



**OFFICE OF THE CITY ADMINISTRATOR**

**CITIZEN'S CHARTER**  
2020 (1<sup>st</sup> Edition)



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## **I. Mandate:**

Article X, Section 480 of Republic Act 7160 (The Local Government Code of 1991), as amended, provides that *the administrator shall take charge of the office of the administrator and shall:*

- 1) *Develop plans and strategies and upon approval thereof by the governor or mayor, as the case maybe, implement the same particularly those which have to do with the management and administration-related programs and projects which the governor or mayor is empowered to implement and which the sangguniang is empowered to provide for under this Code;*
- 2) *In addition to the foregoing duties and functions, the administrator shall:*
  - a. *Assist in the coordination of the work of all the officials of the local government unit, under the supervision, direction and control of the governor or mayor, and for this purpose, he may convene the chiefs of offices and other officials of the local government unit;*
  - b. *Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;*
  - c. *Conduct a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms.*
- 3) *Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters and calamities.*
- 4) *Recommend to the sangguniang and advise the governor and mayor, as the case may be, on all other matters relative to the management and administration of the local government unit; and*
- 5) *Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.*

City Ordinance No. SP-154, S-1990 further provided that the City Administrator shall have following duties, functions and/or responsibilities:

- a) *To assist the City Mayor in the performance of his duties and in providing for the effective formulation of policies, system and procedures in the delivery of public services in the areas of public works, public health care and social services, public welfare and safety, public enterprises development and management, urban settlement coordinator, environmental sanitation and protection, parks development, and other essential public services geared towards the upliftment of the common good, well-being, prosperity and quality of life of the inhabitants of Quezon City in line with national goals on economic, social and political advancement.*
- b) *To assist the City Mayor in the supervision, overseeing, evaluation, monitoring and/or coordination of the delivery of public services by and in the performance of the duties, functions and responsibilities of the various City departments, offices, units, executive committees, and/or special projects/activities with the exception of those provided for under Section 6 Sub-paragraph 3 of this ordinance.*



- c) *To coordinate and/or provide effective liaison services or conducts with related or counter-part national government departments or agencies as well as with other local government units in the Metropolitan Manila Area in respect to similar areas of public concern and services.*
- d) *To serve as the City Mayor's principal advisory, monitoring and coordinating arm on matters relative to the general, operational and fiscal administration of the affairs of the Quezon City Government.*
- e) *To call to and hold periodic meetings with heads of the departments, offices and/or units under his functional supervision or coordination.*
- f) *To render periodic reports to the City Mayor.*
- g) *To perform such other duties, functions and/or assignments given by the City Mayor from time to time.*

In further pursuance of the mandate of the Office, the City Administrator is further designated either as Chairperson, Co-Chairperson, Vice Chairperson, Co-Vice Chairperson or Action Officer of critical committees/councils/boards/task forces such as the City Finance Committee, City Disaster Risk Reduction and Management Council, Peace and Order Council, Environment Policy Management Council, Local Governance Transition Team, Scholarship Screening Committee, Public Finance Management Assessment Team (PFMAT), QC Seal of Good Local Governance (QC-SGLG), Local Government Performance Management System (LGPMS), Public-Private Partnership Project Selection Committee, PPP Regulatory Authority, Ease of Doing Business Task Force, and other special bodies created as may be delegated by the City Mayor, by law or ordinance.

## **II. Vision:**

The Office of the City Administrator shall be the lead among the City Departments/Offices and other stakeholders in the effective execution of all approved plans, programs and policies with the primary aim of providing the highest standards of service to the people of Quezon City.

## **III. Mission:**

To ensure that standards in governance administration and operation and fiscal management are efficiently implemented in addressing the needs of Quezon City constituents.

