Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
19th City Council
PO19CC-075

32nd Regular Session

ORDINANCE NO. SP-2316, S-2014

AN ORDINANCE CREATING THE CITY ARCHITECT DEPARTMENT OF THE QUEZON CITY GOVERNMENT, AND PROVIDING FOR AND DEFINING ITS ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS AND RESPONSIBILITIES.

Introduced by Councilor RODERICK M. PAULATE.

WHEREAS, realizing the crucial role of the Architect in community and urban renewal development, Section 454, sub-section (b) of Republic Act No. 7160, otherwise known as Local Government Code of 1991, provides for the creation of the City Architect with the relevant functions defined in Section 485, Article 7;

WHEREAS, being a highly urbanized community with an accelerated phase of Urban Renewal and Development, the Quezon City government needs to ensure that a "socio-architectural" community development and changes are executed based on sound architectural design and standards;
WHEREAS, the Architect plays a crucial role in the realization of a well executed Urban Renewal Development by applying his professional expertise in the art and science of developing design concepts, planning for functional relationships and intended uses and establishing the form, appearance, aesthetics, and construction details, enlargement, or alteration of a building or environs intended for human use or occupancy;

WHEREAS, the current set-up being a Division in the Department of Engineering hinders the professional involvement of the Architects in exercising its core functions of planning, design, functional relationships, etc. in the realization of abstract ideas into tangible and meaningful creation and ensuring compliance to architectural design specifications and details of infrastructure projects of the City government;

WHEREAS, realizing the inherent desire to develop a well conceptualized and aesthetically designed urban projects based on sound and acceptable architectural principles, the Quezon City government created an Ad Hoc organization called the Special Design Group (SDG) to complement the existing Architectural Division;

WHEREAS, the leadership of the QC Government recognizes the importance of a meaningful urban and community development when it directed the restructuring of SDG to serve as the core organization of the Office of the City Architect;

WHEREAS, under Section 454 of Republic Act No. 7160 or the Local Government Code of 1991, the Sangguniang Panlungsod is empowered to “create such other offices as may be necessary to carry out the purpose of the City Government;"
NOW, THEREFORE,

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

SECTION 1. Creation — There is hereby created a unit which shall be known as the "City Architect Department (CAD).

SECTION 2. HEAD OF OFFICE — The newly-created Department shall be headed by a City Government Department Head III who shall also be known as the City Architect.

SECTION 3. QUALIFICATIONS — The City Architect shall be a citizen of the Philippines, a resident of Quezon City, of good moral character, and a Licensed Architect. He must have acquired experience in the practice of his profession for at least five (5) years.

SECTION 4. DUTIES AND FUNCTIONS — The City Architect Department shall have the following functions:

a. Generally, shall be accountable for translating the infrastructure requirements of the City into an architectural design and specifications with consideration to the environment and the public at large and compliant with the standards required in the National Building Code of the Philippines.

b. Specifically, shall be responsible for:

  b1. development of design concepts, its planning for functional relationship and intended uses;
b.2. determination of the form, appearance and aesthetics;

b.3. preparation of construction details;

b.4. conversion and interpretation of urban plan into a functional and aesthetically - designed community suitable for human use;

b.5. coordinate with the appropriate agency/entity involved in the aesthetics and the maximum utilization of the land and water within the jurisdiction of the City government to be compatible with environmental integrity and ecological balance;

b.6. formulation of economic or feasibility studies, selection of site location, design analysis & micro-land use, architectural programming, research and development of construction technology and selection of the applicable construction materials; and

b.7. ensure compliance to architectural plans, specifications and diverse costs of construction projects.
SECTION 5. ORGANIZATION - The organization set-up of the City Architect Department (CAD) including the Qualification Standards of the proposed organization and qualification standards are reflected in the attached schedule Annexes A & A-1 shall conform to the requirements of the Department of Budget and Management (DBM) and the Civil Service Commission (CSC).

SECTION 6. STAFFING REQUIREMENTS - The filling up of positions in the newly created CAD shall be in accordance with the provisions of CSC on merit and fitness.

SECTION 7. FUNCTIONAL REALIGNMENT - The functions of the Architectural Division, Department of Engineering shall be absorbed by the newly created CAD once approved by the Department of Budget and Management (DBM). The reorganization shall not result in the termination of services of incumbent personnel of the Architectural Division, Department of Engineering as they may be either absorbed in CAD or retained in the Department of Engineering.

SECTION 8. FUNDING - The capital expenditures, maintenance and other operating budgets of the newly-created office shall be included in the regular annual budget of the Quezon City Government.

SECTION 9. REPEALING CLAUSE - All Quezon City Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Regulations, or parts thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE - If for any reason or reasons, any part or provision of the Ordinance shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.
SECTION 11. EFFECTIVITY CLAUSE – This Ordinance shall take effect after its complete publication.

ENACTED: July 21, 2014.

ANTHONY TETERIO D. CRISOLOGO
Acting Vice Mayor
Acting Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALPEROS III
City Gov’t. Asst. Dept. Head III

APPROVED: 2 AUG 2014

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on July 21, 2014 and was PASSED on Third/Final Reading on July 28, 2014.

Atty. JOHN THOMAS S. ALPEROS III
City Gov’t. Asst. Dept. Head III
CITY ARCHITECT DEPARTMENT

Office of the City Architect

Oversight the operations of the department in its capacity to serve as an official, management, and staff advisor.

Assistant City Architect

Legal / Secretarial Staff

Planning & Programming Division

Prepares current
topographic studies, project
financing, architectural
programming, site selection,
and use surveys;
management studies, and
other related services.

Architectural Design
Division

Prepares conceptual
architectural designs based on
detailed requirements and
work orders. Reviews
details of structural,
electrical, plumbing,
mechanical, and other technical
specifications.

Supervision & Monitoring
Division

Ensures compliance of all
new and
existing City Projects to the
approved architectural plans,
design standards, and
specifications.

Administrative Division

Provides necessary
statistical and clerical support
to the various functional units
of the Department, including
supervision and
management.
# CAL PROPOSED POSITIONS AND QUALIFICATION STANDARDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title</th>
<th>SG</th>
<th>Qualification Standards</th>
<th>Monthly Basic Sal.</th>
<th>Annual Salary</th>
</tr>
</thead>
</table>
| 1   | City Government Department B and III (City Architect) | 27  | - BS Architecture with Masters Degree  
- Five (5) years of experience involving architectural and supervisory tasks  
- 32 hours of management and supervisory training  
- RA 1080 (Architect)                          | 62,670  | 752,040.00  |
| 1   | City Government:  
   Asst. Department Head III  
   (Asst. City Architect) | 25  | - BS Architecture with Masters Degree  
- Five (5) years in positions involving management and supervision  
- 32 hours of management and supervisory training  
- RA 1080 (Architect)                          | 53,750  | 644,760.00  |
| 2   | Attorney IV    | 23  | - Bachelor of Laws  
- 2 years of relevant experience  
- 8 hours of relevant training  
- RA 1080                                     | 46,064  | 552,768.00  |
| 2   | Legal Assistant II | 12  | - Bachelor's degree  
- more required  
- more required  
- Career Service (Professional Eligibility)    | 19,940  | 239,289.00  |
| 1   | Administrative Assistant III (Secretary I)          | 9   | - Graduate of Secretarial Course or two years college studies  
- One (1) year of relevant experience  
- 4 hours of relevant training  
- Career Service (Sub-Professional Eligibility) | 16,061  | 192,612.00  |
| 1   | Chief Administrative Officer | 34  | - Master's degree  
- 24 hours of training in management and supervision  
- 4 years in positions involving management and supervision  
- Career Service (Professional Eligibility)    | 46,160  | 557,000.00  |
| 3   | *Administrative Officer V (Administrative Officer III) | 18  | - Bachelor's Degree  
- Two (2) years of relevant experience  
- 8 hours of relevant training  
- Career Service (Professional Eligibility)    | 31,551  | 1,128,658.00 |
| 2   | *Administrative Officer IV (Human Resource Management Officer II) | 15  | - Bachelor's Degree relevant to the job  
- Two (2) years of relevant experience  
- 8 hours of relevant training  
- Career Service (Professional Eligibility)    | 24,837  | 557,288.00  |

