

## **DUTIES AND RESPONSIBILITIES**

**Publication date: August 29 to September 13, 2024**

### **CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

#### **Plantilla Item No. 10 – Local DRRM Officer IV (SG 22)**

- 1) Design, program, and coordinate the DRRM activities, consistent with the NDRRMC's standards and guidelines;
- 2) Facilitate and support risk assessments and contingency planning activities;
- 3) Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 4) Conduct research and development initiatives on DRRM;
- 5) Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- 6) Prepare and submit to the local Sanggunian through the local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
- 7) Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- 8) Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
- 9) Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
- 10) Design and implement CCA-related programs and activities;
- 11) Lead Secretariat in the formulation, review, and updating of Local Climate Change Action Plans;
- 12) Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
- 13) Involve the most vulnerable sectors (women, children, senior citizen, and PWD) in risk assessment and planning;
- 14) Perform IMT/EOC Secretariat functions during disasters/emergencies;
- 15) Develop, review and submit monthly section and office reports;
- 16) Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 19 – Local DRRM Officer IV (SG 22)**

- 1) Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- 2) Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- 3) Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- 4) Coordinate other DRRM activities;
- 5) Establish linkage and/or network with other LGUs for DRR and emergency response purposes;

- 6) Establish a provincial, city or municipal, and barangays DRRM Operations Center;
- 7) Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs;
- 8) Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD);
- 9) Develop and submit monthly division report;
- 10) Develop and arrange duty schedules of Operations and Warning section personnel;
- 11) Oversee emergency response /management /recovery activities in affected areas;
- 12) Perform IMT/EOC functions during disasters/emergencies;
- 13) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 8 – Local DRRM Officer II (SG 15)**

- 1) Responsible for the organization and conduct of training, orientation, and knowledge management activities on DRRM at the local level i.e. CDRRMO personnel, LGU, barangays, schools, NGO, NGAs among others;
- 2) Responsible for the organization, training, equipping and supervising the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 3) Responsible for the conduct of training to the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness;
- 4) Prepare/update the Annual Training and Development Plan;
- 5) Develop/maintain/update training modules, and presentations;
- 6) Consolidate and submit monthly section report;
- 7) Provides logistical support to the Training and Development unit;
- 8) Perform executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 16 – Local DRRM Officer II (SG 15)**

- 1) Facilitate the design, programming, and coordination of DRRM activities consistent with the NDRRMC's standards and guidelines
- 2) Facilitate the preparation and submission, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
- 3) Facilitate the preparation and submission on the report on the utilization of the LDRRMF and other dedicated DRRM resources
- 4) Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
- 5) Develop/review and submit monthly section reports
- 6) Perform IMT/EOC secretariat functions during disasters/emergencies
- 7) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 20, 21, 22 – Local DRRM Officer II (SG 15)**

- 1) Lead, manage and implement search and rescue activities;
- 2) Develop/review/ensure the timely submission of unit report and other related documents
- 3) Conduct and evaluate drills and other simulation exercises;
- 4) Recommend training activities for the search and rescue team;
- 5) Implement Incident Command System procedures on-site;

- 6) Implement regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
- 7) Implement physical fitness activities to the search and rescue team;
- 8) Recommend procurement of search and rescue tools/equipment to the Operations and Warning Chief;
- 9) Conduct personnel inspection (grooming, performance, uniforms and personal protective gears) and
- 10) Perform other duties and responsibilities as may be assigned from time to time.

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

**Plantilla Item No. 18 – Administrative Officer II (Human Resource Management Officer I)**

**(SG 11)**

- 1) Ensure the regular update of Personnel Mechanism guidelines in compliance to recent Civil Service Commission guidelines and other related laws;
- 2) Update and revise Personnel Mechanisms Guidelines in coordination with the personnel in-charge;
- 3) Implement and monitor compliance to the Anti-Red Tape Act;
- 4) Ensure implementation of the Feedback Mechanisms;
- 5) Monitor compliance to flag ceremony and flag retreat attendance;
- 6) Implement disciplinary policies pursuant to CSC Law and Rules and local government unit regulations;
- 7) Conduct regular spot checks and prepare periodic reports on disciplinary actions taken;
- 8) Maintain database pertinent to disciplinary actions;
- 9) Conduct coaching sessions to employees with unsatisfactory ratings;
- 10) Monitor the Action Officers and ensure the conduct of regular meeting with them;
- 11) Regularly update the Citizen’s Charter and Performance Pledges;
- 12) Craft memoranda and other formal correspondence pertinent to CHRMO processes;
- 13) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 28 – Administrative Aide VI (Clerk III) (SG 6)**

- 1) Provide information regarding processes, products or services of the City Government;
- 2) Answer inquiries of walk-in public and provide information required by clients and visitors;
- 3) Assist clients in the use of the Electronic Fernandino Charter;
- 4) Receive complaints, comments or suggestions from the transacting public;
- 5) Direct/guide clients to their specific destinations;
- 6) Remind and encourage the public to give their feedback on the quality of service of the City;
- 7) Perform other duties and responsibilities as may be assigned from time to time.

**CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE**

**Plantilla Item No. 17 – Traffic Operations Officer II (SG 15)**

- 1) Conduct of city wide inspection of road condition and maintenance of traffic equipment;
- 2) Identify traffic choke points and traffic generators to ensure smooth flow of traffic;
- 3) Gather traffic data and statistics such as vehicle counts, road layouts, dimensions, etc.;
- 4) Identify roads that should be opened to improve overall circulation, and initiate move for the full or partial integration into road network;

- 5) Identify engineering intervention measures to ensure public order and safety along the thoroughfare of the City;
- 6) Perform as secretariat and liaison in all special group/organization where CPOSCO is related with;
- 7) Perform other duties and responsibilities as may be assigned from time to time

**Plantilla Item No. 19 – Traffic Operations Officer II (SG 15)**

- 1) Develop, formulate and ensure strict implementation of the Operational Plan of the Section;
- 2) Facilitate and coordinate accordingly the organization, mobilization, training and equipping of Public Order Enforcement personnel;
- 3) Monitor, report and coordinate accordingly the public order and safety advisory particularly in identified critical areas;
- 4) Ensure the implementation of laws and City ordinances with regards to public order and safety;
- 5) Perform other duties and responsibilities as may be assigned from time to time.

**CITY INFORMATION OFFICE**

**Plantilla Item No. 7 – Administrative Assistant I (Audio-Visual Equipment Operator III) (SG 7)**

- 1) Perform video coverage of city's programs and events;
- 2) Create materials to be used for TV program, Audio Visual Presentations or infomercials and TV advertisements including, but not limited to, shooting videos;
- 3) Ensure good condition of equipment;
- 4) Capture images and recordings on video tape;
- 5) Record voice over materials;
- 6) Archive video and audio materials;
- 7) Transfer video materials to DVD/CD;
- 8) Perform other duties and responsibilities that may be assigned from time to time.