

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE CITY ADMINISTRATOR  
Budget Year > 2012 P1,149,327.00

I. FUNCTIONAL STATEMENT

This office serves as the implementing arm of the City Mayor in the administration of the affairs of the City Government and oversees the day-to-day operation of the city departments and offices in order to ensure that they are properly discharging their functions in the pursuance of the development objectives of the city administration.

II. OBJECTIVES

- 1. To assist the City Mayor in the executive management and general administration of the City Government.
- 2. To assist the Local Chief Executive and offices and departments concern in the coordination of the various development programs and projects.
- 3. To provide technical and staff services to the Chief Executive and other local officials on budgeting and other related matters.

III. PROGRAMS/PROJECTS/ACTIVITIES

- 1. Development of plans and strategies on management and programs and projects for implementation upon approval thereof by the Mayor;
- 2. Assistance in coordinating the work of all the officials of the LGU under the supervision, direction and control of the City Mayor, and for this purpose may convene the chief of offices and other officials of the LGU;
- 3. Establishment and maintenance of a sound personnel program for the LGU, designed to promote career development and uphold the merit principle in the local government service;
- 4. Conduct of a continuing organizational development of the LGU with the end in view of instituting effective administrative reforms;
- 5. Be in the front line of the delivery of administrative support services, particularly those related to situations during and in the aftermath of man-made and natural disasters and calamities;
- 6. Recommendation to the Sangguniang and advice to the Mayor, as the case maybe, on all other matters relative to the management and administration of the LGU.
- 7. Exercise of such other powers and performs such other duties and other duties and other functions as maybe prescribed by the law or ordinance.

Prepared by:

Approved by:

TRICIA Y. MATTI MGS  
HRMO IV  
City Administrator – Designate

RAMON D. TORRES  
City Mayor