

DUTIES AND RESPONSIBILITIES
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CITY ACCOUNTANT'S OFFICE

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

1. Responsible for installation and maintenance of an internal audit system in the LGU;
2. Responsible for the preparation of journals and analysis of obligations, reconciliation of accounts, accountant's advice and maintain and keep all records/reports related thereto;
3. Responsible for the preparation of statements of journal vouchers and liquidation of the same and other adjustments related thereto;
4. Responsible for the preparation of statements of cash advances, liquidation, salaries/wages, allowances, reimbursement and remittances pertaining to the LGU;
5. Responsible for the preparation of utilization reports of funds and other Trust Funds;
6. Responsible for the posting of individual disbursements to the subsidiary ledger and index cards;
7. Responsible for the accounting of all issued requests for obligations and maintain and keep all records and reports related thereto;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 1 – City Planning and Development Coordinator I (SG 25)

1. Formulate integrated economic, social, physical and other development plans and policies for consideration of the local government development council;
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functions groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved plan;
5. Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned provided under Title Five, Book II of this code;
7. Promote people participation in development planning within the local government unit concerned;
8. Exercise supervision and control over the secretariat of the local development council.
9. Perform other duties and responsibilities as may be assigned from time to time.

CITY HEALTH OFFICE

Plantilla Item No. 1 – City Health Officer II (SG 25)

1. Responsible for formulating program implementation guidelines and rules and regulations in order to assist the LCE in the efficient, effective and economical implementation of health service program geared to implement health-related projects and activities;
2. Responsible for the formulation of measures in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Sec. 17 of the LGC of 1991;

3. Responsible for the development of plans and strategies and upon approval thereof by the LCE, implement the same, particularly those which have to do with health programs and projects which the LCE is empowered to implement and which the SP is empowered to provide under the LG Code of 1991;
4. Responsible for the formulation and implementation of policies, plans and projects to promote the health of the people in the city;
5. Responsible for advising the LCE and the SP on matters pertaining to health;
6. Responsible for the execution and enforcement of all laws, ordinances and regulations relating to public health;
7. Responsible for the recommendation to the SP through the Local Health Board the passage of such ordinances as deemed necessary for the preservation of public health;
8. Responsible for the recommendation of the prosecution of any violation of sanitary laws, ordinances or regulations;
9. Responsible for directing the sanitary inspection of all business establishments selling food items or providing accommodation such as hotels, motels, lodging houses, pension houses, and the like, in accordance with the Sanitation Code;
10. Responsible for the conduct of health information campaigns and render health intelligence services;
11. Responsible for the coordination with other government agencies and non-government organizations involved in the promotion and delivery of health services.

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Plantilla Item No. 1 – City Environment and Natural Resources Officer I (SG 25)

1. Formulate policies, plans and programs, and ensure implementation, thereof, relative to environmental protection, resource conservation and pollution prevention to attain sustainable development;
2. Develop a comprehensive management program on pollution prevention such as air pollution management, ecological solid waste management and air quality management;
3. Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources;
4. Design, plan and implement strategies particularly those which have to do with environment and natural resources programs and projects which the City Mayor is empowered to implement and which the SP is empowered to provide for under the Local Government Code of 1991;
5. Manage and maintain seed banks and produce seedlings for forests and tree parks.
6. Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;
7. Coordinate with government agencies and non-government organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the DENR;
8. Be in the frontline in the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural disasters and calamities;
9. Recommend to the SP and advise the City Mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources;
10. Issue, renew or deny permits, under such conditions as it may determine to be reasonable, for the prevention of pollution, discharges and other nuisance complained thereof;

11. Authorize representatives to enter, at all reasonable times, any property of the public dominion and private property devoted to industrial, manufacturing, processing of commercial use without doing any damage, for the purpose of to inspecting and investigating conditions relative to pollution; and
12. Be responsible for the implementation of related penal provisions of all national and local laws relative to environmental protection;
13. Responsible for the development of the City Ecological Solid Waste Management System that will address the pollution of environment and conservation of natural resources;
14. Responsible for the operation of the composting center, preparation of the City solid Waste Management Plan in cooperation with the City Solid Waste Management Board and coordinate garbage collection and disposal with the City General Services Office.

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.

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.

OFFICE OF THE CITY BUILDING OFFICIAL

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

1. Responsible for the enforcement of the provisions of the National Building Code of the Philippines (P.D. 1096) & its implementing rules and regulations (IRR), as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto;
2. Responsible in the overall administrative control and/or supervision over all works pertinent to buildings/structures in his area of responsibility and shall be charged with the processing of all applications and certificates as well as the issuance of the same permit;
3. Responsible in ensuring that all changes, modifications and alterations in the design plans during the construction phase shall not start until the modified design plan has been evaluated and necessary amendatory permit issued.