

FUNCTIONAL CHART
Office of the City Planning and Development Coordinator
Roxas City

Provides overall supervision to the office in the formulation of social, physical, economic, comprehensive land use and other development plans; in the integration and coordination of all sectoral plans and studies; in the conduct of continuing studies, researches and data gathering; in monitoring and evaluating the implementation of different development programs, projects and activities in the local government unit. Promotes people participation in development planning within the local government unit concerned. Exercise supervision and control over the secretariat of the local development council. Exercise other power and performs such other function and duties as maybe prescribed by law or ordinances.

City Planning and Development Coordinator
 (City Gov't. Dept. Head I)

City Gov't. Asst. Dept. Head I

Provides assistance to the CPDC in the over-all supervision of the CPDO; in the preparation and formulation of social, physical, economic and other development plans; in the integration and coordination of all sectoral plans; in the preparation of the comprehensive land use and development plans; and in the monitoring and evaluation of the implementation of different development programs, projects, and activities of the local government unit.

Administrative Division
 (7 staff)

Under the immediate supervision of the City Planning & Dev't. Coordinator. Provides administrative, clerical and general support and assistance required by the office. Maintains an organized filing of office and personnel records.

Plans and Programs Division
 (5 staff)

Generally, under the immediate supervision of the CPDC, envisions the plans and programs both the present and future development of the city. It is in charge of the formulation and preparation of the city's major development plans and projects aimed to be implemented and in the preparation of project proposals and feasibility studies.

Research, Evaluation & Statistics Division
 (3 staff)

Under the general supervision of the CPDC, conducts monitoring, researches/surveys data gathering of information, analyze them in the different sectoral concerns of the city comprehensive plan; responsible for the reliability of data gathered; monitors and evaluates programs and project impact on target beneficiaries, updates the city socio-economic profile and maintains an updated data

Zoning and Subdivision Processing

Responsible for the processing and issuance of zoning compliance, zoning clearances based on the approved ordinance and subdivision permits to be approved by Sangguniang Panlungsod.

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