



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
17th City Council

15th Regular Session

ORDINANCE NO. SP-**1819**S-2007
(PO2007-85)

AN ORDINANCE AMENDING ORDINANCE NO. SP-1179, S-2002 DEFINING ITS FUNCTIONS, PROVIDING FOR ITS STAFFING PATTERN, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

Introduced by Councilor EDEN "Candy" A. MEDINA.

Co-Introduced by Councilors Dorothy A. Delarmente, Francisco A. Calalay, Jr., Bernadette Herrera-Dy, Victor V. Ferrer, Jr., Joseph P. Juico, Ricardo T. Belmonte, Jr., Winston "Winnie" T. Castelo, Ramon P. Medalla, Allan Butch T. Francisco, Voltaire Godofredo L. Liban III, Aiko S. Melendez, Jorge B. Banal, Jr., Franz S. Pumaren, Wencerom Benedict C. Lagumbay, Dante M. De Guzman, Diorella Maria G. Sotto, Jaime F. Borres, Antonio E. Inton, Jr., Jesus Manuel C. Suntay, Janet M. Malaya, Edcel B. Lagman, Jr., Vincent DG. Belmonte, Bayani V. Hipol, Xyrus L. Lanot and Junie Marie L. Castelo.

WHEREAS, Executive Order No 292, provides for the protection, maintenance and preservation of historical, cultural and natural assets which are considered tourist attraction;

WHEREAS, there is a need to amend Ordinance No SP-1179, S-2002 entitled: "An Ordinance Establishing the Quezon City Museum under the Office of the City Mayor for the Purpose of Exhibiting the Historical, Cultural and Natural Assets of the city, and appropriating the amount of Ten Million Pesos (P10,000,000.00) for the purpose", to be able to define its functions and staffing pattern and to effectively fulfill its purpose;

WHEREAS, the city's cultural milieu is expected to be a rich and cultural interest and appreciation commensurate with the sophistication of the highly urbanized and cosmopolitan character of the city;

WHEREAS, provide quality museum services commensurate with the city's growth and development as a world-class city and as a center of innovation, progress, and social change;

WHEREAS, the museum seeks to educate the general public, including students of Quezon City, it will be designed to tell the story of Quezon City beginning with its geology and geography, flora and fauna, and its people from the earliest times to the present;

WHEREAS, the exhibits shall be designed with a clear story line written to educate in as interesting and entertaining manner as possible and exhibit contents and presentations which shall attempt to match those of similar museums in London, New York, and Paris, which present the social history of those cities;

WHEREAS, there is consciousness about the need for the general population to have access to such cultural venues to sensitize their own appreciation of the history, art and culture of their city;

WHEREAS, the establishment of the Quezon City Museum of History, Culture and the Arts will promote the city's historical, pre-historical, political and cultural legacy and thereby educate the constituents of this city of the significant contributions of the early man who lived in this city;

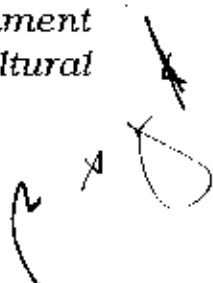
WHEREAS, this Ordinance shall be known as the Quezon City Museum of History, Culture and Arts;

WHEREAS, it is the pride of Quezon City as a Local Government Unit to establish its own Museum for exhibition of political, cultural and social history of this city.

