Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
23rd City Council

PO23CC-192

52nd Regular Session

ORDINANCE NO. SP-3551, S-2026

AN ORDINANCE AMENDING CITY ORDINANCE NO. SP-3387, SERIES OF 2025, ENTITLED: "AN ORDINANCE RESTRUCTURING THE HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT, REDESIGNING ITS ORGANIZATIONAL AND FUNCTIONAL STRUCTURE, 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, Candy A. Medina, Aly Medalla, 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, 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, Section 458(a)(1)(viii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod is empowered 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 provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government";

WHEREAS, Article 99(a) of the Rules and Regulations Implementing the Local Government Code of 1991 provides that the "sangguniang panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City";

WHEREAS, Article 163 of the Rules and Regulations Implementing the Local Government Code of 1991 provides that "Every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities consistent with the principles on simplicity, efficiency, economy, effectiveness, dynamism, and public accountability, subject to the minimum standards and guidelines prescribed therefor by CSC";

WHEREAS, this Ordinance intends to effectively implement the provisions of Quezon City Ordinance No. SP-2771, S-2018, entitled "An Ordinance Providing for the Quezon City Comprehensive Socialized Housing Code of 2018" and Quezon City Ordinance No. SP-2187, S-2012, entitled "An Ordinance Mandating the Housing, Community Development and Resettlement Department to Undertake the Establishment and Maintenance of a Management Information System (MIS) on Informal Settlers in Quezon City";

WHEREAS, there is a need for the restructuring of the Housing Community Development and Resettlement Department by creating new Division, Sections and Plantilla positions;

WHEREAS, amendments to Sections 1, 5, 6, and 7 were incorporated upon the recommendation of the Human Resource Management Department, subsequent to the approval of Quezon City Ordinance No. SP-3387, S-2025.

NOW, THEREFORE,

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

SECTION 1. FUNCTIONAL RESTRUCTURING. – The Housing Community Development and Resettlement Department (HCDRD) is hereby functionally restructured.

For this purpose, the Department will have five (5) Divisions and additional Plantilla positions to be created; all existing Sections in the current Plantilla schedule are hereby abolished, and the approved straight-listing structure is hereby adopted.

a. Administrative and Records Division;
b. Census and Planning Division;
c. Housing and Resettlement Division;
d. Support Services Division; and
e. Estate Management Division.

SECTION 2. FUNCTIONS OF EACH DIVISION. – The HCDRD shall be composed of five (5) Divisions and the functions of each Division are as follows:

a. ADMINISTRATIVE AND RECORDS DIVISION

(1) Develop and administer the Department's administrative and personnel policies and programs, as set forth in the rules and regulations of the Civil Service Commission, to provide an effective organizational structure, efficient and people-oriented employees, equitable treatment, advancement opportunities and economical services relative to facilities, equipment, supplies, materials, and budget allocations;

(2) Prepare the Department's budget proposal and ensure proper utilization of approved funds for the Department's operations and facilitate the processing of needed funds for the permits of affordable housing projects;

(3) Evaluate documents submitted by the community associations for issuance of a certification that they are the actual occupants of the property as a requirement for accreditation and assist in monitoring and evaluation of community associations, housing beneficiaries, non-governmental organizations (NGOs), and private entities;

(4) Ensure safekeeping of important documents and files;

(5) Maintain the centralized record system and ensure compliance with the requirement of the National Archives of the Philippines as regards periodic records disposition;

(6) Oversee the Management Information System (MIS) on data of Informal Settler Families (ISFs) in Quezon City; and

(7) Coordinate with other Departments of the City in the permit processing of all socialized housing programs or projects.

b. CENSUS AND PLANNING DIVISION

(1) Identify prospective sites for affordable housing projects;

(2) Ensure availability of land inventory feasible for housing projects;

(3) Prepare and formulate affordable housing projects that will address the needs of target beneficiaries;

(4) Prepare pre-approved plans, other plans, and lot surveys and conduct on-site inspections to comply with building design standards under relevant laws;

(5) Assist the Local Housing Board (LHB) and the City Planning and Development Department (CPDD) in identifying growth areas where socialized housing can be made available;

(6) Monitor project compliance with plans and building design standards under relevant laws;

(7) Conduct census survey in the community of urban poor in all districts of the City to determine the exact locations and number of the informal settlers occupying the different areas in every barangay, and to gather vital information or data relative to their living condition, as well as to prepare and consolidate records of their socio-economic profile;

(8) Undertake preparation of plans needed by the Department in the implementation of the affordable housing programs;

(9) Conduct a census of beneficiaries of prospective projects, survey of preference to determine preferred affordable housing type of targeted relocation areas to ensure alignment of projects with the financial capacity of target beneficiaries;

(10) Develop programs for the MIS with information sharing, data collection and mapping features; and

(11) Assist in all activities of the Department concerning technical aspects.

c. HOUSING AND RESETTLEMENT DIVISION

(1) Legalize the tenurial status of the City's informal settlers through the implementation of the Community Mortgage Program (CMP) under the Department, through the financing of the Social Housing Finance Corporation (SHFC);

(2) *Provide security of land tenure to informal settlers occupying government-owned lots through the implementation of Direct Sale Program and special projects under the Socialized Housing and Land Acquisition programs of Quezon City;*

(3) *Initiate the social preparation of community organizations in the depressed or blighted areas to bring greater social awareness and participation, in coordination with the existing local organization;*

(4) *Provide guidance to beneficiaries on community organization through People's Plan in coordination with the existing local organization;*

(5) *Process the requirements for land acquisition and titling of acquired lots for socialized housing and ensure compliance with the procedures set forth in Section 2.3, Article IV of Quezon City Ordinance No. SP-2771, S-2018 for land acquisition;*

(6) *Provide assistance to beneficiaries in securing land titles;*

(7) *Facilitate transfer of titles of open spaces to the City as appropriate;*

(8) *Provide guidance to beneficiaries on financing options and coordinate with financing institutions on behalf of the beneficiaries, in coordination with the existing local organization;*

