

DUTIES AND RESPONSIBILITIES
Publication Period: June 22 to July 7, 2023

CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Plantilla Item No. 1 – City Government Department Head I (City Planning and Development Coordinator I) (SG 25)

1. Formulate integrated economic, social, physical and other development plans and policies for consideration of the local government development council;
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functions groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved plan;
5. Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned provided under Title Five, Book II of this code;
7. Promote people participation in development planning within the local government unit concerned;
8. Exercise supervision and control over the secretariat of the local development council.
9. Perform other duties and responsibilities as may be assigned from time to time.