



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
19<sup>th</sup> City Council

PO19CC-411

46<sup>th</sup> Regular Session

ORDINANCE NO. SP- **2364** , S-2014

AN ORDINANCE CREATING THE QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTION OFFICE (QC-SBDPO), DEFINING ITS POWERS AND FUNCTIONS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

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Introduced by Councilors JESUS MANUEL C. SUNTAY, GODOFREDO T. LIBAN II and EUFEMIO C. LAGUMBAY.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Dorothy A. Dela mente, Victor V. Ferrer, Jr., Alexis R. Herrera, Voltaire Godofredo L. Liban III, Roaerick M. Paulate, Ranulfo Z. Ludovica, Ramon P. Medalla, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Franz S. Pumaren, Jose Mario Don S. De Leon, Jaime F. Borres, Raquel S. Malañgen, Jessixa Castelo Daza, Bayani V. Hipol, Jose A. Visaya, Julienne Alyson Rae V. Medalla, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Karl Edgar C. Castelo, Candy A. Medina, Diorella Maria G. Sotto, Marivic Co-Pilar, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Jr., Donato C. Matic and Ricardo B. Corpuz.

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WHEREAS, the City has enacted a Magna Carta for Micro and Small Business Enterprises by setting up the policies, programs, benefits and incentives for the qualified micro and small business enterprises located and operating in Quezon City;

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WHEREAS, the Quezon City Magna Carta for Micro and Small Business Enterprises recognizes the potential of micro and small enterprises and entrepreneurs to generate sustainable employment and engender inclusive economic growth, thereby reducing the incidence of poverty and creating empowered citizens. To this end, it shall promote, support, strengthen and encourage the establishment, continuing viability, sustainable growth and development of innovative micro and small enterprises and entrepreneurs in the priority development sectors or investment drivers of the City;

WHEREAS, in 2005, the City Government enacted Ordinance No. SP-1607, S-2005, otherwise known as the Quezon City Sikap Buhay and Cooperative Center (QCSBCC), to effectively promote and realize the objectives of Microfinance and Cooperativism;

WHEREAS, there is a need to rationalize the objectives, duties and responsibilities of QCSBCC vis-a-vis the Quezon City Small Business Development and Promotion Office (QC-SBDPO) created herein;

WHEREAS, it is just proper and imperative to create a new office to effectively and efficiently implement the policies and programs and facilitate the grant of incentives and other privileges set forth in the Quezon City Magna Carta for Micro and Small Business Enterprises.

NOW, THEREFORE,

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

SECTION 1. SHORT TITLE - This Ordinance shall be known as the "Quezon City Small Business Development and Promotion Office (QC-SBDPO)". †



**SECTION 2. CREATION OF THE QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTION OFFICE (SBDPO)**  
- The Small Business Development and Promotion Office is hereby created, organized and established under the control and direct supervision of the City Mayor.

**SECTION 3. DUTIES AND FUNCTIONS OF THE (SBDPO)**  
- The Office shall have both back-of-office and front-of-office services which shall be the implementing arm of the Micro and Small Enterprises Development Council (MSED Council) created under the Magna Carta for Micro and Small Business Enterprises in Quezon City. It shall also function as the Technical Secretariat of the MSED Council and shall have the following duties and functions:

**A. BACK-OF-OFFICE SERVICES**

**1. Planning, Program Development and Monitoring Division**

- (a) Assess needs for increasing business competence and capacity;
- (b) Design and develop programs and services;
- (c) Standardize and document programs and services;
- (d) Provide support for program and service delivery;
- (e) Maintain stakeholder relations;
- (f) Set-up and maintain a results-based management system;
- (g) Facilitate process of crafting Road Maps for MSE and Coop Development;
- (h) Develop Annual Work and Financial Plans;
- (i) Monitor and evaluate implementation of programs and plans; and
- (j) Perform such other functions as may be delegated by the Council or QC-SBDPO Head. ✓



These services shall be delivered through three Sections: (a) Policy and Planning Section; (b) Capability Building and Monitoring Section; and (c) Financing and Marketing Section.

2. Information Management Division

- (a) Assess need for information by stakeholder group;
- (b) Gather needed information;
- (c) Structure gathered information through multi-media representations;
- (d) Standardize methods for sharing or disseminating information;
- (e) Establish and maintain database and maps; and
- (f) Perform such other functions as may be delegated by the MSED Council or QC-SBDPO Head.

These services shall be delivered through two Sections: (a) Information Capture Structure and Sharing Section; and (b) Database Management Section.

