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

PO23CC-235

61st Regular Session

ORDINANCE NO. SP-3558, S-2026

AN ORDINANCE CREATING THE INTERNAL AUDIT SERVICE (IAS) UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR AND DEFINING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DUTIES AND FUNCTIONS AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Introduced by Councilors ATTY. VOLTAIRE GODOFREDO "Bong" LIBAN III and ALY MEDALLA

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, Dave C. Valmocina, Ranulfo "Tatay Rannie" Z. Ludovica, Geleen "Dok G" Lumbad, Atty. Christoffer Allan "Tope" Liquigan, Albert Alvin "Chuckie" L. Antonio III, Wencerom Benedict C. Lagumbay, Don S. De Leon, Luigi D. Pumaren, Atty. Vicente Belmonte Jr., Edgar "Egay" G. Yap, Nanette Castelo Daza, Imee Rillo, Atty. Jesus Miguel Suntay, Raquel S. Malañgen, Joseph Joe Visaya, Aiko Melendez, Alfred Vargas, MPA, 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

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WHEREAS, Administrative Order No. 70, dated 14 April 2003 and Executive Order No. 01, Series of 2019 were issued, creating the Internal Audit Service (IAS) under the Office of the City Mayor;

WHEREAS, to achieve a more ethical, efficient, effective provision, and delivery of government services, there is a need to institutionalize, strengthen, and augment the internal auditing activities of the Quezon City Government;

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WHEREAS, Section 454(c)(2) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers the City Council to "create such other offices as may be necessary to carry out the purpose of the city government";

WHEREAS, Department of Budget and Management (DBM) Circular No. 2004-4, dated March 22, 2004, prescribes the Guidelines on the Organization and Staffing of Internal Audit Units in government entities, thereby recognizing the importance of an internal audit function in promoting accountability and sound management practices;

WHEREAS, Annex D of DBM-CSC Joint Resolution No. 1, Series of 2006 adopts the Rationalization Program Organization and Staffing Standards and Guidelines, which authorizes government agencies and local government units to establish Internal Audit Services/Offices as part of their organizational structure;

WHEREAS, DBM Circular Letter No. 2008-5, dated April 14, 2008, provides the Guidelines in the Organization and Staffing of an Internal Audit Unit and Management Division/Unit, while DBM Circular Letter No. 2008-8, dated October 23, 2008, promulgates the National Guidelines on Internal Control Systems, emphasizing the role of internal audit in strengthening internal control mechanisms in government entities;

WHEREAS, DBM Circular Letter No. 2011-5, dated May 19, 2011, was issued to provide for the Philippine Government Internal Audit Manual (PGIAM) as reference for internal audit practices in public institutions, which was further revised and updated through DBM Circular Letter No. 2020-8, dated May 26, 2020;

WHEREAS, DBM Local Budget Circular No. 110, dated June 10, 2016, introduced the Internal Audit Manual for Local Government Units, thereby providing specific guidance for LGUs in establishing and operationalizing Internal Audit Services;

WHEREAS, DBM Local Budget Circular No. 137, dated July 13, 2021, prescribes the Internal Audit Operations System for LGUs (CY 2021 Edition) as a tool for effective internal audit implementation, further enhanced by DBM Local Budget Circular No. 153, dated August 31, 2023, which issued the Internal Audit Manual for LGUs, 2023 Edition;

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WHEREAS, DBM Local Budget Circular No. 156, dated April 15, 2024, clarified the Personnel Services (PS) Limitation and Determination of Waived PS Items, thereby supporting the staffing of essential oversight offices such as the Internal Audit Office;

WHEREAS, to date, Quezon City has obtained an unprecedented six (6) Unmodified Audit Opinion from the Commission on Audit starting from the Audit of 2020 Calendar Year. This achievement of transparency and accountability needs to be strengthened within the Quezon City Government;

NOW, THEREFORE,

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

SECTION 1. CREATION. – There is hereby created a unit under the Office of the City Mayor which shall be known as the Internal Audit Service ("IAS"). All powers, functions, personnel, and assets of the IAS under the Office of the City Mayor created under Executive Order No. 01, Series of 2019 shall be absorbed by the IAS unit.

