



Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON NOVEMBER 15, 2021 AT 10:00 AM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor & Presiding Officer	Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. RUSMAR IAN D. TIJING		Present
HON. LUIS J. SUMALPONG		Present
HON. JONAS M. TRIAS		Present
HON. NARCISO N. CASIPONG		Present
HON. ROLANDO B. ABRASALDO		Present
HON. FELIPE O. SANTIAGO, JR.		Present
HON. SEVERINO SALVADOR M. CAPULSO	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 669

“Presented Resolution No. 745, current series, of the Sangguniang Panlalawigan, returning Resolution No. 431, current series, of the Sangguniang Panlungsod of Bayawan, this province, for compliance, inviting attention to the comment of the Human Resource Management Officer IV embodied in her 2nd Indorsement dated October 6, 2021 and resubmission thereof is recommended to facilitate further Sangguniang Panlalawigan action. Likewise, in the formulation and submission of resolutions/ordinances, the provisions of Section 54(b) and 56(a) of Republic Act 7160 shall be strictly observed.

“On motion of Honorable Councilor Rusmar Ian D. Tijing and duly seconded by Honorable Councilor Felipe O. Santiago, Jr., the Council

“RESOLVED, To enact, as it hereby enacts the following ordinance, to wit:

ORDINANCE NO. 40

A REVISED ORDINANCE ABOLISHING 16 VACANT POSITIONS AND CREATING ADDITIONAL 82 PLANTILLA POSITIONS IN THE DIFFERENT OFFICES/DEPARTMENTS OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY

Be it ordained that:

SECTION 1. The following are the positions to be abolished under the different offices of the Local Government Unit of Bayawan City, to wit:

<i>DEPARTMENT</i>	<i>POSITIONS</i>	<i>ITEM NO.</i>	<i>BUDGETARY REQUIREMENT</i>	<i>REMARKS</i>
Office of the City Administrator	Administrative Aide III (Utility Worker II), SG 3	ADM - 9.1	248,497.00	No Eligibility
	Administrative Aide III (Utility Worker II), SG 3	ADM - 9.2	248,497.00	No Eligibility
Office of the City Planning Coordinator	Statistician IV, SG 22	CPDO – 10	1,101,541.00	In lieu of new positions in CPDO

Office of the City Civil Registrar	Administrative Assistant IV (Bookbinder IV), SG 10	LCR - 4	367,233.00	No Eligibility
Office of the City Treasurer	Administrative Aide I (Utility Worker I), SG 1	CTO - 13	224,577.00	No Eligibility
	Administrative Aide IV (Bookbinder II), SG 4	CTO - 20	261,383.00	No Eligibility
	Ticket Checker, SG 3	CTO - 21	248,497.00	No Eligibility
	Administrative Aide IV (Bookbinder II), SG 4	CTO - 25.1	261,383.00	No Eligibility
Office of the City Assessor	Administrative Aide III (Utility Worker II), SG 3	ASS - 6.2	248,497.00	No Eligibility
Office of the City Mayor	Administrative Aide I (Utility Worker I), SG 1	OM - 21.6	224,577.00	No Eligibility
	Administrative Aide I (Utility Worker I), SG 1	OM - 21.7	224,577.00	No Eligibility
Office of the City Accountant	Administrative Aide I (Utility Worker I), SG 1	ACC - 10	224,577.00	No Eligibility
	Administrative Aide III (Clerk I), SG 3	ACC - 21	248,497.00	In lieu of new position in the CAO
Bayawan National High School	Principal, SG 18	BNHS - 1	716,827.00	Absorbed by DepEd
	Teacher I, SG 11	2.1	428,188.00	Absorbed by DepEd
Office of the City Health Officer	Administrative Aide III (Utility Worker II), SG 3	CHO - 5	320,131.00	No Eligibility
TOTAL			5,597,479.00	

SECTION 2. The following are the positions to be created under the different offices of the Local Government Unit of Bayawan City, to wit:

<i>DEPARTMENT</i>	<i>POSITION</i>	<i>ITEM NO.</i>	<i>BUDGETARY REQUIREMENTS</i>	<i>TOTAL ABR</i>
Office of the City Mayor	Supervising Administrative Officer (Administrative Officer IV), SG 22	OM -24	1,101,541.00	1,101,541.00
Office of the City Mayor	Senior Administrative Assistant III (Private Secretary II), SG 15, 3 slots	OM - 25.1 OM - 25.2 OM - 25.3	559,632.00	1,678,896.00
Office of the City Mayor	Project Development Officer IV, SG 22	OM - 26	1,101,541.00	1,101,541.00
Office of the City Mayor	Executive Assistant IV, SG22	OM - 2.2	1,101,541.00	1,101,541.00
Office of the City Mayor	Administrative Officer II (Management & Audit Analyst I), SG 11, 2 slots	OM - 27.1 OM - 27.2	408,788.00	817,576.00
Office of the City Mayor	Administrative Officer IV (Administrative Officer II), SG 15	OM - 28	559,632.00	559,632.00
Office of the City Mayor	Information Technology Officer II, SG 22	IT - 9	1,101,541.00	1,101,541.00
Office of the City Mayor	Information Systems Analyst II, SG 16	IT - 10	607,129.00	607,129.00

Office of the City Mayor	Computer Programmer II, SG 15	IT - 11	559,632.00	559,632.00
Office of the City Mayor	Computer Programmer I, SG 11, 2 slots	IT - 12.1 IT - 12.2	408,788.00	817,576.00
Office of the City Mayor	Information Technology Officer I, SG 19	IT - 13	788,868.00	788,868.00
Office of the City Mayor	Engineer II, SG 16	IT - 14	607,129.00	607,129.00
Office of the City Mayor	Senior Administrative Assistant II (Computer Operator IV), SG 14	IT - 15	516,456.00	516,456.00
Office of the City Mayor	Computer Maintenance Technologist I, SG 11	IT - 16	408,788.00	408,788.00
Office of the City Administrator	Supervising Administrative Officer (Administrative Officer IV), SG 22	ADM - 14	1,101,541.00	1,101,541.00
Office of the City Administrator	Sports Development Officer III, SG 18	ADM - 9	716,827.00	716,827.00
Office of the City Administrator	Supervising Administrative Officer (Administrative Officer IV), SG 22	ADM - 15	1,101,541.00	1,101,541.00
Office of the City Administrator	Administrative Officer V (Administrative Officer III), SG 18 - 2 slots	ADM - 16.1 ADM - 16.2	716,827.00	1,433,654.00
Office of the City Administrator	Building Inspector, SG 11 - 4 slots	ADM - 17.1 ADM - 17.2 ADM - 17.3 ADM - 17.4	408,788.00	1,635,152.00
City Budget Office	Supervising Administrative Officer (Budget Officer IV), SG 22	CBO - 9	1,101,541.00	1,101,541.00
City Budget Office	Supervising Administrative Officer (Budget Officer IV), SG 22	CBO - 10	1,101,541.00	1,101,541.00
City Budget Office	Supervising Administrative Officer (Budget Officer IV), SG 22	CBO - 11	1,101,541.00	1,101,541.00
City Accounting Office	Supervising Administrative Officer (Accountant IV), SG 22	ACC - 10	1,101,541.00	1,101,541.00
City Treasury Office	Local Treasury Operations Officer III, SG 18	CTO - 13	716,827.00	716,827.00
City Public Safety Office	Traffic Operations Officer IV, SG 22	CPS - 7	1,101,541.00	1,101,541.00
City Public Safety Office	Administrative Officer V (Administrative Officer III), SG 18	CPS - 8	716,827.00	716,827.00
City Veterinary Office	Veterinarian IV, SG 22	CVO - 2	1,275,871.00	1,275,871.00
City Veterinary Office	Livestock Inspector III, SG 11 - 2 slots	CVO - 6.1 CVO - 6.2	519,768.00	1,039,536.00
City Health Office	Nurse VI, SG 22	CHO - 22	1,275,871.00	1,275,871.00
City Agriculture Office	Engineer II, SG 16 2 slots	AGRI - 14.1 AGRI - 14.2	607,129.00	1,214,258.00

