

DUTIES AND RESPONSIBILITIES
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CITY CIVIL REGISTRY OFFICE

Plantilla Item No. 9 – Registration Officer IV (SG 22)

1. Responsible for the Records Management and Administrative Services (RMAS) Division;
2. Assist the City Civil Registrar as to and when necessary;
3. Check and pre-approve all transactions processed within the RMAS Division;
4. Order the binding, proper classifying, and safekeeping of all certificates and documents registered;
5. Order the regular inventory counting of all civil registry books and office resources;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – PROPERTY AND SUPPLY MANAGEMENT DIVISION

Plantilla Item No. 3 – Supervising Administrative Officer (SG 22)

1. Manage the consolidation and dissemination of information regarding prices, incidental and other cost of supplies and other items commonly used by the city;
2. Oversee the administration of City Government properties relative to acquisition, storage, delivery, utilization, maintenance and disposal of the same;
3. Responsible for the preparation and maintenance of the updated inventory of all properties of the city;
4. Responsible for the implementation, monitoring and evaluation of programs, projects, and activities relative to distribution, storage, property accounting and disposition of supplies and equipment;
5. Responsible for the conduct of periodic inventories of supplies, equipment and properties of the different offices of the city government in coordination with other offices like Accounting, COA, etc;
6. Provide advice and policy guidelines in the supply management programs of the city.
7. Responsible for the ensuring an effective warehousing system and availability of supplies;
8. Responsible for the preparation and implementation of the Repair and Maintenance Program of government properties;
9. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – PROCUREMENT MANAGEMENT DIVISION

Plantilla Item No. 149 – Administrative Officer IV (SG 15)

1. Ensure the preparation of Bidding Documents;
2. Monitor the procurement process to ensure that the contracts awarded are strictly implemented according to the rules and regulations pursuant to RA 9184;
3. Provide assistance in the conduct of Pre-Procurement Conference, Pre-Bid Conference and Opening of Bids;
4. Ensure that all procurement projects shall be within the approved Annual Procurement Plan (APP) of the procuring entity;
5. Check the eligibility of documents and issue Registration Certificate to participating eligible suppliers/contractors;
6. Manage and maintain records on Company Profile of Registered Suppliers/Contractors;
7. Review accomplished documents for completeness of attachments;
8. Prepare summary reports of contracts awarded to be transmitted to the Planning, Monitoring and Posting Section;
9. Perform various secretariat functions as BAC TWG

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

CITY GENERAL SERVICES OFFICE – RECORDS MANAGEMENT DIVISION

Plantilla Item No. 22 – Supervising Administrative Officer (SG 22)

1. Responsible for the overall management and supervision of the functions and activities of the Records and Archives Management Division;
2. Responsible for the full responsibility over the custody and safekeeping of official records and documents of the city government;
3. Responsible for the preparation and update of functional policies and office procedures;
4. Responsible for establishment and maintenance of an active continuing program for the management, preservation and disposition of records;
5. Responsible for the preparation of the Records Disposition Schedule (RDS) and Records Disposal (RD);
6. Responsible for the management of the statutory requirements of the service;
7. Prepares communications and annual and other required reports
8. Authenticates copies of documents
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 153 – Administrative Officer III (SG 14)

1. Responsible for the management of all processes under the Records Control Section;
2. Responsible for the efficient delivery of the correspondence to internal and key outputs across the city;
3. Responsible for the custody and safekeeping of official and active records and documents;
4. Responsible for ensuring that correspondences are appropriately addressed within time frames;
5. Responsible for the management of the control of documents which have the potential to impact on service delivery;
6. Responsible for the management and supervision of the control over the creating approval, distribution, usage and updates of documents and records;
7. Responsible for the formulation of strategic document monitoring system for the efficient handling of incoming and outgoing correspondences;
8. Assist the Division Head in establishing and maintaining an active continuing program for the management, preservation and disposition of records
9. Responsible for ensuring that the document management and customer-tracking system are being utilized;
10. In-charge of managing the daily function of the Data System Unit and Docuvue Monitoring Unit;
11. Responsible for the preparation and monitoring of the Data System Unit and Docuvue Monitoring Unit record deposit documentation;
12. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 167 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Responsible for the management, monitoring and processing of received emails which includes but not limited to: sending/forwarding emails, and print to capture of necessary;
2. Responsible for the systematic classification and sorting of received correspondences;
3. Responsible for the preparation of all outgoing correspondences (email and hard copies) including the scanning, copying and recording of said outgoing correspondences to the database;
4. Responsible for the efficient distribution of correspondences to concerned offices;
5. Responsible for the collection/distribution of inter department documents;
6. Responsible for processing returned files such as but not limited to: endorsement to appropriate authorities; paper filing, etc;

