



Republic of the Philippines  
**QUEZON CITY COUNCIL**  
Quezon City  
22<sup>nd</sup> City Council

PO22CC-494

114<sup>th</sup> Regular Session

ORDINANCE NO. SP- 3448, S-2025

AN ORDINANCE AMENDING ORDINANCE NO. SP-3350, S-2024 ENTITLED "AN ORDINANCE PROVIDING GUIDELINES FOR THE GRANTING OF MONTHLY COMMUNICATION ALLOCATION TO QUEZON CITY GOVERNMENT OFFICIALS AND EMPLOYEES WITH SALARY GRADE 24 AND HIGHER IN THE AMOUNT OF ONE THOUSAND FIVE HUNDRED PESOS (PHP1,500.00), APPROPRIATING FUNDS THEREFOR AND OTHER PURPOSES"

Introduced by Councilors DOROTHY A. DELARMENTE, M.D. and ERIC Z. MEDINA

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

WHEREAS, Department of Budget and Management Budget Circular No. 2024-2 dated August 2, 2024 provides that government officials and employees shall be entitled to allowances expressly provided by law and the rules and regulations promulgated by competent authority;

WHEREAS, the abovementioned Circular provides for additional rates for officials and employees which the Quezon City Government shall adopt through this Ordinance.

NOW, THEREFORE,

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

SECTION 1. OBJECTIVE. – This Ordinance shall cover the communication expenses in the performance of their official duties and responsibilities incurred locally and/or internationally by Quezon City Government employees and elected officials with Salary Grade 24 or higher.

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*[Signature]*

*[Signature]*

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**SECTION 2. ALLOWABLE COMMUNICATION EXPENSES.** – Elected and official employees with the following salary grades (SGs) shall be given a maximum monthly communication expense, in aid of the performance of their official duties and responsibilities:

<b>Salary Grade (SG)</b>	<b>Maximum Monthly Communication Expense</b>
SG-30 and other officials of equivalent rank	Php5,000.00
SG-29 and other officials of equivalent rank	
SG-28 or head of a department and other officials of equivalent rank, including those acting in an acting capacity	Php3,000.00
SG-27 and other officials of equivalent rank including head Executive Assistant	Php2,500.00
SG-26 or head of a department and other officials of equivalent rank including those acting in an acting capacity	
SG-25 and other officials of equivalent rank	Php2,000.00
SG-24 and other department personnel of equivalent rank	

**SECTION 3. DESIGNATION IN AN ACTING CAPACITY.** – In case of officials or employees designated in an acting capacity which imposes additional and/or higher duties to be performed by a public official or employee which is temporary and can be terminated anytime at the pleasure of the appointing officer or authority, the following guidelines shall be observed:

- a. If the period of the initial month of designation is fifteen (15) calendar days or less, the personnel shall not be allowed to incur the allowable maximum monthly communication expense for the position that he or she is designated to.
- b. If the period of the initial month of designation is sixteen (16) calendar days or more, the personnel shall be allowed to incur the allowable maximum monthly communication expense for the position that he or she is designated to, subject to actual work performance. However, it is understood that the personnel concerned shall no longer be allowed to avail the communication expense allowed for his or her previous or original position.

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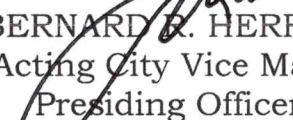
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*SECTION 4. REPEALING CLAUSE. – All ordinances, orders, rules and regulations not consistent with this Ordinance are hereby repealed or modified accordingly.*

*SECTION 5. SEPARABILITY CLAUSE. – If for whatsoever reason, any section or provision of this Ordinance is declared illegal or unconstitutional, other sections and/or provisions hereof which are not affected thereby, shall continue to be in full force and effect.*

*SECTION 6. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after fifteen (15) days following the completion of its publication in a newspaper of general circulation. The full text of this Ordinance shall likewise be posted in at least two (2) conspicuous places in Quezon City not later than five (5) days after its approval thereof.*

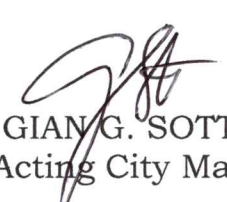
ENACTED: June 23, 2025.

  
BERNARD R. HERRERA  
Acting City Vice Mayor  
Presiding Officer

ATTESTED:

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

APPROVED: JUN 30 2025

  
GIAN G. SOTTO  
Acting City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on June 23, 2025 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)

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