



Republic of the Philippines  
**PROVINCE OF ISABELA**  
Ilagan, Isabela

## **OFFICE OF THE PROVINCIAL ASSESSOR**

### **MONTHLY ACCOMPLISHMENT REPORT**

For the month September 2018

#### **I. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM:**

1. Issued the following as required by the Bureau of Internal Revenue (BIR), Department of Agrarian Reform (DAR), other lending institutions and other interested parties upon verification from our existing records and payment of fees and charges to the Provincial Treasurer's Office, as provided thru the Provincial Tax Ordinance:
  - a) 185 certifications relative to real property assessments
  - b) 204 certified copy of Tax Declarations (TD)
  - c) 200 certified photocopy of TD, and such other related assessment records
2. Received three (3) request for annotation of encumbrance, and have annotated on the face of three (3) Tax Declarations (TD's), base on Court Orders, used as bail -bond, and issued corresponding certifications and copy of annotated TD's, confirming the annotations made.
3. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors of the thirty four (34) Local Assessment Offices of this province Province upon proper review and verification of personnel concerned, whether assessment procedures and techniques were being followed, to wit:
  - a) 218 Real Property Units (RPU's) for newly discovered real properties (DC)
  - b) 789 RPU's for subdivision/consolidation/revision or with physical changes (PC)
  - c) 314 RPU's for transfer of ownership

#### **II. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE:**

1. Updated and maintained all technical and non-technical assessment records (hard copy) in all approved assessment transactions for the month of September 2018, as follows,
  - a) Section Maps
  - b) Tax Mapping Control Roll's
  - c) Field Appraisal and Assessment Sheet's
  - d) Tax Declaration (hard copy and e-gaps)
  - e) Records of Assessment

2. Mr. Noel B. Babas, LAOO –IV supervised/monitored and rendered technical assistance to municipalities of Aurora, Luna, Quezon, Mallig and San Agustin on September 24-28, 2018.



*Mr. Noel Babas LAOO IV with Engr. Nelson Antonio, OIC-Municipal Assessor of Luna, Isabela*



*Mr. Babas with Engr. Danilo Maniego- Municipal Assessor of Aurora, Isabela*



*Mr. Babas with Mr. Willie Martin, Municipal Assessor of Cabatuan, Isabela*

3. Mr. Noel B. Babas LAOO IV, Ms. Florecita G. Sibayan, LAOO II, and Mr. Guillermo Maria B. Dy, Jr., Tax Mapper I, conducted supervision/monitoring and rendered technical assistance, regarding the conduct of General Revision to different municipalities of this province this month of September.



LGU-San Mariano



LGU-Jones



LGU-San Agustin

### III. INTERNAL ADMINISTRATION:

1. Conducted regular monthly meeting of PAO personnel, on September 5, 2018, it was presided by the Provincial Assessor, important matters have been discussed, issues and concerns were raised and resolved, regarding assessment transactions especially during the supervision and monitoring on the conduct of 2018 General Revision.



*The Provincial Assessor and staff during the meeting*



2. Conducted monthly meeting of PAMAS, Inc. Isabela Chapter, on September 5, 2018, it was presided by the Provincial Assessor. They have discussed about issues and concerns regarding the implementation of the 2018 General Revision of Real Property Assessment and Classification which is about to finish and other related matters.



A fruitful discussion of Provincial Assessor with the members of the Philippine Association of Municipal Assessors (PAMAS), Inc. Isabela Chapter, during their regular monthly meeting held at Conference Hall of Provincial Assessor's Office

3. Acted on the following matters:
  - a) 17 incoming & 6 outgoing communications
  - b) Prepared 7 Application for Leave of Absence; 14 Locator Slips
  - c) 4 payrolls (2 for permanent & 2 for Contractuals)
  - d.) Prepared 5 vouchers
  - e) 18 queries of real property owners and other interested parties.
4. The Provincial Assessor's Office hosted the regular Monday Convocation on Flag Raising Ceremony on September 10, 2018. The personnel of the office presented a two dance number. It was participated by the entire office' personnel.
5. The Provincial Assessor, Mr. Guillermo B. Barretto attended the 2019 Annual Budget deliberation together with all the different department heads held at Manila on September 19-21, 2018.
6. In the conduct of 2018 General Revision, the Assessment of Real Property numbers (ARP Numbers) to be provided by this office to all municipalities is on-going. Some municipalities are now assigning numbers to its Field Appraisal & Assessment Sheet (FAAS) and Tax Declarations (TD).

OTHER MATTERS:

1. Two contractual employees of this office namely Kim Luis and Pepito Bautista, attended the Values Orientation Workshop (VOW), conducted by the Provincial Government of Isabela through the initiative of Human Resource Management Office, held on September 26, 2018 at Balay, Capitol Grounds, City of Ilagan, Isabela.

Prepared by:

Conformed by:

**YULMA MARIE C. BALABBO**  
LAOO - III

**GUILLERMO B. BARRETTO**  
Provincial Assessor

October 4, 2018

**HON. FAUSTINO G. DY III**

Governor  
Province of Isabela

Thru: **ATTY. NOEL MANUEL R. LOPEZ**  
Provincial Administrator  
City of Ilagan, Isabela

Sir:

We are submitting herewith our Monthly Accomplishment Report for the month of **September 2018**, for your information and ready reference.

Very truly yours,

**GUILLERMO B. BARRETTO**  
Provincial Assessor