

**DUTIES AND RESPONSIBILITIES**  
**(Publication Period: December 7, 2021 – December 22, 2021)**

**CITY GENERAL SERVICES OFFICE**

**Plantilla Item No. 161 – Administrative Officer IV (SG 15)**

1. Ensure that all service vehicles/ heavy equipment are in good running condition before dispatching them to their respective assignments;
2. Ensure that all drivers & operators are in good shape are in sound mind, and follow rules and regulations of traffic rules while working;
3. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 21 – Administrative Aide VI (Buyer II) (SG 6)**

1. Receive duly accomplished Abstract of Quotations;
2. Prepare Notice of Award (NOA) and endorse to Liaison Officer for the Approval of the Head of the Procuring Entity;
3. Receive, notify and issue approved NOA to winning supplier / contractor;
4. Prepare Purchase Order (PO) / Contract/Agreement of Service / Ordering Contract Agreement (for Ordering Agreement) and the endorsement to Liaison Officer for the Approval of the Head of the Procuring Entity;
5. Receive, notify and issue Purchase Order (PO) / Contract/Agreement of Service / Ordering Contract Agreement (for Ordering Agreement) to winning supplier / contractor;
6. Prepare Notice to Proceed (NTP) and the endorsement to Liaison Officer for the Approval of the Head of the Procuring Entity;
7. Responsible for receipt, notification and issuance of approved NTP to winning supplier / contractor;
8. Responsible for receipt of other documents such Acceptance and Inspection Report (with Sales Invoice / Delivery Receipt / Billing Statement), Accomplishment Report, Notice of Delivery / Acknowledgement Receipt for Equipment (ARE) / Inventory Custodian Slip (ICS) / Attendance / Utilization / and/or other documents for additional attachments;
9. Responsible for the endorsement of accomplished documents to Liaison Officers for pre-audit;
10. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 154 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Responsible for the management, monitoring and processing of received emails, which includes but not limited to: sending/forwarding emails, and print to capture of necessary;
2. Responsible for the systematic classification and sorting of received correspondences;
3. Responsible for the preparation of all outgoing correspondences (email and hard copies) including the scanning, copying and recording of said outgoing correspondences to the database;
4. Responsible for the efficient distribution of correspondences to concerned offices;
5. Responsible for the collection/distribution of inter department documents;
6. Responsible for processing returned files such as but not limited to: endorsement to appropriate authorities; paper filing, etc;
7. Responsible for the management of the database which includes but not limited to, encoding of active and inactive records, identification of records to the captured and back-up of database;
8. Responsible for the management of current version of control of records;
9. Responsible for the establishment of an efficient search and retrieval mechanism for records;
10. Responsible for ensuring the security and access controls on incoming and out-going records;
11. Responsible for tracking and monitoring current location of records, including checked-out of records or copies of records;
12. Responsible for the creation and management of back-up for all records;
13. Responsible for monitoring the appropriate retention instructions for records as well as the appropriate disposition event in the system upon the expiration of the stated retention periods;
14. Responsible for the preparation and documentation of retention of information and disposition events in the data system;

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

**Plantilla Item No. 167 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Responsible for the management, monitoring and processing of received emails which includes but not limited to: sending/forwarding emails, and print to capture of necessary;
2. Responsible for the systematic classification and sorting of received correspondences;
3. Responsible for the preparation of all outgoing correspondences (email and hard copies) including the scanning, copying and recording of said outgoing correspondences to the database;
4. Responsible for the efficient distribution of correspondences to concerned offices;
5. Responsible for the collection/distribution of inter department documents;
6. Responsible for processing returned files such as but not limited to: endorsement to appropriate authorities; paper filing, etc;
7. Responsible for the management of the database which includes but not limited to, encoding of active and inactive records, identification of records to the captured and back-up of database;
8. Responsible for the monitoring and identification of all records being maintained, and modified including the management of retention and disposition rules;
9. Responsible for monitoring all records due for destruction according to their authorized disposal specification;
10. Responsible for monitoring retention instruction to records and the appropriate disposition event when the retention period expires;
11. Responsible for monitoring records that require long term or permanent retention that meets long term preservation requirements
12. Responsible for documentation of retention information and disposition events in the data system;
13. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 168 – Administrative Assistant II (Administrative Assistant) (SG 8)**

1. Provide assistance in the preparation of Request for Authority to Dispose Records (RADR) based on the Records Inventory and duly signed by the agency head or his/her authorized designee;
2. Provide assistance in the submission of the Request for Authority to Dispose duly signed by the head of the agency to the National Archives of the Philippines for approval;
3. Provide assistance in the preparation of the schedule and necessary details in connection with the disposal of records;
4. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 169 – Administrative Aide VI (Clerk III) (SG 6)**

1. Provide assistance in the receipt of records (pick, unload, label, store)
2. Provide assistance in the storage of records to safe areas;
3. Responsible for the maintenance and cleanliness of the working environment and optimize space utilization;
4. Responsible for the conduct of inventory controls including the maintenance of quality standards records;
5. Responsible for the systematic arrangement of records in an organized manner to avoid damage;
6. Provide assistance in sorting of records per retention period and in the conduct of disposal of records;
7. Perform other duties and responsibilities as may be assigned from time to time.