SECTION 2. FUNCTION. – The IAS shall conduct internal audits of the departments, offices, and operating units of the Executive Branch of the Quezon City Government. Specifically, it shall have the following functions:

a. *Advise the City Mayor on all matters relating to management control and operations audit of the Executive Branch;*

b. *Conduct management and operations audit of the Executive Branch of the Quezon City Government functions, programs, projects, activities, and outputs and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;*

c. *Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports, and performance standards of the Executive Branch of the Quezon City Government;*

d. *Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and*

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e. Perform such other related duties and responsibilities as may be assigned or delegated by the City Mayor or as may be required by law or ordinance.

The IAS shall be under the direct supervision and control of the City Mayor and shall be detached from all functions of routine operating character.

SECTION 3. AUTHORITY AND CONFIDENTIALITY. – Subject to limitations provided by existing laws, rules and regulations, the IAS shall have full, free, and unrestricted access to all functions, premises, assets, personnel, records, and other documents and information that is necessary in undertaking internal audit activities. In the performance of its functions, the IAS shall exercise independence to render impartial and unbiased judgments essential to the proper conduct of audits.

The IAS shall respect the confidentiality of information acquired in the course of performing audit activities. Unless there is a legal or professional right or duty to disclose, the IAS shall not use or disclose any such information without proper and specific authority. Likewise, confidentiality is not only a matter of disclosure of information but is also inclusive of the prohibition on the use of information for personal advantage or for the advantage of a third party.

SECTION 4. HEAD OF OFFICE. – The IAS shall be headed by a City Government Department Head III.

The City Government Department Head III shall be accountable to the City Mayor for the efficient and effective operation of the internal audit function. The City Government Department Head III shall report directly to the City Mayor for audits conducted on the Executive Branch.

a. QUALIFICATIONS – The City Government Department Head III shall be a citizen of the Philippines, a resident of Quezon City, a person of good moral character, and a licensed accountant or lawyer, who has practiced the profession for at least five (5) years and with thirty-two (32) hours in supervisory/management learning and development intervention.

SECTION 5. FUNCTIONAL DIVISIONS. – The following Divisions shall comprise the IAS and shall perform the duties and responsibilities hereunder stated:

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A. OPERATIONS AUDIT DIVISION

1. *Conduct operations performance audits of activities of the Quezon City Government and determine the degree of compliance with the mandate, policies, government regulations, systems and procedures/processes, and contractual obligations;*

2. *Review operations or programs to ascertain whether or not results are consistent with established objectives and goals, and whether or not such programs are being carried out as planned;*

3. *Evaluate the outcome, output, process, and input to determine whether or not government operations, programs, and projects are economical, efficient, ethical, and effective;*

4. *Evaluate the quality of performance of groups/individuals carrying out their assigned responsibilities;*

5. *Assess progress with respect to processes, projects, programs, their respective outputs or outcome, or impact or change towards improving the condition of intended beneficiaries;*

6. *Recommend courses of action on operational deficiencies observed; and*

7. *Perform miscellaneous services, including special investigations and assistance to outside contacts, subject to authority from the Local Chief Executive (LCE).*

B. MANAGEMENT AUDIT DIVISION

1. *Conduct management performance audits of activities of the Quezon City Government and determine the degree of compliance with the mandate, policies, government regulations, systems and procedures/processes, and contractual obligations;*

2. *Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports, and performance standards of the Quezon City Government and the departments covered;*

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3. *Verify and analyze financial, management, and operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;*

4. *Ascertain the reliability and integrity of financial, management, and operations information and the means used to identify, measure, classify, and report such information;*

5. *Review and evaluate the soundness, adequacy, and application of accounting, financial, and management controls and promote the most effective control at a reasonable cost;*

6. *Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property, etc.; and*

7. *Perform miscellaneous services, including special investigations and assistance to outside contacts, subject to authority from the Local Chief Executive.*

C. ADMINISTRATIVE DIVISION

1. *Develop plans, programs, procedures, policies, and standards related to office management and administration;*

2. *Process documents on appointments, leave applications, separation, etc.;*

3. *Administer the budget planning, policies, systems, procedures, and strategies for the Office; and*

