

DUTIES AND RESPONSIBILITIES
(Publication Period: November 16, 2021 – December 1, 2021)

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 14 – Economist II (SG 14)

1. Monitor progress and accomplishments on the enterprise initiatives on a quarterly basis;
2. Identify performance gaps in execution of strategic initiatives and define measures on how to address these findings;
3. Monitor the initiatives proposed and implemented by partners from the private sectors on a semestral basis;
4. Conduct consultation meetings for the implementation of initiatives and planning;
5. Monitor prioritization of projects and appropriation of funds as set in the AIP;
6. Verify data submitted by departments before final analysis;
7. Conduct cascading programs and consultation session with the different offices in terms of Balanced Scorecard revision;
8. Conduct economic and social development related researches and conceptual studies;
9. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 6 – Planning Officer III (SG 18)

1. Draft plans and strategies and upon approval thereof by the Mayor, implement the same particularly those which have to do with urban planning and design programs and projects which the Mayor is empowered to implement;
2. Conduct researches on urban development policies and strategies for localization to the City;
3. Formulate pre-feasibility, feasibility, environmental assessments studies for the LGU;
4. Prepare for consideration of the LCE and SP the urban plan and design for the LGU or a part hereof, including the renewal of slums and appropriated planning of water, marine and foreshore areas;
5. Review for appropriate action of the Mayor the urban plans and design submitted by the governmental and on gov't entities of individuals, particularly those for undeveloped, underdeveloped and properly -designed areas
6. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – INTERNAL CONTROL DIVISION

Plantilla Item No. 23 – Administrative Officer V (Management and Audit Analyst III) (SG 18)

1. Review organizational structure, staffing, administrative systems and procedures and other relevant information to determine areas that needs improvement;
2. Draft audit plan or audit work program for review of the immediate supervisor, if necessary;
3. Draft general policies and procedures for review of the immediate supervisor;
4. Review proposed documents from the process owners to check its adequacy and compliance with requirements;
5. Discuss relevant issues and information with concerned process owners;
6. Lead the team in documenting, examining and evaluating the adequacy and effectiveness of the agency's systems and controls;

7. Review status of activities being conducted to determine issues encountered and to recommend speedy resolutions of issues so that targets will be completed according to schedule;
8. Review written reports to determine completeness and conformance to plans, objectives, standards and guidelines;
9. Analyze data and information to determine accomplishments, relevant issues and deviations from plans and targets with the end to evaluate the performance of the Quality Management System;
10. Monitor and checks process of collecting, analyzing, interpreting and documenting information to ensure the staff's objectivity and that goals, objectives and performance targets are met.;
11. Supervise the conduct of special internal audits;
12. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;
13. Conduct investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
14. Train new internal auditors/ members of the team;
15. Perform other duties as may be assigned from time to time.

Plantilla Item No. 25 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)

1. Conducts researches to obtain background information on the activities to determine the impact, the necessary resources, and possible associated risks.
2. Discusses research outputs with the leader of the team.
3. Reviews findings and recommendations of team for completeness and conformance to plan, standards and guidelines.
4. Reviews relevant issues and data/ information to determine the effectiveness and outcomes of the Quality Management System/ other City Government operations.
5. Analyzes and summarizes data and information to determine effectiveness of the Quality Management System.
6. Prepares report on the result of data gathering and analysis
7. May review proposed documents from the process owners to check its adequacy and compliance with requirements.
8. May draft selected general policies and procedures for review of the immediate supervisor.
9. Makes appropriate recommendations based on the results of the review.
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 30 – Internal Auditor II (SG 15)

1. Drafts audit plans for review of immediate supervisor.
2. Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit.
3. Conducts researches to obtain background information on the activities to be audited to determine the impact on the audit, the resources necessary to perform the audit, and possible risks associated with the audit.
4. Discusses research findings with the leader of the auditing team.
5. Performs advanced operations auditing work, such as among others:
6. Reviews operational policies and procedures
7. Reviewing the duties and responsibilities of personnel to ensure that no one controls all key aspects of a transaction or event and to reduce the risk of errors, wastages, misuse or fraud;
8. Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines.

9. Drafts the consolidated internal audit report, if necessary.
10. Discusses audit results with auditee/s before the draft of the report is finalized.
11. Makes appropriate recommendations based on the results of the audit.
12. May lead an internal audit team in the conduct of follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation.
13. May conduct investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed.
14. Conducts special audits as assigned.
15. Perform other duties and responsibilities as may be assigned from time to time.

