

DUTIES AND RESPONSIBILITIES
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CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Plantilla Item No. 1 – City Environment and Natural Resources Officer I (SG 25)

1. Formulate policies, plans and programs, and ensure implementation, thereof, relative to environmental protection, resource conservation and pollution prevention to attain sustainable development;
2. Develop a comprehensive management program on pollution prevention such as air pollution management, ecological solid waste management and air quality management;
3. Formulate measures for the consideration of the Sangguniang Panlungsod and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources;
4. Design, plan and implement strategies particularly those which have to do with environment and natural resources programs and projects which the City Mayor is empowered to implement and which the SP is empowered to provide for under the Local Government Code of 1991;
5. Manage and maintain seed banks and produce seedlings for forests and tree parks.
6. Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;
7. Coordinate with government agencies and non-government organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the DENR;
8. Be in the frontline in the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural disasters and calamities;
9. Recommend to the SP and advise the City Mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources;
10. Issue, renew or deny permits, under such conditions as it may determine to be reasonable, for the prevention of pollution, discharges and other nuisance complained thereof;
11. Authorize representatives to enter, at all reasonable times, any property of the public dominion and private property devoted to industrial, manufacturing, processing of commercial use without doing any damage, for the purpose of inspecting and investigating conditions relative to pollution; and
12. Be responsible for the implementation of related penal provisions of all national and local laws relative to environmental protection;
13. Responsible for the development of the City Ecological Solid Waste Management System that will address the pollution of environment and conservation of natural resources;
14. Responsible for the operation of the composting center, preparation of the City Solid Waste Management Plan in cooperation with the City Solid Waste Management Board and coordinate garbage collection and disposal with the City General Services Office.

CITY HEALTH OFFICE

Plantilla Item No. 1 – City Health Officer II (SG 25)

1. Responsible for formulating program implementation guidelines and rules and regulations in order to assist the LCE in the efficient, effective and economical implementation of health service program geared to implement health-related projects and activities;
2. Responsible for the formulation of measures in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Sec. 17 of the LGC of 1991;
3. Responsible for the development of plans and strategies and upon approval thereof by the LCE, implement the same, particularly those which have to do with health programs and projects which the LCE is empowered to implement and which the SP is empowered to provide under the LG Code of 1991;
4. Responsible for the formulation and implementation of policies, plans and projects to promote the health of the people in the city;

5. Responsible for advising the LCE and the SP on matters pertaining to health;
6. Responsible for the execution and enforcement of all laws, ordinances and regulations relating to public health;
7. Responsible for the recommendation to the SP through the Local Health Board the passage of such ordinances as deemed necessary for the preservation of public health;
8. Responsible for the recommendation of the prosecution of any violation of sanitary laws, ordinances or regulations;
9. Responsible for directing the sanitary inspection of all business establishments selling food items or providing accommodation such as hotels, motels, lodging houses, pension houses, and the like, in accordance with the Sanitation Code;
10. Responsible for the conduct of health information campaigns and render health intelligence services;
11. Responsible for the coordination with other government agencies and non-government organizations involved in the promotion and delivery of health services.

CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE

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

1. Responsible for the primary policy, planning, coordinating, implementing, regulating, and administrative entity of the City Government that will promote, develop, and regulate integrated and strategic information and communications technology systems and reliable and cost-efficient communication facilities and services;
2. Responsible for the facilitation of automation, networking and transfer of technology for the government's offices and sections intended to improve public service;
3. Responsible for the development of the City government Information Technology needs and maintain custodial responsibilities over assigned properties and facilities;
4. Responsible for the conduct of IT related training and educational seminars to city personnel for their advancement/enrichment.

