

**DUTIES AND RESPONSIBILITIES**  
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**CADMINO – Business License and Permit Division**

**Plantilla Item No. 9 – Licensing Officer IV (SG 22)**

1. Responsible for the issuance of business/mayor's permit, permit to operate and special permit, revocation and closure of businesses;
2. Responsible for the issuance of business retirement certificate;
3. Responsible for the investigation and evaluation of eligibility for or conformity with laws and regulations governing contract compliance in relation to the requirement of licenses and permits;
4. Responsible for the revocation of Mayor's Permit endorsed by other regulatory offices;
5. Responsible for the calibration of gasoline stations and LPG refilling plants;
6. Responsible for the effective implementation of plans/work programs and activities for the improvement of services delivered to the public;
7. Responsible for the supervision on the issuance of generated reports and other information as requested by different entities or individual certification, certified true copy of business registration and other documents on business.
8. Perform other duties and responsibilities as may be assigned from time to time.

**CADMINO – Internal Control Division**

**Plantilla Item No. 28 – Internal Auditor (SG 18)**

1. Review organizational structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;
2. Draft audit plan or audit work program for review of the immediate supervisor;
3. Discuss the internal audit plans with the concerned internal audit staff;
4. Assign and clarify work assignments of members of audit team;
5. Advise staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
6. Discuss internal audit scope and objectives with auditee prior to conduct of audit;
7. Lead an internal audit team in examining and evaluating the adequacy and effectiveness of the agency's operations systems and controls;
  - To determine the reliability and integrity of information generated through the information systems.
  - To determine if existing systems and procedures ensure compliance with established policies, laws, rules, regulation and procedures.
  - To review the means by which assets are safeguarded.
  - To appraise economy and efficiency with which agency resources were used.
  - To determine whether or not agency programs and projects meet objectives and targets.
8. Review status of audit being conducted to determine issues encountered and to recommend speedy resolutions of issues so that the audit will be completed according to schedule.
9. Review written internal audit reports to determine completeness and conformance to internal audit plans, objectives, standards and guidelines, and if findings were discussed with the auditee/s before the final report was drafted.
10. Monitor and check process of collecting, analyzing, interpreting and documenting information to ensure the audit staff's objectivity and that internal audit goals, objectives and performance targets are met.
11. Analyze internal audit reports to determine accomplishments and deviations from the audit plans with the end to evaluate the internal audit function and enhance performance.
12. Draft the consolidated internal audit report.
13. May supervise the conduct of special internal audits.

14. Discuss audit results with auditee/s before the draft of the report is finalized with the conformance of the Division Head.
15. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation.
16. Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed.
17. Train new internal auditors.
18. Perform other duties as may be assigned from time to time.

### **CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**

#### **Plantilla Item No. 12, 13, 77 – Social Welfare Officer I (SG 11)**

1. Responsible for the conduct of interviews and home visitations to clientele;
2. Prepare social case study reports and other specific assessment reports;
3. Implement treatment plan for the total rehabilitation and reintegration of a client/s to his family and community;
4. Facilitate conduct of case conference;
5. Liaise and maintain networking and referral system with NGAs, LGUs, GOs and NGOs
6. Responsible for the conduct of aftercare services thru the Support Services Network (SSN) facility at WCPC
7. Manage and maintain complete documentation of individual cases and ensures safekeeping of all case folders;
8. Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 81 – Social Welfare Assistant (SG 8)**

1. Provide assistance in community organizing and group formation process;
2. Conduct group work activities and community assemblies to gather information, develop assessment of needs and provide immediate relief or interventions;
3. Develop and implement projects and activities to initiate, support and/or sustain helping interventions to marginalized and vulnerable clientele
4. Responsible for ensuring the proper intake and documentation of basic information and updating of client's records and treatment progress;
5. Responsible for the promotions of public awareness regarding legislations on social welfare and development (SWD);
6. Facilitate clients' access to available services within the referral network;
7. Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 93 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. In-charge of the facilitation and conduct of meetings and learning sessions of CDT/Ws under Unit 2 cluster of day care centers;
2. Responsible for the conduct of pre-assessment of DCCs within area of assignment;
3. Responsible for the consolidation of assessment findings for Curriculum, Instruction and Assessment and provide recommendations for action planning;
4. Responsible for the development and implementation of action plans and interventions in pursuit of Curriculum Instruction and Assessment Standards;
5. Responsible for the consolidation of periodic reports on assessment, and other related reports;
6. Responsible for the preparation of documentation requirements for Supplemental Feeding program and facilitate its smooth implementation in all day care centers;
7. Responsible for the preparation of necessary reports and presentations pertaining to curriculum instruction and assessment (for utilization and reference of ECCDCC);
8. Perform other duties and responsibilities as may be assigned from time to time.

