

OFFICE OF THE CITY MAYOR

COMMUNITY AFFAIRS OFFICE

CITY MAYOR

Department Head

CITY COMMUNITY AFFAIRS OFFICER

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.

ADMINISTRATIVE DIVISION

It formulates and implements guidelines and policies on the management of the department's materials, equipments, supplies and service vehicle, maintains incoming and outgoing documents, files and records, implement efficient and effective records management. Responsive for the maintenance of office equipment, records and vehicles, ensures availability of supplies or needed materials. Ensures processing of requisitions and disposition of non-serviceable properties. Strengthen program support with program partners and clients through responsive administrative procedures. Development of measures, and procedures to address intra and inter departments compliance to reporting.

ARTS & CULTURE DIVISION

It formulates measures for consideration of Sanggunian and provides technical assistance to the mayor in carrying out measures and implementing projects and activities to ensure the promotion of arts and culture in the city; develops plans and strategies and upon approval thereof by the mayor, implements the same particularly those programs and projects which the mayor is empowered to implement including those which will promote the cultural heritage and values of inhabitants; establishes and maintains the city museum; recommends and advises the mayor on all matters relating to protection, conservation, maximum utilization of heritage areas, and all matters related to arts and culture. It integrates, promotes and coordinates the programs and services of the national and local government agencies in the locality, NGOs, POs, and the private sector, conducts monitoring and evaluation activities on the city's programs and projects.

COMMUNITY DEVELOPMENT DIVISION

It takes charge of the implementation of the City's development programs specifically employment program. It maintains baseline data on employments opportunities; conducts a continuing inventory of available skilled and unskilled manpower; coordinate with appropriate government agency like Department of Labor and Employment (DOLE) for technical supervision. It integrate and promote the programs and services of the national and local government agencies in the locality, NGOs, POs and the private sector, conducts monitoring and evaluation activities on the city's programs and projects. It also provides technical assistance and secretariat services; conducts training activities; consults and coordinates with all the organizations for policy formulation and program implementation; coordinate with appropriate national government agencies for the implementation of development projects and programs.

INFORMATION, PUBLIC AFFAIRS/ASSISTANCE DIVISION

It takes charge of public affairs, public assistance functions, production and dissemination of information of general interest to the client. It produces AVP periodicals, flyers, primers, captures in still pictures and video tapes of activities and other important events and undertake public exhibition of the same. It integrates, promotes and coordinates the programs and services of the national and local government agencies in the locality, NGOs, POs, and private sector, conducts monitoring and evaluation activities on the city's programs and projects. In addition, it assists community development division in the implementation of some programs and projects of the office. It implements special activities that may be required by the Office of the City Mayor.

TOURISM DIVISION

It formulate policies, plan and projects for the development of tourism as an engine of socio-economic and cultural growth and upon approval thereof by the Local Chief Executive, implement the same particularly those programs and projects which the Local Chief Executive is empowered. Ensure the implementations of the city tourism plan, programs, projects, and activities, accreditation of tourism facilities, formulation of marketing and promotional strategies, developmental planning and research on new destination that focus on culture, arts, history, farm tourism, sports tourism and ecotourism. Conduct training activities; establish baseline data, implement activities including those which will promote the cultural heritage and values of the inhabitants; establish and maintain the city museum, parks, and other tourism projects; recommend and advise the Local Chief Executive on all matters relating to protection, conservation, maximum utilization of tourist areas, and all matters related to tourism.