



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
21st City Council

PO21CC-574

97th Regular Session

ORDINANCE NO. SP- 3133, S-2022

AN ORDINANCE AMENDING SECTIONS 1 AND 2 OF ORDINANCE NO. NC-140, S-90, ENTITLED "ORDINANCE ESTABLISHING THE DEPARTMENT OF PUBLIC ORDER AND SAFETY IN THE QUEZON CITY GOVERNMENT AND PROVIDING FOR AND DEFINING ITS ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS AND RESPONSIBILITIES."

Introduced by Councilor PEACHY V. DE LEON.

Co-Introduced by Councilors Bernard R. Herrera, Lena Marie P. Juico, Dorothy A. Delarmente, M.D., Tany Joe "TJ" L. Calalay, Nicole Ella V. Crisologo, Victor V. Ferrer, Jr., Winston "Winnie" T. Castelo, Eden Delilah "Candy" A. Medina, Ramon P. Medalla, Mikey F. Belmonte, Estrella C. Valmocina, Franz S. Pumaren, Kate Galang-Coseteng, Wencerom Benedict C. Lagumbay, Jorge L. Banal, Sr., Imee A. Rillo, Marra C. Suntay, Irene R. Belmonte, Resty B. Malañgen, Ivy L. Lagman, Hero M. Bautista, Shaira L. Liban, Ram V. Medalla, Marivic Co Pilar, Rogelio "Roger" P. Juan, Donato "Donny" C. Matias, Eric Z. Medina and Noe Dela Fuente.

WHEREAS, Ordinance No. NC-140, S-90 established the Department of Public Order and Safety (DPOS for brevity) providing for and defining its organizational structure, duties, functions and responsibilities;

WHEREAS, the DPOS started with the conglomeration of various units formerly linked with the Office of the Secretary to the Mayor namely: Civil Security Unit, Traffic Management Unit, Anti-Squatting and Surveillance and Enforcement Team and the Disaster Coordinating Council, and evolved into its present seven hundred seventy (770) regular personnel complement operating in a structure of seven (7) Divisions;

WHEREAS, the DPOS is mandated, among others, to improve public safety service in the city; provide auxiliary security and disaster management services; and undertake continuing studies and researches on public security problems and make appropriate recommendations thereon;

WHEREAS, the other mandates of the DPOS, by virtue of city ordinances and memorandum circulars, include governing of all public and utility transport vehicles run by Electric/Hybrid, LPG, CNG, retrofit technologies and the like;

WHEREAS, in order to enhance public order and safety in the city, it is necessary to strengthen the organizational and functional capacity of the DPOS, such authority derived from the mandate of local governments to... enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms... (Section 3 (h) of Republic Act No. 7160).

NOW, THEREFORE,

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

SECTION 1. Sections 1 and 2 of Ordinance No. NC-140, S-1990 are hereby amended to read as follows:

"SECTION 1. ORGANIZATIONAL STRUCTURE.

ITEM 1.1 The Department of Public Order and Safety (DPOS) shall consist of Five (5) Divisions, namely: (1) Administrative Division, (2) Security, Intelligence and Investigation Division, (3) Clearing and Demolition Division, (4) Quezon City Green Transport Division and (5) Monitoring and Inspection Division.

The respective Sections of each Division shall be as follows:

1. **Administrative Division**
 - a. Personnel and Records Section
 - b. Budget, Property and Supply Section
 - c. Planning and Research Section

2. **Security, Intelligence and Investigation Division**
 - a. Personnel, Document Security, and Intelligence Section
 - b. Physical Security Section
 - c. Special Operation Section
3. **Clearing and Demolition Division**
 - a. Illegal Structure Control and Removal Section
 - b. Clearing Section
4. **Green Transport Division**
 - a. Administrative, Education and Data Management Section
 - b. Research, Planning and Development Section
 - c. Bicycle and Active Transport Section
5. **Inspection and Monitoring Division**
 - a. Monitoring Section
 - b. Inspection Section

SECTION 2. FUNCTIONS. - The DPOS and its Divisions and Sections shall have the following functions:

ITEM 2.1 **The Administrative Division** - The Administrative Division shall provide efficient and economic services relative to personnel, supplies and mobility requirements.