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NOW, THEREFORE,

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

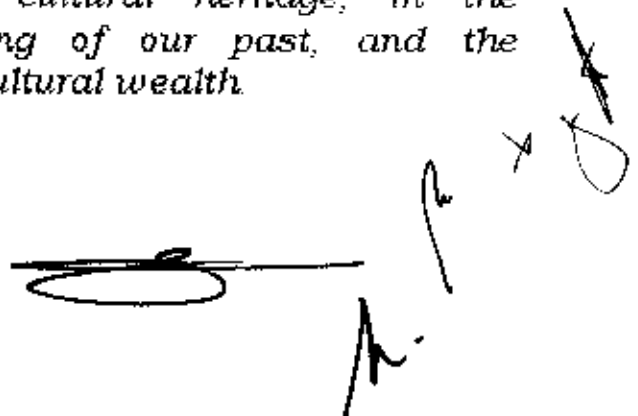
ARTICLE I
STATEMENT OF POLICY

SECTION 1. DECLARATION OF POLICY – *It is the policy of the Quezon City government to pursue and support the cultural development of the people of this city, through preservation, enrichment and dynamic evolution of people of Quezon City's culture, based on the principle of unity in diversity in a climate of free artistic and intellectual expression.*

ARTICLE II
VISION AND MISSION

SECTION 2. GOALS AND OBJECTIVES. – *The Quezon City Museum of History, Culture and the Arts shall have the following goals and objectives:*

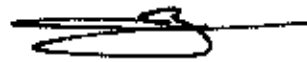
- 2.1 *The Quezon City Museum of History, Culture and Arts shall take the lead in disseminating knowledge on the cultural and historical heritage of Quezon City and develop a corps of professionals knowledgeable about the preservation, enrichment and dynamic evaluation of the Philippine culture;*
- 2.2 *The Quezon City Museum of History, Culture and Arts shall conduct basic and systematic research programs combining integrated laboratory and field work in anthropology and archaeology, geology and paleontology, botany and zoology. It shall maintain reference collections on these disciplines and promote scientific development in the Philippines most especially in Quezon City;*
- 2.3 *The Quezon City Museum of History, Culture and the Arts shall take the lead in the study and preservation of the nation's rich artistic and cultural heritage, in the reconstruction and rebuilding of our past, and the development of the national cultural wealth.*

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SECTION 3. MANDATE. – The Quezon City Museum of History, Culture and the Arts shall have the following duties and functions:

- 3.1 Acquire documents, collect, preserve, maintain, administer and exhibit to the public, cultural materials, objects of art, archaeological artifacts, relics and other materials embodying the cultural and natural heritage relative to the origin and history of Quezon City, as well as those of foreign origin subject to the agreement between the Quezon City Government and the National Museum of the Philippines;*
- 3.2 Document all objects held by the Quezon City Cultural and Heritage Museum subject to the agreement between the Quezon City Government and the National Museum of the Philippines in its collections or borrowed by the Quezon City Cultural and Heritage Museum by registering them in an inventory and cataloguing them, and manage any movement of the collections both within the Museum and elsewhere in such a way that the Museum is able to locate any object in the collections at any time, initially on paper, records on a professional museum documentation system as soon as time and budget allow;*
- 3.3 Implement the provision of Presidential Decree No. 374 as amended by Republic Act 8492 and other related laws on the protection and conservation of cultural properties;*
- 3.4 Strictly implement the provisions of Ordinance No. SP – 1742, S – 2006 otherwise known as the Archaeological Preservation Ordinance and its Implementing Rules and Regulations;*
- 3.5 Collect, preserve, restore and exhibit objects of arts to the public;*
- 3.6 Conduct researches among different people who lived in Quezon City to define the ethnography of each group who lived in this city, to establish the ethnology and to document for posterity and exhibit to the public their traditional and existing cultures, practices and artistic form expressive of their culture;*

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- 3.7 Collect, acquire, identify, reconstruct, restore, preserve and maintain ethnographic items; gather their interpretations, mount exhibitions and prepare technical manuscripts for publication;
- 3.8 Maintain a chemical and physical laboratory where scientific analysis of materials recovered archeological sites may be undertaken for their preservation subject to the agreement between the Quezon City Government and the National Museum of the Philippines;
- 3.9 Plan, organize and stage exhibitions in all disciplines including cultural and heritage properties covered by the museum;
- 3.10 Plan and organize library services, guided tours, lectures, seminars, symposia or workshop;
- 3.11 Supervise restoration, preservation, reconstruction, demolition, alteration, relocation and remodeling of immovable properties and archaeological landmarks and sites;
- 3.12 Secure and receive bilateral and international grants and endowments to support its programs and projects;
- 3.13 Develop and implement consortium agreements and linkages with institution of higher learning and other organizations engaged in similar research being undertaken by the Quezon City Museum of History, Culture and the Arts;
- 3.14 Maintain, operate and establish a network or satellite museums within the territorial jurisdiction of Quezon City, including heritage sites or houses.