(9) *Propose livelihood projects for affordable housing projects, in coordination with the Social Services Development Department (SSDD), the Public Employment Service Office (PESO), the Quezon City Small Business and Cooperatives Development and Promotions Office (QC-SBCDPO), and the Technical Education and Skills Development Authority (TESDA), to ensure sustained improvement of living conditions;*

(10) *Assist in the identification of priority areas for relocation in partnership with the local organization;*

(11) *Conduct continuous surveillance of cleared danger areas, waterways, etc., to prevent reversion to blighted land status, in coordination with the Task Force on Control and Prevention of Illegal Structures and Squatting Syndicates (COPRISSS);*

(12) *Supervise execution of affordable housing projects until they are turned over to the beneficiaries, in partnership with the local organization;*

(13) Ensure timely completion; and

(14) Develop new programs as outlined in Article V of Quezon City Ordinance No. SP-2771, S-2018 to be presented to the Local Housing Board.

d. SUPPORT SERVICES DIVISION

(1) Assist in the preparation of budget plans for affordable housing projects, in coordination with the City Administrator, the City Treasurer, the City Budget Officer and the Chairperson of the Committee on Ways and Means of the City Council;

(2) Provide services in connection with the collection and servicing of loan accounts and target increase in the collection of amortization payments or the Collection Efficiency Rating (CER) among the beneficiaries of the City's housing projects;

(3) Ensure compliance with regulatory requirements for affordable housing projects;

(4) Ensure compliance with plans, including the budget plan;

(5) Approve payment to contractors in accordance with the agreements;

(6) Issue clearance for the opportunity to be provided with the basic utilities, such as water and electric utilities to qualified program beneficiaries;

(7) Support the HCDRD workforce in performing the Department's mandates; and

(8) Support staff in ensuring the provision of assistance to the City's informal settlers on issues and concerns regarding the implementation of the housing programs and assist the HCDRD personnel in preparing the necessary communication letters with regard to the socialized housing initiatives of the Department.

e. ESTATE MANAGEMENT DIVISION

(1) Oversee and enhance the long-term sustainability and quality of government housing projects;

(2) Oversee the maintenance and management of housing projects, including common areas, facilities, and other possible infrastructure projects;

(3) Assess regularly the condition of the City's housing projects and the effectiveness of management practices, and encourage the participation of the members of the homeowners' associations in planning when some improvements need to be undertaken to enhance the living conditions and environment of the beneficiaries of the housing projects;

(4) Coordinate with homeowners' associations all housing projects of the City and help them resolve problems, other issues and concerns of the program beneficiaries;

(5) Enhance the overall quality of life of the program beneficiaries and provide them with safe, well-maintained and sustainable living environments through collaboration with other departments or offices in the City Government or in other government agencies; and

(6) Ensure that the management of City's housing projects complies with relevant laws, regulations, and policies.

SECTION 3. NEWLY-CREATED POSITIONS. – To meet the increasing demand for services, forty-five (45) new Plantilla positions are created to effectively serve the Department's clientele.

SECTION 3.1. SUMMARY OF NEW POSITIONS. –

NO. OF POSITIONS	***TITLE OF POSITIONS***	***SG***
	I. ADMINISTRATIVE AND RECORDS DIVISION	
1	*Information Systems Analyst III*	*19*
1	*Computer Programmer III*	*18*
1	*Administrative Officer IV (Administrative Officer II)*	*15*
1	*Administrative Officer IV (Budget Officer II)*	*15*
1	*Administrative Officer III (Supply Officer II)*	*14*
2	*Administrative Assistant VI (Computer Operator III)*	*12*
6	*Administrative Aide IV (Driver II)*	*4*
1	*Administrative Aide IV (Reproduction Machine Operator II)*	*4*
14	*TOTAL*	

	II. CENSUS AND PLANNING DIVISION	
2	*Housing and Homesite Regulation Officer III*	*16*
1	*Housing and Homesite Regulation Officer II*	*13*
6	*Surveyman*	*6*
9	*TOTAL*	
	III. HOUSING AND RESETTLEMENT DIVISION	
3	*Housing and Homesite Regulation Officer III*	*16*
6	*Community Development Assistant II*	*9*
9	*TOTAL*	
	IV. SUPPORT SERVICES DIVISION	
2	*Housing and Homesite Regulation Officer III*	*16*
1	*Accountant II*	*16*
1	*Assessment Clerk III*	*9*
4	*TOTAL*	
	V. ESTATE MANAGEMENT DIVISION	
1	*Housing and Homesite Regulation Officer VI*	*24*
1	*Housing and Homesite Regulation Officer V*	*22*
2	*Housing and Homesite Regulation Officer IV*	*19*
2	*Housing and Homesite Regulation Officer III*	*16*
1	*Administrative Officer IV (Administrative Officer II)*	*15*
2	*Housing and Homesite Regulation Officer II*	*13*
9	*TOTAL*	
45	***TOTAL NO. OF PLANTILLA POSITIONS***	

BREAKDOWN OF NEW POSITIONS PER DIVISION	
I. ADMINISTRATIVE AND RECORDS DIVISION	*14*
II. CENSUS AND PLANNING DIVISION	*9*
III. HOUSING AND RESETTLEMENT DIVISION	*9*
IV. SUPPORT SERVICES DIVISION	*4*
V. ESTATE MANAGEMENT DIVISION	*9*
TOTAL	***45***