2.1.1 **PERSONNEL AND RECORDS SECTION** - The Personnel and Records Sections shall perform the following duties and responsibilities:

A. **Personnel Management**

1. Recruit and train personnel as required by the different divisions;
2. Assess the training needs of the personnel;
3. Prepare communications and other requirements pertinent to the training needs;

4. *Coordinate with the City Personnel Department as to personnel matters and pertinent issuances for the information and/or clarification of the staff;*
5. *Record, monitor and evaluate the daily attendance of personnel; and*
6. *Prepare monthly Daily Time Records for payroll purposes.*

B. Records Management

1. *Manage and monitor records and files;*
2. *Record all incoming and outgoing communications;*
3. *Distribute communications/ correspondences (internal/external);*
4. *Evaluate documents and records on file for safekeeping and/or disposal;*
5. *Prepare inventory of all records on file in accordance with the requirements of archival regulations;*
6. *Coordinate meetings, conferences and the like, prepare invitations to offices and other agencies regarding the same; and*
7. *Arrange and deal with venue, materials and documentation of meetings.*

C. General Services

1. *Follow-up various requests and reports status of the same;*
2. *Deliver communication to various offices (internal/external); and*
3. *Perform reproduction services, housekeeping and driving services.*

2.1.2 **BUDGET, PROPERTY AND SUPPLY SECTION** - *The Budget, Property and Supply Section shall perform the following duties and responsibilities:*

A. Budget Management

1. *Prepare the Annual Budget Proposal;*
2. *Prepare documents for financial transactions of the department;*
3. *Supervise the keeping of accountancy records; and*
4. *Implement policies relating to the control of allotment expenditures.*

B. Procurement/Acquisition

1. *Prepare Purchase Requests and other procurement documents for the various Divisions;*
2. *Coordinate with the Procurement Department, General Services Department, Accounting Department, Budget Department, City Administrator's Office, Office of the City Mayor and other relevant offices on the procurement of the various supplies needed by the department in the exercise of its function;*
3. *Inspect and store delivered supplies, materials and equipment;*
4. *Consolidate requirements of each Division;*
5. *Take charge of issuing and recording of supplies and equipment;*
6. *Recommend the kind and quality of supplies materials needed;*
7. *Submit regular inventory reports; and*
8. *Assist the Finance Section in the preparation of the Department's Project Procurement Management Plan (PPMP) or equivalent document.*

2.1.3 **Planning and Research Section** - The Planning and Research Section shall perform the following functions:

- A. Create realistic goals to prevent and protect the public from all kinds of dangers and ensures a peaceful and orderly city;
- B. Initiate interaction between officers and employees to solicit new innovative ideas and discover creative options to ensure the safety of our constituents and to better promote peace and order in the city;
- C. Conduct studies for policy, regulatory and program recommendations such as the baseline data or statistics on all peace and order and public safety within the territorial jurisdiction of Quezon City;
- D. Provide direction for the proper allocation of all resources to achieve the desired results in the most efficient manner possible to avoid overlapping and duplication of efforts and resources;
- E. Serve as coordinative body of the department to all city and national government agencies to make sure that all activities of the department are aligned and synchronized with all the activities/projects of the city; and
- F. Establish external linkages with national government agencies, private/public institutions and advocacy groups performing similar functions and objectives.

ITEM 3.1 **The Security, Intelligence and Investigation Division** - The Security, Intelligence and Investigation Division shall implement, integrate and coordinate all activities involving security and intelligence networking in the city for the information and appropriate action of the Mayor.

3.1.1 **PERSONNEL, DOCUMENT SECURITY AND INTELLIGENCE SECTION** - The Personnel, Document Security and Intelligence Section shall perform the following duties and responsibilities:

1. Provide timely intelligence on public safety and security matters to the City Mayor;
2. Gather all necessary information to be processed and evaluated accordingly and disseminate intelligence to the concerned personnel/office in accordance with the instructions of the City Mayor on the need to know basis;
3. Conduct background investigations on concerned personnel as may be directed by the City Mayor, in accordance with laws and regulations on due process and data privacy;
4. Investigate violations of existing ordinances and laws as may be referred by the Departments, Units, Offices and other branches of the City Government; and
5. Act on the complaints of citizens as may be referred or instructed by the City Mayor.