4. *Administer purchasing of supplies and inventories of the Office and other related supplies of management.*

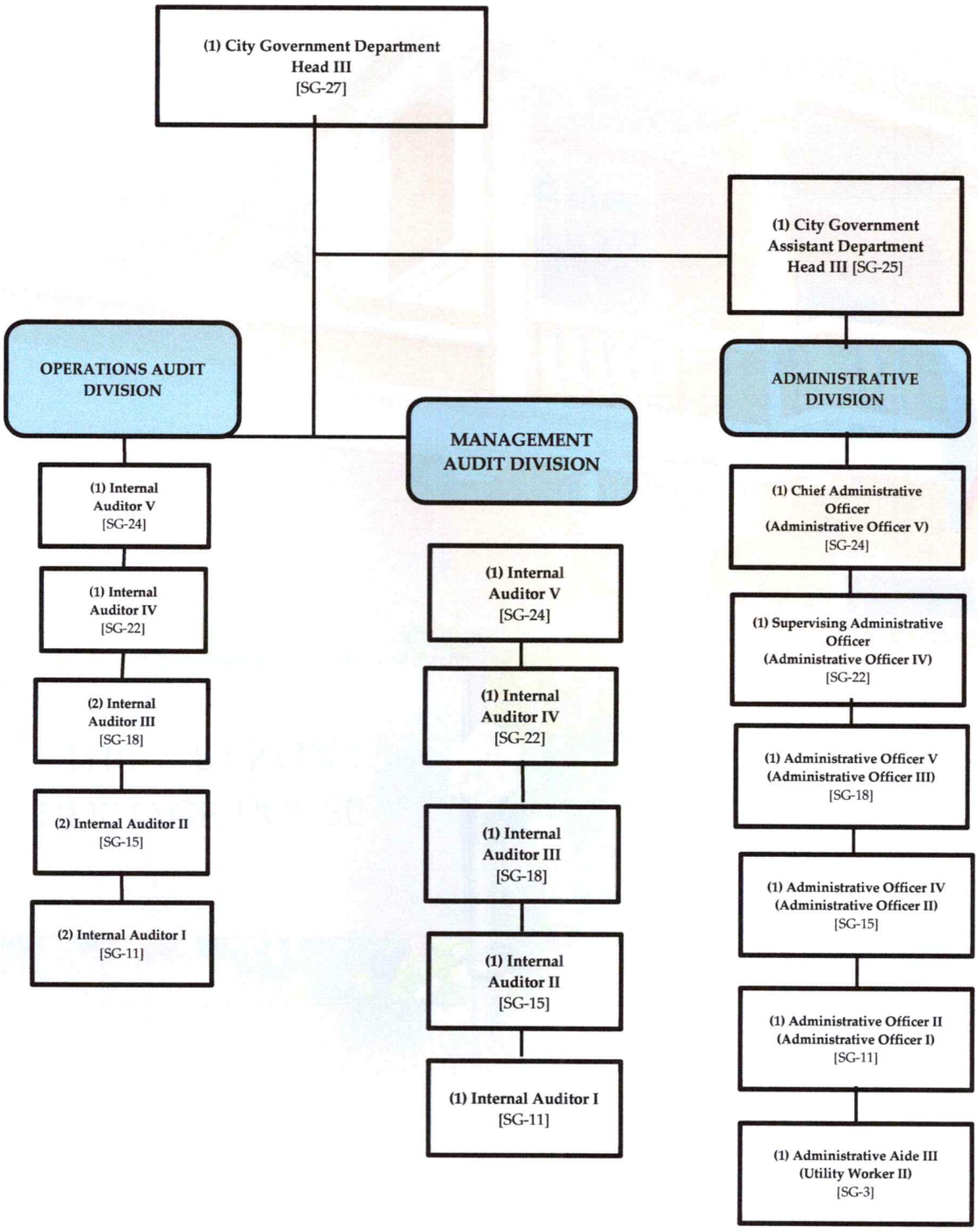
SECTION 6. STAFFING PATTERN. – The table hereunder presents the summary of twenty-one (21) Plantilla positions to be created.