CADMINO – CITY EMPLOYMENT AND SERVICES DIVISION

Plantilla Item No. 57 – Youth Development Assistant II (SG 8)

1. Perform various clerical and administrative works relevant to the implementation of different programs/activities of youth;
2. Responsible for the referral of ALS passers to College and Skills Training Provider;
3. Provide assistance in endorsing qualified beneficiaries/dependents of OFWs of the City;
4. Provide assistance in the conduct of youth activities/ programs in the City;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Plantilla Item No. 10 – Social Welfare Officer II (SG 15)

1. Initiate the development/updating of social planning documents and investment plans;
2. Consolidate accomplishment reports and analyzes data for CSWDO Scorecard performance report and other periodic reports;
3. Facilitate conduct of program review and planning meetings;
4. Conduct research activities necessary for the adoption and implementation of recent social legislations, new SWD programs, policies and innovations;
5. Facilitate review of documented policies and procedures for the development/updating of operations manual;
6. Provide technical support and substantive secretariat work to the Local Council for the Protection of Children;
7. Perform other duties and responsibilities as may be assigned from time to time.

CITY BUDGET OFFICE

Plantilla Item No. 3 – Administrative Officer V (Budget Officer III) (SG 18)

1. Review OBRs posted under General Fund according to completeness of attachments, accuracy and correctness of details of appropriations;
2. Maintain the books of accounts of the General Fund (Computerized RAAO);
3. Release allotments based on the programs and activities of the City Government of San Fernando (P);
4. Prepare monthly SAAO of General Fund and consolidate with SEF;
5. Prepare report on General Fund and monitors balances of appropriation subject for review of SAO and approval of CBO;
6. Assist the CBO in the preparation and consolidation of Work & Financial Plan for General Fund;
7. Assist the CB Officer in the review in the computation of PS of the City officials and employees;

8. Perform other duties as may be assigned from time to time.

Plantilla Item No. 9 – Administrative Aide IV (Budgeting Aide) (SG 4)

1. Receive all incoming OBRs (New, Adjustments, Cancellations) for Special Education Fund;
2. Detach copies of OBRs (certified, adjustments, cancellations) and ensure timely transmittal to respective receiving offices;
3. Forward 1 copy of detached OBR to Accounting on a weekly basis and 1 copy for CBO file in complete series;
4. File adjustments & cancellations per OBR for General Fund;
5. Receive all incoming and outgoing documents related to barangay affairs such as Barangay Budgets for review;
6. Transmit reviewed Barangay Budgets to Sangguniang Panlungsod.
7. Maintain database of incoming and outgoing documents for SEF and Barangay Affairs,
8. Receive and file all incoming communications for the department
9. File and safe keep SEF and Barangay Budgets
10. Perform other duties and responsibilities as may be assigned from time to time.

CITY TOURISM AND INVESTMENT PROMOTION OFFICE

Plantilla Item No. 29 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Act as the Procurement Officer of the department;
2. Perform various clerical responsibilities for the department;
3. Act as frontline personnel/receptionist of the City Tourism Office;
4. Manage and coordinate all incoming and outgoing documents within the City Tourism and Investment Promotions Office;
5. Assist in facilitating the transfer of records process to different department, agencies and organization;
6. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 23 – Administrative Officer II (SG 11)

1. Responsible for the overall supervision and coordinative managerial control over the operations of various economic enterprise unit as well as its support services units;
2. Develop policies and formulate rules, regulations, standards and procedures to improve and enhance revenue generation;
3. Responsible for the enforcement of all rules and regulations, City ordinances pertaining to the City's Economic Enterprise;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 11 – Project Development Officer I (SG 11)

1. Facilitate or participate to local and national trade fairs in promotion of our local products;
2. Facilitate product matching among MSME's;
3. Conceptualize other marketing strategies for our city's local products;
4. Monitor and analyze sales report of the trade fairs and pasalubong centers;
5. Help in the research for funding possibilities from existing and new partners and donors;
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE

Plantilla Item No. 10 – Traffic Aide III (SG 7)

1. Monitor and supervise subordinates as sector supervisor;
2. Strictly implement the CSFP Traffic Management Code;
3. Conduct manual management of traffic flow along major thoroughfares;
4. Ensure that all apprehended violators are treated with utmost respect;
5. Ensure progressive movement of traffic flow and safety of motorists, pedestrians and commuters among others;
6. Report traffic accidents within area of responsibility;
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 14, 15 – Traffic Aide II (SG 5)

1. Strictly implement the CSFP Traffic Management Code;
2. Conduct manual management of traffic flow along major thoroughfares;
3. Ensure that all apprehended violators are treated with utmost respect;
4. Ensure progressive movement of traffic flow and safety of motorists, pedestrians and commuters among others;
5. Report traffic accidents within area of responsibility;
6. Perform other duties and responsibilities as may be assigned from time to time.