3.1.2 **PHYSICAL SECURITY SECTION** - The Physical Security Section shall perform the following duties and responsibilities:

1. Provide overt and covert security on all City government officials, visiting dignitaries, buildings and installations;
2. Provide security postings to City government facilities to ensure its safety and security;
3. Maintain files of all the logged information on the daily routines in all government properties and facilities maintain;
4. Conduct operational activities, assessment and recommendations relative to the enforcement and implementation of laws and ordinances within the city's jurisdiction; and

5. Coordinate with other operational, first responder or law enforcement units such as the Metropolitan Manila Development Authority (MMDA), Philippine National Police (PNP), Bureau of Fire Protection (BFP), Disaster Risk Reduction and Management Office (DRRMO) and other relevant units or their equivalents.

3.1.3 **SPECIAL OPERATIONS SECTION** - The Special Operations Section shall perform the following duties and responsibilities:

1. Conduct special operations as directed by the City Mayor;
2. Conduct operational activities, assessments and recommendations relative to the enforcement and implementation of laws and ordinances within the city's jurisdiction; and
3. Coordinate with other operational units such as the MMDA, PNP, BFP, DRRMO and other units.

ITEM 4.1 **The Green Transport Division** – The Green Transport Division shall regulate the promotion of safe, efficient, comfortable and economical transportation service to the public and to advocate for the use of government-approved clean technology options or viable green alternative technology.

4.1.1 **ADMINISTRATIVE, EDUCATION AND DATA MANAGEMENT SECTION** - The Administrative, Education and Data Management Section shall perform the following duties and responsibilities:

1. Regulate green transport vehicles such as e-trikes and the like ("green transport" shall refer to electric, fuel-cell or LPG-powered vehicles and other vehicles with low carbon emissions) issue the relevant permits and approvals with respect to green transport operations;

2. Administer, inspect and monitor green transport vehicles, operators, associations and organizations for compliance with relevant laws, ordinances and regulations;
3. Recommend, in coordination with the Climate Change Department, ordinances, regulations and executive issuances for the development, promotion, and management of the green transport sector; and
4. Submit a periodic report to the City Mayor in the conduct of its operations.

4.1.2 **RESEARCH, PLANNING AND DEVELOPMENT SECTION** - The Research, Planning and Development Section shall perform the following duties and responsibilities:

1. Conduct studies for policy, regulatory and program recommendations such as the baseline information or statistics on all public and utility transport vehicles such as Tricycle, Taxi, PUJ, PUB, UV Express, School Service, Shuttle Service, Tourist Transport Service, and Delivery Truck that operate within the territorial jurisdiction of Quezon City;
2. Plan and conduct regular monitoring on the utilization of clean fuel technology and advocate for the use of government-approved technology options or viable green alternative technology such as Electric, LPG, CNG, Retrofit Technology and alike;
3. Tap and tie-up with the private business sector or government instrumentalities for advertising support for all public and utility transport vehicles converting to clean fuel technology such as Electric/Hybrid, LPG, CNG, Retrofit technology and alike;
4. Coordinate with the Climate Change Department to undertake the following:
 - a. Identify other sustainable/renewable energy sources that could possibly be utilized by public and utility transport vehicles using alternative clean fuel technology;

- b. Identify and select location for the establishment of charging/clean refueling stations to be strategically positioned for convenience and ready access of green transport users;
 - c. Conduct study and submit appropriate recommendation to upgrade vehicle and operating standards for public and utility transport vehicles from the conventional gas-fed/diesel-fed engines to alternative/clean fuel technology such as Electric/Hybrid, LPG, CNG, Retrofit technology and alike with safety and comfort of passengers and environmental impact as primordial concerns;
 - d. Conduct study on the use of cleaner fuel, other engine technology options, and recommend appropriate measures;
5. Formulate policies, procedures and incentives governing the conversion/shifting to clean fuel technologies for public and utility vehicles to ensure the effective implementation of the mandated objective of the Office;
 6. Perform lateral consultation and coordination with the Quezon City Tricycle Franchising Board (TFB) to promote and encourage conversion of two-stroke tricycles with franchise to electric tricycle through the formulation of incentive program/plan;
 7. Coordinate with concerned city departments/offices for the successful implementation of its plans; and
 8. Establish external linkages with national government agencies, private/public institutions and advocacy groups performing similar functions and objectives.

