

Office of the Municipal Administrator



DUTIES AND RESPONSIBILITIES

1. The Municipal Administrator shall perform the following duties and responsibilities:

a. Develop plans and strategies and upon approval thereof by the Mayor as the case may be, implement the same particularly those which have to do with the management and administration-related programs and projects which the Mayor is empowered to implement and which the Sangguniang Bayan is empowered to provide for under the Local Government Code of 1991;

b. In addition to the foregoing duties and functions, the Municipal Administrator shall:

(i) Assist in the coordination of the work of all the officials of the Local Government Unit, under the supervision, direction, and control of the Mayor; and for this purpose, he/she may convene the Chiefs of Offices and other officials of the Local Government Unit;

(ii) Establish and maintain a sound personnel program for the Local Government Unit designed

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Written by Administrator -

to promote career development and uphold the merit principle in the Local Government service;

(iii) Conduct a continuing organizational development of the Local Government Unit with the end in view of instituting effective administrative reforms.

c. Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters and calamities;

d. Recommend to the Sanggunian and advise the Mayor, as the case may be, on all other matters relative to the management and administration of the Local Government Unit; and

e. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Contact Number/s: