

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

PO21CC-063

10th Regular Session

ORDINANCE NO. SP- **2864**, S-2019

AN ORDINANCE CREATING THE TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND FUNCTIONAL MANDATE, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilors RAMON P. MEDALLA, FRANZ S. PUMAREN and ERIC Z. MEDINA.

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, Atty. Bong Liban, Eden Delilah "Candy" A. Medina, Ramon P. Medalla, Mikey F. Belmonte, Estrella C. Vahnocina, Kate Galang-Coseteng, Matias John T. Defensor, Wencerom Benedict C. Lagumbay, Jorge L. Baral, Sr., Peachy V. De Leon, Inee A. Rillo, Marra C. Sunlay, Irene R. Belmonte, Resty B. Malanzen, Ivy L. Lagman, Hero M. Bautista, Jose A. Visaya, Karl Castelo, Patrick Michael Vargas, Shaira L. Liban, Allan Butch T. Francisco, Marivic Co Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Donato "Donny" C. Matias and Noe Dela Fuente

WHEREAS, Section 3 (j) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "Effective Mechanisms for Ensuring the Accountability of Local Government Units to other respective constituents shall be strengthened in order to upgrade continually the quality of local leadership;

WHEREAS, in accordance with the provisions of Sections 141 to 144, Article XXV of Ordinance No. SP-1444, S-2004, otherwise known as the "Traffic Management Code of Quezon City and its Implementing Rules and Regulations" a Creation of Traffic and Parking Management Office is mandated and mentioned in Ordinance No. SP 2785 S 2017, entitled "An Ordinance Adopting the Road Safety Code of Quezon City" and Ordinance No. SP 2875, S-2018, entitled "An Ordinance Adopting the Quezon City Revised Traffic Management Code of 2018"

WHEREAS, the continuous and rapid urbanization of Quezon City generates an increasing number of transportation vehicles, both public and private, plying the existing roads especially in the city proper and so with the traffic flow of cars, buses, trucks, motorcycles and pedestrians owing to the vast trade of people and all sorts of vehicular movements that make up the city's twenty-four (24) activities;

WHEREAS, transportation and the traffic management is a vital function to the city government in as much as it defines the general organization of all existing motor vehicles utilizing the roads and major thoroughfares in consonance with national traffic laws, road rules and regulations, ordinances and such other transport policies being carried out by the authorized traffic enforcers;

WHEREAS, there is a need to enhance the city's transport and traffic management in order to effectively implement all existing laws especially those of the land transportation; and since transportation facilities consume land as they move and park, proper and efficient transport system will practically help prevent the city from having the negative effects of the so called "Urban Sprawl" or the unnecessary wasting of land use;

WHEREAS, a well-developed city transport and traffic management will not only bring comfort and convenience to the general public but also offer greater advantage to the constituents' safety and security which rebound to the city's crucial maintenance of peace and order;

WHEREAS, the Sangguniang Panlungsod Committee on Transportation thoroughly deliberated in both committee and plenary sessions the formulation and organization of an enforcement group that would effectively address the pressing need of improving the city's transport and traffic management system that offers greater welfare for the city and its constituents;

WHEREAS, in solving the perennial problem of traffic in the city, the local government units should be consulted in the determination of the RMC because the LGUs can identify which routes are over-served or under served;

WHEREAS, to efficiently define the number of trips to meet passenger demand, which were applied to buses, jeepneys and UV express vehicles, and even tricycles, the participation of the concerned LGUs must be given a closer look to come up with an equal distribution of public transports most favorable to the riding public;

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WHEREAS, the flow of people and goods through the road network shall be as efficient, safe, unhampered and orderly as possible for the economic and social vitality and viability of the city;

WHEREAS, urban road space is a scarce commodity, the competing use of which must be allocated for the greatest good and the greatest number through judicious, fair, participatory and informed traffic management system;

WHEREAS, traffic problems and issues must be resolved in a rational manner by reviewing existing laws, policies, programs, rules and regulations on traffic and land transportation for the purpose of recommending to the City Mayor ensuring that policies and measures aimed at improving traffic and land transportation systems within Quezon City;

WHEREAS, there is a need to identify and resolve problems and issues arising from the implementation of existing Ordinances of both barangay and city rules and regulations effecting traffic and land transportation in the area as well as to encourage private sector to alleviate traffic congestion in the city;

WHEREAS, among the priority legislation measures contained in the Mayor's Executive Agenda is the creation of a Department of Traffic and Transportation Management in the Quezon City Government;

WHEREAS, under Section 454 of Republic Act No. 7160, otherwise known as 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. TITLE. - This Ordinance shall be known as the "Traffic and Transport Management Department" (TTMD) Ordinance.

