

DUTIES AND RESPONSIBILITIES
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CITY GENERAL SERVICES OFFICE

Plantilla Item No. 133 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)

1. Responsible for the management of personnel under the Resource Management Section;
2. Responsible for the preparation, consolidation and review of financial plans and periodic reports of the City General Services Office;
3. Responsible for the preparation of various correspondences pertinent to the function of the Resource Management Section;
4. Provide assistance to the Supervising Administrative Officer in the formulation and updating of policies and procedures of the City General Services Office; and
5. Perform other duties and responsibilities as may be assigned from time to time.