

DUTIES AND RESPONSIBILITIES
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

Plantilla Item No. 25 – Administrative Officer II (Human Resource Management Officer I) (SG11)

1. In-charge in the extraction and importation of biometrics data;
2. Monitor and encode the approved work schedule of all employees;
3. Prepare Monthly Biometrics Report of the employees;
4. Enroll and orient newly hired personnel in the biometrics system;
5. Monitor and check employee's biometrics entries including Absence Without Official Leave (AWOL), Leave without Pay (LWOP), Tardiness, Undertime and wrong terminal entries;
6. In-charge in checking biometrics for Magna Carta, RATA, Hazard and Subsistence Pay;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18 – Administrative Officer II (Human Resource Management Officer I) (SG 11)

1. Ensure the regular update of Personnel Mechanism guidelines in compliance to recent Civil Service Commission guidelines and other related laws;
2. Update and revise Personnel Mechanisms Guidelines in coordination with the personnel in-charge;
3. Implement and monitor compliance to the Anti-Red Tape Act;
4. Ensure implementation of the Feedback Mechanisms;
5. Monitor compliance to flag ceremony and flag retreat attendance;
6. Implement disciplinary policies pursuant to CSC Law and Rules and local government unit regulations;
7. Conduct regular spot checks and prepare periodic reports on disciplinary actions taken;
8. Maintain database pertinent to disciplinary actions;
9. Conduct coaching sessions to employees with unsatisfactory ratings;
10. Monitor the Action Officers and ensure the conduct of regular meeting with them;
11. Regularly update the Citizen's Charter and Performance Pledges;
12. Craft memoranda and other formal correspondence pertinent to CHRMO processes;
13. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 20 – Administrative Officer II (Human Resource Management Officer I) (SG 11)

1. Establish and develop the standard core competency profiles for employees;
2. In-charge of the development and implementation of the competency mapping of all employees;
3. Assist employees in the accomplishment and submission of their Individual Development Plan;
4. Track development and/or improvement of employees competencies based on the results of the Individual Development Plan;
5. Consolidate and interpret the individual development plans of all employees which will be the basis for the annual training plan;
6. In-charge of the monitoring and measurement of all ISO related processes;
7. Assess and analyze results and outputs of conducted trainings;
8. Develop testing and evaluation procedures for training evaluation;
9. Performs qualitative and quantitative cost benefit analysis on training programs conducted;
10. Prepare project proposals and other correspondences in relation to the mandate of the unit;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 26 – Administrative Assistant II (Human Resource Management Assistant I) (SG 8)

1. Receive and evaluate incoming and outgoing documents;
2. Encode and maintain Document Monitoring (DocMon) System;
3. Act as Procurement and Supply Officer;
4. Provide assistance in managing and maintaining the records of the office;
5. Act as liaison officer for City General Services Office for proper disposition of records;
6. Perform various secretarial functions;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 21 – Administrative Assistant II (Human Resource Management Assistant) (SG 8)

1. Assist in the implementation of the projects and programs of the Learning Development Section;
2. Assist in the conduct, monitoring, and documentation of trainings including the coordination of logistical requirements;
3. Assist in the planning and evaluation of trainings and events;
4. Maintain database pertinent to CHRMO development activities (health & wellness relevant activities and other activities from observances, celebrations and commemorations);
5. Manage applications, orientation and deployment of on-the-job trainees;
6. In-charge of the printing and/or reproduction of all L&D related materials (handouts, certificates and other training paraphernalia.)

Plantilla Item No. 22 – Administrative Assistant II (Human Resource Management Assistant) (SG 8)

1. Conduct post training performance evaluation of conducted trainings;
2. Consolidate, encode, and analyze performance evaluation of Project-based employees;
3. Consolidate feedback forms and coordinate with the Feedback Focal Personnel;
4. Assist as secretariat to the Personnel Mechanisms;
5. Maintain database of feedback mechanism and project-based performance evaluation ratings;
6. Analyze and recommend personnel recognition/movement based on results of project-based performance evaluation ratings;
7. Craft memoranda and other formal correspondence pertinent to CHRMO processes;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 28, 29, 30, 31 – Administrative Aide VI (Clerk III) (SG 6)