7. Responsible for the management of the database which includes but not limited to, encoding of active and inactive records, identification of records to the captured and back-up of database;
8. Responsible for the monitoring and identification of all records being maintained, and modified including the management of retention and disposition rules;
9. Responsible for monitoring all records due for destruction according to their authorized disposal specification;
10. Responsible for monitoring retention instruction to records and the appropriate disposition event when the retention period expires;
11. Responsible for monitoring records that require long term or permanent retention that meets long term preservation requirements
12. Responsible for documentation of retention information and disposition events in the data system;
13. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 168 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Provide assistance in the preparation of Request for Authority to Dispose Records (RADR) based on the Records Inventory and duly signed by the agency head or his/her authorized designee;
2. Provide assistance in the submission of the Request for Authority to Dispose duly signed by the head of the agency to the National Archives of the Philippines for approval;
3. Provide assistance in the preparation of the schedule and necessary details in connection with the disposal of records;
4. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE – UTILITY AND MAINTENANCE SERVICES DIVISION

Plantilla Item No. 159 – Administrative Officer II (SG 11)

1. In charge in the implementation of plans, programs and activities relative to the provision of utility services on public facilities, janitorial or housekeeping services on city government offices and facilities, maintenance of parks & plazas and street cleaning;
2. Responsible for the identification of needed materials or supplies for the effective performance of utility services;
3. Responsible for the preparation and submission monthly accomplishment report;
4. Responsible for the preparation of various correspondences pertinent to the function of the division;
5. Responsible for the supervision of all personnel under the Utility Services Section;
6. Responsible for all administrative works for the division;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY ACCOUNTANT'S OFFICE

Plantilla Item No. 7 – Administrative Assistant II (Accounting Clerk III) (SG 8)

1. Prepare Accountant's Advice of Local Check Disbursements;
2. Receive signed checks from the City Mayor's Office and transmitting the same to the City Treasurer's Office;
3. Post tax withheld on paid vouchers to monthly alphalist of creditors (CEF,SHS,SEF & TRUST FUND);
4. Prepare additional compensation of Job-Order Employees (HDMF, PHIC & SSS);
5. Print monthly remittances report for Permanent and Casual Employees;
6. Prepare and print monthly disbursement and journal entry voucher of Landbank loans of Permanent and Casual Employees;
7. Process payment of payroll for Eco-Aides, Madrasah, Subsidy and Alternative Learning System;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 15 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Monitor, reconcile with subsidiary ledgers and prepare the Schedule of previous Trust Fund Accounts transferred to General Fund;
2. Monitor and set-up Books of Accounts for Public-Private Partnership Projects and other future projects of the City;
3. Post Journal Transactions to Subsidiary Ledgers for General Fund – Special Accounts (Different lines of Business Economic Enterprise);
4. Posting of JEV to the Journals of CEF;
5. Post Subsidiary Ledgers to General Ledger – Special Accounts (Different lines of Business Economic Enterprise);
6. Check and balance of all accounts in the WTB against SL for Special Account (Different lines of Business Economic Enterprise);
7. Maintain Cost Accounting Books for Merchandise for sale (e.g. compost);
8. Prepare Cash Flow Statements for Special Accounts;
9. Prepare Financial Statements for City College (BS & IS);
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 29 – Administrative Aide VI (Clerk III) (SG 6)

1. Manage and maintain proper tracking and recording of all vouchers and documents routed to the City Accountant's Office;
2. Perform administrative/secretarial functions for the City Accountant's office;
3. In-charge of the efficient management and distribution of the office supplies and equipment within the City Accountant's Office;
4. Maintain and manage the supply inventory record of the City Accountant's Office;
5. In-charge of the systematic receiving and recording of vouchers and pertinent documents prior to transmittal to concerned accounting personnel;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY ASSESSOR'S OFFICE

Plantilla Item No. 20 – Local Assessment Operations Officer II (SG 15)

1. Conduct ocular inspection on buildings, machinery and other improvements subject for appraisal for taxation purposes;
2. Conduct ocular inspection on demolished buildings and recommends cancellation of assessment;
3. Conducts field operation to verify vacant lots prior to issuance of Certificate of No Improvement;
4. Prepares Field Appraisal and Assessment Sheet of buildings, machinery and other improvements based on the result of ocular inspection conducted;
5. Assist on determining the appropriate appraisal and assessment levels of real properties;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 9 – Assessment Clerk II (SG 6)

1. Ensure completeness of pertinent records prior to evaluation;
2. Responsible in the scheduling of ocular inspection;
3. Responsible in recording of transactions of the division;
4. Assist in the preparation of Field Appraisal and Assessment Sheet of buildings, machinery and other improvements based on the result of ocular inspection conducted;
5. Assist in preparing accomplishment Report of the Division;
6. Update records in the Real Property Tax System.
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 6 – Assessment Clerk II (SG 6)

1. Encode Assessment Records on Real Property Tax Administration System;
2. Verify submitted documents prior to the acceptance and processing of documents;
3. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 16 – Assessment Clerk II (SG 6)

1. Verify submitted documents prior to the acceptance and processing of documents;
2. Issue various certifications such as Certificate of No Property, No Improvement, Property Holding and Certified copy of Tax Declaration;
3. Perform other duties and responsibilities as may be assigned from time to time.

