



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-178

47th Regular Session

ORDINANCE NO. SP-**3506**, S-2026

AN ORDINANCE OPTIMIZING THE CITY LEGAL DEPARTMENT OF QUEZON CITY, RATIONALIZING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DEFINING ITS FUNCTIONS AND DUTIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Introduced by Councilor ATTY. VOLTAIRE GODOFREDO
"Bong" LIBAN III

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, 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, Joseph Joe Visaya, 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, Republic Act No. 537, as amended, otherwise known as the Revised Charter of Quezon City, amending Commonwealth Act No. 502 which created the Quezon City, established the position of the City Attorney, who shall serve as the chief legal adviser of the Quezon City Government and shall exercise the powers and perform the duties as provided therein;

WHEREAS, Section 481 of Republic Act No. 7160, as amended, otherwise known as the Local Government Code of 1991, provides for the qualifications, powers, and duties of the City Legal Officer, who shall serve as the chief legal counsel of the Quezon City Government, take charge of the office of legal services, and perform such powers and functions as provided therein;



WHEREAS, upon its establishment, the City Attorney and the City Legal Department have played vital roles in providing legal service, support, and representation to the Quezon City Government, its departments, and officials, including the handling of legal disputes, reviewing ordinances and contracts, and ensuring compliance with applicable laws and regulations;

WHEREAS, as a necessary consequence of such vital roles, the workload and complexity of legal matters and cases handled by the City Legal Department have significantly increased, thereby necessitating the optimization and realignment of existing legal positions and resources to ensure the efficient and effective management of the legal affairs and processes of the Quezon City Government and its departments; thus, organizational reform should be implemented;

WHEREAS, Section 3(h) of the Local Government Code of 1991 further provides that there shall be a continuing mechanism to enhance local autonomy, not only by legislative enabling acts but also by administrative and organizational reforms;

WHEREAS, Section 458(a)(1)(viii) of the Local Government Code of 1991 provides that it is the power of the Sangguniang Panlungsod 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 to provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the City Government;

WHEREAS, Section 9 of the Civil Service Commission Memorandum Circular No. 12, S-2022, involving the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, authorizes the creation by the local government units of other offices and positions not provided under Sections 3 and 4 of the said Circular; provided, that they are the priority needs as identified by the local chief executive, the sanggunian and/or the local development councils concerned consistent with Section 17 of Republic Act No. 7160; provided, further, that the mandatory positions shall have been created; and, provided, finally, that the budgetary limitations under Section 325 of Republic Act No. 7160 have been complied with;

WHEREAS, the creation of the divisions and positions herein is justified by operational necessity, constitutes a priority need of the City Government, and is consistent with the foregoing statutory provisions and applicable budgetary limitations;

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WHEREAS, there is a necessity to initiate the rationalization process for certain existing plantilla positions, aligning them with the officially sanctioned designations as prescribed in DBM Circular No. 137, Series of 2021, for local government entities by the Department of Budget and Management (DBM);

WHEREAS, Republic Act No. 12231, otherwise known as the Government Optimization Act, declared that it is the policy of the State to promote and maintain effectiveness, efficiency, economy, equity, and ethical accountability in the government; enhance institutional capacity to improve public service delivery; and ensure the attainment of the Country's societal and economic development goals and objectives. Consistent with this, the government shall provide adequate resources to support an organization's essential role, scope, and level of governance, and minimize, if not eliminate, redundancies, overlaps, and duplications in its operations and simplify its rules and regulations, systems, and processes, while protecting the welfare of civil servants and other government workers;

WHEREAS, the organizational structure of the City Legal Department has become outdated over time; and in line with the City Mayor's directive to streamline all government operating units, there is a compelling need to optimize, reorganize and realign the Department's functions by eliminating obsolete positions, enhancing critical legal service areas, and modernizing its internal structure, to keep pace with evolving legal developments and the demands of efficient administration;

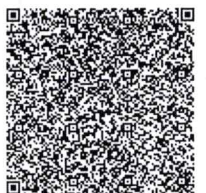
WHEREAS, the proposed optimization aims to improve the City Legal Department by enhancing its effectiveness, efficiency, and competitiveness, resulting in a performance-driven and results-oriented operation;

NOW, THEREFORE,

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

SECTION 1. OPTIMIZATION. – The City Legal Department, hereinafter referred to as the "Department," is hereby optimized and reorganized functionally and structurally in accordance with the provisions of this Ordinance. 7

SECTION 2. THE CITY ATTORNEY AND HIS/HER DUTIES AND FUNCTIONS. – The Department shall be headed by a City Legal Officer, otherwise known as the City Attorney, who shall occupy the position of City Government Department Head III. The term of the City Attorney shall be coterminous with that of the appointing City Mayor. 6

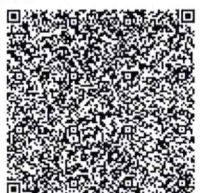


The City Attorney, as the chief legal counsel of the Quezon City Government, shall perform the following duties and functions, such as but not limited to the following:

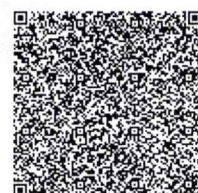
- (1) Provide legal assistance and support to the City Mayor and formulate measures for the consideration of the Sangguniang Panlungsod, as the case may be, in carrying out the delivery of basic services and provisions of adequate facilities as provided for under Section 17 of the Local Government Code of 1991;
- (2) Develop plans and strategies and, upon approval thereof by the City Mayor, as the case may be, implement the same, particularly those which have to do with programs and projects related to legal services which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide for under the Local Government Code of 1991;
- (3) Recommend measures to the Sangguniang Panlungsod and advise the City Mayor, as the case may be, on all other matters related to upholding the rule of law;
- (4) Represent the Quezon City Government or its officials in all civil actions and special proceedings wherein the City Government or any official thereof, in his/her official capacity, is a party. For this purpose, the authority of the City Attorney and the City Legal Department to represent the Quezon City Government and its officials in connection with the aforementioned actions and proceedings or any appellate and derivative actions thereof, shall include all the necessary authorities required under the rules and issuances of the Supreme Court, as well as other government branches, offices, and agencies, including, but not limited to the authority to institute, prosecute, and defend the interest of the Quezon City Government and its officials in actions or proceedings before any court, tribunal, or quasi-judicial body; to attend any hearing, mediation, conciliation, dispute resolution, preliminary, pre-trial conferences, proceedings, or other conferences; authority to enter into an amicable settlement; withdraw or cause the dismissal of actions or proceedings, whether in full or in part, when deemed in the best interest of the Quezon City Government; to submit to alternative modes of dispute resolution, and to enter into stipulations or admissions of facts and documents; and to execute and sign the certification against forum shopping and/or any verification or affidavit or any document as may be required; provided, that these authorities shall apply completely and consistently to all duties and functions of the City Attorney, the City Legal Department and its Divisions, as set forth in this Ordinance;



- (5) Review ordinances, contracts, bonds, leases, and other instruments, involving any interest of the Quezon City Government, and provide comments and recommendations on any instrument already drawn, when required by the City Mayor or the Sangguniang Panlungsod;
- (6) Render an opinion in writing on any question of law when requested to do so by the City Mayor or the Sangguniang Panlungsod;
- (7) Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office, and recommend appropriate action to the City Mayor or the Sangguniang Panlungsod, as the case may be; provided, that in investigations involving local officials or employees under the disciplinary authority of the City Mayor, the City Attorney shall have the authority to issue show cause orders, conduct preliminary and formal investigations, and submit findings and recommendations to the City Mayor for appropriate action; provided, further, that this authority to investigate shall likewise cover individuals engaged by or connected to the Quezon City Government under a contract of service, job order, or any other analogous contractual arrangement, regardless of the nomenclature or designation employed; provided, further, that this authority shall include all such powers as are necessary and incidental to the conduct of administrative investigations from its initiation until its conclusion, including but not limited to the issuance of commands or injunctions, the reception of evidence, and the preparation and submission of investigation reports; provided, finally, in cases involving elective local officials under the disciplinary authority of the Sangguniang Panlungsod, this authority to investigate shall be exercised in accordance with Sections 60 to 68 of the Local Government Code of 1991 and other applicable laws and ordinances;
- (8) Initiate and prosecute, in the interest of the Quezon City Government, any action against previous or current erring local officials and employees for neglect, misconduct, and other offenses in connection with or committed while in office under the Quezon City Government;



