

DUTIES AND RESPONSIBILITIES

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 70 – Social Welfare Officer IV (SG 22)

- 1) Responsible in the overall management and supervision of the operations in the Administration Division;
- 2) Provide technical supervision in the implementation of programs, systems and procedures;
- 3) Review financial plans and periodic reports;
- 4) Recommend approval of certifications, proposals, undertakings of action research projects, training programs and other initiatives within the scope of SWD administration functions;
- 5) Provide technical assistance through consultations, dialogues, conferences and training;
- 6) Responsible for the preparation and submission of feedback reports for managerial actions and decisions;
- 7) Assist management in networking and resource generation;
- 8) Ensure equitable distribution of personnel and evaluate their performance;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Plantilla Item No. 9 – Information Technology Officer II (SG 22)

- 1) Supervise all personnel under the System Development Division;
- 2) Work closely with Information Systems Analyst to develop and document functional design, system/solution specifications from Business Requirements Specifications (BRS);
- 3) Supervise the development of client-server and web-based software and conduct unit testing and integration testing for the enhancement and maintenance of the application system;
- 4) Collaborate with Information Systems analysts, Head of Office and end-users for the design and development of client-server application systems;
- 5) Provide recommendations on documentation, coding and testing standards, methodologies and technologies and acquisition of appropriate development, documentation and testing tools;
- 6) Prepare and submit monthly reports on work progress;
- 7) Provide user/technical training to software clients by participating in the delivery of training workshops;
- 8) Act as team leader for system developers and promote teamwork among team members to facilitate the completion of multi-staff projects;
- 9) Perform other duties and responsibilities as may be assigned from time to time.

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 6 - Planning Officer III (SG 18)

- 1) Draft plans and strategies and upon approval thereof by the Mayor, implement the same particularly those which have to do with urban planning and design programs and projects which the Mayor is empowered to implement;
- 2) Conduct researches on urban development policies and strategies for localization to the City;
- 3) Formulate pre-feasibility, feasibility, environmental assessments studies for the LGU;
- 4) Prepare for consideration of the LCE and SP the urban plan and design for the LGU or a part hereof, including the renewal of slums and appropriated planning of water, marine and foreshore areas;

- 5) Review for appropriate action of the Mayor the urban plans and design submitted by the governmental and on gov't entities of individuals, particularly those for undeveloped, underdeveloped and properly -designed areas
- 6) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 12 – Planning Officer IV (SG 22)

- 1) In-charge of the programs, project monitoring & evaluation, statistics and information division;
- 2) Serves as the Strategy Management and PGS Focal Person
- 3) Supervise the Strategic Monitoring and Evaluation and Knowledge Management Sections;
- 4) Assess the alignment of the PPAs to the overall strategy and development direction of the City;
- 5) Analyze on-going/completed programs/projects and activities;
- 6) Recommend modification, changes or addition on programs projects/activities of the city;
- 7) Formulate M&E mechanisms for institutionalization and continuous improvement of LGU governance;
- 8) Evaluate data and knowledge management mechanisms for proper documentation and validation of learning in governance;
- 9) Finalize and recommend studies and researches related to PPA improvements;
- 10) Enhance public participation and communication strategies to ensure coordinated execution of the strategic direction
- 11) Perform other duties and responsibilities as may be assigned from time to time.