



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
20th City Council

PO20CC-539

85th Regular Session

ORDINANCE NO. SP- **2842** , S-2019

AN ORDINANCE RESTRUCTURING AND REORGANIZING THE DEPARTMENT OF THE BUILDING OFFICIAL (DBO) OF QUEZON CITY PROVIDING FOR ITS REVISED ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, DEFINING THE FUNCTIONS AND DUTIES, AMENDING ORDINANCE NO. SP-1944, S-2009, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

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, Section 458 (a)(1)(vii), Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended, provides among others that it is the power of the Sangguniang Panlungsod, subject to the provisions of said Code and pertinent laws, to determine the powers and duties of officials and employees of the city;

WHEREAS, to implement Presidential Decree No. 1096 (National Building Code of the Philippines) and its Implementing Rules and Regulations, the Department of the Building Official of Quezon City (DBO for brevity) was created as a separate department from the Quezon City Department of Engineering through City Ordinance No. SP-1944, S-2009, thereby creating one hundred seventy (170) plantilla positions. The DBO has further absorbed sixty-three (63) permanent personnel as a result of rationalizing the Administrative Management Office as an Administrative Division of the Office of the City Mayor, bringing to a total of two hundred and thirty-three (233) plantilla positions;

WHEREAS, with the passage of City Ordinance No. SP-2518, S-2016 (Local Building Code of Quezon City), Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and other issuances which established more streamlined measures in the processes, procedures and requirements in accessing government services, there is a need to restructure the existing manpower complement and organizational set-up of the Department through a reorganization and employment of highly qualified persons who possess diversified and professional experience in the field of building design and construction;

WHEREAS, in pursuance of Section 3 (h), Republic Act No. 7160, as amended, that "there shall be a continuing mechanism to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms", the organizational structure of the DBO is hereby proposed to be revised for a more effective and efficient government performance and for a more result-oriented organization.

NOW, THEREFORE,

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

SECTION 1. REORGANIZATION – The Department of the Building Official (DBO) is hereby restructured and reorganized primarily to effectively implement the provisions of the City's Local Building Code in relation to the National Building Code and other statutes, and to address the need of the city government in streamlining its service processes that are consistent and aligned with the efforts to ease doing business, climate change, adaptation and mitigation, disaster response and risk management, safety and environmental standards. The DBO shall hereby consist of the following Divisions:

From	To
1. Construction Permit Division	1. Permit Processing for Simple Application Division (PPSAD)
2. Final Permit Division	2. Construction Permits Division (CPD)
3. Annual Building Inspection Division	3. Final Permits Division (FPD)
4. Signboard and Utilities Division	4. Annual Building Inspection Division (ABID)
5. Investigation & Adjudication Division	5. Investigation and Adjudication Division (IAD)
6. Administrative Division	6. Signboard and Utilities Division (SUD)
	7. Administrative Division (ADMIN)
	8. Policy, Programming, and System Administration Division (PPSyD)

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SECTION 2. FUNCTIONS – The mandates and function of the new Divisions of the DBO are as follows:

- 2.1. *Permit Processing for Simple Application Division (PPSA) – This division shall also be known as the Construction Permits One-Stop-Shop and shall be responsible for the express processing of building and occupancy permit applications. This division shall ensure that its process, procedures, and requirements comply with the standards and policies provided in Presidential Decree No. 1096 and its IRR, Republic Act No. 1032, the Quezon City Local Building Code, Executive Order No. 11, S-2017 (Mandating Significant Reforms for Ease of Doing Business in Quezon City) and other relevant referral codes and issuances.*
- 2.2. *Construction Permits Division (CPD) – The Construction Permits Division shall be responsible for the following:*
 - a) *Processing and evaluation of regular construction permit applications such as building, electrical, mechanical, and sanitary permits, as well as repair, renovation, fencing, sidewalk enclosure, accelerograph, and demolition permits.*
 - b) *Review and assessment of plans and documents by the respective engineering disciplines in conformity to the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.*
 - c) *Verification/inspection of the site conditions of the project application in conformity to the National Building Code of the Philippines and its Implementing Rules and Regulations.*
- 2.3. *Final Permits Division (FPD) – The Final Permits Division shall be responsible for the inspection of on-going and completed structures as a requirement in the processing and issuance of occupancy and other final permits regarding electrical and mechanical installations in accordance with the provisions of the National Building Code of the Philippines and its Implementing Rules and Regulations.*
- 2.4. *Annual Building Inspection Division (ABID) – The Annual Building Inspection Division shall be responsible for the following:*









- a) Conduct of the annual and safety inspection and investigation of buildings/establishments in accordance with the National Building Code of the Philippines and its referral Codes.
- b) Conduct of the annual and safety inspection and investigation of mechanical installations/machineries in accordance with the Philippine Mechanical Engineering Code, the National Building Code of the Philippines and its referral Codes.
- c) Conduct of the annual and safety inspection and investigation of electrical installations in accordance with the Philippine Electrical Code (PEC), the National Building Code of the Philippines and its referral Codes.

2.5 Investigation and Adjudication Division (IAD) – The Investigation and Adjudication Division shall be responsible for the following:

- a) Conduct of investigations upon receiving complaints through walk-in and/or phone calls; conduct of routinary and ocular inspections, including the issuance of notices of illegal construction; conduct of geodetic surveys, and safekeep of records in pursuit of exercising such investigatory functions.
- b) Conduct of quasi-judicial functions upon receiving complaints through walk-in and/or phone calls; preparation of Cease and Desist Orders; conduct of administrative proceedings and/or hearings; preparation of resolutions/orders; attend proceedings before the City Prosecutor's Office of Quezon City and regular courts; and, safekeep of records in pursuit of exercising such quasi-judicial functions.
- c) Evaluation of legal documentary requirements for permit applications in compliance to the National Building Code of the Philippines (NBCP) and its referral Codes.

2.6 Signboard and Utilities Division (SUD) – The Signboard and Utilities Division shall be in charge of the following:

- a) Conduct of inspection, evaluation and assessment of signage permits for business and billboards in conformity to the National Building Code of the Philippines and its referral Codes.

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- b) Mapping of signages around Quezon City.
- c) Conduct of permit evaluation for utilities (water, electric, telephone, sewer) such as pipe replacement, pole erection, new water service connections, leak repair, and fiber optic installations.
- d) Conduct of inspections, evaluations and assessments of excavation/drilling permits for deep well.
- e) Conduct of monthly inspection of usage/consumption for deep well.