SECTION 2. CREATION. The Traffic and Transport Management Department (TTMD) is hereby created under the Office of the City Mayor.

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It shall be the sole Transport and Traffic Management Authority vested with the powers to formulate, coordinate and monitor policies, standards and programs relating to traffic and transport management, to rationalize the existing transport operations and to administer and implement all traffic engineering services, traffic enforcement operations, traffic and transport planning, regulations and franchising, transport facilities management, traffic education program, and shall institute a "No-Physical Contract Apprehension" policy in apprehending traffic violators through the use of some technologies in the territorial jurisdiction of Quezon City; and finally, other plans and programs that may hereafter be drawn prepared and approved by the TTMD and MMDA.

The Task Force for Transport and Traffic Management shall cease to exist upon the creation by the Quezon City Council of the Traffic and Transport Management Department in the Quezon City Government, pursuant to the priority legislation measures of the Mayor's Executive Agenda, and upon the commencement of the full operations of the said Department. The Task Force shall provide full transition support to the Department, covering all matters contained in this Ordinance

SECTION 3. The Tricycle Regulatory Division, and the Traffic Operation Division of the Department of Public Order and Safety shall be transferred to the Traffic and Transport Management Department and shall transform or evolve into a new division based on the composition and organizational structure of the Traffic and Transport Management Department.

SECTION 4. The Divisions under the Traffic and Transport Management Department shall be: Administrative Division, Legal Division, Facilities Management Division, Traffic and Engineering Division, Transportation and Planning Management Division, Traffic Education and Training Division, Traffic Enforcement and Parking Division and lastly the Tricycle Regulatory Division.

SECTION 5. DECLARATION OF PRINCIPLES.

It is the policy of this City to ensure the safety of all road users within the territorial jurisdiction of Quezon City and to promote public health, safety and convenience. Toward this end, the City Government of Quezon City adopts the traffic administration and law enforcement and recognizes the following principles:

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The five (5) E's of Traffic:

- a. *Education* – Plan, direct, conduct and evaluate safety education and public information campaign.
- b. *Engineering* – takes charge all traffic problems with a view to facilitate smooth flow of traffic.
- c. *Enforcement* – action taken by the police to compel the obedience to traffic laws and ordinances.
- d. *Enactment* – legislation of laws, rules, regulations and ordinances related to transport and traffic
- e. *Environment* – implement and enforce RA 8749 the Clean and Air Act of 1999.

SECTION 6 DEFINITION OF TERMS.

a. *Administration* – stands for: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting.

b. *Enforcement* – Enforce this Ordinance through coordination with the aforementioned offices and agencies through the apprehension of offending persons/motor vehicle, issuance of OVRs and the resolution of protests, without prejudice to the authority of the LTO to enforce traffic rules and regulations.

c. *Land Transportation Office (LTO)* - is an agency of the Philippine government under the Department of Transportation and is responsible for all land transportation in the Philippines. Functions of the Land Transportation Office include the inspection and registration of motor vehicles, issuance of license and permits, enforcement of land transportation rules and regulations, adjudication of traffic cases, and the collection of revenues for the government of the Philippines.

d. *Metropolitan Manila Development Authority (MMDA)* - performs planning, monitoring and coordinative functions, and in the process exercises regulatory and supervisory authority over the delivery of metro wide services within Metro Manila without diminution of the autonomy of the local government units concerning purely local matters.

