

DUTIES AND RESPONSIBILITIES
Publication Period: August 05 to 20, 2022

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 106 – Youth Development Officer IV (SG 22)

- 1) Ensure participation in important and relevant engagements requiring representation of Local Youth Development Office;
- 2) Secure proper authorization for the conduct of mandatory and continuing trainings for Sangguniang Kabataan and Local Youth Development Council through accreditation process;
- 3) Formulate policies, recommendations and interventions that promote the 9 Centers of Youth participation;
- 4) Ensure annual conduct of local youth congress, summer youth fest, and other youth development activities;
- 5) Develop special projects and policies promoting youth participation that support the governance and development priorities of Local Chief Executive;
- 6) Manage operations of the City Youth Center and secure proper registration and accreditation for its functionality.
- 7) 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 (3 kinds of funds);
- 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.