

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

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

1. Attend to queries of walk-in clients regarding center programs and services;
2. Responsible for the conduct of interviews to clientele;
3. Provide psychosocial interventions such as stress debriefing, counseling, family therapy and conferences;
4. Provide assistance in the preparation of social case study and assessment reports;
5. Refer clients to concerned LGUs, NGOs, POs for further intervention and assistance
6. Provide assistance to social worker in the management of cases;
7. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 15, 89, 90, 91 – 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. 94 – 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 3 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 Physical Environment and Safety Standards and provide recommendations for action planning;
4. Responsible for the development and implementation of action plans and interventions in pursuit of Physical Environment and Safety Standards;
5. Responsible for the consolidation of periodic reports on center improvement needs, inventory of instructional materials and equipment for child's development and learning, including other related reports;
6. Provide assistance in the evaluation of registration and permit requirements for private learning centers;
7. Perform coordinative tasks in the provision of technical assistance services in preparation for the evaluation and recognition of public and private ECCD programs;
8. Responsible for the preparation of necessary reports and presentations pertaining to physical environment and safety standards as well as the process of registration, granting of permit and recognition standards (for utilization and reference of ECCDCC);
9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 37, 40, 47, 51, 61, 62, 65, 69 – Day Care Worker I (SG 6)**

1. Responsible for the management of the daily operations of assigned day care center;
2. Responsible for the promotion of universal and quality ECCD services at the barangay level;
3. Responsible for the implementation of the standard ECCD curriculum;
4. Responsible for monitoring children's growth and development using appropriate tools;
5. Responsible for the promotion of multi-sectoral collaboration in the day care community;
6. Provide assistance in disaster response operations;
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 establishment s 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;

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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 establishment s 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.