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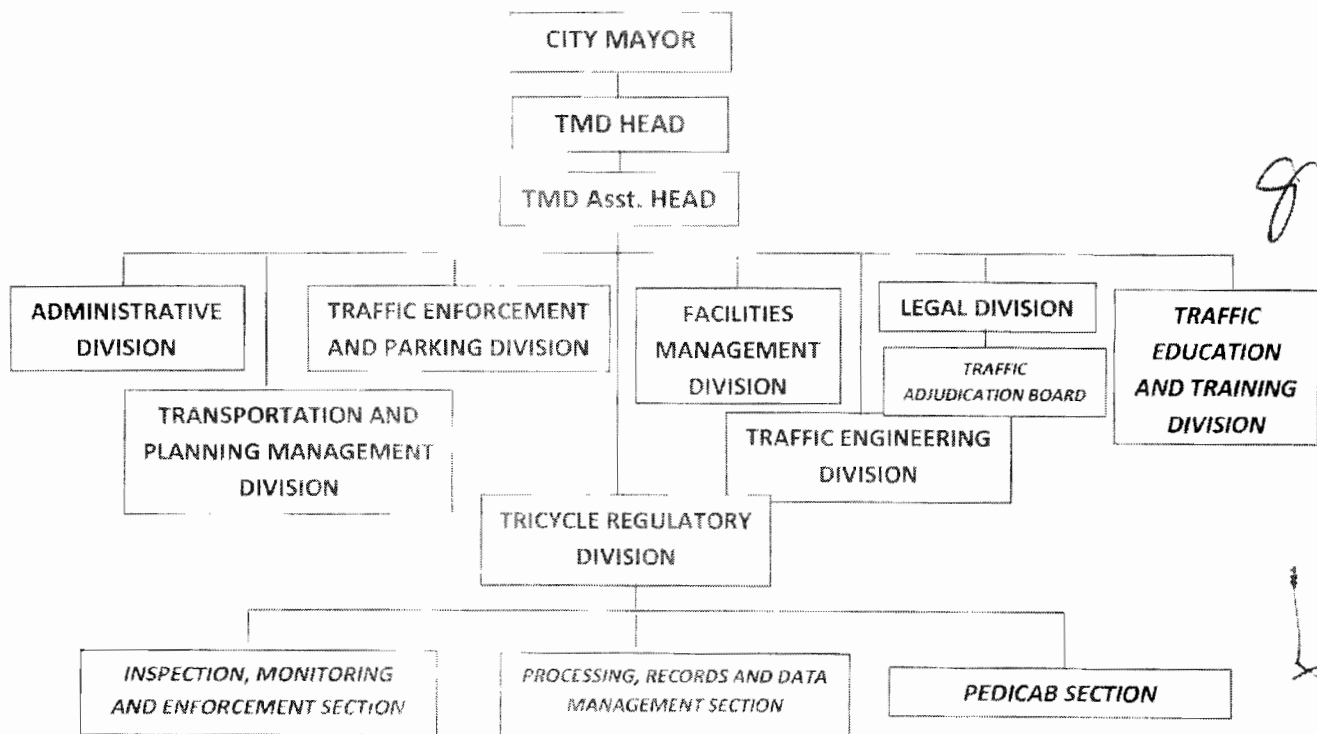
e. *Pedicab Section* - created under Ordinance No. SP-1104, S-2002 as amended by Ordinance No. SP-1277, S-2003.

f. *Traffic* - refers to the vehicles, pedestrians moving along the route and movement (as of vehicles or pedestrians) through an area or along a route of this City. It is the movement of pedestrians and vehicles on the roadway from their points of destination.

g. *Transport* - is the movement of humans, animals and goods from one location to another. In other words, the action of transport is defined as a particular movement of an organism or thing from point A to point B. Modes of transport include air, land (rail and road), water, cable, pipeline and space. The field can be divided into infrastructure, vehicles and operations. Transport enables trade between people, which is essential for the development of civilizations.

h. *Tricycle Regulatory Unit (TRU)* - a unit created pursuant to Executive Order No. 31, Series of 1984 and whose mandate was subsequently transferred to the Department of Public Order and Safety (DPOS) pursuant to City Ordinance No. SP-1700, S-2006. TRU is tasked to regulate the operation of tricycles, pedicab and is in charge of enforcing the implementation of this Code.

SECTION 7 COMPOSITION AND ORGANIZATIONAL STRUCTURE OF THE TRAFFIC MANAGEMENT DEPARTMENT (TMD).



SECTION 8. SCOPE OF AUTHORITY AND FUNCTIONS.

A. ADMINISTRATIVE DIVISION

1 Provides efficient and economic services relative to personnel, and mobility requirements.

2. Takes charge of recruitments, screening of applicants, facilitate final interviews, placement and orientation as well.

3. Coordinates with the Personnel Department with regards to personnel Recruitment and hiring, preparation of appointment papers, personnel action, welfare, training, personnel movements and organization development.

4 Prepares and submits annual requirement programs to the procurement office and coordinates with the latter on the implementation of the programs.

5 Coordinates with the General Services Department for the allocation of supplies on stock janitorial and mobility requirements of the office.

6. Takes charge of the record management functions of the office.

7. Coordinates with the central records office regarding records retention and disposal, routing and messengerial requirements and records presentation.

8. Prepares budgets and accomplishment report of the office.

9 Coordinates with the budget department for the processing and approval of the unit's budget and Planning Department for the conceptualization and preparation of sectoral development and operational plans and programs.

10. Performs such other related functions as may be assigned.

11. Provide administrative services to all the divisions of the Department.

12. Provides management information services, including the collection of accident data, updating and maintenance of records, inventory of roads and traffic control devices.

13. Handles the paper work and documentation attendant to enforcement, such as the processing of traffic citation tickets and Ordinance Violation Receipts (OVR).

14. Conducts public information campaigns in support of any activities of Department.

15. Provides other administrative and logistics support to the various technical sections.

B. THE TRICYCLE REGULATORY DIVISION (TRD) - under the Traffic and Transport Management Department shall perform the following duties and functions:

1. To process TFB approved Tricycle Franchise applications/tricycle franchise certificates for the issuance of Motorized Tricycle Operators Permit (MTOP).

2. To recommend suspension or cancellation of Tricycle franchise, for violations that warrant such cancellation.

3. To provide technical support to the Tricycle Franchising Board (TFB).

4. To issue Ordinance Violation Receipts (OVR) Tickets and impose fines and penalties to violators of any provision of this Code, or laws and other ordinances relative to tricycle operation and pedicab.

5. To initiate towing and pounding procedures to violators of administrative violations and recommend the suspension/cancellation of vehicle registration/driver's licenses to the LTO.

6. To initiate the filing of complaints against Tricycle drivers/operators for violations of any provisions of this Ordinance or any laws or other ordinance relative to tricycle operation.

7. To take charge of the issuance of Order of Payment for tricycle and pedicab regulatory fees, release of MTOP, issuance of annual stickers, and other related documents.

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8. Oversees the maintenance of the records pertaining to operation of tricycle for Hire within the city.

9. To recommend the designation or allocation of certain portions of the streets or spaces for terminals.

10. To implement and enforce provisions of relevant laws and ordinances pertaining to the operation of tricycles.

11. To receive public complaints and take action against complained tricycle and pedicab drivers/operators including tricycle and pedicab associations in accordance with the provisions of this Ordinance.

12. Establish and prescribe the conditions and qualifications of service.

13. Perform other related functions which are inherent and necessary for the smooth and effective delivery of Tricycle Transport services.

B.1 INSPECTION AND MONITORING SECTION

1. Supervises inspection of all tricycle and pedicab routes in the City.

2. Takes charge of apprehending drivers and the impounding of tricycle units for violations of the provisions of existing Tricycle Ordinances.

3. Takes charge of proper accomplishment and issuance of the Ordinance Violation Receipt (OVR) ticket and Tricycle Impounding Receipt (TIR) to violators of existing Tricycle ordinances.

4. Verifies and refers to the TTMD Head, recommendation for suspension/cancellation of franchise of tricycles/pedicabs on violations of rules and regulations governing tricycle operations.

5. Takes charge of the implementation and enforcement of all existing laws, rules and regulations pertaining to the operators of tricycle/pedicabs in Quezon City and conducts education and information campaign to all tricycle associations within the territorial jurisdiction of the City.

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6. Plan, formulates and develops programs, projects and activities that will improve the system of an effective operations and coordinative works on proper implementation of rules and regulations on tricycle/pedicab operations.

7. Attends to the complaints lodge against violators and recommends to the Tricycle Franchising Board (TFB) whatever appropriate action that may be taken on the premise.

8. To make an inventory of all tricycle and pedicab every year relative to the status of their franchise.

9. Performs other tasks and functions that may be assigned.

B.2. PROCESSING, RECORDS AND DATA MANAGEMENT SECTION

1. Perform general supervisory function over the work operations of personnel in the discharge of their duties and the processing of application for registration of tricycle/pedicab with franchise to see to it that all requirements are duly complied with.

2. Review all documents pertaining to franchising of motorized tricycles and pedicabs.

3. Perform general supervisory function in the actual inspection of tricycle units and preparation of inspection report.

4. Plan and coordinate internal requirements and needs/services of the office with respect to personnel, supplies, forms, equipment, property, records and other administrative matters.

5. Takes charge of the record management functions of the office

6. Develop and implement systems and procedures for the expeditious dispatch of all communications and documents to and from the office.

7. Prepare the budget for the operations of the office.

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8. Perform general supervisory function in the control of all records and files and the preparation of inventory list of all public motorized tricycles pedicabs operating within the City as well as in the preparation of other reports and accomplishments.

9. To take charge in the proper encoding, computer filling of all information including payments related to the registration of tricycle with franchises granted in the six (6) congressional districts of the city and the computer printing of the Motorized Tricycle Operator's Permit (MTO) and other transaction reports.

10. To take charge of the accurate and systematic manual filing of all office file copies related to tricycle registration documents such as Motorized Tricycle Operator's Permit (MTO), Confirmation of Unit, Barangay Clearance, TODA Certificate, copy of Official Receipt of Payments for Tricycle Fees and other forms related thereat.

11. Performs other tasks as may be assigned from time to time.

B.3 PEDICAB SECTION – Takes charge in the processing of documents and other papers pertaining to passenger non-motorized tricycles or pedicabs and in the registration of the pedicab units with approved franchise from the Tricycle Franchising Board (TFB). a

1. Takes charge in the processing of documents and other papers pertaining to passenger non-motorized tricycles or pedicabs and in the registration of the pedicabs units with approved franchise from the Tricycle Franchising Board (TFB).

2. Perform general supervisory functions over the work and operations of personnel in the discharge of their duties and the processing of application for registration of pedicab with franchise to see to it that all requirements are duly complied with.

3. Review all documents pertaining to franchising of motorized tricycles and pedicabs. b

4. Perform general supervisory function in the actual inspection of pedicab units and preparation of inspection report c

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5. Conduct regulatory operation against pedicabs units violating the existing City Ordinances on Pedicab Operations.

6. To perform general supervising function over the work of personnel in the discharge of their duties in processing applications for non-motorized tricycle or pedicab franchise for the issuance of Pedicab Operators Permit (POP), their annual registration and renewal thereafter; and performs other tasks that may be assigned by the Chief of the Tricycle Regulation Division.

7. To take charge of conducting studies and making recommendations as regards the operation of Pedicabs and identify specific operating routes and terminals in Quezon City.

8. To take charge in proper encoding, computer filling of all information including payments related to the registration of pedicab with franchises granted in the six (6) congressional districts of the city and the computer printing of the pedicab operator's permit (POP) and other transaction reports.

9. To take charge of the accurate and systematic manual filing of all office file copies related to pedicab registration documents such as Pedicab Operator's Permit (POP), Barangay Clearance, PODA Certificate, copy of Official Receipt of Payments for Pedicab Fees and other forms related thereat.

10. Perform other tasks and functions that may be assigned.

C. LEGAL DIVISION

1. To legally make a demand in cases of collection of fines or penalties.

2. To commence a complaint to any party who has violated any provision hereof.

3. To represent the department in cases of complaint filed against them.

4. To be answerable to all queries of any concerned individual which are legal in nature.

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5. To conduct investigation in aid of legislation to any matters related to this office.

6. To submit legal comments, recommendations and suggestions to the Head for the betterment and effective enforcement of this Ordinance.

7. To submit position paper that will require their legal expertise including but not limited to reports, replies/answers to any action commenced in any court, tribunal or any quasi-judicial agencies, in-and out of court transmittal, and any other communications similar to the foregoing.

8. To draft and submit proposed Memorandum or Orders to effectively attain the mission of this Ordinance.

C.1 TRAFFIC ADJUDICATION BOARD

1. To condone all surcharges and interest of the principal penalties incurred by a delinquent traffic violator who were apprehended and have not redeemed the license/plates for a period of five (5) years or more.

D. TRAFFIC ENFORCEMENT AND PARKING DIVISION

1. To implement provisions of the Quezon City Traffic Management Code Ordinance and other relative laws, ordinances and regulations

2. Implement Traffic Rules and Regulations in coordination with other agencies of the government.

3. Issue Traffic Ordinances and other relative laws, ordinances and regulations as authorized by the government.

4. Prepares and submit reports regarding traffic violations and other related incidents;

5. Initiates towing or removal of vehicles obstructing the free flow of traffic.

6. Implements/enforces the towing and tire clamping rules and regulations formulated and imposed by the city as provided by the Traffic Management Code.

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7. Make Appropriate decisions on matter involving traffic problems that require immediate action.

8. Reviews and approve request for temporary road closures, excavations, motorcades and other activities requesting re-routing and closure that will affect traffic flows.

9. Conducts monitoring activities by manning and posting along specified areas, easements and structures declared, established and owned by the city as pay parking zones and public parking facilities.

10. Issues official parking tickets to all vehicle owners/drivers who have availed of these designated pay parking areas and facilities in accordance with pay parking rules and regulations imposed by the city.

11. Perform such other functions as may be assigned.

E. TRANSPORTATION AND PLANNING MANAGEMENT DIVISION

1. Assists and coordinate with other authorized Government entities in Administering traffic management and control in Quezon City.

2. Formulates guidelines relating to the transport mobility, traffic control and regulations; recommended the same for approval of the City Mayor.

3. Plans and conceptualizes projects and programs that will improve the flow of the traffic in the city.

4. Established linkages with other government agencies and private sector concerned with activities and efforts relating to transport, mobility and traffic.

5. Establishes linked with other government agencies and private sector concerned with activities and effort relating to transport mobility and traffic.

6. Prescribes and regulates zone of service in coordination with the barangay.

7. Provides technical inputs into the preparation and updating of the city's land use plan, particularly the long term road network plan of the city.

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8. Conducts studies and research in both transport and traffic administration appropriate to the local setting of Quezon City.

9. Updates and analyze the public transport routes and service covering motorized tricycles, buses, jeepneys and other public transport modes.

10. Collects traffic data and statistic such as vehicular counts, road layout and dimensions; etc., and analyze the same for use in policy formulation.

