



Republic of the Philippines  
**QUEZON CITY COUNCIL**

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

PO20CC-134

18<sup>th</sup> Regular Session

ORDINANCE NO. SP- **2563**, S-2017

*AN ORDINANCE MERGING THE BARANGAY OPERATIONS CENTER (BOC) AND COMMUNITY RELATIONS OFFICE (CRO) TO BE KNOWN AS THE BARANGAY AND COMMUNITY RELATIONS DEPARTMENT (BCRD) AND RATIONALIZING ITS FUNCTIONAL STRUCTURE.*

*Introduced by Councilors RODERICK M. PAULATE and DONATO C. MATIAS.*

*Co-Introduced by Councilors Eric Z. Medina, Anthony Peter D. Crisologo, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Kate Abigail O. Coseteng, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Marra C. Santay, Karl Edgar C. Castelo, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto and Ricardo B. Corpuz.*

*WHEREAS, Executive Order No. 15, S-1974, pursuant to Presidential Degree No. 557 created the Barangay Operations Center (BOC), to oversee the Barangay programs, projects and activities, providing technical and administrative assistance to the barangays;*

*WHEREAS, the Community Relations Office (CRO) was created to foster and continuously promote closer government-people relationships, by organizing Mayor-community conferences to explain city plans and programs, monitors and receives community complaints and problems, providing development reports/updates of actions taken;*

*WHEREAS, in line with the ongoing rationalization plans which aims to make the structural organization of the city government more responsive and in the interest and exigency of the service it is deemed proper to integrate the Barangay Operations Center (BOC) and the Community Relations Office (CRO) and re-align their respective functional structure under a single and unified line of authority; A*

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WHEREAS, the Barangay Operations Center (BOC) and the Community Relations Office (CRO) are performing related functions which are all oriented in providing basic services and assistance and ensuring the efficiency and effectiveness of barangay officials, government and non-government within the community;

WHEREAS, the integration of the said offices aims to ensure that the needs of the barangay and the community are efficiently addressed, by eliminating functional over-lapping and redundancy.

NOW, THEREFORE,

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

SECTION 1. CONSOLIDATION - The Community Relations Office composed of seventeen (17) positions and Barangay Operations Center (BOC) with sixty-six positions (66) are hereby merged and shall henceforth be known and referred to as the Barangay and Community Relations Department (BCRD);

Item 1.2 The consolidation made way to the creation of Four (4) Divisions namely: Operations and Monitoring Division, Administrative Division, Planning and Programming Division and the Technical and Research Services Division.

SECTION 2. CREATION OF POSITIONS - The unfilled plantilla positions under the Barangay Operations Center (BOC) as indicated hereunder are hereby converted to accommodate the creation of necessary positions in the merging of said offices:

Item 2.1 Summary of unfilled positions

<b>Based on FY 2016 Personnel Schedule</b>			
No. of Positions	Item No.	Position Title	Salary Grade
1	4	Attorney III	21
1	5	Attorney II	18
2	33, 44	Administrative Aide IV (Clerk II)	4
1	42-1	Attorney IV	23
1	38-1	Community Affairs Assistant II	8
6	Total		

*[Handwritten signatures and initials]*

**Item 2.2 Summary of Newly created positions**

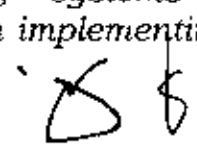


No. of Positions	Position Title	Salary Grade
1	Community Affairs Officer V	24
1	Project Evaluation Officer V	24
1	Community Affairs Officer IV	22
1	Administrative Officer V (Administrative Officer III)	18
2	Project Evaluation Officer III	18
2	Community Affairs Officer II	15
2	Community Affairs Officer I	11
10	Total number of positions	

**Item 2.3** The position and salary grade level of the Barangay Operations Center City Government Office Head (Salary Grade 26) is hereby allocated to City Government Department Head III (Salary Grade 27) in accordance with JCLGPA Bulletin No. 10 dated 7 March 1991 and in compliance with DBM-NCR review findings on positions classified under Special Cities, and his appointment is Co-terminous in nature.

**SECTION 3. FUNCTIONAL STATEMENT** - The newly created plantilla positions under this Ordinance shall perform the following functions:

**Item 3.1 Community Affairs Officer V / Salary Grade 24**

- a. Supervises and distribute workload and activities to the Senior Barangay Affairs Officer and other Staff of the Division.
- b. Conducts regular meetings and dialogues with the Operations Staff and the various Barangays for an appraisal of the effectiveness of strategies, systems and approaches of the Division in implementing its assigned tasks. †


- c. Acts on matters referred to the Operations Division and prepare or directs the preparation of memoranda, correspondence and other communication relative to the functions and activities of the division.
- d. Acts on special tasks assigned by the Department Head on matters involving the Barangays.
- e. Prepares and submits periodic reports and recommendations relative to the functions of the division.
- f. Performs other functions as maybe assigned.

*Item 3.2 Project Evaluation Officer V/ Salary Grade 24*

- a. Formulates comprehensive programs and projects for the barangays and community stakeholders;
- b. Guides and supervises the researches/data needed in the formulation and updating of comprehensive plans for the barangays;
- c. Coordinates with other local government units and national agencies to integrate new ideas for the improvement of projects and programs;
- d. Submits periodic reports on the status of projects to the Department Head;
- e. Performs other functions as maybe assigned.

*Item 3.3 Community Affairs Officer IV / Salary Grade 22*

- a. Assist in the supervision of implementation of programs and projects with regard to community affairs, needs and issues;
- b. Monitors the programs makes evaluation and suggestion for improvement;

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- c. Operates a complaint and information system within the community framework for inquiries and responsive action;
- d. Performs other functions as maybe assigned.

*Item 3.4 Administrative Officer V (Administrative Officer III) / Salary Grade 18*

- a. Participates and assists in planning, developing and programming of activities of the department;
- b. Prepares letters, reports and other documents relevant to employees of the department;
- c. Assists in the preparation of budget estimates, personnel schedule and performs other administrative functions;
- d. Performs other functions as maybe assigned.

*Item 3.5 Project Evaluation Officer III / Salary Grade 18*

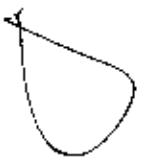
- a. Assists in the conduct of researches and data gathering in connection with the preparation of projects and programs;
- b. Assists in the progress / status of implemented programs and projects;
- c. Assists in the evaluation of program developments and enhancements;
- d. Performs other functions as maybe assigned.

*Item 3.6 Community Affairs Officer II / Salary Grade 15*

- a. Takes charge of the implementation of all approved programs, projects and activities in the assigned area.

Assist the various barangays in the assigned district in implementing their duties and functions and acts as liaison between the government and the barangays.

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- b. *Gathers information, data and problems of the barangays in the assigned area and assists in finding solution thereto.*
- c. *Monitors and facilitates meetings, assemblies and other forms of activities in the covered barangays.*
- d. *Enlists maximum citizens' cooperation and support within the assigned area.*
- e. *Prepares and submits required periodic reports to immediate supervisor.*
- f. *Performs other functions as maybe assigned.*

*Item 3.7 Community Affairs Officer I/ Salary Grade 11*

- a. *Assist in the implementation of various projects and programs for the barangays;*
- b. *Assists in the evaluation of policies, programs and projects of the barangays;*
- c. *Undertakes the dissemination and information drive of barangay policies, memoranda, communications and other information.*
- d. *Performs other functions as maybe assigned.*

*SECTION 4. REPEALING CLAUSE - All Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified or repealed accordingly.*