4.1.3 **BICYCLE AND ACTIVE TRANSPORT SECTION** - The Bicycle and Active Transport Section shall perform the following duties and responsibilities:

1. Prepare infrastructure plans for safe cycling and active transport, particularly a cycling lane network and walking paths, public bike parking spaces, as well as necessary signages based on this Ordinance;
2. Prepare the necessary guidelines that will ensure the safe use of cycling lanes for cyclist and riders of other electronic assisted modalities of transportation;
3. Develop and implement projects, programs, and activities to: (1) support active transport, particularly biking and walking; (2) inform the public regarding active transport projects, programs and activities; (3) ensure that law enforcement agencies strictly enforce traffic laws and limit electronic assisted transport in cycling lanes to e-kick scooters and e-bikes; (4) oversee that law enforcement agencies safeguard unobstructed cycling lanes and walking paths, particularly by sidewalk vendors or vehicles; and (5) conduct information campaigns that shall encourage switching from cars to bikes or other active transport modalities;
4. Develop a legislative agenda of supporting policies, resolutions or ordinances regarding active transport and monitor and assess the policy framework at least annually for possible improvement or enhancement;
5. Develop incentivization schemes that will promote the use of bicycles and other active transport modes, including the use of safety gear especially in the private and business sectors;
6. Monitor and inspect the operation of the cycling lane network, including all the 30 kph streets, 10 kph streets, No-Vehicle streets and safe intersections and make recommendations through the policy framework to improve or further develop active transportation;

7. *Ensure the provisions of safe and strategic parking facilities and road signages for bicycles and active transport modes;*
8. *Develop learning modules and provide the necessary seminars and trainings on road safety and other relevant matters on a regular basis that would ensure safety among cyclist and riders of active transport;*
9. *Encourage the use of safety gears, especially helmets and safety lights, among others;*
10. *Maintain and keep a recording of all cyclists and riders of active transport within sixty (60) days from approval of this ordinance. As such the GTO-BATS shall formulate a system of procedure pertinent to bicycle and electronic assisted modes of transportation;*
11. *Enforce the implementation of this Ordinance through the issuance of electronic physical citation violation receipts;*
12. *Ensure that the necessary sidewalk developments are safe and unobstructed for the use of pedestrians, through integration in the appropriate infrastructure development plans of the city government;*
13. *Provide a platform for the participation of Non-Governmental Organizations (NGOs), People's Organizations (POs) and Civil Society Organization (CSO);*
14. *Coordinate with the necessary City Government and National Government offices to ensure that air quality is maintained especially along the City's cycling lanes. Coordinate with the QCDRRMO on the inclusion of bike lanes in the QC Contingency Plan and the Disaster and Risk Reduction Management Plans as emergency pathways during calamities and disasters, while ensuring the safety of cyclist and active transport users;*

15. Regular conduct of research including a walkability and bikeability study in the city; and
16. Perform all other functions provided in the Quezon City Safety Cycling and Active Transport Ordinance of 2020 (Ordinance No. SP-2988, S-2020)

ITEM 5.1 - The Anti-Squatting Enforcement and Relocation Division is hereby renamed to as **Clearing and Demolition Division** – The Clearing and Demolition Division shall mitigate the construction of illegal structures and proliferation of informal settlements in the city through sustained prevention and enforcement efforts.