11. Evaluates request in coordination with the City Planning Development Office, for variances from the zoning ordinance that are likely to have significant traffic impact.

12. To implement provisions of the Quezon City Traffic Management code ordinance and other Relative laws, ordinances and regulations.

13. Provides technical input into the preparation and updating of the city's Land Use Plan, particularly the long-term road network plan in the city.

14. Updates and analyze the public transport routes and services covering tricycles, buses, jeepneys, and other public transport modes.

15. Provides the technical and staff support to the Sangguniang Panlungsod in regulating the operation of tricycles pedicabs and other public conveyance within the administrative jurisdiction of the city.

16. Coordinates with public transport operators in the provision or operation of facilities like terminal and waiting areas

17. Appears in the hearings of the Land Transportation Franchising and Regulatory Board to ensure that the issuance of permits or certificates of public convenience are consistent with the plans of the city.

18. Evaluates requests, in coordination with the City Planning Office, for variances from the zoning convenience are consistent with the plans of the city.

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19. Formulates and advocate programs that will promote and encourage walking and trips by public transport and higher capacity modes.

20 Performs other duties and functions (as directed by) that may be assigned.

F. TRAFFIC ENGINEERING DIVISION

1. Undertakes research and data analysis on traffic situations, including transport routes and other affecting traffic flow in the city.

2 Coordinates with other government agencies involved in traffic management.

3. Coordinates with the City Engineer's Office and DPWH for proper maintenance of roads, road signs, markings, traffic light and signals.

4 Monitors sidewalks, gutters and waiting sheds to ensure their cleanliness, proper maintenance and good condition.

5. Perform such other functions that may be assigned.

G. FACILITIES MANAGEMENT DIVISION

1. Establish, operate, maintain and/or administer terminals, parking facilities bicycles path, including collection of user fees and charges thereof.

2. Operates a towing unit, by itself or with private entities.

3 Initiates/Administer pedestrian district of street temporarily or permanently withdrawn from vehicular use, including time allocation for use of roads other than for vehicles.

4 Takes custody of vehicles and articles impounded by virtue of this Ordinance and secure the same in the city impoundment area until released to their owners of lawful claimants, or otherwise disposed of in accordance with this ordinance.

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H. TRAFFIC EDUCATION AND TRAINING DIVISION

1. Shall regularly conduct traffic trainings/seminars/conferences on traffic management as well as the promotion of public awareness through information and education campaign on existing city ordinances and national laws pertaining to road safety, road courtesy and capacity building seminars.

2. Conceptualize and implement projects promoting local traffic education and road safety program.

3. Responsible in the programming of database and studies in relation to traffic education program, road safety audit, traffic impact assessment, public information and education campaign necessary for effective and efficient traffic management.

4. Coordinate and collaborate with different government agencies (national and local) on road safety education.

5. Perform such other tasks that may be assigned.

Moreover officers or employees of the Department of Public Order and Safety (DPOS) whose function is defined and characterized as a function under the Traffic and Transport Management Department, shall be deemed absorbed by the latter office and in accordance with the existing rules regarding delegation, appointment, and transfer of city hall employees from one office to another.

SECTION 9 QUALIFICATIONS OF THE DEPARTMENT AND DIVISION HEADS AND TRAFFIC LAW ENFORCERS.

a) The Traffic and Transport Management Department shall be headed by a Department Head who shall be appointed by the City Mayor and shall serve in Co-Terminus status in accordance with the term of office of the appointing authority. He shall be a natural born citizen, a resident of Quezon City, at least 30 years of age, of good moral character and sound probity, a college graduate and trained in public administration, law management, civil engineering, and/or traffic engineering and management.

The Head of the Traffic and Transport Management Department shall have the rank of a Department Head and the salary and emoluments applicable to the position grade.

b) The Assistant Department Head - shall be a regular Plantilla position and he/she shall be a natural born citizen, a bonafide resident of the City, at least 30 years of age, of good moral character and sound probity, a college graduate and trained in public administration, law management, civil engineering, and or traffic engineering and management.

c) The head of the different divisions of this Department shall be a regular plantilla position. A division head must be at least 25 years of age, college graduate, CSC, professional master's degree, with appropriate expertise or equivalent experience in the field of assignment. An active PNP Officer may be designated as head of the Traffic Enforcement Division prohibition against dual positions to the contrary notwithstanding.

d) Minimum qualifications of Traffic Law Enforcers

- i) Must be of good moral character.
- ii) Must stand at least 5'2 in height for female.
- iii) Must stand at least 5'5 in height for male.
- iv) Must be at least a college level.
- v) Must have no criminal records and pending criminal case/s.
- vi) Must be at least 20 years but not more than 45 years of age.

