



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-165

47th Regular Session

ORDINANCE NO. SP- **3505**, S-2026

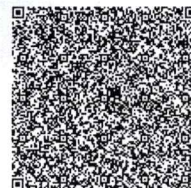
AN ORDINANCE ESTABLISHING THE RESEARCH DEVELOPMENT AND PLANNING DIVISION (RDPD) UNDER THE SOCIAL SERVICES DEVELOPMENT DEPARTMENT (SSDD) OF QUEZON CITY, CREATING TWO (2) SECTIONS CONSISTING OF THIRTEEN (13) PLANTILLA POSITIONS, SUBJECT TO ALL LEGAL AND EXISTING LAWS, RULES AND REGULATIONS, AND APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

Introduced by Councilor JOSEPH JOE VISAYA

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Bernard R. Herrera, 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, Ranulfo "Tatay Rannie" Z. Ludovica, Albert Alvin "Chuckie" L. Antonio III, 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, 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, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, Jose Maria "Mari" M. Rodriguez, and Jhon Angelli "Sami" C. Neri

WHEREAS, Section 16 of the Local Government Code of 1991 (Republic Act No. 7160), otherwise known as the General Welfare Clause, empowers local government units (LGUs) to ensure and support the health, safety, and general welfare of their constituents, particularly through responsive social welfare and development programs;

WHEREAS, Section 17 of the same Code mandates LGUs to be the primary providers of basic services and facilities, including those related to social welfare, particularly for the disadvantaged, marginalized, and vulnerable sectors of society;



WHEREAS, there is a growing demand for the institutionalization of data-driven governance and results-based management in local government planning and programming, in line with the principles of Executive Order No. 2, S. 2016 (Operationalizing Freedom of Information);

WHEREAS, pursuant to DBM Budget Circular No. 2013-5 on Rationalization of Government Positions and CSC Memorandum Circular No. 3, s. 2001, LGUs are encouraged to institutionalize proper planning, monitoring, and evaluation systems and provide adequate human resources for effective governance;

WHEREAS, the Department of the Interior and Local Government (DILG), through its Local Governance Performance Management System (LGPMs) and the Seal of Good Local Governance (SGLG), emphasizes the importance of evidence-based planning, monitoring, evaluation, and transparent public communication as key performance areas for LGUs;

WHEREAS, the Social Services Development Department (SSDD) of Quezon City continues to expand its services to cater to a broader and more complex range of clientele across the City, thereby necessitating a dedicated unit to oversee research, planning, program development, and public information efforts to ensure timely, relevant, and policy-informed interventions.

NOW, THEREFORE,

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

SECTION 1. TITLE. – This Ordinance shall be known and cited as the “Research Development and Planning Division (RDPD)” directly under the supervision of Social Services Development Department (SSDD).

SECTION 2. ESTABLISHMENT. – Hereby created under the SSDD is a Research Development and Planning Division (RDPD), which shall be responsible for the conduct of research, formulation of policies and development plans, monitoring and evaluation of programs, and implementation of internal and external communication strategies of the Department.

SECTION 3. DEFINITION OF TERMS. – For purposes of this Ordinance, the following terms shall be defined as follows:

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- a. *Social Services Development Department (SSDD) – refers to the Department of the Quezon City Government mandated to develop, implement, and monitor social welfare and development programs aimed at improving the quality of life of vulnerable and marginalized sectors in the City.*
- b. *Research Development and Planning Division (RDPD) – refers to the newly-created Division under the SSDD responsible for the conduct of research, planning, policy formulation, program monitoring and evaluation, and public information management to support evidence-based decision making and responsive program delivery.*
- c. *Strategic Planning – refers to the process of defining the SSDD's direction and making informed decisions on allocating resources to pursue its goals and objectives based on data and performance indicators.*
- d. *Program Monitoring and Evaluation (M&E) – refers to a systematic process of collecting, analyzing, and using information to track the progress of programs, assess their effectiveness and impact, and inform future planning and resource allocation.*
- e. *SSDD Benefit Tracker – refers to a centralized database and digital tool utilized by the SSDD to record, track, and analyze the services delivered, beneficiaries served, and outcomes achieved by the SSDD's various programs.*
- f. *Information, Education, and Communication (IEC) Campaigns – refer to activities and strategies designed to disseminate accurate and timely information to internal and external stakeholders to increase awareness, understanding, and participation in government programs and services.*

