DUTIES AND RESPONSIBILITIES
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CITY COLLEGE

Plantilla Item No. 21 – Supervising Administrative Officer (Administrative Officer IV) (SG 22)

1. Responsible for the recommendation of budget appropriation to support the institution to carry out the purposes and functions of the College, in accordance with the pertinent law and guidelines and subject to the approval of the BOT;
2. Responsible for the formulation of policies on receiving trust legacies, gifts and donations of real and personal properties of all kinds, the administration and disposal of the same, when necessary, for the benefit of the College, in accordance to pertinent laws and guidelines and subject to the approval of the BOT;
3. Responsible for the recommendations on construction or repair of the College's buildings, machineries, equipment, and other facilities, and the purchase and acquisition of real and personal properties including necessary supplies, materials, and equipment, subject to the approval of the BOT;
4. Responsible for the recommendation of tuition fees and other necessary school charges such as but not limited to matriculation fees, graduation fees and laboratory fees, in collaboration with division and units responsible and consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines and approval of the BOT; and
5. Responsible for the recommendation of positions in the administrative division, including qualifications, salaries, capacity development, rules and regulations in accordance to pertinent laws and guidelines and subject to the approval of the BOT.
6. Responsible with administering performance systems, compensation, and benefits while maintaining accurate personnel records to ensure full regulatory compliance.
7. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 40 – Librarian I (SG 11)

1. Monitor the proper archiving and inventory of books, and other archived references;
2. Keep track of all incoming and outgoing inventory;
3. Ensure good condition of all archived books, cd, and other academic references; Coordinate services with the Librarian for smooth administration;
4. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 31 – Administrative Officer I (Cashier I) (SG 10)

1. Receive payment by cash, checks, and cash equivalents;
2. Issue receipts, license, refunds, credits, or change due to customers;
3. Ensure security of collections and prepare statistical reports;
4. Perform routine clerical work related to cash and financial transactions;
5. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 30 – Administrative Assistant II (Administrative Assistant) (SG 8)

1. Assist in the implementation of recruitment, selection, and placement processes for teaching and non-teaching personnel in accordance with Civil Service Commission policies and institutional guidelines;
2. Coordinate with academic and administrative offices regarding personnel requirements, plantilla vacancies, and staffing needs;
3. Prepare and disseminate notices of vacant positions through official school communication platforms and other appropriate channels;
4. Receive, record, screen, and evaluate application documents to ensure completeness and compliance with qualification standards;
5. Schedule and coordinate examinations, demonstrations, interviews, and other recruitment activities for applicants;
6. Assist the City Human Resource Management Office (CHRMO) and Search Committee during screening, evaluation, ranking, and deliberation of applicants;
7. Prepare recruitment-related communications, reports, appointment documents, and other administrative requirements;
8. Maintain and update records and databases of applicants, faculty, and personnel-related documents while ensuring confidentiality of information;
9. Assist in the verification of credentials, eligibility, training, and other documentary requirements of applicants;
10. Transmit the final documents to the CHRMO for the facilitation of hiring procedures;
11. Coordinate onboarding, orientation, and deployment of newly hired teaching and non-teaching personnel;
12. Monitor compliance with Civil Service Commission rules, CHED policies, institutional standards, and other applicable regulations related to recruitment and hiring;
13. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 4 – Associate Professor II (Business Administration) (SG 20)
Plantilla Item No. 6 – Associate Professor II (Accounting Information System) (SG 20)

1. Assist the school head in all matters affecting the general policies of the entire institution;
2. Direct and advise students in their programs of study and approve their subject loads;
3. Recommend through channels the curriculum and course of study to be adopted for the approval of the Board;
4. Deliver effective instruction using appropriate teaching strategies and techniques, and ICT tools to address the needs of students;
5. Recommend subject assignment of faculty members in the college, specifically in the Institute of assignment;
6. Help formulate educational policies in the college and issue necessary rules and regulations for their effective implementation;
7. Institute a definite program of supervision to raise the efficiency of instruction;
8. Supervise all the curricular and co-curricular activities of the Institute under his/her charge in collaboration with other officials concerned;
9. Exercise educational leadership among faculty;
10. Collaborate with head of student-personnel and support services;
11. Recommend the appointment, promotion or separation of faculty member in college;

12. Enforce the school law and the policies, rules and regulation promulgated under its authority regarding admission and registration of students, transfer of credits, subject loads and subject sequence, scholarship, residence, promotion, etc.;
13. Approve the list of candidates for graduation under the Institute where he/she is assigned;
14. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 36 – Associate Professor III (Accounting Information System) (SG 17)

1. Prepare, review, and revise course syllabi, learning plans, and other instructional materials;
2. Deliver effective instruction using appropriate teaching strategies and techniques, and ICT tools to address the needs of students;
3. Monitor and evaluate students' progress and achievement;
4. Participate in research and community extension undertakings and other scholarly activities of the institution;
5. Provide timely, accurate, and constructive feedback among students;
6. Participate in curriculum planning and assessment;
7. Ensure active linkage/membership and participation to professional organizations and their activities;
8. Assist in the formulation of educational policies in the college, particularly to the Institute of assignment and issue necessary rules and regulations for their effective implementation;
9. Perform other duties and responsibilities as may be assigned from time to time.