

Republika ng Pilipinas
Lungsod Quezon
SANGGUNIANG PANLUNGSOD
(City Council)

PO99-200

44th Regular Session

ORDINANCE NO. ~~SP-617~~, S-99

AN ORDINANCE AMENDING SECTION 3 (STAFFING PATTERN) OF ORDINANCE NO. SP-635, S-98, IN ORDER TO CORRECT THE POSITION TITLES OF THE POSITIONS CREATED UNDER THE CITY ACCOUNTING DEPARTMENT.

Introduced by Councilors GODOFREDO T. LIBAN II, WILMA AMORANTO-SARINO, VINCENT P. CRISOLOGO, ANTONIO L. SIOSON, ELIZABETH A. DELARMENTE, ROMMEL R. ABESAMIS, WINSTON "Winnie" T. CASTELO, MARCIANO P. MEDALLA, ERIC Z. MEDINA, ANTHONY C. CASTELO, NANETTE CASTELO DAZA, JESUS C. SUNTAY, MARCEL C. RILLO, RAMON G. MATHAY, ALMA F. MONTILLA, BAYANI V. HIPOL and MARVIN C. RILLO.

Sponsored by Councilor Eufenio C. Lagumbay.

WHEREAS, there is a need to amend Section 3 (Staffing Pattern) of Ordinance No. SP-635, S-98, entitled: "AN ORDINANCE ESTABLISHING THE CITY ACCOUNTING DEPARTMENT AS MANDATED UNDER REPUBLIC ACT NO. 7160, PROVIDING FOR ITS ORGANIZATION, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES AND APPROPRIATING THE NECESSARY FUNDS FOR ITS PURPOSE", in order to correct the position titles of the positions created therein to conform with existing CSC and DBM rules and regulations;

NOW, THEREFORE,

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

SECTION 1. Section 3 (Staffing Pattern) of Ordinance No. SP-635, S-98 is hereby amended to read as follows:

"Section 3. STAFFING PATTERN - A staffing pattern consisting of the following positions are hereby provided for the City Accounting Department:

<u>NO.</u>	<u>POSITION TITLE</u>	<u>SALARY GRADE LEVEL</u>
1	<u>City Accountant III</u>	27
2	<u>City Accountant II</u> - Assistant for Financial Management - Assistant for Internal Audit Services	26

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1	Legal Officer IV	22
1	Secretary II	9
2	Accounting Clerk III	8
1	Accounting Clerk II	6

ADMINISTRATIVE DIVISION

1	Administrative Officer V	24
1	Administrative Officer IV	22
1	Human Resource Mgmt. Officer III	18
2	Property Officer II	15
1	Supply Officer II	15
1	Artist Illustrator	11
1	Driver Mechanic	9
2	Administrative Assistant	8
2	Driver III	8
2	Reproduction Machine Operator III	7
3	Utility Worker II	3

Records Management Section

1	Records Officer III	18
2	Records Officer II	15
2	Records Officer I	11
1	Clerk II	6
1	Messenger	2

EDP/Database Section

1	<u>Computer Programmer III</u>	18
2	<u>Computer Operator IV</u>	14
4	<u>Computer Operator III</u>	12
2	Computer Operator II	9
2	Computer Operator I	7

FISCAL MANAGEMENT AND CONTROL DIVISION

1	Fiscal Controller V	24
1	Fiscal Controller IV	22

Pre-Audit Section

1	Fiscal Examiner III	18
8	Fiscal Examiner II	15
9	Fiscal Examiner I	11
4	Fiscal Clerk III	8
3	Fiscal Clerk II	6

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Fund Control Section

1	Fiscal Controller III	18
4	Fiscal Controller II	15
3	Fiscal Controller I	11
2	Fiscal Clerk III	8
1	Fiscal Clerk II	6

Technical Inspection Section

1	<u>Management and Audit Analyst III</u>	18
2	<u>Management and Audit Analyst II</u>	15
5	<u>Management and Audit Analyst I</u>	11
2	Fiscal Clerk III	8
2	Fiscal Clerk II	6

