



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
21<sup>st</sup> City Council

PO21CC-465

79<sup>th</sup> Regular Session

ORDINANCE NO. SP- **3045** , S-2021

AN ORDINANCE AMENDING SECTIONS 1.9, 1.10, 2, 2.1, 2.3, 4.2 AND 4.3 OF ORDINANCE NO. SP-3022, S-2021, ENTITLED "AN ORDINANCE REORGANIZING THE BUSINESS PERMITS AND LICENSING DEPARTMENT, INCORPORATING THE FUNCTIONAL STRUCTURE OF THE LIQUOR LICENSING REGULATORY BOARD, SUBSEQUENTLY REPEALING CITY ORDINANCE NOS. NC-86 AND SP-1016, S-2001, DEFINING THE FUNCTION OF DIVISIONS AND SECTIONS, CREATING VARIOUS PLANTILLA POSITIONS AND APPROPRIATING NECESSARY FUNDS THEREFOR, AND FOR OTHER PURPOSES."

Introduced by Councilors FRANZ S. PUMAREN, DONATO "Donny" C. MATIAS, ATTY. BONG LIBAN 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. Crisolago, Victor V. Ferrer, Jr., Winston "Winnie" T. Castelo, Eden Delilah "Candy" A. Medina, Ramon P. Medalla, Mikey F. Belmonte, Estrella C. Valmocina, Kate Galang-Coseteng, Matias John T. Defensor, Wencerom Benedict C. Lagumbay, Jorge L. Banal, Sr., Peachy V. De Leon, Imee A. Rillo, Marra C. Suntay, Irene R. Belmonte, Resty B. Malañgen, 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, Diorella Maria G. Sotto-Antonio, Freddy S. Roxas and Noe Dela Fuente.

WHEREAS, the City Council enacted Ordinance No. SP-3022, S-2021", entitled "An Ordinance Reorganizing the Business Permits and Licensing Department, Incorporating the Functional Structure of the Liquor Licensing Regulatory Board, Subsequently Repealing City Ordinance Nos. NC-86 and SP-1016, S-2001, Defining the Function of Divisions and Sections, Creating Various Plantilla Positions and Appropriating Necessary Funds therefor, and for other purposes (hereinafter, the "Ordinance");

WHEREAS, the Business Permits and Licensing Office was rationalized under City Ordinance No. SP-2571, S-2017 into Business Permits and Licensing Department (BPLD) and its function expanded;

WHEREAS, Quezon City Ordinance No. NC-86, S-89 created the Liquor Licensing and Regulatory Board (LLRB) under the Office of the City Mayor for the purpose of regulating the operations of liquor businesses in the city;

WHEREAS, on February 6, 2017, the City Council enacted City Ordinance No. SP-2571, S-2017 providing among others, in Section 3, Item 3.6 thereof, to incorporate the functional structure of the LLRB and its contractual staff to the BPLD.

NOW, THEREFORE,

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

SECTION 1. Section 1.9 of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

“1.9 The Assistant Department Head for Operations shall supervise the Permits Division, Liquor Licensing Division, Inspection and Verification Division, and Enforcement and Adjudication Division.”

SECTION 2. Section 1.10 of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

“1.10 Creation of the Assistant Department Head III for Administration and Executive Assistant III who shall directly report to the City Government Department Head III; and four (4) Administrative Assistant II (Clerk IV), and Administrative Aid IV (Driver II) posts who shall be directly reporting to the City Government Assistant Department Head III for Operations and Administration, respectively.”

SECTION 3. A new Section under Section 1 shall be added to read as follows:

“Section 1.11 Creation of Chief Administrative Officer (Administrative Officer V), Supervising Administrative Officer (Administrative Officer IV) under the Administrative Division shall report directly to the City Government Assistant Department Head III for Administration.”

SECTION 4. Section 2 of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

“SECTION 2. STAFFING PATTERN AND ORGANIZATION STRUCTURE. - The total plantilla positions of the BPLD shall be one hundred ninety-seven (197), consisting of one hundred nineteen (119) retained positions, seventy (70) newly created positions and eight (8) reclassified positions.

2.1 The changes in the original approved plantilla positions and the distributions of the one hundred nineteen (119) retained plantilla positions, seventy (70) newly created positions, and eight (8) reclassified positions among the executive and six (6) divisions shall be in accordance with the following:

Current Area of Assignment	Approved Plantilla Items						As per Reorganization
	Original/Retained	Transferred to another Division	Received from other Division	Retained	Reclassified	Additional New Item	Total
Executive Staff including Administrative Staff and Legal Unit Staff	22	13	0	4	0	7	11
Administrative Division	0	0	5	0	3	7	15
MIS, Records and Archiving Division (Records and Statistics Division)	18	6	7	6	5	7	26
Business Permits Division (Permits Division)	49	3	18	20	0	1	39
Liquor Licensing Division	0	0	4	0	0	14	18
Inspection and Verification Division (Inspection Division)	87	3	4	42	0	18	64

