

FUNCTIONAL CHART

ADMINISTRATIVE DIVISION

- 1) Prepares Mayor's Clearance and Special Permits.
- 2) Prepares Payroll, GSIS Remittance and Telephone Payments.
- 3) Does Messengerial

PUBLIC AFFAIRS INFORMATION AND ASSISTANCE DIVISION

- 1) Does application Program and Desktop Support
- 2) Performs database maintenance such as AICS, Roxas City Integrated Terminal System, Real Property Database Management System, Payroll System, Mayor's Clearance and Special Permits.

SENIOR CITIZENS AND AFFAIRS

- 1) Issuance of Senior Citizens I.D Cards/ Lost I.D, and Booklets for Medicine And Groceries.

SPECIAL SERVICE TRAFFIC MANAGEMENT DIVISION

1. Advice and assist the City Mayor in the formulation of plans and policies to improve the traffic situation of the City of Roxas.
2. Assist/Evaluate the performance of Traffic Enforcers and submit the recommendation to the City Mayor.
3. Enforcement of City Traffic Ordinances.
4. Regulate the Traffic, Control, and Direction in the City.