Plantilla Item No. 11 – Computer Programmer I (SG 11)

1. Provide assistance in analyzing test results to detect or explain programming errors or causes of program malfunctions;
2. Code, test and troubleshoot system programs;
3. Perform code changes and enhancements for existing programs and create enhancements designed for specific user needs;
4. Provide assistance in the design, creation, maintenance and update of the City website;
5. Assist in developing or enhancing web programs and outputs;
6. Conduct web systems test to measure performance under specific conditions, such as high traffic and web visitors having low bandwidth or connectivity;
7. Prepare, deliver and formulate keywords strategies, link building strategies and content optimization for the city website;
8. Develop internal business-facing mobile platforms that facilitate business interactions;
9. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY EMPLOYMENT SERVICES DIVISION

Plantilla Item No. 42 – Supervising Administrative Officer (SG 22)

1. Responsible for encouraging establishments to submit to the CESD on a regular basis a list of job vacancies in their respective businesses in order to facilitate the exchange of labor market information between job seekers and employers by providing employment information services to job seekers, both local and overseas employment, and recruitment assistance to employers;
2. Responsible for the coordination with the DOLE subject to technical supervision on the operation of CESD and serve as referral and information center for the various services and programs of DOLE and other government agencies;
3. Responsible for providing persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered in the City by both government and non-governmental organizations;

4. Responsible for undertaking employability enhancement trainings/ seminars for job seekers as well as those who would like to change careers or enhance their employability;
5. Responsible for providing employment or occupational counseling, career guidance, mass motivation and values development activities;
6. Responsible for conducting pre-employment counseling and orientation to prospective local and, most especially, overseas workers;
7. Responsible for providing reintegration assistance service to returning Filipino migrant workers;
8. Responsible for undertaking programs and activities such as; Job Fairs, Special Program for Employment of Students (SPES), Work Appreciation Program (WAP), Livelihood and Self-Employment Bazaars, Vocational and Career Guidance Program;
9. Responsible for providing a venue where Fernandinos, in particular, could explore simultaneously various employment options;
10. Responsible for providing would-be-employers and other stakeholders with adequate information on employment and labor market situation in the City; and
11. Responsible for networking with other Public Employment Services Office (PESO) within the region on employment for job exchange purposes.

CADMINO – BUSINESS LICENSE AND PERMIT DIVISION

Plantilla Item No. 59 – Administrative Assistant II (Management and Audit Assistant) (SG 8)

1. Check, evaluate & verify legitimacy of required documents in relation to the application for new, renewal and retirement of business;
2. Encode taxpayer's information, business information and all necessary information on the database;
3. Review Taxpayer's Information Sheet of new businesses inspected;
4. Assist in the issuance of Letter of Authority to business establishments which are subject for reassessment (Letters that may also be issued in relation to reassessment: Letter of Assessment and Data Sheet, Non-Presentation of documents and Certificate of Examination);
5. Assist in the conduct of examination/inspection of books of accounts of business establishment;
6. Assess and evaluate application for Temporary Permit;
7. Receive request letter, assess and print Special Permits (streamer, motorcade and recorrida);
8. Prepare Certificate for Business Retirement;
9. Inspect and assess amusement tax due from concert events;
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY BUDGET OFFICE

Plantilla Item No. 6 – Administrative Aide IV (Budgeting Aide) (SG 4)

1. Receive all Incoming OBRs (New, Adjustments, Cancellations) for General Fund;
2. Detach copies of OBRs (Certified, Adjustments, Cancellations) and ensures timely transmittal of OBRs to respective receiving offices;
3. Forward 1 copy of detached OBR to Accounting on a weekly basis and file an office copy in complete series;
4. Maintain database of incoming and outgoing documents for the General Fund;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY CIVIL REGISTRY OFFICE

Plantilla Item No. 6 – Administrative Assistant II (Assistant Registration Officer)

1. Encode all registered deaths and marriages in the Philippine Civil Registry Information System (PhilCRIS);
2. Submit all encoded PhilCRIS outputs on marriage, death and birth to the Phil. Statistics Office;
3. Assist in the preparation of reports for the Section;
4. Submit monthly Accomplishment Report;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY HUMAN RESOURCE MANAGEMENT OFFICE

