



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
21st City Council

PO21CC-392/
PO21CC-365

54th Regular Session

ORDINANCE NO. SP- **3022**, S-2021

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, S-89 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, Atty. BONG LIBAN, DONATO "Donny" C. MATIAS and ERIC Z. MEDINA.

Co-Introduced by Councilors Bernard R. Herrera, Dorothy A. Delarmente, M.D., Nicole Ella V. Crisologo, Victor V. Ferrer, Jr., Winston "Winnie" T. Castelo, Eden Delilah "Candy" A. Medina, Ramon P. Medalla, Mikey F. Belmonte, Estrella C. Valmocina, Wencerom Benedict C. Lagumbay, Jorge L. Banal, Sr., Peachy V. De Leon, Irene R. Belmonte, Resty B. Malañgen, Ivy L. Lagman, Hero M. Bautista, Jose A. Visaya, Karl Castelo, Patrick Michael Vargas, Shaira L. Liban, Ram V. Medalla, 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, Article 63, Rule XXII of the Local Government Code of 1991 provides that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements and financial capabilities consistent with the principles on simplicity, efficiency, economy, effectiveness, dynamism and public accountability, subject to the minimum standards and guidelines as prescribed by the Civil Service Commission;

WHEREAS, the Business Permit and Licensing Office was rationalized under City Ordinance No. 2571, S-2017 into Business Permit and Licensing Department 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, to further improve the LLRB's revenue-generating activity and to enhance the enforcement of liquor regulatory provisions, the City Council also enacted City Ordinance No. SP-1016, S-2001, creating thirty-eight (38) plantilla positions to complement the existing staff composition of the said office;

WHEREAS, the created plantilla positions under Ordinance No. SP-1016, S-2001, however, did not materialize the same having been unfilled and, for several years, were not included in the city's annual budget for the needed appropriations;

WHEREAS, on February 06, 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 Business Permits and Licensing Department (BPLD);

WHEREAS, in the said incorporation of LLRB to BPLD, there was no specific provision as to its composition, staffing pattern, and organizational structure. Hence, the need for an enabling ordinance to avoid confusion and to ensure that it continues to efficiently and effectively perform its functions and give administrative support to the delivery of its mandate;

WHEREAS, in order to strengthen BPLD so that revenue generation can be maximized, there is a need to reorganize the existing structure of the Business Permit and Licensing Department, define and rationalize its duties, functions and responsibilities, modify its existing structure and staffing pattern.

NOW, THEREFORE,

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

SECTION 1. REORGANIZATION OF BPLD. - The Business Permit and Licensing Department is hereby reorganized as follows:

- 1.1 The Administrative Unit is hereby upgraded to a division to be known as the Administrative Division which shall have two (2) sections namely, Personnel and General Services Section and Fiscal Management and Budget Section.

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- 1.2 *The Records and Statistics Division shall be renamed as Management Information System, Records and Archiving Division and shall have two (2) sections namely, Management Information System Section and Records and Archiving Section.*
- 1.3 *The Business Permit Division shall have two (2) sections namely, Business Permit Section and Occupational Permit Section thereby abolishing the existing Occupational Permits Division.*
- 1.4 *The Liquor Licensing Division is hereby created pursuant to the provisions of City Ordinance No. SP-2571, S-2016, providing, among others, in Section 3, Item 3.6 thereof, to incorporate the functional structure of the LLRB and its contractual staff to the Business Permits and Licensing Department (BPLD). It shall have two (2) sections namely: Licensing Section and Regulatory Section. ****
- 1.5 *The Inspection and Verification Division shall have two sections; namely, Inspection Section and Verification Section.*
- 1.6 *The existing Legal Unit and Task Force Enforcement shall be combined thereby creating the Enforcement and Adjudication Division which shall have two (2) sections namely, Enforcement Section and Adjudication Section.*
- 1.7 *There shall be six (6) Divisions, twelve (12) sections, and eleven (11) new executive posts. Unless amended, changed, or modified under Section 1 hereof and the annexes hereto, the divisions and sections of BPLD and their functions under existing law, ordinances and issuances shall subsist as constituted and provided therein. The BPLD Head shall be assisted by an Assistant Department Head for Operations and Assistant Department Head for Administration.*
- 1.8 *The Assistant Department Head for Administration shall supervise the Administrative Division and the Management Information System, Records and Archiving Division.*

