

**DUTIES AND RESPONSIBILITIES**  
**(Publication Date: March 8 to 22, 2022)**

**CITY ASSESSOR'S OFFICE**

**Plantilla Item No. 15 – Local Assessment Operations Officer III (SG 18)**

1. Act as the Division Chief of the Administrative and Records Management Division;
2. Prepare periodic reports of the office;
3. Issue and record certifications pertaining to assessment matters;
4. Responsible in the procurement of office supplies & equipment of the office
5. Maintain an updated record of real property assessment of the city and is responsible for the safekeeping of all assessment records;
6. Perform other duties and responsibilities as may be assigned from time to time.

**CITY HEALTH OFFICE**

**Plantilla Item No. 59 – Midwife III (SG 13)**

1. Provide various Department of Health mandated basic health care services and other local initiated health programs in Barangays:
  - National Tuberculosis Program
  - Expanded Program Immunization
  - Maternal and Child Health Care Services
  - Nutrition Services
  - Philippine Integrated Disease Surveillance and Response for emerging, re-emerging and other Communicable/Infectious Diseases
  - Philhealth Services
  - Programs for the Elderly/Senior Citizens and PWD's
  - Healthy Lifestyle Program and Advocacy for Non-Communicable Disease Programs;
2. Conduct health assessment through provision of daily consultation services;
3. Maintain documentation and treatment records of all patients seen and given health care services;
4. Perform pre-natal and post-partum health assessment to mothers and babies at regular intervals through home visits;
5. Attend regular Birthing Station duties as needed;
6. In-charge in preparing, encoding and filing of Field Health Service Information System (FHSIS) in the Barangay Health Station;
7. Provide health education and promotions services in the Barangay through community assemblies, lectures, etc.
8. Perform other tasks and responsibilities as may be assigned from time to time.

**CITY ENGINEER'S OFFICE**

**Plantilla Item No. 39 – Engineer II (SG 16)**

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

**Plantilla Item No. 38, 43 – Engineering Assistant (SG 8)**

1. Assist the Unit Head in the preparation of structural plans.
2. Conducts site inspection necessary to come up with an appropriate structural design for a project.
3. Assist the Unit Head in the preparation of program of works and bill of materials.

4. Prepares accomplishment reports regularly.
5. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 18, 44 – Engineering Assistant (SG 8)**

1. Acts as project engineer of on-going infrastructure project of the City.
2. Conducts regular inspection of the City's project both by-contract and by-administration.
3. Ensure the quality of infrastructure projects in accordance to the program of works prepared by the office.
4. Submits inspection and accomplishment reports regularly.
5. Perform other duties and responsibilities as may be assigned from time to time.

**CITY GENERAL SERVICES OFFICE – MOTORPOOL DIVISION**

**Plantilla Item No. 118 – Administrative Aide III (Driver I) (SG 3)**

1. Provide transport to LGU staff & other authorized passengers w/in the city proper and/or any other authorized destinations;
2. Conduct Daily Maintenance and Checked -up of vehicles (i.e.; Oil, fluids, tire pressure, service schedule, tire condition, lights condition, BLOWBAGETS,etc.);
3. Prepare, submit and maintain trip tickets of vehicles;
4. Prepare Gasoline Fuel requisition;
5. Perform other duties as may be assigned from time to time.

**Plantilla Item No. 95, 96, 97 – Heavy Equipment Operator II (SG 6)**

1. Operate heavy equipment vehicles;
2. Maintain overall maintenance and operation of heavy equipment vehicles;
3. Perform other duties and responsibilities that may be assigned from time to time.

**Plantilla Item No. 98, 100, 101, 102, 103 – Heavy Equipment Operator I (SG 4)**

4. Operate heavy equipment vehicles;
5. Maintain overall maintenance and operation of heavy equipment vehicles;
6. Perform other duties and responsibilities that may be assigned from time to time.

**Plantilla Item No. 128 – Administrative Aide IV (Mechanic I) (SG 4)**

1. Perform troubleshooting and repair of service vehicles and equipment;
2. Perform overhauling jobs on mechanical parts, assemblies and other related components of service vehicles/ equipment;
3. Ensure proper usage and maintenance of tools and equipment used in repairs and other related works;
4. Perform other duties and responsibilities that may be assigned from time to time.

**CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE**

**Plantilla Item No. 24 – Communications Equipment Operator IV (SG 11)**

1. Supervise emergency dispatch and routinary communications and coordinate with concerned offices/organizations/agencies/facilities;
2. Receive/transmit radio communication relative to traffic situations, accidents, road activities and emergencies;
3. Prepare reports relative to the function of the unit;
4. Provide directions and issuance of orders through radio communication;
5. Perform administrative tasks relative to public order and safety operations;
6. Perform other duties and responsibilities as may be assigned from time to time.

