

	<b>PROVINCIAL ASSESSOR'S OFFICE</b>	<b>APRIL</b>
		MONTH
	<b>MONTHLY ACCOMPLISHMENT REPORT</b>	<b>2024</b>
		YEAR

**I. FOCUS AREA**

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
<b>1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM</b>  1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor's Office  1.1.1 Real Property Units (RPU) of newly discovered real properties	a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes	Approved a total of <b>195 Real Property Units (RPU)</b> of newly declared real properties for Land, Building and Machineries.  <u><b>Taxable Properties:</b></u>  <b>Residential Lot</b> Market Value - Php 3,087,280.00 Assessed Value 185,240.00  <b>Residential Buildings</b> Market Value - Php 69,008,803.00 Assessed Value 13,360,840.00  <b>Agricultural Land</b> Market Value - Php 10,844,306.00 Assessed Value 5,878,950.00  <b>Agricultural Building</b> Market Value - Php 6,542,910.00 Assessed Value 2,956,840.00  <b>Commercial Building</b> Market Value - Php 9,905,180.00 Assessed Value 4,439,820.00  <b>Commercial Machinery</b> Market Value - Php 2,315,000.00 Assessed Value 1,566,000.00  <b>Industrial Building</b> Market Value - Php 11,985,980.00 Assessed Value 8,513,580.00  <b>Industrial Machinery</b> Market Value - Php 13,543,540.00 Assessed Value 10,834,710.00  <u><b>Exempt Properties:</b></u>  <b>Government Lot</b> Market Value - Php 334,990.00 Assessed Value 97,650.00

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1.1.2 RPU's of transferred Properties	Transfer of Ownership with updated Real Property Tax, and payment of Transfer Tax, with Certificate Authorizing Registration for the payment of either Capital Gains Tax, Estate Tax or Donor's Tax with payment of Documentary Stamp Tax, whichever is applicable.	Approved a total of <b>476 RPU's</b> on transferred properties.
1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<ul style="list-style-type: none"> <li>a. Real Properties with revisions to area, boundaries, actual use, lot number, correct name of declared owners, etc;</li> <li>b. Subdivided/consolidated, re-sectioned and transfer of remaining portions to transferred properties;</li> <li>c. Reclassification with updated Real Property Tax payment and upon payment of required Fees from PTO.</li> </ul>	Approved a total of <b>745 RPU's</b> subdivided, consolidated, and revised assessment data of real properties.
1.2 Issuance of Certified True Copy of Tax Declaration (TD); various certifications; certified photocopy of TDs and other related assessment records	<p>Issuance of certifications, certified copy of Tax Declarations and photocopies for the following purposes:</p> <ul style="list-style-type: none"> <li>a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR);</li> <li>b. Issuance of title (DENR);</li> <li>c. Identification of property owners for their file copy and reference (DAR),</li> </ul> <p>upon payment of fees and charges to PTO based on approved Ordinance by the Provincial Government of Isabela (PGI).</p>	<p>The following were issued:</p> <ul style="list-style-type: none"> <li><b>416</b> Certified Copy of Tax Declarations</li> <li><b>223</b> Various Certifications</li> <li><b>167</b> Photocopies of Old TDs, documents, and other assessment record</li> </ul>
1.3 Annotation of encumbrance on the face of Tax Declarations	Annotation of encumbrances such as bail bonds, mortgages, and adverse claims.	<p>The following requests were annotated on the face of subject Tax Declarations:</p> <ul style="list-style-type: none"> <li><b>14 TDs</b> based on Mortgage Contract</li> <li><b>4 TD</b> on Adverse Claim</li> <li><b>1 TD</b> on Bail Bond</li> </ul>
<b>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</b>		

