Medical Services ii. Search, Rescue and Retrieval Services b. Emergency Operations Center (Command Center)	Disaster Response Management Division: a. Operations Management Section b. 24/7 Operations and Early Warning Center Section
Research, Planning, and Special Projects Section: a. Research and Planning Unit b. Special Projects Unit	Disaster Risk Reduction Division: a. Disaster Risk Policy, Planning, and Data Analytics Section b. Capacity Development and Knowledge Management Section c. Performance, Standards, and Partnerships Section
Training Section	
Administrative Section	Administrative Support Services Division:
Finance and Property Section	 a. General Services Section b. Human Resource and Records Management Section c. Financial and Procurement Management and Monitoring Section

SECTION 5. SCOPE OF AUTHORITY AND FUNCTIONS. – The QCDRRMD divisions, sections, and units shall have the following:

OFFICE OF THE DEPARTMENT HEAD – The Department Head shall lead the implementation of disaster risk reduction and management programs, activities, and projects, particularly:

- a. Execute and implement executive policy standards, regulations, work plans established by the Department (i.e. setting of strategic priorities, service streamlining, and the like);
- b. Resolve issues and address gaps affecting the overall implementation of programs and services, and recommend strategies to address such gaps and issues;

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- c. *Ensure that emergency response preparedness resources, services, and facilities are available;*
- d. *Serve as the action office of the Local DRRM Council; and*
- e. *Perform tasks assigned by the Local Chief Executive.*

OFFICE OF THE ASSISTANT DEPARTMENT HEAD – The Assistant Department Head shall be responsible for providing advice and assistance to the Department Head. It shall focus on preparedness planning and response and counter measures research.

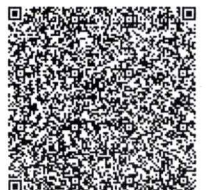
- a. *Serve as primary alternate in case the Department Head cannot represent the Department in meetings;*
- b. *Conduct research development and monitoring;*
- c. *Recommend policies and programs for disaster response management;*
- d. *Study and assess needs and recommend allocation of program funds;*
- e. *Serve as an alternate in case the Department Head is not available, representing the Office, attending meetings and other activities assigned by the Department Head;*
- f. *Assist the Department Head in performing the tasks assigned by the Local Chief Executive;*
- g. *Provide clear guidance to rank and file members of the Department; and*
- h. *Perform tasks assigned by the Department Head.*



5.1. *DISASTER RESPONSE MANAGEMENT DIVISION* – The said division will be composed of two (2) sections, namely; (a) Operations Management Section and (b) 24/7 Operations and Early Warning Center. The Division shall be responsible for managing and implementing all disaster early warning and response-related services within the City's jurisdiction which includes observation, monitoring, and predictive analytics of weather conditions, collection, evaluation, information dissemination, situational report creation and submission, technical assistance and resource augmentation to Barangays, disaster volunteer management, and policy and plan formulation, review, and enhancement related to disaster response services within the City's jurisdiction. Strategically, the Disaster Response Management shall also be positioned at all District Offices to ensure shorter response time and easier coordination between Barangays and the City, to specify:

(a) *Operations Management Section* – This Section shall perform the following duties and functions, to wit:

- (1) Lead, in coordination with the Disaster Risk Reduction Division, the formulation, review, enhancement, monitoring, and evaluation of disaster response-related plans, manuals, and protocols of the City, such as Contingency Plans, Crisis Management Manuals, Response Operations Manual, and Standard Operating Procedures;
- (2) Provide emergency services within the City's jurisdiction, particularly standard pre-hospital care, life preservation, immediate search, rescue, and retrieval operations to all victims, survivors, missing persons, and affected population during disasters, crises, or incidents;
- (3) Serve as the lead of the Planning and Operations Section during Incident Management Team (IMT) activation, in collaboration with other Divisions, Departments, Offices, Units, and Partners, to ensure effective operational planning, resource allocation, and situational reporting;



- (4) Respond and manage the adverse effects of emergencies and carry out early recovery activities in the disaster-affected areas;
- (5) Provide necessary support to Camp Coordination and Camp Management, pre, during, and post evacuation phase;
 - (i) Support on Camp Management Profiling Activities, among others;
 - (ii) Ensure that there is an efficient mechanism for immediate delivery of food, shelter, and medical supplies for women and children, endeavor to create a dedicated women and child friendly space for mothers and children to ensure their safety at all times during the evacuation period; and
 - (iii) Respond to and manage adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable population (women, children, senior citizens, and persons with disabilities);
- (6) Coordinate with other operational, first responder units of Barangays, and relevant units of their equivalents in other agencies;
- (7) Conduct special emergency operations as directed by the City Mayor;
- (8) Formulate, enhance, and finalize disaster-response related reports as necessary;
- (9) Pool and manage Accredited City Disaster Volunteers (ACDV) and QC Disaster Action Teams (QC-DAT) as necessary;
- (10) Provide technical assistance, in collaboration with Disaster Risk Reduction Division to Barangays for their Barangay DRRM Plans;



