

## **DUTIES AND RESPONSIBILITIES**

**Publication Period: March 17, 2025 to April 01, 2025**

### **CITY TREASURER'S OFFICE**

#### **Plantilla Item No. 2 – Assistant City Treasurer (SG 23)**

1. Assist the Treasurer and perform such duties as the latter may assign to him/her;
2. Administer oaths concerning notices and notifications to those delinquent in the payment of the real property tax and concerning official matters relating to the accounts of the treasurer or otherwise arising in the offices of the treasurer and the assessor;
3. Perform the functions of the City Treasurer in case of temporary absence and shall be fully responsible therefore until the designation of an Officer-in-Charge or In-charge of Office by the Department of Finance through the BLGF.
4. Perform other duties and responsibilities as may be assigned from time to time.