Plantilla Item No. 5 – Administrative Officer IV (Human Resource Management Officer II) (SG15)

1. In charge of the implementation of the processes and procedures relating to Administrative and Records Management Section;
2. Responsible for the effective and appropriate management of records such as Human Resource Information System (HRIS), Biometrics and Leave Record System;
3. Review certifications and records such as Certificate of Employment, Certificate of No-Pending Cases, Service Records, Travel Orders, etc.;
4. Ensure the implementation of policies and procedures related to Biometrics and Leave Administration;
5. Ensure and implement policies and procedures in Records and Archiving of documents;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 24 – Administrative Officer II (Human Resource Management Officer I) (SG11)

1. Act as Liaison Officer between GSIS, PAG-IBIG, PHILHEALTH and SSS;
2. Prepare GSIS Agency Remittance Advice;
3. Update employees' BIR Form No. 2305 to the Data Entry Module;
4. Conduct orientation to employees' related to welfare, benefits and incentives;
5. Assist and prepare necessary documents related to employees' welfare, benefits and incentives;
6. Prepare necessary documents related to updates on employees' memberships information and loan applications to GSIS, PAG-IBIG, PHILHEALTH and SSS;
7. Take charge of the schedules and documents related to Executive and Annual Check-up of permanent, casual and Job-Order employees;
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY GENERAL SERVICES OFFICE

Plantilla Item No. 136 – Administrative Assistant II (SG 8)

1. Assists in the administrative work;
2. Assists in the preparation of annual and required reports;
3. Assists in consolidating pertinent documents;
4. Assists in attending requests, complaints, and other administrative concerns;
5. Assists in the submission of reports of activities and accomplishments;
6. Maintains a calendar of events for meetings;
7. Coordinate meetings, conferences and or seminars for the department;
8. Provides secretarial and administrative support to the department;
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 158 – Administrative Assistant II (SG 8)

1. Provide assistance in the continuous implementation of functional appraisal of record by determining their utility values such as administrative legal, fiscal, historical, archival and research values;
2. Provide assistance in the continuous implementation of the functional and complete inventory of records after the end of year and or during the first quarter of the following year in order to determine and to appraise records that have already reached their retention periods which can be recommended for final disposal;
3. Provide assistance in the implementation of a functional, orderly and systematic control on the proper access to all documents or record holdings under the custody of the Archives Section providing a total security over city government records;
4. Provide assistance in the implementation of a functional records retention schedule for records to be retained on its active/current status segregation of records on its inactive/non-current status and transferring of records series that had already reached their year retention periods to the designated records center or storage area and the preservation of archival and historical records;
5. Provide assistance in the preparation of list of all records of an agency showing the period of their retention in the office area and its preservation, destruction or disposal;
6. Provide assistance in the preparation of annual inventory of all record holdings of the Records and Archives Management Division;

7. Provide assistance in the preparation of the duly filled-up Records Inventory and Appraisal Form which will be provided by National Archives of the Philippines (NAP);
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 146 – Administrative Assistant II (SG 8)

1. Post all the City's projects above P50,000.00 at the PhilGEPS, City's Website and City's bulletin board;
2. Publish projects above P10M for goods and above P15M for infrastructure;
3. Prepare quarterly report for all the projects posted at PhilGEPS, DILG Portal, City's website, bulletin board and those that were published in newspaper of national circulation;
4. Maintain records on all the projects posted at PhilGEPS, City's Website, City's bulletin board and published in newspaper of national circulation;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 150, 151, 152, 166 – Administrative Assistant II (SG 8)

1. Scout for the current prices of the needed supplies, services and equipment based on the Request for Quotation (RFQ) / Bill of Quantities (BOQ);
2. Conduct canvass through sending of RFQs/BOQs;
3. Coordinate and advise supplier/contractors regarding the process and regulation on the submission of the RFQ/BOQ;
4. Responsible for the management and maintenance of the records of updated list of accredited suppliers/contractors;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 147, 148 – Administrative Assistant III (Buyer III) (SG 9)

