

DUTIES AND RESPONSIBILITIES

Publication Period: October 18 – November 02, 2023

CITY ADMINISTRATOR'S OFFICE – BUSINESS LICENSE AND PERMIT DIVISION

Plantilla Item No. 19 – License Inspector I (SG 6)

1. Conduct inspection and issuance of 1st, 2nd and final notice of closure to delinquent business taxpayers and to different establishments and night businesses with expired business permits including establishments without posted business permits;
2. Assist in the conduct of effect of closure for non-compliance establishments, calibration of gasoline stations, LPG Refilling Plants and weights and measurements of Mall Supermarkets;
3. Conduct inspection of CCTVs installed in business establishments within the City;
4. Issue notice of violation for advertisements/banners posted without permit;
5. Perform other duties and responsibilities as may be assigned from time to time.

CITY ENGINEER'S OFFICE

Plantilla Item No. 15 – Engineer I (SG 12)

1. Act as project engineer of on-going infrastructure project of the City;
2. Conduct regular inspection of the City's project both by-contract and by-administration;
3. Ensure the quality of infrastructure projects in accordance to the program of works
4. Submit inspection and accomplishment reports regularly;
5. Perform other duties and responsibilities as may be assigned from time to time.