SECTION 10 STAFFING. - The number and composition of staff comprising each of the divisions of the office shall be as follows:

1. DEPARTMENT HEAD

Position	Item
DEPARTMENT HEAD	1

2. ASSISTANT DEPARTMENT HEAD

Position	Item
ASST. DEPARTMENT HEAD	1

3. DIVISION CHIEFS

Position	Division	Item
Admin Officer V	Admin	1
Legal Officer V	Legal	1
Supervising Transportation Regulation Officer	Tricycle Regulation	1

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Transportation Regulation Officer IV	Tricycle Regulation	1
Sr. Transportation Regulation Officer II	Processing, Records and Data Management Section	1
Sr. Transportation Officer	Inspection, Monitoring Enforcement Section	1
Sr. Transportation Officer	Pedicab Section	1
Traffic Operations Officer V	Traffic and Planning	1
Traffic Operations Officer V	Traffic Engineering	1
Traffic Operations Officer V	Traffic Enforcement	1
Traffic Operations Officer V	Facilities Management	1

4. ASSISTANT DIVISION CHIEFS

Position	Division	Item
Admin Officer IV	Admin	1
Legal Officer IV	Legal	1
Transportation Regulation Officer IV	Tricycle Regulation	1
Traffic Operations Officer IV	Traffic and Planning	1
Traffic Operations Officer IV	Traffic Engineering	1
Traffic Operations Officer IV	Traffic Enforcement	1
Traffic Operations Officer IV	Facilities Management	1

5. SECTION CHIEFS

Position	Division	Item
Admin Officer III	Admin	2
Legal Officer III	Legal	2
Traffic Operations Officer III	Traffic and Planning	2
Traffic Operations Officer III	Traffic Engineering	2
Traffic Operations Officer III	Traffic Enforcement	40
Traffic Operations Officer III	Facilities Management	2

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6. ASSISTANT SECTION CHIEFS

Position	Division	Item
Admin Officer II	Admin	2
Legal Officer II	Legal	2
Traffic Operations Officer II	Traffic and Planning	2
Traffic Operations Officer II	Traffic Engineering	2
Traffic Operations Officer II	Traffic Enforcement	40
Traffic Operations Officer II	Facilities Management	2

7. OFFICER I

Position	Division	Item
Admin Officer II	Admin	2
Legal Officer II	Legal	2
Traffic Operations Officer II	Traffic and Planning	2
Traffic Operations Officer II	Traffic Engineering	2
Traffic Operations Officer II	Traffic Enforcement	40
Traffic Operations Officer II	Facilities Management	6

8. TRAFFIC AIDE III

Position	Division	Item
Traffic Aide III	Admin	4
Traffic Aide III	Legal	0
Traffic Aide III	Traffic and Planning	4
Traffic Aide III	Traffic Engineering	30
Traffic Aide III	Traffic Enforcement	130
Traffic Aide III	Facilities Management	9

9. TRAFFIC AIDE II

Position	Division	Item
Traffic Aide II	Admin	4
Traffic Aide II	Legal	0
Traffic Aide II	Traffic and Planning	4
Traffic Aide II	Traffic Engineering	30
Traffic Aide II	Traffic Enforcement	130
Traffic Aide II	Facilities Management	9

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10. TRAFFIC AIDE I

Position	Division	Item
Traffic Aide I	Admin	40
Traffic Aide I	Legal	0
Traffic Aide I	Traffic and Planning	30
Traffic Aide I	Traffic Engineering	30
Traffic Aide I	Traffic Enforcement	1300
Traffic Aide I	Facilities Management	92

11. CLERK III

Position	Division	Item
Clerk III	Dept. Head	1
Clerk III	Asst. Dept. Head	1
Clerk III	Admin	1
Clerk III	Legal	1
Clerk III	Tricycle Regulation Division	1
/ Administrative Aide VI		
Clerk III / Administrative Aide VI	Processing, Records and Data Management Section	2
Clerk III	Traffic and Planning	1
Clerk III	Traffic Engineering	1
Clerk III	Traffic Enforcement	1
Clerk III	Facilities Management	1

12. CLERK II

Position	Division	Item
Clerk II	Dept. Head	1
Clerk II	Asst. Dept. Head	1
Clerk II	Admin	2
Clerk II	Legal	2
Clerk II / Administrative Aide IV	Processing, Records and Data Management Section	4
Clerk II	Pedical Section	2
Clerk II	Traffic and Planning	2
Clerk II	Traffic Engineering	2
Clerk II	Traffic Enforcement	2
Clerk II	Facilities Management	2

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13. CLERK I

Position	Division	Item
Clerk I	Admin	10
Clerk I	Legal	6
Clerk I	Traffic and Planning	10
Clerk I	Traffic Engineering	6
Clerk I	Traffic Enforcement	12
Clerk I	Facilities Management	6

