

# CITY DEPARTMENT HEADS



**VINCENT DV. ALVAREZ**  
Acting City Administrator



**ANGELICA F. MANALANG**  
City Information Officer



**LUZVIMINDA P. DE LEON**  
City Treasurer



**JUNE FRANKLYN A. FERNANDEZ**  
City Accountant



**ARMANDO E. MIRANDA**  
City Engineer



**ROSARIO T. FERRY**  
City Civil Registrar



**HERMINIO D. BURNOT**  
City Budget Officer



**JERRY A. RIGOS**  
City Veterinarian/  
Acting City Agriculturist



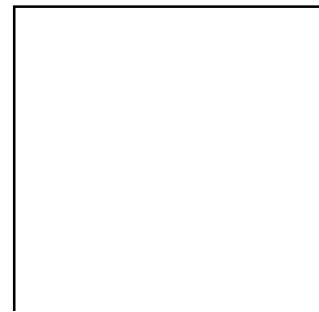
**LIGAYA S. JAIME**  
City Social Welfare &  
Development Officer



**HERMINIA S. LEONARDO**  
City Assessor



**ERIC B. TUBALINAL**  
City Planning &  
Development Coordinator



**P/SUPT. PEDRO SOLIBA**  
Chief of Police

# THE CITY DEPARTMENTS

- LIST OF EMPLOYEES
- MISSION & VISION
- GOALS

## **CITY MAYOR'S OFFICE**

### **MISSION:**

*The Office of the City Mayor advocates the standards indicated in the City Charter, enhances the city's identity and quality of life of its workers and providing direction, leadership and specific initiatives to ensure the effective and efficient development and administration of city services, policies and laws.*

### **VISION:**

*The Office of the City Mayor shall build and uphold an excellent workforce that is people-oriented and efficient in administering the delivery of services to its stakeholders and in performing duties and functions towards good governance.*

### **GOALS:**

**The Office of the City Mayor hopes to serve as:**

- a. a medium in facilitating services;*
- b. to ensure efficient processing of public documents such as letter of recommendation/endorsement for job applicants and seeking for financial assistance in health cases, Mayor's Clearance, mayor's permit, Business permits and Licenses, other permits, other requests, vouchers, affidavits, oath of office and medical forms; and*
- c. Give aid to constituents financial or otherwise.*

## **CITY TREASURER'S OFFICE**

The department designated to formulate, recommends and manage financial accountabilities, collect different taxes to supplement city development.

### **MISSION:**

*The City Treasurer's Office shall develop quality human resources and income generating projects for the city empowerment and city development.*

### **VISION:**

*The Office of the City Treasurer provides high dedication to public service and excellence in generating income for the city government.*

# **CITY BUSINESS PERMITS AND LICENSING OFFICE**

## **MISSION:**

*The Business Permits and Licensing Office (BPLO) shall implement and provide efficient public service to the people through the immediate processing and releasing of Business Permits and License application.*

## **VISION:**

*We envision the Business Permits and Licensing Office to welcome a trusted, successful and excellent provider of good service to the public.*

## **GOALS:**

*To encourage owners of all business establishments to secure their permits and licenses with the implementation of Streamlining Procedure on the following:*

- 1. Issuance of mayor's permit*
- 2. Issuance of Parking permit*
- 3. Issuance of Franchise permit*
- 4. and other related documents*

## **CITY CIVIL REGISTRAR**

### **MISSION:**

The City Civil Registrar office as a highly computerized and systematic organization devoted in the delivery of highly standardized service to the general public and as an effective and relative hand of the city in the realization of its dreams for its constituents.

### **VISION:**

- To attain 100% registration of events affecting each constituent
- To improve systems and strategies
- To provide appropriate avenues for further growth of personnel, the end-product of which is highly satisfying and quality service to clientele

### **GOALS:**

- To attain for the timely and proper registration of acts and events affecting the status of persons
- To improve the quality and enhance the integrity of civil registry
- To upgrade the safe-keeping and retrieval of system for civil registration

## **OFFICE OF THE CITY ASSESSOR**

### **VISION:**

*Proper efficient and effective administration of real property records.*

### **MISSION:**

*Provision of well-balanced real property appraisal relative to fair and realistic real property valuation*



## **CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**

### **MISSION:**

*To care, protect and rehabilitate the socially and economically disadvantage sector of population (individually, family and community) by providing social welfare intervention and service to become self-reliant and participating members of the community.*

### **VISION:**

*To become self-reliant and participating members of the community.*

## **OFFICE OF THE CITY ENGINEER**

### **VISION:**

*To be part of the City's vision of ultimate development equipped with innovative knowledge of Engineering in a sound of balance and social and environmental growth.*

### **MISSION:**

*To prepare, implement, design, supervise and evaluate various infrastructure projects of the city complemented with the standards and rules and regulations of the DPWH.*

### **GOALS:**

1. To implement various infrastructure projects in accordance with the specifications;
2. to monitor all infrastructure projects implemented in the city;
3. to contribute in the sustainable growth and development of all infrastructure facilities in the city;
4. to secure public safety in relation to the utilization of public utilities; and
5. to secure balance growth and development of community and environment.

