



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

For the month February 2019

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) 189 certifications relative to real property assessments
 - b) 384 certified copy of Tax Declarations (TD)
 - c) 38 certified photocopy of TD, and such other related documents on assessment records
2. Received four (4) request for annotation of encumbrance, and have annotated on the face of Tax Declarations (TD's), as bail bond issued by court, notarized Adverse Claim and Mortgage Agreement issued by banks.
3. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors of the thirty four (34) Local Assessment Offices of this province, upon proper review and verification of personnel concerned, whether assessment procedures and techniques were being followed, to wit:
 - a) 267 Real Property Units (RPU's) for newly discovered real properties
 - b) 473 RPU's for subdivision/consolidation/revision or with physical changes
 - c) 378 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 February 2019, 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. Engr. Ferdinand P. Ramos- Tax Mapper I and Mr. Kurt Daniel B. Tomas- Administrative Aide II, rendered technical assistance in the re-sectioning of maps in the Municipal Assessor's Office of Echague, Isabela on February 7-8, 2019.
3. Mr. Noel B. Babas- LAOO IV, Mr. Edgardo S. Rico-Tax Mapper IV & Mr. Pepito Bautista-Administrative Aide II conducted ocular inspection and appraisal/assessment of the real property declared in the name of Flordeliz D. Guito, situated at District 2, Gamu, Isabela on February 19, 2019.



Properties of Flordeliz Guito appraised/assessed by personnel of Provincial Assessor's Office

4. Engr. Felipe O. Guray Jr.- Tax Mapper I, Mr. Sourab Achilles S. Abutazil- Draftsman I and Mr. Pepito Bautista-Administrative II conducted parcellary mapping at Barangay Minallo, Naguilian, Isabela together with personnel of Municipal Assessor of the said municipality on February 20-21, 2019.



Parcellary mapping conducted at Barangay Minallo, Naguilian, Isabela with personnel from Provincial Assessor's Office and Municipal Assessor's Office of LGU-Naguilian.

5. Mr. Noel B. Babas- LAOO IV and Mr. Edgardo S. Rico-Tax Mapper IV conducted ocular inspection, appraisal and assessment of the properties declared in the names of Bonifacio Cabaccan, et. al., located at Ugad, Cabagan, Isabela on February 26, 2019.



Properties of Bonifacio, Charles and Mesias all surnamed Cabaccan located at Ugad, Cabagan, Isabela.

III. INTERNAL ADMINISTRATION:

1. Conducted monthly meeting of Provincial Assessor's Office on February 4, 2019 at Conference Room thereof. Issues and concerns were discussed regarding office policies and procedures. With the implementation of General Revision this January 2019, personnel will be going to different municipalities to validate the said implementation.



Taken during the PAO personnel meeting

2. Conducted the regular monthly meeting of Philippine Association of Municipal Assessors (PAMAS), Inc. Isabela Chapter, on February 13, 2019 at Provincial Assessor's Conference Room, Capitol Building, City of Ilagan, Isabela.



PAMAS, Inc. Isabela Chapter regular monthly meeting

3. Acted on the following matters:

- a) 37 incoming and 9 outgoing communications
- b) Prepared 10 Application for Leave of Absence; 10 Locator Slips
- c) 4 payrolls (2 for regular employees and 2 for contractual)
- d) Prepared 14 vouchers

IV. OTHER MATTERS

1. The office participated during the Synchronized National Earthquake Drill on February 21, 2019 at 9:00 in the morning.
2. Ms. Zenaida A. Gabriel- LAOO IV appeared before Regional Trial Court Branch 40, Cauayan City, Isabela under Civil Case No. Br. 40-3659, held on February 28, 2019.
3. The Isabela Corps of News Correspondents (ICONEC) members, Ms. Yulma Marie C. Balabbo- LAOO III and Ms. Irene D. Jao- Administrative Aide II convened at Balai, Capitol Compound, Alibagu, City of Ilagan, Isabela on February 28, 2019 with regards to preparations of succeeding issues of Isabela INFOcus.

Prepared by:

Conformed by:

YULMA MARIE C. BALABBO
LAOO - III

GUILLERMO B. BARRETTO
Provincial Assessor



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OFFICE OF THE PROVINCIAL ASSESSOR

March 6, 2019

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 **February 2019**, for your information and ready reference.

Thank you.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor

