



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

## **OFFICE OF THE PROVINCIAL ASSESSOR**

### **MONTHLY ACCOMPLISHMENT REPORT**

For the month of January 2020

#### **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 in the Provincial Tax Ordinance:
  - a) 220 certifications relative to real property assessments
  - b) 637 certified copy of Tax Declarations (TD)
  - c) 186 certified photocopy of TD, and such other related assessment records
2. Received five (5) request for annotation of encumbrance, and have annotated on the face of Tax Declarations (TD's), based on Court Order one (1) TD was used as bail bond and four (4) mortgage and have issued corresponding certifications and copy of annotated TD's, confirming the annotations made.
3. Approved assessment transactions submitted/recommended 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) 177 Real Property Units (RPU's) for newly discovered real properties (DC)
  - b.) 761 RPU's for subdivision/consolidation/revision or with physical changes (PC)
  - c) 340 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 January 2020, as follows,
  - a) Section Maps
  - b) Tax Map Control Rolls
  - c) Field Appraisal and Assessment Sheets
  - d) Tax Declaration (hard copy and e-gaps)
  - e) Records of Assessment

### **III. INTERNAL ADMINISTRATION:**

1. Conducted regular monthly meeting of PAMAS, Inc. Isabela Chapter on January 15, 2020 held at Hardin Restaurant, Cityhomes Subdivision, City of Ilagan, Isabela. The Provincial Assessor, Mr. Guillermo B. Barretto, presided over the meeting and reminded the Municipal Assessors to gather data using the Sworn Statement of the True Current and Fair Market Value of Real Properties (Taxable & Exempt) in preparation of Proposed Schedule of Values, in preparation for the General Revision, and discussed other related matters.
2. Conducted regular monthly meeting of PAO personnel on January 7, 2020, it was presided by the Provincial Assessor. The Agenda were submission of IPCR, active participation in the forthcoming activities of Bambanti Festival and reminded us of our commitment to work in giving services to our clients.
3. Acted on the following matters:
  - a) 76 incoming & 8 outgoing communications
  - b) Prepared 13 Application for Leave of Absence;  
15 Locator Slips
  - c) 3 payrolls (2 for regular and 1 for contractual employees)
4. The Provincial Assessor attended their first meeting of the year with Honorable Governor Rodolfo T. Albano III on January 6, 2020, held at the Balai, Capitol compound, Alibagu, City of Ilagan, Isabela.

#### **OTHER MATTERS:**

1. We participated during the 2020 BAMBANTI FESTIVAL with the theme "Patuloy and Tagumpay ng Pusong Isabela" for the period from January 27-31, 2020. A Thanksgiving Mass in the morning of January 27, 2020 was concelebrated at St. Michael Archangel Cathedral, Gamu, Isabela. A weeklong activity that showcased the Province of Isabela not only in the province but internationally viewed in the social media.

Prepared by:

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

Conformed by:

**GUILLERMO B. BARRETTO**  
Provincial Assessor



Republic of the Philippines  
**PROVINCE OF ISABELA**  
City of Ilagan

**OFFICE OF THE PROVINCIAL ASSESSOR**

February 4, 2020

**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 **January 2020**, for your information and ready reference.

Thank you.

Very truly yours,

**GUILLERMO B. BARRETTO**  
Provincial Assessor

PICTURES TAKEN TO SUPPORT OUR MONTHLY ACCOMPLISHMENT  
REPORT



Taken during the PAMAS, Isabela Chapter regular monthly meeting at Hardin Restaurant, CityHomes Subdivision, Alibagu, City of Ilagan, Isabela on January 15, 2020



Provincial Assessor's Office first meeting of the year 2020

held on January 7, 2020



Taken during the iRun for Taal, a fund raising program of Provincial Government of Isabela for TAAL victims.