3. Administrative Staff

To provide administrative support services for legal concerns, human resources, budget and finance, supplies and other equipment needed in the operation and maintenance of its Office.

B. FRONT-OF-OFFICE SERVICES

1. Business and Resource Division

The Business Center shall directly provide, for a fee, shared services such as:

- (a) Meeting and communication facilities; X

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- (b) Specialist or Professional services (e.g. legal, book-keeping, accounting, auditing, product design);
- (c) City-managed product distribution networks; and
- (d) Perform such other functions as may be delegated by the MSED Council or QC-SBDPO Head.

The Resource Center shall provide for free business assistance services such as:

- (a) Basic information for starting and growing a business and cooperatives;
  - (b) Business consulting;
  - (c) Referrals and linkages;
  - (d) Training (Entrepreneurial Skills, Business Skills, Technology Skills, Cooperative Management Skills, etc.);
  - (e) Perform such other functions as may be delegated by the MSED Council or QC-SBDPO Head.
- C. To spur inclusive growth and development by stimulating entrepreneurship, growing micro and small enterprises and strengthening cooperatives through appropriate organizational and business development programs and services;
- D. Oversee and facilitate the planning, delivery, coordination, consolidation and convergence of all stakeholder efforts to develop and promote micro and small enterprises and entrepreneurship in Quezon City;
- E. Classify Micro and Small Enterprises according to its business activity, product/service offered and target market. Such business classification shall be forwarded to the City Treasurer and BPLO for consistency and uniformity; ✓

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- F. Evaluate Micro Enterprises (ME) covered by Republic Act No. 9178, also known as the "BMBE Law", as amended by R.A. No. 10644. Upon determination that such ME is qualified to avail the incentives and benefits provided therein, the QC-SBDPO shall forward the same to the proper agency/office of the government for the issuance of "Certificate of Authority"; and
- G. To perform other functions and duties through its different divisions provided herein.

**SECTION 4. STAFFING PATTERN, QUALIFICATION STANDARDS AND ORGANIZATIONAL STRUCTURE OF QC-SBDPO** – The Office shall be manned by forty-two (42) Regular Plantilla personnel whose positions and qualifications are based on stipulations of the policies of the Qualification Standards of CSC M.C. No. 1, S-1997, to wit:

**A. STAFFING PATTERN OF QC-SBDPO**

**QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTING OFFICE (QC-SBDPO)**

<b>NO. OF POSITION</b>	<b>POSITION TITLE</b>	<b>SALARY GRADE</b>
1	City Government Department Head III Functional Title: Cooperatives Officer	27
1	City Government Assistant Department Head III	25
<i>Administrative Staff</i>		
1	Attorney III	21
1	Administrative Officer V (Administrative Officer III)*	18
1	Administrative Officer IV (Budget Officer II)*	15
1	Administrative Aide VI (Clerk II)*	6
1	Administrative Aide IV (Driver II)*	4
1	Administrative Aide III (Utility Worker II)*	3
<b>8</b>		

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**PLANNING, PROGRAM DEVELOPMENT AND MONITORING DIVISION**

1	Planning Officer V Policy and Planning Section	24
1	Planning Officer III	18
1	Project Development Officer II	15
1	Project Development Officer I	11
1	Administrative Aide VI (Clerk III)*	6
Capability Building and Monitoring Section		
1	Development Management Officer III	18
6	Project Evaluation Officer I	11
2	Administrative Aide IV (Clerk II)*	4
Financing and Marketing Section		
1	Administrative Officer V (Budget Officer III)*	18
1	Development Management Officer II	15
1	Development Management Officer I	11
1	Administrative Officer II (Budget Officer I)*	11
1	Administrative Aide IV (Budget Aide)*	4
<b>19</b>		

**INFORMATION MANAGEMENT DIVISION**

1	Information Technology Officer II Information Capture Structure and Sharing Section	24
1	Information Technology Officer I	19
1	Administrative Assistant VI (Computer Operator III)*	12
2	Administrative Assistant I (Computer Operator I)*	7





**NO. OF POSITION POSITION TITLE**

**SALARY GRADE**

Database Management Section		
1	Information Technology Officer I	19
1	Computer Maintenance Technologist I	11
1	Administrative Aide VI (Data Controller I)*	6
<b>8</b>		

**BUSINESS AND RESOURCE DIVISION**

1	Project Development Officer V	24
1	Market Specialist III	18
1	Cooperatives Development Specialist II	15
1	Community Affairs Officer II	15
1	Cooperatives Development Specialist I	11
2	Administrative Aide VI (Clerk III)*	6
<b>7</b>		
<b>42</b>	<b>Total No. of Positions</b>	

