

DUTIES AND RESPONSIBILITIES

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CITY PUBLIC EMPLOYMENT SERVICES OFFICE

Plantilla Item No. 13 – Labor and Employment Officer I (SG 11)

1. Monitor activities of Barangay PESO Coordinators (BPCs) and prepares monitoring reports;
2. Coordinate PESO activities/project and programs to BPCs for extensive information dissemination;
3. Conduct regular orientation of BPCs on updates and developments of PESO programs and services;
4. Prepare communication and other necessary documents pertaining to BPCs;
5. Consolidate data gathered from BPCs that are employment related for LMI and Planning Division's analyses;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18 – Labor and Employment Officer I (SG 11)

1. Coordinate the conduct of livelihood, self-employment and other employment programs/activities as implemented by DOLE based on existing laws, rules and regulations;
2. Facilitate the implementation of youth work programs in partnership with government and non-government agencies;
3. Assist in preparation of proposals, communication and required documentation of every programs/projects/activities of the unit;
4. Maintain and update directory of livelihood, self-employment and other employment programs/activities partners;
5. Manage partnership with participating establishments specific programs/projects/activities;
6. Perform various clerical and administrative works relevant to the implementation of different livelihood, self-employment and other employment programs/activities;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY ACCOUNTANT'S OFFICE

Plantilla Item No. 21 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Prepare and monitor working papers on Investment Property Accounts (Economic Enterprise);
2. Compute capitalized interest using the appropriate rates, amounts and capitalization periods;
3. Prepare Journal Entry Vouchers (JEVs) for depreciation of investment property accounts;
4. Conduct actual physical inventory taking of property and equipment;
5. Pre-audit Official Receipts (ORs) and Reports of Collections and Deposits (RCDs);
6. Prepare daily summary of the City's collection receipts;
7. Propose Adjusting Journal Entries (AJE) based on the pre-audit of RCDs and ORs;
8. Perform other duties and responsibilities as may be assigned from time to time.