

MANDATE OF CITY COMMUNITY AFFAIRS OFFICE

In general, responsible for the formulation of policies and guidelines and implementation of programs and projects in the field of arts and culture promotion, community development particularly employment promotion, development communication and public affairs. It provides technical assistance to the City Mayor in the implementation of those policies and shall develop plans and strategies to implement the said programs. It also coordinates, integrates and promotes all programs and services of the national and local government agencies in the locality, NGOs, POs, and private sector; conducts training activities, monitoring and evaluation; provide secretariat services; formulates and implements measures to enhance social, political, economic, moral, spiritual, and physical development of the inhabitants of the city; administers public affairs and assistance functions, publish materials and disseminate information beneficial to the general public.

It has four divisions:

- Arts and Culture Division
- Administrative Division
- Information and Public Affairs Division
- Community Development Division (PESO)
- Tourism Division

Motto: Do Best To Serve Best

Vision

A highly committed office responsive to its clients, program partners and various stakeholders with great deal of professionalism, open to innovation and new ideas and adopting new technologies for better service delivery.

Mission

- 1.** Build a meaningful partnership with clients; various organizations through full and honest consultations and mutual undertakings of development endeavour.
- 2.** Engage in development communication to encourage participation and community involvement in city's development projects.
- 3.** Enable barangay constituents to actively involve in the affairs of the city through continuous and active coordination, trainings and assistance.
- 4.** Provide efficient and competent service through honest and professional manner.
- 5.** Nurture a culture of excellence by having committed, dedicated and skillful staff.
- 6.** Provide the best service delivery the soonest time possible.