

DUTIES AND RESPONSIBILITIES
Publication date: August 01-16, 2024

OFFICE OF THE CITY BUILDING OFFICIAL

Plantilla Item No. 19 – Engineer IV (SG 22)

1. Responsible for the efficient and timely processing of all Building Permits and other Ancillary & Accessory permits;
2. Responsible for the over-all administrative control and supervision over the personnel of Processing and Evaluation Division;
3. Ensure the conformity of all applications on various engineering and architectural codes of discipline in accordance with the National Building Code;
4. Review and recommend the approval of various permits issued by the Office to the Building Official;
5. Responsible for the inspection of all Building Code related complaints and violations within the City and recommend appropriate actions to the Building Official;
6. Responsible in the implementation of memorandum circulars and department orders related to enforcement of National Building Code;
7. Monitor and report the status of all construction activities within the City with or without permits;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Plantilla Item No. 15 – Computer Operator II (SG 9)

1. Produce thematic maps based on the GIS software tool;
2. Prepare and perform quality control for all thematic maps made available to the public;
3. Perform maintenance of all spatial data coming from various office;
4. Conduct research for GIS technical solutions using all available resources;
5. Provide assistance in the preparation of map-based visual presentation by designing map layouts;
6. Responsible for debugging and supporting client instances when issues arise with GIS Server, GIS records and thematic maps;
7. Provide support to end-users relative to data entry job;
8. Perform various clerical and administrative works;
9. Perform other duties and responsibilities as may be assigned from time to time.

CITY ACCOUNTANT’S OFFICE

Plantilla Item No. 11 – Administrative Assistant II (Bookkeeper) (SG 8)

1. Prepare Year End financial reports of all barangays in the City;
2. Prepare Balance Sheet and Monthly Trial Balance of barangays;
3. Prepare Statement of Income and Expense;
4. Prepare Statement of Cash Flows;
5. Prepare the Statement of Government Equity;
6. Prepare the Journal Entry Vouchers (JEVs) to General Journals of barangays;
7. Prepare and review the submission of Annual Budget Forms of barangays;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 20 – Administrative Officer II (Management and Audit Analyst I) (SG 11)

1. Conduct pre-audit assessment of Requisition and Issuance Slips (RIS), Notice of Deliveries (NODs), Acknowledgement Receipt of Equipment (ARE);
2. Prepare Monthly Working Papers based on the pre-audited RIS & NODs;
3. Prepare JEVs based on the updated Monthly Working Papers;
4. Inspect deliveries of procured items at the City Central Storage including on-site deliveries, on-going infrastructure projects and condemned assets / waste materials;
5. Prepare and update Property Plant Ledger Card;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY CIVIL REGISTRY OFFICE

Plantilla Item No. 17 – Administrative Assistant II (Assistant Registration Officer) (SG 8)

1. Receive and process application for marriage license;
2. Assist client on inquiries regarding marriage license application;
3. Process received application forms and prepare marriage license;
4. Release approved marriage license;
5. Submit monthly Accomplishment Report;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 21 - Administrative Assistant II (Administrative Assistant) (SG 8)

1. Receive and log all petitions decided by the Office of the Civil Registrar General;
2. Responsible for the preparation of Certificate of Finality of all affirmed petitions;
3. Assist petitioner in the preparation of motion for reconsideration for all petitions denied by the Office of the Civil Registrar General;
4. Release all affirmed petitions for corrections;
5. Submit monthly Accomplishment Report;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – UTILITY & MAINTENANCE SERVICES DIVISION

Plantilla Item No. 33 – Administrative Aide VI (Utility Foreman) (SG 6)

1. In- charge in the implementation of housekeeping programs and activities for City Government buildings and facilities;
2. Conduct regular inspection and monitoring of daily housekeeping activities including the punctuality, attendance and performance of all housekeeping personnel and ensure compliance with documented procedures as required by ISO Standards;
3. Recommend reforms and strategies for the improvement of the Unit;
4. Preside over regular meetings of housekeeping personnel at least once a month;
5. Submit monthly accomplishment report;
6. Perform other duties as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION

Plantilla Item No. 112, 113 – Administrative Aide III (Driver I) (SG 3)

1. Provide transport to LGU staff & other authorized passengers w/in the city proper and/or any other authorized destinations;
2. Conduct daily maintenance and check-up of vehicles (i.e.; Oil, fluids, tire pressure, service schedule, tire condition, lights condition, BLOWBAGETS,etc.);
3. Prepare, submit and maintain trip tickets of vehicles;

4. Prepare Gasoline Fuel requisition;
5. Perform other duties as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 74 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Responsible for the management and maintenance of all incoming and outgoing communications;
2. Manage and schedule appointments of CSWD Officer;
3. Manage and maintain an efficient records system for office communication, legal documents and other important records;
4. Review and validates attendance entries of personnel and overtime requests prior to certification/approval of the department head
5. Prepare various correspondences relative to the function of the office;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC EMPLOYMENT SERVICES OFFICE

Plantilla Item No. 4 – Supervising Labor and Employment Officer (SG 22)

1. Assist the Department Head (PESO Manager) in planning the policies, programs, activities of the organization;
2. Provide technical assistance in the planning, implementation and monitoring of programs or projects and performance of services of the PESO within its territorial jurisdiction in accordance with existing policies, standards and guidelines;
3. Provide project management services to other divisions;
4. Conduct capacity assessment on existing monitoring and evaluation system;
5. Supervise the activities and outputs of the personnel under him/her;
6. Establish and maintain linkages with government and non-government agencies in its area of concern;
7. Develop and strengthen monitoring, inspection and evaluation procedures by conducting capacity assessment on existing monitoring and evaluation system;
8. Develop monitoring and impact indicator for the program/project/activity success;
9. Review and evaluate reports/projects proposals and other materials relative to the office area of concern prepared by his/her personnel;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 16 – Labor and Employment Officer III (SG 16)

1. Coordinate and promote the adoption enrolled youth work programs such as SPES, JobStart and GIP pursuant to executive order no. 139 Kabataan 2000 under the Office of the President as implemented by DOLE and other agencies base on existing laws, rules and regulations;
2. Maintain and provide updated directory of government and non-government institutions with existing livelihood and self-employment program; including directory of lending institutions;
3. In coordination with the DOLE Regional Coordinating Council (DOLE RCC), facilitates the implementation of livelihood and self-employment programs and services;
4. Facilitate the conduct of livelihood, self-employment and other employment programs/activities such as but not limited to Emergency Employment, TUPAD, Nego-kart and Starter Kit Project, and Livelihood and Self-employment Bazaars, Job Fair and Employers' Forum in coordination with government and non-government institutions undertaking livelihood and self-employment programs and services;

5. Conduct reintegration assistance service to OFW's;
6. Prepare reports and feedbacks of every projects/programs implemented for Employment Information and Management Division's references.
7. Prepare plan of activities for livelihood, self-employment and other employment programs in coordination with the Employment Information and Management Division;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 6 - Labor and Employment Officer II (SG 13)

1. Perform as Information Technology Officer, which is the overall responsible for the management, monitoring and maintenance of the databases like the Phil-jobnet and Public Employment Information System (DOLE System) and Information Services and Job Placement Information System;
2. Serve as the Focal Person of Skills Registry System Programs and the Administrator of the SRS, which includes the monitoring and maintenance of the updated registry of Skills and Establishments profiles;
3. Assist in providing technical assistance (Labor Market Information programs), in coordinating with the appropriate government offices, local government units, non - government organizations, and civil society to ensure effective, efficient and economical delivery of services to clients;
4. In-charge of marketing and promotional of Labor Market Information services, through all forms of media, to all its labor market clients;
5. Prepare LMI data needed in providing Labor Market Information for Career Coaching Seminar and Labor Education for Graduating Students Programs to help enhance employment capabilities;
6. Assist in the preparation of Labor Market Information and PESO Employment Information System Report;
7. Update list of job vacancies on PEIS and excel format;
8. Perform other duties and responsibilities as may be assigned from time to time.