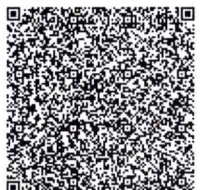
- (11) *Lead in the formulation, in collaboration with Disaster Risk Reduction, necessary policies that reflect current and/or new practices in disaster response operations;*
 - (12) *Draft, in collaboration with Disaster Risk Reduction Division, necessary policies that reflect current and/or new practices in disaster response operations;*
 - (13) *Craft necessary report on Disaster Response including quarterly annual accomplishments among others, for information of the Department Head and Local Chief Executive;*
 - (14) *Formulate and enter into Memoranda of Agreement (MOAs) and lead the crafting and finalization of policies necessary to support and carry out its mandate; and*
 - (15) *Conduct preemptive and/or forced/mandatory evacuation in identified vulnerable areas in coordination with the law and order cluster.*
- (b) *24/7 Operations and Early Warning Center – The Operations Center shall perform the following duties and functions, to wit:*
- (1) *Operate a multi-hazard early warning system, linked to the disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through mass media such as but not limited to radio, television, social media, and other available modes of communication;*
 - (2) *Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups, and organized volunteers to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedure;*
 - (3) *Establish and maintain the City's Disaster Risk Reduction and Management Operations Center;*



- (4) Conduct Pre-Disaster Risk Assessment (PDRA) and/or weather briefing with the Local DRRM Council and Barangay DRRM Committee to disseminate early warning and predictive analytics on monitored weather incidents;
- (5) Disseminate early warning to the most vulnerable population (women, children, senior citizens, and PWD) to respond to their needs;
- (6) Implement the Response Cluster Approach in all disaster emergency response actions;
- (7) Provide reports to higher DRRM Council on the ongoing disaster response operations and other monitored incidents;
- (8) Dispatch necessary resources in collaboration with Operations Management Section on received reports of incidents, disaster, and crises as necessary;
- (9) Serve as the information hub of the Local DRRM Council and lead the necessary analysis of gathered disaster-related data from Cluster Reports and other official data sources; and
- (10) Formulate and enter into Memoranda of Agreement (MOAs) and lead the crafting and finalization of policies necessary to support and carry out its mandate.

5.2. **DISASTER RISK REDUCTION DIVISION** – The said division will be composed of three (3) sections, namely; (a) Disaster Risk Policy, Planning, and Data Analytics Section, (b) Capacity Development and Knowledge Management Section, and (c) Performance, Standards, and Partnerships Section. The Division shall be responsible for research and development initiatives of DRRM, including the design and coordination of DRRM activities consistent with the National DRRM Council's standards and guidelines, to wit:

(a) Disaster Risk Policy, Planning, and Data Analytics Section



- (1) Consolidate local disaster risk information which includes natural hazards, vulnerabilities, climate change risks, and maintain a local risk map;
- (2) Facilitate and initiate hazards, vulnerabilities, and risk assessments;
- (3) Identify, assess, and manage the hazards, vulnerabilities, and risks that may occur in their locality;
- (4) Maintain a database of human resources and their capacities, equipment, directories, and location of critical and essential infrastructures such as hospitals, schools, power lines, treatment facilities, reservoirs, quarantine facilities, open spaces, evacuation centers and the like;
- (5) Lead, in collaboration with necessary Departments, Offices, Divisions, and Units the Technical Working Groups that may be formed, from the Directive of the Department Head;
- (6) Lead in collaboration with the 24/7 Operations and Early Warning Center necessary data analysis that may be the basis for policy recommendation, City DRRM Plans, and City Plans;
- (7) Participate in data analysis jointly with other Divisions;
- (8) Design, program, and coordinate DRRM plans and activities from the barangay to City consistent with the NDRRMCs standards and guidelines;
- (9) Assist the Council and the QCDDRRMC Action Officer in the monitoring of DRRM plans and PPAs from the Barangay to the City Department/Office level;
- (10) Review and monitor Emergency Evacuation Protocol of LGU-Owned Buildings and Critical Point Facilities;
- (11) Conduct research and development initiatives on DRRM;
- (12) Collaborate with Operations Management Section in contingency planning activities at the local level;



- (13) Conduct studies and establish baseline data on DRRM matters for the local level of policy;
- (14) Involve the most vulnerable sectors (women, children, senior citizens, indigents, and PWDs) in risk assessment and DRRM planning activities;
- (15) Ensure that disaster risk reduction and climate change measures are gender-responsive and respectful of human rights;
- (16) Identify and implement cost-effective risk reduction measures and strategies;
- (17) Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national and regional framework, and endorse policies on DRR in close coordination with the Local Development Council (LDC);
- (18) Prepare and submit to the Local Sanggunian through the QC DRRM Council and LDC the annual LDRRM Plan and budget, the proposed programming of LDRRM Fund, and other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC; and
- (19) Uphold holistic, rights-based, evidence-based, and participatory, and team-centric approaches in drafting policies and plans.