- (9) Enforce the orders, resolutions, and decisions in administrative cases decided by lawful authority, such as, but not limited to, the Quezon City Government, the Office of the Ombudsman, the Department of the Interior and Local Government, and the Sangguniang Panlungsod, against officials and employees of the City Government, including local barangay elective, and appointive officials, excluding district and City-level elective officials and officials directly employed in a confidential capacity by the City Mayor;
- (10) Investigate or cause to be investigated any person, firm, or corporation holding any franchise, license, permit, or exercising any public privilege for failure to comply with any term or condition in the grant of such franchise, license, permit, or privilege, and recommending appropriate action to the City Mayor or the Sangguniang Panlungsod, as the case may be;
- (11) Initiate and prosecute, in the interest of the Quezon City Government, any actions arising from any bond, lease, or other contract upon any breach or violation thereof, when directed by the City Mayor or the Sangguniang Panlungsod;
- (12) Initiate and prosecute, in the interest of the Quezon City Government, any administrative, civil, and criminal actions for violation of ordinances, laws, orders, rules and regulations;
- (13) Review and submit recommendations on ordinances approved and execute orders issued by component units;
- (14) Guarantee and monitor the effective and strict implementation and enforcement of all City ordinances, resolutions, and applicable national laws within the jurisdiction of the City; and as the circumstances may require, to carry out, implement, and facilitate compliance with the orders, directives, and other issuances of the City Government, including those of its departments, offices, and duly authorized officials;
- (15) Be in the frontline of protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of human-made or natural disasters or calamities;



- (16) Provide legal advice and assistance to qualified residents of Quezon City. A qualified resident shall refer to a bona fide resident of Quezon City whose interest is meritorious, and not in conflict with the interest of the Quezon City Government, as determined by the City Attorney. A meritorious interest shall refer to a legal matter that presents a reasonable basis in fact and law, is not frivolous or intended merely to harass or delay, and has a high likelihood of success or a valid claim or defense based on the circumstances and pieces of evidence presented; provided, that the City Attorney shall have the authority to determine the type, scope, and extent of legal services that may be extended to such qualified residents of Quezon City; provided, further, that such assistance shall be rendered under a system established by the City Attorney, as he/she may deem appropriate; provided, further, that express authority from the City Mayor is required in case legal representation will be extended to such qualified residents of Quezon City; provided, finally, that the legal services shall only be rendered to the extent that the City Legal Department's personnel resources, workload, and institutional priorities can reasonably accommodate, without impairing its ability to perform its official duties and functions;
- (17) Conduct legal outreach programs and legal missions, such as, but not limited to, legal clinics, seminars, and lectures on various laws, jail and/or prison visitations, hold open forums, and conduct seminars to raise legal awareness; for this purpose, the City Attorney is hereby authorized to enter into agreements with the Unified Legal Aid Service (ULAS) Board, the Integrated Bar of the Philippines or any of its chapters, and other entities necessary for the rendition of these services, as well as the services required by the Supreme Court on members of the Philippine Bar, and to organize, establish, and register any corporation, association, or other juridical entity, as may be necessary or appropriate, for purposes of rendering these legal services and to cause the registration thereof with the Securities and Exchange Commission, the Department of Trade and Industry, the Bureau of Internal Revenue, or such other government agencies or instrumentalities as may be required under applicable laws, rules and regulations; provided, that these legal services shall only be rendered to the extent that the City Legal Department's personnel resources, workload, and institutional priorities can reasonably accommodate, without impairing its ability to perform its official duties and functions; and



- (r) Exercise such other powers and perform such other duties and functions as may be prescribed by law, ordinance, or upon instruction of the City Mayor.

SECTION 3. ASSISTANT CITY ATTORNEYS AND THEIR DUTIES AND FUNCTIONS. – There shall be three (3) Assistant City Legal Officers, otherwise known as Assistant City Attorneys, who shall occupy the positions of City Government Assistant Department Head III.

3.1. The Assistant City Attorneys shall assist and support the City Attorney in the performance of all of his/ her duties and functions. In particular, the Assistant City Attorneys shall have the following duties and functions:

- (1) Exercise managerial and supervisory authority over the City Legal Department under the overall direction of the City Attorney;
- (2) Assist the City Attorney in formulating, implementing, and evaluating departmental policies, programs, systems, and procedures to ensure efficient delivery of legal services;
- (3) Assist the City Attorney in the preparation and implementation of the City Legal Department's annual plans, budget proposals, and accomplishment reports;
- (4) Direct, coordinate, and monitor the work of Legal Officers, Attorneys, and administrative units to ensure alignment with departmental priorities and objectives;
- (5) Review, approve, and endorse legal opinions, pleadings, contracts, ordinances, resolutions, and other major legal outputs prior to submission to the City Attorney;
- (6) Oversee the management of the City Legal Department's litigation docket, including case strategy, assignment of cases, and monitoring of case progress and compliance with deadlines;
- (7) Provide leadership in capacity-building, mentoring, and performance management of legal and administrative personnel; and
- (8) Perform other related managerial and supervisory functions as may be assigned by the City Attorney.



3.2. The Assistant City Attorneys shall manage and supervise the following Divisions of the City Legal Department under the direct control and supervision of the City Attorney:

(1) Assistant City Attorney:

(a) Legal Services Division A;

(b) Legal Services Division B.

(2) Assistant City Attorney:

(a) Legal Services Division C;

(b) Records and Information Management Division.

(3) Assistant City Attorney:

(a) Legal Services Division D;

(b) Human Resource Management Division;

(c) Finance and Property Management Division.

SECTION 4. REORGANIZED STRUCTURE. – The City Legal Department shall be structured into seven (7) divisions to effectively implement its duties and functions, and to address the needs of the City Government in streamlining the provisions of its legal and support services, consistent and aligned with the efforts on all policies and standards of the Quezon City Government. The Divisions and their respective duties and functions are as follows:

Former Structure	Reorganized Structure
(1) Trial and Investigation Division	(1) Legal Services Division A
(2) Opinion and Research Division	(2) Legal Services Division B
(3) Legal Aid and Enforcement Division	(3) Legal Services Division C
	(4) Legal Services Division D
(4) Records and Information Management Division	(5) Records and Information Management Division
(5) Administrative Division	(6) Finance and Property Management Division
	(7) Human Resource Management Division



- 4.1. **LEGAL SERVICES DIVISIONS.** – The Department shall have four (4) Legal Services Divisions, each to be headed by Division Chief (Legal Officer V). Each Legal Services Division shall perform the duties and functions under Section 2 (4) to (18) to assist the City Attorney in the performance thereof. They shall also perform such other duties and functions as may be prescribed by the City Attorney.
- 4.2. **HUMAN RESOURCE MANAGEMENT DIVISION.** – The Human Resource Management Division, headed by a Chief Administrative Officer (Human Resource Management Officer V) as its Division Chief, shall perform the following duties and functions, including, but not limited to:
- (1) Human resource management, including recruitment, hiring, onboarding, training, work assignment distribution, and performance evaluation;
 - (2) Payroll preparation, timekeeping, and administration of employee benefits, leaves, and retirement;
 - (3) Development and implementation of human resource policies, including, but not limited to, occupational safety and health, gender sensitivity, and non-discrimination, in accordance with the policies and regulations of the Quezon City Government; and
 - (4) Perform such other duties and functions as may be prescribed by the City Attorney.
- 4.3. **RECORDS AND INFORMATION MANAGEMENT DIVISION.** – The Records and Information Management Division, headed by a Chief Administrative Officer (Records Officer V) as its Division Chief, shall perform the following duties and functions, including, but not limited to:
- (1) Case management and documentation, including maintaining updated records, organizing case files, and monitoring case progress;
 - (2) Records repository, including safekeeping, indexing, and archiving of records;
 - (3) Administrative support, including processing requests for certified true copies and verifying departmental and case-related information;



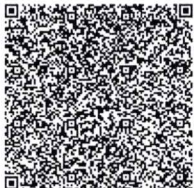
- (4) Filing system management, including receiving, logging, and routing incoming legal documents and communications; and
- (5) Perform such other duties and functions as may be prescribed by the City Attorney.

4.4. **FINANCE AND PROPERTY MANAGEMENT DIVISION.** – The Finance and Property Management Division, headed by a Chief Administrative Officer (Supply Officer V) as its Division Chief, shall perform the following duties and functions, including, but not limited to:

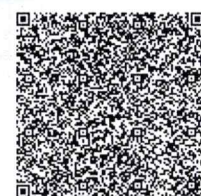
- (1) Budget management and accounting;
- (2) Procurement activities, including preparation of the project procurement management plan;
- (3) Property and supply management, along with other general administrative services; and
- (4) Perform such other duties and functions as may be prescribed by the City Attorney.

SECTION 5. ABOLITION OF EXISTING PLANTILLA POSITIONS. – To implement the optimization of the Department, the following plantilla positions are hereby abolished, which shall take effect upon their vacancy:

Item No.	Position Title	Salary Grade	Quantity
5, 19, 54	Attorney V	25	3
22-3, 22-4	Attorney II	18	2
42	Administrative Officer V (Human Resource Management Officer III)	18	1
43	Administrative Officer V (Supply Officer III)	18	1
31	Administrative Officer V (Records Officer III)	18	1
32	Computer Programmer III	18	1
44	Administrative Officer IV (Human Resource Management Officer II)	15	1
45	Administrative Officer IV (Budget Officer II)	15	1
46	Administrative Officer III (Supply Officer II)	14	1



33	Administrative Officer III (Records Officer II)	14	1
9-1, 9-2, 23-1, 23-2, 23-3, 23-4, 57-1, 57-2	Legal Researcher	13	8
3	Administrative Assistant V (Private Secretary I) (Co-Terminus)	11	1
11-1, 11-2, 59-1, 59-2	Special Investigator I	11	4
12-1, 12-2, 12-3, 12-4, 25-1, 25-2, 60-1, 60-2	Legal Assistant I	10	8
4	Administrative Assistant III (Secretary II)	9	1
36-1, 36-2	Administrative Assistant II (Administrative Assistant)	8	2
14-1, 14-2, 26-1, 26-2, 61-1, 61-2	Administrative Assistant II (Clerk IV)	8	6
37-1, 37-2	Administrative Assistant I (Computer Operator I)	7	2
15-1, 15-2, 15-3, 15-4, 27-1, 27-2, 48-1, 48-2, 62-1, 62-2	Administrative Aide VI (Clerk III)	6	10
16-1, 16-2, 16-3, 16-4	Legal Aide	5	4
17-1, 17-2, 28-1, 28-2, 38-1, 38-2, 50-1, 50-2, 63-1, 63-2	Administrative Aide IV (Clerk II)	4	10
51-1, 51-2	Administrative Aide IV (Reproduction Machine Operator II)	4	2
49-1, 49-2	Administrative Aide IV (Driver II)	4	2
52-1, 52-2, 52-3, 52-4	Administrative Aide III (Utility Worker II)	3	4
18-1, 18-2, 39-1, 39-2, 39-3, 39-4, 53-1, 53-2, 64-1, 64-2	Administrative Aide II (Messenger)	2	10
TOTAL			87



SECTION 6. RECTIFICATION OF EXISTING PLANTILLA POSITIONS. – The following existing plantilla positions shall be rectified in order to realign and conform with the reorganized structure of the City Legal Department:

Item No.	Position Title	Salary Grade	Position Title	Salary Grade
40	Chief Administrative Officer	24	Chief Administrative Officer (Supply Officer V)	24
34	Senior Administrative Assistant II (Computer Operator IV)	14	Senior Administrative Assistant II	14

SECTION 7. NEWLY-CREATED PLANTILLA POSITIONS. – In furtherance of this optimization, the following plantilla positions are hereby created in compliance with the guidelines set forth by the Department of Budget and Management and the Civil Service Commission:

Position Title	Salary Grade	Quantity
City Government Assistant Department Head III (Assistant City Attorney)	25	1
Division Chief (Legal Officer V) (Legal Services Division A to D)	24	4
Chief Administrative Officer (Human Resource Management Officer V)	24	1
Attorney IV	23	6
Supervising Administrative Officer (Supply Officer IV)	22	1
Attorney III	21	8
Senior Administrative Assistant V	18	3
Senior Administrative Assistant IV	16	4
Senior Administrative Assistant III	15	5
Senior Administrative Assistant III (Private Secretary) (Co-Terminus with the City Government Department Head III)	15	1
Senior Administrative Assistant II	14	2
Legal Assistant III	14	12
Legal Assistant II	12	2
Administrative Assistant VI (Computer Operator III)	12	5
Administrative Assistant IV (Bookbinder IV)	10	8
Administrative Assistant III (Senior Bookkeeper)	9	2
Process Server	5	19
TOTAL		84



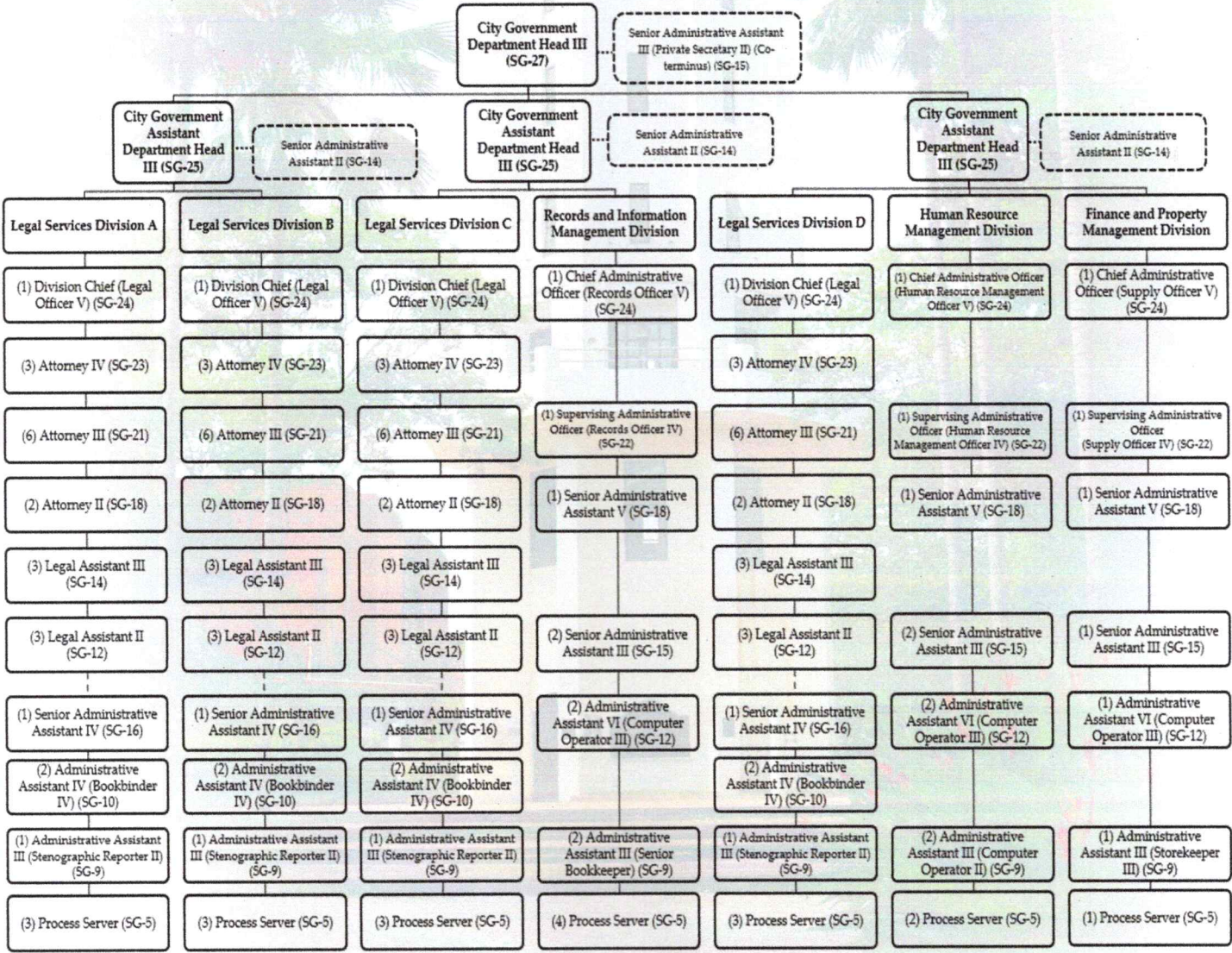
SECTION 8. SUMMARY OF ALL PLANTILLA POSITIONS. – Upon implementation of the optimization, the City Legal Department shall be composed of a revised structure, consisting of the total number of plantilla positions necessary to efficiently carry out its mandate, duties, and functions:

Position Title	Salary Grade	Quantity
City Government Department Head III (City Attorney)	27	1
City Government Assistant Department Head III (Assistant City Attorney)	25	3
Division Chief (Legal Officer V) (Legal Services Divisions A to D)	24	4
Chief Administrative Officer (Human Resource Management Officer V)	24	1
Chief Administrative Officer (Records Officer V)	24	1
Chief Administrative Officer (Supply Officer V)	24	1
Attorney IV	23	12
Supervising Administrative Officer (Human Resource Management Officer IV)	22	1
Supervising Administrative Officer (Records Officer IV)	22	1
Supervising Administrative Officer (Supply Officer IV)	22	1
Attorney III	21	24
Attorney II	18	8
Senior Administrative Assistant V	18	3
Senior Administrative Assistant IV	16	4
Senior Administrative Assistant III	15	5
Senior Administrative Assistant III (Private Secretary) (Co-Terminus with the City Government Department Head III)	15	1
Legal Assistant III	14	12
Senior Administrative Assistant II	14	3
Legal Assistant II	12	12
Administrative Assistant VI (Computer Operator III)	12	5
Administrative Assistant IV (Bookbinder IV)	10	8
Administrative Assistant III (Stenographic Reporter II)	9	4



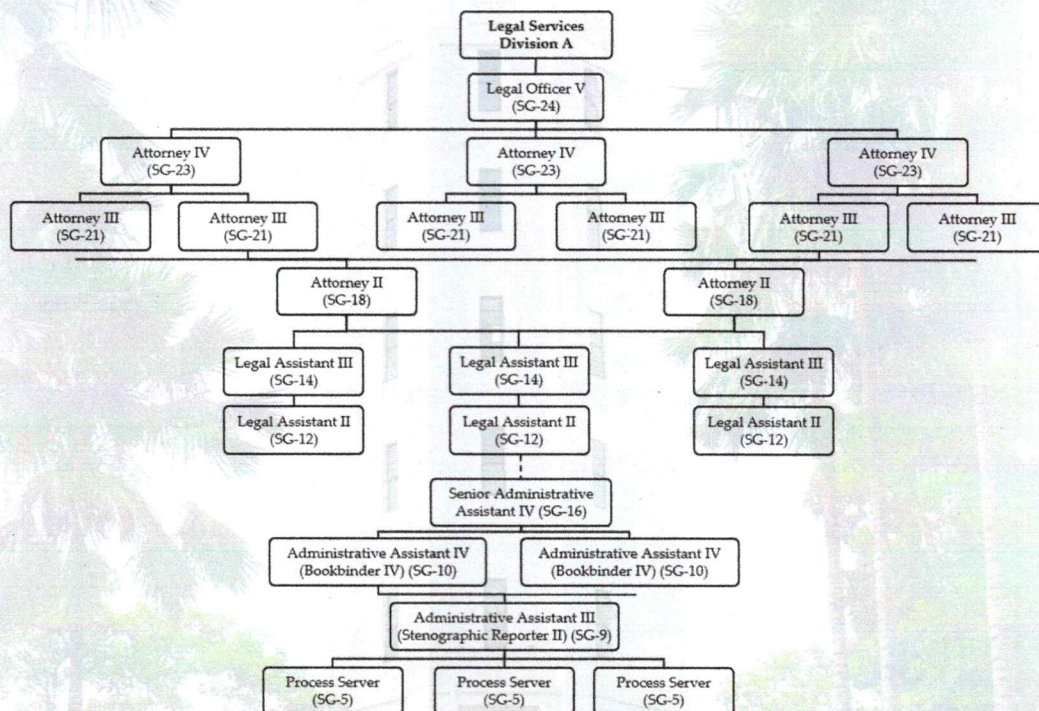
Administrative Assistant III (Senior Bookkeeper)	9	2
Administrative Assistant III (Computer Operator II)	9	2
Administrative Assistant III (Storekeeper III)	9	1
Process Server	5	19
TOTAL		139

SECTION 9. ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT. – The overall revised organizational structure of the City Legal Department is as follows:

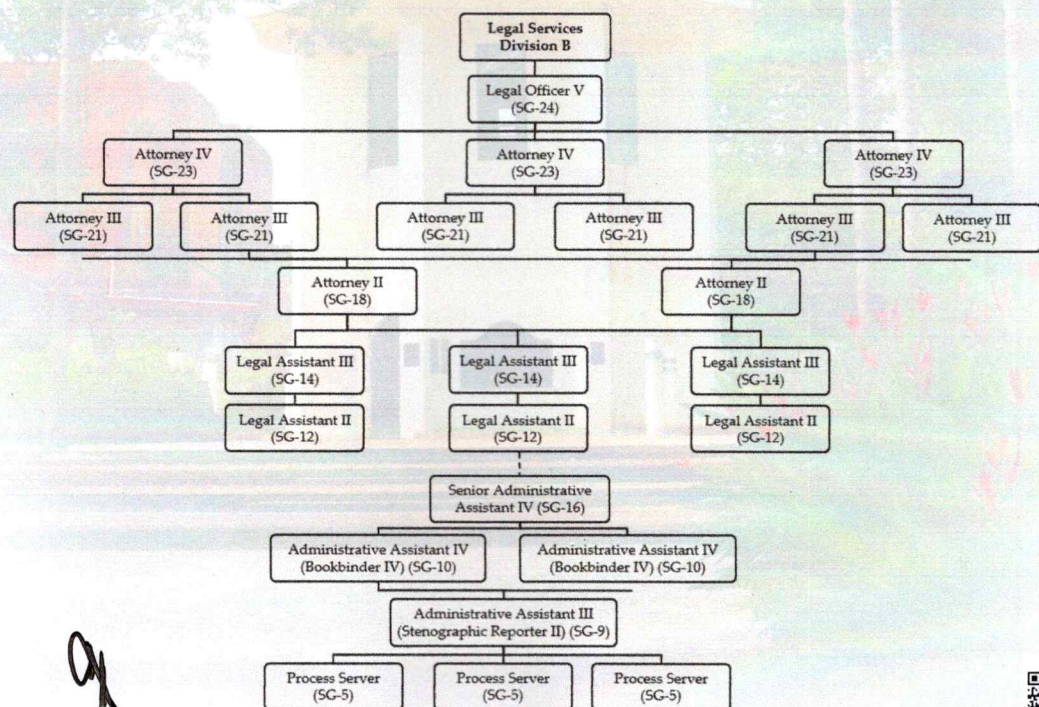


SECTION 10. ORGANIZATIONAL STRUCTURE OF THE DIVISIONS. –
The revised organizational structures of the Divisions of the City Legal Department are as follows:

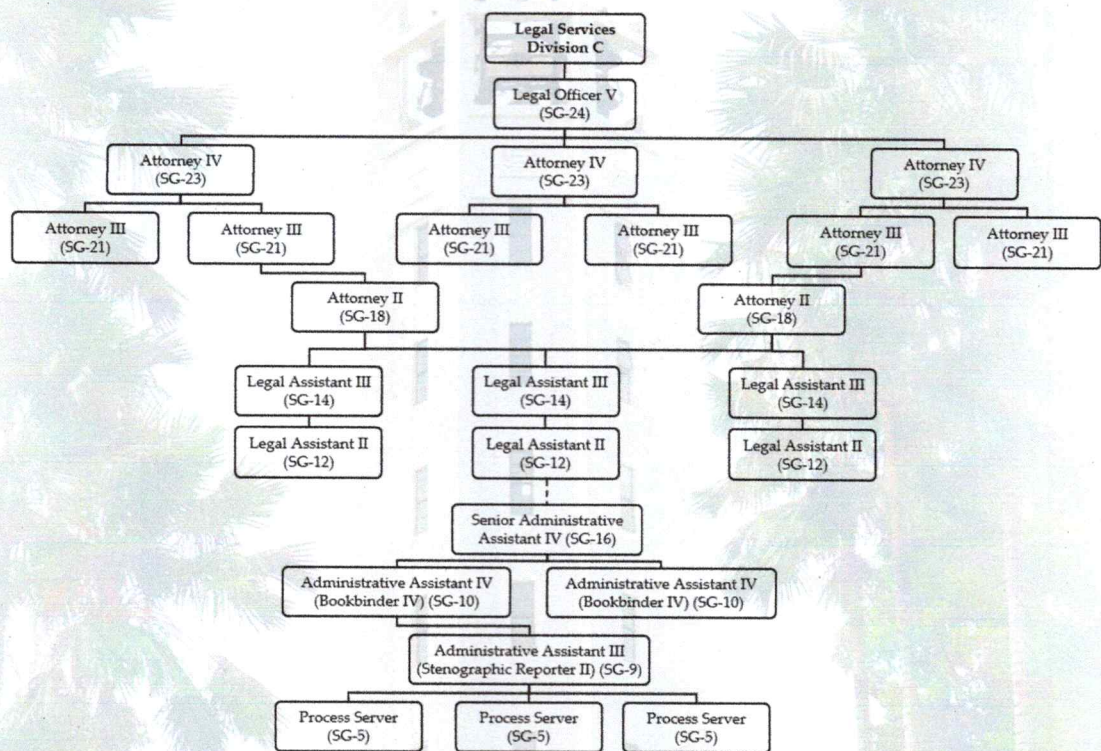
10.1. Legal Services Division A:



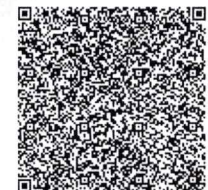
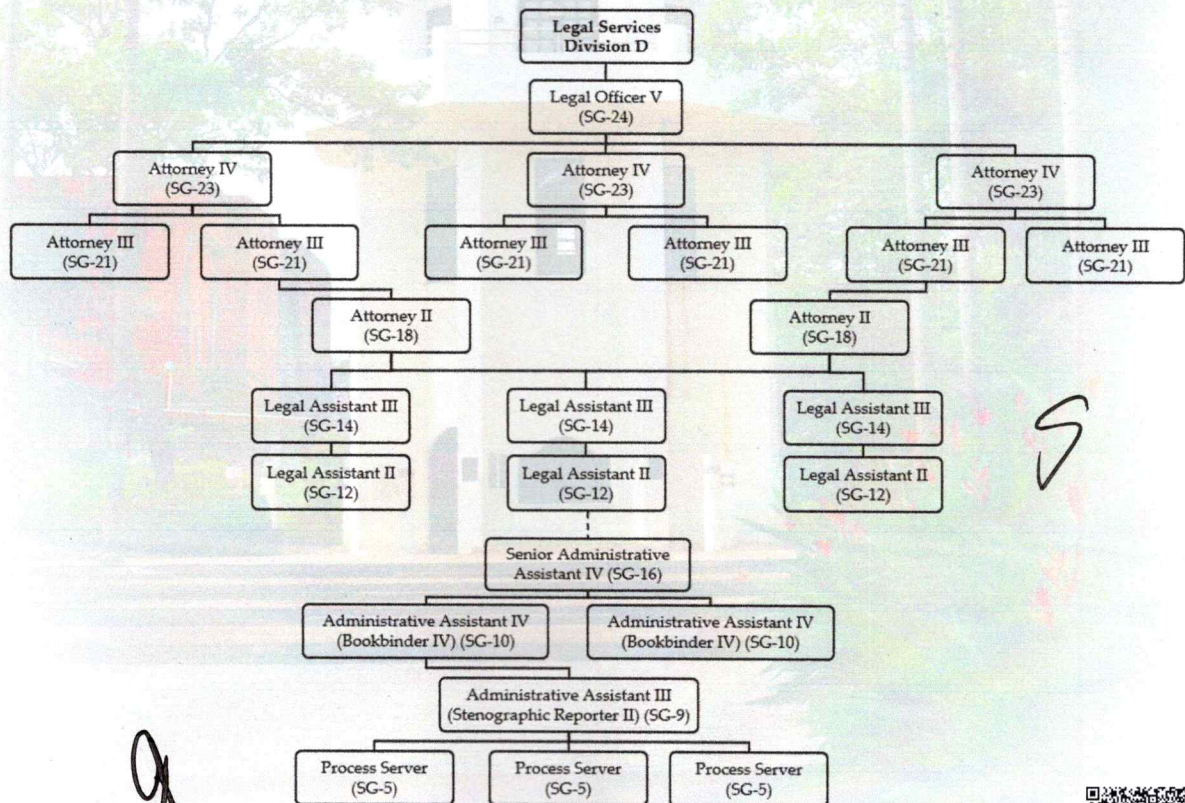
10.2. Legal Services Division B:



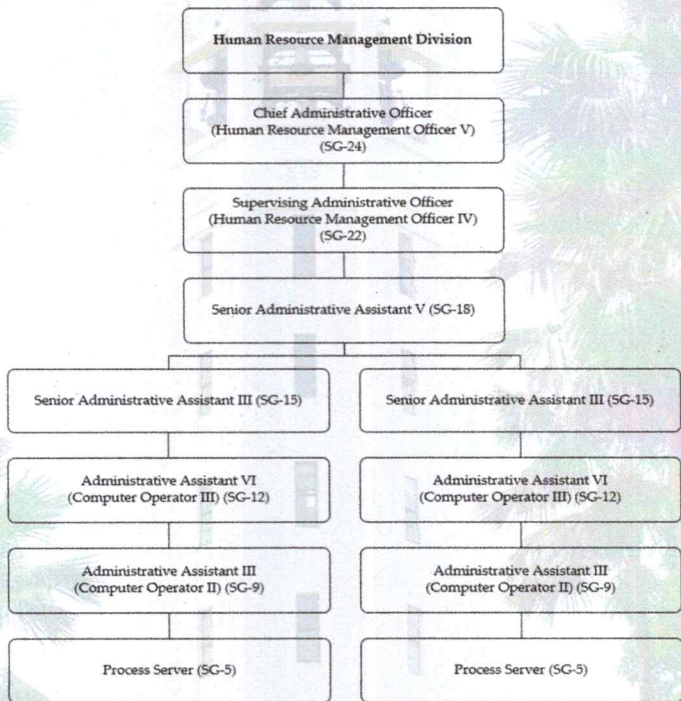
10.3. Legal Services Division C:



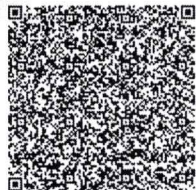
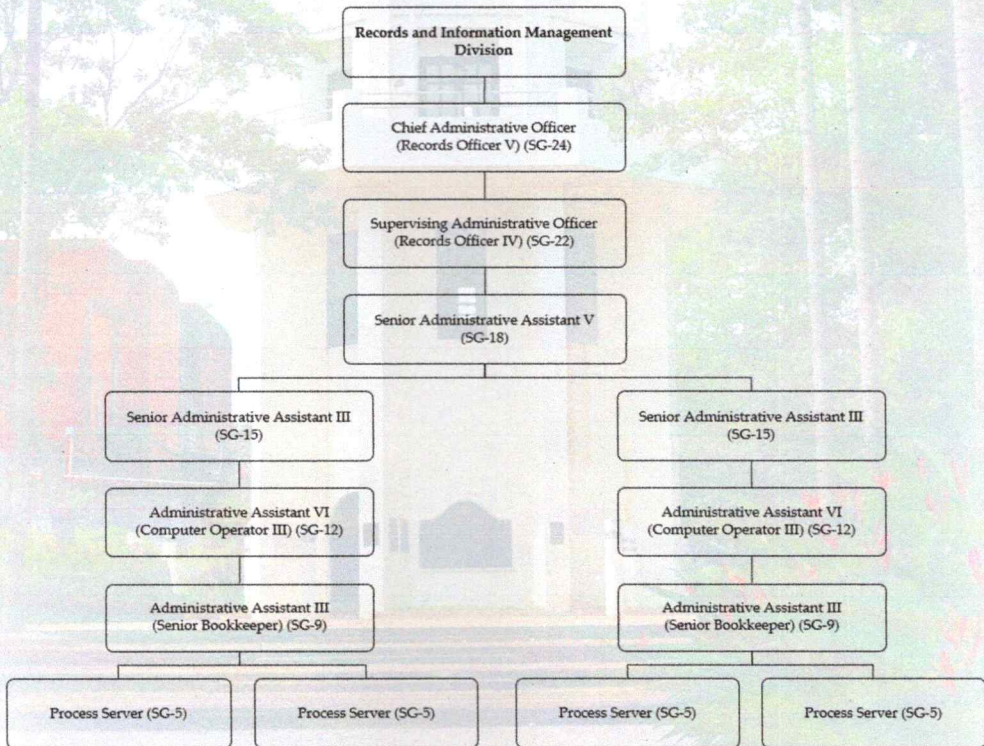
10.4. Legal Services Division D:



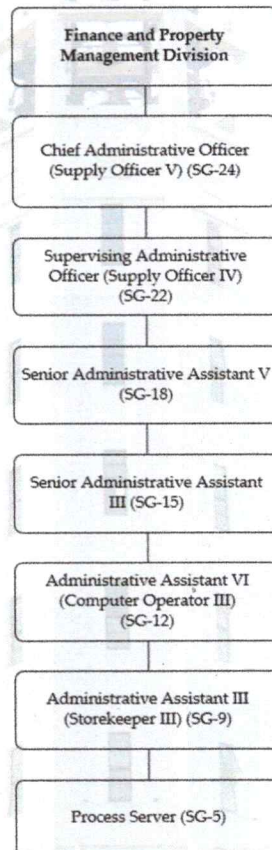
10.5. Human Resource Management Division:



10.6. Records and Information Management Division:



10.7. Finance and Property Management Division:



SECTION 11. DUTIES AND FUNCTIONS OF THE PLANTILLA POSITIONS IN EACH DIVISION. – The City Legal Department and each of its Division shall be staffed with the plantilla positions created under the preceding Sections of this Ordinance. The officials and employees appointed thereto shall discharge the duties and functions inherent to their respective positions, in accordance with this Ordinance and applicable laws, rules and regulations. In addition, the duties and functions of each plantilla position are hereby prescribed as follows:

11.1. LEGAL SERVICES DIVISIONS A, B, C, and D. –

(1) DIVISION CHIEF (LEGAL OFFICER V)

- (a) Head a Legal Services Division as its Division Chief, ensuring effective and efficient accomplishment of its goals and objectives;
- (b) Plan, program, assign, and distribute legal work among Division personnel;



- (c) Review and approve legal opinions, pleadings, contracts, and other outputs prepared by Division staff before submission or filing;
- (d) Supervise, mentor, and evaluate attorneys and support staff, maintain discipline, professionalism, and morale within the Division;
- (e) Coordinate with other Divisions, Departments, and Offices of the City Government on complex legal matters;
- (f) Assist the City Attorney and Assistant City Attorney in formulating legal strategies, policies, and procedures;
- (g) Ensure timely and proper disposition of cases and legal requests assigned to the Division;
- (h) Represent the Division in high-level meetings and policy discussions; and
- (i) Perform other functions as may be assigned.

(2) ATTORNEY IV

- (a) Draft, review, and evaluate contracts, ordinances, resolutions, and other legal documents;
- (b) Appear before courts, quasi-judicial agencies, and administrative bodies in prosecution or defense of the City's interest and its officials;
- (c) Prepare legal opinions, memoranda, pleadings, and advisory papers on referred legal issues;
- (d) Conduct legal research and analysis affecting City interests, programs, projects, and policies;
- (e) Assist in the investigation and resolution of administrative cases involving City officials and employees, among others;
- (f) Provide legal services to qualified residents of Quezon City;



- (g) Supervise Attorney III, Attorney II, and Legal Assistants in the performance of their duties; and
- (h) Perform other functions as may be assigned.

(3) ATTORNEY III

- (a) Draft, review, and evaluate contracts, memoranda of agreement, ordinances, resolutions, and other legal documents involving the Quezon City Government;
- (b) Appear before courts, quasi-judicial agencies, and administrative bodies in the prosecution or defense of the City's interest and its officials;
- (c) Prepare legal opinions, memoranda, pleadings, and advisory papers on legal issues referred by City officials and offices;
- (d) Conduct legal research and analysis on matters affecting City interests, programs, projects, and policies;
- (e) Assist in the investigation and resolution of administrative cases involving City officials and employees, among others;
- (f) Provide legal services to qualified residents of Quezon City;
- (g) Supervise Attorney II and Legal Assistants in the performance of assigned tasks; and
- (h) Perform other functions as may be assigned.

(4) ATTORNEY II

- (a) Draft, review, and evaluate contracts, memoranda of agreement, ordinances, resolutions, and other legal documents involving the Quezon City Government;
- (b) Appear before courts, quasi-judicial agencies, and administrative bodies in the prosecution or defense of the City's interest and its officials;



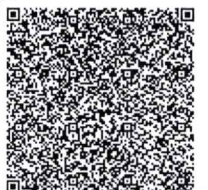
- (c) Prepare legal opinions, memoranda, pleadings, and advisory papers on legal issues referred by City officials and offices;
- (d) Conduct legal research and analysis on matters affecting City interests, programs, projects, and policies;
- (e) Assist in the investigation and resolution of administrative cases involving City officials and employees, among others;
- (f) Provide legal services to qualified residents of Quezon City; and
- (g) Perform other functions as may be assigned.

(5) LEGAL ASSISTANT III

- (a) Conduct legal research and analysis under the supervision of Attorneys;
- (b) Assist in preparing pleadings, legal documents, memoranda, and case summaries;
- (c) Maintain organized filing of case records, legal references, and official documents;
- (d) Coordinate with courts, government offices, and agencies regarding legal proceedings and submissions;
- (e) Monitor progress of cases, contracts, and other legal matters;
- (f) Provide administrative support to Attorneys in preparing reports and advisory papers; and
- (g) Perform other functions as may be assigned.

(6) LEGAL ASSISTANT II

- (a) Conduct basic legal research and gather information under the supervision of Attorneys;



- (b) Assist in preparing legal documents, pleadings, forms, and case files;
- (c) Maintain filing and record-keeping systems for case documents;
- (d) Coordinate with courts, government offices, and other agencies regarding legal proceedings and submissions;
- (e) Provide clerical and administrative support, including correspondence and document organization;
- (f) Assist in tracking deadlines, schedules, and case status; and
- (g) Perform other functions as may be assigned.

(7) SENIOR ADMINISTRATIVE ASSISTANT IV

- (a) Assist in investigations, including gathering, organizing, and analyzing information, documents, and evidence;
- (b) Prepare investigative reports and summaries for review by supervising Attorneys;
- (c) Perform advanced clerical and administrative functions for the Division;
- (d) Coordinate with other offices in support of case management; and
- (e) Perform other functions as may be assigned.

(8) ADMINISTRATIVE ASSISTANT IV (BOOKBINDER IV)

- (a) Supervise and participate in bookbinding and records preservation activities;
- (b) Ensure proper classification, binding, and safekeeping of legal documents and case files;
- (c) Maintain inventory of bound records and legal materials;



(d) Provide guidance to lower-level administrative staff in record preservation; and

(e) Perform other functions as may be assigned.

(9) ADMINISTRATIVE ASSISTANT III (STENOGRAPHIC REPORTER II)

(a) Operate stenographic and audio recording equipment to capture proceedings during court sessions, hearings, investigations, and meetings;

(b) Transcribe recorded proceedings into accurate written documents;

(c) Prepare, format, and submit transcripts;

(d) Ensure accuracy and reliability of official records; and

(e) Perform other functions as may be assigned.

(10) PROCESS SERVER

(a) File, serve, and retrieve pleadings, motions, and other legal documents in accordance with the Rules of Court, 2025 Rules on Administrative Cases, and other applicable issuances;

(b) Prepare and submit accurate returns or affidavits of filing and service;

(c) Maintain records and logs of served and unserved processes;

(d) Act as a liaison officer, transmitting and delivering documents of the City Legal Department to Offices, Divisions, and Departments of the City Government, as well as to offices, agencies, or other units of other government entities, as required; and

(e) Perform other functions as may be assigned.