SECTION 4. DUTIES AND FUNCTIONS OF THE NEWLY-CREATED POSITIONS. –

NUMBER OF ITEMS	*TITLE OF POSITIONS*	*SG*
	ADMINISTRATIVE AND RECORDS DIVISION	
1	***Information Systems Analyst III*** *a) Oversee the functions of the staff under the MIS;*	*19*

	b) Propose programs for the MIS; *c) Represent the Division in meetings within the organization;* *d) Initiate collaboration with all Divisions to discuss concerns about storing data and other MIS-related issues;* *e) Ensure the conduct of checking or assessment and updates on the system;* *f) Review requested data for approval of the Heads prior to release as per request of clients;* *g) Represent the Department in all meetings and activities requiring presentation of data of ISFs; and* *h) Perform such other functions as may be required.*	
1	***Computer Programmer III*** *a) Be responsible for the following:* *1) Coding and debugging;* *2) Designing and testing computer structures;* *3) Troubleshooting system errors;* *4) Writing computer instructions;* *5) Managing database systems;* *6) Maintaining operating systems;* *7) Editing source-code;* *8) Profiling and analyzing algorithms;* *9) Implementing build systems; and* *10) Providing tech support;* *b) Assist the Divisions in the development of applicable programs for case of transactions;* *c) Attend training programs to be updated on various applications;*	*18*

	d) Share information with regard to the protection of data; and *e) Perform such other functions as may be required.*	
1	***Administrative Officer IV (Administrative Officer II)*** *a) Assist in the preparation of narrative or comprehensive reports for submission to other departments or agencies as required;* *b) Cope with the Department's current scheme of the flow of communications and conduct research in the development of a more effective system in the workplace;* *c) Coordinate with other Divisions the updating of the Department's accomplishments, its citizen's charter and ensure the Department's compliance in case there are requirements from other offices and agencies which need to be immediately addressed;* *d) Coordinate with other agencies and conduct research for the preparation of training modules that suit the need of the employees;* *e) Assist the Division in monitoring the actions taken in all incoming communications and assist in the preparation of letters or response to the clientele;* *f) Assist in the preparation of agenda and minutes of the meetings of the Division and as the need arises, assist the Department's Secretariat Group in ensuring that important meetings are effectively organized and that the minutes of the meeting are properly prepared; and* *g) Perform such other functions as may be required.*	*15*

1	***Administrative Officer IV (Budget Officer II)*** *a) Consolidate requisitions of the Divisions as reference in the preparation of the Department's Project Procurement Management Plan (PPMP);* *b) Prepare the draft of the Department's Proposed Budget for review and finalization of the Administrative Officer and prepare requests for allotment intended to fund the employees' salaries and other expenditures;* *c) Prepare budgetary requirements for the Division and the Department's activities and other training programs;* *d) Prepare and process the necessary documents and the requirements for the procurement of goods and services, including reimbursements for the expenses incurred in the implementation of the Department's programs;* *e) Keep records of budget allocation and the Department's records of utilization of the approved budget or expenditures; and* *f) Perform such other functions as may be required.*	15
1	***Administrative Officer III (Supply Officer II)*** *a) Assist in the preparation of documents for the proper acquisition, distribution, and utilization of the Department's office supplies;* *b) Monitor recording of supplies from deliveries to inspection until distribution to the Department's workforce;* *c) Ensure that the supplies delivered meet the required specifications;* *d) Oversee the proper arrangement of available supplies in the office stockroom;*	14

	e) Be responsible for the submission of the necessary documents and reports to other offices requiring such as part of the procurement process; (ex. General Services Department, Department of Budget and Management [DBM], City Treasurer's Office and others); and *f) Perform such other functions as may be required.*	
1	***Administrative Assistant VI (Computer Operator III)*** *a) Perform computer applications in data entry and processing through encoding;* *b) Ensure maintenance of the computers and other office equipment;* *c) Be responsible for the computerization of data of the Department's equipment and other movable assets including service vehicles, ensure accessibility of these data in preparation to the regular inventory, and keep Property Acknowledgement Receipt (PAR) updated;* *d) Prepare computerized summary of inventory report;* *e) Encode regularly itineraries of personnel and the usage of fleet cards for monitoring purposes;* *f) Computerize report of summarized trip tickets; and* *g) Perform such other functions as may be required, such as the following and others:* *1) Report defective movable assets, service vehicles, IT equipment and furniture and fixtures to concerned offices for inspection and repair and ensure these data are stored in the database of the Department's equipment; and* *2) Prepare gate pass for the office equipment as the need arises.*	*12*
1	***Administrative Assistant VI (Computer Operator III)*** *a) Perform computer applications in data entry and processing through encoding and maintain the good condition of the equipment;*	*12*

	b) Keep printout copy of log in and log out of personnel recorded through Electronic Attendance System; *c) Computerize necessary forms in connection with the preparation of payroll to be filled out or accomplished by the personnel in compliance with the requirements of the Human Resource Management Division;* *d) Process the application for leave of the personnel;* *e) Keep copies of accomplished official business forms for attendance purposes;* *f) Computerize the personnel's summarized leave and leave credits and ensure that the record of the leave credits is maintained and updated;* *g) Computerize and prepare monthly report/s regarding lates and absences of the personnel; and* *h) Perform such other functions as may be required.*	
6	***Administrative Aide IV (Driver II)*** *a) Drive vehicle carrying passengers on official business with approved trip ticket;* *b) Report to the supervisor/ officer-in-charge any defects or suspected malfunctioning in the vehicle and offer courteous service and give clear information on directions when requested;* *c) Take charge of the cleanliness and maintenance of service vehicle/s;* *d) Maintain respective equipment pool logbook and submit reports as required; and* *e) Perform such other functions as may be required.*	*4*
1	***Administrative Aide IV (Reproduction Machine Operator II)*** *a) Reproduce official records requested by employees and clients;* *b) Maintain the good condition of the reproduction machine and contact reproduction technician, if necessary;*	*4*

	c) Replenish toner of reproduction machine; *d) Be responsible for the proper sorting of official records reproduced;* *e) Maintain records and statistics of official records reproduced;* *f) Prepare and ensure availability of the photocopy paper to be used in reproduction; and* *g) Perform other related functions.*	
	CENSUS AND PLANNING DIVISION	
1	***Housing and Homesite Regulation Officer III*** *a) Assist the Head in the supervision of the activities of the technical staff in the conduct of technical functions such as research, investigation, inspection, and evaluation of properties targeted for possible inclusion in the Socialized Housing Program;* *b) Assist in the preparations of comprehensive housing plans;* *c) Assist in the formulation of plans, actions, and recommendations relative to low-cost housing designs and subdivision schemes which suit to affordability of the members of the urban poor community associations;* *d) Assist in the formulation of strategies and tactics relative to resettlement programs or projects; and* *e) Perform such other functions as may be required.*	*16*
1	***Housing and Homesite Regulation Officer III*** *a) Assign the specific barangay/s where census survey shall be conducted to the census team;* *b) Monitor the activity of the team at the site of census survey;* *c) Prepare summarized data of censused families;* *d) Assist the Head in performing his/ her daily tasks; and* *e) Perform such other functions as may be required.*	*16*

