

DUTIES AND RESPONSIBILITIES

Publication Period: September 19, 2022 – October 4, 2022

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 3 – Planning Officer IV (SG 22)

1. Formulate and develop measures related to development planning and provide technical assistance and support in carrying out measures to ensure the delivery of the basic services;
2. Develop plans and strategies required in the development of programs and projects of the city;
3. Assist the City Planning and Development Coordinator in formulating concept and policy papers supporting the realization of the City Development Plans (CDPs) and facilitate the same in the implementation, plan monitoring and evaluation;
4. Supervise the consolidation, review, and evaluation, and monitoring of the Local Development Investment Program (LDIP) and the Annual Investment Program;
5. Responsible for the conduct of research on relevant sectoral development policies;
6. Coordinate with governmental and non-governmental entities or institutions as well as international organizations to integrate plans and activities, project development, and management.
7. Supervise the day-to-day operations of the Urban Planning, and Planning and Programming Sections;
8. Perform other duties and responsibilities as may be assigned from time to time.