2.7 Administrative Division (ADMIN) – The Administrative Division shall be in charge of the following:

- a) Ensure the completeness of received plans and documents for all building permit, ancillary permit, and final permit applications in compliance with the National Building Code of the Philippines and its referral Codes.
- b) Review and recommend for approval all Orders of Payment for building permit, ancillary permit, and certificate of occupancy application to the City Building Official.
- c) Ensure the completeness of released plans and documents for building permit, ancillary permit, and certificate of occupancy applications in a timely manner.
- d) Receive and answer correspondences assigned by the City Building Official in a timely manner.
- e) Manage and provide the administrative requirements of office personnel and the divisions in terms of budget, records, transportation, equipment and supplies.
- f) Manage the administrative needs of other divisions in terms of the transmittal and process of applications, reports, letters, and endorsements; release of other Certificates and Certifications; and the safekeep of the Department's records.

2.8 Policy, Programming, and System Administration Division (PPSyD) – The Policy, Programming and System Administrative Division shall be in charge of the following:



- a) *Evaluation and processing of government permit applications upon determination of its compliance with the provisions of the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.*
- b) *Review the compliance of denied and non-conforming permit applications and recommend the same to the City Building Official for final review and issuance of permits.*
- c) *Provide assistance to the top management in the formulation of new policies and programs for a more effective and efficient service delivery of the department.*
- d) *Generation of reports and analysis of data to measure the performance of the department.*
- e) *Planning, design, and imposition of building regulatory measures and parameters needed to enhance the City Development Plans and Programs.*

SECTION 3. STAFFING PATTERN

3.1. CREATION OF POSITIONS - *There is hereby created Two Hundred Seventeen (217) new plantilla positions under their respective division/section and as appropriate to the functional requirements and workload of the Department, with their corresponding qualification standards in accordance with the existing Civil Service laws and guidelines:*

3.1.1. *Permit Processing for Simple Application Division (PPSAD).*

<i>No. of positions</i>	<i>SG</i>	<i>Position Title</i>
<i>1</i>	<i>22</i>	<i>Engineer IV</i>
<i>14</i>	<i>16</i>	<i>Engineer II</i>
<i>1</i>	<i>8</i>	<i>Engineering Assistant</i>
<i>4</i>	<i>6</i>	<i>Administrative Aide VI (Clerk III)</i>

3.1.2. Construction Permits Division (CPD).

No. of positions	SG	Position Title
3	16	Engineer II
2	14	Senior Administrative Assistant II
2	12	Engineer I
1	6	Administrative Aide VI (Clerk III)
1	4	Administrative Aide IV (Clerk II)

3.1.3. Final Permits Division (FPD).

No. of positions	SG	Position Title
1	14	Senior Administrative Assistant II
1	16	Engineer II
7	12	Engineer I
1	6	Administrative Aide VI (Clerk III)
1	4	Administrative Aide IV (Clerk II)

3.1.4. Annual Building Inspection Division (ABID).

No. of positions	SG	Position Title
1	14	Senior Administrative Assistant II
2	16	Engineer II
2	12	Architect I
27	12	Engineer I
3	11	Building Inspector
2	6	Administrative Aide VI (Clerk III)
5	4	Administrative Aide IV (Clerk II)

3.1.5. Investigation and Adjudication Division (IAD).

No. of positions	SG	Position Title
1	23	Attorney IV
1	22	Engineer IV
2	21	Attorney III
5	12	Engineer I
7	12	Legal Assistant
1	6	Administrative Aide VI (Clerk III)
10	4	Administrative Aide IV (Clerk II)

3.1.6. Signboard and Utilities Division (SUD).

No. of positions	SG	Position Title
1	14	Senior Administrative Assistant II
2	12	Engineer I
2	7	Administrative Assistant I (Computer Operator I)

3.1.7. Administrative Division (ADMIN).

No. of positions	SG	Position Title
5	15	Administrative Officer IV
2	14	Administrative Officer III
5	14	Senior Administrative Assistant II
1	12	Architect I
4	12	Engineer I
9	7	Administrative Assistant I (Computer Operator I)
3	6	Administrative Aide VI (Clerk III)
13	4	Administrative Aide IV (Clerk II)
24	4	Administrative Aide IV (Driver II)
1	3	Administrative Aide III (Clerk I)
3	3	Administrative Aide III (Utility Worker II-A)

3.1.8. Policy, Programming, and System Administration
Division (PPSyD).

No. of positions	SG	Position Title
1	24	Engineer V
1	22	Engineer IV
1	19	IT Officer I
2	18	Administrative Officer V
4	16	Engineer II
2	16	Information System Analyst II
6	14	Senior Administrative Assistant II
3	12	Engineer I
2	8	Engineering Assistant
4	7	Administrative Assistant I (Computer Operator I)
2	6	Administrative Aide VI (Clerk III)
2	4	Administrative Aide IV (Clerk II)
3	3	Administrative Aide III (Clerk I)

3.2. ABOLITION OF POSITIONS – The following plantilla positions are hereby abolished:

No. of Position	Item No.	Position Title
1	5-1	Attorney II (filled)
1	5-2	Attorney II (vacant)
1	5-3	Attorney II (vacant)
1	5-4	Attorney II (vacant)

- a. Attorney II with Item No. 5-1 will automatically be abolished upon the incumbent's promotion to Attorney III.
- b. Attorney II with Item Nos. 5-2, 5-3 and 5-4 will be abolished.

SECTION 4. APPROPRIATIONS – Funds amounting to Ninety-Six Million Two Hundred Thirty-One Thousand Seven Hundred Sixteen and Twenty Centavos (Php96,231,716.20) shall be added to the current fund of Seventy-Four Million Eight Hundred Eighty-Seven Thousand Eight Hundred Twelve Pesos (Php74,887,812.00) to cover the salaries and other benefits of newly created plantilla positions to be taken from the General Fund of the Annual Budget of Quezon City Government, and shall thereafter be included in the annual appropriations of the DBO for the succeeding years.

SECTION 5. ORGANIZATIONAL STRUCTURE – The redesigned functional organizational structure of the Department, hereby attached, is made an integral part of this Ordinance and shall be strictly complied with.

SECTION 6. SEPARABILITY CLAUSE – If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 7. REPEALING CLAUSE – All other Ordinances or Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified, or repealed accordingly.