5.1.1 - The Squatter Demolition Section is renamed as **Illegal Structures Control and Removal Section** – The Illegal Structure Control and Removal Section shall perform the following duties and responsibilities:

1. Remove/dismantle illegal structures occupied by informal settlers, professional squatters or squatting syndicates in accordance with applicable laws and regulations, and with utmost consideration for human rights and due process;
2. Monitor, prevent and deal with activities related to usurpation or infringement of property rights such as construction of illegal structures, buying and selling of lands by professional squatters and squatting syndicates;
3. Conduct surveillance and enforcement operations on cleared areas that may be targeted by squatting syndicates or professional squatters, and
4. Recommend, initiate, assist in or conduct legal actions in support of the foregoing;

5.1.2 - The Squatter Relocation Section is renamed as **Clearing Section** – The Clearing Section shall perform the following duties and responsibilities:

1. Remove illegal tarpaulins, advertisements, sign boards and other non-permanent illegal structures;
2. Issue notice of violation;

3. *File appropriate cases and/or complaints relative to violation of related ordinances, National Building Code and relevant laws; and*
4. *Recommend cancellation and/or suspension of business permit.*

ITEM 6.1 Monitoring and Inspection Division – *The Monitoring and Inspection Division shall perform the following duties and responsibilities:*

1. *Verify and determine compliance of business establishments covered by Ordinance No. SP-2695, S-2018, with respect to installation of CCTVs within their premises for purposes of maintaining public order and safety within the City;*
2. *Coordinate the system of integration of the city's CCTVs, 142 barangays, business establishments and other government agencies.*
3. *Conduct compulsory inspection of the installed CCTVs of the aforementioned business establishments;*
4. *Grant and/or deny clearance or certification related to the business permit application of all business establishments covered by Ordinance No. SP-2695, S-2018;*
5. *Determine continued compliance by the business establishments;*
6. *Coordinate with other government offices in relation to the installed CCTVs; and*
7. *Monitor and inspect installed CCTVs, fire hydrants, and the adoption of security/safety/evacuation plans for establishments, among others.*

SECTION 3. STAFFING PATTERN:

A. Movement of Positions - *Three Hundred Twenty-Three (323) filled up positions shall be transferred to divisions/sections whose incumbents' expertise and capabilities are befitting to thoroughly perform their duties, as follows:*

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ITEM NUMBER (Based on FY 2018 Personnel Schedule)	POSITION TITLE	DIVISION/UNIT FROM	DIVISION/UNIT TO
5	Administrative Officer V (Admin. Officer III)	Administrative Division	Administrative Division, Personnel and Records Section
6	Administrative Officer IV (Admin. Officer II)	Administrative Division	Administrative Division, Personnel and Records Section
7-1 7-2	Administrative Assistant II (Admin. Asst.)	Administrative Division	Administrative Division, Personnel and Records Section
9	Administrative Aide IV (Clerk III)	Administrative Division	Administrative Division, Personnel and Records Section
10-1 to 10-10	Administrative Aide IV (Driver II)	Administrative Division	2 - Office of the Department Head, 2 - Administrative Division, 3 - Security Intelligence and Investigation Division, 2 - Clearing and Demolition Division, 1 - Monitoring and Inspection Division

11-1 to 11-4	Administrative Aide III (Utility Worker II)	Administrative Division	Administrative Division, Personnel and Records Section
30-22 to 30-60	Security Agent I	Security, Intelligence and Investigation Division, Personnel and Document Security Section	Security, Intelligence and Investigation Division, Special Operation Section

B. Creation of Positions - One Hundred Forty-Five (145) new positions are hereby created as appropriate to the functional requirements and workload of the DPOS:

NO. OF POSITIONS	POSITION	SALARY GRADE
	Office of the Department Head	
1	Asst. Department Head for Administration	25
2	Administrative Aide VI (Clerk III)	6
	Administrative Division	
1	Supervising Administrative Officer	22
1	Administrative Aide VI (Clerk III)	6
	Personnel and Records Section	
1	Administrative Officer IV (AO II)	15
2	Administrative Officer III (AO I)	11
2	Administrative Assistant II	8
	Budget, Property and Supply Section	
1	Administrative Officer V (AO III)	18
2	Administrative Officer IV (AO II)	15
2	Administrative Officer III (AO I)	11
1	Administrative Aide VI	6
	Planning and Research Section	
1	Planning Officer III	18
2	Planning Officer II	15
2	Planning Officer I	11
2	Planning Assistant II	10
2	Planning Assistant I	8
	Security, Intelligence and Investigation Division	
1	Attorney IV	23