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ARTICLE III
ADMINISTRATION OF THE QUEZON CITY MUSEUM OF HISTORY,
CULTURE AND ARTS

SECTION 4. CREATION OF OFFICE AND ITS ORGANIZATIONAL STRUCTURE. - *The Quezon City Museum of History, Culture and Arts is hereby created under the Office of the City Mayor and shall have its organizational structure and plantilla.*

SECTION 5. THE MUSEUM DIRECTOR. - *The Museum Director shall be the Chief Executive and Operations Officer of the Museum and shall be assisted by the Division Heads. The Museum Chief shall be appointed by the Chairman of the Board of Trustees. The functions of the Executive Director shall be the following:*

- 5.1 *Management of the affairs of the Quezon City Museum of History, Culture and the Arts;*
- 5.2 *Preside over the Executive Meetings and staff meetings of the Quezon City Museum of History, Culture and Arts;*
- 5.3 *Implement the policies and directives of the Board of Trustees of the Quezon City Museum of History, Culture and Arts;*
- 5.4 *Provide over-all coordination in the operation of the Executive Offices;*
- 5.5 *Exercise supervision over the functions of the Sections and Units created under the Museum;*
- 5.6 *Have administrative responsibilities for matters from the various departments of the City Government;*
- 5.7 *Promulgate such rules and regulations necessary to carry out the objectives, policies and functions of the Quezon City Museum of History, Culture and Arts;*
- 5.8 *Perform other functions as the Museum Board of Trustees may direct or assign.*



SECTION 6. STAFFING PATTERN, COMPENSATION AND QUALIFICATION STANDARDS. - To effectively discharge its functions, duties and responsibilities, the Quezon City Museum of History, Culture and Arts shall be composed of the following organizational components and staffing pattern in accordance with the rules and regulations promulgated by the Civil Service Commission:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Museum Curator II	24	Masteral Degree	Four (4) Years in position(s) involving management and supervision	Twenty Four (24) Hours of relevant training in management and supervision	Career Service (Professional) Shrine Curator (MC-11, s 96 - CAT II) Second Level Eligibility

6.1 ADMINISTRATIVE DIVISION - shall be in charge of the management of personnel, finance and accounting of the funds of the Quezon City Museum of History, Culture and Arts and shall be composed of the following personnel and sections:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Administrative Officer IV	22	Bachelor's Degree	Two (2) Years relevant experience	Sixteen (16) Hours of relevant training	Career Service (Professional) Second Level Eligibility
(1) Administrative Assistant I	08	Completion of Two (2) Years studies in college	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility
(1) Clerk III	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
(1) Encoder II	08	Completion of Two (2) Years studies in college or high school graduate or with relevant vocational trade course	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility
(2) Driver II	04	Elementary School Graduate	None Required	None Required	Driver's License (MC-11, s 96 - CAT III)
(3) Utility Worker II	03	Must be able to read and write	None Required	None Required	None Required (MC-11, s 96 - CAT III)

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6.1.1 Personnel Section - in charge of Human Resource Management including the processing and administration of lawful employees benefits and wages and shall be composed of the following:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Human Resource Management Officer II	15	Bachelor's Degree	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Professional) Second Level Eligibility
(2) Human Resource Management Officer I	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
(1) Computer Operator II	09	Completion of Two (2) Years in college	One (1) Year relevant training	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility

6.1.2 Budget Section - shall be in charge of budget preparation and operation, including the management of the finance of the Museum and shall be composed of the following personnel:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Budget Officer II	15	Bachelor's Degree relevant to the job	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Professional) Second Level Eligibility
(2) Budget Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
(1) Clerk III	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
(2) Computer Operator II	09	Completion of Two (2) Years in college	One (1) Year relevant training	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility


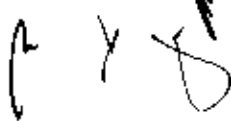




6.1.3 Supply Section - in charge of management of supplies and logistics of the Museum and shall be composed of the following:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Supply Officer II	14	Bachelor's Degree	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Professional) Second Level Eligibility
(2) Supply Officer I	10	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
(2) Storekeeper II	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

6.1.4 Records Section - shall be in charge of records management and shall maintain a filing or records system and shall be composed of the following:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Records Officer II	14	Bachelor's Degree	One (1) Year relevant experience	Four (4) Hours relevant training	Career Service (Professional) Second Level Eligibility
(1) Clerk III	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
(1) Computer Operator II	09	Completion of Two (2) Years in college	One (1) Year relevant training	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility

6.2 INFORMATION TECHNOLOGY DIVISION – shall be in charge of all Electronic Data Processing and other Information Technology concerns requirements of the Museum and shall be composed of the following:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Information Technology Officer I	19	Bachelor's Degree relevant to the job	Two (2) Years of relevant experience	Eight (8) Hours of relevant training	Career Service (Professional) Second Level Eligibility
(3) Information Assistant II	10	Completion of Two (2) Years studies in college	Two (2) Years of relevant experience	Eight (8) Hours of relevant training	Career Service (Subprofessional) First Level Eligibility
(3) Computer Operator II	09	Completion of Two (2) Years in college	One (1) Year relevant training	Four (4) Hours relevant training	Career Service (Subprofessional) First Level Eligibility

6.3 MARKETING DIVISION – in charge of public relations, marketing and promotions of the museum and shall be composed of the following personnel:

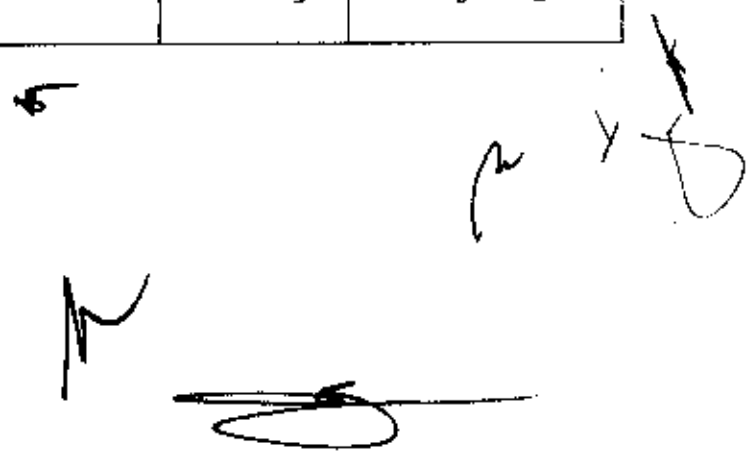
POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Special Operations Officer III	18	Bachelor's Degree	Two (2) Year of relevant experience	Eight (8) Hours of relevant training	Career Service (Professional) Second Level
(1) Special Operations Officer II	14	Bachelor's Degree	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Professional) Second Level
(1) Creative Arts Specialist	11	Bachelor's Degree relative to the job	None Required	None Required	Career Service (Professional) Second Level
(1) Photographer II	07	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Photographer (MC 11, S. 96, CAT II)
(1) Clerk III	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
(1) Computer Operator II	09	Completion of Two (2) Years in College	One (1) Year relevant training	Four (4) hours relevant training	Career Service (Subprofessional) First Level Eligibility