## **OFFICE OF THE CITY VETERINARIAN**

### **MISSION:**

*To control animal diseases hazardous to human health particularly Rabies and Foot and Mouth Disease (FMD); provide extension services to various livestock owner; and to plan and implement research activities that will assist in monitoring zoonotic and livestock disease in the city.*

### **VISION:**

*The Science City of Munoz stable in the food production and free from animal diseases particularly those of health concern such as rabies.*

### **GOALS:**

- To identify animal health and production problems using an information system technology
- To sustain regular monitoring and surveillance of animal diseases
- To sustain a more developed and modernized veterinary infrastructure and facilities in the city

## **CITY AGRICULTURIST OFFICE**

### **VISION:**

*A modernized smallholder agriculture and fisheries; a diversified rural economy that is dynamic, technologically advanced and internationally competitive. Its transformation is guided by the sound practices of resource sustainability, the principles of social justice and strong private sector participation.*

### **MISSION:**

*To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.*

### **GOAL:**

To improve productivity, increase income and uplift the quality of farming and fishing families.

## **CITY BUDGET OFFICE**

### **MISSION:**

To adhere to policies that ensure efficiency, effectiveness, transparency and accountability in the City Government spending that would promote good governance for the benefit of the community as a whole.

### **VISION:**

The Budget Department that works harmoniously with the other departments of the city government, exercises good work ethics and professionalism, towards a common goal and objective of a good public service.

## **CITY HEALTH OFFICE**

### **MISSION:**

*In partnership with government organizations and non-government organizations, our mission is to ensure effective and efficient delivery of quality, accessible, affordable, equitable, humanistic, compassionate, sustainable and community-based essential health care which is interrelated with the over-all socio-economic development*

### **VISION:**

*Quality health care for the greater majority of the people of Science City of Munoz.*

## **CITY COOPERATIVE OFFICE**

### **MISSION:**

The CCDOAS shall facilitate the development and sustainability of cooperatives through proactive and responsive capability building, technical assistance, support system and linkages.

### **VISION:**

The City Cooperative Development Office and Allied Services (CCDOAS) work as a facilitator, enabler and promoter of sustainable cooperative development for enhanced institutionalized services towards integral development of the people and the community.

### **GOALS:**

1. Economic Development through increased investment in cooperative enterprises to enhanced, productivity and incomer leading to partnership in the economic development of the city.
2. People Empowerment through spiritual development and development of viable and self-reliant enterprises to improve the general well-being of people in the community.

# **CITY HUMAN RESOURCE MANAGEMENT OFFICE**

## **MISSION:**

- To do away with too much bureaucracy
- To hire personnel who have an eye for efficiency
- To be able to provide only the best service to the personnel of the City Government
- To device programs that aim to motivate and boost employees morale; and
- To introduce activities that primarily intend to develop the potential of the personnel and to enhance their work related skill for the improvement of productivity in the workplace.

## **VISION:**

The City Human Resource Management Office as a professional department in a highly standardized local government unit establishing a more effective and professional workforce able to lead the government in providing the best service to its constituents and to others that may need its service.

## **GOALS:**

- To help the welfare and development of all employees;
- To assist employees in matters pertaining to their civil service rights and responsibilities; and
- To promote the concept of good public service via the enrichment of human resource development programs



## **CITY INFORMATION OFFICE**

### **MISSION:**

To provide relevant information and knowledge regarding the Science City of Munoz and the member agencies of its Science Community to its constituents and other groups such as tourists, visitors on study trips and the media.

### **VISION:**

To serve as bridge in initiating and introducing new and helpful technologies that may bring significant changes to the city's constituents as well as neighboring provinces.

### **GOALS:**

1. To document information/data, programs and projects of the local government, technologies developed, tourism and other essential and vital information concerning the Science City of Muñoz that can possibly be beneficial to its inhabitants;
2. To increase the level of awareness of its constituents on confronting issues and other relevant concerns of the science community;
3. To serve as a channel in reaching out to the people by providing them communication materials to advocate details and fine points of the city laws and ordinances to constituents of 37 barangays; and
4. To open the gateways of the city for non-government organization, people's organizations and private sectors as collaborators in data gathering

## **OFFICE OF THE CITY ADMINISTRATOR**

### **MISSION:**

To do the duties and responsibilities of the Office of the City Administrator, such as; coordinate, monitors, assesses and gives appropriate feedback on the work or performance of all departments and officials under the supervision and control of the City Mayor to ensure that the vision/mission/objective thrust and plans, programs and activities set for the city on an immediate, medium or long-term basis are realized.

