



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
20<sup>th</sup> City Council

PO20CC-503

81<sup>st</sup> Regular Session

ORDINANCE NO. SP- 2832, S-2019

AN ORDINANCE REORGANIZING THE CITY GENERAL SERVICES DEPARTMENT, REVISING ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DEFINING THE FUNCTION OF DIVISIONS AND SECTIONS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilor RODERICK M. PAULATE.

Co-Introduced by Councilors Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Marra C. Suntuy, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Julianne Alyson Rue V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina, Alfredo S. Roxas and Noe Lorenzo B. Dela Fuente III.

WHEREAS, pursuant to Article 6, Section 193 of Batas Pambansa (BP) 337, otherwise known as the Local Government Code, Executive Order No. 5, dated 01 March 1985, was issued creating the General Services Office of Quezon City; the said executive order transferred the supervision and control of the Property and Supply Division from the Office of the City Treasurer to the newly created General Services Office (GSO);

WHEREAS, the General Services Office was upgraded to a Department by virtue of an issuance dated October 22, 1987 of then Metro Manila Commission (MMC); accordingly, the GSO was converted to the City General Services Department (CGSD) with approved original organizational structure composed of five (5) divisions, namely: (1) Property

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*Management and Control Division; (2) Records Management and Control Division; (3) Building and Equipment Maintenance Division; (4) Parks Administrative Division; (5) Procurement Division; and an Administrative Staff;*

*WHEREAS, Section 490 of Republic Act No. 7160, institutionalized the position of the General Services Officer in every city with the main mandate of providing assistance and support to the Mayor to ensure the delivery of basic services and provision of adequate facilities which requires general services expertise and technical support services;*

*WHEREAS, since the constitution of the CGSD in 1987, or more than thirty years thereafter, Quezon City has gone through massive changes – from rapid increase in the population to substantial growth in the economy; this compelled the city to modify some components of its organizational structure in order to address the accompanying expansion of its public services and respond to the changing needs of its constituency;*

*WHEREAS, various laws enacted by Congress as well as ordinances passed by the Sangguniang Panlungsod require significant changes in the nature, functions and organizational structures of various offices of the Quezon City Government, including the CGSD;*

*WHEREAS, from the approved original organizational structure of the CGSD, the Parks Administration Division and Procurement Division were separated and respectively upgraded to the Parks Development and Administration Department and the Procurement Office; the Parks Administration Division was converted to an independent department by virtue of Ordinance No. SP-134, Series of 1990;*

*WHEREAS, by virtue of Ordinance No. SP-131, Series of 1993, in relation to Title 6 Section 355 of the Local Government Code of 1991, the Motorpool Division was created primarily to provide transport support services to Quezon City officials, employees and city constituents especially during calamities and emergencies;*

*WHEREAS, with the enactment of Republic Act No. 9184, the Procurement Division was separated from the CGSD, as provided for under Ordinance No. SP-1978, Series of 2009; this adversely affected the Storage Section which was originally part of the Procurement Division but was excluded from the structure of the Procurement Office;*

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WHEREAS, in response to COA Audit Observation Memorandum No. 2005-011, the Interim Fixed Assets Management and Control Division (IFAMCD) was internally organized within the CGSD on 20 March 2006, to manage the fixed assets of the City Government including those of the 142 barangays of the City, pursuant to Presidential Decree No. 1216, Section 31 of Presidential Decree No. 957, Republic Act No. 7279 and Republic Act No. 7160;

WHEREAS, Executive Order No. 10, Series of 2005, created the Task Force Streetlights under the Office of the City Administrator which was recently integrated with the CGSD under Office Order No. 80, Series of 2018, issued by the City Mayor;

WHEREAS, despite the magnitude of the entire personnel complement of CGSD whose administrative requirements the Administrative Staff provides and supports pursuant to its responsibility as the administrative arm of the department, the City General Services Administrative Staff has remained a staff unit even as the administrative arms of other departments of equivalent or lesser responsibility have been upgraded to division level;

