

**DUTIES AND RESPONSIBILITIES**  
**Publication Period: June 19 to July 04, 2023**

**CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**

**Plantilla Item No. 100 - Disability Affairs Officer II (SG 15)**

1. Assist the PDAO head in office administration, maintenance of PWD facilities and resource management
2. Facilitate proper registration and verification for the issuance of PWD id cards.
3. Assist the PDAO in the review, assessment and validation of permit applications for fund-raising activities intended for the welfare and benefit of PWDs.
4. Monitor and advocate for the implementation of Batas Pambansa Blg. 344, or the accessibility law and other relevant law at the local levels.
5. Develop and implement social marketing strategies and platforms that would effectively advance advocacies and policies for PWDs
6. Assist the PDAO head in developing a multi-year plan for PWDs and in mobilizing resources for funding of approved workplan and investment plan.
7. Represent the PDAO in meetings and conferences and in taking actions on matters related to administration, finance, planning and policy development
8. Perform other duties and responsibilities as may be assigned from time to time.