b. Capacity Development and Knowledge Management Section

- (1) Lead the processing of benchmarking requests, data requests, and other requests related to sharing of best practices;
- (2) Organize, train, equip, and supervise the local emergency response teams, and the Accredited Community Disaster Volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills;

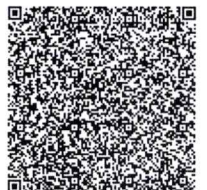


- (3) Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
 - (4) Organize, conduct and assess the training needs of the personnel and communities;
 - (5) Promote and raise public awareness of, and in compliance with Republic Act No. 10121 and other relevant provisions related to the purpose of the latter;
 - (6) Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
 - (7) Train the most vulnerable sectors (women, children, senior citizens, indigents, and PWD) in DRRM, especially in disaster preparedness;
 - (8) This Division, as one of its support functions, shall create its own Memoranda of Agreement (MOA) and lead the crafting and finalizing of policies to support and carry out its function;
 - (9) Lead the establishment and operation of the QCDDRM Academy as the capacity-building arm of the Department, responsible for designing, implementing, and institutionalizing DRRM-related trainings, courses, and certification programs for Department personnel, Barangays, Accredited Community Disaster Volunteers (ACDVs), and partner institutions; and
 - (10) Serve as the knowledge management hub of the Department through the DRRM Academy, by consolidating, developing, and disseminating DRRM research, manuals, case studies/HVA Reports, and best practices to support evidence-based policy formulation and enhance community resilience.
- c. Performance and Standards and Partnership Section – serve as secretariat and executive arm of the Local DRRM Council and perform the following functions, to wit:



(1) *Performance and Quality Management Unit – In collaboration with Human Resource Management and Development Section and other Divisions shall perform the following:*

- (i) *Lead the development, implementation, and monitoring of the Department's performance management system, using LGU-standard Office/Division Performance Commitment and Review (OPCR/DPCR) and other assessment instruments prescribed by relevant agencies (i.e. City HRM Department, Civil Service Commission (CSC) and the Department of the Interior and Local Government (DILG);*
- (ii) *Oversee the preparation in coordination, consolidation, and submission of accomplishment reports and performance evaluations for the Department and its Divisions, ensuring accuracy, timeliness, and compliance with government requirements;*
- (iii) *Lead in ensuring that the Divisions follow the thrusts and priorities set by the Local Chief Executive or the Department Head;*
- (iv) *Lead the institutionalization of quality assurance systems, including ISO certification and other standards-based programs adopted by the City Government;*
- (v) *Provide technical support to Divisions in preparing performance reports and compliance documents;*
- (vi) *Promote a culture of continuous improvement by documenting lessons learned, addressing performance gaps, and recommending corrective measures; and*
- (vii) *Coordinate with Administrative Services and Operations Support Division the conduct of client satisfaction surveys and internal assessments to evaluate efficiency, responsiveness, and accountability of the Department's services.*

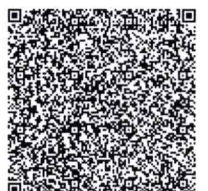


(2) Partnership Engagement Unit

- (i) Lead the registration, accreditation, and mobilization of Accredited Community Disaster Volunteers (ACDVs), ensuring compliance with Republic Act No. 10121 and relevant City ordinances;
- (ii) Formulate and implement policies and guidelines to systematize volunteer registration, accreditation, deployment, and recognition;
- (iii) Coordinate and strengthen partnerships with private sector, CSOs, volunteer groups, academe, and faith-based organizations for DRRM activities;
- (iv) Establish linkages with local and national agencies, public/private and international institutions, advocacy groups, national service reserve corps and relevant partners with respect to DRRM concerns and emergency response purposes through a Memorandum of Agreement/Sister City Agreement;
- (v) Develop and maintain a volunteer database to ensure timely mobilization during emergencies and capacity-building activities; and
- (vi) Comply with Oplan Listo particularly in establishing a Memorandum of Agreement/Understanding between and among appropriate agencies involved in DRRM.

(3) Standards and Good Governance Compliance Unit

- (i) Lead the drafting, adoption, and enforcement of DRRM standards and guidelines in alignment with Republic Act No. 10121, the NDRRM Framework, the NDRRM Plan, and the Seal of Good Local Governance (SGLG) requirements;
- (ii) Monitor and evaluate compliance of the Department with national and local DRRM policies, laws, and international commitments (e.g., Sendai Framework, SDGs);



