



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-081

29th Regular Session

ORDINANCE NO. SP- **3498**, S-2026

**AN ORDINANCE REQUIRING THE IDENTIFICATION AND ROLE-MAPPING
OF ESSENTIAL PERSONNEL ACROSS ALL QUEZON CITY DEPARTMENTS
DURING WORK SUSPENSIONS**

*Introduced by Councilors SHAIRA "Shay" L. LIBAN and
JOSEPH JOE VISAYA*

*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, Aiko
Melendez, Alfred Vargas, MPA, Karl Edgar Castelo, 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 1987 Philippine Constitution mandates the
State to promote a just and dynamic social order that will ensure
the prosperity and independence of the nation and free the
people from poverty through policies that provide adequate social
services;*



WHEREAS, the Local Government Code of 1991 mandates the local government units (LGUs) to provide essential services on social welfare, health, infrastructure, disaster risk reduction and management, peace and order, sanitation, tourism which are devolved to LGUs to ensure efficient delivery and promote local development;

WHEREAS, Section 16 of the Local Government Code of 1991 specifies the General Welfare wherein every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

WHEREAS, the essential service personnel within a local government unit in the Philippines include Mandated and Essential Personnel;

WHEREAS, there is a need to identify the Essential Personnel and train them for Disaster Risk and Preparedness to strengthen the Quezon City Government's Resilience;

WHEREAS, the effectiveness of essential services depends not only on the designation of personnel but on their specialized preparedness for specific types of disasters and operational interruptions;

WHEREAS, an institutionalized coordination between human resource management and disaster risk offices is necessary to ensure that the list of essential personnel remains current and that their training is aligned with the City's Hazard, Vulnerability, and Risk Assessment (HVRA).

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 Essential Services and Personnel Preparedness Ordinance."

SECTION 2. DECLARATION OF POLICY. – It is the policy of the Quezon City Government to identify the Essential Personnel who have vital roles in providing continuous, more effective, and responsive services in a timely manner to its constituents.

9

✓

X

9

6



SECTION 3. OBJECTIVES. – This Ordinance aims to provide continuous and uninterrupted essential services to the Quezon City Residents, equip the Essential Services Personnel with Disaster Risk Preparedness, and to ensure the continuous delivery of essential public services, particularly during calamities, disasters, and other instances when regular work is suspended, in order to safeguard the welfare, safety, and needs of its constituents.

SECTION 4. DEFINITION OF TERMS. – For purposes of this Ordinance, the following terms shall mean:

- (a) *Essential Services* – Services that are vital to public safety, health, welfare, and order, which must continue during calamities, disasters, or other emergencies;
- (b) *Essential Personnel* – Employees of the Quezon City Government who are designated to perform duties necessary for the delivery of essential services during suspended work days; and
- (c) *Suspended Work Days* – Days when regular government operations are suspended due to calamities, disasters, emergencies, or other causes as declared by competent authorities.

SECTION 5. INSTITUTIONAL COORDINATION MECHANISM. – There is hereby established a formal coordination mechanism between the Human Resources Management Department (HRMD) and the Quezon City Disaster Risk Reduction and Management Office (QCDRRMO) for the following purposes:

- (a) **Annual Personnel Audit:** Every first quarter of the year, the HRMD and the QCDRRMO shall conduct a joint audit of all departments to identify and update the list of Essential Personnel based on current staffing and the City's disaster contingency plans;
- (b) **Validation of Roles:** The QCDRRMO shall validate the "Role Descriptions" provided by department heads to ensure they align with the Incident Command System (ICS) and emergency protocols of the City; and



- (c) **Database Management:** The HRMD shall maintain a centralized, digital database of all designated Essential Personnel, which shall be accessible to the Office of the City Mayor and the QCDRRMO during emergencies.

SECTION 6. MANDATE TO IDENTIFY ESSENTIAL PERSONNEL. – All departments and offices of the Quezon City Government are hereby mandated to identify their respective Essential Services and the corresponding Personnel required to maintain them.

The identification shall consider, but not be limited to, the following sectors:

- (a) Local Governance and Mandated Statutory Roles;
- (b) Public Health and Sanitation;
- (c) Social Welfare and Development;
- (d) Disaster Risk Reduction and Emergency Response;
- (e) Public Safety, Peace and Order;
- (f) Critical Infrastructure and Public Works; and
- (g) Financial Services (Treasury, Budget, and Accounting).

SECTION 7. AUTHORITY TO DEFINE ROLES AND DESCRIPTIONS. – In lieu of a fixed list within this Ordinance, the City Mayor is hereby authorized to issue an Executive Order (EO) or approve the Implementing Rules and Regulations (IRR) that shall:

- (a) define the specific positions, categories, and numbers of Essential Personnel per department;
- (b) establish the specific roles, responsibilities, and “Role Descriptions” for said personnel during suspended work days;
- (c) provide for a mechanism to update this list periodically to reflect changes in organizational structure or emerging public needs; and
- (d) establish the protocols for mobilization during suspended work days.



SECTION 8. ADAPTIVE DISASTER PREPAREDNESS AND TRAINING. – The QCDRRMO, in coordination with the HRMD, shall develop and implement a Mandatory Essential Personnel Preparedness Program. This program shall include:

- (a) **Hazard-Specific Training:** Training modules tailored to the type of interruption, including but not limited to:
 - (1) Natural Hazards: Flood response, earthquake safety, and typhoon protocols;
 - (2) Health Emergencies: Infection control and biosafety protocols; and
 - (3) Technical or human-made Interruptions: Fire safety, power or communication disruption, and civil unrest;
- (b) **Role-Specific Training:** Specialized training based on the Personnel's function (e.g., emergency procurement for finance officers, or debris management for public works personnel); and
- (c) **Regular Drills:** Inclusion of Essential Personnel in regular tabletop exercises and functional drills to test the continuity of operations.

SECTION 9. DEPARTMENTAL RESPONSIBILITY. – Every department head shall ensure that their designated Essential Personnel are accounted for and have undergone the required training as prescribed by the QCDRRMO. Failure to identify or update the list of personnel annually shall be subject to administrative review by the City Administrator.

SECTION 10. PROVISION OF INFORMATION. – Upon the finalization of the annual list and roles, the City Administrator shall issue a memorandum circular to all departments. This circular shall serve as the official notice to the employees of their designation and their specific duties during work suspensions.

SECTION 11. FUNDING. – The funding for the training and institutionalization of this mechanism shall be sourced from the City's Local Disaster Risk Reduction and Management Fund (LDRRMF) and/or the General Fund, subject to existing accounting and auditing rules.

SECTION 12. SEPARABILITY CLAUSE. – If any part or provision of this Ordinance is declared unconstitutional or invalid, the remaining sections shall not be affected and shall continue to be in full force and effect.

9

1

X

7



SECTION 13. REPEALING CLAUSE. – All ordinances, rules and regulations inconsistent herewith are hereby repealed or modified accordingly.

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

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 April 13, 2026, and was PASSED on Third/Final Reading on April 20, 2026.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: JUL 09 2026


MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:


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