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SECTION 8. EFFECTIVITY CLAUSE – 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

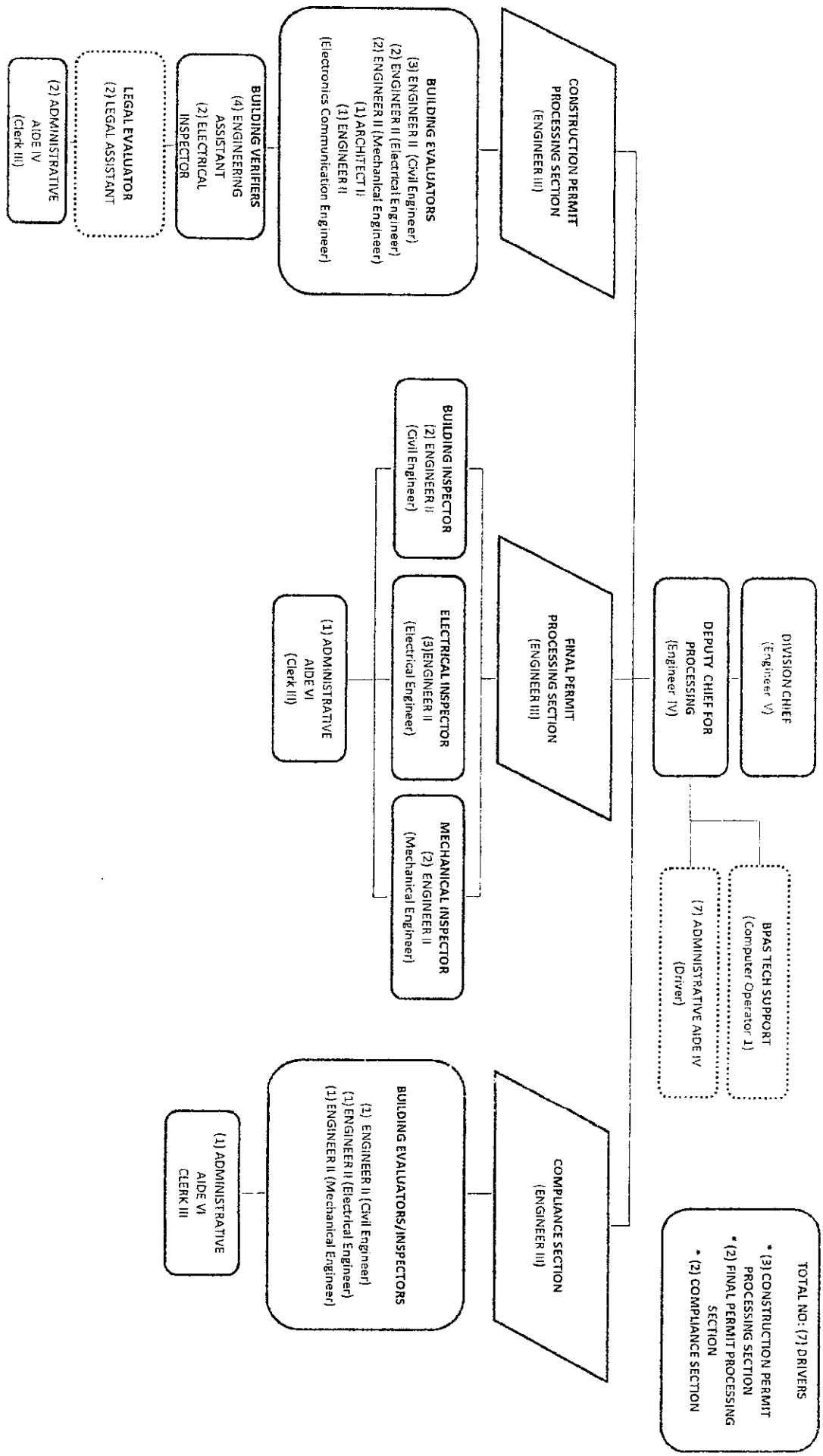
This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 26, 2019 and was PASSED on Third/Final Reading on March 4, 2019.