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2.1 Field Appraisal and Assessment of Real Property	Preparation of the proposed 2024 Schedule of Market Values for Generation Revision of Real Property Assessment by Classification under the provisions of Section 212 of R. A. 7160.	<p>The Technical Working Group (TWG), along with <b>Ms. Zenaida A. Gabriel</b>, OIC Provincial Assessor, <b>Ms. Yulma Maria C. Balabbo</b>, Assistant Provincial Assessor for Field Operations, <b>Atty. Jenny Flor T. Manantan-Cabaddu</b>, OIC – Assistant Provincial Assessor for Administrative &amp; Records Operations, <b>Ms. Maria Theresa Araneta-Flores</b>, Provincial Treasurer and her Staff, attended the Committee of the Whole for the clarification on the proposed Schedule of Fair Market Values for the 2024 General Revision of Real Property Assessment and Classification conducted by the Sangguniang Panlalawigan of the Province of Isabela at the Green Room, Capitol Building, Alibagu, City of Ilagan, Isabela, on April 16, 2024.</p> <p>The Members of the Board of the Sangguniang Panlalawigan have underscored the need for the Public Hearing and Consultation of the proposed Schedule of Fair Market Values for the 2024 General Revision of Real Property Assessment and Classification with the stakeholders. This proceeding will ensure transparency in the process of revising the market values and allow stakeholders to engage and voice their opinions, concerns, and suggestions. This proceeding also complies with legal requirements and creates accountability for everyone involved. A Joint Committee Hearing was set on May 7, 2024 involving Municipal Board Members, Municipal Treasurers, and Municipal Planning &amp; Development Officer.</p>
2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor’s Office	<p>Conduct of ocular inspection by Provincial Assessor or duly authorized representatives, being the Chairman of the Provincial Appraisal Committee, tother with representative of the Provincial Engineer and Provincial Treasurer being both member of the Committee, of the subject property, in order to determine the fair, just compensation of the subject properties for LGU development.</p> <p>2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local</p>	<p><b>Mr. Pepito V. Bautista</b>, Tax Mapper I, <b>Stevenson Ross J. Cureg</b>, LAOO III and <b>Engr. Yvette B. Malana</b>, Engineering Assistant and the representatives of the members of the Provincial Appraisal Committee, conducted an ocular inspection of the lot located in Muñoz West, Roxas, Isabela, on April 17, 2024, in response to the letter request of <b>Hon. Nick M. Sebastian</b>, Acting Municipal Mayor of Roxas, Isabela, to serve as future sites of the LGU’s Infrastructure Development Projects of the Local Government.</p> <p>The Provincial Assessor’s Technical Team, along with <b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor</p>

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	<p>Assessment Offices of the province.</p> <p>2.2.2 Visitation, monitoring, rendering technical assistance to local assessment offices and upon request of real property owners.</p> <p>Approval of Quarterly Report on Real property Assessment Quarterly Report on Real Property Assessment (QRRPA) thru LGU Integrated Financial Tool (LIFT) System by the Provincial Assessor.</p> <p>Updating and maintenance of Assessment Records on e-GAPS including technical and non-technical records such as:</p> <ul style="list-style-type: none"> <li>a. Real Property Field Appraisal Assessment Sheet (FAAS);</li> <li>b. Tax Declaration (TD);</li> </ul>	<p>for Field Operations, as Team Leader, conducted Assessment Evaluation, Examination, and Monitoring at the following Local Assessment Offices:</p> <ul style="list-style-type: none"> <li>Alicia - April 11, 2023</li> <li>Ramon - April 12, 2023</li> <li>Angadanan - April 17, 2023</li> <li>Cordon - April 18, 2023</li> <li>San Manuel - April 19, 2023</li> <li>Quirino - April 23, 2023</li> <li>Gamu - April 24, 2023</li> <li>Burgos - April 26, 2023</li> <li>San Mariano - April 30, 2023</li> </ul> <p>Findings and recommendations were prepared and discussed during exit conferences with the Local Chief Executive and staff of each respective municipality.</p> <p><b>Engr. Ferdinand P. Ramos</b>, Tax Mapper II, along with <b>Mr. Ric-Justice E. Angobung</b>, Provincial Cooperative, Livelihood &amp; Enterprise Development Officer, visited the Department of Environment and Natural Resources, Regional Office No. 2 in Tuguegarao City, Cagayan, on April 12, 2024, to seek technical assistance.</p> <p><b>Engr. Ferdinand P. Ramos</b>, Tax Mapper II, along with <b>Mr. Pepito V. Bautista</b>, Tax Mapper I, conducted a joint ocular inspection with the representative of the Local Assessor's Office of the municipality of Sto. Tomas and Cabagan, Isabela, on April 26, 2024, as per request of <b>Atty. Charlene D. Bacud</b>, Attorney-at-Law, Counsel for <b>Mr. Orlando M. Mabbayad</b>, with regard to the actual location of the property of the latter.</p> <p>Continued the review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters.</p> <p>Updated daily the assessment records in all the approved assessment transactions for this month with a total number of <b>1,425 RPUs</b>.</p>
2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System		
2.4 Update and maintenance of assessment records		