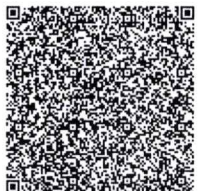
- (iii) *Ensure transparency and accountability mechanisms through compliance audits, reporting, and documentation of Departmental activities;*
- (iv) *Recommend corrective and preventive measures to address compliance gaps, policy deficiencies, and emerging governance issues;*
- (v) *Lead the research, design, and development of innovative DRRM models of intervention, particularly for vulnerable sectors;*
- (vi) *Apply a structured program development process, which includes:*
 - *Analysis – identifying emerging risks, vulnerabilities, and program gaps;*
 - *Design – formulating interventions based on identified needs and policy instruments;*
 - *Pilot Testing – implementing interventions in selected areas;*
 - *Evaluation – assessing effectiveness, outcomes, and lessons learned; and*
 - *Institutionalization – recommending successful interventions for adoption and scaling;*
- (vii) *Document and promote best practices in DRRM for possible replication and publication; and*
- (viii) *May forge partnerships with academic and research institutions to strengthen evidence-based program development.*

5.3. ADMINISTRATIVE SERVICES AND OPERATIONS SUPPORT DIVISION

(a) General Services Section

(1) Facilities and Asset Management Unit

- (i) *Lead the management and safekeeping of all movable assets and consumables of the Department, including inventory, tagging, and disposal, in compliance with Commission on Audit and City Government regulations;*



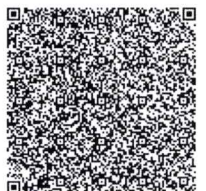
- (ii) *Ensure the availability, timely replenishment, and proper utilization of consumable office and operational supplies necessary for disaster response and administrative functions;*
- (iii) *Provide necessary logistical support during incident/event activation or whenever necessary as directed by the Responsible Official, DRRM Action Officer, or Incident Commander to Camp Coordination and Camp Management (CCCM) activities before, during, and after evacuation operations;*
- (iv) *Process and consolidate requests for replacement of assets, disposal of unserviceable properties, and purchase of consumable supplies, in coordination with the Financial, Procurement, Management and Monitoring Section;*
- (v) *Lead the maintenance, cleanliness, and operational readiness of the Department buildings, grounds, and facilities;*
- (vi) *Oversee preventive and corrective maintenance of utilities and physical infrastructure, including electrical systems, plumbing, fire safety equipment, and emergency exits, to ensure functionality during daily operations and in time of disasters;*
- (vii) *Ensure compliance with building safety, sanitation, occupational health, and environmental standards of the City Government and National regulatory agencies, if any;*
- (viii) *Coordinate with relevant offices for facility improvements, repairs, and renovations, ensuring proper documentation and completion;*
- (ix) *Maintain facility inspection logs and reports to document maintenance activities, compliance findings, and corrective measures taken;*
- (x) *Through their Information and Management Support team shall:*



- (a) Lead the implementation, and updating of relevant Information Technology policies and protocols on systems use, cybersecurity, and digital communications, in alignment with City Government Information and Communication Technology standards and national government regulations;
- (b) Oversee the operation, maintenance, and upgrading of the Department's IT infrastructure, including hardware, software, networks, and communications systems, to ensure functionality during daily operations and emergency response;
- (c) Ensure the security, integrity, and backup of digital files, databases, and systems to safeguard sensitive DRRM information;
- (d) Provide technical assistance and troubleshooting support to all Divisions, Sections, and Units in the use of IT equipment, applications, and systems;
- (e) Develop and maintain disaster-resilient IT systems to support early warning, operations monitoring, and knowledge management functions of the Department; and
- (f) Coordinate with the Records and Archives Management Unit on digitization and electronic records projects, while retaining primary responsibility for the technical infrastructure, data protection, and system administration.

(2) Transport and Fleet Management Unit

- (i) Lead the scheduling, deployment, and monitoring of official vehicles to support disaster operations, field activities, and administrative functions of the Department. Create necessary guidelines to support such operations;



- (ii) *Oversee the maintenance, repair, and roadworthiness of the Department's vehicles and ensure compliance with Land Transportation Office and LGU transport safety regulations;*
- (iii) *Ensure efficient utilization and equitable allocation of vehicles across Divisions by maintaining a centralized transport schedule and tracking system;*
- (iv) *Supervise the safekeeping of trip tickets, fuel consumption logs, and vehicle usage records to support transparency, accountability, and COA compliance; and*
- (v) *Coordinate with the Facilities and Asset Management Unit on documentation of vehicle acquisition, disposal, or replacement, while retaining operational responsibility for fleet deployment and maintenance.*

(b) Human Resource and Records Management Section

- (1) *Lead the implementation of guidelines on records management, filing, and archiving procedures in compliance with City Government standards and the National Government;*
- (2) *Oversee the organization, safekeeping, and retrieval of official documents and records of the Department to ensure accessibility, accuracy, and accountability;*
- (3) *Ensure compliance with retention, disposal, and transfer schedules prescribed by the National Archives of the Philippines and relevant City ordinances;*
- (4) *Maintain a records inventory and tracking system for incoming, outgoing, and archived documents, ensure that all Divisions follow the same procedures;*
- (5) *Coordinate with the Information Technology Support Section on the digitization of records and the use of electronic records management systems, while retaining primary responsibility for content classification and archiving procedures;*