1. Prepare checklist of projects for bidding;
2. Receive all Bid Proposal from the 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;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 162 – Administrative Officer IV (SG 15)

1. Responsible for all the administrative responsibilities for the Motorpool Division; and delegates tasks to the staff;
2. Responsible for ordering and taking inventory of spare parts and overseeing the operation of equipment's tools;
3. Coordinate with the mechanic and provides them with items they need;
4. Collect/ gather daily repair of service vehicle/ heavy equipment;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 3 – Traffic Operations Officer I (SG 11)

1. Responsible in the deployment of traffic personnel;
2. Monitor traffic personnel at their respective areas of responsibility;
3. Assist in the enforcement of the provisions of the City Traffic Rules and Regulations and other National Law on Traffic;
4. Assist in the implementing of traffic re-routing plan as alternative scheme to decongest heavy build-up of traffic and during the conduct of special occasions or during calamities/disasters;
5. Responsible for ensuring a progressive traffic flow and safety of motorists, pedestrians and commuters;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Traffic Operations Officer I (SG 11)

1. Process approved transport franchise applications/ certificates for the issuance of permits;
2. Recommend suspension or cancellation of franchise, for violations that warrant such cancellation;
3. Recommend the suspension/ cancellation of vehicle registration / driver's licenses to the LTO.

4. Supervise the filing of complaints against drivers/ operators for violations of any provisions of the CSFP Traffic Code of Ordinances;
5. Supervise the issuance of Order of Payment for regulatory fees, release of MTOP, issuance of annual stickers, and other related documents;
6. Recommend the designation or allocation of certain portions of the streets or spaces for terminals.
7. Perform other duties and responsibilities as may be assigned from time to time.

CPOSCO – City Disaster Risk Reduction and Management Division

Plantilla Item No. 31 – Local DRRM Officer I (SG 11)

1. Responsible for the identification, assessment and management of hazards, vulnerabilities and risks that may occur in the community/locality, i.e. Disaster Risk Profile;
2. Responsible for the identification and implementation of cost-effective risk reduction measures and strategies;
3. Responsible for the dissemination of information and public awareness about the identified hazards, vulnerabilities, and risks;
4. Responsible for the arrangement and availability of suitably-trained and competent DRRM personnel, i.e. coordination of schedule of duties and assignments with Operations and Warning Section
5. Responsible for the promotion of public awareness of and in compliance with RA 10121 and legislative provisions relevant to that purpose;
6. Develop/update the annual LDRRM Public Information Plan;
7. Develop and submit monthly unit report;
8. Provides logistical support to the Training and Development Unit;
9. Performs executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 35 – Local DRRM Assistant (SG 8)

1. Assist in the design, programming and coordination of DRRM activities consistent with the NDRRMC's standards and guidelines
2. Assist in the preparation and submission, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
3. Assist in the formulation and implementation of a comprehensive and integrated LDRRM Plan in accordance with the national regional, and provincial framework, and policies on DRR in close coordination with the LDRRMC and LDC;
4. Draft/process/log/monitor status of procurement and other finance-related documents, e.g. project proposals, PRs, OBRs, petty cash, liquidation, payroll, itinerary of travel, etc. ;
5. Monitor DRRM Fund utilization by CDRRMC member offices and draft related report/s;
6. Prepare, update and maintain the office financial plans, e.g. AIP/DMP/PPMP, etc.
7. Serve as the secretariat and executive arm of the Local DRRM Council (LDRRMC);
8. Develop and submit monthly reports;
9. Perform IMT/EOC Secretariat functions during disasters/emergencies and
10. Perform other duties and responsibilities as may be assigned from time

Plantilla Item No. 60 – Local DRRM Assistant (SG 8)

1. Checks/manages official office email account regularly for information and/or correspondence, log and forward to head of office/concerned unit/personnel;
2. Updates/maintains the LDRRMO calendar of activities and coordinates with the concerned personnel;
3. Drafts/monitors/process routinary correspondences/transmittals, travel orders, office attendance logbook and summary of attendance;
4. Manages/monitors/process biometrics, locator slips, leave application, updates of leave credits, authorization of overtime;
5. Monitors status of IEC and training related project proposals, post-activity reports and related supporting documents;
6. Provides logistical support to the Training and Development Unit;

7. Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
8. Perform other duties and responsibilities as may be assigned from time to time.

