

DUTIES AND RESPONSIBILITIES

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CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 2 – Traffic Operations Officer IV (SG 22)

- 1) Responsible in the strict implementation of policies and standards programs of the Department;
- 2) Responsible in enforcing provisions of the City Traffic Rules and Regulations and other National Law on Traffic and Public Safety;
- 3) Responsible for the implementation of traffic re-routing plans as alternative scheme to decongest heavy build-up of traffic and/or during the conduct of special occasions or during calamities/disasters;
- 4) Ensure implementation of laws and City ordinances with regards to public order and safety;
- 5) Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians and commuters;
- 6) Responsible for the regulation of the local transport sector within the City of San Fernando Pampanga;
- 7) Responsible in the integration and coordination of the City Government activities involving security and intelligence networking;
- 8) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18 – Traffic Operations Officer II (SG 15)

- 1) Responsible for the supervision and management of the personnel under the Traffic Management Section
- 2) Enforce the provisions of the City Traffic Rules and Regulations and other National Law on Traffic.
- 3) Responsible for implementing traffic re-routing plan as alternative scheme to decongest heavy build-up of traffic and during the conduct of special occasions or during calamities/disasters:
- 4) Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians, and commuters.
- 5) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 22 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)

- 1) Facilitate smooth flow of administrative operations including, but not limited to, preparation of transmittals for apprehended traffic violators, preparation of traffic reports and management and maintenance of all pertinent files and records;
- 2) Perform efficient and effective property/supply custodianship which shall include management and maintenance of stock cards, preparation of PR/OBR and liquidation/accounting forms;
- 3) Liaise with the City Human Resource Management Office on personnel concerns regarding personnel record, leave applications, loans, benefits and the likes;
- 4) Efficient and effective services relative to personnel and records;
- 5) Perform other duties and responsibilities as may be assigned from time to time.

CITY TOURISM AND INVESTMENT PROMOTION OFFICE

Plantilla Item No. 19 – Tourism Operations Officer I (SG 11)

- 1) Manage and coordinate maintenance of all monuments, heritage district, historical sites, museums and parks;
- 2) Assist in the implementation of all tourism infrastructure projects related to tangible heritage;
- 3) Coordinate and assist in the implementation of all tangible heritage projects in the City;
- 4) Monitor new projects which can lead to enhancement of tourist sites and facilities;
- 5) Organize special events for the promotion of heritage sites/ structure;
- 6) Conduct research work related to the documentation of all tangible heritage of the city;
- 7) Conduct educational campaigns that are aimed at making Fernandinos aware and appreciative of their heritage;
- 8) Submit annual performance targets and semester performance evaluation reports;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 5 – Tourist Receptionist I (SG 8)

- 1) Assist in preparation and implementation of special major events with regards to Tourism such as, Kaganapan, Maleldo, Pyesta, Independence Day, and Giant Lantern Festival;
- 2) Assist in monitoring and evaluating plans, programs and projects of the city to ensure their effective implementation with regards to festival events;
- 3) Assist in encouraging tourism establishments to engage in Public- private partnerships;
- 4) Manage the filing and records keeping on Tourism Programs and promotion programs;
- 5) Act as tour guide when necessary;
- 6) Perform other related duties as may be assigned from time to time.