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



ANNEX A

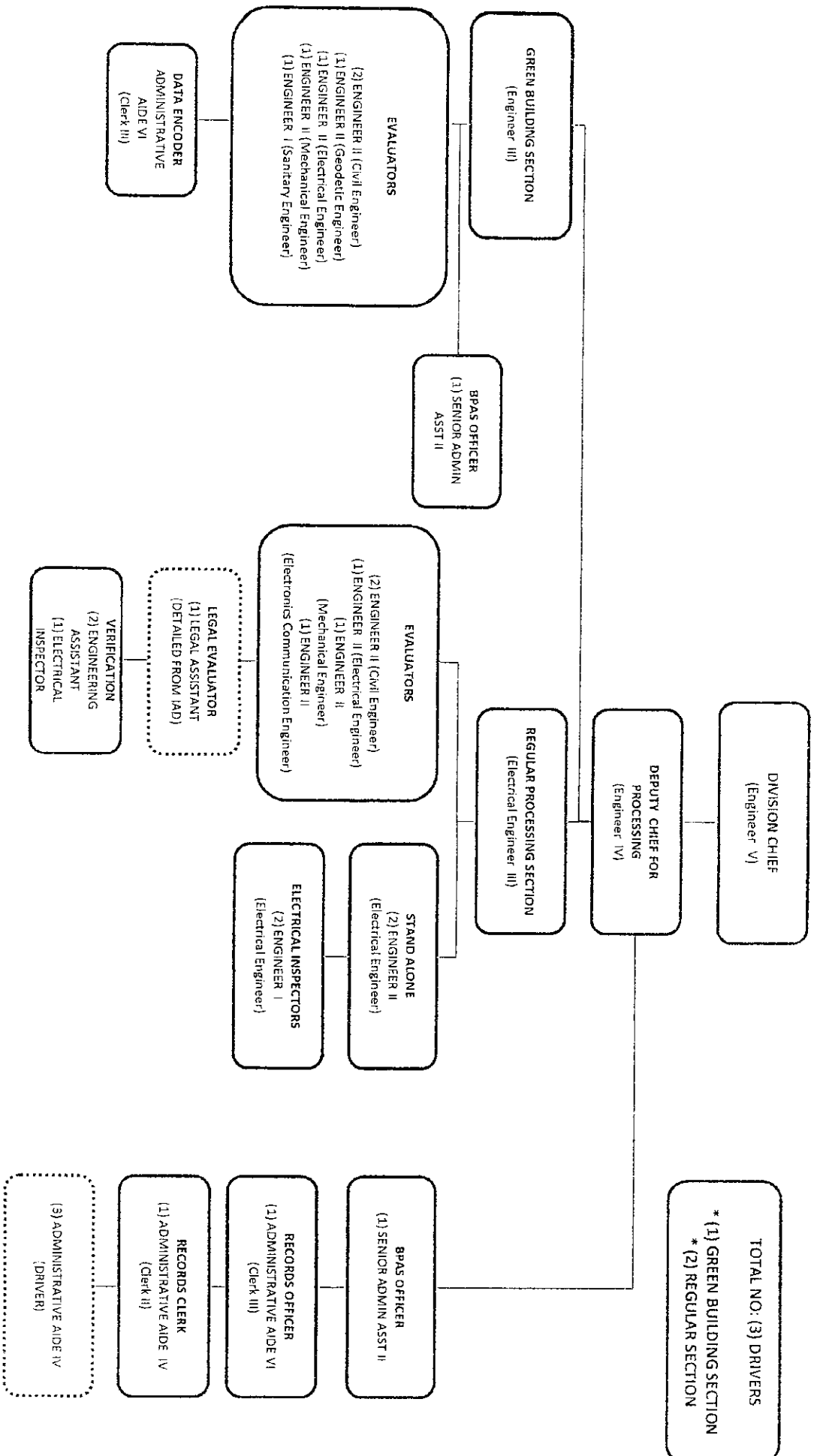
PERMIT PROCESSING FOR SIMPLE APPLICATION DIVISION (PPSAD) ORGANIZATIONAL CHART



SP-2/14/12

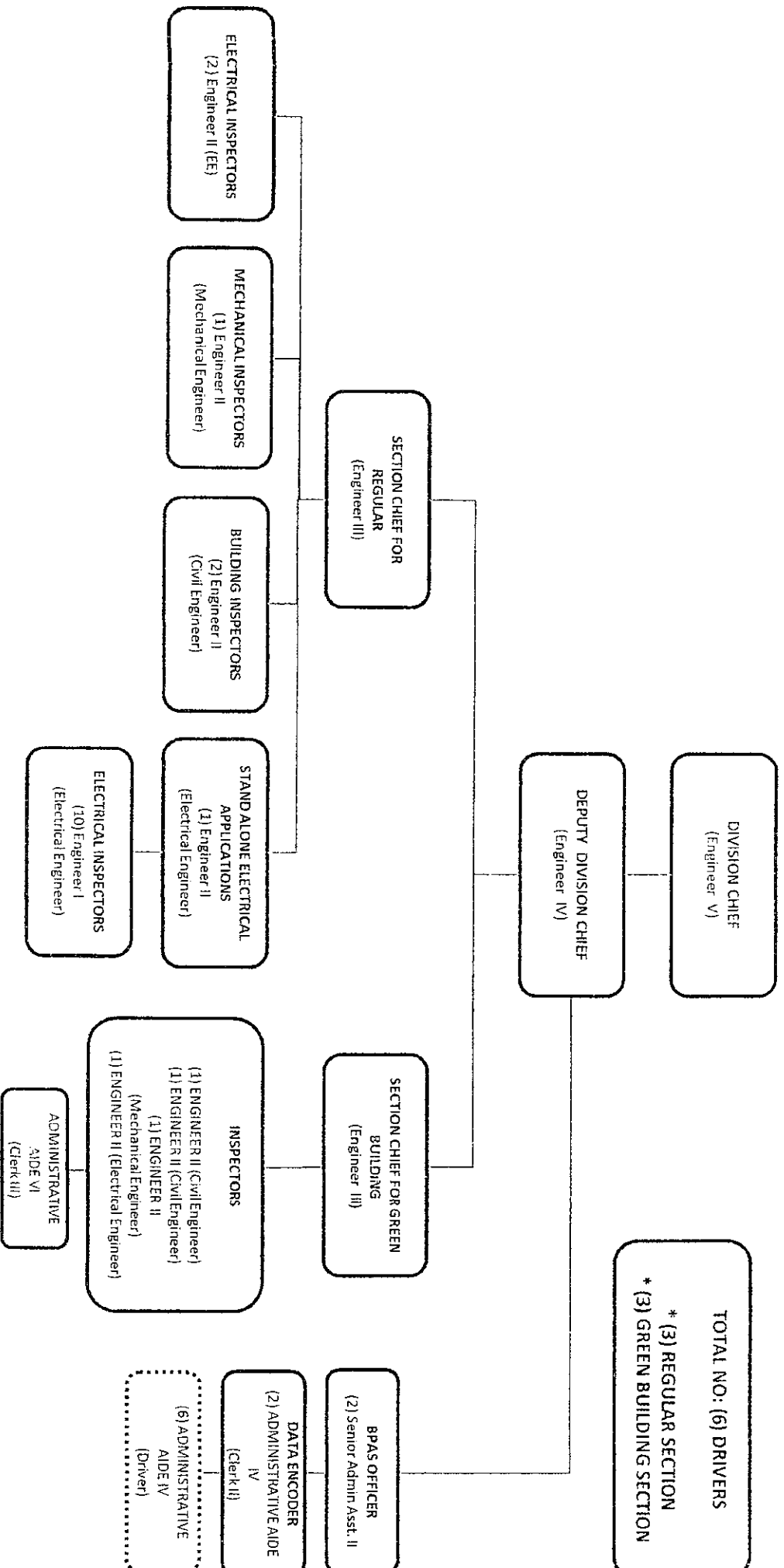
ANNEX B