6.4 LEGAL DIVISION – in charge of the legal affairs of the Museum, prepare legal opinions, drafts pleadings, contracts and other legal forms. It shall be composed of the following:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Legal Officer IV	18	Bachelor of Law	One (1) year of relevant experience	Four (4) Hours of relevant Training	R.A 1080
(3) Legal Assistant II	12	Bachelor's Degree	None Required	None Required	Career Service (Professional Second Level Eligibility)
(1) Computer Operator II	09	Completion of Two (2) Years in college	One (1) Year relevant training	Four (4) Hours relevant training	Career Service (Subprofessional Second Level Eligibility)
(1) Clerk III	06	Completion of Two (2) Years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

6.5.1 Art Gallery Section – in charge of the management and exhibition of all art collection of the Museum regardless of form and medium, and shall be composed of the following personnel:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Museum Researcher II	14	Bachelor's Degree	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Professional) Second Level Eligibility
(1) Museum Technician II	08	Completion of Two (2) Years studies in college	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Subprofessional) First Level Eligibility

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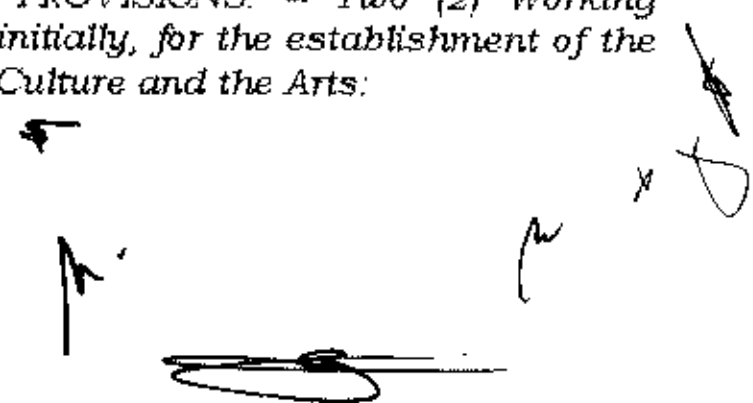
6.5.2 Training and Education Section – in charge of providing guided tours, seminars and research education for visitors, implementation of an internship program for students with interests in the field of archaeology, history and museology and other academic disciplines. It shall also be in charge of the maintenance and operation of the library and shall be composed of the following personnel:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
(1) Museum Researcher II	14	Bachelor's Degree	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Professional) Second Level Eligibility
(1) Museum Guide	09	Completion of Two (2) Years studies in college	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Professional) Second Level Eligibility
(1) Museum Technician II	08	Completion of Two (2) Years studies in college	One (1) Year of relevant experience	Four (4) Hours of relevant training	Career Service (Subprofessional) First Level Eligibility

ARTICLE IV
IMPLEMENTING RULES AND REGULATIONS

SECTION 7. IMPLEMENTING RULES AND REGULATIONS – a Technical Working Group composed of the Quezon City Tourism Affairs Office, the National Museum of the Philippines, the Archaeological Studies Program, University of the Philippines, Diliman and the Katipunan ng mga Arkeyolohista sa Pilipinas, Inc (KAPI) shall issue the Implementing Rules and Regulations of this Ordinance within the period of Thirty (30) working days upon approval of this Ordinance.


SECTION 8. TRANSITORY PROVISIONS. – Two (2) Working Committees are hereby created, initially, for the establishment of the Quezon City Museum of History, Culture and the Arts:



- 8.1 *Content Program Committee* – shall undertake the contents and exhibits to be displayed inside the museum and shall be composed of the members of the Board of Trustees of the Quezon City Museum Foundation.
- 8.2 *Physical Facilities Committee* – shall undertake the physical planning and construction of the Museum and to be composed of the following:
- 8.2.1. *City Administrator's Office;*
 - 8.2.2. *Chairman of the Committee Tourism*
 - 8.2.3. *Cultural and Tourism Affairs Office;*
 - 8.2.4. *City Planning and Development Office;*
 - 8.2.5. *City Engineer's Office;*
 - 8.2.6. *Parks Development and Administration Department;*
 - 8.2.7. *President, United Architects of the Philippines, Quezon City Chapter*

The Cultural and Tourism Affairs Office shall be the over-all coordinator to both committee activities and shall serve as the secretariat to both committees.