SECTION 4. FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF THE RESEARCH DEVELOPMENT AND PLANNING DIVISION (RDPD). – The RDPD shall have the following duties and responsibilities:

A. Research and Development

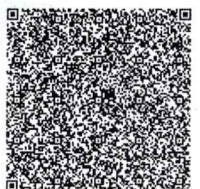
- (1) *Conduct needs assessments to informed policy formulation and program innovation;*
- (2) *Process and analyze data collected through the SSDD Benefit Tracker and other databases to ensure evidence-based program design;*

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(3) Undertake impact assessments and case studies in line with the City’s performance measurement and development goals.

B. Planning and Policy Formulation

Lead the formulation of the SSDD Strategic Plan and ensure alignment with the Quezon City Comprehensive Development Plan (CDP), among others.

C. Public Information and Communication

- (1) Develop and implement information, education, and communication (IEC) campaigns;
- (2) Manage SSDD’s social media platforms.

SECTION 5. STAFFING, SECTIONS, FUNCTIONS, AND RESPONSIBILITIES. – The RDPD shall be composed of new plantilla positions.

5.1 SENIOR STAFF

Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing and Proposed)
Planning Officer V	24	0	1	1
Planning Officer IV	22	0	1	1
Immediate Staff				
Administrative Assistant II (Clerk IV)	8	0	1	1
TOTAL			3	3

Functions of the Proposed New Plantilla Positions:

A. Planning Officer V (SG-24)

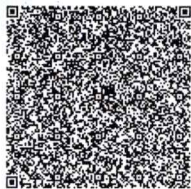
- (1) General Functions: Lead the RDPD; formulate major policies; and oversee planning, research, evaluation, and public communication of the SSDD.

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(2) Specific Functions and Duties:

- (a) Direct and supervise the implementation of RDPD;*
- (b) Approve and review strategic plans and policies of the SSDD;*
- (c) Represent the RDPD in inter-agency and public engagements;*
- (d) Evaluate consolidated reports from other Divisions of the SSDD for executive perusal of the Department Head; and*
- (e) Perform other related tasks as may be assigned.*

B. Planning Officer IV (SG-22)

- (1) General Functions: Assist in the management of the RDPD; and provide technical guidance to the two (2) newly-created Sections namely Research and Planning Section and Education, Information and Communication Section.*
- (2) Specific Functions and Duties:*
 - (a) Coordinate day-to-day activities of the RDPD;*
 - (b) Supervise the Research and Planning Section and the Education, Information and Communication Section;*
 - (c) Review technical outputs from all other Divisions of the SSDD;*
 - (d) Draft policy recommendations for perusal and/or approval of the Department Head; and*
 - (e) Perform other related tasks as may be assigned.*

C. Administrative Assistant II (Clerk IV) (SG-8)

- (1) General Function: Provide clerical and administrative support to the RDPD.*

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(2) Specific Functions and Duties:

- (a) Coordinate with the Administrative Division of all administrative functions or concerns of the RDPD pertinent to supplies, records, employees' benefits, etc.;
- (b) Record incoming and outgoing communications;
- (c) Maintain file management systems;
- (d) Process logistics and documentation for trainings, events, and benefit claims; and
- (e) Perform other related tasks as may be assigned.

5.2 SECTIONS

5.2.1. Research and Planning Section – This Section shall oversee the actual conduct of the overall development or formulation of plans or measures for the enhancement of program and service delivery, consolidation and preparation of accomplishment reports, conduct of proper monitoring, evaluation and review, conduct of research and planning of the collective data of the Department, from SSDD Benefit Tracker among others.