**CITY ACCOUNTANT'S OFFICE**

**Plantilla Item No. 28 – Administrative Aide IV (Clerk II) (SG 4)**

1. In-charge of the scanning of accounting documents and records;
2. Assist in the receiving and transmittal of documents in the office;
3. Assist in the segregation of paid vouchers and other documents for submission to COA and for filing at the Storage;
4. Provide copies of requested documents/ records for retrieval or for use as reference;
5. Assist in managing office supplies and equipment;
6. Assist in managing current and non-current records in the Office Storage and Records Center;

7. Perform other duties and responsibilities that may be assigned from time to time.

### **CADMINO – BUSINESS LICENSE AND PERMIT DIVISION**

#### **Plantilla Item No. 60 – Administrative Aide VI (Clerk III) (SG 6)**

1. In-charge of the segregation and release of Mayor's Permit, Certification for Business Retirement and Permit to Operate/ Temporary Permit;
2. In-charge of the printing of approved Mayor's Permit and maintain file copies of released Mayor's Permit;
3. Submit weekly/monthly data on the number of issued Certification for Business Retirement & Permit to Operate/ Temporary Permit;
4. Prepare monthly inventory report of Mayor's Permit, sticker and metal plate;
5. Encode Daily Key Performance Measure;
6. Receive communication letters/memos from other offices and agencies;
7. Safe keep and conduct quarterly inventory of office supplies issued to the office;
8. Perform other duties and responsibilities as may be assigned from time to time.

### **CITY HUMAN RESOURCE MANAGEMENT OFFICE**

#### **Plantilla Item No. 18 – Administrative Officer II (Human Resource Management Officer I) (SG 11)**

1. Ensure the regular update of Personnel Mechanism guidelines in compliance to recent Civil Service Commission guidelines and other related laws;
2. Update and revise Personnel Mechanisms Guidelines in coordination with the personnel in-charge;
3. Implement and monitor compliance to the Anti-Red Tape Act;
4. Ensure implementation of the Feedback Mechanisms;
5. Monitor compliance to flag ceremony and flag retreat attendance;
6. Implement disciplinary policies pursuant to CSC Law and Rules and local government unit regulations;
7. Conduct regular spot checks and prepare periodic reports on disciplinary actions taken;
8. Maintain database pertinent to disciplinary actions;
9. Conduct coaching sessions to employees with unsatisfactory ratings;
10. Monitor the Action Officers and ensure the conduct of regular meeting with them;
11. Regularly update the Citizen's Charter and Performance Pledges;
12. Craft memoranda and other formal correspondence pertinent to CHRMO processes;
13. Perform other duties and responsibilities as may be assigned from time to time.

#### **Plantilla Item No. 27 – Administrative Officer II (Human Resource Management Officer I) (SG 11)**

1. Develop training and team-building modules/programs and ensure its completeness prior to the conduct of activities;
2. Develop and organize training manuals, multimedia visual aids, and other educational materials;
3. Coordinate with other offices regarding training requirements;
4. Screen and evaluate external trainings/ scholarship invitations and make recommendation to the Personnel Development Committee;
5. Review and evaluate training and apprenticeship programs for compliance with the PDC guidelines and government standards;
6. Update the Annual Training Plan aligned with Agency goals and linked to the Performance Management System (PMS);
7. Facilitate and monitor trainings and team-building activities;
8. Liaise and discuss with external training providers on the conduct of training and development activities;
9. Organize and conduct on-boarding orientations to newly hired employees and Special Program for the Employment of Students (SPES) Beneficiaries;
10. Prepare project proposals and other correspondences in relation to the mandate of the unit;
11. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 21 – Administrative Assistant II (Human Resource Management Assistant) (SG 8)**

1. Assist in the implementation of the projects and programs of the Learning Development Section;
2. Assist in the conduct, monitoring, and documentation of trainings including the coordination of logistical requirements;
3. Assist in the planning and evaluation of trainings and events;
4. Maintain database pertinent to CHRMO development activities (health & wellness relevant activities and other activities from observances, celebrations and commemorations);
5. Manage applications, orientation and deployment of on-the-job trainees;
6. In-charge of the printing and/or reproduction of all L&D related materials (handouts, certificates and other training paraphernalia.)

**Plantilla Item No. 22 – Administrative Assistant II (Human Resource Management Assistant) (SG 8)**

1. Conduct post training performance evaluation of conducted trainings;
2. Consolidate, encode, and analyze performance evaluation of Project-based employees;
3. Consolidate feedback forms and coordinate with the Feedback Focal Personnel;
4. Assist as secretariat to the Personnel Mechanisms;
5. Maintain database of feedback mechanism and project-based performance evaluation ratings;
6. Analyze and recommend personnel recognition/movement based on results of project-based performance evaluation ratings;
7. Craft memoranda and other formal correspondence pertinent to CHRMO processes;
8. Perform other duties and responsibilities as may be assigned from time to time.