

	PROVINCIAL ASSESSOR'S OFFICE	FEBRUARY
		MONTH
	MONTHLY ACCOMPLISHMENT REPORT	2024
		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's  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>188 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 1,652,230.00 Assessed Value 104,970.00  <b>Residential Buildings</b> Market Value - Php 60,719,830.00 Assessed Value 15,928,000  <b>Agricultural Land</b> Market Value - Php 3,834,450.00 Assessed Value 120,310.00  <b>Agricultural Building</b> Market Value - Php 4,989,770.00 Assessed Value 1,796,890.00  <b>Commercial Building</b> Market Value - Php 42,534,650.00 Assessed Value 22,296,600.00  <b>Commercial Machinery</b> Market Value - Php 2,882,800.00 Assessed Value 2,306,170.00  <u><b>Exempt Properties:</b></u>  <b>Educational Building</b> Market Value - Php 7,174,850.00 Assessed Value 1,903,740.00  <b>Government Building</b> Market Value - Php 396,100.00 Assessed Value 25,010.00
1.1.2 RPU of transferred Properties	Transfer of Ownership with updated Real Property Tax, and payment of Transfer Tax, with	Approved a total of <b>343 RPU</b> on transferred properties.

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1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<p>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.</p> <p>a. Real Properties with revisions to area, boundaries, actual use, lot number, correct name of declared owners, etc;</p> <p>b. Subdivided/consolidated, re-sectioned and transfer of remaining portions to transferred properties;</p> <p>c. Reclassification with updated Real Property Tax payment and upon payment of required Fees from PTO.</p>	Approved a total of <b>592 RPUs</b> subdivided, consolidated, and revised assessment data of real properties.
1.2 Issuance of Certified True Copies of Tax Declaration (TD); various certifications; certified photocopies of TDs and other related assessment records	<p>Issuance of certifications, certified copy of Tax Declarations and photocopies for the following purposes:</p> <p>a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR);</p> <p>b. Issuance of title (DENR);</p> <p>c. Identification of property owners for their file copy and reference (DAR),</p> <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> <p>254 Certified Copy of Tax Declarations</p> <p>250 Various Certifications</p> <p>243 Photocopies of Old TDs, documents, and other assessment record</p>
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> <p>24 TDs based on Mortgage Contract</p> <p>6 TDs on Adverse Claim</p>
1.4 Review of Resolutions and Ordinances indorsed by the Sangguniang Panlalawigan	Review and submission of comment/opinion/recommendation re: Resolutions and Ordinances approving reclassification of agricultural lands, among others, to the Office of Sangguniang Panlalawigan.	<p>Rendered comment/opinion /recommendation on the following Resolutions and Ordinances:</p> <p>1. Municipal Ordinance No. 2023-27 entitled "ORDINANCE PRESCRIBING DOCUMENTARY REQUIREMENTS IN</p>

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		<p>SECURING/APPLYING FOR RECLASSIFICATION OF AGRICULTURAL LANDS AND FOR OTHER PURPOSES WITHIN THE TERRITORIAL JURISDICTION OF SAN AGUSTIN, ISABELA AND PROVIDING FEES AND PENALTIES THEREOF”</p> <p>2. Resolution No. 2023-082 entitled “A RESOLUTION AMENDING RESOLUTION NO. 2023-025 APPROVING THE APPLICATION FOR PRELIMINARY APPROVAL/LOCATIONAL CLEARANCE (PALC) OF PROVIDERS MULTI-PURPOSE COOPERATIVE FOR THE PROPOSED CITY OF PEACE- NAGUILIAN MEMORIAL PARK/CEMETERY COVERED BY TRANSFER CERTIFICATES OF TITLE NOS. T-381888 AND T-290592 WITH AN AGGREGATE AREA OF 14,220 SQ. M. SITUATED AT BARANGAY MAGSAYSAY, NAGUILIAN, ISABELA”</p> <p>3. Municipal Ordinance No. 2023-362 entitled “AN ORDINANCE NAMING THE STREETS OF BARANGAY MINAGBAG IN THE MUNICIPALITY OF QUEZON, ISABELA”</p> <p>4. Municipal Ordinance No. 2023-004-A entitled “AN ORDINANCE APPROVING THE RECLASSIFICATION OF PARCELS OF LAND FROM AGRICULTURAL LOT TO COMMERCIAL LOT CONTAINING A TOTAL AREA OF 587,764 SQ. MTS. MORE OR LESS COVERED AND EMBRACED BY TCT NO. 165-2018000425, TCT NO. 165-2018000426, TCT NO. 165-2018000427, TCT NO. 165-2018001962, TCT NO. 165-2018001963, TCT NO. 165-2021003002, TCT NO. 165-2017003501, TCT NO. 165-2017003502, TCT NO. 165-2017003503, TCT NO. 165-2017003506, TCT NO. 165-2017003507, TCT NO. 165-2017003508, SITUATED IN THE MUNICIPALITY OF ECHAGUE, PROVINCE OF ISABELA</p>

