



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
22<sup>nd</sup> City Council

PO22CC-075

55<sup>th</sup> Regular Session

ORDINANCE NO. SP- 3260, S-2024

AN ORDINANCE CREATING PLANTILLA POSITIONS IN THE QUEZON CITY GENERAL HOSPITAL DRUG TESTING LABORATORY PURSUANT TO ORDINANCE NO. SP-2537, S-2016, ENTITLED "AN ORDINANCE MANDATING THE ESTABLISHMENT OF DRUG TESTING LABORATORIES IN THE QUEZON CITY GENERAL HOSPITAL, NOVALICHES DISTRICT HOSPITAL, QUEZON CITY HEALTH DEPARTMENT, AND THE QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN), AND APPROPRIATING THE NECESSARY FUNDS FOR ITS OPERATION FOR THE YEAR 2017 WHICH SHALL BE INCLUDED IN THE ANNUAL BUDGET" AND FOR OTHER PURPOSES

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Introduced by Councilors BERNARD R. HERRERA and DOROTHY A. DELARMENTE, M.D.

Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Godofredo T. Liban II, Kate Galang-Coseteng, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Imee A. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

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WHEREAS, Quezon City Ordinance No. SP-2537, S-2016 entitled "An Ordinance Mandating the Establishment of Drug Testing Laboratories in the Quezon City General Hospital, Novaliches District Hospital, Quezon City Health Department, and the Quezon City Drug Treatment and Rehabilitation Center (TAHANAN), and Appropriating the Necessary Funds for its Operation for the Year 2017 which shall be included in the Annual Budget" approved on December 5, 2016, establishes the Drug Testing Laboratories in the Quezon City General Hospital and other Quezon City hospitals which shall be responsible for all requirements for drug testing that will be required by the Quezon City Government;

WHEREAS, pursuant to the said Ordinance, the Quezon City General Hospital allocated in its budget, Php4,638,971.30 for the establishment of the drug testing laboratory which is now located at the Out-Patient Department with these available equipment: 1 biomedical refrigerator, 1 freezer and 3 laptops;

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WHEREAS, the Quezon City General Hospital is currently in the process of completing the requirements for the approval of the Department of Health of the License to Operate for its Drug Testing Laboratory;

WHEREAS, there is a need to create plantilla positions in order to establish the necessary human resources needed in order to operate the said drug testing laboratory in QCGH;

NOW, THEREFORE,

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

SECTION 1. It is hereby established the Quezon City General Hospital – Drug Testing Laboratory under the supervision of the Pathology Department of the Quezon City General Hospital which shall have the following functions:

1. Establish a program addressing the mandate of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002;
2. Implement guidelines issued by the Hospital Director and the Quezon City Government on programs and strategies to combat the narco problems;
3. Safeguard the integrity of the specimen that is collected from a person for testing; and
4. Comply with the guidelines of Department of Health and Dangerous Drugs Board.

SECTION 2. The Quezon City General Hospital Drug Testing Laboratory shall be composed of health personnel trained to perform drug analysis and management for the efficient operation of the laboratory, as follows:

Position Title	No. of Positions	Salary Grade	Education	Experience	Training	Eligibility
Medical Technologist II	2	15	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	2 years of relevant experience	8 hours of relevant training	R.A. 1080

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Laboratory Technician II (B)	2	8	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Laboratory Technician (MC 10, s. 2013 - Cat. II)
Administrative Aide IV (Clerk II)	1	4	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility

SECTION 3. The aforementioned health personnel shall perform duties as follows:

1. Medical Technologist II (with drug analysis proficiency)

- Verify the completeness of Custody and Control Form.
- Prepare specimen for analysis.
- Examine, process and analyze specimen for drug testing.
- Interpret, record, release and sign out laboratory results.
- Assist in the evaluation of reagents, supplies and equipment.
- Refer to the head of the laboratory when needed.
- Perform National External Quality Assessment Scheme (NEQAS).

2. Laboratory Technician II (B)

- Ensure the security of the specimen at the collection site.
- Restrict unauthorized personnel to enter the collection site.
- Verify identity of the client.
- Provide security to specimen supplies, records and documents at the collection site.
- Assist in maintaining the laboratory supplies and equipment.
- Inform the client of the specimen collection procedure preferable to the process.
- Perform only one specimen collection at a time.
- Accept and seal the specimen container in the presence of the client.
- Accomplish accurately all the steps of Control and Custody Form.

3. Administrative Aide IV (Clerk II)

- Collect data of clients.
- Encode data and biometrics in IDTOMIS for verification.
- Ensure the accuracy and correctness of the data to be encoded.
- Advice client of the date and time of releasing of results.

SECTION 4. For 2022, the Quezon City General Hospital is hereby authorized to utilize any available unappropriated funds for the hiring of the health personnel necessary to operate the Drug Testing Laboratory. For the succeeding years, the Quezon City General Hospital shall include the funds needed for its operation in its annual budget proposal.

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SECTION 5. All ordinances, local issuances, or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.


SECTION 6. If for any reason, any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full legal force and effect.

SECTION 7. This Ordinance shall take effect immediately upon its approval.

ENACTED: February 12, 2024.

  
GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

ATTESTED:


  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

APPROVED: MAR 14 2024

  
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 12, 2024 and was PASSED on Third/Final Reading under Suspended Rules on the same date.*

  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)



