
DUTIES AND RESPONSIBILITIES

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CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Plantilla Item No. 2 – Local DRRM Officer IV (SG 22)

- 1) Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- 2) Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the community/locality;
- 3) Identify and implement cost-effective risk reduction measures and strategies;
- 4) Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- 5) Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
- 6) Organize, train, equip and supervise 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;
- 7) Promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
- 8) Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
- 9) Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness;
- 10) Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- 11) Develop, review and submit monthly division and personnel-related reports/evaluations
- 12) Maintain/update the personnel database;
- 13) Perform executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies;
- 14) Perform other duties and responsibilities as may be assigned from time to time.

CITY HUMAN RESOURCE MANAGEMENT OFFICE

Plantilla Item No. 3 – Administrative Officer IV (Human Resource Management Officer II) (SG 15)

- 1) Supervise overall implementation of Recruitment, Selection and Placement (RSP) System within the organization;
- 2) Attend to concerns on manpower requirements of offices;
- 3) Countercheck correctness of data on appointment papers, contract of services and consultancy agreements;
- 4) Liaise between the City Government and partner agencies such as the Civil Service Commission (CSC);
- 5) Ensure compliance to RSP ISO 9001:2015 systems and policies;
- 6) Prepare necessary documents needed for the Review and Assessment of Organizational Structure;
- 7) Review documents needed for Human Resource Merit Promotion and Selection Board (HRMPSB) deliberation;
- 8) Prepare RSP related correspondences;
- 9) Serve as Secretariat to the HRMPSB;
- 10) Prepare Annual Plantilla of Appointments;
- 11) Update and maintain HRIS System of Ranking Position Module;
- 12) Perform other duties and responsibilities as may be assigned from time to time.