SECTION 9. BUSINESS AND SERVICE OUTSOURCING – the Museum Board of trustees may authorize the Museum Executive Director to enter into contracts of service to outsource other business, administrative, exhibition and other service requirements of Quezon City Museum of History, Culture and Arts with private sector entities of reputable service track record.



ARTICLE V
APPROPRIATIONS

SECTION 10. APPROPRIATIONS. – *The Total Amount of Five Hundred Thirty Three Million Three Hundred Ninety One Thousand and One Hundred Seventy Six Pesos (P533,391,176.00) is hereby appropriated initially, for the following:*

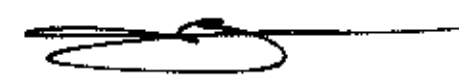
10.1 *A sum of Eight Hundred Thousand Pesos (P800,000.00) for the operations and activities of the committees under Section 8 hereof;*

10.2 *A sum of Two Hundred Fifty Million Pesos (P250,000,000.00) is appropriated for the construction of the Quezon City Museum of History, Culture and Arts;*

10.3 *A sum of Twenty Million Pesos (P20,000,000.00) is appropriated for the maintenance and other operating expenses of the Quezon City Museum of History, Culture and Arts;*

10.4 *A sum of Ten Million Seven Hundred Fifteen Thousand and Sixty Eight Pesos (P10,715,068.00) is hereby appropriated for Personnel Services.*

The annual fund necessary for the maintenance and operation of the Quezon City Museum of History, Culture and Arts shall be included in the yearly appropriations from the General Fund of the Quezon City Government.

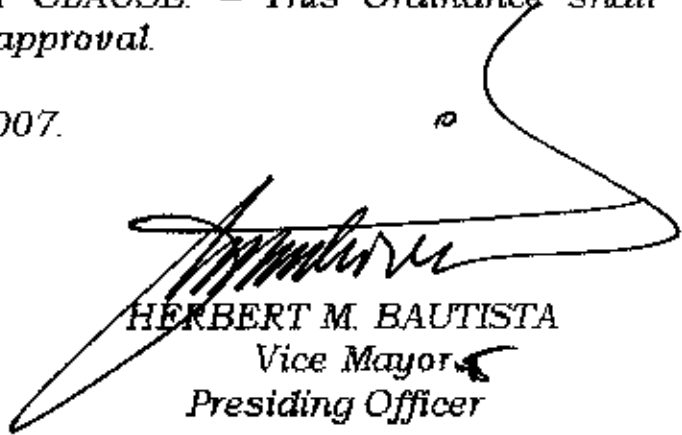


Article VI
EFFECTIVITY AND REPEALING CLAUSE

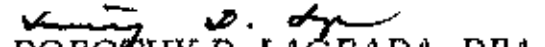
SECTION 11. REPEALING CLAUSE. - Sections 2 and 3 of Ordinance No SP-1179, S-2002 is hereby repealed.

SECTION 12. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval.

ENACTED: November 26, 2007.


HERBERT M. BAUTISTA
Vice Mayor
Presiding Officer

ATTESTED:



DOROTHY D. LAGRADA, DPA
City Gov't. Asst. Dept Head III

APPROVED: _____


FELICIANO R. BELMONTE, JR.
City Mayor

CERTIFICATION

This is to certify that this Ordinance which was APPROVED on Second Reading on November 26, 2007, was finally PASSED on Third/Final Reading by the City Council on December 3, 2007.


DOROTHY D. LAGRADA, DPA
City Gov't. Asst. Dept Head III