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		<p>REGISTERED IN THE NAME OF FARMON-AGRI-COMMUNITY CORP., REPRESENTED BY SPS. TEODULO O OTOMAN AND JEAN ASIROT-OTOMAN FOR THE PROPOSED SOLAR POWER PLANT”</p> <p>5. Municipal Ordinance No. 2023-004 entitled “AN ORDINANCE APPROVING THE RECLASSIFICATION OF PARCELS OF LAND FROM AGRICULTURAL LOT TO COMMERCIAL LOT DESCRIBED AND IDENTIFIED AS LOT NO. 5706, PLS-67 COVERED AND EMBRACED BY TCT NO. 165-2016001285 AND LOT NO. 5709-PLS 67, COVERED AND EMBRACED BY TCT NO. 165-2016001286, CONTAINING A TOTAL AREA OF 320,902 SQ. METERS, MORE OR LESS, SITUATED IN THE BARRIO OF SAN MANUEL, MUNICIPALITY OF ECHAGUE, PROVINCE OF ISABELA REGISTERED IN THE NAME OF SPS. TEODULO O. OTOMAN II AND JEAN A. OTOMAN”</p>
<p><b>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</b></p> <p>2.1 Field Appraisal and Assessment of Real Property</p>	<p>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> <p>Conduct of ocular inspection by Provincial Assessor or duly authorized representatives, being</p>	<p>The Technical Working Group (TWG), along with <b>Ms. Zenaida A. Gabriel</b>, OIC Provincial Assessor, and <b>Atty. Jenny Flor T. Manantan-Cabaddu</b>, OIC – Assistant Provincial Assessor for Administrative &amp; Records Operation, attended the Committee on Ways and Means hearing for the proposed 2024 Schedule of Market Values for General Revision of Real Property Assessment by Classification on February 27, 2024.</p> <p>The committee recommended that the proposal should undergo public consultation with stakeholders before proceeding to deliberation and voting. The committee found the proposal to be substantial and moved to adopt the Proposed 2024 General Revision at the committee level, scheduling it for further review and deliberation in a joint session.</p> <p><b>Mr. Guillermo Maria B. Dy, Jr.</b>, LAOO III, and <b>Mr. Pepito V. Bautista</b>, Tax Mapper I, along with the representative of the</p>

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	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>members of the Provincial Appraisal Committee, conducted an ocular inspection of the lot situated in Quezon, Isabela, and Muñoz West, Roxas, Isabela, on February 8, 2028. In response to the letter request from <b>Hon. Jimmy S. Gamazon Jr.</b>, Municipal Mayor of Quezon, Isabela, for the proposed tertiary school and municipal cemetery, as well as from <b>Hon. Jonathan C. Calderon</b>, Municipal Mayor of Roxas, Isabela, for a future infrastructural project of the local government.</p> <p><b>Resolution Nos. 2024-02 and 2024-03</b> were adopted by the Provincial Appraisal Committee of the Province of Isabela, with <b>Ms. Zenaida A. Gabriel</b>, OIC Provincial Assessor, serving as Chairman, and <b>Ms. Maria Theresa Araneta-Flores</b>, Provincial Treasurer, and <b>Engr. Virgilio S. Lorenzo</b>, Provincial Engineer, as members. Copies of the resolution were issued to the concerned parties.</p> <p><b>Engr. Ferdinand P. Ramos</b> and his team conducted an ocular inspection and reassessment of properties in Barangay Calimaturod, Cordon, Isabela, in coordination with <b>Mr. Roberto F. Ganio</b>, Municipal Assessor of Cordon, Isabela, on February 28, 2024, at the request of <b>Hon. Lynn M. Zuiega</b>, Municipal Mayor of Cordon, Isabela. The team interviewed some of the real property owners and secured documents to prove their ownership of the subject properties. They recommended a dialogue between the Province of Isabela and Quirino, with the support of the Sangguniang Panlalawigan of Isabela, and the coordination and intervention of DENR, to conduct a joint verification survey on the political boundaries of the two provinces.</p>
2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office's	<p>2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local 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><b>Mr. Guillermo Maria B. Dy, Jr.</b>, LAOO III and <b>Mr. Sourab Achilles S. Abutazil</b>, Draftsman I, assisted BLGF Regional Team in the conduct of AEEM in the municipality of Cabatuan and Luna, Isabela, on February 6-8, 2024.</p> <p><b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor for Field Operation, and <b>Allan Harris G. De Joya</b>, LAAO I rendered technical assistance in the submission and uploading of Quarterly Report on Real Property Assessment (QRRPA) in the LGU Integrated Financial</p>