11.2. HUMAN RESOURCE MANAGEMENT DIVISION. –

(1) CHIEF ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER V)

- (a) Lead and manage the Human Resource Management Division of the City Legal Department as its Division Chief;
- (b) Develop, implement, and monitor human resource policies on recruitment, selection, promotion, performance management, training, discipline, and employee relations;
- (c) Prepare, consolidate, and review personnel actions, including appointments, promotions, transfers, leaves, and other human resource-related matters;
- (d) Ensure compliance with civil service laws, rules and relevant government human resource policies;
- (e) Provide strategic guidance to management on personnel management, employee relations, and discipline;
- (f) Maintain the integrity, confidentiality, and security of all personnel records;
- (g) Coordinate with the Quezon City Human Resource Management Department and other agencies on human resource programs and policies;
- (h) Supervise and evaluate human resource staff performance, ensuring effective execution of human resource programs and services; and
- (i) Perform other functions as may be assigned.

(2) SUPERVISING ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER IV)

- (a) Supervise the implementation of human resource policies, procedures, and programs within the Division;



- (b) Review and approve human resource documentation such as leave applications, performance evaluations, promotions, disciplinary actions, and other personnel transactions;
- (c) Monitor personnel records to ensure accuracy, confidentiality, and compliance with civil service rules;
- (d) Provide guidance, instruction, and mentorship to administrative staff in executing human resource programs;
- (e) Coordinate operational human resource matters with the Human Resource Management Department;
- (f) Assist in the preparation of human resource reports, audits, and records required;
- (g) Report operational issues and recommend improvements to the Chief Administrative Officer (Human Resource Management Officer V); and
- (h) Perform other functions as may be assigned.

(3) SENIOR ADMINISTRATIVE ASSISTANT V

- (a) Provide administrative support to the Chief Administrative Officer (Human Resource Management Officer V) and Supervising Administrative Officer (Human Resource Management Officer IV);
- (b) Prepare human resource-related correspondence, reports, and official personnel documents;
- (c) Assist in human resource processes, including personnel records control, recruitment coordination, training programs, and performance management tracking;
- (d) Ensure accurate documentation and filing of human resource records in both physical and electronic systems;



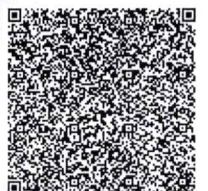
- (e) *Coordinate human resource-related tasks with other offices and divisions;*
- (f) *Support the supervision and mentoring of lower-level administrative staff in human resource procedures; and*
- (g) *Perform other functions as may be assigned.*

(4) **SENIOR ADMINISTRATIVE ASSISTANT III**

- (a) *Handle routine human resource administrative and clerical tasks, including recordkeeping and document organization;*
- (b) *Maintain incoming and outgoing personnel records, reference files, and human resource documents;*
- (c) *Assist in the retrieval, archiving, and updating of personnel records;*
- (d) *Support staff in ensuring the accuracy, accessibility, and proper documentation of human resource records;*
- (e) *Facilitate daily office operations and administrative communications; and*
- (f) *Perform other functions as may be assigned.*

(5) **ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)**

- (a) *Operate and maintain computer systems, software, and peripherals used for records management;*
- (b) *Perform data entry, database management, and electronic filing tasks;*
- (c) *Monitor system performance, perform routine maintenance, and report technical issues to the Information Technology Development Department;*
- (d) *Provide basic technical support and troubleshooting for records management systems;*



(e) Support the digitization and electronic management of records; and

(f) Perform other functions as may be assigned.

(6) ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)

(a) Encode, retrieve, and maintain data, ensuring organized filing and documentation systems in both physical and digital formats;

(b) Monitor computer systems, perform routine maintenance, and report malfunctions to Supervisors;

(c) Scan copies of documents and office communications from relevant offices;

(d) Maintain and update office databases to ensure records and reference materials are current and accessible for staff use;

(e) Provide general administrative support as needed to facilitate smooth office operations; and

(f) Perform other functions as may be assigned.

(7) PROCESS SERVER

(a) Act as a liaison officer, transmitting and delivering documents of the City Legal Department to Offices, Divisions, and Departments of the City Government, as well as to Offices, Agencies, or other Units of other Government Entities, as required;

(b) Maintain accurate records and logs of transmitted and received documents;

(c) Ensure timely and proper delivery of official documents and communications;

(d) Provide administrative and logistical support to the City Legal Department in the handling and tracking of documents; and

(e) Perform other functions as may be assigned.



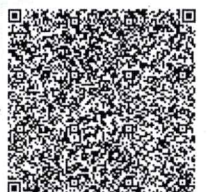
11.3. RECORDS AND INFORMATION MANAGEMENT DIVISION. –

(1) CHIEF ADMINISTRATIVE OFFICER (RECORDS OFFICER V)

- (a) Lead and manage the Records and Information Management Division of the City Legal Department as its Division Chief;
- (b) Develop, implement, and monitor policies and procedures for the creation, classification, storage, retrieval, retention, and disposal of official records;
- (c) Ensure the integrity, security, and confidentiality of all departmental records and information;
- (d) Prepare and consolidate records management reports, statistics, and documentation for management and regulatory purposes;
- (e) Provide strategic guidance and technical advice to Division personnel on records management practices, compliance, and archival requirements;
- (f) Coordinate with other relevant offices on policy and operational matters;
- (g) Supervise and evaluate the performance of records personnel, ensuring adherence to organizational standards and proper functioning of filing systems, databases, and electronic recordkeeping systems;
- (h) Represent the Division in meetings, special projects, and inter-department coordination on records management matters; and
- (i) Perform other functions as may be assigned.

(2) SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV)

- (a) Supervise day-to-day operations of records handling, including creation, classification, storage, retrieval, and disposal of official records;



- (b) Monitor and enforce compliance with internal policies, laws, and regulations on records management;
- (c) Review and approve proper records handling and filing processes;
- (d) Conduct periodic audits of filing systems and electronic records to ensure accuracy, completeness, and compliance;
- (e) Coordinate operational matters with other offices and ensure timely and accurate records transmission;
- (f) Provide technical guidance and mentorship to senior and junior administrative staff within the Division;
- (g) Report operational issues and recommend improvements to the Chief Administrative Officer (Records Officer V); and
- (h) Perform other functions as may be assigned.

(3) SENIOR ADMINISTRATIVE ASSISTANT V

- (a) Provide advanced administrative and clerical support to the Chief Administrative Officer (Records Officer V) and Supervising Administrative Officer (Records Officer IV);
- (b) Prepare records-related correspondence, reports, and official documentation;
- (c) Assist in organizing, classifying, and maintaining records for storage, retrieval, and archival purposes;
- (d) Coordinate with other offices on the transmission, retrieval, or updating of records;
- (e) Support the supervision and training of lower-level administrative staff on records handling procedures;
- (f) Ensure adherence to filing and documentation standards in daily operations; and



(g) Perform other functions as may be assigned.

(4) SENIOR ADMINISTRATIVE ASSISTANT III

(a) Handle routine administrative and clerical tasks within the Division;

(b) Organize and maintain incoming and outgoing documents, records, and reference files;

(c) Assist in document retrieval, archiving, and updates to recordkeeping systems;

(d) Support staff in ensuring accuracy, accessibility, and proper documentation of records;

(e) Facilitate daily office operations, including communications and minor administrative coordination; and

(f) Perform other functions as may be assigned.

(5) ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)

(a) Operate and maintain computer systems, software, and peripherals used for records management;

(b) Perform data entry, database management, and electronic filing tasks;

(c) Monitor system performance, perform routine maintenance, and report technical issues to the Information Technology Development Department;

(d) Provide basic technical support and troubleshooting for records management systems;

(e) Support the digitization and electronic management of records; and

(f) Perform other functions as may be assigned.

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(6) ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

- (a) Manage and maintain manual filing systems, logbooks, and reference directories;
- (b) Organize incoming and outgoing documents, ensuring accurate recording and tracking;
- (c) Update records and assist in retrieval for operational and reporting purposes;
- (d) Support the Division in general administrative functions; and
- (e) Perform other functions as may be assigned.

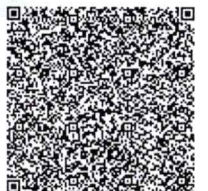
(7) PROCESS SERVER

- (a) Act as a liaison officer, transmitting and delivering documents of the City Legal Department to Offices, Divisions, and Departments of the City Government, as well as to Offices, Agencies, or other Units of other Government Entities, as required;
- (b) Maintain accurate records and logs of transmitted and received documents;
- (c) Ensure timely and proper delivery of official documents and communications;
- (d) Provide administrative and logistical support to the City Legal Department in the handling and tracking of documents; and
- (e) Perform other functions as may be assigned.