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	c. Section Map (SM); d. Tax Map Control Roll (TMCR); and e. Record of Assessment (ROA)	
<b>3. LGU CAPABILITY BUILDING</b>  3.1 Trainings, Workshops, Seminars, Orientation and Convention	Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.	<p><b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor for Field Operations, and <b>Mr. Sourab Achilles S. Abutazil</b>, Draftsman I, attended the 17th National Convention and Annual Seminar on Real Property Appraisal and Assessment of the Philippine Association of Assessing Officers (PAAO), Inc., from April 2 to April 5, 2024, at City State Asturias Hotel Palawan, South National Highway, Tiniguiban, Puerto Princesa City, Palawan.</p> <p><b>Atty. Jenny Flor T. Manantan-Cabaddu</b>, OIC Assistant Provincial Assessor for Administrative &amp; Records Operations, attended the Mandatory Continuing Legal Education hosted by ChanRobles LawNet, Inc., from April 24 to April 27, 2024, in Metro Manila.</p> <p><b>Mr. Sourab Achilles S. Abutazil</b>, Draftsman I, conducted an in-house refresher training on the Basic Tax Mapping and AutoCad Operation for the staff of the Tax Mapping Division of the Provincial Assessor's Office on April 30, 2024, at the Conference Room of the Office of the Provincial Assessor.</p>
<b>4. INTERNAL ADMINISTRATION</b>  4.1 Request of Real Property Owners/clientele  4.2. Conduct of Meetings	Action on requests of Real Property Owners, both in writing and party/ies waiting  4.2.1 Conduct of PAO staff meeting  4.2.2 Conduct of Monthly meeting of the Philippine Association of Municipal Assessors (PAMAS), Isabela	<p>Acted on a total of two hundred sixty (260) requests of Real Property Owners/clientele, and thirty two (32) written requests with efficiency and promptness.</p> <p>A monthly meeting of PAO staff, presided over by <b>Ms. Zenaida A. Gabriel</b>, OIC Provincial Assessor, was conducted on April 24, 2024. During the meeting, issues and concerns regarding office operations were addressed, received memorandum circulars were properly disseminated and discussed, and other important matters were resolved.</p> <p>The monthly meeting of the PAMAS, Isabela Chapter, was conducted on April 25, 2024, at the Conference Room of the Office of the Provincial Assessor, Capitol Building, Alibagu, City of Ilagan, Isabela,</p>

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	chapter and other affiliated associations.	presided over by <b>Engr. Erenie V. Abucay</b> , PAMAS President. The upcoming public hearing and consultation on the Proposed Schedule of Fair Market Values for the 2024 General Revision of Real Property Assessment and Classification were discussed, along with various other issues and concerns, which were also resolved.
<b>5. OTHER MATTERS</b>  5.1 Celebration of the Isabela Day	Attended the Isabela Day Celebration's meeting	Ms. Zenaida A. Gabriel, OIC Provincial Assessor, together with <b>Ms. Yulma Marie C. Balabbo</b> , Assistant Provincial Assessor for Field Operations, & <b>Atty. Jenny Flor T. Manantan-Cabaddu</b> , OIC Assistant Provincial Assessor Assessor for Administrative & Records Operations, attended the meeting regarding the celebration of the preparation for the celebration of Isabela Day 2024. The meeting held at the GFNDY Hall, Provincial Capitol Building, Alibagu, Ilagan City, Isabela on April 22, 2024.

Prepared by:

Submitted by:

**(SGD.) ROWENA T. SEGUI**  
LAOO III

**(SGD.) ZENAIDA A. GABRIEL**  
OIC - Provincial Assessor

Some pictures taken during the different activities.



The Provincial Assessor's Technical Team headed by Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operation, conducted Assessment Examination, Evaluation and Monitoring and rendered technical assistance to the municipalities of Alicia, Ramon, Angadan, Cordon, San Manuel, Quirino, Gamu, Burgos and San Mariano on April 11-12, 17-19, 23-24, 26, & 30, 2024, respectively.



Monthly meeting of PAO staff, presided over by Ms. Zenaida A. Gabriel, OIC Provincial Assessor, was conducted on April 24, 2024.



PAMAS, Isabela Chapter, conducted their monthly meeting on April 25, 2024, at the Provincial Assessor's Office, Capitol Building, Alibagu, City of Ilagan, Isabela.



Engr. Ferdinan P. Ramos, Tax Mapper II, along with Mr. Pepito V. Bautista, Tax Mapper I, conducted joint ocular inspections on April 26, 2024, at the Municipality of Sto. Tomas and Cabagan, Isabela.



Mr. Sourab Achilles S. Abutazil, Draftsman I, conducted an in-house refresher training for the staff of the Tax Mapping Division of the Provincial Assessor's Office on April 30, 2024.