

DUTIES AND RESPONSIBILITIES
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CITY GENERAL SERVICES OFFICE – PROPERTY AND SUPPLY MANAGEMENT DIVISION

Plantilla Item No. 137 – Administrative Officer IV (SG 15)

1. Responsible for the overall supervision and management of receipt, unloading and inspection of deliveries of supplies and equipment for damage and conformity with purchase order specifications, completeness;
2. Responsible for the preparation of the warehouse plan for commodities to be stored;
3. Responsible for the preparation and maintenance of the updated inventory of all stocks in the warehouse as well as ensure that stocks are properly stored in order to avoid damages. In case there is a need for relocation of supplies, shall ensure the safe transfer of stock and the examination of goods for loss or damage during the relocation.
4. Perform other duties and responsibilities as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 72 – Project Development Officer I (SG 11)

1. Consolidate, update and analyze data comprising the Social Protection and Development Report;
2. Responsible in the implementation and updating of the database of poor families through conduct of Citywide mapping;
3. Provide technical assistance to barangay councils for the protection of children;
4. Develop training modules for community education and advocacy programs;
5. Assist in the conduct of program review and planning meetings;
6. Assist in the preparation of planning documents and accomplishment reports;
7. Provide technical support and substantive secretariat work to the Local Council for the Protection of Children;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY HEALTH OFFICE

Plantilla Item No. 27 – Sanitation Inspector III (SG 11)

1. Act as Supervisor of the different sections of the CHO-Environmental Health and Sanitation Division (Industrial Sanitation Section, Entertainment Establishment Section, Health Care Waste Section and Barangay Sanitation Section)
2. Responsible for the direct supervision of the issuance of Entertainment establishment workers (Pink Card., GRO Licenses, Health Certificate, etc)
3. Carry out routine inspection/monitoring of business establishment within the territorial jurisdiction of the city in accordance with the standard frequency for the different fields of the environmental sanitation, using the prescribed form and is required to conduct non-routine inspection from time to time as the need arises
4. Prepare sanitation reports and maintains proper filing system and update sanitation records
5. Conducts and implement health education activities especially those activities related to environmental sanitation such as Food handlers Class, Industrial hygiene among others.
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 64 – Dental Aide (SG 4)

1. Assists the dentist in preparing the patient for oral examination;
2. Clean the clinic and arrange dental equipment and supplies;
3. Sterilize dental instruments;
4. Hand instruments to the dentist in the process of treating patients;

5. In-charge in the preparation filling materials;
6. Check and keeps dental equipment, materials and supplies in order;
7. In-charge of record keeping;
8. Prepares dental report;
9. Conduct dental visits in Barangays with the dentist; and
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Plantilla Item No. 2 – Information Systems Analyst II (SG 16)

1. Develop written work procedures for maintaining the web scripts and supporting the end users;
2. Give recommendations on how to improve the city's website;
3. Ensure that the city website is up and running then produce reports;
4. Develop and maintain IOS and/or Android applications;
5. Formulate management's requests in terms of technical specification, functional specification and development schedule / resources;
6. Design and further enhance the web architecture for additional modules to meet efficiently the customers' demands based on current solutions;
7. Design, produce, document, test, implement, and maintain Web applications and utilities developed in a variety of languages including Java, SQL, HTML, JavaScript and interfacing with numerous data sources such as Access, MS SQL Server, MySQL;
8. Work closely with computer programmers and end users to ensure technical compatibility and user satisfaction;
9. Perform other duties and responsibilities as may be assigned from time to time.