

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : OFFICE OF THE CITY ASSESSOR

Budget Year: : 2012

I. FUNCTIONAL STATEMENT

- Complement to the fiscal wherewithal of the LGU in the achievement of CDP
- Sustain clean and honest government through equitable and effective valuation.

II. OBJECTIVES

- A. Equalizing & updating of Real Property valuation in 27 Barangays of Naga City
 1. Perform appraisal & assessment functions per stakeholder request or by act of the assessor
 - a. Undertake various assessment and appraisal activities as required
 2. Data gathering and validation of prevailing market values on Land, Building & Machineries
 - a. Data collection and analysis on sales, , rentals, cost and market prices to establish prevailing values
 3. Inventory of idle lands
 - a. Field inspection
- B. Strengthening public confidence through fast and efficient retrieval of real property records
 1. Records management
 - a. Systematic filing, updating and retrieval of real property records & other pertinent documents
 2. Automated real property identification & accounting system
 - a. Automation of various assessment transactions & e-reports via eTRACS
 - b. Upgrading of eTRACSystem
- C. Produce accurate Taxmap by barangay and by vicinity usable as thematic maps for the LGU's social & infra services
 1. Completion of the Digital Cadastral Database (DCDB) maps with support from the DENR-LAMSystem.
 2. Filing/updating of digital and analog taxmaps for identification and location.
- D. Realization of the Naga GRANDSLAMS Project in consonance with the City's Comprehensive Development Plan (CDP).
 1. Linkage of eTRACSystem to DCDB Maps.
 2. On-line data sharing with other Government Agencies i.e. BIR, ROD, DAR, DENR etc., for Land Administration and Management purposes.
- E. Enhancement & Professionalization of Local Government Appraisers to cope up with International Standards in the delivery fair and equitable appraisal services
 1. Attendance to Continuing Professional Education seminars conducted by the Bureau of Local Government Finance and other accredited agencies.
 2. Conduct in-house trainings/echo-seminars to rank-in-file the latest circulars, resolutions, techniques and methodologies in appraisal /assessment of real properties.

III. PROJECTS/ACTIVITIES

| Reference Code (1) | Program/Projects/Activity (2) | Cost (3) | Performance Output Indicator (4) | Annual Targets (5) | Implementation Schedule | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------|-----------|
| | | | | | From (6) | To (7) |
| 1101-1-1 | 1. Extensive Fieldwork Operations | 120 | | | Jan | Dec |
| 1101-1-2 | 2. Undertake various assessment and appraisal activities as required | | New Discovery Transfer of Ownership Subdivision Consolidation Correction/Reassessment/Reclassification Appraisal of subjected properties | 200 Imp 200 RPs 250 RPs As needed -do- -do- | Jan | Dec |
| 1101-1-3 | 3. Data collection and analysis on sales, cost, Rentals and market prices to establish prevailing values | | Sales/Rental data collected & Validated Established Values by vicinity Bench Marked/Cross Edged values Construction Costing Collated Machineries Costs Updated Valuation Database Consultation meetings with realtors | 100 Sales 25 rentals 10 SMA As Needed 20 BType 25 machs 100 info - | Jan | Dec |
| 1101-1-4 | 4. Field Inspection of idle Lands | | Identified & verified idle lands | 200 Lands | Jan | Dec |
| 1101-1-5 | 5. Systematic filing, updating and retrieval of real property records & other pertinent documents | 85 | Maintained & Researched RP Records Issued certification & True Copies Cancelled TDs Annotations Managed Records & Correspondences | 15000 TD 2500 Cert 450 TDs 15 TDs Daily | Jan | Dec |
| 1101-1-6 | 6. Automation of various assessment transactions & e-reports via eTRACS | 60 | New Discovery Transfer of Ownership Subdivision Consolidation Correction/Reassessment/Reclassification e-True Copies, e-Certifications | 150 Imp 200 RPs 250 RPs As needed -do- 200 e-copy | Jan | Dec |
| 1101-1-7 | 7. Upgrading of eTRACSystem | 160 | Acquired latest version of eTRACS | Upload & operational | Jan | Dec |
| 1101-1-8 | 8. Completion of the Digital Cadastral Database (DCDB) maps with support from the DENR-LAMSystem. | 150 | Data entries of Technical Description Updated & Digitized Subdivided parcel Associated PINs to digital maps | 1000Titles As needed 3barangays 3barangays | Jan | Dec |
| 1101-1-9 | 9. Filing/updating of digital and analog taxmaps for identification and location | 50 | Printed digital & analog Taxmaps Printed Taxmap Control Roll | 7 bgys. 7 bgys. | Jan | Dec |
| 1101-1-10 | 10. Linkage of RPT eTRACSystem to DCDB Maps. | 150 | Established linkage of eTRACSystem to DCBM for thematic mapping | linkage | Jan | Dec |
| 1101-1-11 | 11. On-line data sharing with other Government Agencies for Land Administration and Management purposes. | 150 | Coordinated with partner agencies i.e. BIR, ROD, DAR, DENR etc. and set-up networks & Connectivity | interaction | Jan | Dec |
| 1101-1-12 | 12. Attendance to Continuing Professional Education seminars conducted by the Bureau of Local Government Finance and other accredited agencies. | 50 | Attended Seminars/Trainings/ Conferences | 5Assessors | Jan | Dec |
| 1101-1-13 | 13. Conduct in-house trainings/echo-seminars to rank-in-file the latest circulars, resolutions, techniques and methodologies in appraisal /assessment of real properties. | 5 | Conducted in-house Trainings | | Jan | Dec |
| | TOTAL | 980 | | | | |