**B. QUALIFICATION STANDARD OF QC-SBDPO**

No. of Positions	Position	SG	Education	Experience	Training	Eligibility
1	City Government Department Head III (Cooperatives Officer)	27	Masteral Degree in any field of Business Economics, Business Finance, or Business Marketing/ Management	5 years of professional experience at the managerial level in the field of Economics, Finance or Marketing/ Management	32 hours of training in management and supervision; specialized training in Economics, Finance or Marketing/ Management related activity	Career Service (Professional); Second level Eligibility
1	City Government Assistant Department Head III (Investment Promotions Assistant Head)	25	Masteral Degree	5 years of relevant experience	24 hours of training in management and supervision	Career Service (Professional); Second level Eligibility

**ADMINISTRATIVE STAFF**

1	Attorney III	21	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (Lawyer)
1	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Administrative Officer IV (Budget Officer II)	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Administrative Aide VI (Clerk III)	06	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional); First level Eligibility
1	Administrative Aide IV (Driver II)	04	Elementary School graduate	None required	None required	Driver's license (Professional) (MC 11, s. 96-CAT III)
1	Administrative Aide III (Utility Worker II (A))	03	Must be able to read and write	None required	None required	None required (MC 11, s. 96-CAT III)
8	<b>TOTAL</b>					

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**PLANNING, PROGRAM DEVELOPMENT AND MONITORING DIVISION**

No. of Positions	Position	SG	Education	Experience	Training	Eligibility
1	Planning Officer V	24	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional); Second level Eligibility

**Policy and Planning Section**

1	Planning Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Project Development Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Project Development Officer I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
1	Administrative Aide VI (Clerk III)	06	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional); First level Eligibility

**Capacity Building and Monitoring Section**

No. of Positions	Position	SG	Education	Experience	Training	Eligibility
1	Development Management Officer III	18	Masteral Degree	2 years in position/s involving management and supervision	8 hours of training in management and supervision	Career Service (Professional); Second level Eligibility
6	Project Evaluation Officer I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
2	Administrative Aide IV (Clerk II)	04	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional); First level Eligibility

**Financing and Marketing Section**

No. of Positions	Position	SG	Education	Experience	Training	Eligibility
1	Administrative Officer V (Budget Officer III)	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility

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1	Development	15	Bachelor's	1 year of relevant	4 hours of	Career Service "eligibility"
1	Development Management Officer I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
1	Administrative Officer II (Budget Officer I)	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
1	Administrative Aide (Budgeting Aide)	04	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional); First level Eligibility
19	<b>TOTAL</b>					

**INFORMATION MANAGEMENT DIVISION**

No. of Positions	Position	SO	Education	Experience	Training	Eligibility
1	Information Technology Officer III	24	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional); Second level Eligibility

**Information Capture Structure and Sharing Section**

1	Information Technology Officer I	19	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Administrative Assistant VI (Computer Operator III)	12	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub- Professional); Data Encoder (MC 11, S - 96 - Cat. I) First level Eligibility
2	Administrative Assistant I (Computer Operator I)	07	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional); Data Encoder (MC 11, S - 96 - Cat. I) First level Eligibility

