



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

For the month August 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.) 192 certifications relative to real property assessments
 - b) 375 certified copy of Tax Declarations (TD)
 - c) 129 certified photocopy of TD, and such other related documents on assessment records

- a. Received five (5) requests for annotation of encumbrance and have annotated on the face of five (5) Tax Declarations (TD), one (1) bail bond issued by court, three (3) mortgage and one (1) Adverse Claim submitted by property owners.

- b. Approved total assessment transactions of 1,359 Real Property Units (RPUs) 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) 84 RPUs for newly discovered real properties
 - b) 913 RPU's for subdivision/consolidation/revision or with physical changes
 - c) 362 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 August 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. Mr. Noel B. Babas- LAOO IV and Ms. Yulma Marie C. Balabbo-LAOO III conducted ocular inspection on the property of Victoria Cauan, et. al situated at Cansan, Cabagan, Isabela on August 28, 2019.

III. INTERNAL ADMINISTRATION:

1. Conducted monthly meeting of Provincial Assessor's Office' personnel first hour in the morning on August 7, 2019. The meeting was very fruitful that we were able to address issues and concerns of all personnel, it was presided by the Provincial Assessor.
2. Conducted the regular monthly meeting of Philippine Association of Municipal Assessors (PAMAS), Inc. Isabela Chapter, on August 7, 2019 at Provincial Assessor's Conference room, Capitol Building, City of Ilagan, Isabela.
3. Acted on the following matters:
 - a) 27 incoming and 15 outgoing communications
 - b) Prepared 10 Application for Leave of Absence;
16 Locator Slips
 - c) 1 payrolls for regular employees and 1 payroll for contractual employees
 - d) 9 Prepared vouchers
4. Attended Joint Meeting regarding Resolution Earnestly Requesting the Provincial Engineering Office of the Province of Isabela, through the Hon. Provincial Governor Rodito T. Albano III to cause the relocation of the informal settlers occupying the area fronting the Isabela Provincial Library and Museum, adjacent to Isabela State University campus, on August 19, 2019 at Blueroom, Provincial Capitol Building, Alibagu, City of Ilagan, Isabela.

Prepared by:

YULMA MARIE C. BALABBO
LAOO - III

Conformed by:

GUILLERMO B. BARRETTO
Provincial Assessor



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September 2, 2019

HON. RODOLFO T. ALBANO III

Provincial 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 **August 2019**, for your information and ready reference.

Thank you.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor

PICTURES TAKEN IN SUPPORT TO OUR AUGUST 2019
ACCOMPLISHMENT REPORT



Staff meeting of Provincial Assessor's Office on August 7, 2019 held at Provincial Assessor's Office Conference Room, Capitol Building, City of Ilagan, Isabela



PAMAS meeting on August 7, 2019 held at Provincial Assessor's Office Conference Room, Capitol Building, City of Ilagan, Isabela



Ocular inspection at Barangay Cansan, Cabagan, Isabela