## **OFFICE OF THE CITY BUILDING OFFICIAL**

### **Plantilla Item No. 29 – Engineer II (SG 16)**

1. In-charge of the evaluation of building / structure documents in compliance to technical requirements under the Sanitary Engineering Law (RA 1364) and Plumbing Law;
2. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 30 – Engineer II (SG 16)**

1. Responsible for ensuring the conformity of building / structure based on approved plans and documents as to technical requirements for Electronics Regulations
  - a) Documentary Requirements
  - b) Cost Estimates
  - c) Specifications
2. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 3 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Responsible for the management and maintenance of the inventory of office supplies, equipment and fixtures;
2. Maintain stock cards for proper monitoring of supplies and equipment in the office;
3. Facilitate/assign office property to accountable personnel;
4. Conduct regular inventory of stocks, supplies and equipment within the office;
5. Participate during inventory of City Government properties;
6. In-charge of the conduct of the annual physical count and proper transfer of or clearance from accountabilities of personnel;
7. Coordinate regularly with the City General Services Office-Property and Supply Management Division as to policies and procedures;
8. Prepare all ISO related reports;
9. Monitor compliance to ISO standards;
10. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY CIVIL REGISTRY OFFICE**

### **Plantilla Item No. 10 – Registration Officer II (SG 14)**

1. Responsible for the Records Management Section;
2. Act as Records and Information Officer;
3. Prepare work accomplishment report for the Records Management Section;
4. Act as Records Officer / Inventory Controller of the office;
5. Lead the regular inventory counting of civil registry books and office resources;
6. Receive registered documents for filing at the store room;
7. Index registered documents to facilitate search files, keep and preserves in a secured place;
8. Monitor all in and out of all registry books and office resources;
9. Monitor all registered civil registry documents being transcribed regularly;
10. Assist the RMAS Division Chief as to and when necessary;
11. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 24 – Administrative Assistant (Assistant Registration Officer) (SG 8)**

1. Receive all registrable documents on birth, foundling, death and marriage;
2. Receive bulk registration of civil registry documents;
3. Prepare notice of posting of all delayed civil registry documents;
4. Submit monthly Accomplishment Report;
5. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY HEALTH OFFICE**

### **Plantilla Item No. 133 – Laboratory Aide II (SG 4)**

1. Prepare equipment and records for the schedule of laboratory exams;
2. In-charge of the registration of patients' data for laboratory procedure;
3. Assist the Medical Technologist during laboratory examination/screening and sputum microscopy through recording and releasing of results;
4. Manage and maintain all files and records of laboratory results and all laboratory equipment;
5. Responsible for maintaining the orderliness and cleanliness of the laboratory;
6. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE**

### **Plantilla Item No. 21 – Traffic Operations Officer I (SG 11)**

1. Update and analyze the public transport route and services covering tricycles, buses, jeepneys, and other public transport modes;
2. Coordinate with public transport operators in the provision or operation of facilities like terminals and waiting areas;
3. Evaluate requests, in coordination with the City Planning Department, for variances from the zoning ordinance that are likely to have a significant traffic impact;
4. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY AGRICULTURE AND VETERINARY OFFICE**

### **Plantilla Item No. 4 – Agriculturist II (SG 15)**

1. Promote and implement different crop production programs of the City to improve farm productivity;
2. Perform agricultural extension services including the visitation to standing crops and conduct of field validation and verification on reported damages to crops due to infestation and calamities;
3. Update farmers' profile and submit required master list of farmers for wet and dry season planting;
4. Prepare and submit planting, harvesting and damage report as required;
5. Promote the organization of cooperatives and associations of farm families and provide necessary services and assistance to improve the competencies of the members through conduct of seminars, trainings and meetings;
6. Perform other duties and responsibilities as may be assigned from time to time.