*[Handwritten signatures and initials are present below the table, including a large 'a', a stylized 'S', and a signature on the right.]*

Enforcement and Adjudication Division (Legal Unit and Task Force Enforcement)	0	0	6	0	0	18	24
**Occupational Permits Division	23	23	0	0	0	0	0
<b>Total No. of Plantilla Positions</b>							<b>197</b>

*\*\* Occupational Permits Division is reclassified into a Section under the Business Permit Division*

*2.3 Summary of the newly created plantilla positions:*

No. of Positions	Position Title	SG
<b>EXECUTIVE</b>		
1	City Government Assistant Department Head III (For Administration)	25
1	Executive Assistant III	20
4	Administrative Assistant II (Clerk IV)	8
1	Administrative Aide (Driver II)	4
<b>ADMINISTRATIVE DIVISION</b>		
1	Chief Administrative Officer V (Administrative Officer V)	24
1	Supervising Administrative Officer (Administrative Officer IV)	22
1	Administrative Officer V (Budget Officer III)	18
3	Administrative Assistant II (Clerk IV)	8
1	Administrative Aide IV (Driver II)	4
<b>MIS, RECORDS AND ARCHIVING DIVISION</b>		
1	Information System Analyst III	19
1	Information System Analyst II	16
1	Information System Researcher I	10
1	Administrative Assistant II (Clerk IV)	8
3	Administrative Aide IV (Bookbinder II)	4
<b>BUSINESS PERMIT DIVISION</b>		
1	Administrative Aide III (Driver II)	4
<b>LIQUOR LICENSING DIVISION</b>		
1	Licensing Officer V	24
1	Licensing Officer IV	22
1	Administrative Officer V (Administrative Officer III)	18
2	License Officer II	15
2	Administrative Officer II (Administrative Officer I)	11
2	Administrative Assistant II (Clerk IV)	8
3	Administrative Aide IV (Clerk II)	4

1	Administrative Aide IV (Driver II)	4
1	Administrative Aide III (Utility Worker II-A)	3
	<b>INSPECTION AND VERIFICATION DIVISION</b>	
5	Licensing Officer II	15
4	Licensing Officer I	11
5	License Inspector II	8
3	Administrative Assistant II (Clerk IV)	8
1	Administrative Aide III (Driver II)	4
	<b>ENFORCEMENT AND ADJUDICATION DIVISION</b>	
1	Administrative Officer V (Administrative Officer III)	18
5	Administrative Officer IV (Administrative Officer II)	15
4	Administrative Officer II (Administrative Officer I)	11
1	Administrative Assistant II ((Clerk IV)	8
2	Administrative Aide IV (Clerk II)	4
3	Administrative Aide III (Driver II)	3
<b>70</b>	<b>Total no. of newly created positions</b>	

SECTION 5. Section 4.2.2 of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

**"4.2.2. RECORDS AND ARCHIVING SECTION"**

SECTION 6. Section 4.3 of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

**"4.3. PERMITS DIVISION - Supervises the processing, encoding, and releasing of business and occupational permits to ensure systematic flow of permitting transactions. It shall be composed of two (2) sections, namely: Business Permits Section and Occupational Permit Section."**

SECTION 7. Section 5 (Appropriations) of Ordinance No. SP-3022, S-2021 is hereby amended to read as follows:

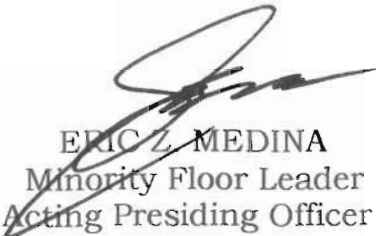
**"SECTION 5. APPROPRIATIONS. - The necessary funds to cover the salaries and other benefits of the newly created positions of Business Permits and Licensing Department amounting to Thirty-Eight Million Four Hundred Eighty-Four Thousand Three Hundred Ninety-Six Pesos (Php38,484,396.00) or so much thereof shall be included in the Annual Executive Budget for Fiscal Year 2022, and years thereafter."**

*SECTION 8. SEPARABILITY CLAUSE. - If, for any reason, any provision of this Ordinance is declared unconstitutional or otherwise invalid, the validity of the other provisions shall not be affected thereby.*


*SECTION 9. REPEALING CLAUSE. - All ordinances, resolutions, rules and regulations or parts thereof, which are previously issued and inconsistent herewith are deemed amended or modified accordingly.*

*SECTION 10. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval.*

ENACTED: September 27, 2021.

  
ERIC L. MEDINA  
Minority Floor Leader  
Acting Presiding Officer

ATTESTED:

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

APPROVED: OCT 7 2021

  
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 27, 2021 and was PASSED on Third/Final Reading under Suspended Rules on the same date.*

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

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