

DUTIES AND RESPONSIBILITIES

OFFICE OF THE SANGGUNIANG PANLUNGSOD

Plantilla Item No. 10 – Local Legislative Officer V

1. Supervise overall function of the division including the Research & Legislative Section and Agenda/Minutes, Journal Section;
2. Monitor and track the current status of legislative proposals and their current status of readings;
3. Supervise the completion of needed requirements of legislative proposals relating to land use activities, franchising, cell sites, among others;
4. In-charge of furnishing of approved Ordinances and Resolutions to the concerned parties, individuals and departments;
5. Act as member of the secretariat;
6. Perform other duties and responsibilities as may be assigned from time to time.