## **OFFICE OF THE SANGGUNIANG PANLUNGSOD**

### **Plantilla Item No. 2 – Administrative Officer IV (SG 15)**

1. Manage and maintain OSP records and library;
2. In-charge of publication of approved ordinances, filing of approved resolutions, and mailing to concerned offices and personalities;
3. Supervise the encoding and scanning of documents in Document Management System (DMAS);
4. Act as member of SP secretariat;
5. In-charge of retrieving of documents in DMAS and library;
6. Supervise request for the issuance of certified true copies of SP records; and
7. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 5 – Administrative Assistant II (Data Entry Machine Operator II) (SG 8)**

1. Encode City Ordinances and Resolutions into the Document Management Application System (DMAS);
2. Perform continuous checking of errors within the description and data of Ordinances and Resolutions in DMAS;
3. Reproduce document copy from the DMAS for issuance of certified copies to clients;
4. Log all requested documents or certifications for the day in the appropriate logbook;
5. Create and update of listing of Ordinances and Resolutions not existing in DMAS;

6. Manages the DMAS and all of its content for the assuring the availability of City Ordinances and Resolutions;
7. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 7 – Administrative Aide II (Messenger) (SG 2)**

1. In-charge of the delivery of communications/letters and/ or errands from different agencies/offices;
2. Perform other duties and responsibilities as may be assigned from time to time.

**CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION**

**Plantilla Item No. 131 – Administrative Aide III (Utility Worker II) (SG 3)**

1. Repair/ Replace tires of service vehicles and equipment;
2. Ensure the proper use and upkeep of tools being used in tire repair/ replacement;
3. Provide assistance to the mechanics in the general operations of the Vehicle and Equipment Maintenance Section and in rescue operations;
4. Perform routine maintenance check of tires; and
5. Perform other duties as may be assigned from time to time.

**Plantilla Item No. 114, 120, 125 – Administrative Aide III (Driver I) (SG 3)**

1. Provide transport to LGU staff & other authorized passengers w/in the city proper and/or any other authorized destinations;
2. Conduct Daily Maintenance and Checked -up of vehicles (i.e.; Oil, fluids, tire pressure, service schedule, tire condition, lights condition, BLOWBAGETS,etc.);
3. Prepare, submit and maintain trip tickets of vehicles;
4. Prepare Gasoline Fuel requisition;
5. Perform other duties as may be assigned from time to time.

**Plantilla Item No. 107 – Administrative Aide IV (Driver II) (SG 4)**

1. Provide transport to LGU staff & other authorized passengers w/in the city proper and/or any other authorized destinations;
2. Conduct Daily Maintenance and Checked -up of vehicles (i.e.; Oil, fluids, tire pressure, service schedule, tire condition, lights condition, BLOWBAGETS,etc.);
3. Prepare, submit and maintain trip tickets of vehicles;
4. Prepare Gasoline Fuel requisition;
5. Perform other duties as may be assigned from time to time.

**CMO – CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION**

**Plantilla Item No. 48, 70 – Administrative Aide IV (Driver II) (SG 4)**

1. Perform driver functions and liaise activities for the office;
2. Ensure good working condition of CDRRMO vehicles and equipment, perform preventive maintenance and minor repairs and accomplish related reports and requests;
3. Participate in emergency response/rescue /recovery/"early warning" activities
4. Provide admin/logistical support to other LDRRMO units as needed.
5. Perform IMT/EOC functions during disasters/emergencies and
6. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY ACCOUNTANT'S OFFICE**

### **Plantilla Item No. 1 – City Government Department Head (City Accountant) (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 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 COLLEGE**

### **Plantilla Item No. 1 – College Administrator**

1. Supervise and control all business matters, as well as all administrative and financial operations of the institution;
2. Carry out the general policies approved by the Board of Trustees (BOT) and shall have the power to act within the limits of the said general policies. He/She shall also direct or assign the details of executive actions;
3. Be ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the institution;
4. Determine and prepare agenda of all meetings of the BOT, the Academic Council and of the Administrative Council; provided, however, that any member shall have the right to suggest any matter for inclusion in the agenda;
5. Be the official link of communication between the faculty, personnel, and students of the institution on the one hand, and the BOT or the Board of Visitors on the other;

