BATANGAS CITY GOVERNMENT FUNCTIONAL CHART

CITY MAYOR

PROVIDE EXECUTIVE LEADERSHIP, EXERCISES GENERAL SUPERVISION/CONTROL OVERALL PERSONNEL, PROGRAMS, SERVICES & ACTIVITIES OF THE CITY

CITY DEVELOPMENT COUNCIL

PREPARES MULTISECTORAL DEVELOPMENT PLAN & SETS DIRECTION FOR SOCIAL & ECONOMIC DEVELOPMENT PROGRAM

PESONNAL STAFF

Performs Confidential Duties (Career & Non-Career) Upon Direction Of The City Mayor & Immediately Responsible To Him.

CITY ADMINISTRATOR

Propose Strategies For Management & Admistration-Related Programs Assits City Mayor In The Overall Coordination Of Work Of All Offices & Program Project Of The City.

SANGGUNIANG PANLUNGSOD

CITY VICE-MAYOR PRESIDING-OFFICER, KAGAWADS, LEGISLATIVE RESPONSIBILITY

CITY SECRETARY

Takes Charge Of Proceeding & Records Of The Sanggunian, Affixes Signature To All Ordinaces Resolutions & Official Acts Of Sanggunian

OFFICE OF THE CITY LEGAL OFFICER

Represents the city in all cases. Prosecutes & defend all civic action related to any city offices or interest hereof chief legal councel of city government.

OFFICE OF THE CITY BUDGET OFFICER

Prepares all executive budget annual & supplemental. Reviews barangay budgets.

OFFICE OF THE CITY CIVIL REGISTRAR

Responsible for the civil registration programming the LGU pursuant to the civil registry law, the civil code & other pertinent laws.

OFFICE OF THE CITY SOCIAL WELFARE & DEVELOPMENT

Administers & supervices the social services of the city & provides reliefs in times of emergency.

OFFICE OF THE CITY PLANNING & DEVELOPMENT COORDINATOR

Formulates an integrated, realistic, responsive & comprehensive development program & plans of the city. Initiates policies/plan for city development council.

OFFICE OF THE CITY ACCOUNTANT

Takes charge of both the accounting & internal audit services of the local government unit concerned.

OFFICE OF THE CITY ASSESSOR

Appraises, assesses, real property subject to taxation, keeps a record of all transfer & mortgages. Prepares geographical maps of real property & gather all data concerning the same.

OFFICE OF THE CITY VETERINARIAN & AGRICULTURAL SERVICES

Takes charge of the office veterinary & agricultural services. Develops plans & strategies & implementation of veterinary related activities.

OFFICE OF THE CITY TREASURER

Custodian of all city public funds & collects all taxes license. Permits, rentals for lands, market property owned by the city fixed by law or ordinance.

OFFICE OF THE CITY MAYOR

Administrative arm of the chief executive. Repository of all record documents & keeps the corporate seal of the city.

OFFICE OF THE CITY HEALTH OFFICER

Supervision of the public health & sanitary conditions of the city government. Formulates measures for delivery of basic health services implements national health program & thrust.

OFFICE OF THE CITY ENGINEER

Administers public works & public highways projects of the city financed both from national & local fund, in-charge of engineering & architectural work in the city, approves subdivision plans in the building official of the city.

OFFICE OF THE CITY GENERAL SERVICES OFFICER

Governs the procurement, utilization, care, custody & disposal of supplies & materials. Maintains general sanitation & electrical installation within the government facilities including the street lighting & outlets.

OFFICE OF THE CITY VICE-MAYOR

Legislative arm of the city government of which the Vice-Mayor is the appointing officer of all personnel of the Sanggunian.

OFFICE OF THE CITY LIBRARIAN

Serves as an agency for mass education & for dessimination of information & culture.

OFFICE OF THE DEFENSE & SECURITY SERVICES

In charge of the security of personnel, public buildings, documents materials & other matters in relation to security.

OFFICE OF THE CITY MARKET OPERATION

Administers the operation of all public market & slaughterhouse of the city government.

TRANSPORTATION DEVELOPMENT & REGULATORY OFFICE

Formulate policies, review & evaluate data or various studies & researches as basis for planning & preparing transportation development plan of the city.

CITY PERSONNEL OFFICE

Incharge of city government human resource & manpower development administration.

INVESTMENT & TOURISM OFFICE

Incharge of promoting the City for investment purposes and local tourism promotion.

ENVIRONMENT & NATURAL RESOURCES

Provide basic services relative to environment & natural resources, services & protection

CITY JUDGES (DOJ)

Holds hearing of all cases within the jurisdiction of the city court.

OFFICE OF THE CITY PROSECUTOR (DOJ)

Prosecution arm of the city government, adviser or consultant of the City Mayor & Sanggunian.

DEPARTMENT OF EDUCATION (DepEd)

Responsible for public education, supervices school properties & formulative schools.

OFFICE OF THE CITY AUDITOR (COA)

Records & audits all acts of the city accordance with auditing rules & regulation. Branch of the general auditing office as a constitutional body.

DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT (DILG)

Implements all issuances in representation of DILG and advices local government officials.

CITY POLICE OFFICE (PNP)

City participation is provision of allowances/ gasoline & supplies. City Mayor has supervisory power.

OFFICE OF THE CITY JAIL WARDEN (BJMP/DILG)

Incharge/Manage City Jail.

CITY FIRE OFFICE (BFP/DILG)

City participation is provision of allowances/ gasoline & supplies. City Mayor has supervisory power.

ANNEX K

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