

**DUTIES AND RESPONSIBILITIES**  
**(Publication Period: November 24, 2021 – December 9, 2021)**

**CADMINO – CITY MARKET AND OPERATION DIVISION**

**Plantilla Item No. 11 – Market Specialist II (SG 15)**

1. Supervise and manage the Market Operations and Administration Section of the Office;
2. Responsible for the execution and implementation of directive and policies emanating from the Market Administrator;
3. Recommend policies and guidelines to improve the operation of the market;
4. Provide assistance in the planning and implementation of plans and programs for the market operations;
5. Responsible for the administration of the various market applications and proposals;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 13 – Market Specialist II (SG 15)**

1. In-charge of the supervision and management of the operations under the Market Enforcement and Monitoring Section of the Office;
2. Responsible for the execution and implementation of the directive and policies emanating from the Market Administrator;
3. Supervise and oversee all personnel under the Market Enforcement and Monitoring Section;
4. Responsible for the enforcement of the provisions of the Market Code and all other ordinances, resolution, rules and regulations, governing the operations of public markets;
5. Responsible for monitoring the market collection;
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 7 – Market Inspector I (SG 6)**

1. Responsible for ensuring that all stall holders, transient vendors and traders are strictly provided with corresponding official receipts and prescribed cash tickets;
2. Responsible for monitoring and recording the market daily collection;
3. Responsible for the preparation of daily inspection reports;
4. Perform other duties and responsibilities as may be assigned from time to time.

**CMO – CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION**

**Plantilla Item No. 36 – Local DRRM Officer III (SG 18)**

1. Ensure efficient implementation of all programs/projects/activities of the Operations and Warning Division;
2. In charge of the schedule of Operations and Warning Division personnel and communicate to monitoring unit for proper documentation;
3. Develop, review and submit reports/documents;
4. Ensure the timely submission of corresponding reports/documents, duly noted by responsible supervisors such as Patent Care Reports, Closed-Circuit Television (CCTV) reports and among others to the Research and Planning Section for consolidation;
5. Assist and conduct disaster monitoring and mobilization of instrumentalities, entities and partnerships in preparation for/during emergency response;
6. Assist in the emergency response, management and recovery activities in affected areas; Act as resource person during trainings and public information activities;
7. Perform Incident Management Team and Emergency Operations Center functions during disasters/emergencies;
8. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 64 – Local DRRM Officer I (SG 11)**

1. Lead, manage and implement fire auxiliary services activities;
2. Develop/review/ensure the timely submission of unit report and other related documents
3. Conduct and evaluate drills and other simulation exercises;
4. Recommend training activities for the fire auxiliary services team;
5. Implement Incident Command System procedures on-site;
6. Implement regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
7. Implement physical fitness activities to the fire auxiliary services team and
8. Recommend procurement of fire auxiliary services tools/equipment to the Operations and Warning Chief
9. Conduct personnel inspection (grooming, performance, uniforms and personal protective gears) and
10. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 59 – Local DRRM Officer I (SG 11)**

1. Responsible for the organization and conduct of training, orientation, and knowledge management activities on DRRM at the local level i.e. CDRRMO personnel, LGU, barangays, schools, NGO, NGAs among others
2. Responsible for the organization, training, equipping and supervising the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
3. Responsible for the conduct of training to the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness;
4. Prepare/update the Annual Training and Development Plan;
5. Develop/maintain/update training modules, presentations;
6. Develop and submit monthly unit report;
7. Provides logistical support to the Administration and Public Information Unit;
8. Performs executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 34 – Local DRRM Officer I (SG 11)**

1. Facilitate the conduct of risk assessments and contingency planning activities at the local level;
2. Facilitate the consolidation of local disaster risk information which including natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
3. Facilitate the conduct of research and development initiatives on DRRM;
4. Facilitate 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;
5. Facilitate the maintenance of a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
6. Facilitate the formulation and submission of LDRRMC recommendations/resolutions, i.e. enactment of local ordinances and policies;
7. Facilitate the involvement of the most vulnerable sectors (women, children, senior citizens and PWD) in risk assessment and planning;
8. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
9. Develop/review and submit monthly unit reports;
10. Perform IMT/EOC secretariat functions during disasters/emergencies and
11. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY ENGINEER'S OFFICE**

### **Plantilla Item No. 11 – Engineer IV (SG 22)**

1. Direct, coordinate, and control construction and maintenance operations;
2. Make field inspection of roads and bridges regularly;
3. Plan, prepare and update projected equipment requirements as needed;
4. Oversee the timely acquisition of materials for maintenance works;
5. Direct assignments of resources such as man and equipment;
6. Advise the City Engineer on operational matters;
7. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 26 – Engineer III (SG 16)**

1. Section Chief for Building Safety and Electrical Section.
2. Formulates plan essential for the implementation of a preventive maintenance program for the City's mechanical, plumbing and electrical assets.
3. Coordinates with private companies (Telco's and utility companies) to smoothly facilitate City's projects.
4. Prepares accomplishment report for the Section regularly.
5. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 9 – Engineer II (SG 16)**

1. Act as project engineer who supervise and evaluate on-going infrastructure projects of the City;
2. Check and review the statement of work accomplishment and certificate of completion;
3. Prepare structural analysis and plan for the City's infrastructure projects;
4. Prepare detailed work specifications and work plan methodology for the projects as needed;
5. Prepare program of works for the City's vertical construction projects;
6. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY ASSESSOR'S OFFICE**

### **Plantilla Item No. 4 – Local Assessment Operations Officer II (SG 15)**

1. Assist in the Evaluation of FAAS report in land, building, machinery and other improvement determine whether they are properly classified, valued and assessed;
2. Counter check the computation of area of appraised real property units;
3. Update assessment records due for declaration in the Real property tax system;
4. Assist in the collection and compilation of data to be used in preparation of schedule of market values;
5. Assist in the implementation of the computerization of the Real Property Tax System in the office;
6. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 19 – Local Assessment Operations Officer II (SG 15)**

1. Conduct ocular inspection on buildings, machinery and other improvements subject for appraisal for taxation purposes;
2. Conduct ocular inspection on demolished buildings and recommends cancellation of assessment;
3. Conducts field operation to verify vacant lots prior to issuance of Certificate of No Improvement;
4. Prepares Field Appraisal and Assessment Sheet of buildings, machinery and other improvements based on the result of ocular inspection conducted;
5. Assist on determining the appropriate appraisal and assessment levels of real properties;
6. Perform other duties and responsibilities as may be assigned from time to time.

## **CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE**

### **Plantilla Item No. 9 – Information Technology Officer II (SG 22)**

1. Supervise all personnel under the System Development Division;
2. Work closely with Information Systems Analyst to develop and document functional design, system/solution specifications from Business Requirements Specifications (BRS);
3. Supervise the development of client-server and web-based software and conduct unit testing and integration testing for the enhancement and maintenance of the application system;
4. Collaborate with Information Systems analysts, Head of Office and end-users for the design and development of client-server application systems;
5. Provide recommendations on documentation, coding and testing standards, methodologies and technologies and acquisition of appropriate development, documentation and testing tools;
6. Prepare and submit monthly reports on work progress;
7. Provide user/technical training to software clients by participating in the delivery of training workshops;
8. Act as team leader for system developers and promote teamwork among team members to facilitate the completion of multi-staff projects;
9. Perform other duties and responsibilities as may be assigned from time to time.

## **OFFICE OF THE CITY BUILDING OFFICIAL**

### **Plantilla Item No. 26 – Engineer II (SG 16)**

- 1) In-charge of the evaluation of:
  - Site Development Plan showing the technical boundaries, orientation and position of proposed non-architectural horizontal structure;
  - Structural Plans / Structural Analysis and Design for all buildings / structures except for one-storey and single detached building/structure with a total floor area 20.00 sq. meters or less;
  - Boring and Load Tests / Seismic Analysis and other related documents;
- 2) Perform other duties and responsibilities as may be assigned from time to time.

## **CITY CIVIL REGISTRY OFFICE**

### **Plantilla Item No. 18 – Administrative Officer IV (SG 15)**

1. In-charge of the Data Processing Section;
2. Develop and recommend programs/systems on civil registration for the continual improvement of the current systems and processes;
3. Responsible for the data analysis of registered birth, death and marriage;
4. Prepare work accomplishment of the Data Processing Section;
5. Oversee the implementation of the Memorandum of Agreement between the LGU and Phil. Statistics Authority on Philippine Civil Registry Information System (PhilCRIS);
6. Assist the CRS Division Chief as and when necessary;
7. Submit monthly Accomplishment Report;
8. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 20 – Administrative Officer IV (SG 15)**

1. Responsible for managing the processes of the Administrative Services Section;
2. Prepare work accomplishment report for the section;
3. Monitor the implementation of quality management system of the office;
4. Responsible for the management and maintenance of all incoming and outgoing communications including the preparation of pertinent correspondences related to the function of the department;
5. Responsible for the processing and management of all incoming and outgoing delayed registrants from out-of town registrations;
6. Responsible for processing and management of all incoming and outgoing migrant petitions for R.A. 9048 and R.A. 10172;
7. Assist the RMAS Division Chief as to and when necessary;
8. Submit monthly Accomplishment Report;

9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 10 – Registration Officer II (SG 14)**

1. Responsible for the Records Management Section;
2. Act as Records and Information Officer;
3. Prepare work accomplishment report for the Records Management Section;
4. Act as Records Officer / Inventory Controller of the office;
5. Lead the regular inventory counting of civil registry books and office resources;
6. Receive registered documents for filing at the store room;
7. Index registered documents to facilitate search files, keep and preserves in a secured place;
8. Monitor all in and out of all registry books and office resources;
9. Monitor all registered civil registry documents being transcribed regularly;
10. Assist the RMAS Division Chief as to and when necessary;
11. Perform other duties and responsibilities as may be assigned from time to time.