

# DUTIES AND RESPONSIBILITIES

## CITY GENERAL SERVICES OFFICE

### **Plantilla Item No. 17 & 18 - Administrative Assistant III (Buyer III) (SG 9)**

- 1) Prepare checklist of projects for bidding;
- 2) Receive Bid Proposals from prospective bidders;
- 3) Prepare Abstract of Bids, Notification of Bid Evaluation Results, Notice of Post Qualification, BAC Resolution, Notice of Award, P.O/Contract and Notice to Proceed;
- 4) Issue Notice of Award, Purchase Order/Contract to winning bidder; and
- 5) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 20 - Administrative Aide VI (Buyer II) (SG 6)**

- 1) Receive duly accomplished Abstract of Quotations;
- 2) Prepare Notice of Award (NOA) and endorse to Liaison Officer for the Approval of the Head of the Procuring Entity;
- 3) Receive, notify and issue approved NOA to winning supplier / contractor;
- 4) Prepare Purchase Order (PO) / Contract/Agreement of Service / Ordering Contract Agreement (for Ordering Agreement) and the endorsement to Liaison Officer for the Approval of the Head of the Procuring Entity;
- 5) Receive, notify and issue Purchase Order (PO) / Contract/Agreement of Service / Ordering Contract Agreement (for Ordering Agreement) to winning supplier / contractor;
- 6) Prepare Notice to Proceed (NTP) and the endorsement to Liaison Officer for the Approval of the Head of the Procuring Entity;
- 7) Responsible for the receipt, notification and issuance of approved NTP to winning supplier/ contractor;
- 8) Responsible for receipt of other documents such as Acceptance and Inspection Report (with Sales Invoice / Delivery Receipt / Billing Statement), Accomplishment Report, Notice of Delivery / Acknowledgement Receipt for Equipment (ARE) / Inventory Custodian Slip (ICS) / Attendance / Utilization / and/or other documents for additional attachments;
- 9) Responsible for the endorsement of accomplished documents to Liaison Officers for pre-audit; and
- 10) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 19 - Administrative Assistant II (SG 8)**

- 1) Prepare and coordinate the submission of PPMP;
- 2) Consolidate submitted PPMP from departments/ offices;
- 3) Manage and maintain records of submitted PPMP;
- 4) Receive and monitor requests for amendment to PPMP;
- 5) Prepare quarterly reports on the status of the PPMP's submitted; and
- 6) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 143 - Warehouseman II (SG 8)**

- 1) Monitor and safekeep received goods within the warehouse to avoid accident, wastage, damage, detonation, deterioration, loss or theft;
- 2) Maintain an updated inventory of stocks under his/her custody;
- 3) Conduct monthly inventory of supplies/ materials maintained at the Central Storage;
- 4) Release supplies/ materials to requisitioning offices; and
- 5) Perform other duties and as may be assigned from time to time.

## **OFFICE OF THE CITY BUILDING OFFICIAL**

### **Plantilla Item No. 5 – Administrative Assistant II (SG 8)**

- 1) Receive applications for building permits and other ancillary and accessory permits and certificate of occupancy based from the National Building Code of the Philippines and its Implementing Rules and Regulation;
- 2) Monitor compliance of applications;
- 3) Assist in the administrative works and records management; and
- 4) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 15 – Administrative Assistant II (SG 8)**

- 1) Assist in the formulation of proactive and innovative solutions to respond to the demands of electronic governance;
- 2) Responsible that all files and information about building and structures are intact;
- 3) Enhance the capability of the retrieval system;
- 4) Scan building plans and other supporting documents;
- 5) Responsible for the retrieval and management of requested building plans; and
- 6) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 17 – Engineer II (SG 16)**

- 1) In-charge of the inspection of the building / structure documents in compliance to technical requirements for Electrical Regulations; and
- 2) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 20 – Engineer II (SG 16)**

- 1) Responsible for the verification of lot plan as reflected in the Torrens Title, Original Certificate of Title (OCT/Transfer Certificate of Title (TCT) and its relation to the proposed buildings/structures based on the approved plans and documents;
- 2) Ensure compliance to established easement/setbacks and determine grades in relation to road lots, property lines, streets or highways, whether existing or proposed as reflected in the land use or zoning development plan of the City;
- 3) Responsible for the verification of the provision of at least one (1) side of the lot has direct access to a street/alley subject to written clearance from DPWH based on the approved plans and documents;
- 4) Recommend and endorse appropriate action to the Division Chief of Inspection & Enforcement Division all issues related to line and grade verification of a structure; and
- 5) Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 26 – Engineer II (SG 16)**

- 1) In-charge of the evaluation of:
  - Site Development Plan showing the technical boundaries, orientation and position of proposed non-architectural horizontal structure;
  - Structural Plans / Structural Analysis and Design for all buildings / structures except for one-storey and single detached building/structure with a total floor area 20.00 sq. meters or less;
  - Boring and Load Tests / Seismic Analysis and other related documents;
- 2) Perform other duties and responsibilities as may be assigned from time to time.

## **CITY ENGINEER'S OFFICE**

### **Plantilla Item No. 15 & 17 – Engineer I (SG 12)**

- 1) Act as project engineer of on-going infrastructure project of the City;
- 2) Conduct 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) Submit inspection and accomplishment reports regularly; and
- 5) Perform other duties and responsibilities as may be assigned from time to time.

## **CAdminO – CITY MARKET OPERATIONS DIVISION**

### **Plantilla Item No. 17 – Administrative Aide VI (SG 6)**

- 1) Manage and maintain outgoing and incoming communications;
- 2) Update individual ledgers of all market stall holders;
- 3) Safe keep records on contract of lease of stallholders, stall plan and the like;
- 4) Act as Supply and Property Officer of the division; and
- 5) Perform other duties and responsibilities as may be assigned from time to time.

## **CITY LEGAL OFFICE**

### **Plantilla Item No. 7 – Administrative Aide II (Messenger) (SG II)**

- 1) Serve personally or by mail notices and pleadings to concerned parties, Courts, Prosecutor's Office, the Office of the Ombudsman, and Quasi-Judicial bodies;
- 2) Collect and receive Notices and Orders from Courts, Prosecutor's Office, the Office of the Ombudsman, and Quasi-Judicial bodies;
- 3) Assist the Administrative Aide in the production of copies of pleadings, exhibits, annexes and other documentary evidence; and
- 4) Perform other duties and responsibilities as may be assigned from time to time.