

DUTIES AND RESPONSIBILITIES

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OFFICE OF THE CITY BUILDING OFFICIAL

Plantilla Item No. 19 – Engineer IV (SG 22)

- 1) Responsible for the efficient and timely inspection of all Building Permits and other Ancillary & Accessory permits;
- 2) Responsible for the over-all administrative control and supervision over the personnel of Inspection and Enforcement Division;
- 3) Ensure the conformity of all applications on various engineering and architectural codes of discipline in accordance with the National Building Code;
- 4) Review and recommend the approval of various permits issued by the Office to the Building Official;
- 5) Responsible for the inspection of all Building Code related complaints and violations within the City and recommend appropriate actions to the Building Official;
- 6) Responsible in the implementation of memorandum circulars and department orders related to enforcement of National Building Code;
- 7) Monitor and report the status of all construction activities within the City with or without permits;
- 8) Perform other duties and responsibilities as may be assigned from time to time.

CITY TREASURER'S OFFICE

Plantilla Item No. 57 – Cashier II (SG 14)

- 1) Act as the primary disbursing officer responsible for major and regular cash advances;
- 2) Serve as the payroll master;
- 3) Withdraw cash from banks for payment of various claims and obligations;
- 4) Disburse funds in accordance with lawful ordinances and specific authority;
- 5) Handle cash advances pertaining to personnel salaries and benefits;
- 6) Ensure proper documentation and liquidate cash advances on time;
- 7) Prepare Report of Disbursement;
- 8) Submit all paid vouchers and payrolls to the Accounting Office;
- 9) Prepare cash count report;
- 10) Maintain cash book to record cash advance and liquidation;
- 11) Perform other duties and responsibilities as may be assigned from time to time.

CITY HUMAN RESOURCE MANAGEMENT OFFICE

Plantilla Item No. 16 – Administrative Officer IV (Human Resource Management Officer II) (SG 15)

- 1) Supervise overall implementation of the processes and procedures relating to Performance Management Section;
- 2) Ensure the efficient implementation and monitoring of the Personnel Mechanisms in the City Government;
- 3) In charge of monitoring the compliance of the offices to the implemented performance management systems;
- 4) Recommend interventions and recognitions based on the results of the Strategic Performance Management System;
- 5) Monitor the alignment of individual and unit performance to that of their mandates, strategic objectives and targets;

- 6) Ensure implementation of Rewards and Recognition Programs;
- 7) Recommend actions to be taken on issues on Disciplinary Procedures;
- 8) Document performance results and liaise the same to partner agencies;
- 9) Monitor reports or activities on disciplinary actions taken;
- 10) Conduct coaching sessions to employees with unsatisfactory ratings;
- 11) Implement, monitor and ensure compliance to measurement systems and statutory requirements for efficient HR Processes (e.g. ISO, ARTA, CSC, DPA, DILG, Ombudsman, DBM, PDEA, etc);
- 12) Craft memoranda and other formal correspondence pertinent to Performance Management Section;
- 13) Review formal correspondence pertinent to the PMS Section;
- 14) Oversee the Public Assistance and Complaints Desk;
- 15) Perform other duties as may be assigned from time to time.

Plantilla Item No. 10 - Administrative Officer II (Human Resource Management Officer I) (SG 11)

- 1) Maintain and update the Human Resource Information System (HRIS);
- 2) Prepare and issue documents such as certificates and records from the HRIS including OJT's Certificate of Completion;
- 3) Gather, prepare and update employee's statistics, profile and personnel information;
- 4) Maintain records in a manner that ensures timely, efficient and accurate retrieval of needed information;
- 5) Craft memoranda and other formal correspondence pertinent to Personnel Administrative Division;
- 6) In charge of the management of the official CHRMO Facebook Page and CHRMO Communication Group Chat;
- 7) In charge of the preparation of Reports to CSC - IGHRIS and other manpower statistical reports;
- 8) Ensure and implement policies and procedures in Records and Archiving of documents;
- 9) Act as Records and Information Officer;
- 10) Implement, monitor and ensure compliance to measurement systems and statutory requirements for efficient HR Processes (e.g. ISO, ARTA, NAP, CSC, DPA, DILG, Ombudsman, DBM etc);
- 11) Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Plantilla Item No. 13 – Computer Operator II (SG 9)

- 1) Specialize in the repair and troubleshooting of IT equipment;
- 2) Support end user community with desktop applications, hardware installation and repair, internet communications, network wiring schemes and protocols, and printing issues in an effective and efficient manner using all available resources;
- 3) Update the IT equipment inventory in a monthly basis and monitor IT equipment ledger card;
- 4) Maintain all necessary statistical data for internal computer inventory and the provision of services in terms of IT support needs for employees;
- 5) Responsible for the Quality Inspection of all delivered IT equipment of the city government;
- 6) Perform data base back-up and maintain physical servers;

- 7) Perform other duties and responsibilities as may be assigned from time to time.

CITY CIVIL REGISTRY OFFICE

Plantilla Item No. 24 – Assistant Registration Officer

- 1) Receive all registrable documents on birth, foundling, death and marriage;
- 2) Receive bulk registration of civil registry documents;
- 3) Prepare notice of posting of all delayed civil registry documents;
- 4) Prepare notice of posting of all delayed civil registry documents;
- 5) Submit monthly accomplishment reports;
- 6) Perform other duties and responsibilities as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 101 – Disability Affairs Assistant (SG 8)

- 1) Prepare logistics requirements for the conduct of stake holders' meetings and consultations;
- 2) Conduct research and data-gathering for policy and program evaluation and planning;
- 3) Process PWD ID applications for new registration and renewal of IDs;
- 4) Assist in day-to-day operations and maintain an updated database on disability and ensure its availability;
- 5) Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 11 – Traffic Aide II (SG 5)

- 1) Monitor and supervise subordinates as sector supervisor;
- 2) Strictly implement the CSFP Traffic Management Code;
- 3) Conduct manual management of traffic flow along major thoroughfares;
- 4) Ensure that all apprehended violators are treated with utmost respect;
- 5) Ensure progressive movement of traffic flow and safety of motorists, pedestrians and commuters and among others;
- 6) Report traffic accidents within area of responsibility;
- 7) Perform other duties and responsibilities as may be assigned from time to time.