

DUTIES AND RESPONSIBILITIES
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OFFICE OF THE SANGGUNIANG PANLUNGSOD

Plantilla Item No. 10 – Local Legislative Officer V (SG 22)

1. Supervise overall function of the division including the Research & Legislative Section and Agenda/Minutes, Journal Section;
2. Monitor and track the current status of legislative proposals and their current status of readings;
3. Supervise the completion of needed requirements of legislative proposals relating to land use activities, franchising, cell sites, among others;
4. In-charge of furnishing of approved Ordinances and Resolutions to the concerned parties, individuals and departments;
5. Act as member of the secretariat;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC EMPLOYMENT SERVICES OFFICE

Plantilla Item No. 2 – Administrative Officer II (Administrative Officer I) (SG 11)

1. Provide administrative staff support in the areas of fiscal management, personnel management, and other administrative functions;
2. Supervise the maintenance of files and records, supplies and materials, and the preparation of reports;
3. Prepare communications, memoranda, reports and other administrative documents of the department coordinated with every division;
4. Prepare AIP, PPMP, PPAS, Financial plan and budgetary requirements of PESO.
5. Monitor procurement activities of the office;
6. Act as personnel officer in such matters as employee records, training, and other related aspects of personnel administration;
7. Ensure that personnel are informed of new or revised operating policies and that they are properly implemented;
8. Perform liaison work on behalf of superior with other officials and groups;
9. Attend meetings and seminars related to employment and do re-echoing.
10. Perform other duties and responsibilities as may be assigned from time to time.