FINANCIAL ACCOUNTS AND ANALYSIS DIVISION

1	<u>Accountant V</u>	24
1	<u>Accountant IV</u>	22

Financial Accounts Section

1	<u>Accountant III</u>	18
4	<u>Accountant II</u>	15
6	<u>Accountant I</u>	11
4	Sr. Bookkeeper	9
6	<u>Bookkeeper</u>	8
2	Accounting Clerk III	8
2	Accounting Clerk II	6

Financial Analysis Section

1	<u>Accountant III</u>	18
5	<u>Accountant II</u>	15
3	<u>Accountant I</u>	11
1	Accounting Clerk III	8

Miscellaneous Accounts Section

1	<u>Fiscal Controller III</u>	18
6	<u>Fiscal Controller II</u>	15
4	<u>Fiscal Controller I</u>	11
2	Accounting Clerk III	8
2	Accounting Clerk II	6
1	Messenger	2

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PAYROLLS, BILLS AND REMITTANCE DIVISION

1	<u>Fiscal Examiner V</u>	24
1	<u>Fiscal Examiner IV</u>	22

Payrolls Section

1	<u>Fiscal Examiner III</u>	18
2	<u>Fiscal Examiner II</u>	15
3	<u>Fiscal Examiner I</u>	11
5	<u>Fiscal Clerk III</u>	8
7	<u>Fiscal Clerk II</u>	6

Bills and Remittance Section

1	<u>Fiscal Examiner III</u>	18
7	<u>Fiscal Examiner II</u>	15
3	<u>Fiscal Examiner I</u>	11
2	<u>Fiscal Clerk III</u>	8
2	<u>Fiscal Clerk II</u>	6

REVENUE ABSTRACT AND STATISTICS DIVISION

1	<u>Fiscal Examiner V</u>	24
1	<u>Fiscal Examiner IV</u>	22

Revenue Abstract Section

1	<u>Fiscal Examiner III</u>	18
2	<u>Fiscal Examiner II</u>	15
5	<u>Fiscal Examiner I</u>	11
3	<u>Fiscal Clerk III</u>	8

Revenue Statistics and Analysis Section

1	<u>Fiscal Examiner III</u>	18
2	<u>Fiscal Examiner II</u>	15
2	<u>Fiscal Examiner I</u>	11
1	<u>Fiscal Clerk III</u>	8
1	<u>Fiscal Clerk II</u>	6

BARANGAY ACCOUNTING DIVISION

1	<u>Fiscal Controller V</u>	24
1	<u>Fiscal Controller IV</u>	22

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Bookkeeping Section

1	<u>Fiscal Controller III</u>	18
1	<u>Fiscal Controller II</u>	15
4	<u>Fiscal Controller I</u>	11
8	<u>Senior Bookkeeper</u>	9
4	<u>Bookkeeper</u>	8
2	<u>Accounting Clerk III</u>	8
2	<u>Accounting Clerk II</u>	6
1	<u>Accounting Clerk I</u>	4

Processing Section

1	<u>Fiscal Examiner III</u>	18
2	<u>Fiscal Examiner II</u>	15
12	<u>Fiscal Examiner I</u>	11
3	<u>Accounting Clerk III</u>	8

INTERNAL AUDIT DIVISION

1	<u>Management and Audit Analyst V</u>	24
1	<u>Management and Audit Analyst IV</u>	22

Financial Audit Section

1	<u>Management and Audit Analyst III</u>	18
4	<u>Management and Audit Analyst II</u>	15
3	<u>Management and Audit Analyst I</u>	11
5	<u>Management and Audit Assistant</u>	8
2	<u>Clerk III</u>	6

Systems Audit Section

1	<u>Management and Audit Analyst III</u>	18
7	<u>Management and Audit Analyst II</u>	15
3	<u>Management and Audit Analyst I</u>	11
4	<u>Management and Audit Assistant</u>	8
1	<u>Clerk III</u>	6


280 Total

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SECTION 2. This Ordinance shall take effect upon its approval.

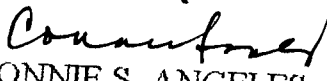
ENACTED : November 18, 1999.


JORGE L. BANAL
President Pro-Tempore
Acting Presiding Officer

ATTESTED :


EUGENIO V. JURILLA
City Council Secretary

APPROVED : _____


CONNIE S. ANGELES
Acting City Mayor

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