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

1.10 *Creation of the Executive Assistant IV, two (2) Administrative Assistant (Clerk IV), Administrative Aide III and Administrative Aide IV post who shall be directly reporting to the Department Head, while the two (2) Administrative Assistant II positions shall be reporting directly to the City Government Assistant Department Head III for Operations and Administration, respectively.*

SECTION 2. STAFFING PATTERN AND ORGANIZATION STRUCTURE. - *The total plantilla of the BPLD shall be one hundred ninety-six (196), consisting of one hundred twenty (120) existing/retained positions, sixty-two (62) newly-created positions and fourteen (14) reclassified positions from collapsed/dissolved positions.*

2.1 *The changes in the original approved plantilla positions and the distributions of the one hundred nineteen (119) retained plantilla positions, sixty-two (62) newly created and fourteen (14) reclassified positions among the executive and six (6) divisions shall be in accordance to the following:*

Current Area of Assignment	Approved Plantilla Items					As per Reorganization		
	Original	Transferred to another division	Received from other division	Retained	Collapsed	Reclassified	Additional New Item	Total
Executive Staff including Administrative Staff and Legal Unit	18	13	0	4	1	0	7	11
Administrative Division	0	0	8	0	0	3	4	15
MIS, Records and Archiving Division (Records and Statistics Division)	12	7	18	6	0	5	6	25
Business Permits Division (Permits Division)	29	3	18	20	6	0	1	39
Liquor Licensing Division	0	0	4	0	0	0	14	18

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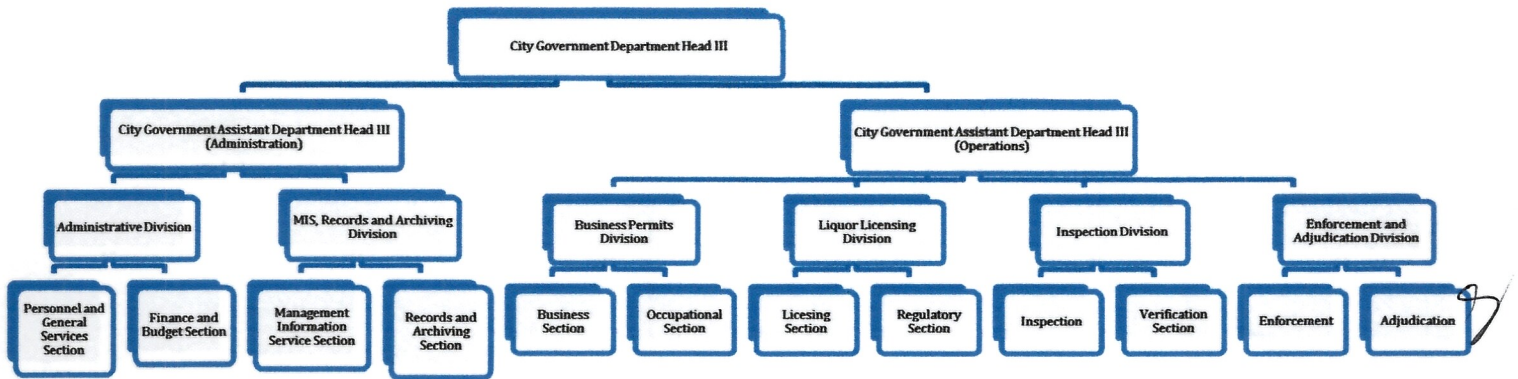
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Inspection and Verification Division (Inspection Division)	45	3	4	42	0	0	18	64
Enforcement and Adjudication Division (Legal Unit and Task Force Enforcement)	0	0	5	0	0	0	19	25
** Occupational Permits Divisions	23	23	0	0	1	0	0	0
Total no. of plantilla positions								196

