

Republic of the Philippines  
City Government of Davao  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the City Government of Davao in the CSC Website:

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Administrative Aide III (Utility Worker II)	33	3	12,466	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
2	Administrative Aide III (Utility Worker II)	132, 207	3	12,466	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
3	Administrative Aide III (Utility Worker II)	63	3	12,466	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
4	Administrative Aide III (Utility Worker II)	99	3	12,466	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)

5	Administrative Aide III (Plumber I)	56	3	12,466	Elementary School Graduate	None required	None required	Plumber (MC 10, s. 2013 - Cat. II)
6	Administrative Aide IV (Clerk II)	27	4	13,214	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
7	Administrative Aide IV (Clerk II)	36	4	13,214	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
8	Administrative Aide IV (Clerk II)	New	4	13,214	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
9	Administrative Aide IV (Clerk II)	2 Items New	4	13,214	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
10	Administrative Aide IV (Driver II)	83	4	13,214	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
11	Administrative Aide IV (Driver II)	29	4	13,214	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
12	Administrative Aide IV (Driver II)	67	4	13,214	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)

13	Administrative Aide IV (Driver II)	236	4	13,214	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
14	Administrative Aide IV (Driver II)	40	4	13,214	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
15	Administrative Aide V (Illustrator II)	98	5	14,007	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Illustrator (MC 10, s. 2013-Cat.II)
16	Administrative Aide VI (Clerk III)	New	6		Completion of 2 yrs. studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
17	Administrative Assistant IV (Bookbinder IV)	47	10	19,233	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat. III)
18	Administrative Assistant IV (Carpenter General Foreman)	68	10	19,233	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Carpenter (MC 10, s. 2013 - Cat. II)
19	Administrative Officer I (Records Officer I)	40	10	19,233	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
20	Administrative Officer III (Records Officer II)	22	14	27,755	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility

21	Administrative Officer III (Cashier II)	83	14	27,755	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
22	Administrative Officer IV (Administrative Officer II)	60	15	30,531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
23	Administrative Officer IV (Administrative Officer II)	34 (New)	15	30,531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
24	Administrative Officer V (Administrative Officer III)	15	18	40,637	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
25	Assistant Statistician	45	9	17,975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility
26	City Cooperative Officer (City Government Department Head II)	1	26	107,444	Holder of a College Degree preferably in Business Administration or any related course	Specialized training in cooperatives	5 years experience in cooperatives organization and management	First Grade Civil Service Eligibility or its equivalent

27	City Legal Officer (City Government Department Head II)	1	26	107,444	Bachelor of Laws	None required	5 years experience in the practice of legal profession	R.A. 1080 (Philippine Bar)
28	Computer Maintenance Technologist II	New	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
29	Computer Programmer III	4	18	40,637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
30	Computer Programmer III	New	18	40,637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
31	Day Care Worker II	199	8	16,758	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat. III)
32	Development Management Officer I	62	11	20,754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
33	Development Management Officer I	2 Items (New)	11	20,754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

34	Development Management Officer II	2 Items (New)	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
35	Development Management Officer II	57	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
36	Development Management Officer III	New (CMO)	18	40,637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
37	Development Management Officer IV	New (CMO)	22	65,319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility

38	Economist III	217	18	40,637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
39	Economist IV	39	22	65,319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
40	Engineering Assistant	126, 166	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility
41	Environmental Management Specialist I	19	11	20,754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

42	Information Technology Officer I	New	19		Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
43	Information Technology Officer II	70	22	65,319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
44	Laboratory Aide II	253	4	13,214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
45	Local Assessment Operations Officer III	13 85 (Old Item No. CARO)	18	40,637	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
46	Local Revenue Collection Officer I	72, 120, 125, 354	11	20,754	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
47	Local Revenue Collection Officer II	295, 313	15	30,531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility



48	Local Treasury Operations Officer I	106	11	20,754	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
49	Local Treasury Operations Officer II	13	15	30,531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
50	Medical Equipment Technician II	54	8	16,758	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)
51	Medical Officer IV	51	23	73,811	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)
52	Nurse IV	372	19	45,269	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Nurse)
53	Nursing Attendant I	21	4	13,214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
54	Recreation and Welfare Service Assistant	131	7	15,738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility

55	Revenue Collection Clerk I	132, 341	5	14,007	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility
56	Sanitation Inspector II	92, 93	8	16,758	Completion of 2 yrs. studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility
57	Sanitation Inspector III	380	11	20,754	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility
58	Security Guard II	14	5	14,007	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat. IV)
59	Security Guard II	90	5	14,007	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat. IV)
60	Security Guard III	101	8	16,758	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)
61	Administrative Officer I (Supply Officer I)	New	10	19,233	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility

62	Supervising Agriculturist	28	22	65,319	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	RA 1080 (Agri./ Agri. Engr./ Fish. Tech./ Veterinarian.)
63	Supervising Cooperative Development Specialist	9	22	65,319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility
64	Ticket Checker	157, 229, 282	3	12,466	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)

65	Tourism Operations Officer II	108	15	30,531	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	<p>4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>* Tourism Awareness and Capability Building Seminar for LGUs</li> <li>* Seminar on Disaster Risk Reduction and Management</li> <li>* Basic Tourism Statistics Training (BTST)</li> <li>*Local Tourism Guidebook Orientation</li> <li>*Seminar on Gender and Development</li> </ul>	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility
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**LEGEND:**

<b>A</b>	Achievement Orientation	AO
	Advocating Environmental Protection and Preservation of Natural Resources	AEPPNR
	Attention to Details	AD
<b>B</b>	Barangay Development Planning Facilitation Skills	BDPFS
	Benefits Compensation and Welfare Management	BCWM
	Building Collaborative, Inclusive Working Relationships	BCIWR
<b>C</b>	Championing and Applying Innovations	CAI
	Communications	C
	Community Organizing	CO
	Competency Development and Enhancement	CDE

	Computer Skills	CS
	Corporate Communications	CC
	Creating and Nurturing a High Performing Organization	CNHPO
<b>D</b>	Delivering Service Excellence	DSE
	Design Standards Compliance	DSC
<b>E</b>	Environmental Projects/ Program Implementation	EPPI
	Exemplifying Integrity	EI
<b>F</b>	Fiscal Planning and Budget Allocation	FPBA
	Facilities Administration	FA
	Flexibility	F
<b>G</b>	Generating Reports and Documentation	GRD
<b>I</b>	Use of Information Communication Solutions	ICT
	Interpersonal Skills	IS
	Investigation and Research Skills	IRS
<b>K</b>	Knowledge of Related and Procedures of LGUs, DOH and other related agencies	KRPLDO
<b>L</b>	Leading Change	LC
	Learning and Development Planning and Administration	LDPA
	Learning Facilitation	LF
<b>M</b>	Maintaining Public Financial Management Understanding	MPFMU
	Managing Performance and Coaching for Results	MPCR
<b>O</b>	Oral Communication	OC
	Organization Skills	OS
<b>P</b>	Partnering with Other Non-government Organizations / Government Organizations	PONOGO
	Planning, Organizing and Delivering	POD
	Policy Interpretation and Implementation	PII
	Presentation Skills	PS

	Principles of Information Technology	PIT
	Project Management	PM
	Problem Solving	PS
	Program Monitoring and Evaluation	PME
<b>R</b>	Records Management	RM
	Recruitment, Selection and Placement	RSP
	Risk Assessment and Management	RAM
	Risk Analysis	RA
	Risk Management, Security and Information Assurance	RMSIA
<b>S</b>	Strategic Planning	SP
	Stress Management	SM
<b>T</b>	Technical Knowledge	TK
	Technical Knowledge and Enforcement onn all Government Policies	TKE
	Thinking Strategically and Creatively	TSC
	Transaction Processing	TP
<b>U</b>	Use of Information Technology to Manage Public Finances	UITMPC
	User and Customer Support	UCS
<b>W</b>	Written Communication	WC

***This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.***

**Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application**

**letter and send to the address below not later than \_\_\_\_\_.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance Rating in the last rating period (if applicable);
3. Photocopy of Certificate of Eligibility / Board Rating / License(s)

