



Functional Chart

Office of the City Assessor

City of Roxas

CITY ASSESSOR I (CGDH - I)

1. SUPERVISES AND MANAGES REAL PROPERTY ASSESSMENT PROGRAMS POLICIES AND OTHER RELATED FUNCTIONS.
2. FORMULATE PLANS IN THE IMPLEMENTATION OF ASSESSMENT
3. ATTENDS CONFERENCES AND SEMINARS COMMITTEE HEARINGS OF NATIONAL, REGIONAL AND LOCAL AGENCIES CONCERNED.

ASSISNTANT CITY ASSESSOR I (CGADH - I)

1. ASSIST THE CITY ASSESSOR (CGDH - I) IN THE ADMINISTRATION AND MANAGEMENT OF REAL PROPERTY ASSESSMENT FUNCTIONS.

TAX MAPPING OPERATIONS DIVISION

- ESTABLISH A COMPLETE INVENTORY OF ALL REAL PROPERTY AND ITS OWNERSHIP.
- MAINTAIN A CLOSE LINK BETWEEN TAX MAP AND ASSESSMENT RECORD
- PREPARES TAX MAPS IN ACCORDANCE WITH STANDARD RULES AND REGULATIONS BY THE DEPARTMENT OF FINANCE.

APPRAISAL AND ASSESSMENT DIVISION

- MAINTAIN A SYSTEMATIC METHOD OF ASSESSMENT OF REAL PROPERTY BASED ON AN UPDATE SCHEDULE OF MARKET VALUE.
- CONDUCTS AN OCULAR FIELD INVESTIGATION AND REVISE REAL PROPERTY VALUE BASED ON FAIR MARKET VALUE.

ADMINISTRATIVE AND ASSESSMENT RECORDS MANAGEMENT DIVISION

- PLANS & SUPERVISES PROCEDURES OF PERSONNEL RECORDS MANAGEMENT.
- PREPARATION OF PAYROLLS, VOUCHERS AND OTHER SUPPORTING DOCUMENTS.
- COMPUTES EARNED LEAVE CREDITS & FACILITATES APPLICATION FOR LEAVE FILED BY EMPLOYEES.
- PREPARATION OF MONTHLY, QUARTERLY AND ANNUAL ACCOMPLISHMENT AND ASSESSMENT REPORTS.
- ACTS AS CUSTODIAN OF ALL RECORDS AND DOCUMENTS OF THE OFFICE AND MAINTAINS A SYSTEMATIC RECORD SAFE KEEPING.
- TAKES CARE OF ALL COMPUTERIZED PROGRAMS IN THE OFFICE.
- PERFORMS VARIOUS SOFTWARE APPLICATION AS WELL AS CLERICAL JOBS RELATED TO THE ACCOMPLISHMENT OF AN AUTOMATED SYSTEM.