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NO. OF POSITIONS	POSITION	SALARY GRADE
1	*City Government Department Head III*	*27*
1	*City Government Assistant Department Head III*	*25*
Operations Audit Division		
1	*Internal Auditor V*	*24*
1	*Internal Auditor IV*	*22*
2	*Internal Auditor III*	*18*
2	*Internal Auditor II*	*15*
2	*Internal Auditor I*	*11*
Management Audit Division		
1	*Internal Auditor V*	*24*
1	*Internal Auditor IV*	*22*
1	*Internal Auditor III*	*18*
1	*Internal Auditor II*	*15*
1	*Internal Auditor I*	*11*
Administrative Division		
1	*Chief Administrative Officer (Administrative Officer V)*	*24*
1	*Supervising Administrative Officer (Administrative Officer IV)*	*22*
1	*Administrative Officer V (Administrative Officer III)*	*18*
1	*Administrative Officer IV (Administrative Officer II)*	*15*
1	*Administrative Officer II (Administrative Officer I)*	*11*
1	*Administrative Aide III (Utility Worker II)*	*3*

SECTION 7. ORGANIZATIONAL STRUCTURE. – The Organizational Structure of the IAS is herein presented and shall conform to the requirements of the DBM and the Civil Service Commission (CSC).

7.1. Organizational Chart



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7.2. Plantilla Positions and their Required Education, Eligibility, Work Experience, and Other Qualifications

7.2.a. Department Head and Assistant Department Head

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES, AND OTHER QUALIFICATIONS OF THE DEPARTMENT HEAD AND ASSISTANT DEPARTMENT HEAD							
	POSITION TITLE	***SALARY GRADE***	***EDUCATION***	***ELIGIBILITY***	***WORK EXPERIENCE***	***TRAINING***	***REQUIRED NUMBER OF PLANTILLA POSITIONS***
A	*City Government Department Head III*	*27*	*Bachelor's Degree*	*Career Service (Professional)/ Second Level Eligibility*	*5 years in position/s involving management and supervision*	*32 hours of training in management and supervision*	*1*
B	*City Government Assistant Department Head III*	*25*	*Bachelor's Degree*	*Career Service (Professional)/ Second Level Eligibility*	*5 years in position/s involving management and supervision*	*32 hours of training in management and supervision*	*1*

7.2.b. Operations Audit Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES, AND OTHER QUALIFICATIONS UNDER THE OPERATIONS AUDIT DIVISION							
	POSITION TITLE	***SALARY GRADE***	***EDUCATION***	***ELIGIBILITY***	***WORK EXPERIENCE***	***TRAINING***	***REQUIRED NUMBER OF PLANTILLA POSITIONS***
A	*Internal Auditor V*	*24*	*Master's Degree*	*Career Service (Professional)/ Second Level Eligibility*	*4 years in position(s) involving management and supervision*	*24 hours of training in management and supervision*	*1*
B	*Internal Auditor IV*	*22*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*3 years of relevant experience*	*16 hours of relevant training*	*1*

C	*Internal Auditor III*	*18*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*2 years of relevant experience*	*8 hours of relevant training*	*2*
D	*Internal Auditor II*	*15*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*1 year of relevant experience*	*4 hours of relevant training*	*2*
E	*Internal Auditor I*	*11*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*1 year of relevant experience*	*4 hours of relevant training*	*2*

7.2.c. Management Audit Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES, AND OTHER QUALIFICATIONS UNDER THE MANAGEMENT AUDIT DIVISION							
	POSITION TITLE	***SALARY GRADE***	***EDUCATION***	***ELIGIBILITY***	***WORK EXPERIENCE***	***TRAINING***	***REQUIRED NUMBER OF PLANTILLA POSITIONS***
A	*Internal Auditor V*	*24*	*Master's Degree*	*Career Service (Professional)/ Second Level Eligibility*	*4 years of experience involving internal auditing work*	*24 hours of training in management and supervision*	*1*
B	*Internal Auditor IV*	*22*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*3 years of relevant experience*	*16 hours of relevant training*	*1*
C	*Internal Auditor III*	*18*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*2 years of relevant experience*	*8 hours of relevant training*	*1*
D	*Internal Auditor II*	*15*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*1 year of relevant experience*	*4 hours of relevant training*	*1*
E	*Internal Auditor I*	*11*	*Bachelor's Degree relevant to the job*	*Career Service (Professional)/ Second Level Eligibility*	*1 year of relevant experience*	*4 hours of relevant training*	*1*