1. Provide information regarding processes, products or services of the City Government;
2. Answer inquiries of walk-in public and provide information required by clients and visitors;
3. Assist clients in the use of the Electronic Fernandino Charter;
4. Receive complaints, comments or suggestions from the transacting public;
5. Direct/guide clients to their specific destinations;
6. Remind and encourage the public to give their feedback on the quality of service of the City;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Plantilla Item No. 4, 12 – Computer Programmer I (SG 11)

1. Write computer programs in a various computer languages;
2. Update and expand existing computer programs;
3. Debug computer programs by testing and fixing errors;
4. Create or update system manual for end users' support;
5. Provide competent technical support;
6. Collaborate with Information System Analysts and other technical personnel;
7. Collaborate with UI/UX team to discuss technical challenges in the User-Interface design;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 16 – Computer Operator I (SG 7)

1. Provide assistance in the preparation, production and maintenance of spatial data of various offices;
2. Manage and maintain updated and accurate documentation of instances on hardware failure, repair, installation, and removal;
3. Manage and maintain index cards of all computer workstation of the City Government and update each index cards quarterly;
4. Manage and maintain updated data entry requirements by following data program techniques and procedures;
5. Perform verification and maintenance of entered client and account data;
6. Ensure compliance of help desk operations to the requirements of the ISO Quality Management System;

7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 13 – Computer Operator II (SG 9)

1. Act as Help Desk Officer for the department, responsible for attending to queries, telephone calls and providing technical support to the end-user;
2. Conduct repair and troubleshooting of defective hardware;
3. Responsible for the monthly maintenance and update of the IT equipment inventory including the monitoring and update of IT equipment ledger cards;
4. Prepare and maintain documentation as prescribed by the ISO Quality Manual;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14 – Computer Operator II (SG 9)

1. Provide efficient and effective technical support to end user community regarding concerns on desktop applications, hardware installation and repair, Internet communications, network wiring schemes and protocols, and printing issues;
2. Provide technical support to business critical applications developed in-house which includes, but not limited to provision of user assistance and applications upgrades;
3. Provide assistance to Network Operations by rendering technical support to internal and external networks and internet communication when necessary;
4. Responsible for the conduct of the quality inspection of all delivered IT equipment in the City Government;
5. Manage and maintain all necessary statistical data for internal computer inventory including the provision of IT support for employees working outside the City Government premises;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 15 – Computer Operator II (SG 9)

1. Produce thematic maps based on the GIS software tool;
2. Prepare and perform quality control for all thematic maps made available to the public;
3. Perform maintenance of all spatial data coming from various office;
4. Conduct research for GIS technical solutions using all available resources;
5. Provide assistance in the preparation of map-based visual presentation by designing map layouts;
6. Responsible for debugging and supporting client instances when issues arise with GIS Server, GIS records and thematic maps;
7. Provide support to end-users relative to data entry job;
8. Perform various clerical and administrative works;
9. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY EMPLOYMENT SERVICES DIVISION

Plantilla Item No. 65 – Labor and Employment Assistant (SG 8)

1. Responsible for the management and maintenance of database and the Public Employment Information System;
2. Manage and maintain the updated registry of skills (Skills Registry System);
3. Coordinate with HR establishments within the city for job solicitation/job exchange purposes;
4. In-charge of marketing and promotional of LMI services, through all forms of media, to all its labor market clients.
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 49 – Manpower Development Officer II (SG 15)

1. Establish linkages and coordinate convergence of services among NGOs, LGUs, TVIs and other GAs;
2. Responsible for the preparation and implementation of the annual manpower development program;
3. Identify the training needs of clients and determine their potentials for entrepreneurial undertakings;
4. Monitor and evaluate livelihood projects;
5. Assess trainees and conduct follow-up of the status of graduates;

6. Responsible for the referral of clients to appropriate self-employment or livelihood assistance provider and monitor the results of such referrals;
7. Conduct reintegration assistance services to OFWs;
8. Responsible for the preparation and submission of monthly accomplishment report of livelihood and training;
9. In-charge of the conduct of integrated livelihood program for informal workers (Emergency Employment, TUPAD (Tulong Panghanap buhay for Disadvantaged Workers, Community Enterprise Development, Nego-Kart and Starter Kit Project, Bottom-up Budgeting);
10. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY MARKET DIVISION

