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|  | <b>PROVINCIAL ASSESSOR'S OFFICE</b> | <b>NOVEMBER</b> |
|   |                                     | MONTH           |
|   | Accomplishment Report               | <b>2021</b>     |
|   |                                     | YEAR            |

**I. FOCUS AREA**

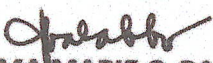
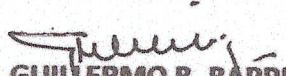
| PROGRAM/PROJECT/ACTIVITY  | PROJECT/PROGRAM DESCRIPTION   | STATUS/REMARKS/ACCOMPLISHMENT  |
|---|---|--|
| <b>I. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM</b>  |   |  |
| 1.1 Approval of Assessment Transactions emanating from the 34 Municipal Assessor's Offices  |   |  |
| 1.1.1 Real Property Units (RPU's) for newly discovered real properties  | a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes  | Approved a total of 183 Real Property Units (RPU's) with total Market Value of P 168,142,360.00 and Assessed Value P 86,652,180.00 for newly declared real properties on Lands, Buildings and Machineries. |
| 1.1.2 RPU's for transferred properties  | b. Transfer of Ownership with updated Real Property Tax and Transfer Tax Payment, with Certificate Authorizing Registration for the payment of either Capital Gain Tax, Estate Tax and or Donors Tax, whichever is applicable   | Approved a total of 451 RPU's on transferred properties  |
| 1.1.3 RPU's for subdivision/consolidation/revision or physical change   | c. Real properties that are subdivided(remaining portions) consolidated and revised as to classification, actual use, area, boundaries, lot number, correct name of owner, etc. and re-sectioning of tax maps.  | Approved 1,223 RPU's subdivided, consolidated, re-sectioned and revised assessment data of real properties   |
| 1.2 Issuance of Certified Copy of Tax Declaration (TD), various Certifications, Certified photocopy of TDs and such other assessment record | Issued Certifications, Certified copy and photocopy to BIR as basis in the computation and collection of Capital Gains Tax, Doc. Stamp Tax, Donor's Tax and Estate Tax; for DENR in the issuance of title; for DAR in identifying Farmer Beneficiaries and for real property owners for their file copy and reference | We have issued the following:<br><b>215</b> certified copy of Tax Declarations<br><b>326</b> various certifications<br><b>114</b> certified photocopies of old TDs, documents and other assessment record  |



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| <p>1.3 Annotation of encumbrance on the face of Tax Declaration</p> | <p>Annotation of encumbrance used as bail bond ordered by the court, mortgage contract issued by bank and Adverse Claim furnished by property owners</p>   | <p>We have annotated thirteen (13) Tax Declarations to wit:</p> <p style="text-align: center;">Mortgage Contract- 13</p>   |
| <p><b>II. CAPABILITY BUILDING</b></p>                               |  |  |
| <p>1. Training, Workshop, Seminars &amp; Conventions</p>            | <p>Training Workshop on Local Road Management Team (LRMT) conducted by Department of Interior and Local Government (DILG) of the province of Isabela.</p>  | <p>Engr. Ferdinand P. Ramos, Tax Mapper I, attended the Training Workshop of LRMT on November 23-25, 2021 at Piazza Zicarelli, Gamu, Isabela</p>   |
| <p><b>III. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</b></p>         |  |  |
| <p>1. Field Appraisal and Assessment of Real Property</p>           | <p>Conduct ocular inspection by representatives of the Provincial Assessor being the Chairman of the Provincial Appraisal Committee, together with representative of the Provincial Engineer and Provincial Treasurer being both members of the Committee, of the subject property, in order to determine the fair, just compensation of the subject properties for LGU development.</p> | <p>Engr. Felipe O. Guray, TM IV, Mr. Pepito V. Bautista, TM I, together with representatives from Office of the Provincial Engineer and Provincial Treasurer, being members of Provincial Appraisal Committee, conducted ocular inspection for the appraisal of lot to be purchased by LGU-San Mariano, Isabela on November 5, 2021.</p> <p>Resolution No. 2021-08 was issued by the Provincial Appraisal Committee for the ocular inspection conducted.</p> |
| <p>2. LGU Visitation (Municipal Assessor's Office)</p>              | <p>Validation, monitoring, visitation &amp; rendering assistance.</p> <p>Conduct of Tax Mapping Operations Project</p>   | <p>Engr. Felipe O. Guray Jr. TM IV, Mr. Allan Harris G. De Joya, Draftsman I and Mr. Angelito P. Garcia, Book Binder III continued rendering technical assistance to LGUs of San Pablo &amp; Santa Maria, Isabela for the on-going Tax Mapping Operations Project, for the month of November 2021.</p>   |
| <p>3. Digitization of Maps</p>                                      | <p>A continuing project of the province to digitized the maps of all the municipalities</p>  | <p>Continued the digitization of maps for the municipalities of Gamu, Echague, San Guillermo, San Pablo, Santa Maria, Santo Tomas, Ramon, Quezon, Burgos, Cabatuan, Cordon and San Mariano by the staff of Tax Mapping Division.</p>   |



**II. OTHER PROGRAM/PROJECT /ACTIVITY**

| PROGRAM/PROJECT/ACTIVITY  | PROJECT/PROGRAM DESCRIPTION  | STATUS/REMARKS/ ACCOMPLISHMENT  |
|---|--|---|
| <p><b>IV. INTERNAL ADMINISTRATION</b></p> <p>1. Submission/Review and approval of uploaded Assessment Report</p>  | <p>Quarterly Report on Real Property Assessment (QRRPA) submitted by the thirty four (34) Local Assessors' thru LIFT System of the BLGF, DOF.</p>  | <p>Continued review of uploaded QRRPA reports in the LIFT system.</p>   |
| <p><b>V. OTHER MATTERS:</b></p> <p>1. Monthly Meeting</p> <p>2. ARTA MC 2021-09 and Whole-of-Government Reengineering Manual</p> <p>3. ISO 9001:2015 Online Systems Audit</p>   | <p>Regular monthly meeting of Provincial Assessor's Office (PAO) after the skeletal workforce schedule</p> <p>Schedule meeting to discuss ARTA MC 2021-09 Whole-of-Government Reengineering Manual</p> <p>Scheduled ISO system audit of Provincial Assessor's Office</p> | <p>Mr. Guillermo B. Barretto, Provincial Assessor conducted staff meeting on November 22, 2021 at PAO conference Room, where issues and concerns were discussed and resolved.</p> <p>Mr. Guillermo B. Barretto, Provincial Assessor and Ms. Zenaida A. Gabriel, Assistant Provincial Assessor attended the meeting regarding Whole-of-Government Reengineering Manual on November 23, 2021 held at Blue Room, Capitol Bldg.</p> <p>Attended scheduled ISO 9001:2015 systems audit on November 23, 2021 by assigned Internal Auditors in the office.</p> |
| <p>Prepared by:</p> <p><br/> <b>YULMA MARIE C. BALABBO</b><br/>           LAOO IV/Acting Asst. Provincial Assessor for Operation</p> | <p>Certified Correct:</p> <p><br/> <b>GUILLERMO B. BARRETTO</b><br/>           Provincial Assessor</p>   |   |