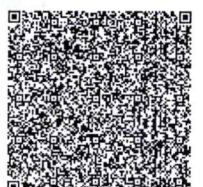
Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing and Proposed)
Planning Officer III	18	0	1	1
Planning Officer II	15	0	1	1
Planning Officer I	11	0	1	1
Administrative Assistant III (Computer Operator II)	9	0	2	2
Administrative Aide IV (Clerk II)	4	0	1	1
TOTAL		0	6	6

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Functions of the Proposed New Plantilla Positions:

A. Planning Officer III (SG-18)

- (1) General Functions: Serve as the Section Head, leading the formulation, implementation, monitoring, and evaluation of plans and programs aimed at enhancing the Department's service delivery; provide technical guidance in research, planning, and performance evaluation activities; and consolidate and analyze data from the SSDD Benefit Tracker and other sources to support informed decision-making processes.*
- (2) Specific Functions and Duties:*
 - (a) Lead the development and implementation of strategic plans and programs that align with the Department's objectives;*
 - (b) Establish and oversee SSDD Benefit Tracker and other related systems for monitoring and evaluating the effectiveness of programs and projects;*
 - (c) Ensure the consolidation and analysis of data from various sources, including the SSDD Benefit Tracker, to support informed planning and decision-making;*
 - (d) Prepare comprehensive reports and documentation on program performance and outcomes; and*
 - (e) Perform other related tasks as may be assigned.*

B. Planning Officer II (SG-15)

- (1) General Functions: Assist the Section Head in planning, research, and monitoring functions; review, evaluate, and consolidate planning and program data; and support data management from the SSDD Benefit Tracker and other sources to ensure accurate and timely reporting.*
- (2) Specific Functions and Duties:*
 - (a) Assist in evaluating and reviewing program performance and outcomes based on plans submitted by the concerned Division of the SSDD;*



- (b) Support the consolidation and analysis of data from various sources especially from the SSDD Benefit Tracker;
- (c) Assist in the preparation of reports of the Research and Planning Section and documentation on program performance;
- (d) Coordinate with internal and external stakeholders to gather data and feedback for program improvement; and
- (e) Perform other related tasks as may be assigned.

C. Planning Officer I (SG-11)

- (1) *General Functions: Conduct research and analysis on topics relevant to planning, policy development, and service delivery enhancement; and assist in data collection, validation, and processing from the SSDD Benefit Tracker and other departmental sources to support monitoring and planning functions.*
- (2) *Specific Functions and Duties:*
 - (a) *Conduct research and analysis on topics relevant to planning and policy development;*
 - (b) *Assist in the collection, validation, and processing of data from various sources especially from the SSDD Benefit Tracker;*
 - (c) *Be responsible for the preparation of reports and documentation on research findings and identify areas for improvement in planning and monitoring processes; and*
 - (d) *Perform other related tasks as may be assigned.*

D. Administrative Assistant III (Computer Operator II) (SG-9)

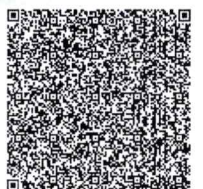
- (1) *General Functions: Encode and process data from the data benefit tracking systems for incoming and outgoing communications and documents used for monitoring status and action taken.*

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(2) *Specific Functions and Duties:*

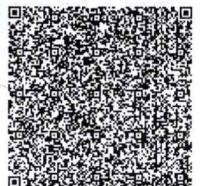
- (a) *Prepare, draft, encode, and print correspondences, memoranda, presentation, accomplishment reports, and other forms of documentation;*
- (b) *Maintain and update database of office reports and records to ensure that there is an inventory of available sources or documents which can be used as references;*
- (c) *Operate the computer for data encoding, processing, and organizing computer files;*
- (d) *Monitor systems for errors or problems and perform routine maintenance tasks to ensure proper function; and*
- (e) *Perform other related tasks as may be assigned.*

E. *Administrative Aide IV (Clerk II) (SG-4)*

- (1) *General Functions: Perform basic clerical, administrative, and support tasks essential to the efficient operation of the Research and Planning Section; handle recording and filing of communications; assist in the preparation of documentary requirements related to employee benefit claims; and support daily office operations and document management.*