City Agriculture Office	Administrative Officer V (Administrative Officer III), SG 18	AGRI – 15	716,827.00	716,827.00
City Agriculture Office	Senior Administrative Assistant II (Computer Operator IV), SG 14	AGRI – 16	516,456.00	516,456.00
City Agriculture Office	Senior Agriculturist, SG 18	AGRI – 17	716,827.00	716,827.00
City Agriculture Office	Agriculturist II, SG 15	AGRI – 18	559,632.00	559,632.00
City Agriculture Office	Aquaculturist II, SG 15	AGRI – 19	559,632.00	559,632.00
City Agriculture Office	Development Management Officer I, SG 11	AGRI – 20	408,788.00	408,788.00
City Agriculture Office	Market Specialist I, SG 11	AGRI – 21	408,788.00	408,788.00
City Agriculture Office	Agriculturist I, SG 11	AGRI – 22	408,788.00	408,788.00
City General Services Office	Administrative Assistant V (Data Controller III), SG 11	GSO – 45	408,788.00	408,788.00
City Planning & Development Office	Project Development Officer II, SG 15	CPDO – 10	559,632.00	559,632.00
City Planning & Development Office	Planning Officer II, SG 15	CPDO – 17	559,632.00	559,632.00
City Planning & Development Office	Engineer III, SG 19	CPDO – 18	788,868.00	788,868.00
City Assessor's Office	Local Assessment Operations Officer III, SG 18	ASS – 11.1	716,827.00	716,827.00
City Assessor's Office	Local Assessment Operations Officer III, SG 18	ASS – 11.2	716,827.00	716,827.00
City Social Welfare & Development Office	Day Care Worker I, SG 6 - 10 slots	CSWD – 14.1 CSWD – 14.2 CSWD – 14.3 CSWD – 14.4 CSWD – 14.5 CSWD – 14.6 CSWD – 14.7 CSWD – 14.8 CSWD – 14.9 CSWD – 14.10	289,380.00	2,893,800.00
City Engineering Office	Engineer III, SG 19	CEO – 41	788,868.00	788,868.00
City Engineering Office	Engineer II, SG 16 5 slots	CEO – 42.1 CEO – 42.2 CEO – 42.3 CEO – 42.4 CEO – 42.5	607,129.00	3,035,645.00
City Cooperative & Manpower Development Office	Administrative Officer V (Administrative Officer III), SG 18	CCMD – 7	716,827.00	716,827.00
City Cooperative & Manpower Development Office	Administrative Officer I (Records Officer I), SG 10	CCMD – 8	367,233.00	367,233.00
City Civil Registry Office	Administrative Officer I (Records Officer I), SG 10 - 2 slots	LCR – 4.1 LCR – 4.2	367,233.00	734,466.00
City Environment & Natural Resources Office	Environmental Management Specialist II SG 15	CENR – 7	559,632.00	559,632.00

City Environment & Natural Resources Office	Sanitation Inspector I, SG 6	CENR – 8	289,380.00	289,380.00
City Legal Office	Administrative Officer V (Administrative Officer III), SG 18	CLO – 3	716,827.00	716,827.00
Human Resource Management Office	Administrative Officer V (Human Resource Management Officer III), SG 18	HRMO – 2	716,827.00	716,827.00
Human Resource Management Office	Administrative Officer V (Human Resource Management Officer III) SG 18	HRMO – 3	716,827.00	716,827.00
Human Resource Management Office	Administrative Officer V (Human Resource Management Officer III) SG 18	HRMO – 4	716,827.00	716,827.00
Human Resource Management Office	Senior Administrative Assistant II(Computer Operator IV), SG 14	HRMO – 5	516,456.00	516,456.00
Human Resource Management Office	Senior Administrative Assistant II (Computer Operator IV), SG 14	HRMO – 6	516,456.00	516,456.00
				50,835,839.00

SECTION 3. Duties and Functions - The following are the duties and functions:

CITY MAYOR'S OFFICE

Position Title: Supervising Administrative Officer
(Administrative Officer IV)
Salary Grade: SG 22

Item No. : OM-24

Statement of Duties

% of Working Time	Duties
30%	a. Ensures that all mandated functions are properly implemented;
30%	b. Develops Plans and Programs to improve the services assigned;
30%	c. Supervises the personnel and routine operations of the Administrative Section;
10%	d. Does other task assigned by the Head of Office.

Position Title: Senior Administrative Assistant III
 Private Secretary II (3 slots)
 Salary Grade: SG 15

Item No. : OM-25.1/OM-25.2/OM-25.3

Statement of Duties

% of Working Time	Duties
30%	a. Serves as liason between the executive and government agency personnel and community organizations;
30%	b. Conducts research and review on proposals presented by government agencies and other non governmental organizations and draft recommendations for the LCE final approval;
30%	c. Responsible for administrative tasks such as LCE's and its executive staff's schedule, travel arrangements, setting meetings & appointments and ensuring proper filing and storage of records and documents;
10%	d. Does other task assigned by the LCE.