4. Photocopy of Transcript of Records (College Graduate) / Form 137 (HS Graduate)

**QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:**

***Hon. Sara Z. Duterte***

City Mayor

Davao City

THRU:

***Mr. Lemuel G. Ortonio***

Acting Department Head

Human Resources Management Office

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

**MR. LEMUEL G. ORTONIO**

Acting Department Head

Human Resource Management Office

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Brief Description of the Position's General Function	Competency	Place of Assignment
Maintain cleanliness/ orderliness of the office's premises/ surroundings and its equipment.	TK, AD,F, C, IS	City Administrator's Office
Maintain cleanliness/ orderliness of the office's premises/ surroundings and its equipment.	TK, AD,F, C, IS	City Administrator's Office Operation of Markets
Maintain cleanliness/ orderliness of the office's premises/ surroundings and its equipment.	TK, AD,F, C, IS	City Agriculturist's Office
Maintain cleanliness/ orderliness of the office's premises/ surroundings and its equipment.	TK, AD,F, C, IS	City General Services Office



Assists in the installation and repairs of plumbing facilities of the city government on its offices.	TK, AD, F, C, IS	City General Services Office
Receives/records/releases documents and undertake the typing activities of the division.	AD, C, CS, RM, IS	City Administrator's Office
Receives/records/releases documents and undertake the typing activities of the division.	AD, C, CS, RM, IS	City Civil Registrar's Office
Receives/records/releases documents and undertake the typing activities of the division.	AD, C, CS, RM, IS	City Archives and Records Office
Receives/records/releases documents and undertake the typing activities of the division.	AD, C, CS, RM, IS	City Mayors Office Special Office for Children's Concern
Responsible in the safe transport of office personnel, office supplies and equipment and also the proper maintenance of the vehicle.	TK, AD, F, C, IS	City Environment and Natural Resources Office
Responsible in the safe transport of office personnel, office supplies and equipment and also the proper maintenance of the vehicle.	TK, AD, F, C, IS	City Administrator's Office
Responsible in the safe transport of office personnel, office supplies and equipment and also the proper maintenance of the vehicle.	TK, AD, F, C, IS	City Administrator's Office Operation of Slaughterhouse

Responsible in the safe transport of office personnel, office supplies and equipment and also the proper maintenance of the vehicle.	TK, AD, F, C, IS	City Mayor's Office Local Disaster Risk Reduction Management Office
Responsible in the safe transport of office personnel, office supplies and equipment and also the proper maintenance of the vehicle.	TK, AD, F, C, IS	City Environment and Natural Resources Office
Responsible in making original creation depicting ideas with the use of different media.	TK, AD, F, C, IS	City Mayor's Office Public Information and Production Division
Prepares drafts of routinary letters/ indorsement, correspondence of complicated nature; reviews and participates in clerical works and records keeping.	AD, C, CS, RM, IS	City Archives and Records Office
Supervises and participates in bookbinding activities to ensure the observance of proper classification of documents/ records.	TK, AD, F, C, IS	City Archives and Records Office
Receives job orders, gives specific assignments for installations, repair and maintenance and monitors the work of plumbers.	TK, AD, F, C, IS	City Administrator's Office Economic Enterprises Management
Undertakes the maintenance of a systematic filing of records.	AD, C, CS, RM, IS	City Archives and Records Office
Assist the administrative officer and undertake the records management of the office.	AD, C, CS, RM, IS	City Archives and Records Office

Prepares vouchers for cash advances and withdraw from the bank, checks issued, paid vouchers and payrolls duly approved; liquidate the same and submits cash disbursement report to City Treasurer.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
Assists in the supervision of administrative and general services functions involving clerical services, personnel administration budget preparation, supply and property utilization.	AD, C, CS, RM, IS	City Administrator's Office Economic Enterprises Management
Assists in the supervision of administrative and general services functions involving clerical services, personnel administration budget preparation, supply and property utilization.	AD, C, CS, RM, IS	City Mayor's Office
Assist the Supervising Administrative Officer (Administrative Officer IV) in the supervision of administrative services, functions, in coordination of general services functions and personnel benefits.	AD, C, CS, RM, IS	City Administrator's Office
Prepares and types statistical reports.	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
Acts as office head of the City Cooperative Development Office and perform the duties and functions enumerated under the Local Government Code of 1991 (RA 7160).	PONOGO, OS, BDPFS, SP, RA	City Cooperative Development Office

