

CITY TOURISM AND INVESTMENT PROMOTION OFFICE

Plantilla Item No. 18 – Tourism Operations Officer II (SG 15)

1. Organize special events for the promotion of culture and arts within the jurisdiction of the City;
2. Conduct research work in order to document the tangible & intangible heritage of the city;
3. Conduct educational campaigns or research which would make Fernandinos appreciate their culture & heritage;
4. Monitor all activities related to the Culture and Arts Council of the City;
5. Act as secretariat to the Culture and Arts Council of the City;
6. Coordinate with local artist and cultural groups regarding the provision of assistance in terms of promoting their work for greater understanding of the public;
7. Provide continuing education/ training programs for the growth of local artists/ performers and other cultural groups in the City;
8. Develop and conceptualize new projects which lead to the enhancement of tourist sites and facilities anchored on cultural heritage;
9. Submit annual performance targets and semester performance evaluation reports;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 3 – Tourism Operations Officer I (SG 11)

1. Organize and coordinates special major events with regards to Tourism related events such as, Kaganapan, Maleldo, Pyesta Independence Day, Giant Lantern;
2. Monitor and evaluate plans, programs and projects of the city to ensure their effective implementation with regards to festival events;
3. Assist in encouraging tourism establishments to engage in Public- private partnerships
4. Coordinate with graphic designers the production and publications of high quality information with regards to festivals and events;
5. Advise other government agencies, private organizations and communities regarding proposed programs and plans with regards to festival and events;
6. Attend/ conduct seminars, conferences, trainings and conventions for the development of Tourism festivals;
7. Submit annual performance targets and semestral performance evaluation reports;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Tourism Operations Officer I (SG 11)

1. Assist in marketing and promotion of tourism related establishments;
2. Plan promotional campaigns through advertising and publicity and coordinate promotional efforts with the private sector through sales campaigns and information dissemination;
3. Formulate operating standards for tourism related establishment including hotels, resorts, restaurants, inns, convention facilities and other related facilities and services and ensure harmonious, positive constructive development of the tourism establishments;
4. Coordinate and monitor the City's tourism statistics and Tourism related establishments database as well as drafting and submission of pertinent reports to the Department of Tourism;
5. Conduct and maintain inventory of tourism establishments;
6. Produce tourist information press release and copy for tourism guides/newsletter;
7. Maintain updated data bank on both local/ Regional/ national and foreign tourism related information for public awareness and guidance;
8. Submit annual performance targets and semester performance evaluation reports;
9. Perform other related duties as may be assigned from time to time.

Plantilla Item No. 22 – Administrative Officer II (SG 11)

1. In charge of the implementation of the PPP Ordinance;
2. Coordinate with partnering institutions/agencies intended for PPP projects;

3. Monitor and facilitate the implementation of priority PPP programs and projects;
4. Establish and manage the central database system of PPP Program and Projects;
5. Provide adequate recommendation of improvements of timelines in processing PPP programs and project proposals, and monitor compliance;
6. Perform other duties and responsibilities as may be assigned from time to time.

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

1. Responsible for the overall supervision and coordinative managerial control over the operations of various economic enterprise unit as well as its support services units;
2. Develop policies and formulate rules, regulations, standards and procedures to improve and enhance revenue generation;
3. Responsible for the enforcement of all rules and regulations, City ordinances pertaining to the City's Economic Enterprise;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 16 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Maintain and manage the systematic filing and records keeping of the whole City Tourism and Investment Promotion Office;
2. Manage and record all incoming and outgoing communications and documents;
3. In-charge of the inventory of documents and archives;
4. In-charge of cataloguing all managed collections including information and records;
5. Provide assistance in the documentation of all the conducted events and activities of the department;
6. Act as Assistant Records Officer;
7. Manage, update and maintain all records system including the procedure for archival research and pertinent documents;
8. Act as Custodian for all newspaper and magazine clippings of the department;
9. Act as frontline personnel/receptionist of the City Tourism Office;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 24 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Provide assistance in the implementation of the plans and programs of the unit;
2. Prepare and distribute correspondences for PPP related concerns;
3. Manage, maintain and control the flow of incoming and outgoing communication;
4. Provide assistance in the conduct of research on PPP project possibilities from existing and new partners;
5. Perform various clerical functions for the unit;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 30 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Prepare and distribute correspondences for Economic Enterprise related concerns;
2. Manage, maintain and control the flow of incoming and outgoing communication;
3. Provide assistance in the regulation of various economic enterprise and prepare order of payment and permit of incoming clients;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 27 – Project Development Officer II (SG 15)