Position Title: Project Development Officer IV
 Salary Grade: SG 22

Item No. : OM-26

Statement of Duties

% of Working Time	Duties
30%	a. Develops Plans and Programs that would address the needs of the community;
20%	b. Coordinates with other offices such as Engineering, Planning, Agriculture, Veterinary and Tourism in planning their respective responsibility;
20%	c. Ensures that all programs projects related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services are properly implemented;
15%	d. Monitors and coordinates with Head of Departments in the implementation of priority projects related to Infrastructure, Agriculture & Veterinary Services;
10%	e. Attend all meetings in behalf of the Local Chief Executive related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services;
5%	f. Regularly reports to the LCE any updates related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services;

Position Title: Executive Assistant IV
 Salary Grade: SG 22

Item No. : OM-2.2

Statement of Duties

% of Working Time	Duties
40%	a. Handles information request and conceptualizes media production reports for the promotion of the Local Government;

30%	b. Liaise Local Government concerns among government and non government organizations;
20%	c. Arrange meetings and schedule appointments with the heads of departments, SP members, and other concerned individuals;
10%	d. Does other task assigned by the LCE.

Position Title: Administrative Officer II
Management & Audit Analyst I
Salary Grade: SG 11

Item No. : OM-27.1/OM-27.2

Statement of Duties

% of Working Time	Duties
40%	a. Performs financial and/or operations auditing work;
10%	b. Undertakes measure to provide feedback on the internal audit scope and objectives with affected agency personnel prior to conduct of audit;
25%	c. Recommends corrective measures/action by reporting on the results of audit completed;
10%	d. Discusses audit results with auditee/s before the draft of the report is finalized;
10%	e. Conducts follow- up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non implementation;
5%	f. Does other task as may be assigned by the superior.

Position Title: Administrative Officer IV
Administrative Officer II
Salary Grade: SG 15

Item No. : OM-28

Statement of Duties

% of Working Time	Duties
25%	a. Supervises the personnel and routine operations of the Local Economic and Investments Promotion Office.
25%	b. Manage and coordinate the implementation of the Investment Promotions Program and Annual Investments Plan.
20%	c. Executes, directs and implements the policies, regulations and resolutions issued by the Local Investment and Incentive Board.
10%	d. Assists the Local Investment and Incentive Board in arranging joint ventures among local and foreign investors.
10%	e. Recommends policies and measures to better carry out the objective of the Local Investment and Incentive Code.

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5%	f. Facilitates after-care services to the investors.
5%	g. Evaluates applications for registration/application for the availment of local incentive and submit its recommendation to the Board.

Position Title: Information Technology Officer II
Salary Grade: SG 22
Section : Information Technology

Item No. IT- 9

Statement of Duties

% of Working Time	Duties
20%	a. Assists the Department Head in the coordination with the user departments for project designs and system requirements.
20%	b. Gathers data, analyzes systems, prepares system requirements including databases, system specifications, system designs and programming schedules.
20%	c. Coordinates with system developers in the performance of the project designs, specifications and programming schedules.
20%	d. Tests and evaluates systems if conforming with the design and specifications.
20%	e. Leads in the implementations of system improvements, process re-engineering and new projects.

Position Title: Information Systems Analyst II
Salary Grade: SG 16
Section : Information Technology

Item No. IT - 10

Statement of Duties

% of Working Time	Duties
20%	a. Assists in the data gathering methodologies and activities.
20%	b. Assists in the preparation of the database designs and requirements.
20%	c. Designs report formats, forms, screens requirements of the projects/programs according to the designs and specifications set.
20%	d. Prepares User Guides/Manuals and system documentations.
20%	e. Does other tasks as directed by the Section Head/Senior Analysts.

Position Title: Computer Programmer II
 Salary Grade: SG 15
 Section : Information Technology

Item No. IT - 11

Statement of Duties

% of Working Time	Duties
20%	a. Interprets the project/program design, specifications and requirements including databases for system developers.
15%	b. Leads the system developers in the realization of the system design including databases.
15%	c. Assists the Information Systems Analysts in testing and evaluations of projects/systems in the user sites.
15%	d. Leads in the troubleshooting of software-related problems and implemented systems at the user departments.
15%	e. Translates requests for customized reports of the implemented systems from the user department and assists system developers execute.
10%	f. Evaluates Junior Programmers performances.
10%	g. Does other tasks as directed by the Section Head and/or immediate Supevisor.

Position Title: Computer Programmer I
 Salary Grade: SG 11
 Section : Information Technology

Item No. IT – 12.1; IT – 12.2

Statement of Duties

% of Working Time	Duties
20%	a. Develops projects/systems according to design, specifications and requirements.
20%	b. Develops reports, forms and screens according to design, specifications and requirements.
20%	c. Creates the databases required by the projects/systems.
20%	d. Performs the translated requests for customized reports of the implemented systems from the user departments.
10%	e. Acts as frontline support for user departments concerns related to the implemented systems.
10%	f. Does other task as maybe directed by the Section Head and/or Lead Programmer.

Position Title: Information Technology Officer I Item No. IT – 13
 Salary Grade: SG 19
 Section : Information Technology

Statement of Duties

% of Working Time	Duties
15%	a. Assists in the design of the communication networks.
15%	b. Leads in the installation of the design, monitoring and upholding its performance.
15%	c. Performs periodic review of the functions performed by the communication network and evaluates if technical requirements are met.
15%	d. Consult operators at the user departments and other stakeholders regarding the performance of the communication network.
15%	e. Reports the status of the communication network and recommends improvements when necessary.
15%	f. Evaluates performances of the computer operators.
10%	g. Does other tasks as directed by the Section Head and/or Immediate Supervisor.

Position Title: Engineer II Item No. IT – 14
 Salary Grade: SG 16
 Section : Information Technology

Statement of Duties

% of Working Time	Duties
20%	a. Performs the design of the communication network as per requirements.
20%	b. Ensures the full functionality of the communication network.
20%	c. Leads in the inspection, troubleshooting, repairs and maintenance of the communication network.
20%	d. Evaluates performances of the technicians.
20%	e. Does other tasks as directed by the Section Head and/or Immediate Supervisor.

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Position Title: Senior Administrative Assistant II Item No. IT – 15
 Computer Operator IV
 Salary Grade: SG 14
 Section : Information Technology

Statement of Duties

% of Working Time	Duties
25%	a. Assists in the installation and maintenance of the communication network as per design requirements.
25%	b. Troubleshoots and repairs communication network related problems.
25%	c. Does recording and prepares necessary reports related to the communication network performance.
25%	d. Does other tasks as directed by the Section Head and/or Immediate Supervisor

Position Title: Computer Maintenance Technologist I Item No. IT – 16
 Salary Grade: SG 11
 Section : Information Technology

Statement of Duties

% of Working Time	Duties
25%	a. Performs hardware system trouble-shooting, repairs and maintenance tasks.
25%	b. Installs necessary system software requirements for the full functionality of the hardware.
25%	c. Performs inspections to hardware system.
25%	d. Does other task as may be directed by the Direct Supervisor or Section Head.