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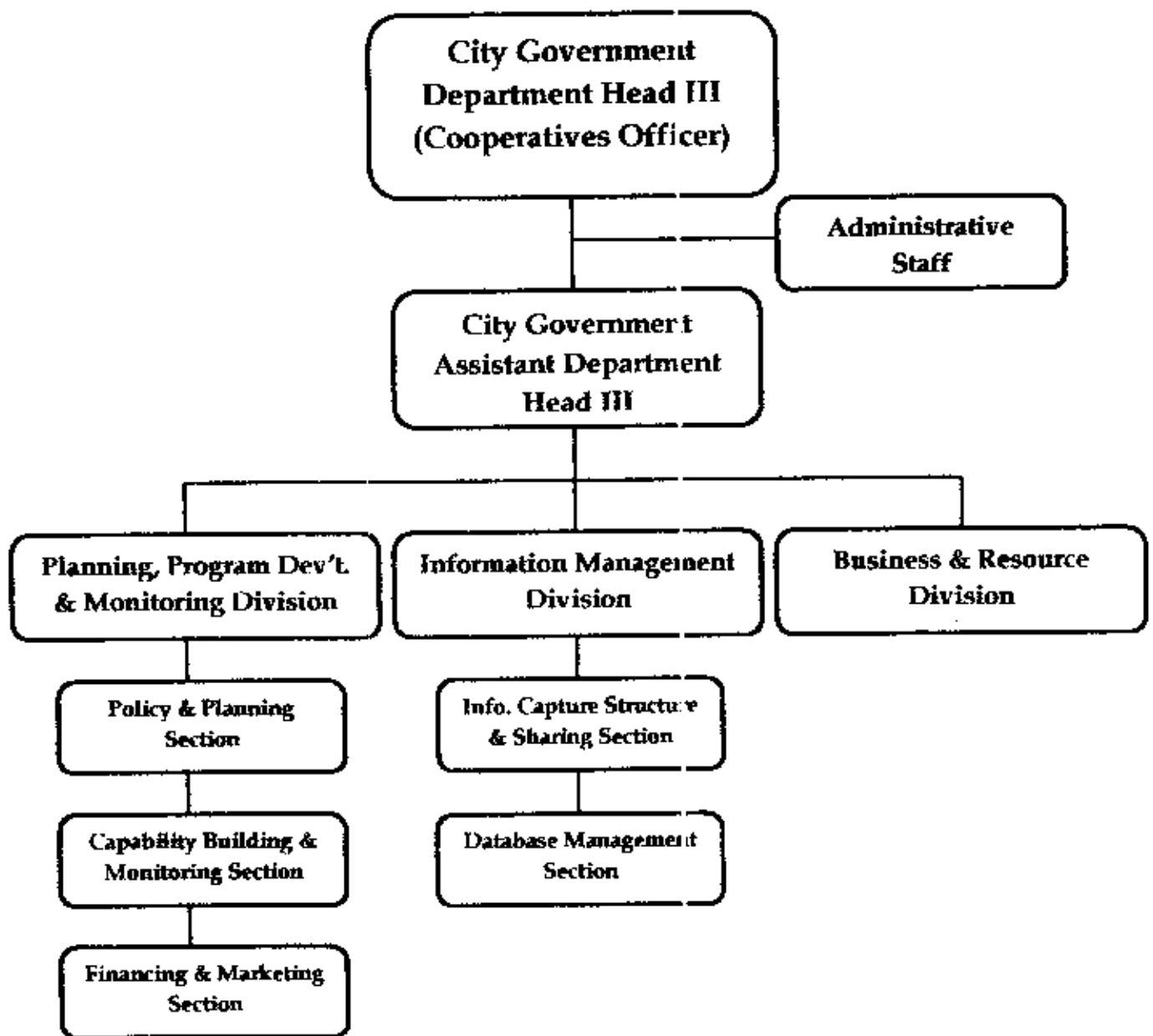
**Database Management Section**

1	Information Technology Officer I	19	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Computer Maintenance Technologist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
1	Administrative Aide VI (Data Controller I)	06	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional); Data Encoder (MC 11, S-96 - Cat. I) First level Eligibility
8	<b>TOTAL</b>					