1	***Housing and Homesite Regulation Officer II*** *a) Conduct research, investigation, inspection, and evaluation of properties targeted for possible inclusion in the Socialized Housing Program;* *b) Prepare the comprehensive housing plans;* *c) Participate in the formulation of plans, actions and recommendations relative to low-cost housing designs and subdivision schemes which suit to affordability of the members of the urban poor community associations;* *d) Participate in the formulation of strategies and tactics relative to resettlement programs or projects; and* *e) Perform such other functions as may be required.*	*13*
6	***Surveyman*** *a) Prepare materials and other paraphernalia such as survey and drawing tools and proceed to the ISF's occupied areas to conduct census survey and mapping of censused structures;* *b) Accomplish census survey form or tool to reflect important data of ISFs;* *c) Plot the ISFs structure and location on a draft map and assign codes markings to identify the ISF;* *d) Upon completion of the target number of clients (ISFs) for the day, proceed to the Department to submit the draft map to the IT Specialist for final drawing, and discuss updates and whatever reports needed as required by the Division; and* *e) Perform such other functions as may be required.*	*6*
	HOUSING AND RESETTLEMENT DIVISION	
1	***Housing and Homesite Regulation Officer III*** *a) Assist in the implementation of the program policies under the Division;* *b) Assist in providing clear instructions to the staff pertaining to the processing procedures and requirements for the approval of loan application under the program;*	*16*

	c) Assist in conducting orientations with the program beneficiaries regarding the concept of the Community Mortgage Program; *d) Assist in reviewing submitted loan requirements;* *e) Prepare draft of the transmittal letter for the financing agency in connection with the submission of the attached requirements for loan;* *f) Review submitted documents by the program beneficiaries of Socialized Housing Program;* *g) Keep records of take-out projects and submit to the Department's Central Record; and* *h) Perform such other functions as may be required.*	
1	***Housing and Homesite Regulation Officer III*** *a) Assist in the implementation of the program policies under the Division;* *b) Assist in the preparation of the necessary reports and recommendations pertaining to the project through the Division Head for approval of the Department Head;* *c) Assist in the orientation seminar pertinent to the documentation of lot acquisition through the Direct Sale Scheme;* *d) Attend meetings on behalf of the Section Head or as the need arises; and* *e) Perform such other functions as may be required.*	*16*
1	***Housing and Homesite Regulation Officer III*** *a) Assist in initiating the set-up of community organizations in the depressed or blighted areas to bring greater social awareness and participation;* *b) Assist in monitoring the implementation of programs of the Department relative to community development;* *c) Assist in addressing the problems of the urban poor regarding basic services, tenurial rights, etc.;*	*16*

BONIFACIO MONUMENT

	d) Help the staff who conducts community organizing and provide assistance to the Community Associations with their application for accreditation at the Department of Human Settlements and Urban Development (DHSUD); *e) Assist in organizing the Community Associations and in assisting them to have a legal personality through accreditation at the Department of Human Settlements and Urban Development (DHSUD); and* *f) Perform such other functions as may be required.*	
6	***Community Development Assistant II*** *a) Prepare materials and documents relative to the proposed project;* *b) Proceed to implement daily activities and conduct research, coordination, monitoring, ocular inspection and arbitration or mediation, and secure documents pertinent to a particular or other projects;* *c) Establish with the barangay officials, community leaders or people's organization and lot owner/s in the identified proposed project site or area for social preparation and organizing;* *d) Conduct meetings or dialogues with the potential beneficiaries and lot owner/s in response to request or notice of meeting or letter of invitation, in compliance with the requirements of the project;* *e) Recommend to the Housing and Resettlement Division Head that the project area must be subjected to census or survey if necessary;* *f) Submit the necessary documents or reports for review and approval of the Department by using the checklist of requirements;* *g) File pertinent records or documents relative to the proposed project for appropriate records disposal;* *h) Organize community of urban poor and guide them in the preparation of requirements for accreditation to the DHSUD;*	*9*

	i) Disseminate information to the community of the urban poor regarding the government's programs relative to alleviation of their plight; and *j) Perform such other functions as may be required.*	
	SUPPORT SERVICES DIVISION	
1	***Housing and Homesite Regulation Officer III*** *a) Assist in the implementation of the program policies of the Division;* *b) Provide assistance for the installation of water and electric facilities to the City's urban poor residents and beneficiaries of the socialized housing program;* *c) Attend meetings in other agencies which provide basic services to urban poor families;* *d) Endorse to the concerned agencies the families who wish to avail of the services provided by other offices or departments;* *e) Establish linkages to provide livelihood assistance to the program beneficiaries; and* *f) Perform such other functions as may be required.*	*16*
1	***Housing and Homesite Regulation Officer III*** *a) Assist in the implementation of the program policies of the Division;* *b) Assist in the issuance of the order of payments to the Direct Sale Projects beneficiaries;* *c) Assist in monitoring and evaluation of records of the program beneficiaries of the Community Mortgage Program, Direct Sale and other similar projects prior to the issuance of the demand letter which intends to increase collection efficiency rate;* *d) Assist in reminding the beneficiaries to make prompt payment of monthly amortizations so as to avoid the effects of penalties, interest, surcharges of non-paying and defaulting beneficiaries;*	*16*