CONSTRUCTION PERMIT DIVISION (CPD) ORGANIZATIONAL CHART

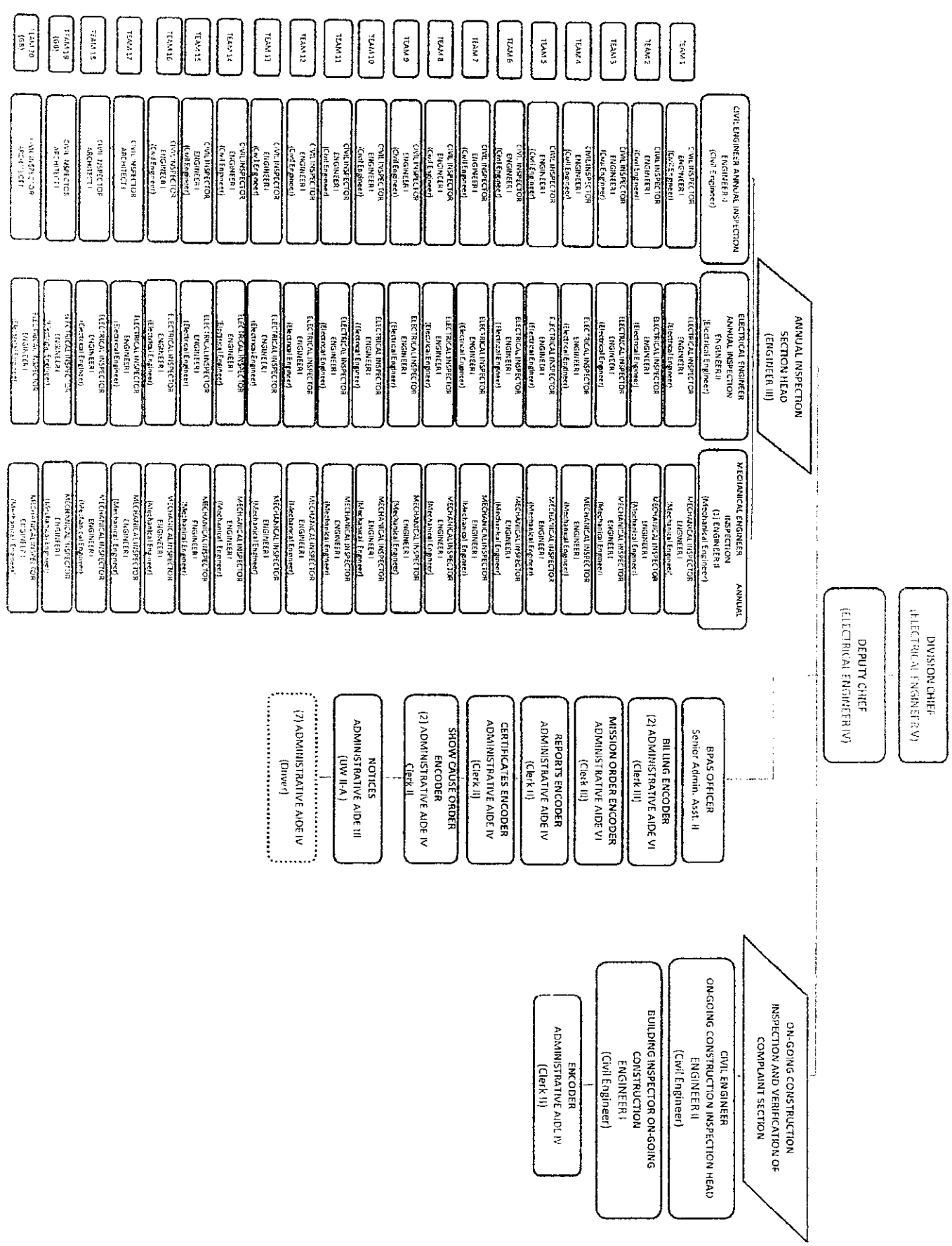


ANNEX C

FINAL PERMITS DIVISION (FPD) ORGANIZATIONAL CHART - ANNEX C

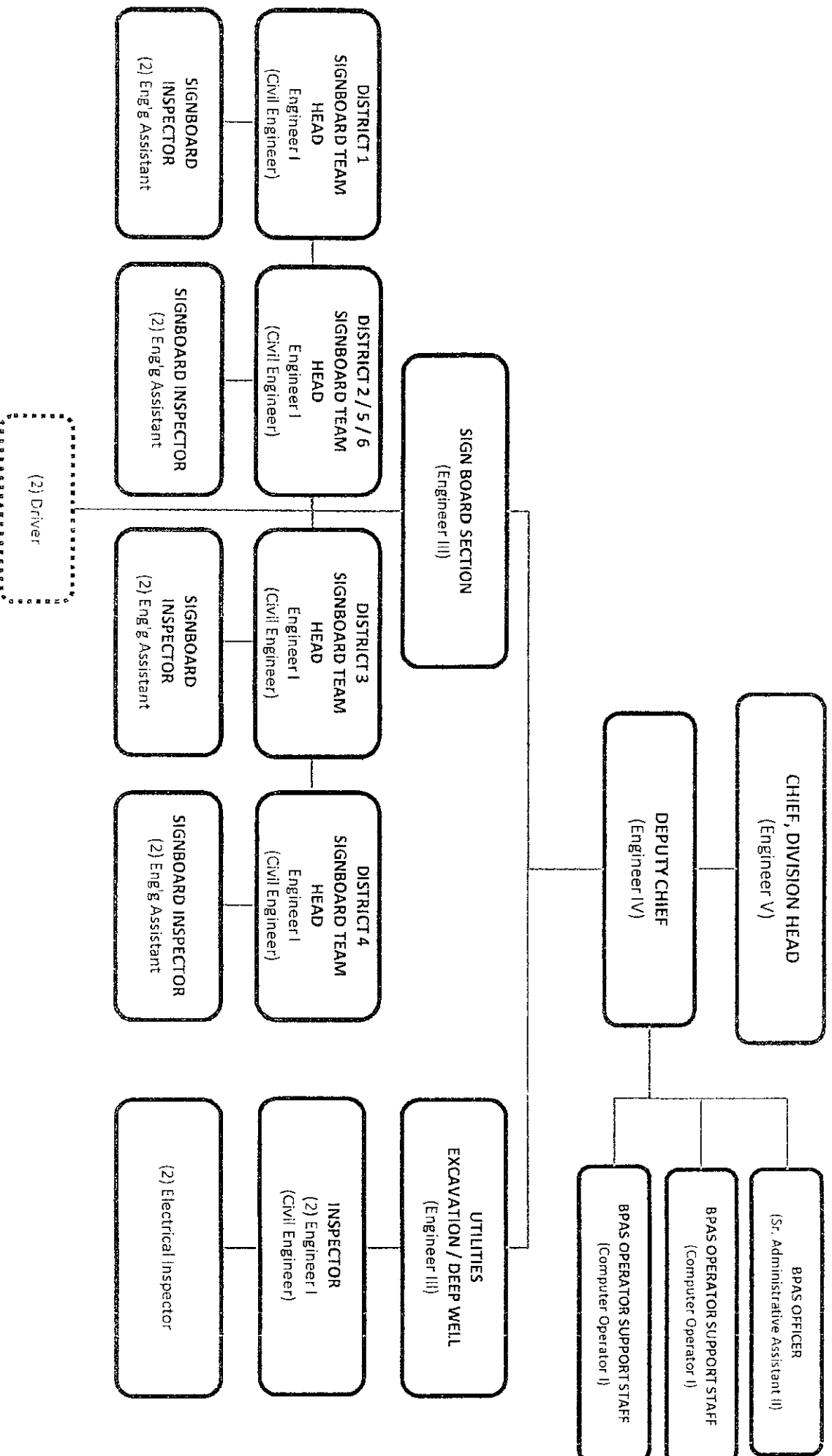


ANNUAL BUILDING INSPECTION DIVISION ORGANIZATIONAL CHART (ABID)