## **IV. Service Pledge:**

The Office of the City Administrator guarantees to provide:



- 1) **Excellence in Service** – putting heart and soul in one’s work; providing one’s best in terms of knowledge, attitude and skills in whatever one is assigned to do.
- 2) **Customer Satisfaction** – striving to always satisfy the client’s requirements; to be always attuned to their needs in terms of the service they require; always remembering that the client or the customer is the reason behind the tenet, public office is a public trust.
- 3) **Commitment** – steadfast and consistent adherence to quality standards in the performance of one’s duties and responsibilities.
- 4) **Efficiency and Economy** – being mindful of the scarcity and finiteness of resources such that there is consistent effort at reducing wastes and consuming less without sacrificing quality of performance and value of service.
- 5) **Reliability** - the Office and its personnel can be relied upon to give quality work every time, all the time; and can be trusted to get the work done based on specified requirements and standards.



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## External Services

### 1. Processing of Incoming Correspondence Covering Various Requests, Complaints and Proposals

Act on various requests, complaints and proposals received by the Office.

<b>Office or Division:</b>	Administrative Division			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2C (Government to Citizen) G2B (Government to Business) G2G (Government to Government)			
<b>Who may avail:</b>	City Departments/Offices/Operating Units City Councilors Private entities National government agencies Local government units			
<b>-CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Original copy – Letter, Memo, Endorsement/Indorsement, Transmittal, Routing Slip</li> <li>• One (1) set of supporting documents, if warranted</li> </ul>		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit document/s to Receiving Area.	1.1. Receives, classifies and encodes various submitted document/s/communications (such as Transmittals, Memoranda, registered mails, emails, etc.) in the Document Tracking System for Reference/Control Number. Gives to Acting Head/Chief Administrative Officer, Administrative Division, for final review of document classification.	None	5 minutes	<i>Assigned Staff</i> Administrative Division



	1.2. Reviews document classification. Routes document/s to concerned Assistant City Administrator, OCA Division or assigned staff.	None	10 minutes	<i>Chief Administrative Officer/Acting Head Administrative Division</i>
	1.3. Conducts Complete Staff Work thru review, evaluation and analysis; inspection; data gathering; recommendation of proper action; preparation of necessary documents to grant request or implement given instructions. Gives evaluation report and/or draft action documents to the Assistant City Administrator/s or to the City Administrator for final consideration/ approval/ signature.	None	5 days	<i>Assistant City Administrator for Fiscal Affairs and/or Assistant City Administrator for General Affairs and/or Assistant City Administrator for Operations and/or Heads of OCA Division – Administrative Division; Fiscal Management Division; Management and Organization Division; Operations, Coordination and Monitoring Division; Technical Division And/or Assigned Staff</i>
	1.4. Approves/signs final revised action documents.	None	2 days*	<i>City Administrator</i>
	1.5. Releases signed document/s to concerned city department/office/unit, concerned entity/ies, concerned	None	5 minutes	<i>Assigned Staff/Records Officer Administrative Division</i>



	NGAs/LGUs.			
Total			7 days* 20 minutes	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled or due to immediate notice by the City Mayor.



## 2. Processing of Selected Financial Documents

Evaluate and process the payment of identified financial documents received by the Office.

<b>Office or Division:</b>	Fiscal Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C (Government to Citizen) G2B (Government to Business) G2G (Government to Government)			
<b>Who may avail:</b>	City Government Officials and/or Employees Teaching and non-teaching Employees Utility Concessionaires Contractors/Service Providers National government agencies Private Universities and Colleges State Universities and Colleges Local government units Private entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Incoming financial documents: <ul style="list-style-type: none"> <li>• Payrolls</li> <li>• Checks</li> <li>• Disbursement Vouchers (DV)</li> <li>• Obligation Requests (OBR)</li> </ul>		HRMD CTO  City Budget Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Financial Documents to Receiving Area.	1.1. Receives and records submitted financial documents for Reference/Control Number. Transmit to Fiscal Management Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Receives, records and checks completeness of submitted financial documents.	None	5 minutes	<i>Assigned Staff</i> Fiscal Management Division
	1.3. Final review/initials financial documents prior to signing of the Assistant City Administrator for Fiscal	None	5 minutes	<i>Chief Administrative Officer/Acting Head</i> Fiscal Management Division



