

DUTIES AND RESPONSIBILITIES
(Publication Date: March 8 to 23, 2023)

CITY ACCOUNTANT'S OFFICE

Plantilla Item No. 8 – Administrative Assistant II (Accounting Clerk III) (SG 8)

1. Prepare report for remittances (HDMF) for Permanent and Casual Employees;
2. Process payment of payroll for Eco-Aides, Madrasah, Subsidy and Alternative Learning System (ALS), Local School Board (LSB) Teachers;
3. Process filing and payment of withholding tax remittance for Eco-Aides, Madrasah, Subsidy and Alternative Learning System (ALS), Local School Board (LSB) Teachers;
4. Post Tax withheld on paid vouchers to monthly alphalist of creditors (General Fund);
5. Print and issue BIR form 2316 Certificate of Compensation Payment/Tax Withheld;
6. Records filing of official receipts and reports of monthly remittances (GSIS, PHIC, Landbank, HDMF, NHMFC, COOP, SSS and BIR);
7. Print all monthly remittances report for Permanent and Casual Employees;
8. Printing of CAFOA – all payroll obligations;
9. Process payment of monthly Hazard pay and Subsistence allowance of CSWD / CAVO;
10. Process payment of monthly travelling allowance of CAVO;
11. Prepare certification for HDMF premiums and loans of permanent and casual employees;
12. Prepare alphalist of payroll using Payroll Crediting Validation (PACSVAL);
13. Liaison officer to government agencies (Landbank, GSIS, SSS, HDMF, PHIC and BIR);
14. Perform other duties and responsibilities that may be assigned from time to time

CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION

Plantilla Item No. 95, 96, 97 – Heavy Equipment Operator II (SG 6)

1. Operate heavy equipment vehicles;
2. Maintain overall maintenance and operation of heavy equipment vehicles;
3. Perform other duties and responsibilities that may be assigned from time to time.

Plantilla Item No. 98, 100, 101, 102, 103 – Heavy Equipment Operator I (SG 4)

4. Operate heavy equipment vehicles;
5. Maintain overall maintenance and operation of heavy equipment vehicles;
6. Perform other duties and responsibilities that may be assigned from time to time.

Plantilla Item No. 128 – Administrative Aide IV (Mechanic I) (SG 4)

1. Perform troubleshooting and repair of service vehicles and equipment;
2. Perform overhauling jobs on mechanical parts, assemblies and other related components of service vehicles/ equipment;
3. Ensure proper usage and maintenance of tools and equipment used in repairs and other related works;
4. Perform other duties and responsibilities that may be assigned from time to time.