

## **DUTIES AND RESPONSIBILITIES**

**Publication Period: November 17 to December 2, 2022**

### **CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE**

#### **Plantilla Item No. 1 – City Government Department Head I (SG 25)**

1. Responsible for the primary policy, planning, coordinating, implementing, regulating, and administrative entity of the City Government that will promote, develop, and regulate integrated and strategic information and communications technology systems and reliable and cost-efficient communication facilities and services;
2. Responsible for the facilitation of automation, networking and transfer of technology for the government's offices and sections intended to improve public service;
3. Responsible for the development of the City government Information Technology needs and maintain custodial responsibilities over assigned properties and facilities;
4. Responsible for the conduct of IT related training and educational seminars to city personnel for their advancement/enrichment.