



# FUNCTIONAL CHART

## City Social Welfare and Development Office City of Roxas



### City Social Welfare and Development Officer (CSWDO)

1. PLAN, ORGANIZED AND DIRECT THE EXECUTION OF PROGRAM AND ADMINISTRATIVE POLICIES AND RESPONSIBLE IN CARRYING OUT THE WORK PLAN OF THE OFFICE.
2. ALLOCATE APPROPRIATELY AND SUPERVISE THE PROPER DISBURSEMENT OF ADMINISTRATIVE / PROGRAM.
3. ENSURE THE PROPER UTILIZATION OF PROGRAMMED ADMINISTRATIVE MATERIALS AND SUPPLIES AND MAINTENANCE OF BUILDING AND EQUIPMENT AND VEHICLE OF THE OFFICE.
4. ENSURE THE CREATION / MAINTENANCE / DISPOSAL OF RECORDS IN THE BRANCH OFFICE.
5. ENSURE THE PREPARATION AND MAINTENANCE OF FIELD OPERATION AND PERIODIC REPORTS PERTAINING TO THE ACTIVITIES AND ACCOMPLISHMENTS.
6. SUPERVISE/ MONITOR PERSONNEL IN THE PERFORMANCE OF THEIR DUTIES AND ALLOCATE WORK LOADS AND ASSIGNMENT TO THEM TO ENSURE EQUITABLE AND PROPER DISTRIBUTION OF FUNCTIONS.
7. ENSURE THE IMPLEMENTATION OF CASE MANAGEMENT SYSTEM.
8. LINK/NETWORK/TAP RESOURCES FOR FUNDING SUPPORT.

### ADMINISTRATIVE SECTION

- PLANS & SUPERVISES PROCEDURES OF PERSONNEL RECORDS MANAGEMENT
- PREPARATION OF PAYROLLS, VOUCHERS AND OTHER SUPPORTING DOCUMENTS
- COMPUTES EARNED LEAVE CREDITS & FACILITATES APPLICATION FOR LEAVE FILED BY EMPLOYEES
- ACTS AS CUSTODIAN OF ALL RECORDS AND DOCUMENTS OF THE OFFICE AND MAINTAINS A SYSTEMATIC RECORD SAFEKEEPING
- TAKES CARE OF ALL COMPUTERIZED PROGRAM IN THE OFFICE
- PERFORMS VARIOUS SOFTWARE APPLICATION AS WELL AS CLERICAL JOBS RELATED TO THE ACCOMPLISHMENT TO THE OFFICE
- LAISONING OF OFFICIAL TRANSACTIONS
- MAINTAINS OFFICE CLEANLINESS AND ORDERLINESS

### PROGRAM SECTION

- ENSURE THE EFFECTIVE IMPLEMENTATION OF SOCIAL WELFARE PROGRAMS & SERVICES WHICH WILL PROVIDE FOR THE PSYCHOSOCIAL & ECONOMIC NEEDS OF THE CLIENTELES
- PLAN, IMPLEMENT, SUPERVISE, MONITOR & EVALUATE PROGRAM & SERVICES IMPLEMENTED AT BRGY. LEVEL BOTH LOCAL & NATIONAL
- PROVIDE TECHNICAL INPUT/ASSISTANCE TO BRGY. LEADERS, OFFICIALS, DAY CARE WORKERS & VOLUNTERS AS PARTNERS IN THE EFFECTIVE IMPLEMENTATION OF THE OFFICE PROGRAMS AND SERVICES
- LINK/NETWORK/TAP RESOURCES FOR FUNDS & OTHER SUPPORT FROM OTHER GOS', NGOS', CSOS' & POS'
- ENSURE THE EFFICIENCY AND EFFECTIVENESS OF THE IMPLEMENTATION OF CASE MANAGEMENT SYSTEM
- PREPARES PERIODIC (MONTHLY, QUARTERLY, SEMI & ANNUAL), ASSESSMENT & SOCIAL CASE STUDY REPORTS
- IMPLEMENT, SUPERVISE, MONITOR AND EVALUATE SPECIAL PROGRAMS /PROJECTS/ ACTIVITIES OF THE NATIONAL GOVERNMENT DOWN LOADED TO LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICE / LOCAL GOVERNMENT UNIT