

# **MUNICIPAL GOVERNMENT OF PANIQUI - OFFICES**

## **OFFICE OF THE MUNICIPAL MAYOR**

The Local Chief Executive exercises general supervision and control over all programs, projects, service and activities of the municipal government. He enforces all laws and ordinance relative to the governance of the municipality and ensures the delivery of basic services and provision of adequate facilities to the public.

## **OFFICE OF THE MUNICIPAL VICE-MAYOR**

The Municipal Vice-Mayor is the Presiding Officer of the Sangguniang Bayan (SB). He is the approving authority for all expenditures appropriated for the operations of the of the SB and for the appointment of all officials and employees of the SB except those whose manner of appointment is specifically for in the Local Government Code of 1991.

## **OFFICE OF THE SANGGUNIANG BAYAN**

The Sangguniang Bayan enacts, approves resolutions and appropriates funds for the general welfare of the Municipality. Legislations include, among others, the granting of franchises, regulation of activities related to the use of land, buildings, structures within the municipality and other policies which ensures the efficient and effective delivery of basic services and facilities.

## **MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE**

The Municipal Human Resource Management officer develops and manages the LGU's total system of human resource recruitment, selection, placement and appointment, performance evaluation, professional and values development, awards, benefits and performance-based incentives. He develops and maintains an efficient human resource management information system and issue updates on the prescribed code of behavior and conduct for all LGU personnel

## **OFFICE OF THE MUNICIPAL PLANNING & DEV'T COORDINATOR**

The MPDC is responsible for the formulated of economics, social and physical development plans, integration and coordination of all sectoral plans and studies, monitoring and evaluation of programs and projects in accordance with the approved development plan reviews and recommends approval of architectural plans and design by government and non-government entities or individuals to the Sangguniang Bayan. As member of the finance committee, he analyzes income and expenditure patterns, formulates and recommends fiscal plans and polices for considerations of the committee.

### **MUNICIPAL BUDGET OFFICE**

The Municipal Budget Officer is responsible in assisting the Municipal Mayor and the SB Officials for the review and consolidation of budget proposals of different offices before its implementation.

### **OFFICE OF THE MUNICIPAL ACCOUNTANT**

The Municipal Accountant takes charge of both the accounting and internal audit services of the municipality. He certifies to the availability of budgetary allotment to which expenditures and obligations may be properly charged. He prepares financial statement and other documents necessary in the accounting and analysis of municipal government assets and obligation and appraises the Municipal Mayor and the SB on the financial condition and operations of the LGU.

### **OFFICE OF THE MUNICIPAL TREASURER**

The Municipal Treasurer is responsible for advising the municipal officials and other concerned policymakers regarding the disposition of local government funds and on such other matters relative to finance. He is responsible for taking custody and exercise on proper management and disbursement of funds, implementation of tax ordinances and updating of tax information of the municipality.

### **OFFICE OF THE MUNICIPAL ENGINEER**

The Municipal Engineer plans and executes the LGU's infrastructure program, including waterways protection, conservation, and rehabilitation. He is responsible for the administration of construction, repair and maintenance and inventory of roads, bridges, public buildings and other government facilities. He conducts survey of works and prepares project specification cost estimates and programs of works for the proposed infrastructure projects. The Municipal Engineer, as the Local Building Official, is responsible for the enforcement of the provisions of the National Building Code of the Philippines as well as its implementing rules and regulations.

### **MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

The MSWD Officer oversees the LGU's poverty alleviation program and devises programs and projects to assist the disadvantaged, disabled, elderly and other marginalized individuals and groups. He is responsible for programs aimed at developing and protecting children up to six (6) years of age. He is also tasked to provide immediate relief and assistance during and in the aftermath of disaster and calamities.

### **MUNICIPAL AGRICULTURE OFFICE**

The Municipal Agriculturist ensures a coordinated agriculture, fisheries and veterinary plan and implements approved projects. He is responsible for installing a quick and organized system that provides clientele with assistance and access to local resources and enterprises engaged in the production, processing and marketing of agriculture, aquaculture and animal products.

### **MUNICIPAL HEALTH OFFICE**

The Municipal Health Officer develops and manages a local health service program. He executes and enforces all laws, ordinances, and regulations on public health. He is responsible for maintaining monitoring and inspection standards consistent with the provisions of the Sanitation Code for all establishments under his office. Be in the frontline of the delivery of health services, particularly during and in the aftermath of man-made and natural disasters & calamities.

### **MUNICIPAL CIVIL REGISTRY OFFICE**

The Municipal Civil Registrar has the authority over the civil registration program in the LGU. He must ensure that the program complies with the Civil Registry Law, the Civil Code and other pertinent laws, rules and regulations. He is responsible for processing applications for marriage licenses and birth and death registration. He coordinates with the National Statistics Office in conducting educational campaign for vital registration and assist in the preparation of demographic and other statistics for the Municipality.

### **OFFICE OF THE MUNICIPAL ASSESSOR**

The Municipal Assessor ensures that all laws and policies governing the appraisal and assessment of real properties for taxation are properly executed. He takes charge of establishing a real property tax assessment system and installs a system of tax mapping through the conduct of regular physical surveys for a real property identification and accounting and appraisal system.