(2) *Specific Functions and Duties:*

- (a) *Maintain and organize incoming and outgoing communications and files;*
- (b) *Assist in the preparation of documentary requirements for employee benefits and administrative documents;*
- (c) *Provide support to the Section in encoding, photocopying, filing, and dispatching of documents; and*
- (d) *Assist in logistical and clerical requirements during planning, research, and reporting activities.*



5.2.2. Education, Information and Communication Section – This Section shall be responsible for the preparation, management, and dissemination of official information within the Department and to the public. It shall ensure timely, accessible, and accurate communication across various platforms. The Section also manages the Department’s public information strategies, including media relations, digital presence, and information campaigns.

Position Title	Salary Grade	Number of Existing Position	Proposed New Plantilla Position	Total Number of Position (Existing and Proposed)
Administrative Officer V (Information Officer III)	18	0	1	1
Administrative Officer IV (Information Officer II)	15	0	1	1
Administrative Officer II (Information Officer I)	11	0	1	1
Administrative Aide IV (Clerk II)	4	0	1	1
TOTAL		0	4	4

Functions of the Proposed New Plantilla Positions:

A. Administrative Officer V (Information Officer III) (SG-18)

- (1) General Functions: Serve as the Section Head for the Education, Information and Communication Section; lead the development and execution of comprehensive communication and public information strategies for the Social Services Development Department; oversee content development across all platforms; manages external and internal communications; and provide direction for media relations, social media strategy, and public campaigns.
- (2) Specific Functions and Duties:
- (a) Develop communication strategies for the SSDD programs and services;
 - (b) Oversee the public information and social media presence of the SSDD;



- (c) Supervise content production and digital dissemination;
- (d) Represent SSDD in coordination meetings and public engagements; and
- (e) Perform other related tasks as may be assigned.

B. Administrative Officer IV (Information Officer II) (SG-15)

- (1) General Functions: Assist the Section Head in planning and executing content for information campaigns of the SSDD; manage the Department's social media platforms; prepare communication materials such as newsletters, speeches, visual content, press releases, and other social media materials; and develop the editorial calendar for scheduled postings aligned with program milestones and events.
- (2) Specific Functions and Duties:
 - (a) Produce and edit content for social media and other channels of the SSDD;
 - (b) Manage content calendar and other communication materials;
 - (c) Support visual and digital media initiatives;
 - (d) Coordinate with other Divisions of the SSDD units for promotional materials; and
 - (e) Perform other related tasks as may be assigned.

C. Administrative Officer II (Information Officer I) (SG-11)

- (1) General Functions: Be responsible for the writing, editing, and publishing of public information content of the SSDD; handle event coverage, photo and video documentation, and support campaign execution; and assist in the development of newsletters, press releases, and social media materials.

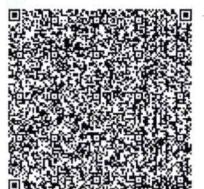
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(2) *Specific Functions and Duties:*

- (a) *Research and write press releases and feature content;*
- (b) *Cover and document events and programs;*
- (c) *Assist in executing communication plans and campaigns; and*
- (d) *Perform other related tasks as may be assigned.*

D. *Administrative Aide IV (Clerk II) (SG-4)*

- (1) *General Functions: Perform clerical and administrative duties including managing the filing system for communications, public information records, and campaign-related documentation of the Education, Information and Communication Section; and assist in the preparation of support documents, logistics for events, and administrative requirements related to employee benefits.*

(2) *Specific Functions and Duties:*

- (a) *Manage records and documents for public information initiatives;*
- (b) *Prepare and file internal and external communications;*
- (c) *Render clerical support for campaign documentation and media logistics;*
- (d) *File and prepare supporting documents for administrative claims; and*
- (e) *Perform other related tasks as may be assigned.*

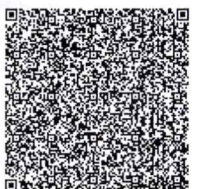
SECTION 6. ORGANIZATIONAL STRUCTURE. – The RDPD shall follow the organizational structure described in the preceding Sections as well as the illustration below which is made an integral part of this Ordinance, to wit:

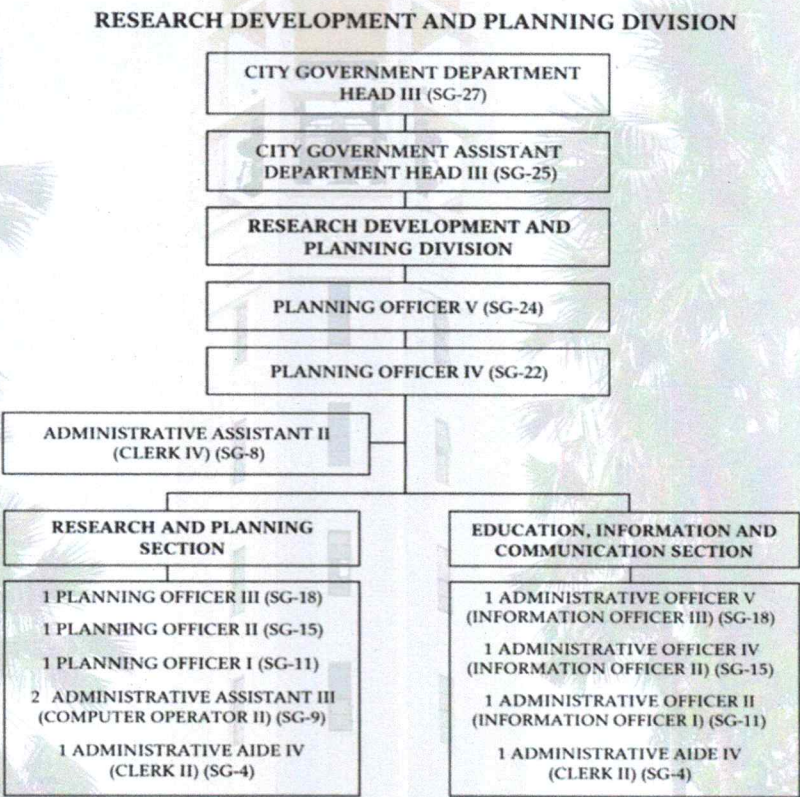
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SECTION 7. FUNDING. – The funds to cover the Personnel Services (PS) and other benefits relative to the thirteen (13) proposed plantilla positions shall be taken from the annual budget of the City. Appropriations for the Maintenance and Other Operating Expenses (MOOE) and Property, Plant and Equipment (PPE) of the RDPD shall be taken from the SSDD’s approved budget and from the annual budget of the Quezon City Government every year thereafter.

SECTION 8. QUALIFICATION STANDARDS. – The qualification standards for the abovementioned positions shall be in accordance with the Civil Service guidelines and its implementing rules and regulations.

SECTION 9. RECRUITMENT AND WORKFORCE PLAN. – The proposed positions will be filled compliant to the Civil Service Commission Policies on Merit Promotion and the CSC Resolutions on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

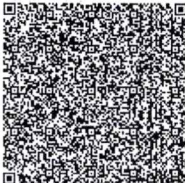
SECTION 10. IMPLEMENTING RULES AND REGULATIONS. – Within six (6) months from the effectivity of this Ordinance, the Office of the City Mayor and the SSDD shall issue the implementing rules, regulations and guidelines for the proper implementation of this Ordinance.

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SECTION 11. SEPARABILITY CLAUSE. – If any part of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

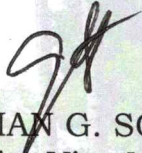
SECTION 12. REPEALING CLAUSE. – All ordinances, resolutions, or executive issuances inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 13. EFFECTIVITY. – This Ordinance shall take effect immediately upon its approval and publication in accordance with existing laws.

ENACTED: May 18, 2026.

CERTIFICATION

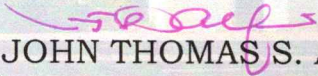
This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on May 18, 2026 and was PASSED on Third/Final Reading on June 1, 2026.


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)

