

# **ADMINISTRATIVE DIVISION**

## ***BASIC FUNCTION***

The Administrative Division deals with the administrative function of the department by providing sound personnel policy system, development and maintenance of a systematic form associated with records keeping, property and supply management, accounting as well as financial management services.

Under this division are four (4) different sections with their respective functions as follows:

### 1) Personnel Section

- Administration of personnel actions and enforcement of civil service rules, laws, and regulations;
- Career and human resource development;
- Formulation, development and implementation of performance appraisal system;
- Application of recruitment and promotion policies; and
- Maintenance/control and monitoring of e-DTR System in coordination with QCITDO.

### 2) Fiscal management Section

- a. Preparation of budgetary requirements of the office;
- b. Preparation of payrolls and other types of disbursements;
- c. Maintenance of sound auditing system
- d. Implementation of the e-Financial System (in coordination with the City Budget Office) to start this August 2015

### 3) Supply Section

- Storekeeping/stockpiling and inventory of supplies and equipments;
- Preparation of annual procurement program;
- Procurement of supplies, materials, and equipments;
- Keeping records of purchases for the Office;

### 4) General Records Section

- Maintenance, control, and disposition of general records of the Office;
- Preparation of communication emanating from the Office;
- Receiving, releasing and filing of all general communications of the office;
- Maintenance of communication routing slip preparatory to the Document Tracking System being developed

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