



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
23rd City Council

PO23CC-057

50th Regular Session

ORDINANCE NO. SP- **3530**, S-2026

AN ORDINANCE ESTABLISHING THE OPERATION OF DISTRICT PHARMACIES OF QUEZON CITY UNDER THE QUEZON CITY HEALTH DEPARTMENT, PROVIDING FOR ITS STAFFING REQUIREMENTS, AND FOR OTHER PURPOSES

Introduced by Councilor KRISTINE ALEXIA MATIAS, RN

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, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, Atty. Christoffer Allan "Tope" Liquigan, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Don S. De Leon, Luigi D. Pumaren, Atty. Vicente Belmonte Jr., Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, 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, Victor "Vic" D. Bernardo, Vito Sotto Generoso, Erwin Rey "Cocoy" A. Medina, and Jose Maria "Mari" M. Rodriguez

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates every local government unit to exercise the powers necessary and appropriate to promote the general welfare of its inhabitants, including the efficient delivery of basic health services;

WHEREAS, Section 17 of the same Code further provides that local government units shall be responsible for the delivery of basic health services, including the provision of medicines and the regulation of health facilities within their respective jurisdictions;



MONUMENTO SA MGA BAYANI
NG 1896 (UP DILIMAN)

WHEREAS, the Quezon City Health Department (QCHD), through its District Action Offices (DAOs), currently operates cluster pharmacies that serve as vital access points for affordable and subsidized medicines to the City's constituents, particularly the underprivileged and marginalized sectors;

WHEREAS, there is a need to institutionalize and regulate these cluster pharmacies through mandatory licensing with the Food and Drug Administration (FDA) to ensure compliance with national standards, professional accountability, patient safety, and eligibility for PhilHealth's Guaranteed and Accessible Medications for Outpatient Treatment (PhilHealth GAMOT) Package accreditation;

WHEREAS, the standardization of the names, staffing patterns, and operational structures of these pharmacies will strengthen their sustainability, improve the quality of pharmaceutical services, and safeguard the public's right to access safe, effective, and affordable medicines;

WHEREAS, the position of the Food and Drug Regulation Officer (FDRO) is not a recognized plantilla position under the Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), thereby necessitating the reclassification and rationalization of existing FDRO positions in the QCHD to the appropriate Pharmacist positions in order to ensure compliance with Civil Service Commission (CSC) rules, the professional standards under Republic Act No. 10918, otherwise known as the Philippine Pharmacy Act, and the lawful standardization and alignment of plantilla positions without prejudice to the rights, benefits, and security of tenure of incumbents, including the adoption of appropriate transition mechanisms consistent with existing civil service laws, rules and regulations;

WHEREAS, the establishment, regulation, staffing standardization, and plantilla alignment of District Pharmacies under this Ordinance will promote transparency, accountability, efficiency, and continuity in the delivery of medicines and pharmaceutical services, thereby strengthening health governance and advancing the overall welfare of the residents of Quezon City.

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 District Pharmacies Establishment Ordinance."



SECTION 2. DECLARATION OF POLICY. – It is hereby declared the policy of Quezon City to ensure the safe, efficient, and sustainable delivery of pharmaceutical services by institutionalizing the establishment, licensing, staffing, and operational requirements of district pharmacies located within the District Action Offices (DAOs) under the Quezon City Health Department (QCHD).

SECTION 3. ESTABLISHMENT OF DISTRICT PHARMACIES. – There are hereby established District Pharmacies under the QCHD, which shall operate within the DAOs of Quezon City. These Pharmacies shall be standardized and identified according to their respective district locations.

For this purpose, the District Pharmacies shall henceforth be known as:

- a. QCitizen's Botika ng District 1;
- b. QCitizen's Botika ng District 2;
- c. QCitizen's Botika ng District 3;
- d. QCitizen's Botika ng District 4;
- e. QCitizen's Botika ng District 5;
- f. QCitizen's Botika ng District 6.

The locations thereof shall be jointly identified by the Office of the City Mayor (OCM) and the QCHD, subject to the availability of suitable facilities and resources.

