

DUTIES AND RESPONSIBILITIES
(Publication Period: December 1, 2021 – December 16, 2021)

CITY TREASURER'S OFFICE

Plantilla Item No. 70 – Local Treasury Operations Officer IV (SG 22)

1. Assist the City Treasurer in the management of registered real properties;
2. Oversee the operation of the division and reports directly to the City Treasurer;
3. Monitor real property tax collection and all property transaction payments;
4. Prepare financial analysis on current vis a vis historical real property tax collection;
5. Prepare Monthly and Quarterly Collection Reports;
6. Ensure collection of delinquent accounts;
7. Mobilize necessary personnel to saturate delinquent accounts;
8. Oversee the institution of administrative and/ or civil remedies on delinquent accounts;
9. Prepare Certified List of Taxpayers for submission to City Treasurer and department concerned;
10. Ensure required publication and posting of delinquent accounts;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Local Treasury Operations Officer II (SG 15)

1. Primarily responsible in the saturation of delinquent accounts;
2. Mobilize field personnel to send notices and demand letter with delinquent accounts;
3. Monitor compliance on real property tax delinquent accounts;
4. Prepare Certified List of Delinquent Accountst;
5. Endorse reports to the City Treasurer and recommend required publication and posting of delinquent accounts;
6. Recommend the institution of administrative and/or civil remedies on delinquent accounts;
7. Ensure necessary compliance and documentation for the institution of administrative and/or civil remedies on delinquent accounts;
8. Facilitate the institution of administrative and/or civil remedies on delinquent accounts;
9. Monitor Redeemed Properties and prepare/issue necessary reports/records;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 5 – Local Treasury Operations Officer I (SG 11)

1. Responsible for the collection and receipt of payment on real property taxes, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 71 – Local Treasury Operations Officer IV (SG 22)

1. Assist the City Treasurer in the management of registered businesses, stall holders and taxpayers on record;
2. Oversee the operation of the division and reports directly to the City Treasurer;
3. Monitor collection of all taxes, permits, licenses and fees;
4. Prepare financial analysis on current vis a vis historical taxes, permits, licenses and fees collection;

5. Prepare Monthly and Quarterly Collection Reports;
6. Ensure collection of delinquent accounts;
7. Mobilize necessary personnel to saturate delinquent accounts;
8. Oversee the institution of administrative and/ or civil remedies on delinquent accounts;
9. Prepare and maintain Masterlist of Registered and Paid Business and Market Stall Holders;
10. Prepare and maintain list of taxpayers for professional tax, community tax, etc.;
11. Review and verify Masterlist of Delinquent Accounts;
12. Ensure required publication and posting of delinquent accounts;
13. Facilitate the institution of administrative and/ or civil remedies on delinquent accounts;
14. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 72 – Local Revenue Collection Officer II (SG 15)

1. Primary responsible for the collection and receipt of payment on other taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare reports pertaining to collected local income;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Recommend the mobilization of field personnel to send notices and demand letter with delinquent accounts;
12. Prepare and maintain Masterlist of Delinquent Accounts;
13. Recommend the institution of administrative and/or civil remedies on delinquent accounts;
14. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 23, 62 73 – Local Revenue Collection Officer I (SG 11)

1. Responsible for the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 55 – Supervising Administrative Officer (SG 22)

1. Assist the City Treasurer in the proper management of funds;
2. Oversee the operation of the division and report directly to the City Treasurer;
3. Ensure availability of funds for all disbursements;
4. Prepare financial analysis on current vis a vis historical disbursements;
5. Maintain a record of checks prepared and recommend for signing of the City Treasurer;
6. Maintain cashbook for cash in bank per account;
7. Prepare Monthly and Annual Cash Program;

8. Prepare Daily Cash Position Report;
9. Prepare Quarterly Report of Expenditures per fund for submission to Bureau of Local Government Finance;
10. Monitor payment of Accounts Payable;
11. Maintain report and monitor disbursement of major accounts (ex. 20% Development, 5% LDRRMF etc.)
12. Perform other duties and responsibilities as may be assigned from time to time.