

DUTIES AND RESPONSIBILITIES

Publication Period: July 11 to August 10, 2022

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 99 – Disability Affairs Officer IV (SG 22)

1. Manage and oversee the efficient operations of the persons with disability affairs office and general supervision of its personnel;
2. Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;
3. Ensure representation of persons with disabilities in the local development councils and other special bodies;
4. Build capacity of non-government organizations to participate in the implementation of all disability related laws and policies;
5. Establish coordination with the province, city or municipality, as the case maybe and ensure the inclusion of disability concerns in all local government programs and services;
6. Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;
7. Develop and submit to the concerned municipality/city mayor or governor an annual work and financial plan;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 100 – Disability Affairs Officer II (SG 15)

1. Assist the PDAO head in office administration, maintenance of PWD facilities and resource management;
2. Facilitate proper registration and verification for the issuance of PWD id cards.
3. Assist the PDAO in the review, assessment and validation of permit applications for fund-raising activities intended for the welfare and benefit of PWDs;
4. Monitor and advocate for the implementation of Batas Pambansa Blg. 344, or the accessibility law and other relevant law at the local levels;
5. Develop and implement social marketing strategies and platforms that would effectively advance advocacies and policies for PWDs;
6. Assist the PDAO head in developing a multi-year plan for PWDs and in mobilizing resources for funding of approved workplan and investment plan;
7. Represent the PDAO in meetings and conferences and in taking actions on matters related to administration, finance, planning and policy development;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 101 & 102 – 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.

Plantilla Item No. 103 – Disability Affairs Officer II (SG 15)

1. Formulate programs concerning the mainstreaming of the disability perspective in the local government unit's projects and activities and development of disability specific programs;
2. Facilitate development and implementation of center-based and community-based inclusive development programs and projects;
3. Implements city-initiated projects and activities for the PWD sector;
4. Develop capacity building program and specific training interventions for PWD sector leaders, advocates and volunteers;
5. Represent the PDAO in meetings and conferences and in taking actions on matters related to programs and operations.
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 104 & 105 – Disability Affairs Assistant (SG 8)

1. Assist the federation of PWDs in the conduct of their regular monthly meetings;
2. Implements the CBID framework for PWD programs and activities in the barangay level;
3. Develop and monitor its implementation in all the 35 barangays by providing technical assistance and logistics support;
4. Perform other duties and responsibilities as may be assigned from time to time.

DUTIES AND RESPONSIBILITIES
Publication Period: July 11 to July 26, 2022

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 107 – Youth Development Officer II (SG 14)

1. Provide technical assistance in the preparation of the SK annual budget and other financial plans;
2. Perform consultation and coaching in policy making and program development planning of Sangguniang Panlungsod;
3. Facilitate proper registration and verification of youth and youth-serving organizations in the CSFP;
4. Assist LYDO administration, maintenance of youth facilities and resource management;
5. Represent the LYDO in meetings and conference related to LYDO administration and finance;
6. Perform technical support and secretariat services to the LYDC;
7. Formulate and update the internal rules of procedures of the LYDC;
8. Conduct policy research on current issues affecting the child-youth, core-youth and adult youth;
9. Facilitate conduct of LYDC formulation, review and evaluation workshops;
10. Develop and implement social marketing strategies and platforms that would effectively advance LYDO advocacies;
11. Represent the LYDO in meetings and conferences to planning and policy development.
12. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 108 – Youth Development Assistant II (SG 8)

1. Implements PDAO annual work and financial plan and its project procurement and management plan and perform other financial work and transactions;
2. Prepare logistic requirements in LYDC meetings;
3. Assist the LYDO in the review and evaluation of registration requirements of youth and youth-serving organization;
4. Perform other duties and responsibilities as may be assigned from to time.

Plantilla Item No. 109 – Youth Development Assistant II (SG 8)

1. Maintain the LYDO social media account;
2. Prepare technical and preparational requirements in LYDC meetings;
3. Assis the LYDC in the review and evaluation and accreditation requirements of youth and youth-serving organizations;
4. Perform other duties and responsibilities as may be assigned from to time.

Plantilla Item No. 110 – Youth Development Officer II (SG 14)

1. Implements the mandatory training requirements of NYC and DILG among SK officials;
2. Develop capacity building program and specific training interventions needed by youth leaders, advocates and general youth population in consultation with the LYDC and other concerned agencies;
3. Implements city youth development programs and activities;
4. Represent the LYDO in meetings and conferences related to programs and operations;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 111 & 112 – Youth Development Assistant II (SG 8)

1. Implements the city youth development activities (youth congress, youth assemblies, young achievers award, summer youth festival, sports development, etc);
2. Assist in the conduct of LYDC meetings;
3. Assist in the conduct of youth development trainings and other capacity building activities;
4. Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION OFFICE

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

1. Perform technical and video-editing functions for the CIO;
2. Provide graphics, selected video cuts and musical scoring for tv and audio visual presentations;
3. Assist the videographer in covering events/ taping using digital handy camera or professional video camera;
4. Make sure of quality TV and AVPs/materials;
5. Burn video materials for archiving;
6. Troubleshoot/ repair any electronic equipment for TV production when necessary;
7. In-charge of projector setup when needed;
8. Conduct research on new ideas/ techniques for video editing graphics and designs;
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 16 – Administrative Officer IV (SG 15)

1. Act as Information Officer;
2. Formulates and implements the Annual Investment Plan
3. Formulates and implements the Project Procurement Management Plan
4. Organize press conferences
5. Prepare project proposals, sponsorship contracts, office communications and various reports and presentations of the office
6. Delegates and monitors the programs of the office
7. Check the contents of all information materials before production
8. Attends meetings regarding plans, programs and activities of the city
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Act as Procurement Officer;
2. Act as Supply Officer;
3. Act as Training Focal Person;
4. Formulates and implements the Annual Procurement Plan;
5. Perform efficient administrative support to the office e.g. transmittal and filing of documents, streamer and service requests;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY HEALTH OFFICE

Plantilla Item No. 19 – Nurse III (SG 17)

1. Attend to emergent and non-emergent medical cases;
2. Directly supervise the CHO-HEMS Nurses;
3. Prepare project proposals related to CHO- HEMS Services;
4. In-charge with the coordination with the CDRRMO as necessary;

5. Render appropriate assistance during medical missions and medical assistance;
6. Transport and refer medical patients to various medical institutions;
7. Perform ambulance conduction of patients;
8. Responsible for the custody and safekeeping of official records of the Health Emergency Management Staff (HEMS) Services including the process of keeping, filing, classifying and maintaining systematic records;
9. Assist in the conduct of Basic Life Support and Basic First Aid related trainings and seminars;
10. Attend duties during disasters, calamities or as the need arise;
11. Assist in the CHO- City Medical Unit as necessary;
12. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 10 – Nurse I (SG 15)

1. Implement, coordinate, and monitor assigned cluster Programs, Projects, and Activities (PPAs);
2. Prepare project proposals of assigned cluster program(s) in coordination with the Programs Managers;
3. Validate, consolidate, prepare, and safe keep all cluster program-related reports;
4. Conduct inventory of programs' logistics and resources in coordination with Procurement and Supply and Property Officers;
5. Act as council secretariat of assigned cluster program/s;
6. Prepare liquidation reports and post activity reports and other pertinent reports;
7. Responsible for the implementation of all DOH cluster health programs;
8. Supervise and monitor field health services personnel and upkeep of health facilities including regular inventory of manpower, drugs and supplies, and infrastructure requirements;
9. Ensure effective and efficient management of birthing services;
10. Perform other duties and responsibilities as may be assigned from time to time.