

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 2 – Traffic Operations Officer IV (SG 22)

1. Responsible in the strict implementation of policies and standards programs of the Department;
2. Responsible in enforcing provisions of the City Traffic Rules and Regulations and other National Law on Traffic and Public Safety;
3. Responsible for the implementation of traffic re-routing plans as alternative scheme to decongest heavy build-up of traffic and/or during the conduct of special occasions or during calamities/disasters;
4. Ensure implementation of laws and City ordinances with regards to public order and safety;
5. Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians and commuters;
6. Responsible for the regulation of the local transport sector within CSFP;
7. Responsible in the integration and coordination of the City Government activities involving security and intelligence networking;
8. Perform other duties and responsibilities as may be assigned from time to time.

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

1. Responsible for the supervision and management of the personnel under the Traffic Management Section
2. Enforce the provisions of the City Traffic Rules and Regulations and other National Law on Traffic.
3. Responsible for implementing traffic re-routing plan as alternative scheme to decongest heavy build-up of traffic and during the conduct of special occasions or during calamities/disasters:
4. Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians and commuters.
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 19 – Traffic Operations Officer II (SG 15)

1. Develop, formulate and ensure strict implementation of the Operational Plan of the Section;
2. Facilitate and coordinate accordingly the organization, mobilization, training and equipping of Public Order Enforcement personnel;
3. Monitor, report and coordinate accordingly the public order and safety advisory particularly in identified critical areas;
4. Ensure the implementation of laws and City ordinances with regards to public order and safety;
5. Perform other duties and responsibilities as may be assigned from time to time.

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

1. Process approved transport franchise applications/ certificates for the issuance of permits;
2. Recommend suspension or cancellation of franchise, for violations that warrant such cancellation;
3. Recommend the suspension/ cancellation of vehicle registration / driver's licenses to the LTO.
4. Supervise the filing of complaints against drivers/ operators for violations of any provisions of the CSFP Traffic Code of Ordinances;
5. Supervise the issuance of Order of Payment for regulatory fees, release of MTOP, issuance of annual stickers, and other related documents;
6. Recommend the designation or allocation of certain portions of the streets or spaces for terminals.
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 20 – Traffic Operations Officer I (SG 11)

1. Task to integrate and coordinate all activities involving security and intelligence networking in the City.
2. Inspection and investigation of complaints filed by residents pertaining to public order, safety and security;
3. Conduct inspection of establishments, structures and facilities concerning public order and safety;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 25 – Traffic Operations Officer I (SG 11)

1. Implement regulations against Illegal vendors and Illegal Structure;
2. Implement City Ordinance No. 2014-007: The Smoke Free Ordinance of CSFP;
3. Implement Ordinance against Littering, Throwing, dumping of waste in public places;
4. Implement Ordinance against Spitting and urinating in public Places;

5. Implement Ordinance against jaywalking and other ordinances promulgated by the City;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 22 – Administrative Officer IV (SG 15)

1. Facilitate smooth flow of administrative operations including, but not limited to, preparation of transmittals for apprehended traffic violators, preparation of traffic reports and management and maintenance of all pertinent files and records;
2. Perform efficient and effective property/supply custodianship which shall include management and maintenance of stock cards, preparation of PR/OBR and liquidation/accounting forms;
3. Liaise with the City Human Resource Office on personnel concerns regarding personnel record, leave applications, loans, benefits and the likes;
4. Efficient and effective services relative to personnel and records;
5. Perform other duties and responsibilities as may be assigned from time to time.