

DUTIES AND RESPONSIBILITIES
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CITY ASSESSOR'S OFFICE

Plantilla Item No. 2 – Assistant City Assessor I (SG 23)

1. In-charge of the administrative work of the office;
2. Assist the City Assessor and perform such other duties as the latter may assign to him/her;
3. Undertake personnel management and development activities including provision for training and development of personnel of the office;
4. Aide in formulation of standard operating procedure of the office;
5. Have the authority to administer oath on all declarations of real property for the purpose of assessment;
6. Prepare office regular budget;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY TREASURER'S OFFICE

Plantilla Item No. 2 – Assistant City Treasurer (SG 23)

1. Assist the Treasurer and perform such duties as the latter may assign to him/her;
2. Administer oaths concerning notices and notifications to those delinquent in the payment of the real property tax and concerning official matters relating to the accounts of the treasurer or otherwise arising in the offices of the treasurer and the assessor;
3. Perform the functions of the City Treasurer in case of temporary absence and shall be fully responsible therefore until the designation of an Officer-in-Charge or In-charge of Office by the Department of Finance through the BLGF.
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 7 – Local Revenue Collection Officer I (SG 11)

1. Responsible for the collection and receipt of payment on property taxes, business and other taxes, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collections for the day to the liquidating officer/cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/cashier;
8. Record and maintain cash book for collections and remittance/deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 21 – Local Revenue Collection Officer I (SG 11)

1. Responsible for the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collections for the day to the liquidating officer/cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/cashier;

8. Record and maintain cash book for collections and remittance/deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 28, 29, 30 – Revenue Collection Clerk III (SG 9)

1. Assist in the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Assist in the issuance of official receipt and ensure exactness of money received;
4. Remit collections for the day to the liquidating officer/cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/cashier;
8. Record and maintain cash book for collections and remittance/deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY MARKET OPERATIONS DIVISION

Plantilla Item No. 12 – Administrative Officer II (SG 11)

1. In-charge of the supervision and management of processes under the Administration Unit of the Office;
2. Responsible for the preparation and consolidation of appropriate periodic reports relative to market management and operations;
3. Responsible in coordinating and liaising with the officials of the various market vendors associations;
4. Supervise the conduct of open market and other special operations in the market;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14 – 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;
7. Perform other duties and responsibilities as may be assigned from time to time.

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.

CITY CIVIL REGISTRY OFFICE

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

1. Responsible in the compliance and monitoring of ISO related processes;
2. In-charge in the preparation of all accounting related documents for the City Civil Registry Office (CCRO) including the Annual Investment Plan, Project Procurement Management Plan, OBR and other related documents;
3. In-charge in the compliance and preparation of HR and other related documents needed;
4. Act as the Supply and Procurement Officer of the office;
5. Submit monthly Accomplishment Report;
6. Perform other duties and responsibilities as may be assigned from time to time.

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

1. Responsible for scanning all registered civil registry documents;
2. Encode all scanned civil registry documents;
3. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 19 – Engineer II (SG 16)

1. Oversee the implementation and maintenance of City's carpentry and masonry projects.
2. Implement preventive maintenance program for the City's carpentry and masonry assets
3. Prepare program of works needed by the unit in coordination with the Planning and Design Division
4. Prepare accomplishment and status report of carpentry and masonry assets regularly
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY HEALTH OFFICE

Plantilla Item No. 55 – Nurse I (SG 15)

1. Conduct primary medical care management and treatment, expanded program on immunization services to infants, and adult immunization program to pregnant women, senior citizens and City Government employees;
2. Provide pre and post natal consultation in the Barangay Health Station, family planning counseling services among women of reproductive age, and nutritional counseling to pregnant, postpartum and malnourished children;
3. Conduct case findings among patients with symptoms of tuberculosis and follow up activities on tuberculosis contacts;
4. Implement Barangay Nutrition Committee activities in every barangay;
5. Implement Philhealth Primary Care benefits;
6. Prepare and update the profile of Philhealth members and dependents;
7. Accomplish and consolidate reports, clinic workloads and other special reports on a regular basis;
8. Monitor the Barangay Health Workers and the Community Health Team for health programs, projects and services;
9. Conduct surveillance and report notifiable emerging and re-emerging diseases;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 127, 131 – Laboratory Aide II (SG 4)

1. Prepare equipment and records for the schedule of laboratory exams;
2. In-charge of the registration of patients' data for laboratory procedure;
3. Assist the Medical Technologist during laboratory examination/screening and sputum microscopy through recording and releasing of results;
4. Manage and maintain all files and records of laboratory results and all laboratory equipment;
5. Responsible for maintaining the orderliness and cleanliness of the laboratory;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY COLLEGE

Plantilla Item No. 24 – Dental Aide (SG 4)

1. Conduct basic client information gathering
2. Assist the dentist in performing dental health care services
3. Assist in the implementation of dental health related programs
4. Coordinate schedules of clients and programs to other offices
5. Assist in ensuring adequate dental equipment, tools and supplies by preparing requests and submitting inventory reports
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION

Plantilla Item No. 93 – Administrative Assistant III (Motorpool Supervisor II) (SG 9)

1. Handle administrative tasks that have been assigned by the division head.
2. Delegates work flow and supervise administrative staff.
3. Check and review delegated tasks that have been assigned by the division head.
4. Check deadlines on incoming request.
5. Manage & prioritize multiple tasks that have been assigned by the division head.
6. Responsible for ordering & taking inventory of preventive and corrective parts and overseeing the operation of equipment and tools.
7. Coordinate with the mechanics & provides them with items they might need.
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – UTILITY MAINTENANCE AND SERVICES DIVISION

Plantilla Item No. 30 – Administrative Aide VI (Utility Foreman) (SG 6)

1. In-charge in the implementation of market cleaning programs and activities at the new & old public market.
2. Conduct regular inspection and monitoring of the implementation of daily market cleaning activities including the performance of all market cleaners.
3. Recommend reforms or strategies for the improvement of market cleaning services.
4. Conduct clean-up operations during & after special activities & other festivities in the City.
5. Submit semi-annual & annual accomplishment reports.
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 32 – Administrative Aide VI (Utility Foreman) (SG 6)

1. In-charge in the implementation of street cleaning programs and activities in the poblacion area, Dolores areas and other major thoroughfares;
2. Conduct regular inspection & monitoring of daily street cleaning activities including the punctuality, attendance & performance of all street cleaners;

3. Recommend reforms and strategies for the improvement of street cleaning services;
4. Conduct clean-up operations during & after special activities & other festivities in the City;
5. Submit semi-annual & annual accomplishment reports;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – RECORDS MANAGEMENT DIVISION

Plantilla Item No. 28 – Administrative Aide III (Utility Worker II) (SG 3)

1. Conduct general maintenance of the records areas;
2. Assist the whole division particularly in the storage unit and disposal unit activities;
3. Record and report facility and equipment deficiencies to supervisors;
4. Ensure security in the records and storage building;
5. Perform other duties and responsibilities as may be assigned from time to time.