

FUNCTIONAL CHART

CITY POPULATION OFFICE

VIRGINIA A. AZARCON

City Population Officer I

- A. Formulate measures in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to the integration of the population development principles and in providing access to said services and facilities
- B. Develop plans strategies and upon approval thereof of the mayor particularly those which have to do with the integration of population development principles and methods in programs and projects which the mayor is empowered.
- C. Implementing training program
- D. Establish and maintain an educational program to ensure the people participation in and understanding of population development and to exercise such duties prescribed by the law or ordinance

FIELD/ OPERATION DIVISION

ADMINISTRATIVE DIVISION

ZENAIDA A. JUANILLO

Population Program Officer II

- A. Responsible Parenthood/ Family Planning (RP/FP)
- B. Adolescent Health and Youth Development Program (AHYDP)
- C. VAWC Coordinator
- D. Roxas City Council for the Protection of Children Task Force

NIDA A. VILLARUZ

Population Program Officer II

- A. Responsible Parenthood/ Family Planning (RP/FP)
 - Responsible Parenthood
 - Pre-Marriage Counseling
- B. Population and Development (POPDEV)
 - Barangay Service Point Officer
 - CBMS
- C. Adolescent Health and Youth Development Program (AHYDP)

LIZANDRA F. DELFIN

Population Program Officer I

- A. Responsible Parenthood/ Family Planning (RP/FP)
 - Responsible Parenthood
- B. Adolescent Health and Youth Development Program (AHYDP) Coordinator
- C. Population and Development (PopDev)
 - CBMS

MELANIE APOSAGA

Administrative Assistant II

- A. Responsible Parenthood Pre-Marriage Counseling
- B. Gender and Development (GAD)
 - Advocacy on GAD Program
 - Provision of Technical Assistance
- C. Prepares Out-going Communications
- D. Provides Secretariat support to GAD Focal Point System (GFPS)
- E. Provides Secretariat support to Roxas City Council for the Protection of Children

MARY ANN A. FERNANDO

Administrative Assistant II

- A. Adolescent Health and Youth Development Program (AHYDP)
 - Data Banking
- B. Provides Administrative Support to Pre-Marriage Counseling
- C. Maintains and updates Personnel Records
- D. Receiving & Releasing of Communications

GINA I. AMOROSO

Administrative Aide VI

- A. Prepares all financial documents of the Office, GFPS, RCCPC
 - Payroll
 - Vouchers
 - Leave, Under time and prepares Travel Order

MARGELYN DEGALA

Administrative Aide III

- A. Provides Liaison Services for: Financial documents (Office, GAD & RCCPC)
 - Secretariat to GAD (GFPS)
 - Secretariat Services to RCCPC
- B. Mass Wedding Coordinator

KHAREN JHOY VILLARRUZ

Administrative Aide IV

- A. Provision of Technical Assistance (GFPS-TWG)
- B. Gender and Development (GAD)
 - Advocacy on GAD Programs
- C. Provides Secretariat support to GAD Focal Point System (GFPS)