- (6) Adopt and institutionalize the 7S Guidelines (Sort, Systematize, Sweep, Standardize, Self-Discipline, Safety, and Sustain) in records and archives management to promote orderliness, cleanliness, safety, and efficiency in record-keeping practices;
- (7) Lead the administration and implementation of personnel management functions, including recruitment, selection, appointment, promotion, leave administration, and separation, in compliance with Civil Service Commission (CSC) rules, Quezon City policies, and relevant National guidelines;
- (8) Oversee the preparation in coordination with the Department's Divisions, consolidation, and submission of accomplishment reports and performance evaluations for Individuals, ensuring accuracy, timeliness, and compliance with government requirements (i.e. Individual Performance Commitment and Review (IPCR));
- (9) Coordinate and consult with the City Human Resource Management Department (HRMD) on personnel matters, issuances, and updates, ensuring timely dissemination and clarification to all staff of the Department;
- (10) Facilitate the conduct of meetings, conferences, and other personnel-related activities, including the preparation of invitations, processing of documentary requirements for clearances and reimbursements due to official travel, communications, and official documentation;
- (11) Lead the development and implementation of a Learning and Development (L&D) Framework, including training needs assessments, capability-building programs, and competency-based interventions, consistent with the City HRMD guidelines and CSC standards;
- (12) Promote employee welfare and engagement by implementing wellness programs, health and psychosocial support activities, and initiatives that foster work-life balance;



(13) Lead the institutionalization of performance management systems, including recognition and rewards programs, employee motivation strategies, and the granting of performance-based awards in accordance with government regulations; and

(14) Ensure the maintenance of accurate and updated personnel records and HR databases to support decision-making, transparency.

(c) Financial and Procurement Management Section

(1) Lead the preparation and submission of reports on the utilization of the Local DRRM Fund (LDRRMF) and other dedicated DRRM fund resources, through the QC DRRMC and the Local Development Council (LDC), to the Commission on Audit (COA), with copies furnished to the Office of Civil Defense (OCD) Regional Director and the Department of the Interior and Local Government (DILG) City Operations Office;

(2) Lead in the preparation, management, monitoring, and evaluation of the Department's budget, financial transactions, and related documents in compliance with government accounting and auditing standards;

(3) Provide technical support to Divisions in the preparation of procurement related requirements and budgetary documents;

(4) Supervise the transparency and safekeeping and maintenance of accurate accounting and financial records of the Department;

(5) Craft and enforce internal policies (i.e. Standard Operating Procedures) relating to allotments, obligations, and expenditure controls;

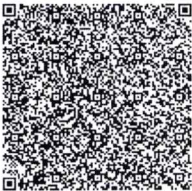
(6) Prepare purchase requests, and other procurement documents for the division;



- (7) Lead the processing and endorsement of procurement requirements, including purchase requests and related documents, in coordination with the Procurement Department, General Services Department, Accounting Department, Budget Department, City Administrator’s Office, and the Office of the City Mayor, among other relevant offices;
- (8) Lead, in collaboration with the Local DRRM Council, the formulation, updating, finalization, and monitoring of the financial and physical accomplishments under the Local DRRM Investment Plan;
- (9) Lead the formulation and updating of the Department’s Work and Financial Plan of the Department; and
- (10) Ensure fiscal transparency by issuing advisories on deadlines, budget parameters, and fiscal related issuances of the City.

SECTION 6. MOVEMENT OF POSITIONS. – The following movement of positions shall be transferred to sections and/or units whose incumbent expertise and capabilities are befitting to thoroughly perform their duties, as follows:

ITEM NUMBER	NO. OF POSITION	POSITION TITLE	FROM	TO
2	1	Local DRRM Officer V	Office of the Head	Disaster Response Management Division
3	1	Local DRRM Officer V	Office of the Head	Disaster Risk Reduction Division
4	1	Local DRRM Officer IV	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division



5	1	Local DRRM Officer III	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division
6	1	Administrative Officer IV (Administrative Officer II)	Administration and Training Section	General Services Section - Administrative Services and Operations Support Division
7	1	Administrative Officer II (Administrative Officer I)	Administration and Training Section	General Services Section - Administrative Services and Operations Support Division
8	1	Administrative Assistant I (Computer Operator I)	Administration and Training Section	General Services Section - Administrative Services and Operations Support Division
9-1 9-2	2	Administrative Aide III (Utility Worker II)	Administration and Training Section	General Services Section - Administrative Services and Operations Support Division
10	1	Local DRRM Officer II	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division
11-1 11-2	2	Local DRRM Officer I	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division