	e) Provide assistance to the HCDRD workforce in performing the Department's mandates as the need arises; *f) Provide assistance to the City's informal settlers on issues and concerns regarding the implementation of the housing programs letters with regard to the socialized housing initiatives of the Department; and* *g) Perform such other functions as may be required.*	
1	***Accountant II*** *a) Maintain accurate and up-to-date financial records (payments) of program beneficiaries of the Socialized Housing Program;* *b) Prepare the needed financial reports as required by the Department and other authorized offices;* *c) Ensure that the Department complies with the tax laws and regulations in the implementation of the Socialized Housing Program;* *d) Examine financial records, systems, and processes to ensure accuracy, compliance, and internal control effectiveness and identify discrepancies, assess risks, and make recommendations for improvement;* *e) Analyze financial data to provide insights and support decision-making; and* *f) Perform such other functions as may be required.*	*16*
1	***Assessment Clerk III*** *a) Entertain the beneficiary and answer to inquiries and concerns regarding the project or other necessary transactions, then issue the appropriate forms;* *b) Serve to delinquent beneficiaries the accomplished reminder collection letters such as statement of account 1st, 2nd, and 3rd notice of non-payment as scheduled;* *c) Assist the Accounts Monitoring and Management Section in the remittance of collections from beneficiaries; and* *d) Perform such other functions as may be required.*	*9*

	ESTATE MANAGEMENT DIVISION	
1	***Housing and Homesite Regulation Officer VI*** *a) Lead in the implementation of the functions of the Estate Management Division;* *b) Develop and implement strategic plans and initiatives to achieve the Division's goals and objectives;* *c) Develop policies and guidelines to govern and oversee the operations in all housing projects, ensuring compliance with regulations and standards;* *d) Oversee the maintenance and management of all housing projects of the City to ensure effective management and efficient operation;* *e) Build and maintain relationships with stakeholders, including residents, homeowners' associations, government agencies, and community organizations;* *f) Monitor and evaluate the Division's performance metrics to assess effectiveness and improvement;* *g) Provide leadership to Division staff, fostering a positive work environment and promoting professional growth and development;* *h) Represent the Department in all meetings as directed by the Department Head or as the need arises;* *i) Provide leadership and support to Division's staff; and* *j) Perform such other functions as may be required.*	24
1	***Housing and Homesite Regulation Officer V*** *a) Support the Division Head in initiating and executing functions within the Estate Management Division;* *b) Assist the Division Head in overseeing day-to-day operations and implementing strategic initiatives;* *c) Support the implementation of Division's policies and procedures to enhance operational efficiency;*	22

	d) Assist in overseeing the maintenance and management of all housing projects of the City Government; *e) Assist in developing and implementing plans, and programs within all the housing projects of the City Government including emergency preparedness and responses;* *f) Facilitate communication among the Division Head, staff members, and stakeholders, ensuring clarity and alignment;* *g) Contribute to the development of strategic plans and initiatives, providing research and analysis as needed;* *h) Provide leadership and support to the Division's staff;* *i) Promote teamwork, collaboration, and accountability; and* *j) Perform such other functions as may be required.*	
1	***Housing and Homesite Regulation Officer IV*** *a) Develop strategic plans and objectives in alignment with the overall goals of the Estate Management Division;* *b) Provide leadership and direction to ensure effective management and maintenance of all physical facilities within housing projects;* *c) Oversee day-to-day operations of the Division, including inspections, repairs, and concerns on maintenance in all Quezon City housing projects;* *d) Encourage homeowners' associations of all Quezon City Housing projects to ensure compliance with regulatory standards, safety protocols, and environmental regulations;* *e) Guide the homeowners' associations in the proper allocation of resources to effectively support maintenance activities and sustainability initiatives in all Quezon City housing projects;* *f) Initiate the implementation of sustainability initiatives aimed at improving energy efficiency;*	*19*

	g) Identify opportunities for green-building practices and oversee their integration into facility management practices; *h) Foster positive relationships and ensure effective communication to support the overall objectives of the Division;* *i) Perform such other functions as may be required.*	
1	***Housing and Homesite Regulation Officer IV*** *a) Develop strategic plans and initiatives for enhancing community engagement and program beneficiary satisfaction within housing projects;* *b) Design and implement programs and services that promote a sense of community, wellbeing, and social cohesion among residents;* *c) Foster positive relationships with residents, homeowners' associations, and local community organization;* *d) Train the homeowners' association to ensure effective communication among the members to properly address issues and concerns;* *e) Assist the homeowners' associations in planning and organizing community events, social activities, educational workshops, and recreational programs to develop harmonious relationships among members of the homeowners' association;* *f) Oversee the management program logistics, budgeting, and resource allocation to ensure successful implementation and beneficiary participation;* *g) Oversee projects services including handling inquiries, complaints, and requests for assistance;* *h) Identify community needs and advocate for resources and support services that benefit residents or program beneficiaries;*	*19*