OFFICE OF THE CITY ADMINISTRATOR

Position Title: Supervising Administrative Officer Item No.: ADM-14
 Administrative Officer IV
 Salary Grade: SG 22

Statement of Duties

% of Working Time	Duties
15%	a. Supervises the personnel and routine operations of the Business One Stop Shop.
10%	b. Devises plan to stimulate business growth in the City ensuring that all trade and undertakings are registered/ renewed

10%	c. Develops strategies and innovation that will result in speedy registration/ renewals of Business permit
10%	d. Regulates all Business activity to comply with existing National Laws and City Ordinances relative to their trade undertaking
10%	e. Records/ register all business activities operating in Bayawan City
10%	f. Validates compliance of business permits through business mapping/ inspection
10%	g. Submits periodic report regarding BPLS implementation to DILG, DTI, CCMDO other government agencies (BSP) and the Local Chief Executive
5%	h. Serves as the Secretariat of the Joint Inspection Team (JIT)
5%	i. Serves as Oversight Committee in the implementation of the Local Revenue Code
5%	j. Oversees the transition from paper to electronic management systems
5%	k. Recommends to the Sangguniang Panlungsod/ City Mayor Policies and/ or procedures that will increase registered and legally operating business
5%	l. Does other task as may be assigned by superior.

Position Title: Sports and Development Officer III Item No. : ADM-9
Salary Grade: SG 18

Statement of Duties

% of Working Time	Duties
15%	a. Spearheads the implementation of various sports-related plans to promote recreation, good health and improvement of the mind and morals of the constituents.
15%	b. Oversees grassroots sports trainings and facilitates the processing of documents needed or related for the conduct of grassroots sports training.
15%	c. Facilitates the conduct of Local Tournaments, Friendship Games, Promotional Games and other activity that will improve and boost the potential skills of our local athletes.
15%	d. Organizes and coordinates with various organizations activities related to ball games, racket sports, and cue sports.
10%	e. Check training and tournament facilities and venues.
10%	f. Facilitates the processing of documents for invitations outside Bayawan City.
10%	g. Conducts equipment inventory, monitoring and approval of releasing from stockroom.
5%	h. Submits activity attendance, reports, and results to the Sports Analysts for consolidation, processing, and or entry into the Sports Database System.
5%	i. Does other tasks as may assigned by superior.

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CITY ADMINISTRATOR'S OFFICE (Office of the Building Official)

Position Title: Supervising Administrative Officer
 Administrative Officer IV
 Salary Grade: SG 22

Item No. : ADM-15

Statement of Duties

% of Working Time	Duties
35%	a. Responsible for the enforcement of the provision of the Code and its IRR, as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto. His action shall always be guided by appropriate order/s directives from the Secretary.
30%	b. In-charge of the overall administrative control and/or supervision over all works pertinent to buildings/structures in his area of responsibility and shall be charged with the processing of all permit applications and certificates as well as the issuance of the same.
20%	c. Ensures that all changes, modifications, and alternations in the design plans during the construction phases shall not start until the modified design plan has been evaluated and the necessary amendatory permit issued. (e.g. BUILDING PERMIT, OCCUPANCY PERMIT, FENCING PERMIT, DEMOLITION PERMIT, ETC.).
15%	d. Undertakes annual inspections of all buildings/structures and keep an up-to date record of their status.

Position Title: Administrative Officer V
 Administrative Officer III
 Salary Grade: SG 18

Item No. : ADM-16.1

Statement of Duties

% of Working Time	Duties
30%	a. Process applications for the issuance of the building permits, including ancillary and other permits;
30%	b. Process applications for temporary electrical connection;
30%	c. Monitors construction of buildings/electrical connection with newly issued permits and process applications for occupancy permit/final inspection certificate.
10%	d. Does other tasks as may be assigned by superior.

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Position Title: Administrative Officer V
 Administrative Officer III
 Salary Grade: SG 18

Item No. : ADM-16.2

Statement of Duties

% of Working Time	Duties
30%	a. Conducts initial and annual inspection of business establishments;
30%	b. Monitors and regulate improvements of existing buildings and industrial structures;
30%	c. Enforces the National Building Code on illegally constructed structures;
10%	d. Does other tasks as may be assigned by superior.

Position Title: Building Inspector (4 slots)
 Salary Grade: SG-11

Item No. : ADM-17.1/ADM-17.2
 ADM-17.3/ADM-17.4

Statement of Duties

% of Working Time	Duties
50%	a. Verifies compliance with the minimum safety standards set forth in the adopted codes.
40%	b. Reviews and compare to the approve plans or building code (as applicable) for compliance, and issue an inspection report.
10%	c. Does other tasks as may be assigned by superior.

CITY BUDGET OFFICE

Position Title: Supervising Administrative Officer
 Budget Officer IV
 Salary Grade: SG 22

Item No. CBO-9

Statement of Duties

% of Working Time	Duties
16%	a. Supervises the personnel and operations of the Appropriation Section;
50%	b. Facilitates the preparation of Annual & Supplemental Budgets of the City;
10%	c. Ensures that the supporting documents of Annual & Supplemental Budgets are complete and in order;

10%	d. Keeps track of available sources of funds and supplemental Budget requests approved by Local Chief Executive;
5%	e. Ensures that all supplemental budgets are backed-up with funds;
7%	f. Coordinates with other Departments/offices for budgeting purposes;
2%	g. Monitors the review of barangay budgets;

Position Title: Supervising Administrative Officer
Budget Officer IV

Item No. CBO-10

Salary Grade: SG 22

Statement of Duties

% of Working Time	Duties
10%	a. Supervises the personnel and operations of the Allotment Section;
45%	b. Reviews and provides control number of all POWs and PPMPs/RDs/Activity Designs.
20%	c. Prepares Allotment Release Order (LBE Form 1): a. Regular releases of allotment b. 10% earmarked for later release c. On the day approved request was received
10%	d. Reviews Detailed & Summary of Financial and Physical Performance Target (LBE Form 3A & LBE Form 3).
5%	e. Coordinates with concerned office for posting in 3 conspicuous places in the LGU of LBE Form 1 and LBE Form 3.
10%	f. Prepares Monthly Allotment Report.