	Affairs and/or the City Administrator.			
	1.4. Initials financial documents.	None	30 minutes*	<i>Assistant City Administrator for Fiscal Affairs</i>
	1.5. Signs financial documents (payrolls and disbursement vouchers on salaries and allowances).	None	30 minutes*	<i>Assistant City Administrator for Fiscal Affairs</i>
	1.6. Signs financial documents (disbursement vouchers and checks).	None	30 minutes*	<i>City Administrator</i>
	1.7. Releases signed documents to Administrative Division.	None	5 minutes	<i>Assigned Staff Fiscal Management Division</i>
2. Follow-up.	2.1. Informs requesting party on status of financial document.	None	1 minute	<i>Assigned Staff Fiscal Management Division or Administrative Division</i>
Total			1 hour 51 minutes*	

Note: \* Subject to time availability of the signatories due to prior scheduled meeting/s or immediate notice by the City Mayor.  
Qualified for multi-stage processing.



### 3. Implementation of Projects under the Basic Education Enhancement Program (BEEP)

Release of approved funds in the implementation of various activities under the program.

<b>Office or Division:</b>	Fiscal Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G (Government to Government) G2B (Government to Business)			
<b>Who may avail:</b>	City Councilors Suppliers/Contractors Concerned City Departments/Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Purchase Request (PR)</li> <li>• Purchase Order (PO)/Supply Delivery Agreement (SDA)</li> <li>• Work and Financial Plan (WFP)</li> <li>• Obligation Request (OBR)</li> <li>• Project Procurement Management Plan (PPMP)</li> <li>• Distribution List</li> <li>• Amendatory PPMP (if needed)</li> <li>• Augmentation</li> <li>• Justification</li> <li>• Requisition Issue Slip (RIS)</li> <li>• Deed of Donation</li> <li>• Acknowledgment Receipt for Equipment (ARE)/Sub-ARE</li> <li>• Delivery Receipt</li> <li>• Sales Invoice</li> <li>• Official Receipt (OR)</li> <li>• Acceptance</li> <li>• Inspection Report</li> <li>• Certificate of Due Diligence (if needed)</li> <li>• Cost Derivation (if needed)</li> </ul>		End-user Procurement Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of documents at Receiving Area.	1.1. Receives and records document/s in the Documents Tracking System for Reference/ Control Number. Transmits to the Fiscal Management Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Conducts		5 days	<i>Assigned Staff</i>



	<p>Complete Staff Work</p> <ul style="list-style-type: none"> <li>- Coordination with concerned City Councilor, city department/office</li> <li>- Inspection</li> <li>- Attend Product Demo and Procurement Activities</li> <li>- Check project status, PPMP inclusion</li> </ul> <p>Others (Distribution List) Request for inspection, if needed</p>			Fiscal Management Division
	1.3. Prepares appropriate financial documents	None	30 minutes	Assigned staff Fiscal Management Division
	1.4. Reviews, initials appropriate financial documents	None	10 minutes	Chief Administrative Officer/Acting Head Fiscal Management Division
	1.5. Approves/signs appropriate financial documents	None	30 minutes*	City Administrator
	1.6. Releases signed documents	None	5 minutes	Assigned Staff/Records Officer Administrative Division
2. Follow-up.	2.1. Informs requesting party status of documents.		1 minute	Assigned Staff Administrative Division and/or Fiscal Management Division
Total			5 days 1 hour 21 minutes*	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.  
Qualified for multi-stage processing.



#### 4. Usage of Electronic Fleet Cards on Fuel, Lubricants and Other Services Consumption

Monitors and processes payment on usage of electronic fleet cards for fuel, lubes and other services consumed by city government-issued vehicles and/or equipment

<b>Office or Division:</b>		Management and Organization Division		
<b>Classification:</b>		Simple, Complex		
<b>Type of Transaction:</b>		G2B (Government to Business)		
<b>Who may avail:</b>		Service Provider		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing or Statement of Account		Service Provider		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Billing or Statement of Account.	1.1. Receives the documents and routes to the Management and Organization Division.	None	1 minute	<i>Assigned Staff</i> Administrative Division
	1.2. Checks completeness of documents. Prepares and submits necessary financial and supporting documents for processing of payment.	None	1 day	<i>Assigned Staff</i> Management and Organization Division
	1.3. Final review/initials/signs necessary financial and supporting document/s prior to submission to/signature of the City Administrator.	None	10 minutes	<i>Chief Administrative Officer</i> Management and Organization Division
	1.4. Approves/signs documents.	None	30 minutes*	<i>City Administrator</i>
	1.5. Encodes data on consumption. Monitors process flow of documents for payment by authorized signatories until posting of bank	None	15 days	<i>Assigned Staff</i> Management and Organization Division



	check payment.		
	Total		16 days 41 minutes*

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.  
Qualified for multi-stage processing.



## 5. Monitoring of Usage and Payments of Utilities (Telephone Lines, Water and Electricity Connections)

Monitors and processes payment on its consumption of applications for installation of telephone lines, water and electricity connections.

<b>Office or Division:</b>		Operations, Coordination and Monitoring Division		
<b>Classification:</b>		Simple, Complex		
<b>Type of Transaction:</b>		G2B (Government to Business)		
<b>Who may avail:</b>		Utility Concessionaires		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing/Statement of Account		Utility Concessionaires (Meralco, PLDT, Maynilad, Manila Water)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Billing or Statement of Account.	1.1. Receives the documents and routes to the Operations, Coordination and Monitoring Division.	None	1 minute	<i>Assigned Staff</i> Administrative Division
	1.2. Checks completeness of documents. Prepares and submits necessary financial and supporting documents for processing of payment.	None	1 day	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division
	1.3. Final review/initials/signs necessary financial and supporting document/s prior to submission to the City Administrator.	None	10 minutes	<i>Special Operations Officer V/Acting Head</i> Operations, Coordination and Monitoring Division
	1.4. Approves/ signs documents.	None	30 minutes*	<i>City Administrator</i>
	1.5. Encodes data on consumption. Monitors process flow of documents for payment by authorized signatories until signing of bank check.	None	15 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division



Total	16 days* 41 minutes
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Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.  
Qualified for multi-stage processing.



## 6. Programs/Projects/Activity Coordination and Monitoring

Assists in the overall coordination among concerned stakeholders in the implementation of a program, project or activity.

<b>Office or Division:</b>	Operations, Coordination and Monitoring Division			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2C (Government to Citizen) G2G (Government to Government) G2B (Government to Business)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• City Councilors</li> <li>• City Departments/Offices/Units</li> <li>• Private entities</li> <li>• National Government Agencies</li> <li>• Local Government Units</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter</li> <li>• Project/Program Description</li> </ul>		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter-request with supporting documents as warranted.	1.1. Receives and encodes document/s in the Documents Tracking System for Reference/Control Number. Routes to the Operations, Coordination and Monitoring Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Coordinates with requesting party on their logistics. Prepares and submits report and drafts of proper action documents on resources/logistics needed, if warranted.		5 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division
	1.3. Reviews evaluation report and appropriate action	None	1 day	<i>Special Operations Officer V/Acting Head</i> Operations,



	document/s. Recommends final action to the City Administrator.			Coordination and Monitoring Division
	1.4. Approves/signs final revised action document/s	None	1 day *	<i>City Administrator</i>
	1.5. Releases action document/s, if warranted.	None	5 minutes	<i>Assigned Staff Administrative Division</i>
Total			7 days 10 minutes*	

Note: \* Subject to time availability of the signatory due to prior meetings scheduled and/or due to immediate notice by the City Mayor.



## 7. Technical Assistance in the Evaluation of Applications for Locational Clearances

Assists in the final review of requests for reconsideration on applications for Locational Clearance.

<b>Office or Division:</b>	Technical Division, Assistant City Administrator for Operations			
<b>Classification:</b>	Complex, Highly Technical			
<b>Type of Transaction:</b>	G2C (Government to Citizen) G2G (Government to Government) G2B (Government to Business)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Private entities</li> <li>• Local Government Units</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/Transmittal with Evaluation Report		City Planning and Development Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Indorsement / Transmittal with supporting documents as warranted.	1.1. Receives and records document/s.	None	5 minutes	<i>Assigned Staff Technical Division</i>
	1.2. Conducts Complete Staff Work. Prepares and submits report and/or drafts of proper action documents.	None	15 days	<i>Assigned Staff Technical Division</i>
	1.3. Final review on evaluation report and appropriate action document/s. Signs.	None	1 day *	<i>Assistant City Administrator for Operations</i>
	1.4. Releases document/s back to City Planning and Development Department.	None	5 minutes	<i>Assigned Staff Technical Division</i>
Total			16 days 10 minutes*	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.  
Qualified for multi-stage processing.



## Internal Services

### 1. Evaluation of Requests for Monetization of Leave Credits

Assess applications for fifty percent (50%) monetization of leave credits.

<b>Office or Division:</b>	Fiscal Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G (Government to Government)			
<b>Who may avail:</b>	City Government Officials and/or Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter-request of official/employee</li> <li>Endorsement/Indorsement of concerned department/office head</li> <li>Approved Application for Leave with corresponding computation</li> <li>Other supporting documents as warranted.</li> </ul>		<ul style="list-style-type: none"> <li>Human Resources Management Department</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit document/s to the Receiving Area.	1.1. Receives and encodes document/s in the Document Tracking System. Routes document/s to the Fiscal Management Division.	None	5 minutes	Assigned Staff Administrative Division
	1.2. Conducts Complete Staff Work. Evaluates request and checks supporting docs. Interviews requesting party, <i>if necessary</i> .	None	30 minutes	Assigned Staff Fiscal Management Division
	1.3. Prepares transmittal documents for approval of the City Administrator.	None	30 minutes	Assigned Staff Fiscal Management Division
	1.4. Reviews, initial transmittal	None	10 minutes	Chief Administrative



	document/s.			<i>Officer/Acting Head Fiscal Management Division</i>
	1.5. Approves/signs document/s.	None	1 day *	<i>City Administrator</i>
	1.6. Releases signed documents.	None	5 minutes	<i>Releasing Officer/ Assigned Staff Administrative Division</i>
2. Follow-up.	2.1. Informs the requesting party on status of documents	None	1 minute	<i>Assigned Staff Administrative Division and/or Fiscal Management Division</i>
Total			1 day 1 hour 21 minutes*	

Note: \* Subject to time availability of the signatory due to prior scheduled meeting/s and/or immediate notice by the City Mayor.



## 2. Technical Assistance in the Rationalization of Quezon City Government Departments/Offices

Provides technical review/evaluation of rationalization/reorganization of city departments/offices

<b>Office or Division:</b>		Management and Organization Division Assistant City Administrator for General Affairs		
<b>Classification:</b>		Complex, Highly Technical		
<b>Type of Transaction:</b>		G2G (Government to Government)		
<b>Who may avail:</b>		Concerned City Departments/Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Proposal of city department/office</li> <li>• Office mandate and other legal bases</li> <li>• Plantilla positions</li> </ul>		End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Concerned City Department/ Office submits proposal for rationalization/reorganization.	1.1. Receives and encodes documents in the Document Tracking System for Reference/Control Number. Routes to the Assistant City Administrator for General Affairs and/or Management and Organization Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Conducts Complete Staff Work to determine feasibility of the Department or Office to be rationalized/reorganized. Coordinates with HRMD and/or CSC for other necessary data. Submits report and drafts of necessary action		15 days	<i>Assigned Staff</i> Management and Organization Division  <i>Assigned Staff</i> by the Assistant City Administrator for General Affairs



	documents to the City Administrator.			
	1.3. Approves/signs final revised action document/s.		2 days*	<i>City Administrator</i>
	1.4. Releases signed document/s.		5 minutes	<i>Records Officer/ Releasing Staff Administrative Division</i>
Total			17 days* 10 minutes	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.