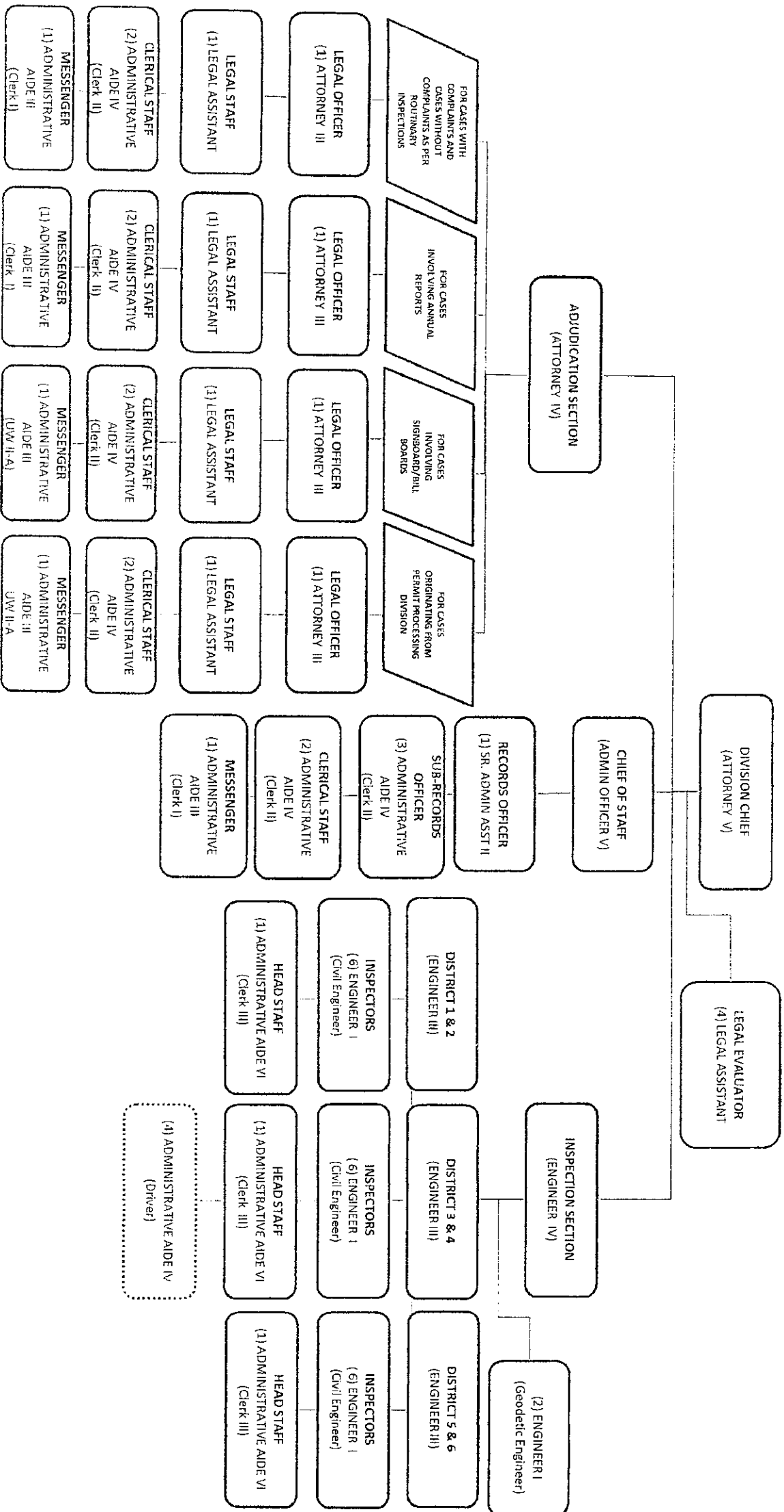


ANNEX E

SIGNSBOARD & UTILITIES DIVISION ORGANIZATIONAL CHART

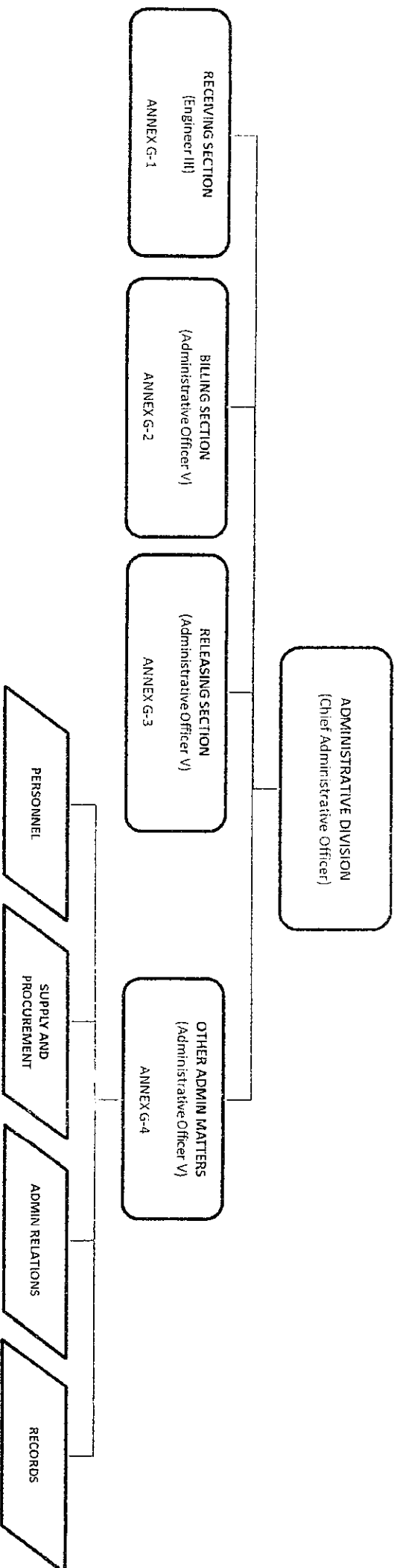


INVESTIGATION & ADJUDICATION DIVISION (IAD) ORGANIZATIONAL CHART

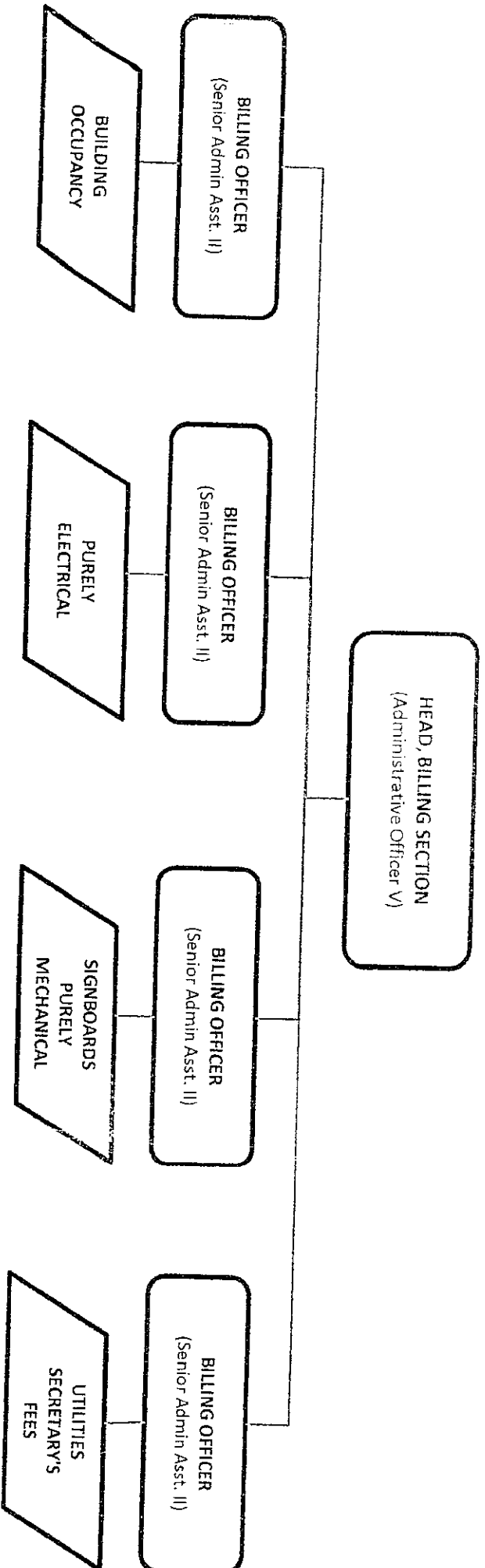


ANNEX G

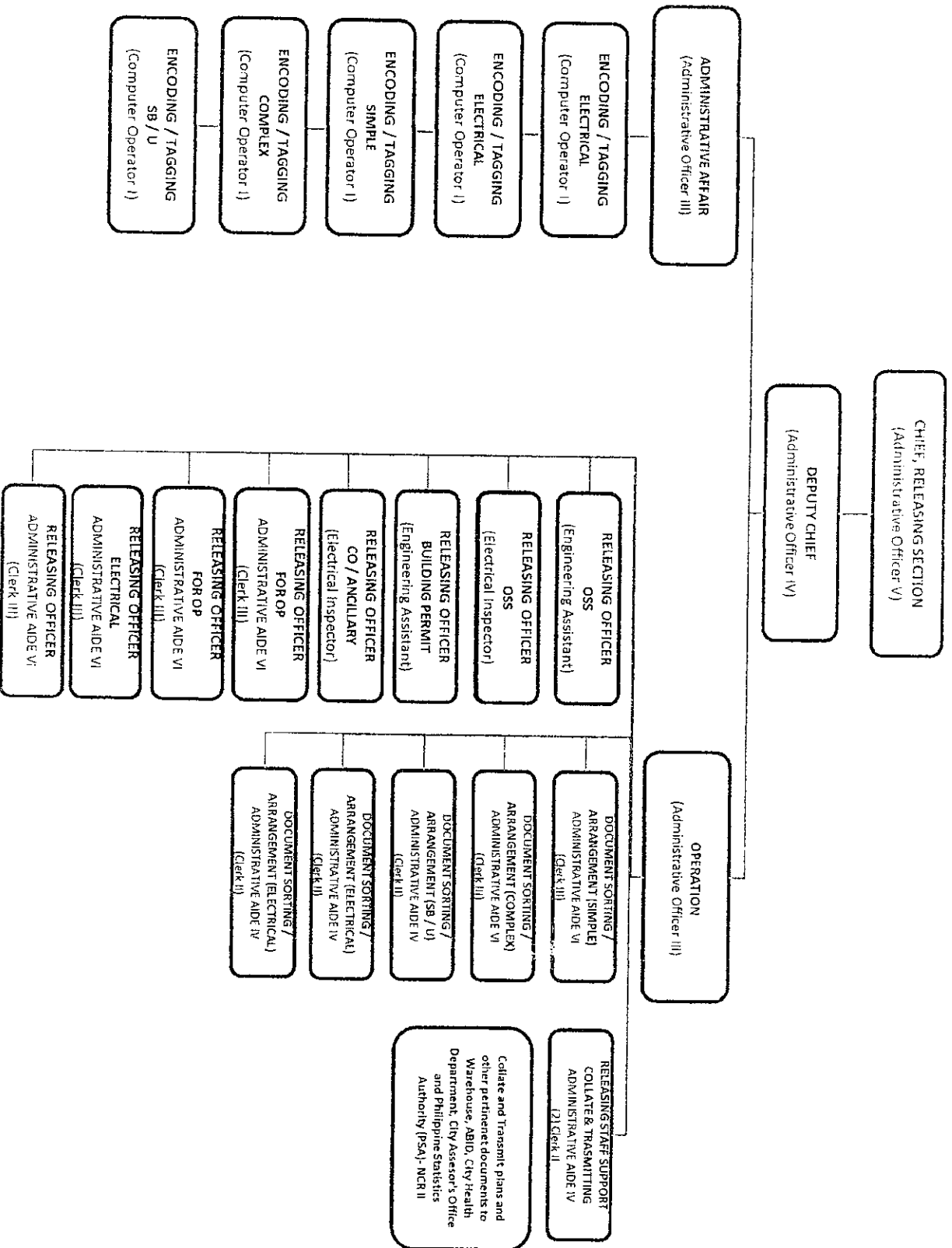