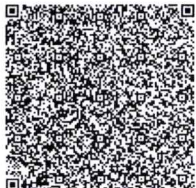
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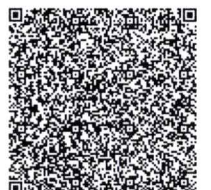
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12	1	Local DRRM Assistant	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division
13	1	Administrative Assistant II (Artist-Illustrator II)	Administration and Training Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division
14	1	Administrative Assistant I (Computer Operator I)	Administration and Training Section	Disaster Risk Reduction Division
15	1	Administrative Aide VI (Clerk III)	Administration and Training Section	Disaster Response Management Division
16	1	Local DRRM Officer IV	Research, Planning, and Special Projects Section	Disaster Risk Policy, Planning, and Data Analytics Section - Disaster Risk Reduction Division
17	1	Local DRRM Officer III	Research, Planning, and Special Projects Section	Disaster Risk Policy, Planning, and Data Analytics Section - Disaster Risk Reduction Division
18-1	2	Local DRRM Officer II	Research, Planning, and Special Projects Section	Disaster Risk Policy, Planning, and Data Analytics Section - Disaster Risk Reduction Division
18-2	1	Local DRRM Officer II	Research, Planning, and Special Projects Section	24/7 Operations and Early Warning Center-Disaster Response Management Division



19-1	1	Local DRRM Officer I	Research, Planning, and Special Projects Section	Disaster Risk Policy, Planning, and Data Analytics Section - Disaster Risk Reduction Division
19-2	1	Local DRRM Officer I	Research, Planning, and Special Projects Section	Performance, Standards, and Partnerships Section-Disaster Risk Reduction Division
19-3	1	Local DRRM Officer I	Research, Planning, and Special Projects Section	Capacity Development and Knowledge Management Section-Disaster Risk Reduction Division
20	1	Local DRRM Assistant	Research, Planning, and Special Projects Section	Disaster Risk Policy, Planning, and Data Analytics Section - Disaster Risk Reduction Division
21	1	Administrative Assistant I (Computer Operator I)	Research, Planning, and Special Projects Section	Disaster Risk Reduction Division
22	1	Local DRRM Officer III	Research, Planning, and Special Projects Section	Performance, Standards, and Partnerships Section-Disaster Risk Reduction Division
23	1	Local DRRM Officer II	Research, Planning, and Special Projects Section	Human Resource and Records Management Section - Administrative Services and Operations Support Division



24	1	Local DRRM Officer I	Research, Planning, and Special Projects Section	Performance, Standards, and Partnerships Section-Disaster Risk Reduction Division
25	1	Local DRRM Assistant	Research, Planning, and Special Projects Section	Performance, Standards, and Partnerships Section-Disaster Risk Reduction Division
26	1	Administrative Assistant I (Computer Operator I)	Research, Planning, and Special Projects Section	Disaster Risk Reduction Division
27	1	Local DRRM Officer IV	Operations and Warning Section	Operations Management Section-Disaster Response Management Division
28	1	Local DRRM Officer III	Operations and Warning Section	Operations Management Section-Disaster Response Management Division
29-1 29-2	2	Local DRRM Officer II	Operations and Warning Section	Operations Management Section-Disaster Response Management Division
30-1 30-2 30-3 30-4 30-5	5	Local DRRM Officer I	Operations and Warning Section	Operations Management Section-Disaster Response Management Division
31-1 31-2 31-3	3	Local DRRM Assistant	Operations and Warning Section	Operations Management Section-Disaster Response Management Division

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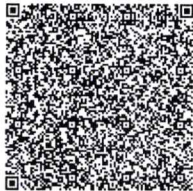
32-1 32-2 32-3 32-4 32-5 32-6	6	Administrative Assistant I (Computer Operator I)	Operations and Warning Section	Operations Management Section-Disaster Response Management Division
33	1	Administrative Aide IV (Driver II)	Operations and Warning Section	Disaster Response Management Division
34	1	Local DRRM Officer III	Emergency Operations Center Manager for Operations and Warning Section	24/7 Operations and Early Warning Center-Disaster Response Management Division
35	1	Local DRRM Officer II	Operations and Warning Section	24/7 Operations and Early Warning Center-Disaster Response Management Division
36-1 36-2	2	Local DRRM Officer I	Operations and Warning Section	24/7 Operations and Early Warning Center-Disaster Response Management Division
37	1	Local DRRM Assistant	Operations and Warning Section	24/7 Operations and Early Warning Center-Disaster Response Management Division
38	1	Administrative Assistant I (Computer Operator I)	Operations and Warning Section	24/7 Operations and Early Warning Center-Disaster Response Management Division
39	1	Administrative Aide VI (Clerk III)	Operations and Warning Section	Disaster Response Management Division



40	1	Supervising Administrative Officer (Administrative Officer IV)	Finance and Property Section	Administrative Services and Operations Support Division
41	1	Special Operations Officer III	Finance and Property Section	Financial and Procurement Management and Monitoring Section - Administrative Services and Operations Support Division
42	1	Administrative Officer IV (Budget Officer II)	Finance and Property Section	Financial and Procurement Management and Monitoring Section - Administrative Services and Operations Support Division
43	1	Administrative Officer II (Budget Officer I)	Finance and Property Section	Financial and Procurement Management and Monitoring Section - Administrative Services and Operations Support Division
44	1	Administrative Assistant II (Budgeting Assistant)	Finance and Property Section	Administrative Services and Operations Support Division
45	1	Administrative Aide III (Utility Worker II)	Finance and Property Section	General Services Section - Administrative Services and Operations Support Division