SECTION 4. DEFINITION OF TERMS. – For purposes of this Ordinance, the following terms are defined as follows:

- a. Citizen's Charter – an official document that defines the step-by-step service procedures, requirements, standards, and accountability mechanisms for the delivery of services by the District Pharmacies, pursuant to Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;
- b. District Pharmacies – pharmacies established under the QCHD to provide access to safe, affordable, and quality medicines to the public;
- c. Food and Drug Administration (FDA) – the national regulatory agency created under Republic Act No. 9711 mandated to ensure the safety, efficacy, and quality of food, medicines, and other health products;



- d. *License to Operate (LTO)* – the authorization issued by the FDA allowing a pharmacy to operate in accordance with national standards, laws, and regulations;
- e. *Medicines* – drugs, pharmaceuticals, and other medicinal products as defined by Republic Act No. 10918, otherwise known as the *Philippine Pharmacy Act* and relevant FDA regulations;
- f. *Patients/Beneficiaries* – individuals who are entitled to avail of pharmaceutical services from the District Pharmacies, including, but not limited to, residents of Quezon City, PhilHealth members, and qualified indigent populations;
- g. *Pharmaceutical Services* – health services that include the procurement, storage, distribution, dispensing, and counseling on the proper use of medicines;
- h. *Philippine Health Insurance Corporation (PhilHealth)* – a government-owned and controlled corporation tasked with administering the National Health Insurance Program;
- i. *PhilHealth Guaranteed and Accessible Medications for Outpatient Treatment (GAMOT) Package* – a benefit package under PhilHealth that provides financial coverage for selected outpatient medicines to eligible members, dependents, and beneficiaries;
- j. *Quezon City Health Department (QCHD)* – the local health authority of Quezon City mandated to deliver health services, programs, and interventions, including the supervision and oversight of District Pharmacies; and
- k. *Subsidized Medicines* – medicines provided by the government at a reduced or no cost to patients, funded through local appropriations, PhilHealth reimbursements, or external support such as donations, sponsorships, or grants.

SECTION 5. LICENSING REQUIREMENT. – All District Pharmacies established under the QCHD shall be required to secure and maintain an LTO from the FDA as a prerequisite for their establishment and continued operation.

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SECTION 6. PHILHEALTH ACCREDITATION. – All District Pharmacies shall apply for and maintain accreditation with the PhilHealth under its applicable benefit packages, including, but not limited to, the GAMOT Package, in order to qualify for reimbursement and provide subsidized medicines to eligible beneficiaries. The QCHD shall ensure compliance with PhilHealth requirements, including reporting, documentation, and standards necessary to sustain accreditation.

SECTION 7. COMPOSITION. – The District Pharmacies of Quezon City under the QCHD shall have the following plantilla positions, based on the latest Index of Occupational Services, Position Titles, and Salary Grades in the Local Government (IOS-LGU):

Position Title	No. of Positions	Salary Grade	Education	Experience	Training	Eligibility
Pharmacist II	14	SG-15	Bachelor of Science in Pharmacy	1 year of relevant experience	4 hours of relevant training	R.A. 1080 (Pharmacist)

Subject to the operational requirements of the QCHD, the City Health Officer may designate at least two (2) Pharmacist II personnel as Cluster Supervisors responsible for monitoring, coordination, operational oversight, and related supervisory functions for the District Pharmacies.

SECTION 8. DUTIES AND RESPONSIBILITIES. – To ensure the effective and efficient delivery of pharmaceutical services, the following duties and responsibilities are hereby assigned to the designated positions:

A. Pharmacist II

- a. Ensure compliance with the FDA licensing requirements of the concerned District Pharmacy;
- b. Supervise the procurement, storage, dispensing, and proper handling of medicines in accordance with applicable national and local laws, rules and regulations;
- c. Maintain and secure accurate records of drug inventory, dispensing logs, accountability forms, and related pharmaceutical records;
- d. Provide pharmaceutical counseling to patients and ensure the proper, safe, and rational use of medicines;
- e. Oversee, supervise, and guide the work of support personnel, administrative personnel, consultants, and other personnel assigned or deployed to the District Pharmacy;



- f. Ensure compliance with PhilHealth GAMOT Package requirements and other applicable PhilHealth benefit programs;
- g. Prepare and submit periodic reports on pharmacy operations, inventory, utilization, and compliance requirements to the City Health Officer;
- h. Subject to designation by the City Health Officer, perform monitoring, coordination, operational oversight, and related cluster supervisory functions for the District Pharmacies; and
- i. Perform such other related duties and functions as may be assigned by the City Health Officer or an authorized representative under existing laws, rules and regulations.