**BUSINESS AND RESOURCE DIVISION**

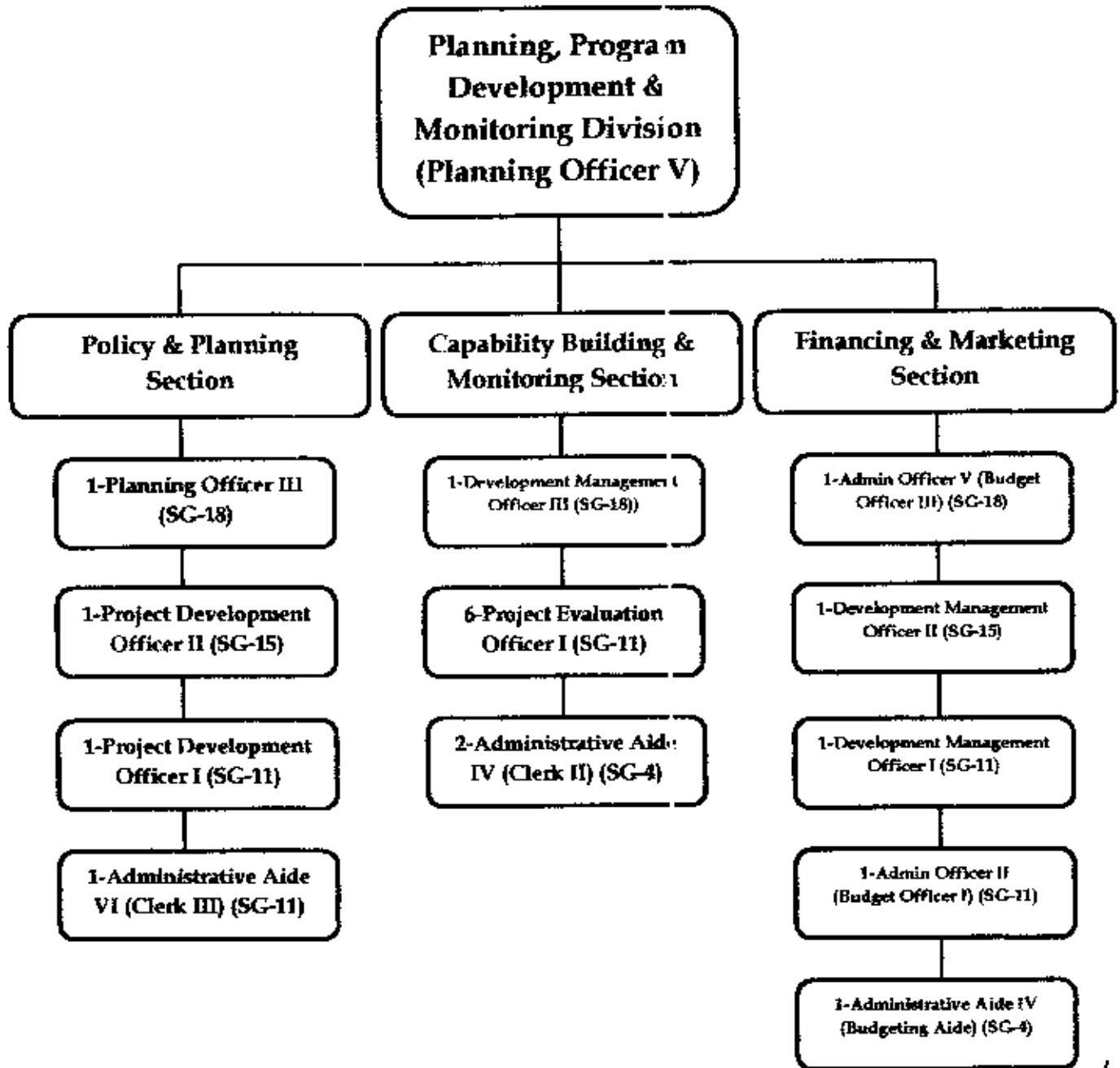
No. of Positions	Position	SG	Education	Experience	Training	Eligibility
1	Project Development Officer V	24	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional); Second level Eligibility
1	Market Specialist III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Cooperatives Development Specialist II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Community Affairs Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility
1	Cooperatives Development Specialist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
2	Administrative Aide VI (Clerk III)	06	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional); First level Eligibility
7	<b>TOTAL</b>					
42	<b>GRAND TOTAL</b>					

**B. QUEZON CITY SMALL BUSINESS  
DEVELOPMENT AND PROMOTION  
OFFICE (QC-SBDPO)**



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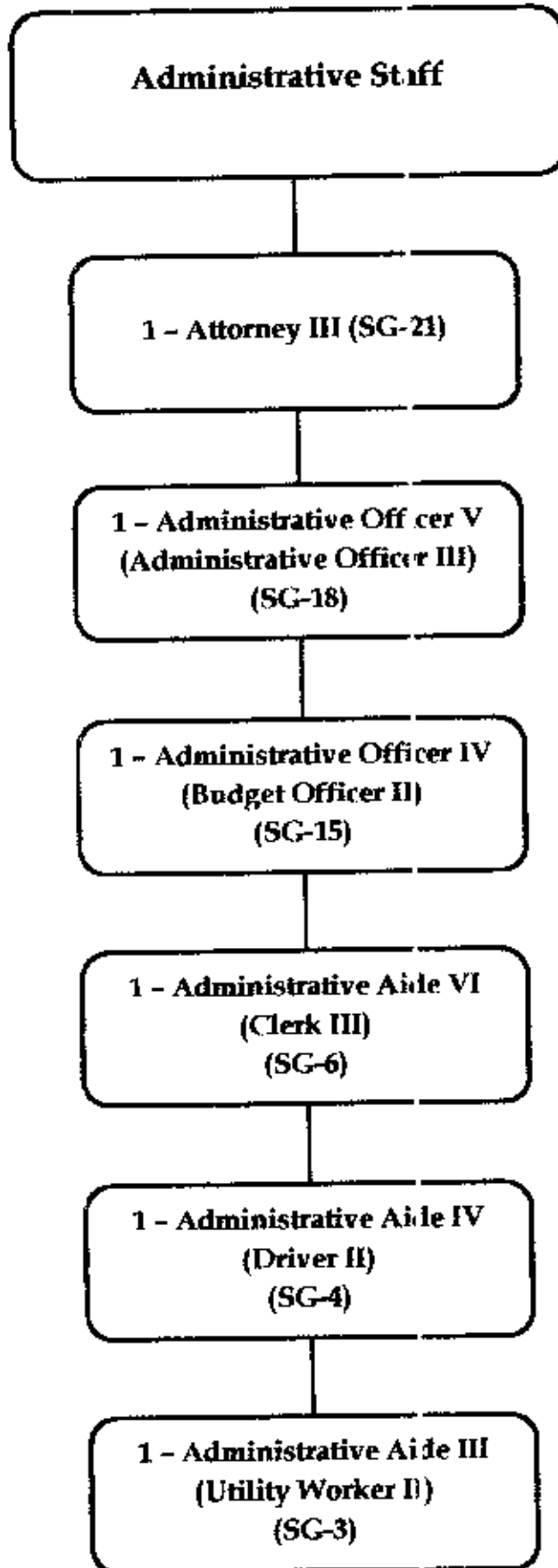
**PLANNING, PROGRAM DEVELOPMENT DIVISION**