7.2.d. Administrative Division

PLANTILLA POSITIONS AND THEIR REQUIRED EDUCATION AND ELIGIBILITY, WORK EXPERIENCES, AND OTHER QUALIFICATIONS UNDER THE ADMINISTRATIVE DIVISION							
	POSITION TITLE	**SALARY GRADE**	**EDUCATION**	**ELIGIBILITY**	**WORK EXPERIENCE**	**TRAINING**	**REQUIRED NUMBER OF PLANTILLA POSITIONS**
A	Chief Administrative Officer (Administrative Officer V)	24	Bachelor's Degree	Career Service (Professional)/ Second Level Eligibility	4 years in position/s involving management and supervision	24 hours of training in management and supervision	1
B	Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree	Career Service (Professional)/ Second Level Eligibility	3 years of relevant experience	16 hours of relevant training	1
C	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	Career Service (Professional)/ Second Level Eligibility	2 years of relevant experience	8 hours of relevant training	1
D	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	Career Service (Professional)/ Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1
E	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	Career Service (Professional)/ Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1
F	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required	1

7.3. Duties and Responsibilities

City Government Department Head III

- *Ensure the efficient and effective operation of the internal audit function;*
- *Develop strong professional relationships with the LCE and key stakeholders;*
- *Lead the development of the internal audit strategic plan and annual work plan that outlines the objectives, priorities, and proposed internal audit plan;*

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- *Liaise with other policy and regulatory bodies in developing internal audit plans for review and approval by the LCE; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

City Government Assistant Department Head III

- *Assist the City Government Department Head III in ensuring the efficient and effective operation and implementation of the internal audit function;*

- *Assist the City Government Department Head III in overseeing the day-to-day functions of the Department and directly supervise the Administrative Division;*

- *Oversee the development and implementation of systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;*

- *Monitor implementation of policies and guidelines issued on administrative matters and recommend policies and programs to improve operations;*

- *Review documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations for approval or instructions of the City Government Department Head III; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

7.3.a. Operations Audit Division

Internal Auditor V

- *Supervise the conduct of Operations Audit (evaluation of the outcome, output, process, and input to determine whether or not government operations, programs, and projects are 4Es [Efficient, Effective, Economical, and Ethical]; this includes the conduct of Compliance Audit) of various programs, projects and activities of the departments/offices/units by ensuring that audit objectives and timelines are achieved as planned;*

- *Assist the City Government Department Head III in assessing whether the 4Es (Efficient, Effective, Economical, and Ethical) of government operations are in place and providing the Local Chief Executive courses of action to address problem areas;*

- *Establish the annual goals, objectives, and performance targets of the Operations Audit Division;*

- *Establish guidelines and procedures on the conduct of Operations Audit for the guidance of the internal audit staff;*

- *Do the final review of operations audit plans;*

- *Recommend approval of operation audit plans;*

- *Review operations audit report;*

- *Determine training needs of internal audit staff;*

- *Responsible for work performance and discipline of audit staff; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor IV

- *Supervise and lead the Internal Audit Staff in the conduct of Operations Audit, by ensuring that audit methodology is implemented and the activities are within the audit timeline;*

- *Assign tasks and staffing pattern in conducting operations audit;*

- *Review audit operations plans;*

- *Discuss the audit operations plans with the concerned internal audit staff;*

- *Review written audit operations report;*

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- *Advise staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;*
- *Review status report of audit operations being conducted;*
- *Train new internal auditors;*
- *Rate performance of audit staff; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor III