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<p>2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System</p> <p>2.4 Update and maintenance of assessment records</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> <li>c. Section Map (SM);</li> <li>d. Tax Map Control Roll (TMCR); and</li> <li>e. Record of Assessment (ROA)</li> </ul>	<p>Tool (LIFT) system for 1<sup>st</sup> to 4<sup>th</sup> quarter of 2023 of San Pablo, Isabela on February 28, 2024.</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>1,166 RPUs</b>.</p>
<p><b>3. LGU CAPABILITY BUILDING</b></p> <p>3.1 Trainings, Workshops, Seminars, Orientation and Convention</p>	<p>Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.</p>	<p><b>Engr. Felipe O. Guray, Jr.</b>, Tax Mapper IV, and <b>Guillermo Maria B. Dy, Jr.</b>, LAOO-III, attended the 88th Annual Convention and Seminar Workshop of the Philippine Association of Local Treasurers and Assessors (PHALTRA), Inc. The event was held at the SMX Convention Center, 3rd Level, SM Lanang Premier, J.P. Laurel Avenue, Lanang, Davao City, from February 20 to 23, 2024.</p>
<p><b>4. INTERNAL ADMINISTRATION</b></p> <p>4.1 Request of Real Property Owners/clientele</p> <p>4.2. Conduct of Meetings</p>	<p>Action on requests of Real Property Owners, both in writing and party/ies waiting</p> <p>4.2.1 Conduct of PAO staff meeting</p>	<p>Acted on a total of two hundred sixty nine (269) requests of Real Property Owners/clientele, and thirty six (36) written requests with efficiency and promptness.</p> <p><b>Atty. Noel Manuel R. Lopez</b>, Provincial Administrator, conducted a meeting of PAO staff on February 22, 2024, and issued Office Order Nos. 20 and 21 from the Office of the Provincial Governor. In the said orders, <b>Ms. Zenaida A. Gabriel</b>, Assistant Provincial Assessor, was designated as Officer-in-Charge (OIC) Provincial Assessor, and <b>Atty. Jenny Flor T. Manantan-Cabaddu</b>, Attorney IV, was designated as Acting Assistant Provincial</p>

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	4.2.2 Conduct of Monthly meeting of the Philippine Association of Municipal Assessors (PAMAS), Isabela chapter and other affiliated associations.	<p>Assessor for Administrative and Records Operation. Other issues and concerns regarding office operations were addressed and resolved during the meeting.</p> <p>Conducted monthly meeting of the PAMAS, Isabela Chapter, on February 5, 2024, held at Balai, Capitol Compound, Alibagu, City of Ilagan, Isabela.</p> <p>Cagayan Valley Association of Local Treasurers and Assessors (CVALTA), Inc. held its first board meeting on February 2, 2024 at LGU Santa Maria, Isabela. Mr. <b>Guillermo B. Barretto</b>, Provincial Assessor and incumbent President of REGATA II now CVALTA, Inc., turned-over the key of responsibility and accountabilities to the newly-elected President Atty. Jessa May T. Macaballug and witness the induction of the new set of officers.</p>
<b>5. OTHER MATTERS</b>		
5.1 Hosting of Monday Convocation	Hosting of Flag-Raising Ceremony as per schedule	The Provincial Assessor’s Office, headed by <b>Ms. Zenaida A. Gabriel</b> , OIC Provincial Assessor hosted the flag-raising ceremony on February 26, 2024.

Prepared by:

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Some pictures taken during the different activities.



The Technical Team of the Provincial Assessor have assisted BLGF Regional Team in the conduct of AEEM in the municipality of Cabatuan and Luna, Isabela, on February 6-8, 2024.



The Provincial Appraisal Committee conducted an ocular inspection of the lot situated in Quezon, Isabela, and Muñoz West, Roxas, Isabela, on February 8, 2028.



The Provincial Administrator met the staffs of Provincial Assessor’s Office on February 22, 2024, and discussed important matters.



The Office of the Provincial Assessor was tasked with hosting the flag-raising ceremony on February 25, 2024.





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The Technical Working Group attended the Committee on Ways and Means hearing for the Proposed 2024 Schedule of Market Values for General Revision 2024 on February 27, 2024



Engr. Ferdinand P. Ramos and his team conducted an ocular inspection and reassessment of properties in Barangay Calimaturoid, Cordon, Isabela on February 28, 2024



The Provincial Assessor Technical Team provided technical assistance in submitting and uploading the QRRPA Report on Real Property Assessment in the LIFT System in San Pablo, Isabela on February 28, 2024