

FUNCTIONAL CHART

PROVINCIAL ASSESSOR

Takes charge of the Provincial Assessor's Office & performs the duties provided for under Book II of RA 7160 & ensures that all laws & policies governing the appraisal & assessment of Real Property for taxation purposes are properly executed.

ASSISTANT PROVINCIAL ASSESSOR

Assists the Provincial Assessor in the performance of his duties & functions. Formulates, plans, enforces rules & regulations as well as to initiate, review & recommend changes in office policies, procedures & techniques in the implementation of the RPTA & evaluates compliance of office rules & regulations.

Assists the Provincial Assessor in discharging his duties & functions. Supervises proper implementation of the Real Property Tax Administration. Lays out plans & recommendations for the effective performance of the functions of the Tax Mapping & Assessment Division as well as the Municipal Assessor's Offices.

APPRAISAL/ASSESSMENT DIVISION

LOCAL ASSESSMENT OPERATIONS OFFICER IV

Plans, lays out & assigns the works to be done in the Assessment Division. Conducts ocular inspection of real properties for appraisal & assessment purposes in accordance with assessment rules & regulations, techniques & procedures.

LOCAL ASSESSMENT OPERATIONS OFFICER III

Conducts ocular inspection of real property for assessment purposes & reviews assessment transactions submitted for approval in accordance with prescribed assessment rules & regulations.

LOCAL ASSESSMENT OPERATIONS OFFICER II

Reviews assessment transactions submitted for approval to determine whether property valuations conform with approved schedule of values & other assessment regulation forms & other assessment of real properties in accordance with prescribed assessment rules & regulations.

LOCAL ASSESSMENT OPERATIONS OFFICER I

Assess real property for taxation purposes & assists in reviewing assessment transactions submitted for approval to determine whether property valuations conform with the approved schedule of values & assessment rules & regulations.

ASSESSMENT CLERK II

Prepares Field Appraisal & Assessment Sheet (FAAS) for all real properties with existing records, assigns corresponding Property Index Number (PIN). Also prepares Tax Map Control Roll (TMCR) after field operations. Types Tax Declarations involving transfer of ownership/revaluation/revision.

ASSESSMENT CLERK I

Verifies Tax Declarations subject for transfer of assessment before submitting for review by LAOO's & approval by the Provincial Assessor. Types Tax Declarations involving revision & transfer of ownership & also assists in updating assessment records.

ADMINISTRATIVE & RECORDS MANAGEMENT DIVISION

LOCAL ASSESSMENT OPERATIONS OFFICER IV

Plans, lays out & assigns the work to be done in the Administrative Records Mgt. Division & supervises in the installation, updating & maintenance of all assessment records & helps in the enforcement of assessment rules & regulations, office policies & procedures.

LOCAL ASSESSMENT OPERATIONS OFFICER III

Supervises the maintenance & safekeeping of records & documents & prepares the monthly & quarterly assessment report of the Provincial Assessor.

LOCAL ASSESSMENT OPERATIONS OFFICER I

Assists in gathering data for the preparation of market values & performs computation of property values by applying appropriate schedule of values & assessment level. Also updates leave of personnel, prepares & follow-up regulations, payrolls & vouchers.

ADMINISTRATIVE ASSISTANT

Assists in gathering data for budget preparation & assists in maintaining a systematic filing of all communications, personnel records, & other records concerning administrative matters, finalizes communications & other reports.

ASSESSMENT CLERK II

Prepares certifications, certified copies of assessment records & gathers statistical data on all classifications of real properties. Also performs research work or verification of assessment records or documents updating of assessment records as well as annotation of encumbrances of real property based on valid documents.

CLERK III

Types communications & other agency reports & maintains a systematic filing of administrative records. Also receives incoming & release outgoing communications after recording the same in the logbook.

ASSESSMENT CLERK I

Prepares certified copies of Tax Declarations & certifications relative to the assessment of real property & annotates encumbrance on assessment records. Updates assessment records & performs research work or verification of assessment records.

TAX MAPPING DIVISION

TAX MAPPER IV

Plans, lays out & assigns the work in the tax mapping division & conducts monitoring of all RPTA Projects being implemented in the municipalities, particularly in the tax mapping component thereof.

TAX MAPPER II

Performs periodic review of the TMCR & Section Maps to ensure that all transactions are reflected therein & assists in the monitoring of tax mapping operations conducted in the municipalities.

TAX MAPPER I

Assists in the conduct of tax mapping operations, data gathering & field verification for proper identification & classification of real properties.

DRAFTSMAN

Prepares base maps to be used in the field survey using the cadastral map as basis & performs sketching of property lines. Assigns Property Identification Number on the map & TMCR. Also performs continuous