Chief Adviser and legal counsel of the city and takes charge of the office of Legal Services.	PII, IRS, AD, WC, PS	City Legal Office
Perform preventive maintenance and basic corrective maintenance on the city's peripherals and data communication equipments system.	TK, AD, UCS, PIT, RMSIA	City Archives and Records Office
Plans, directs and supervises the implementation of computer information system and the works of the computer operators.	TK, AD, UCS, PIT, RMSIA	City Planning and Development Office
Plans, directs and supervises the implementation of computer information system and the works of the computer operators.	TK, AD, UCS, PIT, RMSIA	City Archives and Records Office
Teach 3R's where the academic subjects and good moral values are inculcated.	PS, CO, PME, AO, AD	City Social Services and Development Office
Conducts study on homesite development.	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
Assists the DMO II in coordinating with networks of organizations, formulation of research tool, identification, transformation and interpretation of data, and preparation of accomplishment reports.  Assists the DMO II in formulating standards and guidelines, designing proposals of mechanisms and appropriate intervention models, and encoding drafts of policy amendments and reproduction of the same.	PONOGO, OS, BDPFS, SP, RA	City Mayor's Office Special Office for Children's Concern

<p>Formulates standards and guidelines for all women/gender, proposes mechanisms &amp; appropriate intervention models, recommends and proposes policy changes, conducts orientation and frequent interactive activities.</p> <p>Coordinates with networks of organization both GO's &amp; NGO's , formulates research tool, conducts research to the community &amp; policy research, development and initiation of advocacy programs.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Mayor's Office Special Office for Children's Concern</p>
<p>Assumes and resolves conflicts between beneficiaries and other concerned parties on matters involving the project area and conducts briefing, seminars and orientation to educate the proposed beneficiaries.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Planning and Development Office</p>
<p>Assists DMO IV in formulating measures relevant to the gender and development concerns, reviewing the City Development Plans and policies and supervision on the conduct of research and studies.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Mayor's Office Special Office for Children's Concern</p>
<p>Formulation of measures relevant to the gender and development concerns of the City, review of the City Development Plan and Policies, formulation and recommendation of fiscal plans and policies, provision of technical assistance to the different line depts./offices.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Mayor's Office Special Office for Children's Concern</p>

<p>Takes charge of Trade and Generation Unit, Information Management &amp; Development Unit and Investor Assistance and Servicing Unit.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Mayor's Office Investment Promotion Division</p>
<p>Plans, formulates and directs an integrated long, medium and short range development plans on social, economic, infrastructure and others; Conducts intensive study on pressing issues affecting the City Government.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Planning and Development Office</p>
<p>Performs limited engineering work in the inspection and close supervision of field construction improvement, maintainance and repair of road and other infrastructure projects.</p>	<p>PONOGO, OS, BDPFS, SP, RA</p>	<p>City Engineer's Office</p>
<p>Assists in the conduct of research, planning and data gathering and analyzes the environmental impacts of waste disposal.</p> <p>Assists in the evaluation/ monitoring on the enforcement of industrial pollution control laws.</p> <p>Coordinates with the GOs, NGOs, civic, religious and other groups and monitors the implementation of natural resources management activities and other programs/ projects.</p> <p>Responsible in providing technical assistance and monitoring the implementation of urban forestry and ecology related projects.</p>	<p>TK, EPPI, AEPPNR, CO, GRD</p>	<p>City Environment and Natural Resources Office</p>