14. BUDGET OFFICER I

Position	Division	Item
Budget Officer I	Admin	1

15. RECORDS OFFICER I

Position	Division	Item
Record Officer I	Admin	1

16. PARKING ATTENDANT II

Position	Division	Item
Parking Attendant II	Facilities Management	6

17. PARKING ATTENDANT I

Position	Division	Item
Parking Attendant I	Facilities Management	60

18. DRIVER

Position	Division	Item
Driver	Dept. Head	1
Driver	Asst. Dept. Head	1
Driver	Admin	1
Driver	Legal	1
Driver	Processing Records and Data Management Section	6
Driver	Traffic and Planning	3
Driver	Traffic Engineering	3
Driver	Traffic Enforcement	2

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Driver	Facilities Management	2
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19. UTILITY

Position	Division	Item
Utility	Dept. Head	1
Utility	Asst. Dept. Head	1
Utility	Admin	1
Utility	Legal	1
Utility	Processing, Records and Data Management Section	5
Utility	Traffic and Planning	1
Utility	Traffic Engineering	1
Utility	Traffic Enforcement	1
Utility	Facilities Management	1

20. I.T

Position	Division	Item
I.T	Admin	1
I.T	Legal	1
I.T	Traffic and Planning	1
I.T	Traffic Engineering	2
I.T	Traffic Enforcement	1
I.T	Facilities Management	2

21. SR. TRANSPORTATION REGULATION OFFICER II

Position	Division	Item
Transportation Regulation Officer II	Processing, Records and Data Management Section	2
Transportation Regulation Officer II	Inspection, Monitoring Enforcement Section	4
Transportation Regulation Officer II	Pedicab Section	1

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22. TRANSPORTATION REGULATION OFFICER II

Position	Division	Item
Transportation Regulation Officer II	Processing, Records and Data Management Section	2
Transportation Regulation Officer II	Inspection, Monitoring Enforcement Section	4
Transportation Regulation Officer II	Pedicab Section	1

23. ADMINISTRATIVE ASSISTANT II/ SUPPLY OFFICER

Position	Division	Item
Admin. Asst. II	Processing, Records and Data Management Section	1

24. ADMINISTRATIVE ASSISTANT II/ RECORD OFFICER

Position	Division	Item
Admin. Asst. I	Processing, Records and Data Management Section	6

25. ADMINISTRATIVE ASSISTANT I/ COMPUTER OPERATOR I

Position	Division	Item
Admin. Asst. I	Processing, Records and Data Management Section	6
Admin. Asst. I	Pedicab Section	1

26. SR TRANSPORTATION INSPECTORS

Position	Division	Item
Transportation Inspectors	Inspection, Monitoring Enforcement Section	6

27. TRANSPORTATION INSPECTORS

Position	Division	Item
Transportation Inspectors	Inspection, Monitoring Enforcement Section	54

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In addition, the City Mayor may deputize any City Government Officials/employees or Barangay Personnel to act as Traffic Auxiliaries. The appointed or designated Traffic Auxiliaries shall be under the operational supervision of the Head of the Traffic Enforcement Division.

SECTION 11. LATERAL ENTRIES. - The Personnel Selection Board shall evaluate the qualifications of the applicants to vacancies of the newly created department for recommendation to the City Mayor.

SECTION 12. APPROPRIATIONS. - The Maintenance and Other Operating Expenses of the newly created office for Calendar Year 2019 shall be taken from the balance of the budgetary allocation of the TTMD for CY2019 and from whatever available funds that may be reprogrammed from the Office of the City Mayor.

The annual fund necessary for the maintenance and operation of the Traffic and Transport Management Department shall be included in the yearly appropriation from the General Fund of the Quezon City Government.

SECTION 13. IMPLEMENTING RULES AND REGULATIONS (IRR). The Traffic Management Department Head, within 10 days upon approval of this measure, shall promulgate an effective Implementing Rules and Regulations in order to efficiently enforce the mandate of this Ordinance. The same shall bear the approval of the City Mayor to have the full force and effect of the law.

SECTION 14. REPEALING CLAUSE. - All ordinances, resolutions, executive orders, memorandum circulars and administrative orders or parts thereof which are inconsistent with any provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 15. 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.

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10th Regular Session

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SECTION 16. EFFECTIVITY CLAUSE. - This Ordinance shall take effect Fifteen (15) days after its publication in a newspaper of general circulation.

ENACTED: September 16, 2019.




GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



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


APPROVED: 09 OCT 2019



MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on September 16, 2019 and was reverted back on Second Reading on September 30, 2019 and was PASSED on Third/Final Reading on the same date.



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

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