**** Occupational Permits Division is changed into a Section under the Permits Division**

2.2 The restructured BPLD organizational structure shall be as follows:



2.3 Summary of the newly created plantilla positions:

No. of Positions	Position Title	SG
1	City Government Assistant Department Head III	25
2	Licensing Officer V	24
2	Licensing Officer IV	22
1	Executive Assistant III	20
7	Licensing Officer II	15
1	Management System Analyst III	19
1	Information System Analyst II	16
1	Information System Researcher I	10
1	Administrative Service Officer III	18
1	Administrative Officer III	18

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5	Administrative Officer II	15
10	Administrative Officer I	11
5	License Inspector II	8
13	Administrative Assistant II (Clerk IV)	8
6	Administrative Aide IV (Clerk II)	4
3	Administrative Aide IV (Bookbinder II)	4
7	Administrative Aide IV (Reproduction Machine Operator)	4
9	Administrative Aide IV (Driver)	4
1	Administrative Aide III (Utility Worker II-A)	3
77	Total no. of newly-created positions (including from reclassified/dissolved positions)	

SECTION 3. QUALIFICATION STANDARDS. - *The qualification standards for sixty-nine (69) newly created positions shall be in accordance with the Civil Service guidelines and relative implementing rules and regulations.*

SECTION 4. FUNCTIONAL STATEMENT. - *The creation of new divisions, upgrading and renaming of other divisions, with reference to Section 1 of this Ordinance shall perform the following functions:*

4.1 **ADMINISTRATIVE DIVISION** - *Shall provide support services in terms of human and financial resources management, assets and properties; efficient procurement, storage and distribution of supplies. It shall strictly adhere to sound accounting and auditing practices and be guided by circulars and other issuances of the City, Department of Budget and Management, Commission on Audit and the Civil Service Commission. The Division shall be composed of two (2) Sections namely, Personnel and General Services Section and Fiscal Management Section; and shall have the following functions, among others:*

4.1.1 **PERSONNEL AND GENERAL SERVICES SECTION**

- a. *Formulate plan of action relative to organizational development and human resource management;*
- b. *Undertake actions in relation to personnel welfare and benefits;*
- c. *Exercise administrative functions in accordance with existing Civil Service laws, rules and regulations in relation to human resource management;*

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- d. Organize trainings and seminars as part of the capability building programs of the Department;
- e. Maintain adequate stock and supplies inventory for the department, including preparation and processing of financial documents;
- f. Maintain current records, issuances and pertinent administrative documents of the department; and
- g. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.1.2 FISCAL MANAGEMENT AND BUDGET SECTION

- a. Prepare periodic reportorial requirements;
- b. Periodic preparation of departmental budget, accomplishment reports and other developmental programs; and
- c. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.2 MANAGEMENT INFORMATION SYSTEM, RECORDS AND ARCHIVING DIVISION - Shall be the custodian of all records of business permits in the City. Shall have two (2) sections, namely: Management Information System (MIS) Section and Records and Archiving Section, and shall have the following functions, among others:

4.2.1 MANAGEMENT INFORMATION SYSTEM SECTION

- a. Maintains a centralized records management system;
- b. Maintenance and development of Information Technology capabilities within the department;

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- c. Responsible in the development and enhancement of existing programs including the automation of permits application and records digitization;
- d. Provides technical support for department-wide and staff office applications;
- e. Responsible in the digitization of all business permit records and files; and
- f. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.2.2 RECORDS ARCHIVING SECTION

- a. Takes charge in receiving, recording and maintains systematic filing of business permits (new, renewal and amendment) and other documents;
- b. Issues Certified True Copies of business permits and Certifications upon request; and
- c. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.3 BUSINESS 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: Permits Licensing Section and Occupational Permit Section. It shall have the following functions, among others:

4.3.1 BUSINESS PERMITS SECTION

- a. Evaluates application for new and renewal of business permit;

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- b. *Validates clearances to new business permit applications to verify whether the firm applying for a permit has any pending case or has been issued a Violation Report (VR); and*
- c. *Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.*

4.3.2 OCCUPATIONAL PERMIT SECTION

- a. *Evaluates, encodes and releases application for Occupational Permit;*
- b. *Establishes guidelines, subject to the approval of the Department Head, which are necessary for the implementation of Article 22 of the QC Revenue Code, as amended, or the Mayor's Permit Fee on Occupation or Calling; and*
- c. *Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.*

4.4 LIQUOR LICENSING DIVISION - *Shall be in charge on matters pertaining to the application, evaluation, encoding and the issuance of Liquor License. It shall be divided into two (2) sections, namely: Licensing Section and Regulatory Section and shall have the following functions:*

4.4.1 LICENSING SECTION

- a. *Evaluates, encodes and processes application for Liquor License;*
- b. *Prepares and submits periodic report;*

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- c. Establishes guidelines, subject to the approval of the Department Head, which are necessary for the implementation of Ordinance No. NC-85, S-89, as amended, also known as the Quezon City Liquor Ordinance and Article 23 of the Quezon City Revenue Code of 1993, as amended; and
- d. Performs other functions as may be assigned by the Division Head, the Assistant Department Head and/or the Department Head.

4.4.2 REGULATORY SECTION

- a. Conducts verification, monitoring and regulation of liquor establishments;
- b. Submits report to the Department Head as to the violation/s of liquor business establishments;
- c. Prepares and submits periodic report; and
- d. Performs other functions as may be assigned by the Division Head, the Assistant Department Head and/or the Department Head.

4.5 INSPECTION AND VERIFICATION DIVISION - It shall be divided into two (2) sections, namely, Inspection Section and Verification Section, and shall perform the following functions:

4.5.1 INSPECTION SECTION

- a. Conducts inspection/verification of all businesses and activities operating within the territorial jurisdiction of Quezon City;
- b. Verifies post permit compliance of all issued business permits;
- c. Investigates on all complaints received by the Department which pertains to business operation;
- d. Prepares Mission Order to effect proper conduct of inspection;

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- e. Issues Notice of Violations to erring business establishments; and
- f. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.5.2 VERIFICATION SECTION

- a. Prepares Inspection Report;
- b. Provides administrative support to the Inspection Section;
- c. Prepares and submit periodic report of the Division to the Assistant Department Head for Operations; and
- d. Performs other functions as may be assigned by the Division Head, the Assistant Department Head, and/or the Department Head.

4.6 ENFORCEMENT AND ADJUDICATION DIVISION - The division shall be divided into two (2) sections, namely: Enforcement and Adjudication Sections.

4.6.1 ENFORCEMENT SECTION

- a. Responsible in serving directives, summons, orders and other relative issuances;
- b. Implements Cease and Desist Order and Closure Order to business establishments;
- c. Prepares and submits periodic report to the Division Head; and
- d. Performs other functions as may be assigned by the Division Head, the Assistant Department Head and/or the Department Head.

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4.6.2 ADJUDICATION SECTION

- a. Tasked to adjudicate violations of business establishments in the conduct of their business operation and other legal matters that involve compliance with the Quezon City Revenue Code and other applicable laws, ordinances, issuances and rules and regulations;
- b. Prepares drafts of demand letters, cease and desist orders, revocation and cancellation notices, closure orders, and other correspondences and reports;
- c. Evaluates and monitors compliances submitted by business establishments pertaining to summons and orders issued;
- d. Responsible in filing dockets and other legal references pertinent to the conduct of business, procedure and process of securing permits as well as documents of legal nature;
- e. Provides technical assistance to the Division Head and the Head of the Department on BPLD concerns;
- f. Refers cases to the City Legal Department, if necessary, for evaluation and further action; and
- g. Performs other functions as may be assigned by the Division Head, the Assistant Department Head for Operations, and/or the Department Head.

SECTION 5. APPROPRIATIONS. - The funds to cover the salaries and other benefits of the newly created and reclassified positions amounting to Thirty-Nine Million One Hundred Fifty-Nine Thousand Seven Hundred Thirty-One Pesos and Nineteen Centavos (Php39,159,731.19) or so much thereof, as may be necessary, shall be taken from any savings of the Office of the City Mayor or any available fund of the city for the current year and shall thereafter be appropriated in the annual budget of the BPLD for the succeeding years.

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SECTION 6. 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 7. REPEALING CLAUSE. - All ordinances, resolutions, local executive orders, rules and regulations or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.


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

ENACTED: February 8, 2021.



GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:



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


APPROVED: APR 23 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 February 8, 2021 and was PASSED on Third/Final Reading on February 15, 2021.



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