Position Title: Supervising Administrative Officer
Budget Officer IV

Item No. CBO-11

Salary Grade: SG 22

Statement of Duties

% of Working Time	Duties
10%	a. Supervises the personnel and operations of the Obligation Section;
40%	b. Reviews all incoming OBR's supporting documents & recorded in the registry
25%	c. Prepares & submit SAAAOB – monthly & quarterly for current Appropriation, Continuing, SEF & BGCM
5%	d. Prepares mandatory reports – CDRRMF, GAD Utilization, Peace & Order Services & others

5%	e. Prepares monthly status of Obligation & Utilization
5%	f. Set up Beginning Balances for Continuing Appropriation
5%	g. Reconcile & review registries & SAAOB for dissemination
5%	h. Records Supplemental Budgets & updates of appropriation disseminated

CITY ACCOUNTING OFFICE

Position Title: Supervising Administrative Officer Item No. : ACC-10
 Accountant IV
 Salary Grade: SG 22

Statement of Duties

% of Working Time	Duties
35%	a. Supervises the personnel and operations of the Financial Services Section.
20%	b. Reviews and verifies all reports prepared by personnel under the section.
15%	c. Analyzes accounts under the General Fund for adjustments, corrections and others.
15%	d. Prepares financial statements as required by COA and other oversight agencies monthly, quarterly and annually including its supporting documents.
5%	e. Reconciles financial statements with other reports of City Treasurer & City Budget Office as required by BLGF and DBM respectively.
5%	f. Prepares disbursement voucher and supporting documents of all loan obligation of the city.
5%	g. Acts on other tasks that maybe assigned from time to time by the City Accountant.

CITY TREASURY OFFICE

Position Title: Local Treasury Operations Officer III Item No. CTO-13
 Salary Grade: SG 18

Statement of Duties

% of Working Time	Duties
40%	a. Supervises and monitors Administrative Section and Cash Section Personnel in the compliance of rulings and administrative issuances received from BLGF, COA and LGU.
15%	b. Supervises and monitors Barangay Treasurer as deputy of the City Treasurer in the collection and remittances of Revenue Collectors.
15%	c. Takes charge in the monitoring, verification and inspection of all accountable forms received and issued to all Accountable Officers.

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10%	d. Supervises and monitors the proper receipts and disbursement of funds prepared by cash section personnel.
5%	e. Takes charge in the monitoring of collection remitted and deposited by the liquidating officer.
5%	f. Prepares Report of Compliance of Memoranda, Orders for submission to concerned offices.
5%	g. Assists in the preparation & review of Ordinances and Resolutions endorsed by the Sangguniang Panlungsod.
5%	h. Does other tasks as maybe assigned by immediate supervisor

CITY PUBLIC SAFETY OFFICE

Position Title: Traffic Operations Officer IV
Salary Grade: SG 22

Item No. CPS-7

Statement of Duties

% of Working Time	Duties
50%	a. Develops Office Goals, plans, strategies, policies & procedures and upon approval of the City Mayor implements the same, particularly those which has to do with programs and projects related to transportation & traffic management in the city, which the City Mayor is empowered to implement & the Sangguniang Panlungsod is empowered to legislative under the law;
20%	b. Institutionalizes the enforcement of "No Contract Apprehension Policy" in apprehending violators;
10%	c. Conducts continuing information, education & training programs necessary to impact public awareness in transportation & traffic management;
10%	d. Enforces rules and regulations relating to transportation and traffic management;
10%	e. Performs such duties & functions as maybe prescribed by LCE, laws or ordinances.

Position Title: Administrative Officer V
Administrative Officer III
Salary Grade: SG 18

Item No. CPS-8

Statement of Duties

% of Working Time	Duties
40%	a. Conducts General Supervision & control of Traffic and CCTV Operations personnel and its daily activities. Sees to it that established rules and guidelines & standard operating procedures in the deployment of personnel specifically in providing assistance in insuring effective, efficient and safety transportation and traffic management, are adhered to.

20%	b. Provides Technical Assistance in the formulation & implementation of plans, strategies, policies & procedures to meet the Department Goals and Objectives;
15%	c. Establishes Fiscal Objectives and plan future requirements of the office;
10%	d. Institutionalizes the enforcement of "No Contact Apprehension Policy" in apprehending violators;
10%	e. In the absence of the Office Head, oversees the performance of functions by each section to ensure that duties and responsibilities are executed effectively and efficiently;
5%	f. Performs such duties & functions as maybe assigned by the head of office

CITY VETERINARY OFFICE

Position Title: Veterinarian IV Item No. CVO-2
Salary Grade: SG 22

Statement of Duties

% of Working Time	Duties
15%	a. Supervises the personnel and operations of the Animal Breeding Center.
15%	b. Develops plans and documented procedures to serve as basis of the Center's quality operations with the main objectives to produce quality breeders, meat, milk, egg, balut, vermicast, and other animal farming by-products.
10%	c. Attends to animal health and production technologies needs of Center's and farmers' animals as needed.
10%	d. Assists in the implementation of RA9296 (Meat Inspection Code of the Philippines), RA8485 (Animal Welfare Act) and RA9482 (Anti-Rabies Act) and other statutory rules, regulations and issuances
10%	e. Ensures the safety and functionality of all assets of the government under his/her charge and must keep records of assets assignment to accountable Center personnel
10%	f. Ensures the productivity of all the Center's animals to cope with the demand of the city for the continuity of the animal dispersal programs
10%	g. Assists the City Veterinarian in providing veterinary related services, such as in the outbreak of highly-contagious and deadly diseases, and in situations resulting in the depletion of animals for work and human consumption, particularly those arising from the aftermath of man-made and natural calamities, disasters and other incidents;
15%	h. Attends farmers' meetings and gatherings to actively promote poultry and livestock farming technologies
5%	i. Shall perform other functions as may be assigned by the City Veterinarian

Position Title: Livestock Inspector III
 Salary Grade: SG 11

Item No. : CVO-6.1 & 6.2

Statement of Duties

% of Working Time	Duties
15%	a. Organizes and conducts year round vaccination, deworming and supplementation schedules for food and companion animals in 28 barangays of the City.
15%	b. Conducts Communication, Education and Public Awareness Campaign (CEPA) on recent trends in farming and regularly conduct surveys for the updating of the Livestock Farmer and Animals' Registry
15%	c. Recommends plans and projects to his/her immediate supervisor in relation to the control and prevention of animal diseases, animal farming technology application and development at backyard and commercial farmer level, procedures and processes that can ease doing transactions with the Office, and records and recording/documentation systems that allows for traceability and establishment of evidence in relation to services provided to the farmers.
10%	d. Assists in setting up checkpoints to regulate the entry and exit of live animals in the City
10%	e. Conducts veterinary procedures under the range supervision of the City Veterinarian
10%	f. Monitors all the resources/assets under his/her watch such as dispersed animals and lent properties to farmers for proper accounting and auditing as may be scheduled
10%	g. Develops biosecurity measures and systems that can prevent outbreak of important economic and zoonotic animal disease
10%	h. Attends farmers' meetings and gatherings to actively promote poultry and livestock farming technologies and coordinate with line agencies that offers similar services to better serve the farmers' needs and supplement the lacking part that the Office offers especially on farm products marketing
5%	i. Performs other functions as may be assigned by his/her immediate supervisor and/or the City Veterinarian

CITY HEALTH OFFICE

Position Title: Nurse VI
 Salary Grade: SG 22

Item No. CHO - 22

Statement of Duties

% of Working Time	Duties
20%	a. Guides local health units in implementation of public health programs, and educates them on health issues and indicators such as statistics on prevalent diseases and other operations.