46	1	Administrative Officer III (Supply Officer II)	Finance and Property Section	General Services Section - Administrative Services and Operations Support Division
47	1	Administrative Officer I (Supply Officer I)	Finance and Property Section	General Services Section - Administrative Services and Operations Support Division
48	1	Administrative Assistant II (Property Custodian)	Finance and Property Section	General Services Section- Administrative Services and Operations Support Division
49	1	Administrative Assistant I (Computer Operator I)	Finance and Property Section	General Services Section- Administrative Services and Operations Support Division
50	1	Administrative Aide VI (Clerk III)	Finance and Property Section	General Services Section- Administrative Services and Operations Support Division
51	1	Administrative Aide IV (Mechanic I)	Finance and Property Section	General Services Section- Administrative Services and Operations Support Division
52	1	Administrative Aide III (Utility Worker II)	Finance and Property Section	Human Resource and Records Management Section- Administrative Services and Operations Support Division



6.1 RECTIFICATION OF EXISTING PLANTILLA POSITIONS – In order to rectify the existing filled plantilla positions it shall be marked as Co-Terminus with the incumbent (CTI). The following position titles and salary grades shall be amended as indicated hereunder:

New Item No.	Existing Position Title	Salary Grade	Recommended Position Title	Salary Grade
1	City Government Assistant Department Head III (Local Risk Reduction and Management Office Head)	25	City Government Assistant Department Head III	25
41	Local DRRM Officer III (Special Operations Officer III)	18	Administrative Officer V (Administrative Officer III)	18
23	Local DRRM Officer II	15	Administrative Officer IV (Administrative Officer II)	15

SECTION 7. CREATION OF PLANTILLA POSITIONS. – To strengthen the institutional capacity of the Quezon City Disaster Risk Reduction and Management Department (QCDRRMD), consistent with its expanded mandate under Republic Act No. 10121, and to effectively achieve the policy objectives set forth in Section 2 of this Ordinance, a total of one hundred five (105) additional plantilla positions are hereby authorized to be created under the QCDRRMD. Tier 1 plantilla positions shall be immediately funded upon the effectivity of this Ordinance. The funding of Tier 2 plantilla positions shall be undertaken in the succeeding year.

TIER 1		
Position Title	Salary Grade	Number of Positions
Office of the Department Head		
City Government Department Head III	27	1
Executive Assistant IV (Co-Terminus)	22	1



Disaster Response Management Division		
Operations Management Section		
District Office Operations		
Local DRRM Officer II	15	6
Local DRRM Officer I	11	18
24/7 Operations and Early Warning Center		
Local DRRM Officer IV	22	1
Weather Monitoring and Predictive Analytics Unit		
Local DRRM Officer III (GIS Specialist)	18	1
Disaster Risk Reduction Division		
Disaster Risk Policy, Planning, and Data Analytics Section		
Disaster Risk Assessment Unit		
Local DRRM Officer III	18	1
Disaster Risk Data Management Unit		
Local DRRM Officer III	18	1
Local DRRM Officer II	15	1
Planning Unit		
Local DRRM Officer II	15	1
Policy Unit		
Local DRRM Officer III	18	1
Local DRRM Officer II	15	1
Performance, Standards, and Partnerships Section		
Local DRRM Officer IV	22	1
Partnership Engagement Unit		
Local DRRM Officer II	15	1
Standards and Good Governance Compliance Unit		
Local DRRM Officer III	18	1
Local DRRM Officer II	15	1
Performance and Quality Management Unit		
Local DRRM Officer III	18	1
Local DRRM Officer II	15	1
Capacity Development and Knowledge Management Section		
Capacity Building and Training Development Unit		
Local DRRM Officer III	18	1



Ord. No. SP- **3480**, S-2025
Page -31- PO23CC-093

Administrative Services and Operations Support Division		
Chief Administrative Officer	24	1
General Services Section		
Administrative Officer V (Administrative Officer III)	18	1
Facilities and Asset Management Unit		
Warehouse Operations		
Administrative Officer II (Supply Officer II)	14	1
Transport and Fleet Management Unit		
Administrative Officer IV (Administrative Officer II)	15	1
Human Resource and Records Management Section		
Administrative Officer II (Human Resource Management Officer I)	11	1
Administrative Assistant II (Human Resource Management Assistant)	8	1
Financial and Procurement Management and Monitoring Section		
Financial Management and Monitoring Unit		
Accountant I	12	1
Procurement Management and Monitoring Unit		
Administrative Officer IV (Budget Officer II)	15	1
Administrative Officer II (Budget Officer I)	11	1
TOTAL		50