- *Supervise and guide the Internal Audit Staff in performing audit methodology for the conduct of Operations Audit;*
- *Assign and clarify work assignments of the members of the audit team;*
- *Discuss operations audit scope and objectives prior to the conduct of audit;*
- *Lead the audit team in the conduct of complex audit methodology in operations audit;*
- *Review findings and recommendations of the audit team for completeness and conformance to the audit plan, standards, and guidelines;*
- *Draft the consolidated operations audit report;*
- *Discuss audit results with the auditee/s before the draft of the report is finalized;*
- *Conduct follow-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;*
- *Conduct investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;*

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- *Conduct special audit as assigned; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor II

- *Under general supervision, draft operations audit plans for review of the immediate supervisor;*
- *Assist the Internal Auditor III in performing complex operations audit methodology;*
- *Draft operations audit report on the results of the audit completed;*
- *Discuss audit results with the auditee/s before the draft of the report is finalized;*
- *Make appropriate recommendations based on the results of the operations audit;*
- *Conduct follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor I

- *Under general supervision, perform simple operations audit methodology;*
- *Discuss with the immediate supervisor the research findings on the background information of the auditee for the scoping activity needed for the operations audit;*
- *Ensure the complete documentation of the Operations Audit Report and working papers are maintained and properly filed;*
- *Draft report on the results of the audit completed;*

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- *Provide initial recommendations based on the audit findings;*

- *Maintain monitoring of all operations audit recommendations by indicating status of implementation and other important details needed by the immediate supervisor for follow-up; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

7.3.b. Management Audit Division

Internal Auditor V

- *Supervise the conduct of Management Audit (evaluation of the effectiveness of internal controls adopted in systems and processes, organizational and staffing structures, operations and management practices, records, reports, and performance standards) of the departments/offices/units by ensuring that audit objectives and timelines are achieved as planned;*

- *Assist the City Government Department Head III in identifying issues and control weaknesses or management deficiencies in the system thereby providing the Local Chief Executive courses of action to address the problem areas;*

- *Establish the annual goals, objectives, and performance targets of the Management Audit Division;*

- *Establish guidelines and procedures on the conduct of Management Audit for the guidance of the internal audit staff;*

- *Do the final review of management audit plans;*

- *Recommend approval of management audit plans;*

- *Review management audit report;*

- *Determine training needs of internal audit staff;*

- *Be responsible for work performance and discipline of audit staff; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor IV

- *Supervise and lead the Internal Audit Staff in the conduct of Management Audit by ensuring that audit methodology is implemented and the activities are within the audit timeline;*
- *Assign tasks and staffing pattern for the conduct of Management Audit;*
- *Review management audit plans;*
- *Discuss management audit plans with the concerned internal audit staff;*
- *Review written management audit report;*
- *Advise staff on the need for changes in scope, objectives, audit procedures and on possible ways to resolve audit issues encountered;*
- *Review status report of the audit being conducted;*
- *Train new internal auditors;*
- *Rate performance of audit staff; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor III

- *Supervise and guide the Internal Audit Staff in performing audit methodology for the conduct of Management Audit;*
- *Assign and clarify work assignments of members of the audit team;*
- *Discuss internal audit scope and objectives prior to the conduct of management audit;*
- *Lead an internal audit team in the conduct of complex audit methodology in management audit;*

- *Review findings and recommendations of the audit team for completeness and conformance to the audit plan, standards, and guidelines;*
- *Draft the consolidated management audit report;*
- *Discuss audit results with the auditee/s before the draft of the report is finalized;*
- *Conduct follow-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons of non-implementation;*
- *Conduct investigations of anomalies discovered in audits and submit reports and recommendations on investigations completed;*
- *Conduct special audit as assigned; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Internal Auditor II

- *Under general supervision, draft management audit plans for review of the immediate supervisor;*
- *Assist the Internal Auditor III in performing complex management audit methodology;*
- *Draft Management Audit Report on the results of the audit completed;*
- *Discuss audit results with the auditee/s before the draft of the report is finalized;*
- *Make appropriate recommendations based on the results of the audit;*
- *Conduct follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

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Internal Auditor I

- *Under general supervision, perform simple management audit methodology;*
- *Discuss with the immediate supervisor the research findings on the background information of the auditee for the scoping activity needed for the management audit;*
- *Ensure the complete documentation of the Management Audit Report and working papers are maintained and properly filed;*
- *Draft report on the results of the audit completed;*
- *Provide initial recommendations based on the audit findings;*
- *Maintain monitoring of all management audit recommendations by indicating status of implementation and other important details needed by the immediate supervisor for follow-up; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

