



Republic of the Philippines  
**CITY COUNCIL**  
Quezon City  
15<sup>th</sup> City Council

PR 2002 -55

52<sup>nd</sup> Regular Session

RESOLUTION NO. SP-1938S-2002

A RESOLUTION DIRECTING THE QUEZON CITY PERSONNEL OFFICER TO FORMULATE, PREPARE AND ISSUE, FOR PROPER GUIDANCE, AN INTEGRATED AND COMPREHENSIVE "QUEZON CITY EMPLOYEES MANUAL OF INSTRUCTIONS", PROVIDING AND SETTING OUT, AMONG OTHERS, THE CITY GOVERNMENT POLICIES ON PERSONNEL MATTERS, AND THE INTERRELATIONS AND MUTUAL EXPECTATIONS OF THE CITY GOVERNMENT AND ITS EMPLOYEES.

---


Introduced by Councilors VOLTAIRE GODOFREDO L. LIBAN III, VINCENT P. CRISOLOGO, ELIZABETH A. DELARMENTE, ROMMEL R. ABESAMIS, AIKO-MELENDEZ-YLLANA, ALLAN BUTCH T. FRANCISCO, RAMON P. MEDALLA, ERIC Z. MEDINA, MARY ANN L. SUSANO, JORGE L. BANAL, JULIAN M.L. COSETENG, WENCEROM BENEDICT C. LAGUMBAY, DANTE M. DE GUZMAN, JESUS MANUEL C. SUNTAY, ALMA F. MONTILLA, JANET M. MALAYA, RESTITUTO B. MALAÑGEN and XYRUS L. LANOT.

---

WHEREAS, the Quezon City Government is a big corporate entity which hires thousands of employees necessary to undertake and carry out its mandated functions and responsibilities;

WHEREAS, in big private sector companies, new employees are immediately issued, upon hiring, with a "Manual of Instructions" setting out the company policies, and clearly defining the interrelation and mutual expectations of the company on its employees;

WHEREAS, in like manner, there appears to be a felt need for the city government to issue an integrated and comprehensive "Employees Manual of Instructions" for the proper guidance of its employees.

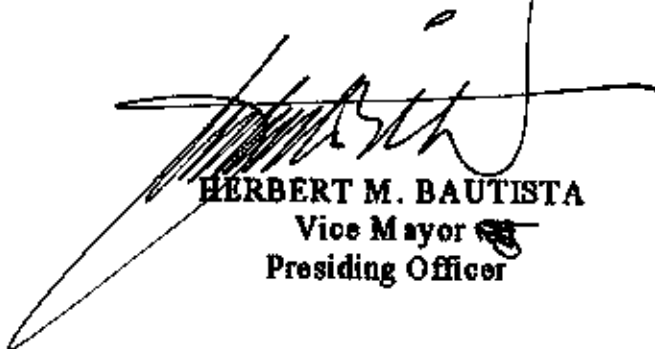
  
AM  
J  
S

Orig.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN SESSION ASSEMBLED, to direct, as it does hereby strongly direct, the Quezon City Personnel Officer to formulate, prepare and issue an integrated and comprehensive "Quezon City Employees Manual of Instructions", providing and setting out, among others, the city government policies on personnel matters, and the interrelations and mutual expectation of the city government and its employees.

ADOPTED: December 3, 2002.



HERBERT M. BAUTISTA  
Vice Mayor  
Presiding Officer

ATTESTED:



EUGENIO V. JURILLA  
City Council Secretary

CERTIFICATION

*This is to certify that this Resolution was APPROVED on Second Reading on December 3, 2002, and was CONFIRMED by the City Council on December 12, 2002.*



EUGENIO V. JURILLA  
City Council Secretary

X  
O