1. In-charge of the implementation of the Investment Incentive Code;
2. Responsible for receiving, processing and evaluating applications for registration and applications for availment of local incentives;
3. Provide assistance to clients in terms of:
 - Securing Licenses and Permits;
 - Identifying business or joint venture partners, raw materials suppliers and possible business sites;

- Sourcing out skilled manpower and service providers;
 - Facilitating resolution of issues and concerns encountered by investors, among others;
4. Render after care services to registered enterprises/locators;
 5. Monitor and evaluate project implementation of registered enterprises;
 6. Establish and update data bank on general business information;
 7. Formulate plans and strategies on strengthening networking relationships;
 8. Prepare and disseminate investment promotion collaterals, e.i., brochures, industry and project profile as well as the cost of doing business in the LGU;
 9. Conduct briefing to investors;
 10. In-charge of the consolidation, analysis and compilation of pertinent data and studies concerning "Investment Priority Areas";
 11. Provide adequate recommendations to the Board on concerns on modification/amendments to existing legislation and procedures on local investments;
 12. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 13 – Project Development Officer I (SG 11)

1. Conduct research on the possible investment areas in the city;
2. Monitor and validate new investments operating within the jurisdiction of the city;
3. Conceptualize and update Investment Promotional paraphernalia's;
4. Provide assistance in the preparation of the Annual Investment Priority Plan of the City;
5. Update the data bank on general business information;
6. In-charge of the facilitation or participation in trade missions and road shows;
7. Develop and implement marketing, public relations promotional and advertising plans for the City Investment Promotion Office;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14 – Project Development Officer I (SG 11)

1. Analyze the Investment Incentive application;
2. Prepare financial statements and investment briefing reports;
3. Prepare correspondences to different IIB Members (Agenda, Minutes, Order of Payment and Notices);
4. Assist the investors in investment related concerns;
5. Prepare Certificate of Registration for the Investment Incentive;
6. In charge of updating of the Investment paraphernalia's of the office;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 15 – Project Development Assistant (SG 8)

1. Provide assistance in the implementation of the plans and programs of the unit;
2. Prepare and distribute pertinent correspondences to different businesses/investors;
3. Responsible for the conduct of research for possible trade mission and road shows;
4. In-charge of the incoming and outgoing investment related communication;
5. Provide assistance in the conduct of research regarding funding possibilities from existing and new partners and donors;
6. Manage and maintain pertinent records relative to the function of the unit;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 12 – Project Development Assistant (SG 8)

1. Serve as assistant to the Project Development Officer I;
2. Distribute correspondences to different MSME's;
3. Supervise and control the flow of incoming and outgoing industry related communication;
4. Help in the research on funding possibilities from existing and new partners and donors;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 26 – Project Development Assistant (SG 8)

1. Responsible for the conceptualization and formulation of graphic designs for product paraphernalia;
2. Provide assistance to clients in the development of their product designs etc.;
3. Provide technical assistance in developing logo design and labels of entrepreneurs;
4. Conduct research and development of new trends on Investment Promotion paraphernalia's;
5. Perform various clerical functions;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 32 – Engineering Aide (SG 4)

1. Assist on the conduct of site investigation and survey works;
2. Prepare working papers to be used in the preparation of program of works and detailed engineering design;
3. Prepare accomplishment and status report regularly;
4. Perform other duties and responsibilities as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 30 – Day Care Worker II (SG 8)

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.