

DUTIES AND RESPONSIBILITIES

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 1 - City Government Department Head I (SG 25)

1. Formulate measures and provide technical assistance and support to the City Mayor on all matters relative to public order and safety as well as research data related to the total socioeconomic development of the City;
2. Recommend the implementation of policies, programs or project relating to public order and safety;
3. Oversee and monitor the enforcement and implementation of public order and safety programs and projects at the City and barangay level;
4. Provide relevant information in order to promote public safety objectives;
5. Be in the frontline in providing information during and in the aftermath of man-made and natural disasters and calamities;
6. Set the direction, development, implementation and coordination of public order and safety programs within the territorial jurisdiction of the City;
7. Design program and coordinate public safety and order activities consistent with the regional council's standards and guidelines;
8. Establish augmentation and auxiliary services on traffic management;
9. Formulate plans and programs to improve public safety;
10. Undertake protective and disaster relief services;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 23 - Administrative Officer II (SG 11)

1. Maintain files, updates, retrieve documents and records of the office
2. Develop and maintain statistics and databases
3. Supervise and control the flow of incoming and outgoing communication;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 26 - Traffic Operations Officer II (SG 11)

1. Formulate guidelines on training, seminars and conferences pertaining to traffic;
2. Conduct orientation training for TMD personnel;
3. Conduct information and education campaign (IEC) on traffic rules, ordinances and laws;
4. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY MARKET OPERATIONS DIVISION

Plantilla Item No. 1 – Market Specialist IV (SG 22)

1. Administer and supervise the operation of the City owned, run, and controlled public markets, operation of private markets, talipapas and other similar structures;
2. Propose and coordinate plans and programs for the public markets on all aspects of market operations;
3. Responsible for the maintenance and upkeep of the public market and premises;
4. Shall exercise direct supervision, management, control and responsibility over all market personnel for the strict and fair implementation of the provisions of the City's Market Code;
5. Administer the lease of stalls and preparation of the necessary documents pertaining thereto;
6. Perform other duties and responsibilities as may be assigned from time to time.