



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

PO19CC-215

24th Regular Session

ORDINANCE NO. SP- 2290, S-2014

AN ORDINANCE CREATING THE QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (QCDRRMO), DEFINING ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES, PROVIDING FOR ITS COMPOSITION, APPROPRIATING FUNDS THEREOF AND FOR OTHER PURPOSES.

Introduced by Councilor RANULFO Z. LUDOVICA.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Dorothy A. Delarmente, Victor V. Ferrer, Jr., Lena Marie P. Juico, Alexis R. Herrera, Roderick M. Paulate, Ramon P. Medalla, Estrella C. Valmocina, Franz S. Pumaren, Eufemio C. Lagumbay, Jose Mario Don S. De Leon, Jaime F. Borres, Jesus Manuel C. Suntay, Jose A. Visaya, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Rogelio "Roger" P. Juan, Donato C. Matias and Ricardo B. Corpuz.

WHEREAS, Section 12 (a) of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, authorizes the Local Government Units to establish a Local Disaster Risk Reduction and Management Office (LDRRMO) in every province, city and municipality and a Barangay Disaster Risk Reduction Management Committee (BDRRMC) in every barangay to be headed by the Punong Barangay;

WHEREAS, Section 6 of the Implementing Rules and Regulations (IRR) of the same Act requires the local sanggunian to enact the appropriate ordinance for the creation of a DRRMO including the allocation of necessary staffing/personnel and budget;

WHEREAS, the Department of Budget and Management (DBM) issued a Memorandum dated 15 March 2012 with the subject "Local Disaster Risk Reduction and Management Offices (LDRRMOs) in Local Government Units (LGUs)," to address the issues on the provisions of the guidelines on the establishment of LDRRMOs in LGUs pursuant to Republic Act No. 10121, the Philippine Disaster Reduction Management Act of 2010";

WHEREAS, Item No. 3.5 of the said Memorandum provides that "To initially staff an organizational unit concerned with local disaster and risk reduction management the sanggunian may opt to transfer vacant position to said organizational unit, and convert (abolish them and create positions in their stead) these positions accordingly;

WHEREAS, it is imperative to establish the Quezon City Disaster Risk Reduction and Management Office (QCDRRMO) under the direct supervision and control of the Office of the Mayor.

NOW, THEREFORE,

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

SECTION 1. Establishment of the QCDRRMO - There is hereby created the Quezon City Disaster Risk Reduction and Management Office (QCDRRMO) under the Office of the City Mayor and a Barangay Disaster Risk Reduction Management Committee (BDRRMC) in every barangay to be headed by the Punong Barangay;

SECTION 2. Composition and Structure - The Quezon City Disaster Risk Reduction and Management Office staffing pattern shall be organized as follows: *λ*

am

Δ

δ

3

DESIGNATION	POSITION	NO. OF POSITION	SALARY GRADE
Head, QCDRRMO	Civil Defense Officer V	1	24
Chief, Administration and Training Section	Project Development Officer III	1	18
Chief, Research and Planning Section	Administrative Officer V (Administrative Officer III)	1	18
Chief, Operation and Warning Section	Special Operations Officer III	1	18
Support Staff	Administrative Officer IV (Administrative Officer II)	1	15
Support Staff	Project Development Officer II	1	15
Support Staff	Special Operations Officer II	1	14
Support Staff	Project Development Officer I	1	11
Support Staff	Administrative Officer II (Administrative Officer I)	1	11
Support Staff	Special Operations Officer I	1	10
Support Staff	Administrative Aide VI (Clerk III)	3	6
Support Staff	Administrative Aide IV (Driver II)	1	4
Support Staff	Administrative Aide III (Utility Worker II)	1	3
	TOTAL NUMBER OF POSITIONS	15	

for *D* *x* *J*

D

2.1 The City Mayor may designate additional staff to the Office as may be deemed necessary.

SECTION 3. Qualifications of the Officers and Support Staff – The QCDRRMO Officers and Support Staff shall have the following qualifications:

POSITION	QUALIFICATION STANDARDS
Civil Defense Officer V	with Master's Degree, Career Service (Professional), must have a civil defense/disaster risk management experience, and 24 hours of training in management supervision;
Project Development Officer III, Administrative Officer V, and Special Operations Officer III	all must have a Bachelors degree relevant to the job Career Service (Professional), 2 years of relevant experience, and 8 hours of relevant training
Project Development Officer II, Administrative Officer IV, and Special Operations Officer II	all must have a Bachelors degree relevant to the job, Career Service (Professional), 1 year of relevant experience, and 4 hours of relevant training
Project Development Officer I, Administrative Officer II, and Special Operations Officer I	all must have a Bachelors degree relevant to the job, Career Service (Professional), and 4 hours of relevant training
Administrative Aide VI (Clerk III)	Completion of two (2) years studies in college and Career Service (Subprofessional)
Administrative Aide IV (Driver II)	Elementary school graduate, with driver's license
Administrative Aide III (Utility Worker II)	Must be able to read and write

SECTION 4. Functions - The Quezon City Disaster Risk Reduction and Management Office shall serve as the secretariat and coordinating body of the Quezon City Disaster Risk Reduction and Management Council (QCDRRMC) and the City Government in general; However, operational supervision and control, including its work assignments, functions, duties and responsibilities of personnel shall emanate from the QCDRRMC Action Officer. γ

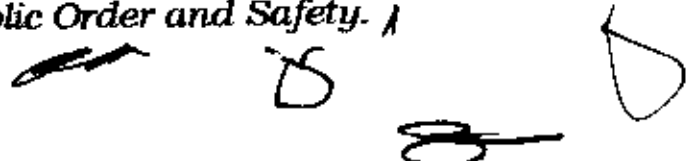
Handwritten signatures and initials, including a large 'D' and a signature that appears to be 'S'.

(a) It shall have the following duties:

1. Act as the secretariat for the QCDRRMC and will provide administrative and coordinative support to the Council, including document QCDRRMC meeting proceedings;
2. Assist the Council and the QCDRRMC Action Officer in the monitoring of DRRM plans and PPAs from the barangay to the City department/office level;
3. Assist the Council and the Action Officer in information dissemination and disaster awareness in the barangay and the community in general;
4. Assist the Council and the Action Officer in capacity building and mainstreaming of disaster risk reduction and climate change in development process;
5. Assist the Council and the Action Officer in ensuring that disaster risk reduction and climate change measures are gender responsive and respectful of human rights;
6. Perform other duties as may be required by the QCDRRMC Chairperson and Action Officer for the effective and efficient discharge of the Council's functions;

SECTION 5. The budgetary source, compensation and hiring procedure for the Disaster Risk Reduction and Management Office (DRRMO) shall conform to the rules of the Civil Service Commission (CSC) and the Department of Budget and Management and therefore, should not be charged against the Local Disaster Risk Reduction and Management Fund.

The funding requirement will be derived from the allotment of 35 vacant Housing and Homesite Regulation Assistant positions (Item nos. 57-16 to 57-50), Salary grade 8 with an annual rate of P179,172.00 under the Anti-Squatting Enforcement and Relocation Division of the Department of Public Order and Safety. A




SECTION 6. SEPARABILITY CLAUSE – Any provision or provisions of this ordinance which are not declared invalid or unconstitutional by a competent court shall continue to be in full force or effect.

SECTION 7. REPEALING CLAUSE – All other ordinances, orders, rules and regulations or parts thereof, which are inconsistent with the provisions of this ordinance are hereby repealed, amended, or modified accordingly.

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

ENACTED: March 24, 2014.


DOROTHY A. DELARMENTE
President Pro-Tempore
Acting Presiding Officer

ATTESTED:


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

APPROVED: ~~23 JUN 2014~~


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on March 24, 2014 and was PASSED on Third/Final Reading on May 26, 2014.


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