Assist the Information Technology Officer II in the preparation of program/ evaluation reports regarding project development technical operations and other activities carried out by the office	TK, AD, UCS, PIT, RMSIA	City Archives and Records Office
Devices and institutes management control and procedures in the division and coordinates directly with the user department regarding the projects/systems to be developed.	TK, AD, UCS, PIT, RMSIA	City Accountant's Office
Assist in the preparation of various laboratory solutions and reagents; maintains, clean and safe keep laboratory equipments; assists in the recording of laboratory results and its release.	TK, AD, F, C, IS	City Health Office
A) Assists Local Assessment Operations Officer IV in conducting survey and research on price trends of construction materials and labor; Determines correct/proper classification, and actual use of properties; Prepare tax declarations  B) Assists the Local Assessment Operations Officer IV in establishing, installing record management system and procedures	MPFMU, FPBA, TP, SP, UITMPC	City Assessors Office
Receives, collects and remits all collections accruing to the city government.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
Receives, collects, liquidates and remits all collections accruing to the city government.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office

Ensures proper enforcement of various rules and regulations of Local Revenue Tax Code and conducts periodic tax campaign.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
Renders technical/clerical assistance on the preparation of annual plans and programs of the office, prepare reports and assists in the verification of statement of collection and deposits.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
Operates x-ray machine, develops films and submits used films(negative) to the radiologist for interpretation; renders maintainance repair of the x-ray machine; files used films for the future references.	TK, AD, F, C, IS	City Health Office
Renders consultation and treatment services of patients in the District and assists the Rural Health Physician in the management and administration of the District Office.	TK, AD,SM, AD, KRPLDO	City Health Office
Provides technical supervision and responsible in advising and guiding Nurse III and Midwives in matters relating to nursing services.	TK, AD,SM, AD, KRPLDO	City Health Office
Registers patients data; sterilizes medical instruments; assists the nurse; performs minor treatment; takes blood pressure of patients; keeps the clinic clean and orderly.	TK, AD, F, C, IS	City Health Office Paquibato Hospital
Coordinates with sports and games regulation officer on matters pertaining to the administration and sports activities.	PS, CO, PME, AO, AD	City Mayor's Office Sports Development Division



Posts all issued receipts in the ledger card and types all forms and reports and files all pertinent records/reports in the market/ slaughterhouse.	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
Attends to various sanitation aspects; attends to complaints; provides technical assistance; participate in the health education process; submits periodic reports.	TK, EPPI, AEPPNR, CO, GRD	City Health Office
Conducts supervisory visits to different districts in the city on the over-all implementation of environmental sanitation activities.	TK, EPPI, AEPPNR, CO, GRD	City Health Office
Ensures safety and adequate protection of persons and properties as well as maintains peace and order in the assigned area.	P11, IRS, AD, WC, PS	City Transport and Traffic Management Office
Ensures safety and adequate protection of persons and properties as well as maintains peace and order in the assigned area.	P11, IRS, AD, WC, PS	City Administrator's Office Operation of Markets
Plans security routes, supervises the personnel assigned and ensures safety and adequate protection of persons and properties in the area of responsibility.	P11, IRS, AD, WC, PS	City Administrator's Office Operation of Markets
Under immediate supervision, undertakes the receiving and issuance of supplies/ materials of the city.	MPFMU, FPBA, TP, SP, UITMPC	City Archives and Records Office

<p>Supervises the conduct of agricultural research, analysis and related activities that will promote an efficient extension service and implements the program/thrust of the office.</p>	<p>TK, EPPI, AEPPNR, CO, GRD</p>	<p>City Agriculturist's Office</p>
<p>A) Responsible in the overall operations of the Information, Education and Training Division.</p> <p>B) Responsible in the overall operations of the Project Development and Management Division as well as implements the new Cooperative Development Program of the City.</p>	<p>PS, CO, PME, AO, AD</p>	<p>City Cooperative Development Office</p>
<p>Collects revenues and assists in the enforcement of traffic rules and regulation.</p>	<p>MPFMU, FPBA, TP, SP, UITMPC</p>	<p>City Treasurer's Office</p>

<p>Supervises the conduct of tour, brief visitors on city tourism activities.</p>	<p>OC, CC, AD, WC, CS</p>	<p>City Mayor's Office Tourism Promotion Division</p>
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