

DUTIES AND RESPONSIBILITIES

Publication period: January 16, 2025 to January 31, 2025

CITY BUDGET OFFICE

Plantilla Item No. 7 - Administrative Officer V (Budget Officer III) (SG 18)

- 1) Assist in the control of the budget of the City and SEF;
- 2) Responsible for the preparation of forms and/or documents required for Budget Execution and Accountability process;
- 3) Responsible for processing of requests for the certification of availability of appropriation and/or allotment;
- 4) Responsible for the quarterly release of allotment and preparation of the different budget forms;
- 5) Responsible for the updating, maintenance and monitoring of appropriations, allotments and balances of appropriation;
- 6) Coordinate with the LGU departments for the purpose of budget execution and budget accountability;
- 7) Reviews requests for certification of availability of appropriation according to completeness of attachments, accuracy and correctness of details of appropriations;
- 8) Prepare, update and maintain database of transactions in the Certification of Appropriation;
- 9) Prepare reports and monitors balances of appropriation subject for review of Assistant CBO and approval of CBO;
- 10) Assist in the preparation and submission of the periodic budgetary reports;
- 11) Attend queries regarding the status of requests / transactions related to budget execution and budget accountability;
- 12) Assist in establishing, upgrading, updating and maintaining systems and programs on Budgeting Execution and Accountability Section;
- 13) Performs other related tasks as may be assigned from time to time.

Plantilla Item No. 6 - Administrative Aide IV (Budgeting Aide) (SG 4)

- 1) Receive all incoming communications and documents, and transmit all outgoing communications and documents related to the City Budget, Special Education Fund, and barangay affairs, ensuring accurate documentation and timely handling;
- 2) Assist in the preparation of the City Budget and Special Education Fund by compiling necessary data and documentation;
- 3) Transmit reviewed Barangay Budgets to the Sangguniang Panlungsod, ensuring all submissions are complete and accurate.
- 4) Transmit reviewed Barangay Budgets to Sangguniang Panlungsod;
- 5) File, scan, and securely maintain records of City and Barangay Budgets, coordinating with the Records Officer for the proper disposal of outdated documents;
- 6) Act as the Procurement Officer and Supply Officer, overseeing procurement processes and ensuring compliance with regulations while optimizing resource utilization;
- 7) Assist in the administration and resource management requirements of the department, preparing periodic reports on supply management and maintaining daily records of documents; and
- 8) Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 3 – Traffic Operations Officer I (SG 11)

- 1) Responsible in the deployment of traffic personnel;
- 2) Monitor traffic personnel at their respective areas of responsibility;
- 3) Assist in the enforcement of the provisions of the City Traffic Rules and Regulations and other National Law on Traffic:
- 4) Assist in the implementation of traffic re-routing plan as alternative scheme to decongest heavy build-up of traffic and during the conduct of special occasions or during calamities/ disasters;
- 5) Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians and commuters; and
- 6) Perform other duties and responsibilities as may be assigned from time to time.

CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Plantilla Item No. 15 – Local DRRM Officer I (SG 11)

- 1) Assist in the conduct of risk assessments and contingency planning activities at the local level;
- 2) Assist in the consolidation of local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 3) Assist in the conduct of research and development initiatives on DRRM;
- 4) Assist in the formulation and submission of LDRRMC recommendations/resolutions, i.e. enactment of local ordinances and policies;
- 5) Assist in the involvement of the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning;
- 6) Draft technical documents, i.e. executive orders, resolutions, non-routine (research-related) communications, recommendations, MAs, CDRRMC Minutes, etc.;
- 7) Perform secretariat functions for the LDRRMC;
- 8) Develop and submit a monthly unit report
- 9) Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies;
- 10) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 17 – Local DRRM Officer I (SG 11)