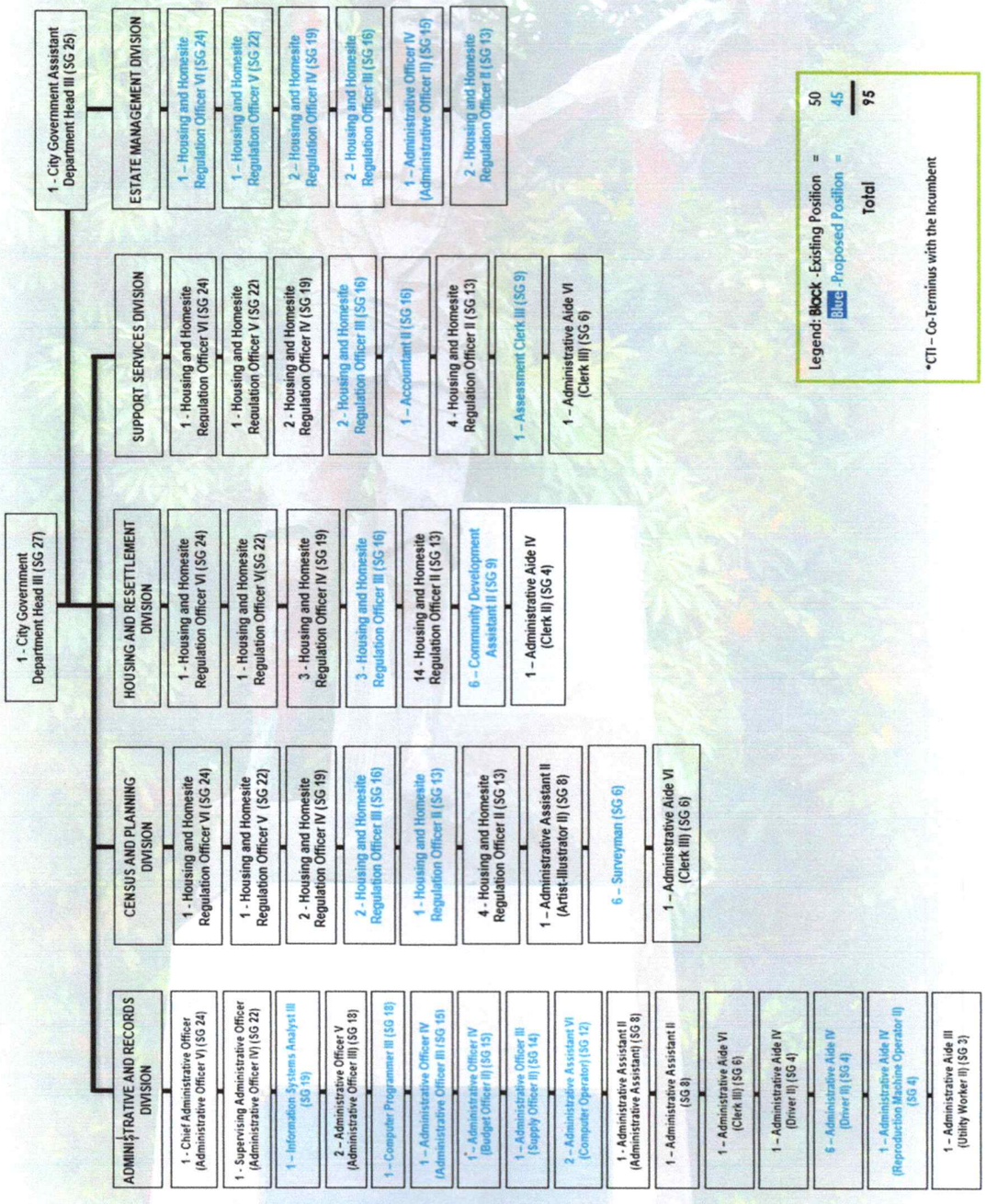
	i) Collaborate with local agencies and service providers to offer additional support programs such as health services, counseling, and educational opportunities; and *j) Perform such other functions as may be required.*	
1	***Housing and Homesite Regulation Officer III*** *a) Assist the Head in overseeing day-to-day operations of the Division;* *b) Ensure the conduct of timely and effective execution of inspections in the facilities of the City's housing projects;* *c) Recommend renovations, upgrades, or sustainability projects after the inspection* *d) Monitor and evaluate the quality of maintenance and repair work conducted within the housing projects;* *e) Assist the homeowners' associations in the implementation of quality control measures to ensure that standards are met and maintained;* *f) Assist in the training and development of facility management team from the homeowners' associations to ensure they have skilled members to respond to matters needing immediate action;* *g) Provide guidance and support to homeowners' associations, fostering a positive and productive work environment;* *h) Prepare reports and documentation related to division's activities, including maintenance schedules, inspection findings, and project status updates;* *i) Maintain accurate records and data to support decision-making processes and regulatory compliance;* *j) Perform such other functions as may be required.*	*16*
1	***Housing and Homesite Regulation Officer III*** *a) Assist the Head in planning and coordinating community programs and activities;*	*16*

	b) Ensure programs are aligned with strategic objectives and meet the diverse needs and interests of residents; *c) Prepare reports, presentations, and documentation related to program activities and outcomes in all housing projects of the City;* *d) Assist the Head in the development and in providing guidance with regard to the use of communication channels, including newsletters, social media, and community meetings;* *e) Ensure prompt and satisfactory resolution of issues within the Quezon City Housing Projects;* *f) Assist in organizing and managing community events if requested to ensure smooth execution and adherence to budget, timelines, and existing rules and regulations;* *g) Support the training and development of the community service team in the homeowners' associations of the Quezon City Housing Projects;* *h) Foster a positive and inclusive team environment, among members of the homeowners' association; and* *i) Perform such other functions as may be required.*	
1	***Administrative Officer IV (Administrative Officer II)*** *a) Input and maintain accurate records and data related to the Division;* *b) Prepare and format documents, reports, and presentations for distribution within the Division and to external stakeholders;* *c) Manage calendars and schedule appointments, meetings and events for Division staff ensuring efficient use of time and resources;* *d) Respond to inquiries from stakeholders, both internal and external, via phone, email, and in-person interactions;* *e) Maintain organized filing systems for documents, records and reports, ensuring easy retrieval and confidentiality;*	*15*

	f) Assist in organizing meetings, including preparing agendas, taking minutes, and arranging logistics; *g) Provide basic technical support to the Division staff regarding computer software, printers, and office equipment, and escalate issues when necessary; and* *h) Perform such other functions as may be required.*	
1	***Housing and Homesite Regulation Officer II*** *a) Perform routine inspections in physical facilities and infrastructure within the housing projects;* *b) Address maintenance requests from residents promptly and efficiently to ensure safety and functionality;* *c) Conduct inspection of outdoor spaces and ensure that parks, playgrounds, and green areas are maintained through mowing, trimming and planting if necessary;* *d) Suggest landscaping to enhance the aesthetic appeal and environmental sustainability of housing projects;* *e) Support the implementation of energy-saving measures and sustainability initiatives, such as monitoring energy usage and promoting recycling programs;* *f) Assist in the installation and maintenance of energy-efficient systems and equipment to reduce environmental impact;* *g) Ensure that homeowners' associations have accurate records of maintenance activities, repairs completed, and inspections conducted* *h) Prepare reports on facility conditions, maintenance schedules, and project programs for review by supervisors and stakeholders;*	*13*

