

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

(as of December 2012)

Mandated and Designate Functions:

ENGR. GERRY V. ARANETA - *Municipal Department Head I*

- Municipal Planning and Development Coordinator
- Municipal Zoning Administrator
- Head Secretariat, Municipal Development Council
- Manage and supervises the Jagna Waterworks System
- Designate Municipal Disaster Risk Reduction and Management Officer
- Chairperson, Bids and Awards Committee
- Administrator, Jagna official website and social networks
- Monitors implementation of CLUP/CDP/ELA/LDIP/AIP and various system and thematic plans
- Recommend fiscal plans and policies for consideration of the local finance committee
- Supervises processing of application for development/alteration of permits.

VICENTE LL. ORIAS – *Administrative Aide IV*

- Perform Secretariat work to the MDC.
- Evaluates Locational/Zoning Clearance Certification Applications
- Designate Municipal Disaster Risk Reduction Management Action Officer
- Designate Barangay Affairs Functions.
- Represents meetings/seminars/workshops in the absence of the MPDC.
- In-charge in posting Business Clearance including Motorela Franchising
- Designate as one of the member of Inspectorate Team
- Monitors municipal programs, projects and activities.
- Performs other duties directed by the Dept. Head

BALBINO BALABA – *Administrative Aide I/Liaison Officer/Field Inspector*

- Make actual site ocular inspection of Zoning/Building Permit Applicant in conformity to the Approved Zoning Ordinance and Land Use Plan of the municipality.
- Office messenger/ensures communication letters are delivered.
- Process and follow up vouchers.
- In-charge of maintenance of the office service vehicles.
- Performs other functions as directed by the department head.

ELIZABETH O. BALABA – *Municipal Tourism Officer*

- Develop and promote tourism in order to attract visitors and produce significant economic benefits
- Provides updated data on tourism related information, municipal profile, population and general populace.

- Supporting the local tourism industry through providing promotional opportunities and market research for particular attractions.
- Perform other functions and duties as directed by the department head.

AMIELA S. BALABA - *Municipal Information Officer*

- Provide relevant, adequate, and timely information to the local government unit and its residents;
- Furnish information and data on local government units to government agencies or offices as may be required by law or ordinance; and non-governmental organizations to be furnished to said agencies and organizations;
- Be in the frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to the victims
- Perform other functions and duties as directed by the Municipal Mayor.

LYNDON JOHN B. CUARTEROS – *Database Administrator/Zoning Administration Aide*

- Poverty Database Monitoring System (PDMS) Administrator
- REDAS/Arc GIS Software Operator Technician
- Accepts Zoning/Locational Clearance applications including business zoning clearances.
- Accepts simple lot subdivision recommending approval.
- Prepares reproduction and updating of various municipal plans, thematic maps and demographic data.
- Updates and maintains LGU official website and social networks.
- In-charge maintenance of computer hardware and software applications.
- Photo documentor, collate and collage pictures of various LGU activities.
- Performs other functions and duties as directed by the Dept. Head

RIZEAN O. CUARTEROS – *Office Admin Aide/Assistant BAC Secretariat*

- Perform BAC Secretariat works.
- Prepares MPDC/MDRRMC vouchers and payrolls.
- Consolidate and update Annual Procurement Plan and PPMP.
- Record and post municipal projects, programs and activities of the LGU.
- Performs other functions and duties as directed by the department head.

RITCHIE ECHALICO – *AutoCAD Operator/ Liaison Officer*

- Operates aided design (CAD) system for LGU Jagna.
- Produce clear and technically accurate drawings based on the design specifications.
- Follows all relevant engineering procedures & instructions so that work is carried out in a controlled and consistent manner.
- Photo documentor, collate and collage pictures of various LGU activities.
- Make follow ups and other liaison works in the office.
- Records Program of Works, Training/Activity Designs.
- Performs other functions and duties as directed by the department head.