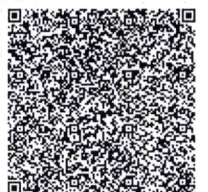
11.4. FINANCE AND PROPERTY MANAGEMENT DIVISION. –

(1) CHIEF ADMINISTRATIVE OFFICER (SUPPLY OFFICER V)

- (a) Lead and manage the Finance and Property Management Division of the City Legal Department as its Division Chief;



- (b) Develop, implement, and monitor policies and procedures for procurement, supply, inventory, and property management;
 - (c) Prepare and consolidate the Annual Procurement Plan (APP) and monitor budget utilization for departmental programs, supplies, and equipment;
 - (d) Ensure proper inventory management, accountability, safeguarding, and disposal of departmental assets;
 - (e) Provide strategic advice to management on supply planning, procurement strategies, and property control;
 - (f) Coordinate with the City General Services Department, Procurement Department, and other relevant offices on procurement and supply matters;
 - (g) Supervise all supply and property personnel and evaluate performance, ensuring compliance with auditing, reporting, and inventory control procedures;
 - (h) Perform other functions as may be assigned.
- (2) SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV)
- (a) Supervise day-to-day operations of supply, inventory, and property management;
 - (b) Oversee receipt, inspection, acceptance, storage, safeguarding, and maintenance of supplies, materials, and equipment;
 - (c) Review and approve the issuance of supplies based on approved requisitions;
 - (d) Prepare and maintain accurate records of supply transactions, and generate inventory reports;
 - (e) Conduct regular inventory audits and update property and supply records;
 - (f) Coordinate with suppliers, assist in the preparation of Procurement Plans (PPMP), and monitor procurement processes;



- (g) *Ensure proper accountability of officials and employees for issued properties;*
- (h) *Report operational issues, discrepancies, and recommendations to the Chief Administrative Officer (Supply Officer V); and*
- (i) *Perform other functions as may be assigned.*

(3) *SENIOR ADMINISTRATIVE ASSISTANT V*

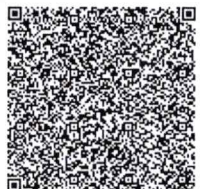
- (a) *Provide administrative and clerical support to the Chief Administrative Officer (Supply Officer V) and Supervising Administrative Officer (Supply Officer IV);*
- (b) *Prepare financial, procurement, inventory, and property-related correspondence, reports, and official documents;*
- (c) *Assist in inventory management, procurement coordination, and property control activities;*
- (d) *Ensure proper documentation, filing, and accessibility of records;*
- (e) *Coordinate supply, procurement, and property-related matters with other Offices and Divisions;*
- (f) *Support the supervision of subordinate administrative staff in recordkeeping and property control; and*
- (g) *Perform other functions as may be assigned.*

(4) *SENIOR ADMINISTRATIVE ASSISTANT III*

- (a) *Handle routine administrative and clerical tasks within the Division;*
- (b) *Maintain accurate filing and organization of incoming and outgoing records, documents, and inventory files;*
- (c) *Assist in document retrieval, archiving, and updates to inventory and procurement records;*
- (d) *Support staff in ensuring accuracy, accessibility, and proper documentation of all records;*



- (e) Facilitate daily office operations, including communications and minor administrative coordination; and
 - (f) Perform other functions as may be assigned.
- (5) ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)
- (a) Operate and maintain computer systems, software, and peripherals used for records management;
 - (b) Perform data entry, database management, and electronic filing tasks;
 - (c) Monitor system performance, perform routine maintenance, and report technical issues to the Information Technology Development Department;
 - (d) Provide basic technical support and troubleshooting for records management systems;
 - (e) Support the digitization and electronic management of records; and
 - (f) Perform other functions as may be assigned.
- (6) ADMINISTRATIVE ASSISTANT II (STOREKEEPER III)
- (a) Receive, inspect, and record incoming goods, monitor stock levels, and manage stock rotation;
 - (b) Assist in physical tagging, tracking, and inventory of assets for proper documentation and disposal;
 - (c) Ensure compliance with internal policies and safety regulations for the storage and handling of supplies and property; and
 - (d) Perform other functions as may be assigned.
- (7) PROCESS SERVER
- (a) Act as a liaison officer, transmitting and delivering documents of the City Legal Department to Offices, Divisions, and Departments of the City Government, as well as to Offices, Agencies, or other Units of other Government Entities, as required;



- (b) Maintain accurate records and logs of transmitted and received documents;
- (c) Ensure timely and proper delivery of official documents and communications;
- (d) Provide administrative and logistical support to the City Legal Department in the handling and tracking of documents; and
- (e) Perform other functions as may be assigned.

SECTION 12. CONDITIONS AND LIMITATIONS. – The reorganization must observe the following:

- (1) The reorganization must not result in the dismissal or demotion of employees;
- (2) In order to abolish the existing plantilla positions under Section 5 of this Ordinance, the unfilled plantilla positions shall be offered for abolition. However, for filled positions, the abolition shall take effect only upon their vacancy, and shall be strictly made in accordance with the civil service law, rules and regulations. As such, the filled plantilla positions offered for abolition shall be marked as Co-Terminus with the Incumbent;
- (3) In cases where abolished plantilla positions are still being occupied, the appointed employees therein shall continue to perform their duties and functions under the Division created by this Ordinance that assumes, or is most closely related to, their original duties and functions; and
- (4) Existing employees of the Department shall be prioritized in the filling of the vacant positions commensurate with their qualifications. They shall also retain their step adjustments.

SECTION 13. INTERIM SPECIAL OPERATIONS DIVISION. – The Interim Special Operations Division is hereby constituted to perform such duties and functions as may be prescribed by the City Attorney in relation to the special concerns of the City. For this purpose, special concerns shall refer to non-routine, high-priority, or time-sensitive legal issues, assignments, investigations, enforcement initiatives, or projects of the City which require immediate legal action, close coordination, and direct supervision of the City Attorney, outside the ordinary, regular, and recurring functions of the permanent Divisions.

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The Interim Special Operations Division shall be composed of the positions of Attorney V, which are slated for abolition, for as long as the said positions remain occupied. Upon the abolition of all of the said positions, the Interim Special Operations Division shall be deemed automatically dissolved.

SECTION 14. DEPARTMENT SEAL. – The City Legal Department shall carry in all its official communications, issuances, and directives the symbol as its official seal, described as follows:



“The official seal shall be circular with a blue border inscribed with ‘CITY LEGAL DEPARTMENT’ and ‘QUEZON CITY.’ At the center is the Quezon Memorial Monument, flanked by a golden balance scale symbolizing justice and equity. In front of the monument is a sword with a golden fountain pen nib as its hilt, signifying the authority and primacy of the rule of law. Behind the monument is a shield in blue and red, representing the Department’s mandate to defend and uphold the interests of the City. A laurel wreath encircles the monument, representing legal wisdom and honor.”

SECTION 15. APPROPRIATIONS. – The salaries and other benefits of newly-created plantilla positions of the City Legal Department shall be taken from the General Fund of the Annual Budget of the Quezon City Government and shall thereafter be included in the annual appropriations for the succeeding years.

SECTION 16. SEPARABILITY CLAUSE. – If, for any reason, a part of this Ordinance is declared illegal or invalid, the other parts or provisions hereof which are not affected thereby shall remain valid and in full force and effect.

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SECTION 17. REPEALING CLAUSE. – Quezon City Ordinance No. NC-83, S-1989, City Ordinance No. 224, S-1994, City Ordinance No. 2024, S-2010, City Ordinance No. SP-2750, S-2018, and Section 1(d) of City Ordinance No. SP-3411, S-2025 are hereby repealed or modified only insofar as their provisions are inconsistent with this Ordinance. Likewise, all ordinances, issuances, executive orders, rules and regulations, or parts thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 18. EFFECTIVITY CLAUSE. – This Ordinance shall take effect ten (10) days after its posting in at least three (3) conspicuous places in Quezon City, including the bulletin board at the entrance of the Quezon City Hall.

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 15, 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)