- 1) Facilitate the formulation of DRRM and CCAM-centered plans, programs, and activities;
- 2) Provide technical assistance in the formulation, review, and updating of Local Climate Change Action Plans;
- 3) Conduct CCAM-related research and initiatives;
- 4) Facilitate partnerships with CCAM-related institutions;
- 5) Design capacity building program;
- 6) Develop climate change-related programs and projects;
- 7) Facilitate the development of risk maps;
- 8) Coordinate with various local and national agencies;
- 9) Develop and submit monthly section reports
- 10) Perform IMT/EOC secretariat functions during disasters/emergencies
- 11) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 28 – Local DRRM Officer I (SG 11)

- 1) Assist in the implementation of search and rescue activities;
- 2) Facilitate and consolidate the timely submission of unit reports and other related documents;
- 3) Assist in the evaluation of drills and other simulation exercises;
- 4) Identify training activities for the search and rescue team;
- 5) Implement Incident Command System procedures on-site;
- 6) Implement regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
- 7) Implement physical fitness activities to the search and rescue team;
- 8) Recommend procurement of search and rescue tools/equipment to the Operations and Warning Chief;
- 9) Conduct personnel inspection (grooming, performance, uniforms and personal protective gears) and;
- 10) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 42 – Local DRRM Officer I (SG 11)

- 1) Receive/review/encode and control data/information as well as generate reports pertinent to DRRM monitoring and response matters;
- 2) Responsible for timely dissemination of notices/advisories and other relevant information to LGU/DRRM Officials and the general public via necessary means;
- 3) Monitor and validate pertinent information i.e. weather updates, warnings, advisories, and other disaster-related activities;
- 4) Prepare, consolidate, and submit a monthly unit report to Command and Control Division Chief;
- 5) Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – PROCUREMENT MANAGEMENT DIVISION

Plantilla Item No. 145 - Administrative Officer IV (Administrative Officer II) (SG 15)

- 1) Ensure the timely submission of PPMP of the different departments/ offices of the City;
- 2) Review and monitor the submitted PPMPs and amendments to the same;
- 3) Ensure the timely submission of Annual Procurement Plan (APP) of the City;
- 4) Ensure the timely posting of all the City's projects to the PhilGEPS, City's website and City's bulletin board, and Quarterly Report (PMR, NOA, NTP and Abstract of Bids) of all the City's Projects on the PhilGEPS, DILG Portal, City's website and City's bulletin board;
- 5) Ensure the timely publication of projects in newspaper of national circulation for projects above P10M for goods and above P15M for infrastructure;
- 6) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14, 151, 152, 166 - Administrative Assistant II (Administrative Assistant) (SG 8)

- 1) Scout for the current prices of the needed supplies, services and equipment based on the Request for Quotation (RFQ) / Bill of Quantities (BOQ);
- 2) Conduct canvass through sending of RFQs/BOQs;
- 3) Coordinate and advise supplier/contractors regarding the process and regulation on the submission of the RFQ/BOQ;
- 4) Responsible for the management and maintenance of the records of updated list of accredited suppliers/contractors;

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

CITY GENERAL SERVICES OFFICE – PROPERTY AND SUPPLY MANAGEMENT DIVISION

Plantilla Item No. 142 - Administrative Officer IV (Administrative Officer II) (SG 15)

- 1) Responsible for the implementation and management of the conduct of inventory of all properties of the City and ensure their upkeep and maintenance;
- 2) Responsible for determining the actual office equipment and supply requirements of all organizational units in the City;
- 3) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 6 - Administrative Assistant II (Administrative Assistant) (SG 8)

- 1) Conduct periodic inventory of all the properties of the City and prepare corresponding status reports;
- 2) Ensure that physical inventories are completed, records are reconciled, and discrepancies are investigated and resolved;
- 3) Responsible in ensuring that the property identification number (property code) labels are affixed to the accountable person's property;
- 4) Conduct reconciliation of the list of properties of the City maintained at CGSO and City Accountant's Office;
- 5) Facilitate the insurance application of government property under the Property Insurance Fund administered by the GSIS.
- 6) Prepare Pre and Post Repair Inspection Report and Waste Material Report;
- 7) Perform other duties and responsibilities as may be assigned from time to time.