TIER 2		
Position Title	Salary Grade	Number of Positions
Office of the Department Head		
Administrative Assistant III (Secretary II)	9	2
Office of the Assistant Department Head		
Executive Assistant III (Co-Terminus)	20	1
Administrative Assistant III (Secretary II)	9	1
Disaster Response Management Division		
Operations Management Section		
Disaster Response Operations Planning Unit		
Local DRRM Officer II	15	1
Local DRRM Officer Assistant	8	1



Central Office EMS Unit		
Medical Officer III	21	1
Central Office SAR Unit		
Local DRRM Officer II	15	1
Local DRRM Officer I	11	1
District Office Operations		
Local DRRM Assistant	8	6
24/7 Operations and Early Warning Center		
Weather Monitoring and Predictive Analytics Unit		
Local DRRM Officer I (Weather Observer II)	11	1
Local DRRM Assistant (Weather Observer I)	8	2
24/7 Operations		
Logistics Coordination Unit		
Local DRRM Assistant	8	1
Operations Coordination Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	1
Planning Coordination Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	2
Finance/Admin Coordination Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	1
Disaster Risk Reduction Division		
Disaster Risk Policy, Planning, and Data Analytics Section		
Disaster Risk Assessment Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	2
Disaster Risk Data Management Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	2



Planning Unit		
Local DRRM Assistant	8	1
Policy Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	1
Performance, Standards, and Partnerships Section		
Partnership Engagement Unit		
Local DRRM Assistant	8	1
Standards and Good Governance Compliance Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	2
Performance and Quality Management Unit		
Local DRRM Officer I	11	1
Local DRRM Assistant	8	2
Capacity Development and Knowledge Management Section		
Capacity Building and Training Development Unit		
Local DRRM Officer II	15	1
Local DRRM Assistant	8	2
Administrative Services and Operations Support Division		
Administrative Aide VI (Clerk III)	6	1
Administrative Aide IV (Driver II)	4	1
General Services Section		
Administrative Officer II (Administrative Officer I)	11	1
Warehouse Operations		
Administrative Officer I (Supply Officer I)	10	1
Administrative Assistant II (Property Custodian)	8	1
Administrative Aide VI (Storekeeper II)	6	2
Transport and Fleet Management Unit		
Administrative Officer II (Administrative Officer I)	11	1
Administrative Aide VI (Mechanic II)	6	1
Human Resource and Records Management Section		
Administrative Assistant II (Administrative Assistant)	8	1
TOTAL		55



SECTION 8. QUALIFICATIONS. – The qualifications, duties, and responsibilities of the newly created positions under the Quezon City Disaster Risk Reduction and Management Department (QCDRRMD) shall be in accordance with the Civil Service Commission (CSC) Qualification Standards Manual and applicable government guidelines. The QCDRRMD shall ensure that appointees meet all necessary eligibility, education, experience, and training requirements, and that the assigned functions are aligned with the mandates of Republic Act No. 10121.

SECTION 9. COMPENSATION AND BENEFITS. – Personnel of the QCDRRMD shall be entitled to receive additional compensation and benefits consistent with existing laws, rules, and regulations, including but not limited to:

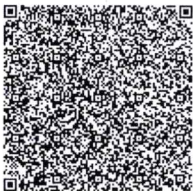
- (a) **Overtime Pay** – In recognition of the Department’s 24/7 operations and the exigency of disaster-related functions, all shall be entitled to overtime compensation.
- (b) **Hazard Allowance** – Due to the inherently high-risk nature of disaster risk reduction and management work, all personnel shall be entitled to hazard allowances.

SECTION 10. APPROPRIATION. – The initial funding requirements for the salaries, benefits, and other personnel services (PS) costs, as indicated below, for the newly created plantilla positions shall be charged against available funds of the Quezon City Government, subject to existing budgeting, accounting, and auditing rules and regulations.

Tranche	Personnel Services Cost
Tier 1	Php47,504,359.80
Tier 2	Php32,801,214.46
TOTAL	Php80,305,574.26

SECTION 11. IMPLEMENTATION. – The QCDRRMD, in coordination with the Human Resource Management Department (HRMD), the City Budget Department, and other relevant offices, shall undertake the necessary steps to implement this Ordinance. This includes initiating recruitment processes, updating the staffing pattern, and submitting the revised plantilla for approval by the Civil Service Commission.

(Handwritten signatures and marks are present below the text, including a large '6' on the right and various initials and marks on the left and bottom center.)



SECTION 12. SEPARABILITY CLAUSE. – If any part of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining parts hereof which are unaffected by the declaration shall continue in full force and effect.

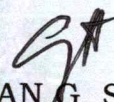
SECTION 13. REPEALING CLAUSE. – All ordinances, rules and regulations or parts thereof, which are in conflict with the provisions in this Ordinance are hereby deemed repealed or modified accordingly.

SECTION 14. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: December 10, 2025.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on December 10, 2025, was Reverted to Second Reading on February 11, 2026, and was PASSED on Third/Final Reading on February 23, 2026.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: JUN 22 2026


MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:


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