7.3.c. Administrative Division

Chief Administrative Officer (Administrative Officer V)

- *Under the direction of the City Government Assistant Department Head III, supervise the Administrative Division in providing administrative functions on budget, procurement, human resources, property, supplies, and records management;*
- *Direct and supervise the preparation of financial, accomplishment and administrative reports, documents, and correspondence;*
- *Ensure the management of procurement of transactions;*
- *Oversee services related to personnel administration (e.g. recruitment, payroll, personnel records maintenance and updating), training, and other human resource and development services including performance management system;*

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- *Coordinate and collaborate with offices within and/or outside the Office to ensure efficient, effective, and timely delivery of services;*

- *Review and ensure the undertaking of complete staff work on matters requiring the attention/action of the Division Chief; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Supervising Administrative Officer (Administrative Officer IV)

- *Assist the Chief Administrative Officer (Administrative Officer V) in supervising administrative personnel, creating policies, rules and regulations for the Internal Audit Service;*

- *Supervise administrative/clerical support for the Internal Audit Service;*

- *Help the Chief Administrative Officer (Administrative Officer V) in developing and implementing systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;*

- *Interpret, implement, and supervise administrative personnel, policies, rules and regulations for the IAS;*

- *Prepare communications and work closely with other staff in establishing and developing efficient flow of documents; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Administrative Officer V (Administrative Officer III)

- *Under direct supervision, responsible for and supervise the work of administrative unit engaged in providing administrative functions on budget, procurement, human resources, property, supplies, and records management;*

- *Implement systems and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices;*

- *Review reports and documents related to budget, procurement, human resources, property, supplies, and records management and submit findings and recommendations for managerial actions;*

- *Assign and clarify work assignments of administrative staff; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Administrative Officer IV (Administrative Officer II)

- *Prepare reports and documents related to budget, procurement, human resources, property, supplies, and records management;*

- *Supervise the maintenance of the storage area for supplies and properties to ensure the security and safety of supplies;*

- *Approve issuance of supplies as prepared by the requesting party;*

- *Lead the conduct of inventory count and maintain an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules and regulations to establish accountability and inclusion of the property in the books of accounts;*

- *Take charge with the Human Resource Information System (HRIS) and any iteration thereof for IAS; and*

- *Perform other functions and duties as may be assigned in the interest of public service.*

Administrative Officer II (Administrative Officer I)

- *Ensure that receiving, recording, and filing of documents are in accordance to the recommended filing system;*

- *Maintain updated filing of all records;*
- *Update file information;*
- *Answer general queries by researching and retrieving files;*
- *Process all incoming and outgoing correspondence;*
- *Implement process for conducting the annual inventory of records and submit findings to the Administrative Officer IV (Administrative Officer II); and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

Administrative Aide III (Utility Worker II)

- *In-charge of maintenance of cleanliness of the Office;*
- *Perform liaison work and deliver correspondences for swift communication with other departments/offices/ barangay; and*
- *Perform other functions and duties as may be assigned in the interest of public service.*

SECTION 8. FUNDING. – The funds covering the personnel services, capital expenditures, maintenance and other operating expenditures, and property, plant and equipment of the IAS shall be included in the regular annual budget of the Quezon City Government.

SECTION 9. REPEALING CLAUSE. – All Quezon City ordinances, resolutions, executive orders, memorandum circulars, administrative regulations, or other issuances, or parts thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed and modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

THE QUEZON HERITAGE HOUSE
A PLACE OF REFUGE AND COMFORT

SECTION 11. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: August 17, 2026.

CERTIFICATION

This is to certify that this Ordinance was ENACTED by the City Council on Second Reading on August 17, 2026 and was PASSED on Third/Final Reading on October 1, 2026.

GIAN G. SOTTO
City Vice Mayor
Presiding Officer

APPROVED: OCT 14 2026

MA. JOSEFINA G. BELMONTE
City Mayor

ATTESTED:

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