

## **CITY AGRICULTURE AND VETERINARY OFFICE**

### **Plantilla Item No. 2 – Administrative Officer II (SG 11)**

1. Responsible for the collation, preparation, management and maintenance of office data base including farmer's profile and crop production record;
2. Prepare and submit required production information such as cropping season master list, production report, harvest report and damage report to different partner agencies;
3. Prepare and submit weekly and monthly crop monitoring report to Provincial Agriculture Office and Regional Field Office III;
4. Collate, prepare and submit Agricultural Extension Worker's quarterly Action plan including targets and accomplishments to Provincial Agriculture Office and Regional Field Office III;
5. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 20 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Act as the Procurement, Property and Supply Officer of the department;
2. Responsible for the preparation of all pertinent documents needed in the procurement process;
3. Ensure safety and proper utilization of office supply;
4. Facilitate/assign office property to accountable personnel;
5. Serve as Frontline/ desk officer;
6. Entertain/interview walk in clients and endorse them to the AEW concerns;
7. Receive and transmit office correspondence and communications;
8. Collate and submit locators slip, leave form and other documents needed in the completion of personnel's DTR;
9. Transmit and tract procurement documents, office communication and correspondence;
10. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 21 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Responsible for the collation, preparation, management and maintenance of office data base including farmer's profile and crop production record;
2. Prepare and submit required production information such as cropping season master list, production report, harvest report and damage report to different partner agencies;
3. Prepare and submit weekly and monthly crop monitoring report to Provincial Agriculture Office and Regional Field Office III;
4. Collate, prepare and submit Agricultural Extension Worker's quarterly Action plan including targets and accomplishments to Provincial Agriculture Office and Regional Field Office III;
5. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 22 – Engineer II (SG 16)**

1. Responsible for the formulation and updating of the City Agriculture and Fishery Mechanization Programs including the farm to market road (FMR), small scale irrigation projects, post harvest facilities/equipment, agricultural machineries /equipment and other agricultural and fisheries infrastructure and engineering projects;
2. Administer, supervise, coordinate and control the construction, maintenance and improvement of irrigation, post-harvest facilities, slaughterhouse, farm-to-market roads and other agricultural and fishery infrastructure projects of the LGUs;
3. Undertake the registration, enforcement of the Philippine Agricultural Engineering Standards and other regulatory activities on agri-fishery machinery and facilities in coordination and collaboration with concerned national government agencies;
4. Coordinate with concerned national government agencies on the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm to-market roads and agricultural and fishery infrastructure;
5. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 23 – Engineer I (SG 12)**

1. Provide agricultural engineering services which include, but not limited to: engineering survey, preparation and evaluation of plans, designs, technical specifications and feasibility studies and management of irrigation, small water impounding projects, farm machinery, slaughterhouses, post-harvest facilities and agricultural and fishery infrastructure projects;
2. Conduct research to determine the technical requirements of an agricultural facility or system;
3. Draft program of works related to agricultural facilities;
4. Oversee the construction/fabrication, installation or alteration of farm machineries and equipment;
5. Render agro-industrial extension work and conduct agricultural machinery performance testing and evaluation;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 5 – Agriculturist I (SG 11)**

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.

**Plantilla Item No. 25 – Agriculturist I (SG 11)**

1. Promote and implement different crop protection program of the city to improve farm productivity;
2. Perform agricultural extension service, visit the standing crops and conduct field validation and verification of 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 organization of cooperatives and associations of farm families and provide necessary services and assistance to improve competencies of members through seminars, trainings and meetings.
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 12 – Meat Inspector II (SG 8)**

1. Ensure hygiene and food safety standards;
2. Perform Post - Abattoir Inspection in wet markets and lechonan operators;
3. Check and log all issued Meat Inspection Certificate, NMMPIC and COMI in Sindalan, Northville and Bulaon Markets;
4. Implement and Enforce City Ordinance 2005 - 005 and City Ordinance 2011 – 008;
5. Assist in the animal quarantine during outbreak of reportable livestock and poultry diseases by regulating the entrance and exit of live animals and carcasses to and from meat establishments;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 14, 15, 16 – Meat Inspector I (SG 6)**

1. Ensure hygiene and food safety standards;
2. Check and log all issued Meat Inspection Certificate, NMMPIC and COMI;
3. Perform Post - Abattoir Inspection in wet markets (New Public Markets);
4. Perform Ante- Mortem Inspection for poultry and Post - Mortem Inspection with birds;
5. Check meat and issue Meat Inspection Certificate with poultry;
6. Implement Good Manufacturing Practices and observe practice of Animal Welfare Act in the Poultry Dressing Plant and enforce humane handling in dressing techniques;
7. Enforce City Ordinance 2011- 008 and City Ordinance 2017-033;

8. Assist in the animal quarantine during outbreak of reportable livestock and poultry diseases by regulating the entrance and exit of live animals and carcasses to and from meat establishments;
9. Section Chief of PDP And Post Abattoir Inspectors;
10. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 28 – Administrative Officer II (SG 11)**

1. Facilitate the evaluation and accreditation of the poultry dressing plant, livestock farms and other veterinary related establishments operating within the jurisdiction of the City;
2. Enforce the various veterinary related ordinances and laws as well as monitor the compliance of the different veterinary establishment in the City;
3. Prepare and formulate different advocacy campaign materials to create awareness on the different veterinary services and regulation;
4. Conduct seminar on livestock production, rabies awareness and responsible pet ownership and other advocacy campaign related to veterinary extension service;
5. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 29 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Assist in the evaluation and processing of establishment accreditation of poultry dressing plant, livestock farms and other veterinary related establishment operating within the jurisdiction of the City;
2. Regulate operation of poultry and livestock commercial/backyard farm;
3. Responsible for the enforcement of the animal welfare act to the different veterinary establishments including the monitoring and regulation of the veterinary related service/product establishments such as poultry supplies, veterinary clinics among others;
4. Assist in the conduct of seminar on livestock production, rabies awareness and responsible pet ownership and other advocacy campaign related to veterinary extension service;
5. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 18, 19 – Livestock Inspector II (SG 8)**