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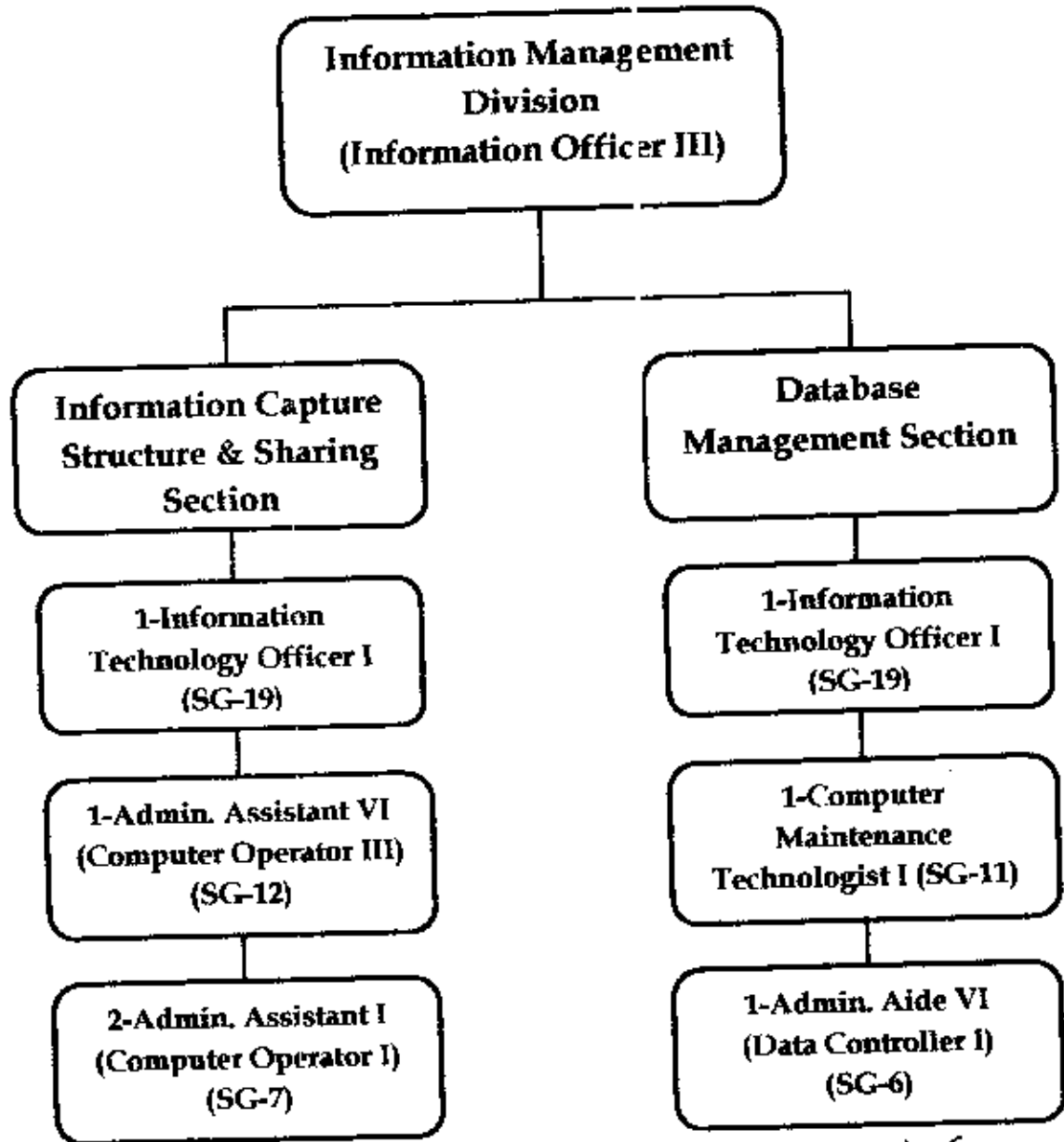
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**ADMINISTRATIVE STAFF**