ADMINISTRATIVE DIVISION ORGANIZATIONAL CHART



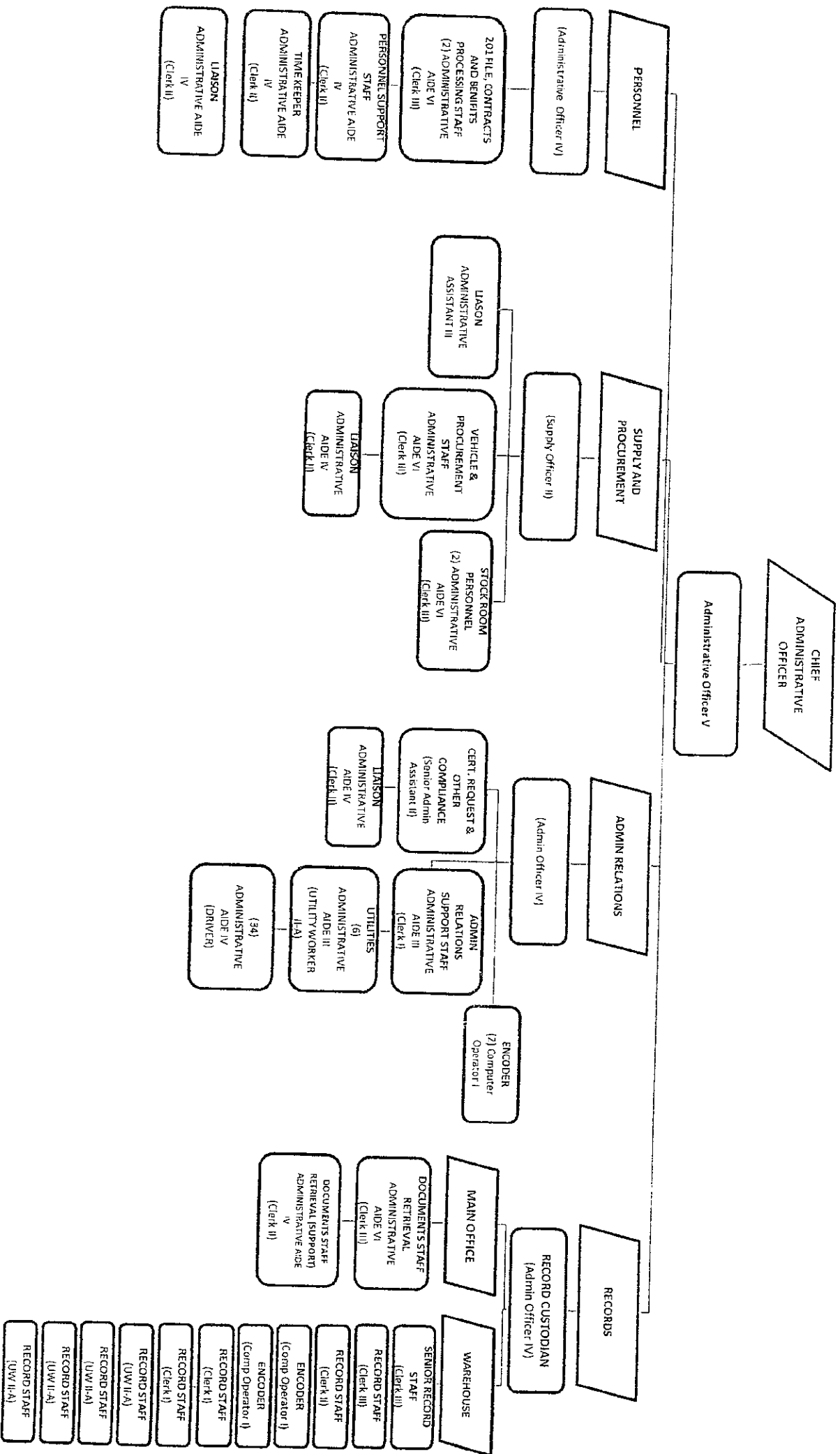
ADMINISTRATIVE DIVISION ORGANIZATIONAL CHART - ANNEX G-2



ORGANIZATIONAL CHART (RELEASING SECTION) - ANNEX G-3

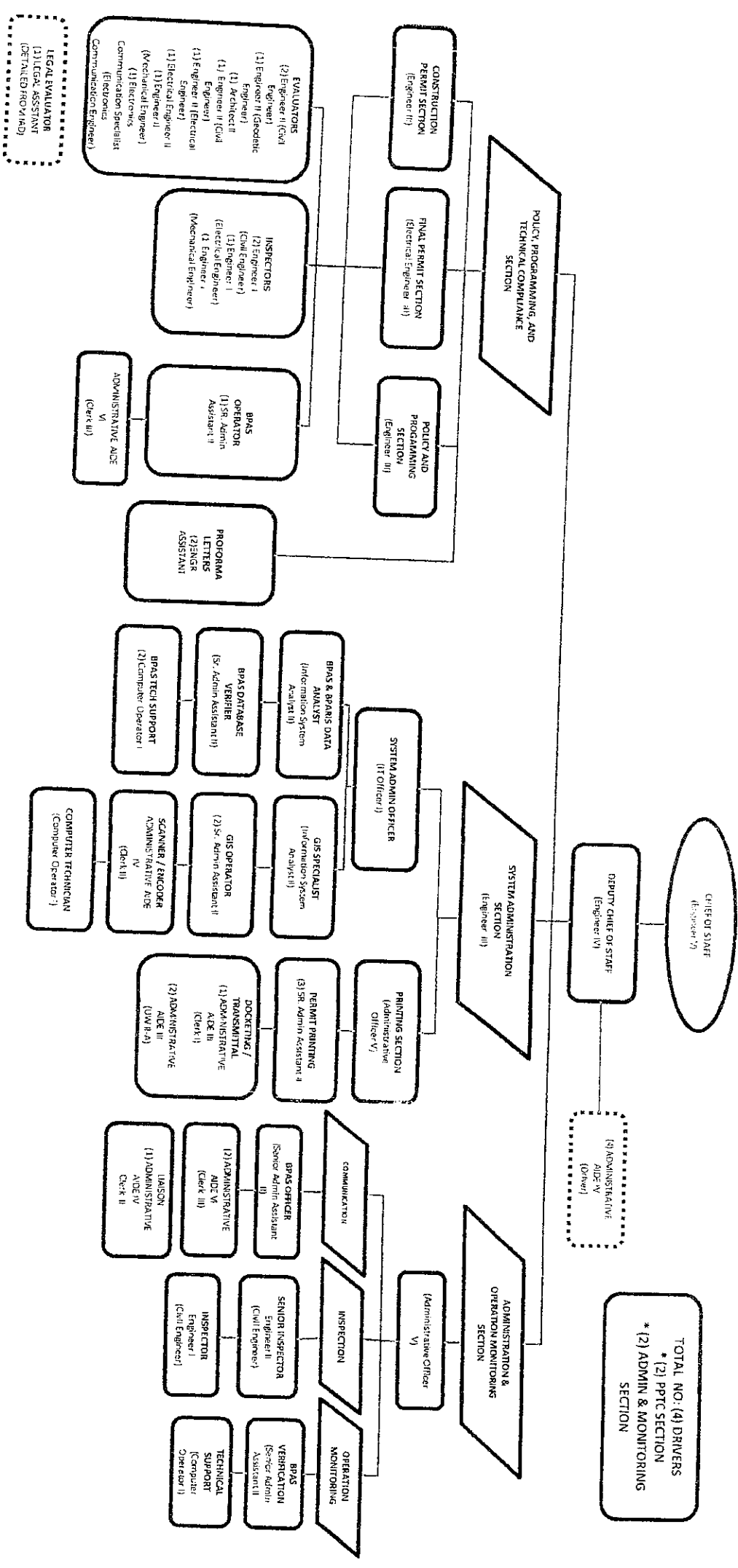


OTHER ADMINISTRATIVE MATTERS ORGANIZATIONAL CHART - ANNEX G-4



POLICY, PROGRAMMING & SYSTEM ADMINISTRATION DIVISION ORGANIZATIONAL CHART (PPSYD)

ANNEX H



DEPARTMENT OF PUBLIC BUILDINGS OFFICIAL CITY ORGANIZATION CHARTER

BUILDING OFFICIAL
(CITY GOVT DEPARTMENT HEAD III)

ASSISTANT BUILDING OFFICIAL
(CITY GOVT ASST. DEPARTMENT HEAD III)

ASSISTANT BUILDING OFFICIAL
(CITY GOVT ASST. DEPARTMENT HEAD III)