CITY TREASURER'S OFFICE

Plantilla Item No. 47 – Local Revenue Collection Officer I (SG 11)

1. Responsible for the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Issue official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 63, 77 – Revenue Collection Clerk III (SG 9)

1. Assist in the collection and receipt of payment on all taxes, permits, licenses, fees and charges;
2. Ascertain accuracy of collections through verification and review of order of payment/ assessment/ billings received;
3. Assist in the issuance of official receipt and ensure exactness of money received;
4. Remit collection for the day of liquidating officer/ cashier;
5. Prepare daily report of collection and deposit;
6. Account for collections received and accountable forms issued after cut-off time;
7. Prepare deposit and verification slip and endorse all collections beyond cut-off to liquidating officer/ cashier;
8. Record and maintain cash book for collections and remittance/ deposits;
9. Request for accountable forms and prepare report of issued accountable forms;
10. Prepare and submit other necessary reports pertaining to collected local income;
11. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 46 – Administrative Assistant III (Senior Bookkeeper) (SG 9)

1. Record, classify and summarize daily real property tax collection;
2. Prepare Summary Report of Daily Issued RPT receipts;
3. Check remitted RPT receipts and classifies as per RPT account;
4. Prepare monthly and quarterly RPT report for submission to the BLGF-DOF;
5. Prepare report on Deferred RPT collection;
6. Over-all coordinator committee on the establishment of records of Real Property taxpayers;
7. Prepare list of Top taxpayers on RPT;
8. Maintain complete filing system to support financial records;
9. Perform other duties and responsibilities as may be assigned from time to time.

CITY ASSESSOR'S OFFICE

Plantilla Item No. 17 – Assessment Clerk II (SG 6)

1. Verify submitted documents prior to the acceptance and processing of documents;
2. Issue various certifications such as Certificate of No Property, No Improvement, Property Holding and Certified copy of Tax Declaration;
3. Perform other duties and responsibilities as may be assigned from time to time.

CITY TOURISM AND INVESTMENT PROMOTION OFFICE

Plantilla Item No. 6 – Tourist Receptionist I (SG 8)

1. Assist in preparation and implementation of special major events with regards to Tourism related events such as, Kaganapan, Maleldo, Pyesta, Independence Day, Giant Lantern;
2. Assist in monitoring and evaluating plans, programs and projects of the city to ensure their effective implementation with regards to festival events;
3. Assist in encouraging tourism establishments to engage in Public- private partnerships;
4. Act as secretariat to tourism related events;
5. Manage the filing and records keeping on Tourism Programs and promotion programs;
6. Act as tour guide when necessary;
7. Perform other related duties as may be assigned from time to time.

Plantilla Item No. 8 – Tourist Receptionist (SG 8)

1. Assist in the implementation of plans, programs and projects of the Cultural Affairs Unit;
2. Assist in the conduct of research work related to the documentation of intangible heritage of the city;
3. Act as coordinator and secretariat of the Cultural Affairs unit to the various private sectors and partners of the City;
4. Maintain and manage the filing and records keeping system of the Cultural Affairs Unit;
5. Act as a heritage tour guide when necessary;
6. Assist the Tourism Operation Officer in the implementation of the plans and programs of the unit;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 18 – Engineering Assistant (SG 8)

1. Conducts regular inspection of the City's project both by-contract and by-administration.
2. Ensure the quality of infrastructure projects in accordance to the program of works prepared by the office.
3. Submits inspection and accomplishment reports regularly.
4. Perform other duties and responsibilities as may be assigned from time to time.