1. Implement veterinary programs, projects and activities;
2. Maintain and update Philippine animal Health Information System;
3. Prepare animal vaccination program schedule and coordinate with different barangay, village and stakeholders on its implementation;
4. Perform veterinary extension service;
5. Prepare, maintain and submit weekly and monthly accomplishment report;
6. Monitor the different commercial and backyard farm in the city;
7. Perform other duties and responsibilities as may be assigned from time to time.

**CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

**Plantilla Item No. 32, 33 – Administrative Aide VI (Clerk III) (SG 6)**

1. Monitor and verify assigned tasks/areas of enforcers;
2. Consolidate daily and weekly reports prior to submission to the division head;
3. Act as team leader of the Enforcement and Monitoring units;
4. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 37, 38, 39, 40, 41, 42 – Administrative Aide IV (Clerk II) (SG 4)**

1. Conduct inspection and monitoring of barangays in relation to their compliance to RA 9003;
2. Monitor assigned open areas for open dumping and burning and report the same to concerned barangay for clean up;
3. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 17 – Environmental Management Specialist I (SG 11)**

1. Develop and execute the urban greening/gardening development plan of the City;
2. Coordinate with urban planners and with the City Agriculture and Veterinary Office (CAVO) in improving the aesthetic view of the City;
3. Coordinate with PENRO-DENR and other agencies on the trimming/ pruning/ cutting of trees;
4. Conduct inventory of trees planted within the public domain of the City and monitor from time to time the status of the inventory;
5. Consolidate daily accomplishment reports and submit it to immediate supervisor;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 36 – Environmental Management Specialist II (SG 15)**

1. Check and verify all inspection and monitoring reports pertaining to the compliance of business operations to existing local and national environmental laws;
2. Formulate plans and programs in order to motivate business establishments to comply with existing environmental laws;
3. Monitor and ensure the compliance of business establishments to the existing environmental laws;
4. Consolidate daily and weekly reports prior to submission to the division head;
5. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 23 – Administrative Aide VI (Clerk III) (SG 6)**

1. Ensure that all business applications are inspected and monitored for ISO certification compliance;
2. Ensure that all business application have inspection and monitoring reports at the end of the year;
3. Consolidate daily inspection reports for summary;
4. Ensure that all reports are checked in compliance to the requirements of ISO certification;
5. Act as team leader of the Inspection Unit;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 43 – Administrative Aide VI (Clerk III) (SG 6)**

1. Conduct inspection of business establishments on their compliance to CO 2004-10 and SP Ordinance 2008-21;
2. Ensure the compliance of all business establishments on environmental management process;
3. Prepare daily and weekly accomplishment reports and submit to immediate supervisor;
4. Perform other duties and responsibilities as may be assigned from time to time

**Plantilla Item No. 44 – Administrative Aide VI (Clerk III) (SG 6)**

1. Ensure that all business applications are inspected and monitored for ISO certification compliance;
2. Ensure that all business application have inspection and monitoring reports at the end of the year;
3. Consolidate daily inspection reports for summary;

4. Ensure that all reports are checked in compliance to the requirements of ISO certification;
5. Act as team leader of the Inspection Unit;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 24, 25 – Administrative Aide IV (Clerk II) (SG 4)**

1. Maintain the record system of business establishment applications on environmental management permit;
2. Monitor 100% inspection of all business establishment applications on environmental management permit;
3. Ensure the compliance of all business establishments on the environmental management process;
4. Coordinate regularly with the Business License and Permitting Division pertaining to the status of all business applications;
5. Prepare daily and weekly accomplishment reports and submit to immediate supervisor;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 28 – Administrative Officer III (Records Officer II) (SG 14)**

1. Devise a system of recording of office documents for easy access and retrieval;
2. Maintain a record of all official documents (hard and soft copy) for easy retrieval during validation;
3. Devise a system for chronological filing of all documents and records;
4. Devise a system to monitor utilization of the office budget;
5. Prepare weekly and monthly accomplishment reports and submit to immediate supervisor;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 30 – Administrative Aide VI (Clerk III) (SG 6)**

1. Conduct IEC for all sectors in the City;
2. Coordinate with all sectors regarding awareness of new policies on environmental management;
3. Be in the frontline of the implementation of programs on environmental management and awareness;
4. Assist the office in the formulation and design of IEC materials for widespread public information;
5. Prepare daily and weekly accomplishment report and submit to immediate supervisor;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 31 – Administrative Aide VI (Clerk III) (SG 6)**

1. Assist in the implementation of recording system and filing;
2. Conduct regular inventory of all supplies acknowledged by the office;
3. Responsible for the supplies needed by personnel and the office;
4. Keep track (by Document Monitoring system) of all supplies and records of the office;
5. Prepare daily and weekly accomplishment report and submit to immediate supervisor;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 45 – Administrative Aide VI (Clerk III) (SG 6)**

1. Maintain and control the flow of incoming and outgoing communications;
2. Ensure a systematic handling of office memos and correspondences;
3. Perform a variety of skilled clerical task;
4. Perform other duties and responsibilities as may be assigned from time to time.