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	Personnel and Document Security Section	
1	Special Operations Officer II	15
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide III (Utility Worker II)	3
	Physical Security Section	
1	Administrative Aide VI (Clerk III)	6
	Special Operation Section	
1	Special Operations Officer III	18
2	Special Operations Officer II	15
1	Administrative Aide VI (Clerk III)	6
1	Administrative Aide IV (Clerk II)	4
	Clearing and Demolition Division	
	Illegal Structures Control and Removal Section	
5	Administrative Aide IV/Labor Foreman	4
70	Laborer II	3
	Clearing Section	
4	Administrative Aide IV/Labor Foreman	4
40	Laborer II	3
	Monitoring and Inspection Division	
1	Special Operations Officer V	24
1	Special Operations Officer IV	22
	Monitoring Section	
1	Special Operations Officer III	18
1	Computer Operator IV	14
2	Computer Operator III	12
20	Administrative Aide IV (Monitoring Aide)	4
1	Administrative Aide III (Utility Worker)	3
	Inspection Section	
1	Special Operations Officer III	18
1	Computer Operator IV	14
2	Computer Operator III	12
20	Administrative Aide IV (Monitoring Aide)	4
1	Administrative Aide IV (Driver II)	4
1	Administrative Aide III (Utility Worker)	3

D. Deletion of Positions – There are a total of ninety-five (95) deleted positions from Illegal Structures Control and Removal Section, Clearing Section and Disaster Control Division. The seventy-six (76) deleted positions under the Clearing and Demolition Division are replaced with more appropriate positions.

NO. OF POSITIONS	POSITION	SALARY GRADE
	Illegal Structures Control and Removal Section	
38	Housing and Homesite Regulation Assistant	8
	Clearing Section	
38	Housing and Homesite Regulation Assistant	8
	Disaster Control Division	
1	Special Operation Officer V	24
1	Special Operation Officer IV	22
1	Administrative Assistant VI	6
	Disaster Preparedness Section	
1	Special Operations Officer III	18
1	Special Operations Officer II	14
6	Special Operations I	10
	Rescue and Relief Section	
1	Special Operations Officer III	18
1	Special Operations Officer II	14
2	Special Operations I	10
4	Administrative Aide III	3

1. All deleted positions but are currently filed up under Disaster Control Division are hereby transferred to Disaster Risk and Reduction Management Office (DDRMO) under the Office of the Mayor.

SECTION 4. TRANSFERRED DIVISIONS. - The Tricycle Regulation Division and Traffic Operations Division are hereby transferred to Traffic and Transport Management Department.

SECTION 5. ORGANIZATIONAL STRUCTURE. - The redesigned functional organizational structure of the Department is hereby attached and made an integral part of this Ordinance.

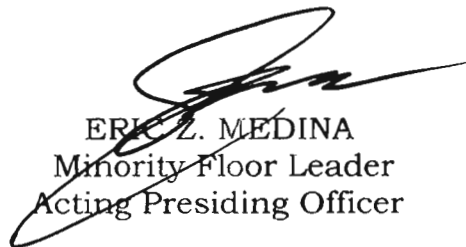
SECTION 6. REPEALING CLAUSE. - All Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified, and/or repealed accordingly.

SECTION 7. SEPARABILITY CLAUSE. - If, for any reason, parts or provisions of this Ordinance are held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 8. APPROPRIATIONS. – The funds necessary to cover the Personnel Services, the Maintenance and Other Operating Expenses (MOOE) and the Property, Plant and Equipment (PPE) for the operation of the Department of Public Order and Safety (DPOS) shall be taken from available funding of the City’s General Fund. The operational funds of the DPOS are hereby appropriated to be included in the Annual Budget of the Quezon City Government every year hereafter.

SECTION 9. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.

ENACTED: June 27, 2022.


ERIK L. MEDINA
Minority Floor Leader
Acting Presiding Officer

ATTESTED:

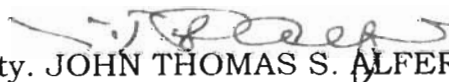

Atty. JOHN THOMAS S. ALFEROS III
City Government Dept. Head III

APPROVED: JUL 25 2022


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on June 27, 2022 and was PASSED on Third/Final Reading under Suspended Rules on the same date.


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