### 3. Usage of Electronic Fleet Cards on Fuel, Lubricants and Other Services Consumption

Evaluates requests for issuance of fleet cards for city government-issued vehicles and/or equipment, and monitors consumption

<b>Office or Division:</b>	Management and Organization Division			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2G (Government to Government)			
<b>Who may avail:</b>	City departments/offices and concerned national government agencies with city government-issued service vehicle/equipment			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For issuance of new fleet card: 1.1. Letter request of concerned city department/office/NGA; 1.2. Photocopy of Acknowledgement Receipt for Equipment (ARE) or sub-ARE 1.3. Photocopy of OR/CR 1.4. Photocopy of service vehicle/equipment		End-user  Issued by the City General Services Dept.  Issued by the Land Transportation Office End-user		
2. For fleet card replacement due to: 2.1. Loss 2.1.1. Letter-request of concerned city department/office; 2.1.2. Affidavit of Loss executed by concerned employee 2.2. Damage/Expiration 2.2.1. Letter-request of concerned city department/office; 2.2.2. Original fleet card		End-user		
3. Increase on fuel limit and closure of fleet card: letter request, original fleet card		End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter-request with supporting documents as warranted.	1.1. Receives and encodes document/s in the Documents Tracking System for Reference/Control Number. Routes to the Management and	None	5 minutes	Assigned Staff Administrative Division



	Organization Division.			
	1.2. Conducts Complete Staff Work on request. Submits evaluation report and appropriate action document/s.	None	2 days	<i>Assigned Staff Management and Organization Division</i>
	1.3. Reviews evaluation report and appropriate action document/s. Recommends final action to the City Administrator.	None	1 day	<i>Chief Administrative Officer Management and Organization Division</i>
	1.4. Approves/signs action document/s.	None	1 day *	<i>City Administrator</i>
	1.5. Release of signed action document/s if warranted.	None	1 minute	<i>Assigned Staff Management and Organization Division Or Assigned Staff/Releasing Officer Administrative Division</i>
	1.6. Coordinates with service provider on issuance and delivery of new fleet card.	None	10 days	<i>Assigned Staff Management and Organization Division</i>
2. Release of fleet card.	2.1. Secures Order of Payment prior to release of fleet card.	None	1 minute	<i>Assigned Staff or Chief Administrative Officer Management and Organization Division</i>
	2.2. Pays at the City Treasurer's Office. Returns	Damaged Fleet Card = P250.00	15 minutes	<i>Assigned Staff City Treasurer's Office</i>



	to the Office of the City Administrator and presents Official Receipt.	Lost Fleet Card = P400.00		
	2.3. Release new fleet card.	None	1 minute	<i>Assigned Staff Management and Organization Division</i>
Total		P400.00 P250.00	14 days 23 minutes*	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.



#### 4. Processing of Requests for Installation of Utilities (Telephone Lines, Water and Electricity Connections)

Evaluates requests on applications for installation of telephone lines, water and electricity connections.

<b>Office or Division:</b>	Operations, Coordination and Monitoring Division			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2G (Government to Government)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• City Health Centers</li> <li>• Public Library Branches</li> <li>• Satellite Offices of concerned city departments/offices</li> <li>• Other city government property</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter-request</li> <li>• Application Form</li> </ul>		<ul style="list-style-type: none"> <li>• End-user</li> <li>• Utility Concessionaires (Meralco, PLDT, Maynilad, Manila Water)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter-request with supporting documents as warranted.	1.1. Receives and encodes document/s in the Documents Tracking System for Reference/Control Number. Routes to the Operations, Coordination and Monitoring Division.	None	5 minutes	<i>Assigned Staff</i> Administrative Division
	1.2. Conducts Complete Staff Work on request. Coordinates with end-user and concerned utility concessionaire. Submits evaluation/monitoring report and appropriate action document/s.	None	5 days	<i>Assigned Staff</i> Operations, Coordination and Monitoring Division
	1.3. Reviews evaluation report and appropriate action document/s.	None	1 day	<i>Special Operations Officer V/Acting Head</i> Operations, Coordination



	Recommends final action to the City Administrator.			and Monitoring Division
	1.4. Approves/signs action document/s	None	1 day *	<i>City Administrator</i>
	1.5. Release of document/s as warranted.	None	5 minutes	<i>Assigned Staff Administrative Division</i>
Total			7 days 10 minutes*	

Note: \* Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor.