6. Recommend competent and qualified persons to fill all vacancies and new positions, subject to confirmation of the BOT. (Sec. 1, Art. V, SP Ordinance No. 2008-018, as amended by No. 2017-035);
7. Can fill vacancies temporarily and make such arrangements as necessary to meet all exigencies that may occur so as not to unduly hamper the operations of the institution;
8. Submit an annual report to the BOT at the end of the academic year, highlighting the work of the past year and the needs of the current year and shall also present to the BOT the proposed annual budget of the institution;
9. Execute and sign, on behalf of the institution, all contracts, deeds, and all such other instruments necessary for the proper conduct of business of the institution;
10. Preside at commencement exercises and other public affairs of the institution and confer such degrees and honors as confirmed by the BOT;
11. 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 ENGINEER'S OFFICE**

#### **Plantilla Item No. 6 – Draftsman II (SG 8)**

1. Inspect and evaluate proposed projects for plan preparations;
2. Draft Computer-aided design and drafting (CADD) working drawings;
3. Assist in the preparation of Detail Engineering documents;
4. Prepare construction schedule using Critical Path Method (CPM) and Program Evaluation and Review Technique;
5. Prepare bill of materials and program of work;
6. Perform other duties and responsibilities that may be assigned from time to time.

### **CITY ASSESSOR'S OFFICE**

#### **Plantilla Item No. 14 – Draftsman I (SG 6)**

1. Draft Final Tax Map;
2. Responsible for e-filing of tax map;
3. Prepare a suitable format for all of Assessor's map and drawings requirements;
4. Assist in the conduct of direct building tagging on field prior to appraisal related to taxation purposes;

5. Prepare assessment records prior to conduct of GIS building tagging;
6. Perform other duties and responsibilities that may be assigned from time to time.

#### **CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION**

##### **Plantilla Item No. 99 – Heavy Equipment Operator I (SG 4)**

1. Operate heavy equipment vehicles;
2. Maintain overall maintenance and operation of heavy equipment vehicles;
3. Perform other duties and responsibilities that may be assigned from time to time.

##### **Plantilla Item No. 127 – Administrative Aide VI (Mechanic II) (SG 6)**

1. Perform troubleshooting and repair of service vehicles and equipment;
2. Perform overhauling jobs on mechanical parts, assemblies and other related components of service vehicles/ equipment;
3. Ensure proper usage and maintenance of tools and equipment used in repairs and other related works;
4. Perform other duties and responsibilities that may be assigned from time to time.

#### **CITY GENERAL SERVICES OFFICE – UTILITY AND MAINTENANCE SERVICES DIVISION**

##### **Plantilla Item No. 90 – Administrative Aide III (Audio-Visual Equipment Operator I) (SG 3)**

1. In-charge of the audio-video set up of the City government events and activities;
2. Operate a variety of audio-video equipment and automated video playback;
3. Responsible for the maintenance and safekeeping of all audio-video equipment;
4. Perform other duties and responsibilities that may be assigned from time to time.

#### **CITY INFORMATION OFFICE**

##### **Plantilla Item No. 7 – Administrative Assistant I (Audio-Visual Equipment Operator III) (SG 7)**

1. Performs video coverage of city's programs and events;
2. Create materials to be used for TV program, Audio Visual Presentations or infomercials and TV advertisements including, but not limited to, shooting videos;
3. Ensure good condition of equipment;
4. Capture images and recordings on video tape;
5. Records voice over materials;
6. Archives video and audio materials;
7. Transfers video materials to dvd/cd;
8. Perform other duties and responsibilities that may be assigned from time to time.

#### **CITY PUBLIC AND ORDER SAFETY COORDINATING OFFICE**

##### **Plantilla Item No. 27 – Communications Equipment Operator II (SG 6)**

1. Conduct emergency dispatch and routinary communications and coordinate with concerned offices and agencies;
2. Receive and transmit radio communication relative to traffic situations, accidents, road activities and emergencies;
3. Assist in providing directions and issuance of orders through radio communication;
4. Perform other duties and responsibilities that may be assigned from time to time.



**CMO – CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION**

**Plantilla Item No. 46, 68, 69 – Administrative Aide VI (Communications Equipment Operator II) (SG 6)**

1. Monitor and facilitate the operations of Closed-Circuit Televisions (CCTV), early warning facilities, supporting systems, and communication equipment;
2. Assist in gathering of information through CCTV and communication facilities and ensure provision of accurate advice to concerned units, organizations, or agencies;
3. Ensure timely and prompt monitoring of CCTV daily operations;
4. Attend to clients in retrieving videos captured by CCTV cameras when appropriate;
5. Perform regular inventory and maintenance of CCTV devices, early warning facilities, and communication equipment;
6. Perform other duties and responsibilities that may be assigned from time to time.