Plantilla Item No. 15 – Market Specialist I (SG 11)

1. In-charge of the supervision and management of the operations under the Enforcement Unit of the Office;
2. Responsible for monitoring the market inspectors and market enforcers assigned in the public market;
3. In charge of the enforcement of market rules and regulation in the public market;
4. Coordinate with proper authorities in maintaining the peace and order in the market;
5. In-charge of monitoring the cleanliness and orderliness of all facilities of the public market;
6. Lead the conduct of inspection of the goods being sold in the market;

Plantilla Item No. 16 – Market Specialist I (SG 11)

1. In-charge of the supervision and management of the operations under the Monitoring Unit of the Office;
2. Supervise and manage the market inspectors under the monitoring unit;
3. Responsible for ensuring that all taxes, fees and charges in the market are enforced accordingly and that all cash collections are remitted to the City Treasurer;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 8, 9, 10 – Market Inspector I (SG 6)

1. Inspect market stalls in the public markets, private markets and talipapas within the City;
2. Maintain cleanliness and orderliness of the markets;
3. Enforce market rules and regulations;
4. Apprehend market violators;
5. Coordinate with vendors and consumers for improvements;
6. Accomplish daily reports of market activities.
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18, 19 – Market Inspector I (SG 6)

1. Responsible for ensuring that all stall holders, transient vendors and traders are strictly provided with corresponding official receipts and prescribed cash tickets;
2. Responsible for monitoring and recording the market daily collection;
3. Responsible for the preparation of daily inspection reports;
4. Perform other duties and responsibilities as may be assigned from time to time.

OFFICE OF THE CITY ADMINISTRATOR

Plantilla Item No. 58 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Responsible for the systematic flow of incoming and outgoing communication;
2. Responsible for proper records management and information dissemination in the office;
3. Responsible for the management of the City Administrator's schedule of appointments (inter department and external clients);
4. Formulate memoranda and other formal correspondences;
5. Perform other duties and responsibilities as may be assigned from time to time.

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

1. Responsible for the receiving, review and encoding to DocMon System all Incoming written communications/documents;
2. Responsible for the encoding of City Administrator's remarks on all outgoing written communications/documents to DocMon System;
3. Responsible for the collation and preparation of summary on Weekly Schedule of all department heads for City Administrator's Information and perusal;
4. Responsible for the review and verification of Travel Orders, Locator Slips and Mission Order of all departments prior to City Administrator's approval;
5. Assist visitors/clients' queries and concerns and entertain phone calls;
6. Responsible for the custody and safe keeping of official records of the office including systematic records keeping, filing, classifying and maintenance;
7. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – BUSINESS LICENSE AND PERMIT DIVISION

Plantilla Item No. 18 – Administrative Aide VI (Clerk III) (SG 6)

1. In-charge of the segregation and release of Mayor's Permit, Certification for Business Retirement and Permit to Operate/ Temporary Permit;
2. In-charge of the printing of approved Mayor's Permit and maintain file copies of released Mayor's Permit;
3. Submit weekly/monthly data on the number of issued Certification for Business Retirement & Permit to Operate/ Temporary Permit;
4. Prepare monthly inventory report of Mayor's Permit, sticker and metal plate;
5. Encode Daily Key Performance Measure;
6. Receive communication letters/memos from other offices and agencies;
7. Safe keep and conduct quarterly inventory of office supplies issued to the office;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 19, 61 – License Inspector I (SG 6)

1. Conduct background investigation of taxpayers applying for business permit;
2. Conduct inspection and issuance of 1st, 2nd and final notice of closure to delinquent business taxpayers and to different establishments and night businesses with expired business permits including establishments without posted business permits;
3. Assist in the conduct of effect of closure for non-compliance establishments, calibration of gasoline stations, LPG Refilling Plants and weights and measurements of Mall Supermarkets;
4. Issue notice of violation for advertisements/banners posted without permit;
5. Perform other duties and responsibilities as may be assigned from time to time.