*convocation of position titles
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<tr>
<th>Position</th>
<th>Education/Experience</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>Audio Visual Equipment Operator II</td>
<td>High School Graduate with relevant vocational trade course</td>
<td>12,580 – 166,680.00</td>
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<tr>
<td>Administrative Aide IV (Clerk II)</td>
<td>Completion of 2 years study in college</td>
<td>15,181 – 134,472.00</td>
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<tr>
<td>Administrative Office II (Supply Office II)</td>
<td>Bachelor’s Degree</td>
<td>17,215 – 207,060.00</td>
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<td>Statistician</td>
<td>Bachelor’s Degree relevant to the job</td>
<td>18,949 – 222,598.00</td>
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<tr>
<td>Senior Administrative Assistant II (AutoCAD Operator)</td>
<td>Bachelor’s Degree, Two (2) years of relevant experience, 72 hours of relevant training, Career Service (Professional Eligibility)</td>
<td>23,644 – 248,752.00</td>
</tr>
<tr>
<td>Administrative Aide III (Storekeeper III)</td>
<td>Completion of two years college studies</td>
<td>12,951 – 310,104.00</td>
</tr>
<tr>
<td>Liaison Officer II</td>
<td>Graduate of one Bachelor of Science Degree</td>
<td>2,416 – 514,454.00</td>
</tr>
<tr>
<td>Research Analyst I</td>
<td>Bachelor’s Degree</td>
<td>18,549 – 222,598.00</td>
</tr>
<tr>
<td>Position</td>
<td>Education/Experience Requirements</td>
<td>Salary 1</td>
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| Administrative Aide IV (Driver II) | High School Graduate  
- Two (2) years of relevant experience  
- No required  
- Professional Driver's License                                   | 11,181   | 402,516.00 |
| Administrative Aide III (Driver III) | High School Graduate  
- No required                                                 | 10,901   | 374,636.00 |
| Architect V            | Bachelor's Degree in Architecture with  
- Four (4) years in positions involving management and supervision  
- 24 hours of training in management and supervision  
- RA 1080 (Architect)                                            | 45,750   | 1,194,000.00 |
| Architect IV           | Bachelor's Degree in Architecture  
- Three (3) years of relevant experience  
- 16 hours of relevant training  
- RA 1080 (Architect)                                            | 42,612   | 4,606,416.00 |
| Architect III          | Bachelor's Degree in Architecture  
- Two (2) years of relevant experience  
- 8 hours of relevant training  
- RA 1080 (Architect)                                            | 33,839   | 3,656,772.00 |
| Architect II           | Bachelor's Degree in Architecture  
- One (1) year of relevant experience  
- 4 hours of relevant training  
- RA 1080 (Architect)                                            | 26,878   | 2,580,286.00 |
| Special Operations Officer I | Bachelor's Degree in or Architectural Engineering or related Courses with  
- Four (4) years in positions involving management and supervision  
- 24 hours of training in management and supervision  
- RA 1080 (Civil Engineer)                                      | 69,750   | 597,000.00   |
| Project Development Officer III | Bachelor's Degree in Architecture or Engineering or any related course  
- Two (2) years of relevant experience  
- 8 hours of relevant training  
- RA 1080 or CS Professional                                      | 51,581   | 1,504,848     |
| Special Operations Officer II | Bachelor's Degree in Architecture or Engineering or any related course  
- Two (2) years of relevant experience  
- 8 hours of relevant training  
- RA 1080 or CS Professional                                      | 31,351   | 376,212         |
9  Project Development Officer II  15
- Bachelor's Degree in Architecture or Engineering or any related course
- Two (2) years of relevant experience
- 8 hours of relevant training
- RA 1080 or CS Professional

4  Special Operations Officer II  14
- Bachelor's Degree in Architecture or Engineering or any related course
- One (1) year of relevant experience
- 4 hours of relevant training
- RA 1080 or CS Professional

1  Project Development Officer I  11
- Bachelor's Degree in Architecture or Engineering or any related course
- Six (6) months of relevant experience
- 4 hours of relevant training
- RA 1080 or CS Professional