Position Title: Senior Administrative Assistant II
 Computer Operator IV
 Salary Grade: SG 14

Item No. AGRI – 16

Statement of Duties

% of Working Time	Duties
25%	a. Analyzes, design, and recommend for implementation office database and information systems in collaboration with the Information Technology Office and office end-users.
25%	b. Facilitates office application and database management systems development.
25%	c. Oversees and ensure proper storage, easy retrieval, maintenance and overall management of digital records, database, software and ancillary hardware of the office.
20%	d. Facilitates systems deployment and trainings for end users.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title: Senior Agriculturist
 Salary Grade: SG 18

Item No. AGRI - 17

Statement of Duties

% of Working Time	Duties
25%	a. Exercises general supervision, provides direction on the implementation of programs, projects and activities, and day-to-day management of the Field Crops Section.
20%	b. Prepares and conducts trainings, seminars, workshops and other relevant capability-building activities necessary in the achievement of the objectives of the programs, projects and activities under the Crops Section.
20%	c. Coordinates with barangay LGUs, LGU departments, NGAs and CSOs in program implementation activities including project consultation, feedbacking, and monitoring activities.
10%	d. Supervises the operation and management of the Bio Control Laboratory.
10%	e. Assists the Field Operation Chief in program and project planning, report generation and community monitoring activities for service improvement delivery.
10%	f. Prepares reports, project documentation and facilitates monitoring and evaluation of programs and projects under the Crops Section.
5%	g. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title: Agriculturist II
 Salary Grade: SG 15

Item No. AGRI - 18

Statement of Duties

% of Working Time	Duties
30%	a. Under direction, supervises insect pests and plant diseases detection, trapping programs, performs field and laboratory investigations, studies, researches and documents pests and diseases occurrence, farmers' pest and diseases management practices, and recommend relevant measures for monitoring and improvement of program implementation.
25%	b. Directly manages and ensure effective day-to-day operations of the bio-control laboratory and ancillary facilities.
20%	c. Conducts education and information activities as well as provide training, demonstrations and related work to farmers, agricultural technicians and other stakeholders relevant to pest and diseases management measures in crops.
20%	d. Coordinates with agricultural technicians and extension workers, farmers, CSOs, and NGAs and other relevant agencies necessary in the enhancement of initiatives and strategies on pest and diseases management.
5%	e. Perform all other relevant tasks as may be directed by immediate supervisors.

Position Title: Aquaculturist II
 Salary Grade: SG 15

Item No. AGRI - 19

Statement of Duties

% of Working Time	Duties
25%	a. Under general supervision, plans and designs program of improved fish culture and propagation methodology breeding, grow-out and harvesting of inland fishery and other aquatic species and assign/directs the field works of fishery technician.
25%	b. Ensures the proper maintenance and optimum operation of fish hatcheries, nurseries and grow-out facilities including the preparation of production reports and impact assessments.
25%	c. Develops and implements methods of rearing fish and other aquatic species, facilitate appropriate capability programs and refresher courses for field staff and relevant technology transfer to farmers thru training extension seminars and trainings on aquaculture.
20%	d. Makes periodic reports on the progress, needs and problems of fish farm in the city and assist in the coming up recommendation for plans, program design, policy and regulation measures related to aquaculture.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors

Position Title:
Salary Grade:

Development Management Officer I
SG 11

Item No. AGRI - 20

Statement of Duties

% of Working Time	Duties
20%	a. Provides assistance to association in the registration of rural based organizations and facilitating livelihood programs and aids in collaboration with other offices and agencies.
25%	b. Assists farmers and fisherfolks associations in the fund sourcing, design, proposal making and implementation of livelihood aids and programs.
25%	c. Facilitates and prepares process documentation and impact assessments of agriculture and fishery programs and projects.
25%	d. Facilitates the preparation and publication of reports agriculture and fishery programs and project in print and tri-media platform in collaboration with the media and promotions unit of the organization.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title:
Salary Grade:

Market Specialist I
SG 11

Item No. AGRI - 21

Statement of Duties

% of Working Time	Duties
25%	a. Conducts market research and associated studies about market projections, trends, and conditions relative to prices and other market factors in order to determine market potentials and improve marketing prospects for local agricultural and fishery commodities.
20%	b. Maps out value chains, including gender dimensions, for food and agriculture products, and identifying possible points of intervention to improve efficiency and effectiveness.
20%	c. Under the supervision of the Agricultural Marketing Section Section, identifies and recommends policies and regulations that favor and promotes local agribusiness, including potential fund sourcing, public-private partnerships and market linkages.
20%	d. Assists local agribusinesses, food processors, farmers and rural based organizations increase competitiveness and gain access to new markets by facilitating compliance on market technical requirements such as food safety, regulatory and private standards.

10%	e. Promotes agro-entrepreneurs especially from underrepresented groups, such as women, person with disabilities, indigenous peoples, other marginalized groups and promote respective participation at all levels of the value chains.
5%	f. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title: Agriculturist I
Salary Grade: SG 11

Item No. AGRI - 22

Statement of Duties

% of Working Time	Duties
25%	a. Facilitates submission of required documents such as training proposals, design, budget estimates among others of training technologies.
25%	b. Liaise with Local/Provincial/National partner, collaborating agencies and resource persons on capability building and training programs and facilitate documents of beneficiaries, prepare and submit respective reports.
25%	c. Communicates with focal (Local/Provincial/National Officer) for training/workshop gatherings of major events and prepare training modules.
20%	d. Facilitates payments/incentives for training support funds of trainees, and trainers/facilitators, as wells the proper documentation and liquidation of training funds and resources.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

CITY GENERAL SERVICES OFFICE

Position Title: Administrative Assistant V
Data Controller III
Salary Grade: SG 11

Item No. : GSO-45

Statement of Duties

% of Working Time	Duties
40%	a. Operates computer application software or data base system necessary for the office. Operates the computer for encoding and retrieval of records of status of the requisition issued to a department.
30%	b. Maintains and keeps computer file records of accomplishment reports of each section of the department for easy access and retrieval.
20%	c. Prepares accomplishment reports.
5%	d. Assists in the preparation of payroll and purchase requests.
5%	e. Does other tasks as may be assigned by superior.