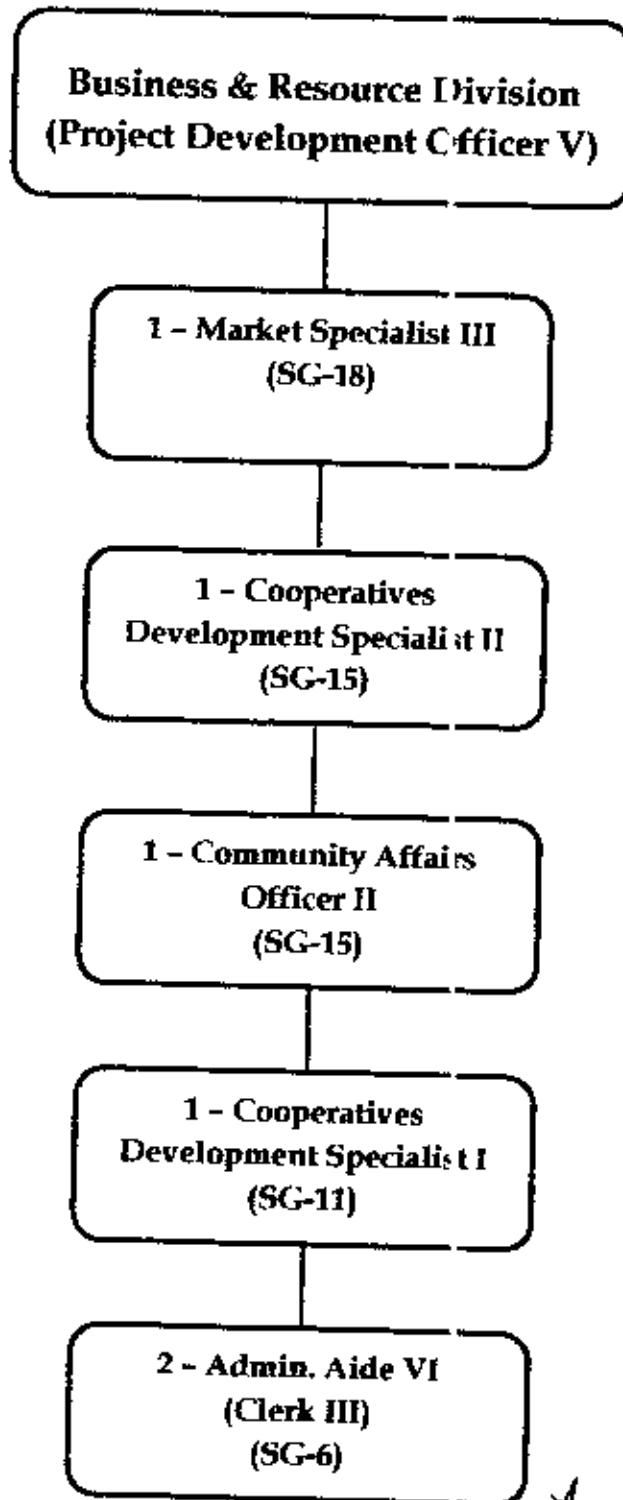
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**INFORMATION MANAGEMENT DIVISION**



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**BUSINESS AND RESOURCE DIVISION**



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**SECTION 5. QUALIFICATIONS OF THE QC-SBDPO HEAD -**  
*The Head of QC-SBDPO shall have the rank of City Government Department Head III (Salary Grade 27). The QC-SBDPO Head shall have the following qualifications:*

- a. A Filipino citizen, a bona fide resident of Quezon City and of good moral character;*
- b. A holder of college degree, preferably in Marketing/ Management, and must have at least a Master's Degree or its equivalent, in any field of Business Economics, Business Finance, or Business Marketing/ Management or other related field;*
- c. A Professional Civil Service Eligible or its equivalent, and*
- d. At least five (5) years professional experience at the managerial level in any field of Economics, Finance or Marketing/ Management.*