	i) Communicate effectively with residents regarding maintenance schedules, updates, and any necessary precautions; and *j) Perform such other functions as may be required*	
1	***Housing and Homesite Regulation Officer II*** *a) Coordinate with the homeowners' associations in all Quezon City housing projects and identify some issues and concerns of the residents or program beneficiaries;* *b) Provide on-site support during events like conducting meetings or general assembly meetings, or during election time to ensure they run smoothly;* *c) Assist the Division with administrative tasks such as scheduling meetings, preparing agendas, and maintaining filing systems;* *d) Handle incoming inquiries from homeowners' associations, directing them to appropriate resources or personnel as needed;* *e) Engage with residents to promote community programs, events, and services through various communication channels;* *f) Assist in distributing information, newsletters, and updates to keep residents informed and involved in community activities;* *g) Assist residents with accessing community services, registering for programs, and resolving issues effectively;* *(h) Enter data accurately into databases and ensure that records of residents' participation in community programs and events are maintained;* *(i) Assist in compiling and preparing reports on program outcomes, attendance statistics, and resident feedback for evaluation purposes; and* *(j) Perform such other functions as may be required.*	*13*
45	***Total No. of Additional Plantilla Positions***	

SECTION 5. ORGANIZATIONAL STRUCTURE. – The HCDRD shall be composed of one (1) City Government Department Head III (SG-27) as the Head of the Department and one (1) City Government Assistant Department Head III (SG-25) as the Assistant Head of the Department. The Department shall be structured into five (5) Divisions, including one (1) newly-created Division, each with specific mandates and staffing complement.



HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT (HCDRD)
The Functional Organizational Structure
50 Existing Positions and 45 Additional Positions

	TITLE OF POSITIONS	SG
1	City Government Department Head III	27
1	City Government Assistant Department Head III	25
	I. ADMINISTRATIVE AND RECORDS DIVISION	
1	Chief Administrative Officer (Administrative Officer V)	24
1	Supervising Administrative Officer (Administrative Officer IV)	22
1	*Information Systems Analyst III	19
2	Administrative Officer V (Administrative Officer III)	18
1	*Computer Programmer III	18
1	*Administrative Officer IV (Administrative Officer II)	15
1	*Administrative Officer IV (Budget Officer II)	15
1	*Administrative Officer III (Supply Officer II)	14
2	*Administrative Assistant VI (Computer Operator III)	12
1	Administrative Assistant II (Administrative Assistant)	8
1	Administrative Assistant II (Co-Terminus with Incumbent)	8
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Driver II)	4
6	*Administrative Aide IV (Driver II)	4
1	*Administrative Aide IV (Reproduction Machine Operator II)	4
1	Administrative Aide III (Utility Worker II)	3
	II. CENSUS AND PLANNING DIVISION	
1	Housing and Homesite Regulation Officer VI	24
1	Housing and Homesite Regulation Officer V	22
2	Housing and Homesite Regulation Officer IV	19
2	*Housing and Homesite Regulation Officer III	16
1	*Housing and Homesite Regulation Officer II	13
4	Housing and Homesite Regulation Officer II	13
1	Administrative Assistant II (Artist-Illustrator II)	8
6	*Surveyman	6
1	Administrative Aide VI (Clerk III) (Existing)	6
	III. HOUSING AND RESETTLEMENT DIVISION	
1	Housing and Homesite Regulation Officer VI	24
1	Housing and Homesite Regulation Officer V	22

3	*Housing and Homesite Regulation Officer IV*	19
3	**Housing and Homesite Regulation Officer III*	16
14	*Housing and Homesite Regulation Officer II*	13
6	**Community Development Assistant II*	9
1	*Administrative Aide IV (Clerk II)*	4
	IV. SUPPORT SERVICES DIVISION	
1	*Housing and Homesite Regulation Officer VI*	24
1	*Housing and Homesite Regulation Officer V*	22
2	*Housing and Homesite Regulation Officer IV*	19
2	**Housing and Homesite Regulation Officer III*	16
1	**Accountant II*	16
4	*Housing and Homesite Regulation Officer II*	13
1	**Assessment Clerk III*	9
1	*Administrative Aide VI (Clerk III)*	6
	V. ESTATE MANAGEMENT DIVISION	
1	**Housing and Homesite Regulation Officer VI*	24
1	**Housing and Homesite Regulation Officer V*	22
2	**Housing and Homesite Regulation Officer IV*	19
2	**Housing and Homesite Regulation Officer III*	16
1	**Administrative Officer IV (Administrative Officer II)*	15
2	**Housing and Homesite Regulation Officer II*	13
	Total No. of Plantilla Positions	**95**

Legend:
-------Existing Position
*-------*New Position*

SECTION 6. GRADUAL IMPLEMENTATION PHASING. – The funds needed to cover the salaries and other benefits of the 45 newly-created positions shall be gradually appropriated annually in tranches and shall form part of the HCDRD's annual budget, until the same shall all be fully funded and filled-up.

An annual appropriation of 25%, or as may be approximately near thereto, of the total budget as provided in Section 7 hereof, shall be appropriated annually and every year thereafter to separately cover all the salaries and other benefits of all the positions for each and every tranche until all the newly-created positions are filled-up in accordance with the schedule list to be funded, as follows:

Listed below are the following positions to be funded:

First Year

NO.	TITLE OF POSITION	SG	DIVISION	ANNUAL SALARY AND OTHER BENEFITS
1	Housing and Homesite Regulation Officer VI	24	Estate Management Division	Php1,916,094.82
2	Housing and Homesite Regulation Officer IV	19	Estate Management Division	Php2,120,103.61
1	Administrative Officer IV (Administrative Officer II)	15	Estate Management Division	Php772,495.32
1	Housing and Homesite Regulation Officer II	13	Estate Management Division	Php669,957.50
1	Administrative Officer IV (Budget Officer II)	15	Administrative and Records Division	Php772,495.32
2	Administrative Assistant VI (Computer Operator III)	12	Administrative and Records Division	Php1,266,124.36
Total Budget for First Year				**Php7,517,270.96**
Total No. of Personnel				**8**

