

## Program/Project/Activity

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| <b>I. General Administration and Support Services</b>                                                                   |
| A. Personnel Development and Management                                                                                 |
| <i>Capacitation Skills/Training on Development Planning and other Personnel Development</i>                             |
| <i>Compliance to CSC /HRMO/Office Policies</i>                                                                          |
| <i>Conduct of Monthly Meetings</i>                                                                                      |
| B. Attendance and hosting of MPDC League                                                                                |
| C, Upgrading of Office Equipment, Furniture & Fixtures and IT Equipment & software                                      |
| D. Procurement of necessary materials and equipment to fight infectious diseases and for the prevention of it's spread. |
| <b>II. ADMINISTRATIVE SERVICES</b>                                                                                      |
| A. Records, Supplies and Equipment Management                                                                           |
| B. Provision of Information Technology support Services                                                                 |
| <i>Maintenance and Repair of IT hardware, software and equipment</i>                                                    |
| <i>Digitization of Office records/Documents</i>                                                                         |
| <b>III. PLANNING SERVICES</b>                                                                                           |
| A. Preparation / Consolidation of LGU Annual Report.                                                                    |
| B. CY 2027 Annual Investment Program Preparation/Consolidation                                                          |
| C. Formulation/Updating of all mandated Municipal Development Plans                                                     |
| D. Technical support to the implementation of NGA/OFA Development Projects                                              |
| E. Operations & Secretariat Support to Local Special Bodies, Councils, Committees and Boards                            |
| F. Provision of Technical Assistance in Barangay Planning and Budgeting                                                 |
| G. Purchase/Upgrading of IT Equipment & Softwares                                                                       |
| <b>IV. PROJECT DEVELOPMENT AND EVALUATION DIVISION</b>                                                                  |

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| Operations and Secretariat Support to the Project Monitoring Committee (PMC)                         |
| Conduct of Monitoring and Evaluation of the implementation of various Municipal Development Projects |
| Preparation of Feasibility Study and project Proposals                                               |
| Technical Assistance to Barangays/POs in the preparation of project proposals/FS                     |
| <b>V. ECONOMICS AND STATISTICS SERVICES</b>                                                          |
| <i>A. Maintenance of CBMS</i>                                                                        |
| <i>Data Gathering, Processing, Analysis and Storage of Data</i>                                      |
| <i>Provision of IT hardware, Software and other Logistics</i>                                        |
| <i>Data Gathering, Coordination and Analysis</i>                                                     |
| <b>VI. GEOGRAPHIC INFORMATION SYSTEM , ZONING AND LAND USE DIVISION</b>                              |
| Establishment of Geographical Information System (GIS) and databank center                           |
| Zoning Administration                                                                                |
| Updating of Land Use Maps and Thematic Maps                                                          |
| <i>Approval of Subdivision Plans</i>                                                                 |
| <i>Upgrading of IT Equipment &amp; Software</i>                                                      |