<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback	<p>Fill up the Customer Service Survey Form found at the Receiving Area and drop it in the designated Suggestion Box.</p> <p>Trunkline No.: 8988-4242 local 1101 Email: <a href="mailto:OCAdmin@quezoncity.gov.ph">OCAdmin@quezoncity.gov.ph</a></p>
How feedbacks are processed	<p>Every Wednesday, the Head/OIC of the Administrative Division opens the Suggestion Box, compiles, records and classifies all forms.</p> <p>Remarks requiring action will be routed to the concerned ACA and/or OCA Division for processing and coordination with the city department(s)/office(s). Reply of the involved department(s)/office(s) must be submitted within three (3) days upon receipt of the transmittal.</p> <p>The response of the city department(s)/office(s) shall then be relayed to the concerned citizen.</p> <p>Inquiries and/or follow-ups may be done through telephone no. 8988-4242 local 1101.</p>
How to file a complaint	<p>Fill up the Customer Service Survey Form found at the Receiving Area and drop it in the designated Suggestion Box.</p> <p>Write a letter addressed to the City Administrator which may be filed through walk-in or through email (<a href="mailto:OCAdmin@quezoncity.gov.ph">OCAdmin@quezoncity.gov.ph</a>).</p> <p>Call through the Trunkline No.: 8988-4242 local 1101 providing the following:</p> <ul style="list-style-type: none"> <li>- name of city official/employee or city department/office being complained</li> <li>- incident</li> <li>- evidence, as warranted</li> </ul>
How complaints are processed	<p>The complaint will be routed to the Operations, Coordination and Monitoring Division for proper action and secure the reply of the involved department(s)/office(s) within three (3) days upon receipt of the transmittal.</p> <p>The response of the city department(s)/office(s) shall then be relayed to the concerned citizen.</p> <p>Inquiries and/or follow-ups may be done through telephone no. 8988-4242 local 1214.</p>



<p>Contact Information:</p> <p><i>Contact Center ng Bayan (CCB) Civil Service Commission</i></p> <p><i>Presidential Complaints Center (PCC), Office of the President</i></p> <p><i>Anti-Red Tape Authority (ARTA)</i></p>	<p>0908-881-6565 <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a> 1-6565 <a href="http://www.contactcenterngbayan.gov.ph">www.contactcenterngbayan.gov.ph</a></p> <p>8888</p> <p><a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8478-5043</p>
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## LIST OF DIVISIONS

DIVISION	ADDRESS	CONTACT INFORMATION
City Administrator  Immediate Staff/ Executive Secretary	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 8425  ocadmin@quezoncity.gov.ph
Asst. City Administrator for Fiscal Affairs	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 8405  don.javillonar@quezoncity.gov.ph
Asst. City Administrator for General Affairs	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1106  l.villanueva@quezoncity.gov.ph
Asst. City Administrator for Operations	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1109  alberto.kimpo@quezoncity.gov.ph
Administrative Division	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1101  oca.ad.qc@gmail.com
Fiscal Management Division	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1110  <a href="mailto:oca.fmd.qc@gmail.com">oca.fmd.qc@gmail.com</a>
Management and Organization Division	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1103  <a href="mailto:oca.mod.qc@gmail.com">oca.mod.qc@gmail.com</a>
Operations, Coordination and Monitoring Division	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1214  <a href="mailto:oca.ocmd.qc@gmail.com">oca.ocmd.qc@gmail.com</a>
Technical Division	14F High Rise Bldg, Quezon City Hall, Elliptical Road, Quezon City	8988-4242 Local 1105  <a href="mailto:oca.td.qc@gmail.com">oca.td.qc@gmail.com</a>