

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTSOffice/Department : **OFFICE OF THE CITY ADMINISTRATOR**Budget Year: : **2012****I. FUNCTIONAL STATEMENT**

1. Render competent and timely staff support to the city mayor.
2. Supervise units and offices attached to the Office of the City Administrator
3. Ensure that all city government departments and offices deliver the results expected of them on time, at the level of quality desired and at cost most advantageous to the city government.
4. Perform such other functions as mandated by the Local Government Code.

II. OBJECTIVES

1. Provide the city mayor with studies, reports and recommendations as may be directed.
2. Update the Citizens Charter. (i-Gov)
3. Ensure that the city government website is up and running within the first quarter of the year. (i-Gov)
4. Institutionalize the i-Serve service tracking system in the key frontline offices by the first semester of the year. (i-Serve)
5. Have the i-Serve kiosk operational by the third quarter of the year. (i-Serve)
6. Complete the inventory of city government land, buildings and other major properties and have their titles and other proof of ownership consolidated and kept in a safe and secure place. (CPMO)
7. Ensure the upkeep of center islands, plazas and similar public spaces in the city and maintain the civic center and similar facilities of the city government. (CPMO)
8. Keep the public well informed about important decisions and policies of the city government and other important developments in the city. (MRO)
9. Ensure regularity of issue of the city government publication. (CPERO)
10. Institute standard systems and procedures for study visits and similar events (NCGI).
11. Leverage the city's reputation of good governance to generate interests by national and development institutions in the city's development programs. (NCGI)
12. Promulgate a comprehensive tourism plan aligned with the city's vision and implement it. (ACTO)

III. PROJECTS/ACTIVITIES

Reference Code	Program/Project /Activity Description	Cost ('000)	Performance/ Output Indicator	Annual Targets	Implementation Schedule	
					FROM	TO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1031-1-1	<i>Staff support to city mayor and general supervision of city depts. and offices</i>	11,900	<i>Requested studies, reports and recom completed</i>	99%	Jan	Dec
1031-1-2	<i>i-Governance Program</i>	1,800	<i>Copies distributed of Citizens Charter, 4th ed</i>	5,000	May	Sept
1031-1-3	<i>i-Serve Program</i>	1,900	<i>No. of offices using Service tracking system</i>	<i>At least 7 front line offices</i>	Jan	Dec
1031-1-4	<i>Property and Asset Mgt</i>	1,300	<i>Property with sufficient ownership documents Public open spaces maintained</i>	100% of City properties All street islands, parks pluzas	Jan	Dec
1031-1-5	<i>Media relations</i>	443	<i>Press releases held</i>	Once a week	Jan	Dec
1031-1-6	<i>Publications</i>	1,200	<i>No. of issues of journal</i>	6	Jan	Dec
1031-1-7	<i>Arts, Culture and Tourism</i>	332	<i>Increase in tourist arrival</i>	25% over 2011	Jan	Dec
TOTAL		18,875				