



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

PO20CC-540

85<sup>th</sup> Regular Session

ORDINANCE NO. SP- 2841 , S-2019

AN ORDINANCE AMENDING ORDINANCE NO. SP-1218, S-2002, ENTITLED "AN ORDINANCE CREATING PLANTILLA POSITIONS AS SUPPORT STAFF IN THE OFFICE OF THE PEOPLE'S LAW ENFORCEMENT BOARD AND PROVIDING THE NECESSARY FUNDS THEREFOR."

Introduced by Councilor **RODERICK M. PAULATE**.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, 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, Kate Abigail G. Coseteng, Franz S. Pumaren, Eufemio C. Lagumbay, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, 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, the People's Law Enforcement Board of Quezon City was created by virtue of Ordinance No. NC-207, S-91, as amended by Ordinance No. SP-2287, S-2014, pursuant to Section 43 of Republic Act No. 6975, entitled "An Act Establishing the Philippine National Police under a Reorganized Department of the Interior and Local Government, and For Other Purposes";

WHEREAS, in 2002, recognizing the importance of the work of the support staff in the effective service of QC-PLEB, an ordinance was approved by the City Council creating plantilla positions for the QC-PLEB;

WHEREAS, in 2008, Resolution No. SP-4325 was approved for the immediate implementation of Ordinance No. SP-1218, S-2002;

*[Handwritten signatures and initials]*

WHEREAS, from its inception, QC-PLEB Members has had supporting Contract of Service and Job Orders staff who work as legal researchers, stenographer, clerks, process servers, and utility workers for the proper adjudication of complaints against the officers and members of the PNP;

WHEREAS, to secure accountability, efficient and effective performance of their powers and duties, there is a need to reorganize its staffing pattern;

WHEREAS, in order to provide for the security of tenure, retirement, health and other benefits of the QC-PLEBs Secretariats, it is proper that plantilla positions in the Office of the QC-PLEB be created with proper funding.

NOW, THEREFORE,

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

SECTION 1. CREATION – There is hereby reorganized plantilla positions for the People’s Law Enforcement Board of Quezon City.




SECTION 2. PURPOSE – To give credit to the QC-PLEB support staff/secretariats who worked with integrity and progressively for several years.

SECTION 3. HEAD OF OFFICE – The reorganized supporting staff of the QC-PLEB shall be headed by a Chief Administrative Officer.

SECTION 4. QUALIFICATIONS – The Chief Administrative Officer must be a citizen of the Philippines, a resident of Quezon City, of good moral character, and must have acquired experience in the practice of the legal profession for at least four (4) years.

SECTION 5. DUTIES AND FUNCTIONS OF THE QC-PLEB – Section 43 of Republic Act No. 6975, as amended by Section 66 of Republic Act No. 8551 (Philippine National Police Reform and Reorganization Act of 1998) provided for:

5.1. The PLEB shall be the central receiving entity for any citizen’s complaint against the officers and members of the PNP. Subject to the provisions of Section 41 of Republic Act No. 6975, the PLEB shall take cognizance of or refer the complaint to the proper disciplinary or adjudicatory authority within three (3) days upon the filing of the complaint.

