

DUTIES AND RESPONSIBILITIES

CITY GENERAL SERVICES OFFICE

Plantilla Item No. 132 - Supervising Administrative Officer (Administrative Officer IV) (SG 22)

1. Responsible for the implementation of the plans, programs and office procedures;
2. Responsible for the over-all supervision and management of all the processes under the division;
3. Responsible for the supervision and monitoring of personnel in performing all activities under the Division;
4. Assume full responsibility over the custody of all real and personnel properties of the City;
5. Responsible for the preparation of budgetary requirements and reporting;
6. Manage all the legal and statutory requirements of the office;
7. Analyze administrative problems and make recommendations for new or revised policies and procedures;
8. Disseminate information involving interpretation of policies, laws and activities of the agency;
9. Responsible for developing appropriate asset management and administrative strategies;
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY TOURISM AND INVESTMENT PROMOTION OFFICE – INVESTMENT PROMOTION DIVISION

Plantilla Item No. 21 - Administrative Officer II (SG 15)

1. Conduct project facilitation and assistance to implementation of PPP programs and projects;
2. Provide advisory services, technical assistance, trainings and capacity development in the City's PPP Project Management Group;
3. Recommend plans, policies and implementation guidelines related to PPP in consultation with appropriate oversight committees, implementing agencies and the private sectors;
4. Responsible for the management and administration of revolving fund to be known as the Project Development and Monitoring Facility for the preparation of business case, pre-feasibility and feasibility studies and tender documents of PPP programs and projects;
5. Establish and manage the central database system of PPP Projects and Owned Economic Enterprise;
6. Prepare reports on the implementation of PPP programs and projects of the government;
7. Monitor, manage and regulate all the City's Owned Economic Enterprise;
8. Responsible for the formulation of plans, development and implementation of proposal for the establishment of new economic enterprise;
9. Provide adequate recommendations on all matters involving economic enterprises and development;
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION

Plantilla Item No. 65 - Local DRRM Officer I (SG 11)

1. Lead Responsible for the activities and performance of duties of the Communications and Warning unit personnel and prepare corresponding reports and documentations;
2. Oversee operations and maintenance of CCTV and early warning facilities, supporting systems and communication equipment;
3. Oversee gathering of information through CCTV and communication facilities and ensure provision of accurate and timely advice to concerned units/organizations /agencies;
4. Facilitate the preparation and submission of section reports and supporting documentations;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 40 – Administrative Aide VI (Utility Foreman) (SG 6)

1. Conducts regular inspection to the government infrastructure assets concerning mechanical and plumbing works;

2. Recommends projects needed for repair and maintenance of government infrastructure assets concerning mechanical and plumbing works;
3. Prepares accomplishment and status report of mechanical and plumbing assets regularly;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 10 – Engineering Aide (SG 4)

1. Assist on the conduct of site investigation and survey works;
2. Prepare working papers to be used in the preparation of program of works and detailed engineering design;
3. Prepare accomplishment and status report regularly;
4. Perform such other functions and duties may be assigned from time to time.