

DUTIES AND RESPONSIBILITIES
Publication Period: July 12 to 27, 2022

CITY BUDGET OFFICE

Plantilla Item No. 1 – City Budget Officer I (SG 25)

1. Responsible for the preparation and defense of the budget of the LGU
2. Responsible for the preparation of forms, orders and circulars embodying instructions on budgetary & appropriation matters for the signature of the Local Chief Executive;
3. Responsible for the review and consolidation of the budget proposals of different departments and offices of the LGU;
4. Responsible for assisting the LCE as the case may be, in the preparation of the budget and during budget hearing;
5. Responsible for the study and evaluation of budgetary implications of proposed legislation & submit comments & recommendation thereon;
6. Responsible for the submission of the periodic budgetary reports to the DBM;
7. Responsible for assisting the Sangguniang Panlungsod in reviewing the approved budget of the LGU and its local components;
8. Responsible for the formulation of the LGU development, in coordination with the Planning & Development Coordinator.

CITY INFORMATION OFFICE

Plantilla Item No. 11 – Administrative Officer IV (SG 15)

1. Writes news releases and photo releases
2. Writes speeches and messages of the Local Chief Executive
3. Prepares script for the tv and radio program
4. Produces infomercials, audio-visual presentations, and infomercials
5. Contributes to the LGU newsletter
6. Updates the LGU's official website and social media account
7. Acts as reporter during the coverage of the city's events and activities
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 3 – Administrative Officer II (SG 11)

1. Perform a variety of duties involved in the design and layout of printed and graphic materials; perform routine and complex duties in the preparation of printing specifications
2. Prepare design layouts, specifications and mechanicals for newspapers, journals, posters, tarpaulins, booklets, brochures and other printed and graphic materials
3. Analyze and select proper paper, ink, type, illustrations and printing techniques to be used in total production
4. Keep himself updated of recent developments and technologies in the graphic arts field
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Administrative Assistant I (Photographer II) (SG 7)

1. Assist in photographing newsworthy events, locations, people, or other illustrative or educational materials for use in publications, telecasts or info graphic materials, using still cameras;
2. Travel to assigned location and take pictures;
3. Ensure all pictures are uploaded and tagged in the computer;
4. File and label old pictures in CDs;
5. Ensure good condition of equipment;

6. Performs other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 5 – Administrative Assistant II (Artist-Illustrator II) (SG 8)

1. Perform variety of duties involved in the design and layout of printed and graphic materials;
2. Perform routine and complex duties in the preparation of printing specifications;
3. Prepare design layouts, specifications and mechanicals for newspapers, journals, posters, tarpaulins, booklets, brochures and other printed and graphic materials;
4. Analyze and select proper paper, ink, type, illustrations and printing techniques to be used in total production;
5. Keep oneself updated of recent developments and technologies in the graphic arts field;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 13 – Administrative Officer IV (SG 15)

1. Writes news releases and photo releases
2. Writes speeches and messages of the Local Chief Executive
3. Prepares script for the tv and radio program
4. Produces infomercials, audio-visual presentations, and infomercials
5. Contributes to the LGU newsletter
6. Updates the LGU's official website and social media account
7. Acts as reporter during the coverage of the city's events and activities
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14 – Administrative Officer II (SG 11)

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. 15 – Administrative Officer II (SG 11)

1. Perform video coverage of city's programs and events;
2. Create materials to be used for TV program, Audio Visual Presentations or infomercials and TV advertisements including, but not limited to, shooting videos;
3. Ensure good condition of equipment;
4. Capture images and recordings on video tape;
5. Record voice over materials;
6. Archive video and audio materials;
7. Transfer video materials to DVD/CD;
8. Perform other duties and responsibilities as may be assigned from time to time.