WHEREAS, Republic Act No. 7160 otherwise known as the "Local Government Code of 1991" expressly authorizes local government units to create such other offices as maybe necessary to carry out the purposes of the City Government, in accordance with law;

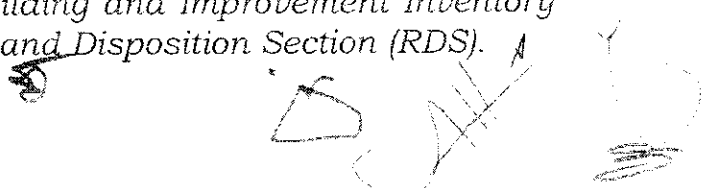
WHEREAS, in order to ensure that it continues to efficiently and effectively perform its functions and give administrative support to the delivery of the basic services of the city, there is a need to reorganize the existing City General Services Department, define and rationalize its duties, functions and responsibilities, modify its existing organizational structure, staffing pattern and upgrade its plantilla positions.

NOW, THEREFORE,

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

SECTION 1. CGSD REORGANIZATION – The City General Services Department is hereby reorganized as follows:

- 1.1 Fixed Assets Management and Control Division (FAMCD) is hereby created. It shall have three (3) sections, namely: Land Inventory Section (LAIS), Building and Improvement Inventory Section (BIIS) and Research and Disposition Section (RDS).



- 1.2 *Streetlights Management and Services Division (SMSD) is hereby created. It shall have three (3) sections namely: Operation and Maintenance Section (OMS), Planning and Monitoring Section (PMS) and Streetlight Installation and Repair Section (SIRS).*
- 1.3 *The Administrative Staff is hereby upgraded to a division to be known as the Administrative Division (AD) which shall have three (3) sections, namely Human Resource Management Section (HRMS), Fiscal Management Section (FMS) and General Administrative Section (GAS).*
- 1.4 *The Storage Section of the then Procurement Division is hereby upgraded to a division to be known as the Central Warehouse Management Division (CWMD) which shall have two (2) sections, namely Supplies Receiving and Programming Section (SRPS) and Storage and Processing Section (SPS).*
- 1.5 *The Property Management and Control Division is hereby renamed as the Movable Property Management and Control Division (MPMCD). Its three (3) existing sections are Programming and Utilization Section (PUS), Inventory and Disposal Section (IDS) and Technical Inspection Section (TIS).*
- 1.6 *The Building and Equipment Maintenance Division is hereby renamed as Buildings and Grounds Management Division (BGMD). Its three (3) existing sections (Building Repair and Maintenance Section, Janitorial Services Section, Office Equipment and Maintenance Section) are respectively renamed as Building and Facilities Maintenance Section (BFMS), Security and Housekeeping Services Section (SHSS) and Equipment Maintenance Section (EMS).*
- 1.7 *The Maintenance Section of the Motor Pool Division (MPD) is hereby renamed as Motor Vehicle Maintenance Section (MVMS) while the Reproduction Section of the Records Management and Control Division (RMCD) is hereby renamed as Records Archival Section (RAS).*
- 1.8 *There shall be in the CGSD eight (8) divisions and twenty-two (22) sections. Unless amended, changed or modified under Section 1 hereof the divisions and sections of CGSD and their functions under existing law, ordinances and issuances shall subsist as constituted and provided therein. The CGSD Head shall be assisted by an Assistant Department Head for Operations and an Assistant Department Head for Administration.*

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1.9 The Assistant Department Head for Operations shall supervise the Fixed Assets Management and Control Division (FAMCD), Streetlights Management and Services Divisions (SMSD), Buildings and Grounds Management Division (BGMD) and Motor Pool Division (MPD).

1.10 The Assistant Department Head for Administration shall supervise the Administrative Division (AD), Movable Property Management and Control Division (MPMCD), Central Warehouse Management Division (CWMD), and Records Management and Control Division (RMCD).

