OFFICE OF THE MUNICIPAL MAYOR
FUNCTIONAL CHART

Municipal Mayor

The office of the municipal Mayor exercises general supervision and control over all programs, projects, services and activities of the municipality. It ensures that the acts of the municipality's officials and employees and its barangays are within the scope of their prescribed powers and functions. The delivery of basic services and provisions of adequate facilities and the generation and full utilization of resources also include the office's functions.

It enforces all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers as provided for under the local government. It likewise implements all approved policies, programs, projects, services and activities of the municipality and issue such executive orders that are necessary for the proper enforcement and execution of laws and ordinances.

Private Secretary

- Maintains appointment schedule of the Municipal Mayor
- Takes down note or recorded materials; prepares correspondence and reports when required
- Act as liaison to the office of the Provincial Governor and the office of the Congressman
- Handles social schedule and arrange appearances or substitution of official function
- Does other related work

Municipal Administrator

- Coordinate work operation of all municipal offices under the jurisdiction of the Municipal Mayor
- Assist the Municipal Mayor in supervising work operations
- Advices the Mayor on the different areas of local government administration
- Directs the continuing study and analyzing of internal organization, management practices and operational procedure governing local government operations
- Assist the Mayor in setting office policies and procedures governing local government operations
- Represent the Mayor in any official functions
- Performs such other functions related to the function of the Mayor as may be provided by law and directed by the Mayor

Records/Clerical Service

- Charges with the receiving, classifying, filing, reproducing and disposing of records
- Plan and manages work activities in the record section which includes research and study on the modern management system
- Issues certified true copy of documents to authorize persons and takes custody of records
- Conducts periodic records inventory and determine records to be disposed of
- Safekeeping of records and integrity and discretion in safekeeping confidential and restricted information
- Does other related work as may be assigned by higher authorities

Art/Recreation Service

- Arranges musical composition and conducts a band
- Operates various musical instruments
- Teaches the members of the band in reading notes and in playing musical instruments
- Does other related work

Personnel/Social & Welfare Services

- Processing of allocation for leave of absences
- Applying for a job with the municipal government
- Issuance of service records, certificate of employment and other personnel records
- Issuance of appointment papers of newly hired and promoted personnel
- Processing of documents for Government Service Insurance System (GSIS) membership and retirement, Philhealth membership, Pag-ibig Fund membership and loans from partner lending institutions
- In charge of personnel management and records keeping
- Implements personnel mechanisms, policies, guidelines and standards as the Civil Service Commission may establish
- Does other related work as may be assigned by the Municipal Mayor

Supply/Utility Service

- Prepares price canvassing in soliciting prices and bids on needed supplies
- Reviews bids and controls through a system of simple recording the supply and use of accountable forms
- Reviews all bids and vouchers flowing from acceptable bids before making recommendations for payment
- Checks on transfer of property and equipment between departments and units
- Investigates and report on damaged property and materials and recommend actions
- Coordinate with various municipal offices in planning for future canvassing and bids and makes necessary reports to proper supervisors
- Does related work