SECTION 9. RECLASSIFICATION OF EXISTING FDRO POSITIONS. – In order to align the plantilla positions of the QCHD with the IOS-LGU, the pertinent rules and regulations of the Civil Service Commission (CSC), and Republic Act No. 10918, otherwise known as the Philippine Pharmacy Act, the existing plantilla positions under the Food and Drug Unit shall be reclassified to the corresponding Pharmacist positions, as follows:

Existing Positions	Salary Grade	Reclassified Positions	Salary Grade
Food and Drug Regulation Officer I	SG-11	Pharmacist I	SG-11
Food and Drug Regulation Officer II	SG-15	Pharmacist II	SG-15
Food and Drug Regulation Officer III	SG-18	Pharmacist III	SG-18

The number of reclassified Pharmacist positions under this Section shall be equivalent to the existing number of FDRO I, II, and III plantilla positions under the QCHD.

For vacant or unfilled FDRO positions, the corresponding positions shall immediately be reclassified to the appropriate Pharmacist positions upon the effectivity date of this Ordinance, as well as the completion of the necessary personnel and plantilla actions.

For filled FDRO positions, the reclassification shall take effect only upon the vacancy of the positions. Pending such vacancies, existing FDRO positions occupied by incumbents shall be treated as Co-Terminus with the Incumbent (CTI), without diminution of rank, salary, rights, benefits, or security of tenure, subject to existing Civil Service laws, rules and regulations.



The duties and responsibilities of the reclassified Pharmacist positions shall initially remain the same as those attached to the corresponding FDRO positions, unless subsequently modified by law, CSC issuances, or appropriate policies of the Quezon City Government.

The Human Resource Management Department (HRMD), in coordination with the Department of Budget and Management (DBM) and the CSC, shall undertake the necessary reclassification, plantilla modification, qualification standards alignment, and issuance of appropriate personnel action documents to implement this Section in accordance with existing laws, rules and regulations.

SECTION 10. LEAD IMPLEMENTING AGENCY. – The QCitizen’s Botika from Districts 1 to 6 shall be under the direct supervision of the Pharmacy Section of the QCHD. It shall exercise oversight, technical supervision, and coordination over the operations of the District Pharmacies, in accordance with applicable laws, rules and regulations.

SECTION 11. FUNDING. – For the initial year of implementation, the funds necessary for the establishment and operation of the District Pharmacies shall be sourced from the available appropriations of the QCHD, OCM, and/or the concerned DAOs, subject to existing budgeting, accounting, and auditing rules and regulations.

For the succeeding years, the required funds shall be incorporated in the annual budget proposals of the QCHD, OCM, and DAOs, as may be necessary.

The Quezon City Government may likewise receive and utilize donations, sponsorships, or grants from external partners and stakeholders in support of the implementation of this Ordinance, subject to applicable laws and regulations.

SECTION 12. CITIZEN’S CHARTER. – There shall be no need to formulate a separate Implementing Rules and Regulations (IRR) for this Ordinance. In lieu thereof, the QCHD, in coordination with the Committee on Health and Sanitation of the City Council and the OCM, shall adopt and publish a Citizen’s Charter within ninety (90) days from the effectivity date of this Ordinance.

The Citizen’s Charter shall clearly set forth the processes, requirements, and standards for the delivery of services under the District Pharmacies, and shall be posted in the official list of services of the QCHD to ensure transparency, efficiency, and accountability in their operations.



SECTION 13. SEPARABILITY CLAUSE. – If any provision, section, or part of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall remain in full force and effect.

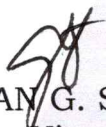
SECTION 14. REPEALING CLAUSE. – All ordinances, rules, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 15. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after compliance with the publication and posting requirements under Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

ENACTED: June 1, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on June 1, 2026 and was PASSED on Third/Final Reading on July 6, 2026.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: JUL 21 2026


MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:


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