**SECTION 2. STAFFING PATTERN AND ORGANIZATIONAL STRUCTURE** - The total plantilla of the CGSD shall have four hundred eleven (411) positions consisting of 228 existing and 183 newly created items.

2.1 The changes in the original approved plantilla positions and the distribution of the 183 newly created positions among the executive and 8 divisions shall be in accordance with the following table:

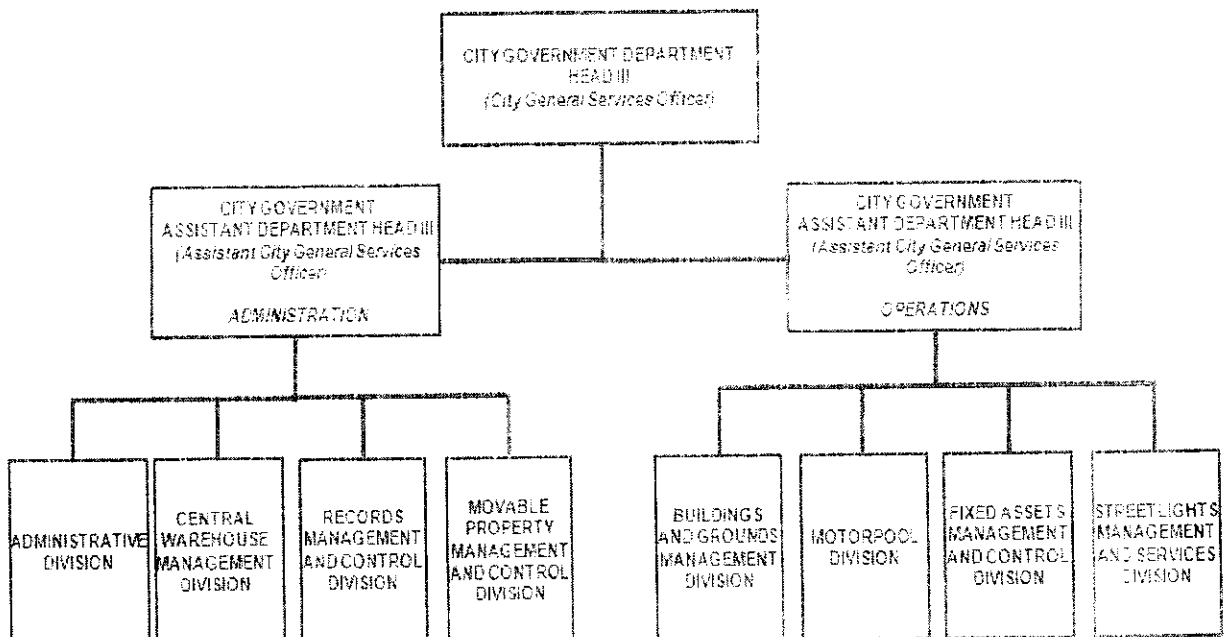
AREA/UNIT	APPROVED PLANTILLA ITEMS				AS PER RATIONALIZATION PLAN	
	Original	Transferred to other division	Retained	Received from other division	Additonal (New Item)	Total
(a)	(b)	(c)	(d)	(e)	(f)	(d+e+f)
Executive Officers and Staff	3	0	3	0	4	7
Administrative Division (Administrative Staff)	14	4	10	3	16	29
Movable Property Management & Control Division (Property Management & Control Division)	27	3	24	2	18	44

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Central Warehouse Management Division (Storage Section)	9	0	9	4	12	25
Buildings & Grounds Management Division (Building & Equipment Maintenance Division)	105	14	91	3	29	123
Records Management & Control Division	23	0	23	1	6	30
Motorpool Division	47	1	46	6	6	58
Fixed Assets Management & Control Division	0	0	0	3	27	30
Streetlights Management & Services Division	0	0	0	0	65	65
<b>TOTAL</b>	<b>228</b>	<b>22</b>	<b>206</b>	<b>22</b>	<b>183</b>	<b>411</b>
			228			

2.2 The restructured CGSD organizational chart shall be as follows:

### CITY GENERAL SERVICES DEPARTMENT



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## 2.3 Summary of the 183 newly created positions:

NO. OF POSITION	SALARY GRADE	POSITION TITLE
1	25	City Government Assistant Department Head III (Asst. City General Services Officer for Administration)
1	24	Chief Administrative Officer (Administrative Officer V)
1	24	Chief Administrative Officer (Supply Officer V)
1	24	Special Operations Officer V
1	24	Engineer V
1	22	Supervising Administrative Officer (Supply Officer IV)
1	22	Special Operations Officer IV
1	22	Supervising Administrative Officer (Records Officer IV)
2	22	Engineer IV
3	19	Engineer III
1	19	Architect III
3	18	Administrative Officer V (Administrative Officer III)
2	18	Administrative Officer V (Supply Officer III)
4	18	Special Operations Officer III
4	16	Engineer II
3	15	Administrative Officer IV (Administrative Officer II)
2	14	Administrative Officer III (Supply Officer II)
7	14	Special Operations Officer II
1	14	Administrative Officer IV (Records Officer II)
1	12	Legal Assistant II
1	11	Administrative Officer II (Administrative Officer I)
1	11	Administrative Assistant V (Storekeeper IV)
3	11	Construction & Maintenance General Foreman

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6	11	Security Officer I
1	11	Administrative Assistant I (Mechanical Shop Foreman)
6	10	Administrative Officer I (Supply Officer I)
1	10	Administrative Officer I (Records Officer I)
9	10	Special Operations Officer I
2	9	Administrative Assistant III (Stenographer III)
13	9	Administrative Assistant III (Computer Operator II)
2	9	Administrative Assistant III (Storekeeper III)
3	9	Mechanic III
7	9	Administrative Assistant III (Electrician Foreman)
6	8	Administrative Assistant II (Administrative Assistant)
1	8	Administrative Assistant II (Audio Visual Aids Technician II)
1	8	Administrative Assistant II (Data Encoder II)
2	8	Draftsman II (A)
1	8	Administrative Assistant II (Clerk IV)
1	7	Administrative Assistant I (Computer Operator I)
2	7	Administrative Assistant I (Audio Visual Equipment Operator III)
5	6	Administrative Assistant VI (Clerk III)
3	6	Welder II
12	6	Administrative Assistant VI (Electrician II)
2	6	Administrative Assistant VI (Utility Foreman)
2	6	Metal Worker II
6	6	Heavy Equipment Operator I
3	6	Electrical Inspector I
3	5	Administrative Aide V (Carpenter II)

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4	5	Administrative Aide V (Plumber II)
2	5	Legal Aide
1	5	Administrative Aide V (Mason II)
2	5	Administrative Aide V (Painter II)
8	4	Administrative Aide IV (Clerk II)
1	4	Mechanical/ Electrical Equipment Operator I
1	4	Administrative Aide IV (Bookbinder II)
3	4	Administrative Aide IV (Driver II)
1	3	Administrative Aide III (Utility Worker II)
14	3	Administrative Aide III (Laborer II)
183	TOTAL	

2.4 QUALIFICATION STANDARDS – The qualification standards for the 183 newly created positions shall be in accordance with the Civil Service guidelines, implementing rules and regulations.

2.5 FUNCTIONAL STATEMENT – The creation of new division and upgrading of Administrative Staff and Storage Section into Division level, with reference to Section 1.1 to 1.4 of this ordinance shall perform the following functions:

2.5.1 FIXED ASSETS MANAGEMENT AND CONTROL DIVISION:

1. Manage all estates of the local government pursuant to existing laws such as Presidential Decree 957 Section 31, Presidential Decree 1216, Republic Act No. 7160 (Rule XVIII-Art. 122);
2. Formulate policies and guidelines that will govern the disposition of the City's fixed assets;
3. Evaluate requests and recommend actions on proposals for conversion of subdivision's open spaces, parks, easements and park strips or even encroachment with consideration on maintaining the City's breathing spaces. ✓

