

DUTIES AND RESPONSIBILITIES

OFFICE OF THE CITY BUILDING OFFICIAL

Plantilla Item No. 23 – Administrative Assistant II (SG 8)

1. Act as Records and Information Officer of the office;
2. Craft pertinent business correspondence relevant to the functions of the division;
3. Perform various clerical works pertinent to the function of the office;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 24 – Administrative Assistant II (SG 8)

1. Release/Issue 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. Assist in the administrative works and records management;
3. Perform other duties and responsibilities as may be assigned from time to time.

CITY BUDGET OFFICE

Plantilla Item No. 11 – Administrative Assistant II (Budgeting Assistant) (SG 8)

1. Assign OBR Number in logbook;
2. Provide Date and Fund Source in the General Fund;
3. Manage the assignment of ABC Number;
4. Correct charging of accounts per office in the OBR;
5. Manage and maintain logbook of OBRs for General Fund;
6. Maintain records/file copies of detached OBRs ensuring the complete number series and forward arranged files to Records Officers on a regular basis (quarterly);
7. In-charge of filing of adjustments & cancellations per OBR for General Fund;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE

Plantilla Item No. 155, 156 – Administrative Aide II (Messenger) (SG 2)

1. Perform general messenger's work
2. Responsible for documentation and transmittal of communication and documents;
3. Perform various clerical tasks such as filing cards, sorts mail and secure stocks and office supplies;
4. Perform other duties and responsibilities as may be assigned from time to time.