

DUTIES AND RESPONSIBILITIES

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CITY PUBLIC EMPLOYMENT SERVICES OFFICE

Plantilla Item No. 5 – Labor and Employment Officer III (SG 16)

- 1) Coordinate with other offices pertinent to project/program development, approval and procurement;
- 2) Conduct research as input to the development of PPAs;
- 3) Conduct studies related to projects and special topics as directed by superior/s;
- 4) Prepare required reports (Labor Market Information (LMI), PESO Employment Information System (PEIS) reports, LGU Reports such as PESO Scorecard, Measure Profiles, Quarterly Physical Report of Operations, Annual Accomplishment Report, GAD Reports and others), communication, and other correspondences as directed by superior/s;
- 5) Review and finalizes other reports submitted by unit heads or person-in-charge;
- 6) Prepare and plan activities and necessary documents for the implementation of the Employment and Career Coaching programs/activities;
- 7) Develop plans and strategies in marketing and promoting labor market information services through all forms of media, to all its labor market clients;
- 8) Perform other duties and responsibilities as may be assigned from time to time.

CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Plantilla Item No. 11 – Local DRRM Officer III (SG 18)

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. 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;
11. Involve the most vulnerable sectors (women, children, senior citizen, and PWD) in risk assessment and planning;
12. Perform IMT/EOC Secretariat functions during disasters/emergencies;
13. Perform other duties and responsibilities as may be assigned from time to time.