**SECTION 6: MICRO AND SMALL ENTERPRISES AND ENTREPRENEURSHIP DEVELOPMENT PLAN -** *The QC-SBDPO shall prepare Development Plans for Micro and Small Enterprises and Entrepreneurship Development. Its formulation shall be done through highly participatory processes with as wide a range of stakeholders as feasible. It shall be translated into Annual Work Plans. Implementation of which shall be monitored and evaluated, results obtained will be used as inputs for required adjustments.*

*The QC-SBDPO shall be guided by the following considerations in crafting the Micro and Small Enterprises and Entrepreneurship Development Plan (Plan):*

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1. The Plan shall be prepared/updated based on the existing Micro, Small and Medium Development Plan prepared by the Department of Trade and Industry and duly signed by the President of the Republic of the Philippines;
2. The Plan shall promote, support, strengthen and encourage growth and development of MSEs in all productive sectors of the economy. Such plan shall include a component on micro credit financing scheme;
3. The Plan shall seek to raise the sector's contribution to gross value added (GVA) and employment generation in line with the city's mission of alleviating poverty; and
4. The Plan shall intend to improve the business environment for MSEs, increase their access to finance, allow them to penetrate new markets and maintain and expand existing ones, and raise their level of productivity and efficiency using a result based management approach.

**SECTION 7. ABOLITION OF THE QUEZON CITY SIKAP BUHAY AND COOPERATIVE CENTER (QCSBCC) –** The QCSBCC created under Ordinance No. SP-1607, S-2005 is hereby abolished from the moment QC-SBDPO commences its operation. The personnel of QCSBCC shall be absorbed by the QC-SBDPO and the former's personnel complement shall be given priority for the newly created plantilla positions in QC-SBDPO, provided, that the personnel of QCSBCC possess the qualifications required for appointment to said positions. †

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**SECTION 8. IMPLEMENTING RULES AND REGULATIONS -** Within ninety (90) days after the passage of this ordinance, the QC-SBDPO shall adopt its *Implementing Rules and Regulations (IRR)* subject to confirmation by the City Council.

**SECTION 9. APPROPRIATIONS -** The Annual Budget of QCSBCC for the Calendar Year 2015 shall be assumed by the QC-SBDPO. The maintenance and other operating expenses of the newly created Office for Calendar Year 2015 shall be taken from the balance of the budgetary allocation through the Supplemental Budget from the General Fund, or from any available funds of the City Treasury.

The annual fund necessary for the maintenance and operation of the Council and QC-SBDPO shall be included in the yearly appropriations from the General Fund of the Quezon City Government.

**SECTION 10. TRANSITORY PROVISIONS -** Within thirty (30) days after the enactment of this ordinance, the City Mayor shall appoint the Small Business and Development Promotion Head who will immediately spearhead the QC-SBDPO to perform its duties and functions under this Ordinance.


**SECTION 11. SEPARABILITY CLAUSE -** If, for any reason, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, which are not affected thereby, shall be in full force and effect.

**SECTION 12. REPEALING CLAUSE -** All Ordinances, Resolutions, Rules, Executive Orders, Memorandum Circulars and Office Orders or parts thereof, which are inconsistent with any provisions of this Ordinance, are hereby repealed or modified accordingly. *γ*


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*SECTION 13. EFFECTIVITY – This Ordinance shall take effect immediately upon its approval.*

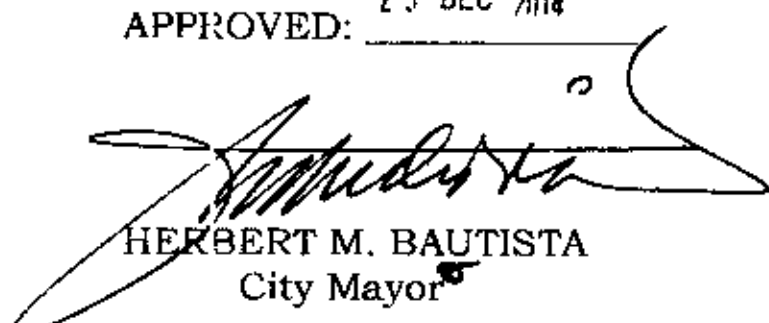
*ENACTED: November 24, 2014.*

  
MA. JOSEFINA G. BELMONTE  
Vice Mayor  
Presiding Officer

ATTESTED:


  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III

APPROVED: 23 DEC 2014

  
HERBERT M. BAUTISTA  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 24, 2014 and was PASSED on Third/Final Reading on December 1, 2014.*

  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III 