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 21 – Administrative Officer II (SG 11)

1. Ensure the implementation of comprehensive land use plan and zoning ordinances/policies;
2. Perform highly skilled work on mapping and GIS management;
3. Update parcelized mapping of the City and input demographic data for planning reference;
4. Update land parcels for efficient utilization of land use maps;
5. Perform Sieve Mapping in identifying sites for future planned unit developments;
6. Provide assistance to students, government agencies and Non-Government Organizations on research methods;
7. Ensure proper implementation of the Comprehensive Land Use Plan as well as zoning ordinances and policies in the assessment, evaluation and release of zoning permits and certificates;
8. Assist in the issuance of locational clearance and zoning certificates.
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 22 – Zoning Inspector II (SG 8)

1. Assist in the implementation of comprehensive land use plan and zoning
2. Perform site inspection for land use regulation
3. Update GIS database for efficient utilization of land use maps
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 10 – Administrative Assistant II (Clerk IV) (SG 8)

1. Ensure the implementation of comprehensive land use plan and zoning ordinances/policies esp. covering business establishments;
2. Perform highly skilled and responsible clerical work on records management for land use regulation;
3. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 15 – Statistician II (SG 15)

1. In-charge of the regular updating of the Socio-Economic Profile;
2. Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information;
3. Design and facilitate socio-economic research projects that apply valid scientific techniques and utilize information obtained from baselines or historical data in order to structure uncompromised and efficient analyses;
4. Evaluate sources of information and statistical methods and procedures used in order to determine any limitations in terms of reliability or usability and ensure data validity and accuracy;

5. Plan data collection methods for specific projects, and determine the types and sizes of sample groups to be used;
6. Report results of statistical analysis, including information in the form of graphs, charts, and tables;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY BUDGET OFFICE

Plantilla Item No. 9 – Administrative Aide IV (Budgeting Aide) (SG 4)

1. Receive all incoming OBRs (New, Adjustments, Cancellations) for Special Education Fund;
2. Detach copies of OBRs (certified, adjustments, cancellations) and ensure timely transmittal to respective receiving offices;
3. Forward 1 copy of detached OBR to Accounting on a weekly basis and 1 copy for CBO file in complete series;
4. File adjustments & cancellations per OBR for General Fund;
5. Receive all incoming and outgoing documents related to barangay affairs such as Barangay Budgets for review;
6. Transmit reviewed Barangay Budgets to Sangguniang Panlungsod.
7. Maintain database of incoming and outgoing documents for SEF and Barangay Affairs,
8. Receive and file all incoming communications for the department
9. File and safe keep SEF and Barangay Budgets
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 23 – Administrative Officer II (SG 11)

1. Maintains an Early Childhood Care and Development Satellite Unit Office;
2. Conducts regular monitoring and classroom observation to Child Development Centers within cluster assignment;
3. Provides technical assistance to Child Development Workers on curriculum instruction and assessment during regular learning/coaching sessions;
4. Conduct and review performance evaluation and targets of Child Development Workers within the cluster unit;
5. Implements performance review and feedback mechanism for continuous program development;
6. Perform other duties that may be assigned from time to time.

CADMINO – LOCAL HOUSING AND SETTLEMENT DIVISION

Plantilla Item No. 38, 41– Administrative Aide VI (Clerk III) (SG 6)

1. Conduct census and tagging operations;
2. Conduct background investigation of housing beneficiaries;
3. Assist in the community organization and social preparation of informal settlers;
4. Perform other duties and responsibilities that may be assigned from time to time

CITY TREASURER’S OFFICE

Plantilla Item No. 56 – Administrative Officer V (Cashier III) (SG 18)

1. Serve as Liquidating Officer of all funds;
2. Gather and accept remittances from collection officers
3. Accept and safekeep collection deposits and issue proper receipt/acknowledgement;
4. Check and verify daily collection remittances and balances as per used accountable forms;

5. Deposit all daily collection to authorized depository banks;
6. Prepare daily consolidated Report of Collection & Deposit;
7. Reconcile daily deposits of accountable personnel per report of collections;
8. Prepare report of discrepancies and/or statement of account for cash shortages;
9. Notify concerned personnel on the reported discrepancies and monitor compliance;
10. Ensure all change funds of accountable personnel are intact and accounted for;
11. Handle dishonored checks from collections;
12. Prepare cash count report;
13. Perform other duties and responsibilities as may be assigned from time to time.