

Functional Statement, Objectives and Expected Results

Office/Department > OFFICE OF THE CITY ASSESSOR  
Budget Year > 2012 P 5,515,101.00

- I. FUNCTIONAL STATEMENT
- a) Initiates, reviews and recommends changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties located within the territorial jurisdiction of the City of Bago and presents the same to the City Mayor for purposes of taxation;
  - b) Prepares, installs and maintain a system of tax mapping, showing graphically all properties subject to assessment and gather all data concerning the same;
  - c) Prepares the schedule of the Fair Market Value for the different classes of real properties, in accordance with Title II, Book II of Republic Act 7160;
  - d) Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the territorial jurisdiction of the city of Bago;
  - e) Conducts frequent physical surveys to verify and determine whether all properties within the City of Bago listed in the assessment rolls.
- II. OBJECTIVES
- a) To ensure the effective delivery of basic services through an appraisal and assessment system for taxation purposes;
  - b) To provide, initiate and revision and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties within the territorial jurisdiction of Bago City.
- III. PROGRAMS/PROJECTS/ACTIVITIES
- Appraisal and assessment of newly discovered Real Properties and the maintenance and updating of records.

Code Reference	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	Appraisal & Assessment of Newly discovered Real Properties	172,800	100% of all real property whether taxable or exempt shall be recorded & assessed for taxation purposes.	Frequent ocular inspections are conducted each month & at least 10 RPU's are listed discovered each day.	Jan. 2012	Dec. 2012
2	Information/Educational Campaign	86,400	The conduct of tax information & educational campaign in the 24 barangays has been initiated.	All RPU's in the territorial jurisdiction of the City of Bago shall have been properly classified.	Jan. 2012	Dec. 2012
3	Reclassification/Equalization of Assessment of Real Properties	21,600	All classes of Real properties are properly indicated as per ocular inspection of the Tax Mapping Team	All RPU's in the territorial jurisdiction of the City of Bago shall have been properly classified	Jan. 2012	Dec. 2012
4	Re-assessment of renovated, reconstructed and extended buildings	12,960	The list of renovated, reconstructed & extended buildings provided by the Office of the City Engineer's & during ocular inspection by the City Assessor's Office is re-assessed on a monthly basis.	An abstract of renovated, reconstructed & extended building are inspected by the Tax Mapping Division Team for taxation purposes.	Jan. 2012	Dec. 2012
5	Re-examination of exemption	8,640	To verify whether or not said land/building/improvement complies with documents submitted by their owners to law rules and regulations.	To properly classify all real properties as to taxable or exempt.	Jan. 2012	Dec. 2012
6	Delivery of Wealth Generating Assessment Services	129,600	An increased revenue for the City of Bago for CY-2012	Effective implementation of the activity	Jan. 2012	Dec. 2012

Prepared by:

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Approved by:

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