### **VISION:**

The Science City of Muñoz as an exemplar of good local governance, progressive and globally competitive, promoting the application of agricultural science, technologies, culture and the arts in an atmosphere of harmony and peace.

### **GOALS:**

1. To develop plans and strategies and upon the approval thereof by the mayor, 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 Sanggunian is empowered to provide for under the Local Government Code of 1991.
2. To assist in the coordination of the work of all the officials of the local government unit under the supervision, direction and control of the City Mayor and for this purpose, he may convene the chief of offices and other officials of the LGU.
3. Establish and maintain personnel program, promote career development merit system.
4. Institute administrative reforms.
5. Provide administrative support services particularly during calamities.

## **CITY PLANNING AND DEVELOPMENT OFFICE**

### **MISSION:**

The City Planning and Development Officer as the department conscientious in the conception of strategic procedures and programs, achievement and accomplishment of these plans in accordance to the social, economic and environmental commitment of the government to the urban society with the principal objective of progress and development.

### **VISION:**

The City Planning and Development Office as a vibrant and dynamic urban planning function capable strategies pursued as a means of improving the urban and rural environment, alleviate rural communities to a technologically advanced society and achieve certain imperative social, economic and environment objectives.

### **GOALS:**

1. To promote people's participation in planning and implementation.
2. To be able to formulate economic, social, health and environment plans and programs for the development of the community.
3. To provide inventiveness and leadership among the sectors and agencies in planning, monitoring and implementation of programs.

## **CITY ACCOUNTING OFFICE**

### **MISSION:**

A progressive city with a high standard of living of its constituents, peace and loving people, good leadership, a healthy and educated citizenry with access to all kinds of utilities and a well-balanced ecology through the guidance of Almighty God.

### **VISION:**

The mission of Accounting is to keep and maintain financial records and accounting transactions generated by the operation of the Science City of Muñoz.

### **GOALS:**

1. To help ensure the welfare and development of all employees.
2. To assist employees in matters pertaining to their loans and amortizations.
3. To promote the concept of good public service through efficient service.
4. To assist employees regarding their benefits

## **CITY GENERAL SERVICES OFFICE**

### **MISSION:**

The City General Services Office takes charge of ensuring the delivery of basic services and provision of adequate facilities for the welfare of the city's constituents.

### **VISION:**

The City General Services Office shall be the provider and good keeper of all the necessary equipment and devices needed for the delivery of basic services for the interest of the city's inhabitants.

### **GOALS:**

The City General Services Office shall be an effective server of the following services:

- a. be accountable for all the real and personal properties owned by the city;
- b. To maintain and supervise janitorial, security, landscaping and other related services;
- c. To perform functions effectively in supply and property management;
- d. To be in the frontline of general services-related activities such as the possible and imminent destruction or damage to records, supplies, properties and structure materials.

## OFFICE OF THE SANGGUNIANG PANLUNGSOD

### M I S S I O N :

To serve as the lynchpin of all ideas for all sectors in crafting a meaningful, equitable and pro-active enactment of relevant laws for the Political, Social, Educational and Economic agenda of the Science City of Muñoz.

### V I S I O N :

The Sangguniang Panlungsod as the legislative arm of the Local Government Unit of the Science City of Muñoz shall be the catalyst for progress and development, anchored on principles of equality, unity of purpose, morality in governance and enthronement of human rights.

### G O A L S :

1. To professionalize the delivery of required and appropriate laws, rules and regulations needed to cope with the developmental tasks of the City;
2. To strengthen the concept of Empowerment for all elected and designated officials and employees within the bounds of human

- decency, respect for others and moral obligations;
3. To provide an avenue for legitimate concerns of the citizens in accordance with the essence of democratic and participative governance.
  4. To enact vital resolutions and ordinances as tools for the realization of the common dreams and aspirations of the citizenry.

COMPLAINTS  
AND  
FEEDBACK and REDRESS  
MECHANISM



In our commitment of offering optimum and efficient public service, we would like to know your honest opinions, comments, praises, complaints and suggestions so we can further enhance the various services that we are offering to the citizens of the Science City of Muñoz.

You can reach us through the following:

1. Forms (Praise and Commendation, Complaints and Suggestions, Services Needed) found at the Public Assistance Desk;
2. e-mail us at [munoz\\_ne@yahoo.com](mailto:munoz_ne@yahoo.com); and
3. Call us at Telephone Numbers 044-456-0102, 044-456-0028 or Fax us at 044-456-5020

Your cooperation and support will greatly help us in effectively improving our mission of becoming a truly transparent and people-oriented local government that is responsive to the needs of its constituents.