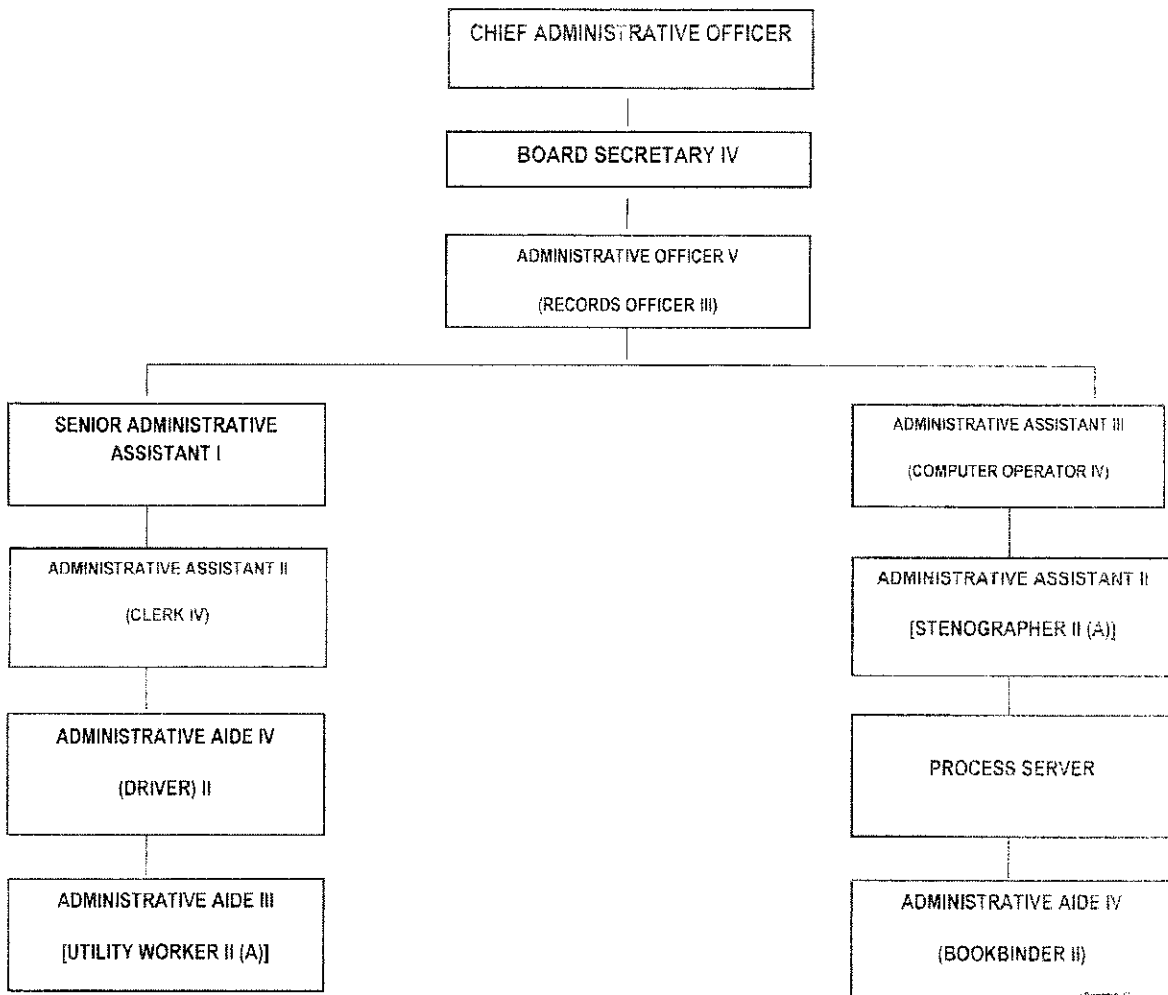
/s/    


5.2. The PLEBs shall be initially composed of two (2) sections responsible for:

5.2.1 Administrative Section – The Administrative Section, composed of the Admin and Records Staff, and Property and Supply Staff, is in charge of matters relating to personnel and basic utilities.

5.2.2 Secretariat Section – The Secretariat Section, composed of the Board Secretaries, Computer Operators, Stenographers, Process Servers and Book Binder is in charge of assisting the Board on matters related to the cases filed before the QC-PLEBs.

SECTION 6. ORGANIZATIONAL CHART



SECTION 7. STAFFING REQUIREMENTS – The following plantilla items/positions for QC-PLEB are hereby created to brace the office role:

| No. | POSITION/TITLE  | SALARY GRADE | QUALIFICATION STANDARD   |
|-----|---|--------------|--|
| 1   | Chief Administrative Officer                              | 24           | <ul style="list-style-type: none"> <li>- Master's Degree</li> <li>- Career Service (Professional) Second Level Eligibility</li> <li>- 4 years in position involving management and supervision</li> <li>- 40 hours of training in management and supervision</li> </ul>  |
| 6   | Board Secretary IV  | 22           | <ul style="list-style-type: none"> <li>- Bachelor's Degree</li> <li>- Career Service (Professional) Second Level Eligibility</li> <li>- 3 years of relevant experience</li> <li>- 16 hours of relevant training</li> </ul>   |
| 1   | Administrative Officer IV (Records Officer III)           | 18           | <ul style="list-style-type: none"> <li>- Bachelor's Degree</li> <li>- Career Service (Professional) Second Level Eligibility</li> <li>- 2 years of relevant experience</li> <li>- 8 hours of relevant training</li> </ul>  |
| 2   | Senior Administrative Assistant II (Computer Operator IV) | 14           | <ul style="list-style-type: none"> <li>- Completion of 2-year studies in college or High School Graduate with relevant vocational/trade course</li> <li>- Relevant MC-11, S-1996</li> <li>- Career Service (Sub-Professional) First Level Eligibility</li> <li>- 3 year of relevant experience</li> <li>- 16 hours of relevant training</li> </ul> |
| 1   | Senior Administrative Assistant I                         | 13           | <ul style="list-style-type: none"> <li>- Completion of 2-year studies in college or High School Graduate with relevant vocational/trade course</li> <li>- Relevant MC-11, S-1996</li> <li>- Career Service (Sub Professional) First Level Eligibility</li> <li>- 3 year of relevant experience</li> <li>- 16 hours of relevant training</li> </ul> |
| 3   | Administrative Assistant III (Stenographer III A)         | 9            | <ul style="list-style-type: none"> <li>- Completion of 2 year studies in college</li> <li>- 1 year of relevant experience</li> <li>- 4 hours of relevant training</li> <li>- Career Service (Sub-Professional) First Level Eligibility</li> </ul>  |
| 2   | Administrative Assistant II (Clerk IV)                    | 8            | <ul style="list-style-type: none"> <li>- Completion of 2 year studies in college</li> <li>- 1 year of relevant experience</li> <li>- 4 hours of training</li> <li>- Career Service (Sub-Professional) First Level Eligibility</li> </ul>   |

|   |   |   |  |
|---|---|---|--|
| 6 | Process Server                                | 5 | - High School Graduate<br>- Eligibility: None required<br>MC-11, S-96 – Cat. III             |
| 1 | Administrative Aide IV (Bookbinder II)        | 4 | - Elementary School Graduate<br>- Eligibility: None required (MC-11, S-96-Cat. III)          |
| 1 | Administrative Aide IV (Driver II)            | 4 | - Elementary School Graduate<br>- Driver License (MC-11, S-96 – Cat. III)                    |
| 1 | Administrative Aide III (Utility Worker II A) | 3 | - Must be able to read and write<br>- Eligibility: None required<br>- MC-11, S-96 – Cat. III |

**SECTION 8. FUNDING** – The Capital Expenditures, Maintenance and Other Operating Expenses of the reorganized plantilla positions of QC-PLEB shall be included in the regular annual budget of the QC Government in the amount of Fifteen Million, Twenty-One Thousand One Hundred Ninety-Six Pesos and Eight Centavos (PHP15,021,196.08) and every year thereafter.

**SECTION 9.** The current personnel occupying positions under the QC-PLEB may be absorbed under the plantilla positions created under this Ordinance, without discrimination in rank, security of tenure, salaries and benefits.

The plantilla created under this Ordinance shall be submitted to the Department of Budget and Management for its review and approval.

**SECTION 10. SEPARABILITY CLAUSE** – If any part of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining parts hereof which are unaffected by the declaration shall continue to be in full force and effect.

**SECTION 11. REPEALING CLAUSE** – All ordinances, rules and regulations or parts thereof, which are in conflict with the provisions of this Ordinance are hereby deemed repealed or modified accordingly.

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

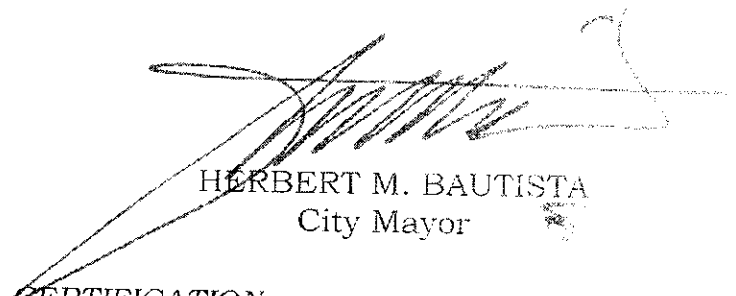
ENACTED: February 26, 2019.

  
MA. JOSEFINA G. BELMONTE  
City Vice Mayor  
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 February 26, 2019 and was PASSED on Third/Final Reading on March 4, 2019.

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