2.5.2 STREETLIGHTS MANAGEMENT AND SERVICES DIVISION

1. Plan, implement, and supervise the needed installation, repair and maintenance of streetlight facilities and its appurtenances;
2. Conceptualize, plan, and recommend for approval of the City Mayor the QC street lighting program;
3. Formulate policies and criteria for project site selection and implementation of the QC street lighting program;
4. Evaluate proposals and requests pertaining to the Program and extension of electrical facilities in accordance with the approved policies and criteria;
5. Direct all implementing departments/units for the installation of new lighting facilities, repair and maintenance of existing streetlights and provision of the needed technical assistance;
6. Conduct inventory, validation, and monitoring of all streetlights within the City limits regardless of ownership, location, type, etc;
7. Turnover to the concerned barangay the monitoring of operational streetlights who will certify together with the Head of Barangay and Community Relations Department (BCRD) as to the veracity and correctness of the power consumption, prior to payment of MERALCO Bills;
8. Coordinate with MERALCO all matters pertaining to application, processing, and payment of MERALCO accounts;
9. Conduct required site inspections/ verifications.

2.5.3 ADMINISTRATIVE DIVISION

1. Formulate plan of action relative to organizational development and human resource management.
2. Undertake actions in relation to personnel welfare and benefits;
3. Exercise administrative functions in accordance with existing Civil Service Laws, rules and regulations in relation to human resource management;
4. Organize trainings and seminars as part of the capability building programs of the department; x

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5. Periodic preparation of departmental budget, accomplishment reports and other developmental programs;
6. Maintain adequate stock and supplies inventory for the department, including preparation and processing of financial documents;
7. Maintenance and development of Information Technology capabilities within the department;
8. Maintain current records, issuances and pertinent administrative documents of the department;
9. Prepare periodic reportorial requirements.

#### 2.5.4 CENTRAL WAREHOUSE MANAGEMENT DIVISION

1. Formulate and develop plans, programs, standard and guidelines on centralized procurement of supplies and materials storage and its issuances in conformity with existing laws, rules and regulations;
2. Develop and formulate policies for the purpose of instituting a more economical, efficient and effective delivery of supply and services to different offices/ departments of the City;
3. Responsible for planning, programming, establishing, implementing, monitoring, reviewing, maintaining the performance of warehouse management system;
4. Collate, review and evaluate supply utilization programs of the various departments and offices;
5. Establish the policy and procedures of the centralized procurement of commonly used supplies to support the day to day operation of various offices/ departments of the City Government.

SECTION 3. APPROPRIATIONS - The funds to cover the salaries and other benefits of the newly created positions amounting to SEVENTY-THREE MILLION THREE HUNDRED TWELVE THOUSAND THREE HUNDRED FOURTEEN PESOS (Php 73,312,314.00) shall be taken from the General Fund of the Annual Budget of the Quezon City Government for the current year and shall thereafter be appropriated in the annual budget of CGSD for the succeeding years.

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*SECTION 4. SEPARABILITY CLAUSE - Should any provision of this Ordinance or any portion hereof be declared invalid or unconstitutional, the other provisions or portions hereof not affected by invalidity or unconstitutionality shall continue to be in full force and effect.*

*SECTION 5. REPEALING CLAUSE - All ordinances, resolutions, circulars, memoranda, orders and other issuances inconsistent herewith are hereby repealed or modified accordingly.*

*SECTION 6. EFFECTIVITY CLAUSE - This Ordinance shall take effect upon its approval.*


ENACTED: January 28, 2019.

  
ALEXIS R. HERRERA  
1<sup>st</sup> Asst. Majority Floor Leader  
Acting Presiding Officer

ATTESTED:

  
Atty. JOHN THOMAS S. ALFEROS III  
City Government Dept. Head III

APPROVED: \_\_\_\_\_

  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on January 28, 2019 and was PASSED on Third/Final Reading on February 11, 2019.*

  
Atty. JOHN THOMAS S. ALFEROS III  
City Government Dept. Head III

