

## **DUTIES AND RESPONSIBILITIES**

**Publication Period: February 10, 2025 to February 25, 2025**

### **CITY ASSESSOR'S OFFICE**

#### **Plantilla Item No. 12 – Tax Mapper II (SG 15)**

- 1) Prepare tax maps and assigns temporary property index number to the appropriate parcel of the map;
- 2) Conduct validation of building and other improvement in the field;
- 3) Conduct ocular inspection on demolished buildings and recommends cancellation of assessment;
- 4) Perform other duties and responsibilities as may be assigned from time to time.

### **CITY ADMINISTRATOR'S OFFICE – BUSINESS LICENSE AND PERMIT DIVISION**

#### **Plantilla Item No. 13 – Licensing Officer II (SG 15)**

- 1) Plan and prepare work schedule of inspectors for the saturation of delinquent establishment and calibration of LPG refilling plants, gasoline stations, mall supermarkets and meat shops within the City;
- 2) Prepare 2<sup>nd</sup> notice and Notice of Closure of non compliant establishments;
- 3) Prepare recommendation of closure and lifting of the closure order;
- 4) Prepare monthly unpaid assessment report;
- 5) Monitor and maintain record of Inspectors' daily accomplishments;
- 6) Prepare weekly and monthly accomplishment report of the Inspection and Regulatory Section;
- 7) Investigate, verify, and prepare reports and recommendations on violators and those with conformity with laws and regulations governing contract compliance in relation to the requirements of licenses and permits;
- 8) Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 15 – Licensing Inspector II (SG 8)**

- 1) Supervise work schedule of inspectors for the saturation and calibration of weights & measurements and inspection of installed CCTV in business establishments within the City;
- 2) Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance in relation to the requirement of licenses and permits;
- 3) Prepare report on violators and recommend action;
- 4) Advise violators of minor or unintentional infractions;
- 5) Inspect and issue First and Final Notices to different establishment including night businesses without permit of delinquent taxpayers ;
- 6) Supervise and calibrate gasoline stations, LPG refilling plants, weighing scale for mall supermarkets and meat shops within the City;
- 7) Serve demand letters for delinquent and non-compliant tax payers;
- 8) Effect the closure for non-compliance business establishments;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 61 – Licensing Inspector I (SG 6)**

- 1) Conduct inspection and issuance of 1st, 2nd and final notice of closure to delinquent business taxpayers and to different establishments and night businesses with expired business permits including establishments without posted business permits;
- 2) Assist in the conduct of effect of closure for non-compliance establishments, calibration of gasoline stations, LPG Refilling Plants and weights and measurements of Mall Supermarkets;
- 3) Conduct inspection of CCTVs installed in business establishments within the City;
- 4) Issue notice of violation for advertisements/banners posted without permit;
- 5) Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 11 – Administrative Officer II (Management and Audit Analyst I) (SG 11)**

- 1) Encode taxpayer's information, business information and all necessary information on the database;
- 2) Assess the correct amount of Business Tax for new, renewal and retirement of business including fees and other charges;
- 3) Issue Letter of Authority to business establishments which are subject for reassessment (Letters may also issue in reassessment includes Letter of Assessment and Tax Data Sheet, Non-Presentation of Documents and Certificate of Examination);
- 4) Conduct examination/inspection of books of accounts of concerned business establishments;
- 5) Assess applications for temporary permit;
- 6) Receive request letters, assess and print Special Permits (streamer, motorcade, recorrida);
- 7) Inspect and assess amusement tax due from concerts;
- 8) Prepare notice of violation for advertisements without permit;
- 9) Prepare quarterly initiative tracking report;
- 10) Perform other duties and responsibilities as may be assigned from time to time.

**CITY TREASURER'S OFFICE**

**Plantilla Item No. 44 – Administrative Officer II (Administrative Officer I) (SG 11)**

- 1) Responsible for the management and safeguarding of office supplies and properties;
- 2) Serve as Treasury Disbursement Liaison Officer;
- 3) Prepare Annual Procurement Plan and PPMP;
- 4) Prepare consolidated report of Accountable Forms;
- 5) Ensure availability of supplies and accountable forms;
- 6) Ascertain balances of accountable forms of all accountable officers;
- 7) Monitor the issuance and remittance of used Accountable Forms;
- 8) Responsible for the application and renewal of Fidelity Bonds of Official and employees;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

**OFFICE OF THE CITY BUILDING OFFICIAL**

**Plantilla Item No. 27 – Engineering Assistant (SG 8)**

- 1) Responsible for the conduct of inspection on Building permit and other ancillary and accessory permit applications to determine status of construction and/or installation as basis for penalties/surcharges;

- 2) Responsible for the conduct of inspection and monitoring of illegal construction activities and serve notices;
- 3) Responsible for the conduct of inspection of building related complaints;
- 4) Responsible for the conduct of inspection and monitoring of business establishments (new and renewal);
- 5) Report directly to the chief of Inspection and Enforcement Division ;
- 6) Perform other duties and responsibilities as may be assigned from time to time.

### **CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

#### **Plantilla Item No. 6 – Local DRRM Assistant (SG 8)**

- 1) Check/manage official office email account regularly for information and/or correspondence, log and forward to head of office/concerned unit/personnel;
- 2) Update/maintain the LDRRMO calendar of activities and coordinates with the concerned personnel;
- 3) Draft/monitor/process routinary correspondences/transmittals, travel orders, office attendance logbook and summary of attendance;
- 4) Manage/monitor/process biometrics, locator slips, leave application, updates of leave credits, authorization of overtime;
- 5) Monitor status of IEC and training related project proposals, post-activity reports and related supporting documents;
- 6) Provide logistical support to the Training and Development Unit;
- 7) Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
- 8) Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 30, 31 – Local DRRM Assistant (SG 8)**

- 1) Participate in search and rescue activities;
- 2) Ensure the timely submission of reports and other related documents;
- 3) Participate in drills and other simulation exercises;
- 4) Participate in training activities for the search and rescue team;
- 5) Implement Incident Command System procedures on-site;
- 6) Conduct regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
- 7) Participate in physical fitness activities for the search and rescue team
- 8) Perform other duties and responsibilities as may be assigned from time to time.

### **CITY ENGINEER'S OFFICE**

#### **Plantilla Item No. 20 – Construction and Maintenance Foreman (SG 8)**

- 1) Ensure the quality of masonry and carpentry works in maintaining infrastructure projects and public works structures and facilities;
- 2) Supervise the work of skilled and non- skilled workers under the Masonry and Carpentry Unit;
- 3) Supervise laborers and job orders employees assigned for the pruning, trimming and cutting of trees along major thoroughfares and other related engineering related requests;
- 4) Supervise laborers and job orders employees assigned for the flood control measures such as declogging, desilting and sand bagging activities;
- 5) Submit accomplishment reports regularly;

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

**CITY COLLEGE**

**Plantilla Item No. 46 – Administrative Aide VI (Clerk III) (SG 6)**

- 1) Ensure computer laboratory guidelines and procedures are being followed;
- 2) Ensure that the computer laboratories are operational;
- 3) Check and troubleshoot computer hardware/software of offices and reports if unresolved;
- 4) Conduct and prepare inventory reports of computer equipment and accessories;
- 5) Prepare property requests for computer equipment and accessories needed;
- 6) Assist in the maintenance of the official website and social media platforms;
- 7) Assist in enrolment process by issuing the Identification Cards of students;
- 8) Perform other duties and responsibilities as may be assigned from time to time.