

Administrative Division

- In-charge of records management.
- In-charge of personnel management.
- Prepare office communications & adm. issuances.
- Receives and releases communications.
- Monitors released vouchers for payment.
- Monitors maintenance of abstract of collections & records of disbursement.
- Monitor coll. performance of accountable officers / collectors.

Business Tax Division

- Collects business and regulatory fees.
- Collects various fees from other sources (Economic Enterprise)

Real Property Tax Division

- Collects realty taxes.
- Gathers delinquent real property taxes

Supply & Property Division

- In-charge of the procurement of Accountable Forms.
- In-charge of issuance of Accountable forms to accountable officers.

Cash Division

- In-charge of preparation of checks in payment of lawful government obligations.
- Disburse salaries, wages and lawful claimants.
- Maintains records of collection & disbursement in the Cash Book.
- Prepares monitoring report of cash balance/flow/disbursement and collections.