Second Year

No.	Title of Position	SG	Division	Annual Salary and Other Benefits
1	Housing and Homesite Regulation Officer V	22	Estate Management Division	Php1,443,624.24
1	Housing and Homesite Regulation Officer III	16	Estate Management Division	Php832,056.36
1	Housing and Homesite Regulation Officer III	16	Census and Planning Division	Php832,056.36
1	Housing and Homesite Regulation Officer III	16	Housing and Resettlement Division	Php832,056.36

1	*Housing and Homesite Regulation Officer III*	*16*	*Support Services Division*	*Php832,056.36*
1	*Accountant II*	*16*	*Support Services Division*	*Php832,056.36*
1	*Administrative Officer III (Supply Officer II)*	*14*	*Administrative and Records Division*	*Php714,662.16*
1	*Community Development Assistant II*	*9*	*Housing and Resettlement Division*	*Php470,133.26*
1	*Surveyman*	*6*	*Census and Planning Division*	*Php398,989.04*
2	*Administrative Aide IV (Driver II)*	*4*	*Administrative and Records Division*	*Php709,103.28*
Total Budget for Third Year				***Php7,896,793.78***
Total No. of Personnel				***11***

Third Year

No.	***Title of Position***	***SG***	***Division***	***Annual Salary and Other Benefits***
1	*Housing and Homesite Regulation Officer III*	*16*	*Census and Planning Division*	*Php832,056.36*
1	*Housing and Homesite Regulation Officer III*	*16*	*Housing and Resettlement Division*	*Php832,056.36*
1	*Housing and Homesite Regulation Officer III*	*16*	*Support Services Division*	*Php832,056.36*
1	*Housing and Homesite Regulation Officer III*	*16*	*Estate Management Division*	*Php832,056.36*
1	*Administrative Officer IV (Administrative Officer II)*	*15*	*Administrative and Records Division*	*Php772,495.32*
1	*Housing and Homesite Regulation Officer II*	*13*	*Estate Management Division*	*Php669,957.50*

2	*Community Development Assistant II*	*9*	*Housing and Resettlement Division*	*Php940,266.52*
1	*Assessment Clerk III*	*9*	*Support Services Division*	*Php470,133.26*
2	*Surveyman*	*6*	*Census and Planning Division*	*Php791,978.08*
2	*Administrative Aide IV (Driver II)*	*4*	*Administrative and Records Division*	*Php709,103.28*
Total Budget for Third Year				***Php7,674,159.40***
Total No. of Personnel				***13***

Fourth Year

No.	***Title of Position***	***SG***	***Division***	***Annual Salary and Other Benefits***
1	*Information Systems Analyst III*	*19*	*Administrative and Records Division*	*Php1,060,051.82*
1	*Computer Programmer III*	*18*	*Administrative and Records Division*	*Php969,676.92*
1	*Housing and Homesite Regulation Officer III*	*16*	*Housing and Resettlement Division*	*Php832,056.36*
1	*Housing and Homesite Regulation Officer II*	*13*	*Census and Planning Division*	*Php669,957.50*
3	*Community Development Assistant II*	*9*	*Housing and Resettlement Division*	*Php1,410,399.78*
3	*Surveyman*	*6*	*Census and Planning Division*	*Php1,168,967.12*
2	*Administrative Aide IV (Driver II)*	*4*	*Administrative and Records Division*	*Php709,103.28*
1	*Administrative Aide IV (Reproduction Machine Operator II)*	*4*	*Administrative and Records Division*	*Php354,551.64*
Total Budget for Fourth Year				***Php7,174,764.42***
Total No. of Personnel				***13***

SALARY OF 45 ADDITIONAL POSITIONS

No. of Position	Title of Positions	SG	Annual Salary and Other Benefits
1	Housing and Homesite Regulation Officer VI	24	Php1,916,094.82
1	Housing and Homesite Regulation Officer V	22	Php1,443,624.24
1	Information Systems Analyst III	19	Php1,060,051.82
2	Housing and Homesite Regulation Officer IV	19	Php2,120,103.64
1	Computer Programmer III	18	Php969,676.92
9	Housing and Homesite Regulation Officer III	16	Php7,488,507.24
1	Accountant II	16	Php832,056.36
1	Administrative Officer IV (Administrative Officer II)	15	Php772,495.32
1	Administrative Officer IV (Budget Officer II)	15	Php772,495.32
1	Administrative Officer IV (Administrative Officer II)	15	Php772,495.32
1	Administrative Officer III (Supply Officer II)	14	Php714,662.16
3	Housing and Homesite Regulation Officer II	13	Php2,009,872.50
2	Administrative Assistant VI (Computer Operator III)	12	Php1,266,124.36
6	Community Development Assistant II	9	Php2,820,799.56
1	Assessment Clerk III	9	Php470,133.26
6	Surveyman	6	Php2,351,934.24
6	Administrative Aide IV (Driver II)	4	Php2,127,309.84
1	Administrative Aide IV (Reproduction Machine Operator II)	4	Php354,551.64
45	**Total Budget Allocated for 45 Proposed Positions**		**Php30,262,988.56**

The positions under the second tranche will only be added to the personnel Plantilla once all positions under the first tranche have been filled, and the same process will apply to the succeeding tranches.

SECTION 7. FUNDING. – The funds covering the salaries and wages for the newly-created positions amounting to Thirty Million Two Hundred Sixty-Two Thousand Nine Hundred Eighty-Eight Pesos and 56/100 (Php30,262,988.56), more or less, shall be taken from the General Fund of the City's Annual Budget for the next and succeeding fiscal year.

SECTION 8. REPEALING CLAUSE. – All Quezon City ordinances, resolutions, executive orders, memorandum circulars and administrative orders, memorandum circulars, and administrative regulations or part thereof which are inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

SECTION 9. SEPARABILITY CLAUSE. – If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 10. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: July 6, 2026.

CERTIFICATION

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

MIKEY F. BELMONTE
President Pro-Tempore
Acting Presiding Officer

APPROVED: SEP 24 2026

MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:

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

BONIFACIO MONUMENT