

DUTIES AND RESPONSIBILITIES

(Publication Period: October 04, 2021 – October 19, 2021)

CITY ACCOUNTANT'S OFFICE

Plantilla Item No. 1 – City Government Department Head (City Accountant) (SG 25)

1. Responsible for installation and maintenance of an internal audit system in the LGU;
2. Responsible for the preparation of journals and analysis of obligations, reconciliation of accounts, accountant's advice and maintain and keep all records/reports related thereto;
3. Responsible for the preparation of statements of journal vouchers and liquidation of the same and other adjustments related thereto;
4. Responsible for the preparation of statements of cash advances, liquidation, salaries/wages, allowances, reimbursement and remittances pertaining to the LGU;
5. Responsible for the preparation of utilization reports of funds and other Trust Funds;
6. Responsible for the posting of individual disbursements to the subsidiary ledger and index cards;
7. Responsible for the accounting of all issued requests for obligations and maintain and keep all records and reports related thereto;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 24 – Administrative Officer II (SG 11)

1. Receive, verify and evaluate details of received paid vouchers from the City Treasurer's Office versus the RCI;
2. Check and verify details of paid vouchers with findings or incomplete attachments and coordinate the same to the concerned implementing offices for compliance;
3. Check vouchers (returned due to findings) for completion of attachments;
4. Assist in the monitoring of the Records Management Section to ensure the updated submission of documents to COA;
5. Assist in the receipt and transmittal of documents within the office;
6. In-charge of the preparation of the PPMP (Project Procurement Management Plan) and Purchase Requests of the office;
7. Perform various secretarial duties when necessary;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 41 – Administrative Aide VI (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.

OFFICE OF THE CITY BUILDING OFFICIAL

Plantilla Item No. 16 – Architect II (SG 16)

1. In-charge of the evaluation of building/structure documents in compliance to *National Building Code of the Philippines* (Republic Act No. 6541):
 - Types of construction, Requirements for Fire Zones and Fire Resistive Regulation, Building projections over public streets, access streets/roads and alleys

- Architectural Interior/Interior Design
 - Classification and General Requirements of all buildings by use or occupancy
 - Maximum Height of Buildings/Structures, Parking and Loading/Unloading Space requirement, corner buildings with chafans
 - Occupant load, Glazing of Opening
 - Architectural Accessibility Features
 - Light and Ventilation
 - Construction of Building/Structures within the obstacle limitation surfaces of Aerodomes
 - Buildings and other Ancillary Structures within Cemeteries and Memorial Parks
2. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 12 – Engineer II (SG 16)

1. In-charge of the evaluation 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;
2. Check compliance of road lots, property lines, streets or highways to establish easement/setbacks and determine grades in relation, whether existing or proposed as reflected in the land use or zoning development plan of the City;
3. Responsible for the enforcement of the provision of at least one (1) side of the lot to have direct access to a street/alley subject to written clearance from DPWH;
4. Recommend appropriate action and endorse to the Division Chief of Processing & Evaluation Division all issues related to line and grade verification of a proposed structure;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 18– Engineer II (SG 16)

1. Responsible for ensuring the conformity of building / structure based on approved plans and documents as to technical requirements for Electrical Regulations
 - a) Documentary Requirements
 - b) Cost Estimates
 - c) Specifications
2. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 25 – Engineer II (SG 16)

1. In-charge of the evaluation of building / structure documents in compliance to technical requirements under the Sanitary Engineering Law (RA 1364) and Plumbing Law;
2. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 28 – Engineer II (SG 16)

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

Plantilla Item No. 14, 21, 22, 27 – Engineering Assistant (SG 8)

1. Responsible for the conduct of inspection on Building permit and other ancillary and accessory permit applications to determine status of construction and/or installation as basis for penalties/surcharges;
2. Responsible for the conduct of inspection and monitoring of illegal construction activities and serve notices;
3. Responsible for the conduct of inspection of building related complaints;
4. Responsible for the conduct of inspection and monitoring of business establishments (new and renewal);
5. Report directly to the chief of Inspection and Enforcement Division;
6. Perform other duties and responsibilities as may be assigned from time to time.