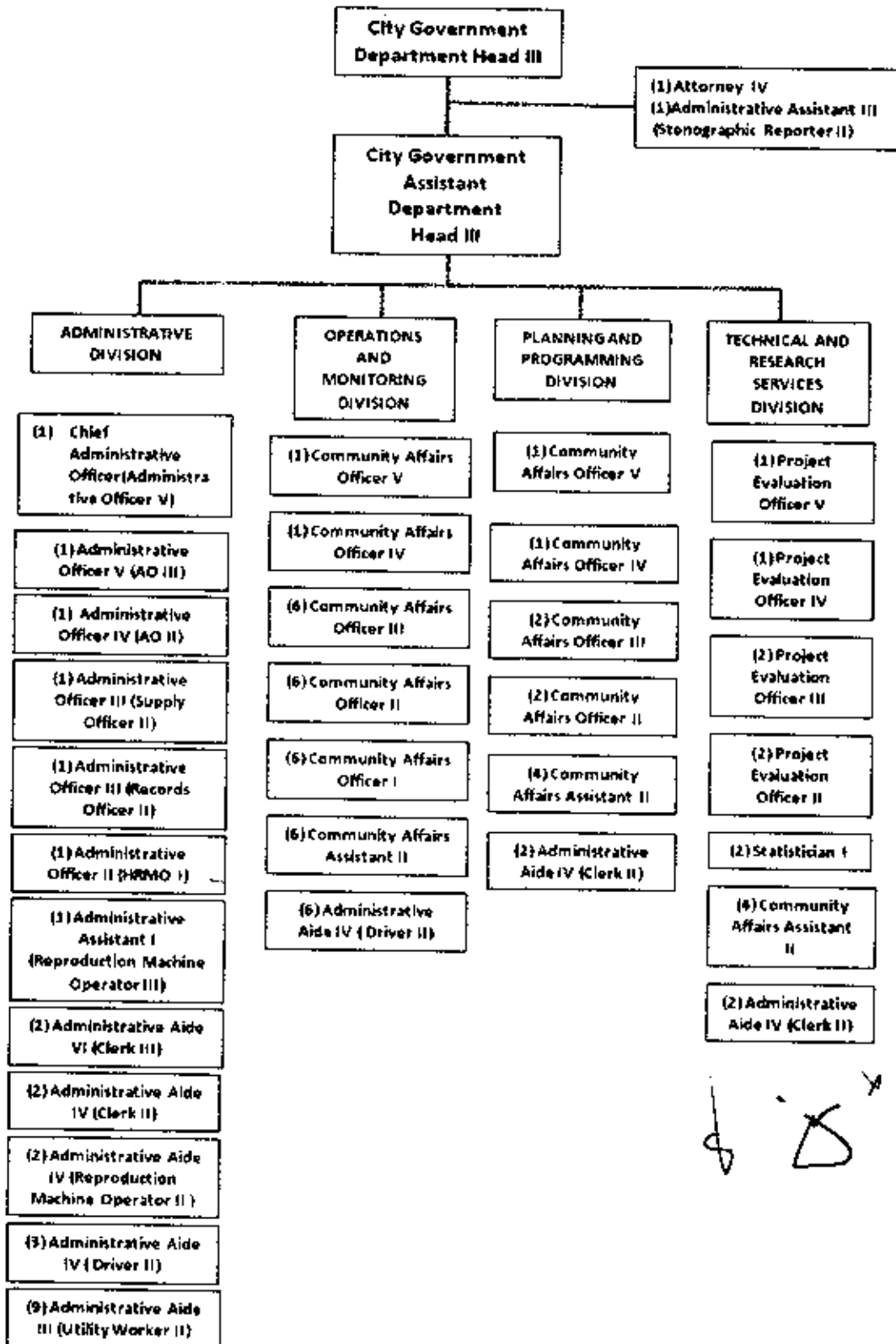
*SECTION 5. SEPARABILITY CLAUSE - If, for any reason, parts or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.*

*SECTION 6. APPROPRIATIONS - The funds to cover the salaries and other benefits of the newly created positions amounting to Six Million Seven Hundred Thirty Three Thousand Five Hundred Sixty Pesos and Twenty Eight Centavos (P6,733,560.28) shall be taken from the General Fund of the Annual Budget of the Quezon City Government. †*

*DS*



**SECTION 7. ORGANIZATIONAL STRUCTURE – The Barangay and Community Relations Department shall be organized as follows:**

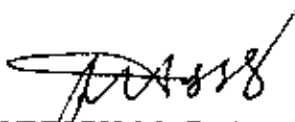


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**SECTION 8. EFFECTIVITY CLAUSE** – This Ordinance shall take effect immediately upon its approval.

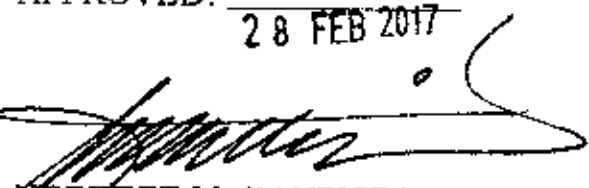

ENACTED: January 23, 2017.

  
RODERICK M. PAULATE  
President Pro-Tempore  
Acting Presiding Officer

ATTESTED:

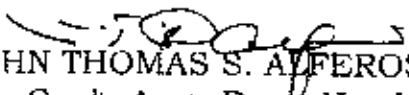
  
Atty. JOHN THOMAS S. ALFEROS III  
City Gov't. Asst. Dept. Head III

APPROVED: 28 FEB 2017

  
HERBERT M. BAUTISTA  
City Mayor 

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on January 23, 2017 and was PASSED on Third/Final Reading on February 6, 2017.

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