CITY PLANNING & DEVELOPMENT OFFICE

Position Title: Project Development Officer II
 Salary Grade: SG 15

Item No. : CPDO - 10

Statement of Duties

% of Working Time	Duties
40%	a. Facilitates and monitors program implementation according to project plan and specification.
30%	b. Assists in the conduct of annual monitoring and evaluation of all LGU programs, projects and activities.
20%	c. Provides secretariat function to the City Development Council
10%	d. Performs other relevant tasks as may be assigned by the immediate supervisor.

Position Title: Planning Officer II
 Salary Grade: SG 15

Item No. : CPDO - 17

Statement of Duties

% of Working Time	Duties
20%	a. Conducts researches and continuing studies such as socio-economic studies, feasibility studies and relevant researches in the preparation of local development plans.
20%	b. Facilitates trainings, seminars, workshops, community organizing and relevant activities necessary in the formulation of local development plans.
20%	c. Assists the Head of the Planning Section in the preparation of the LGU investment plans and coordinates with respective agencies and Barangay LGUS in the submission and compilation of document requirements in compliance for legislation/ annual budget.
15%	d. Assists the Head of the Planning Section in providing secretariat services of the City Development Council, the local Housing Management Committee and relevant local special bodies handled by the City Planning & Development Office.
15%	e. Assists the Head of the Planning Section in coordination and collaboration activities with LGU departments, Barangay LGUS, NGAs, and CSOs relevant in the fulfillment of the mandate of the City Planning & Development Office.
10%	f. Performs other relevant tasks as may be assigned by the immediate supervisor.

Position Title: Engineer III
Salary Grade: SG 19

Item No. : CPDO - 18

Statement of Duties

% of Working Time	Duties
25%	a. Does researches and project development studies necessary for the formulation of project plans.
25%	b. Does geodetic surveys of areas identified for development (including lot donations to the LGU Bayawan City) and signs survey plans of the LGU.
25%	c. Assists the Project Development Officer in the verification of areas proposed for project development.
15%	d. Prepares reports needed for LGU Management decision making and policy development.
10%	e. Performs other relevant tasks as may be assigned by the immediate supervisor

CITY ASSESSOR'S OFFICE

Position Title: Local Assessment Operations Officer III
Salary Grade: SG 18
Section: Appraisal and Assessment Section

Item No.: ASS - 11.1

Statement of Duties

% of Working Time	Duties
50%	a. Conducts examination and verification of Correct Appraisal and Assessment of All Real Properties within the jurisdiction of Bayawan City for taxation purposes.
25%	b. Reviews Field Appraisal and Assessment Report of tax mappers for issuance of tax declaration for taxation purposes.
10%	c. Submits tax declaration for recommending approval.
10%	d. Data collection on sales price, construction costs, rents to determine current market valuation for taxation purposes.
5%	e. Does other tasks as maybe assigned by the city assessor

Position Title: Local Assessment Operations Officer III
 Salary Grade: SG 18
 Section: Tax Mapping Section

Item No.: ASS – 11.2

Statement of Duties

% of Working Time	Duties
50%	a. Conducts field inspection of all real property units within the jurisdiction of Bayawm for identification of property location, ownership, classification and actual use.
30%	b. Submission of Field Appraisal and Assessment Reports.
15%	c. Updating of property classification base on its actual use for taxation purposes.
5%	d. Does other tasks as maybe assigned by the city assessor

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

Position Title: Day Care Worker I
 Salary Grade: SG 6

Item No.: CSWD – 14.1; CSWD – 14.2
 CSWD – 14.3; CSWD – 14.4
 CSWD – 14.5; CSWD – 14.6
 CSWD – 14.7; CSWD – 14.8
 CSWD – 14.9; CSWD – 14.10

Statement of Duties

% of Working Time	Duties
30%	a. Conducts actual classes to children.
15%	b. Facilitates children's activities and program implementations
15%	c. Prepares and submits ECCD records, reports, correspondences and other pertinent documents.
15%	d. Mobilization of parents, community, partner agencies and stakeholders.
15%	e. Management and upkeep of the child learning center.
10%	f. Does other tasks assigned by supervisor.

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CITY ENGINEERING OFFICE

Position Title: Engineer III
Salary Grade: SG 19

Item No. : CEO - 41

Statement of Duties

% of Working Time	Duties
20%	a. Supervises, monitors and impose observance of Health and Safety program at all working sites for projects implement by administration and contract.
15%	b. Prepares training design program and conduct training relating to Health and safety.
15%	c. Develops, communicates and implements a cost-effective, strategic safety programme.
10%	d. Imparts health and safety tips every department Monday meeting.
10%	e. Coordinates and reminds relating to Occupational Health and Safety at all working sites.
10%	f. Issues sites instructions and non-conformance report relating to Health and Safety Program to the project supervisors for projects undertaken by administration and by the contact.
5%	g. Supervises and monitors all water system projects.
5%	h. Advises all project supervisors as to the observance by the workers performance and adherence of the safety standards.
5%	i. Supervises welding and painting works and other related steel works.
5%	j. Does other related functions as directed by the immediate supervisors

Position Title: Engineer II (5 slots)
Salary Grade: SG 16

Item No. : CEO-42.1/CEO-42.2/CEO-42.3
CEO-42.4/CEO-42.5

Statement of Duties

% of Working Time	Duties
25%	a. Assists the cluster manager in supervision both admin and contract project and handling and managing on-site personnel.
15%	b. Assists to address issues and concerns encountered on-site, scheduling and tracking of the heavy equipment.
15%	c. Prepares documents such as SWA, Bar Chart and S-Curve and etc. for approval as required of contractor's billing request.
5%	d. Prepares monthly project monitoring reports for both admin and contract projects.
5%	e. Prepares communications replies for technical queries from other departments specifically CPDO.
5%	f. Assists to address to private and barangay requests.

Position Title: Administrative Officer I
 Records Officer I
 Salary Grade: SG 10

Item No. CCMD – 8

Statement of Duties

% of Working Time	Duties
25%	a. Assists in the implementation and preparation of documents for livelihood grants/loans and other financial assistance extended by the office.
20%	b. Assists in the conduct of various trainings, seminars and capability building for registered cooperatives and associations.
10%	c. Performs specialized and responsible administrative work involving a high degree of initiative and responsibility in planning and direction of programs to effect efficient operation.
10%	d. Conducts monitoring of livelihood projects and collection of repayment for soft loans.
10%	e. Operates and maintains procurement, inventory and electronic data tracking system.
5%	f. Manage, coordinate and supervise subordinates that provide administrative functions.
5%	g. Assists in the budget preparation process.
5%	h. Prepares reports and presentations with statistical data, as assigned.
5%	i. Prepares correspondence, documentation, or presentation materials.
5%	j. Performs other related functions that maybe assigned

LOCAL CIVIL REGISTRY OFFICE

Position Title: Administrative Officer I
 Records Officer I
 Salary Grade: SG 10

Item No. LCR – 4.1; LCR – 4.2

Statement of Duties

% of Working Time	Duties
15%	a. Takes charge in the receiving and recording of incoming and outgoing correspondence.
15%	b. Keeps record and files of communications, appointments and documents.
10%	c. Prepares monthly demographic reports of registered civil events.
10%	d. Monitors and prepares monthly reports on the BREQs and civil registration activities.

10%	e. Files request for certified copies of civil registry documents.
10%	f. Incharge of scanning, copying and printing documents.
10%	g. Assists in the preparation of civil registry forms for registration.
10%	h. Assists in the conduct of mobile civil registration and other activities.
10%	i. Incharge of encoding/ data banking of registered civil registry documents.

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Position Title: Environmental Management Specialist II Item No. CENR - 7

Salary Grade: SG 15

Statement of Duties

% of Working Time	Duties
35%	a. Supervises operation and maintenance of all facilities housed at Bayawan City Waste Management and Ecology Center (BCWMEC) in accordance to the prescriptions of RA 9003.
20%	b. Manages data on all types of waste brought to BCWMEC.
20%	c. Provides technical information on the operation and maintenance of all facilities housed at BCWMEC to visitor groups and design related information materials as well.
20%	d. Supervises all personnel and staff assigned at BCWMEC.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors

Position Title: Sanitation Inspector I

Item No. CENR - 8

Salary Grade: SG - 6

Statement of Duties

% of Working Time	Duties
25%	a. Conducts inspection of all sources due for de-sludging and recommend necessary action steps to unit of assignment or to owners.
25%	b. Keeps and updates monthly data in terms of volume de-sludged from households, establishments, institutions. Indigents within and other clients.
25%	c. Ensures the upkeep of de-sludging units and other equipment assigned at the Septage Management Office.
20%	d. Prepares daily schedule of operation of the Septage Management Office.

5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.
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CITY LEGAL OFFICE

Position Title: Administrative Officer V Item No. CLO – 3
 Administrative Officer III
 Salary Grade: SG 18

Statement of Duties

% of Working Time	Duties
20%	a. Manages the day-to-day operations of the office; prioritizes use of support staff and facilities.
5%	b. Manages the daily operations of information systems.
5%	c. Manages equipment, office services, and facilities.
15%	d. Manages schedules and appointments including trial dates and hearings, and meetings and travel.
5%	e. Maintains a professional and positive work environment by facilitating effective communication and information sharing among professional, paraprofessional, management, and support staff.
20%	f. Prepares legal correspondence and documentation.
5%	g. Participates in strategic planning process with management to identify and accomplish short- and long-term organizational goals.
5%	h. Assists in the budget preparation for the programs and activities of the office.
15%	i. Implements operational policies and practices to ensure quality services.
5%	j. Performs other related duties as assigned.

OFFICE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Position Title: Administrative Officer V Item No. : HRMO-2
 Human Resource Management Officer III
 Salary Grade: SG 18
 Section: Benefits Administration Services

Statement of Duties

% of Working Time	Duties
30%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to personnel administration including Leave and Payroll Administration and Employee Welfare and Benefits Programs.
20%	b. Exercises administrative functions in accordance with existing Civil Service Laws, rules and regulations relative to personnel management.

15%	c. Drafts policies, procedures and guidelines on human resource management.
15%	d. Prepares review consolidate and submit budgetary estimates and justification.
10%	e. Assists in the planning and implementation of Rewards and Recognition related program and activities.
5%	f. Acts as Secretariat to the PRAISE Committee.
5%	g. Performs other related functions.

Position Title: Administrative Officer V Item No : HRMO-3
Human Resource Management Officer III
Salary Grade: SG 18
Section: Human Resource Development Services

Statement of Duties

% of Working Time	Duties
35%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to Learning and Development and Performance Management System.
20%	b. Prepares programs and activities related to L&D and PMS.
15%	c. Assists in the conduct of learning and development activities.
15%	d. Conducts researches and evaluation related to development programs to improve employee performance in the service delivery and maximize use of manpower.
10%	e. Acts as Secretariat to the Personnel Development and Performance Management Committee.
5%	f. Performs other related functions.

Position Title: Administrative Officer V Item No. : HRMO-4
Human Resource Management Officer III
Salary Grade: SG 18
Section: Recruitment Services

Statement of Duties

% of Working Time	Duties
30%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to Recruitment, Selection and Placement.
25%	b. Checks, reviews & analyzes position descriptions of personnel to conform with the organization's and department's mandate.

20%	c. Provides secretarial, technical and administrative services to the PSB.
15%	d. Renders reportorial services to local and national agencies, NGAs and all other concerned offices.
10%	e. Performs other related functions.

Position Title: Senior Administrative Assistant II Item No. : HRMO-5
 Computer Operator IV
 Salary Grade: SG 14

Statement of Duties

% of Working Time	Duties
50%	a. Responsible for the updating of personnel records and profile in the Human Resource Information System.
20%	b. Develops and maintain a system to integrate the profile of employees relevant to the four core HR systems.
20%	c. Develops system to automate analysis of data relevant to the employee development programs.
10%	d. Performs other related functions.

Position Title: Senior Administrative Assistant II Item No. : HRMO-6
 Computer Operator IV
 Salary Grade: SG 14

Statement of Duties

% of Working Time	Duties
40%	a. Assists in the implementation of the Performance Management Systems.
25%	b. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances.
20%	c. Maintains a portfolio of identified training programs or other development interventions that can improve the employee's competencies and performance.
10%	d. Liaises with other departments/government entities on personnel-related matters.
5%	e. Performs other related functions.

SECTION 4. Implementing Guidelines. The City Human Resource Management Office is hereby mandated and shall see to it that the plantilla positions as herein created for Local Government Unit of Bayawan City is in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

SECTION 5. Separability Clause. If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.

SECTION 6. Repealing Clause. All Ordinances, Rules, and Regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.


SECTION 7. Effectivity Clause. This Ordinance shall take effect upon its approval.

“Enacted.”

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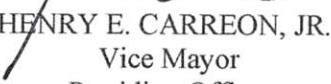
I hereby certify to the correctness of the foregoing resolution.


* * *


JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:

APPROVED:


HENRY E. CARREON, JR.
Vice Mayor
Presiding Officer


PRYDE HENRY A. TEVES
Mayor
Date: 01 DEC 2021

Copy for:

- The Honorable Provincial Board, Dumaguete City