

	PROVINCIAL ASSESSOR'S OFFICE	DECEMBER
		MONTH
	MONTHLY ACCOMPLISHMENT REPORT	2023
		YEAR

I. FOCUS AREA

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
<p>1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM</p> <p>1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor's Office's</p> <p>1.1.1 Real Property Units (RPU) of newly discovered real properties</p>	<p>a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes</p>	<p>Approved a total of 136 Real Property Units (RPU) of newly declared real properties for Land, Building and Machineries.</p> <p><u>Taxable Properties:</u></p> <p>Residential Lot Market Value - Php 5,889,782.00 Assessed Value 981,230.00</p> <p>Residential Buildings Market Value Php 33,069,940.00 Assessed Value 7,866,350.00</p> <p>Agricultural Land Market Value Php 8,029,370.00 Assessed Value 562,040.00</p> <p>Agricultural Building Market Value Php 1,122,000.00 Assessed Value 933,140.00</p> <p>Commercial Building Market Value Php 25,294,540.00 Assessed Value 17,015,540.00</p> <p>Commercial Machinery Market Value Php 1,851,300.00 Assessed Value 1,481,000.00</p> <p><u>Exempt properties:</u></p> <p>Government Lot Market Value Php- 190,380.00 Assessed Value 12,440.00</p> <p>Government Building</p>

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<p>1.1.2 RPU's of transferred Properties</p> <p>1.1.3 RPU's for subdivision, consolidation, revision or with physical change</p> <p>1.2 Issuance of Certified Copy of Tax Declaration (TD); various certifications; certified photocopy of TD's and such other related assessment records</p> <p>1.3 Annotation of encumbrance on the face of Tax Declarations</p>	<p>Transfer of Ownership with updated Real Property Tax, and payment of Transfer Tax, with Certificate Authorizing Registration for the payment of either Capital Gains Tax, Estate Tax and or Donor's Tax with payment of Documentary Stamp Tax, whichever is applicable.</p> <p>a. Real Properties with revisions to area, boundaries, actual use, lot nos., correct name of declared owners, etc;</p> <p>b. Subdivided/consolidated, re-sectioned and remaining portions to transferred properties;</p> <p>c. re-classification, with updated RPT and upon payment of required Fees to PTO.</p> <p>Issue certifications, certified copy of Tax Declaration and photocopy to BIR as basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax; for DENR in the issuance of title; for DAR in identifying property owners for their file copy and reference, upon payment of Fees and Charges to PTO based on approved Ordinance by the Provincial Government of Isabela (PGI).</p> <p>Annotation of encumbrance, used as bail bond with court order submitted, mortgage contract issued by bank, and Adverse Claim requested/submitted by property owners and or interested parties.</p>	<p>Market Value Php-1,982,460.00 Assessed Value 547,690.00</p> <p>Religious Building</p> <p>Market Value Php - 843,100.00 Assessed Value 168,620.00</p> <p>Approved a total of 314 RPU's on transferred properties.</p> <p>Approved a total of 316 RPU's subdivided, consolidated and revised assessment data of real properties</p> <p>We have issued the following:</p> <p>831 Certified Copy of Tax Declarations 203 Various Certifications 71 Photocopies of Old TDs, documents and other assessment record</p> <p>We have annotated on the face of Tax Declarations of the following requests:</p> <p>14 TD's based on Mortgage Contract 1 TD used as Bailbond 2 TD's on Adverse Claim</p>
<p>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</p>		

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<p>2.1 Field Appraisal and Assessment of Real Property</p>	<p>Conduct of ocular inspection by Provincial Assessor or duly authorized representatives, 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>Preparation of the proposed 2024 Schedule of Market Values for Generation Revision of Real Property Assessment by Classification under the provisions of Section 212 of R. A. 7160.</p>	<p>No request received for the month of December, 2023</p> <p>Ms. Yulma Marrie C. Balabbo, Assistant Provincial Assessor for Field Operation ; Engr. Felipe O. Guray, Jr.; Tax Mapper IV; Mr. Guillermo Maria B. Dy, Jr, LAOO III and Joey M. Masiddo, Admin Aide II; seek technical assistance from the Bureau of Local Government Finance Regional Office No. II on Decmber 19, 2023, with regards to the submitted proposed 2024 Schedule of Market Values for General Revision of Real Property Assessment by Classification.</p> <p>The Technical Working Group (TWG), and Municipal Assessor's have made the necessary corrections on the submitted proposed Schedule of Market Values recommended by Atty. Julaida T. Caddawan-Pancho, Regional Director of the Bureau of Local Government Finance, Region II, based on the results of their review and evaluation of said documents which need to be addressed, to be re - submit for the issuance of Certificate of Compliance.</p>
<p>2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office's</p>	<p>2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local Assessment Offices of the province.</p> <p>2.2.2 Visitation, monitoring, rendering technical assistance to local assessment offices and upon request of real property owners.</p> <p>2.2.3 Render technical assistant and supervision in the Tax Mapping Operation (TMO) project in the municipalities of San Guillermo, San Pablo and Santa Maria.</p>	<p>Ms. Yulma Marrie C. Balabbo, Assistant Provincial Assessor for Field Operation; Mr. Guillermo Maria B. Dy, Jr., LAOO III and Mr. Sourab Achilles S. Abutazil, Draftsman I, have assisted BLGF Regional Team in the conduct of AEEM in the municipalities of Quezon, Mallig and Quirino, on December 13,14,15, 2023, respectively.</p> <p>No request received</p> <p>Engr. Felipe O. Guray, Jr. Tax Mapper IV, coordinated with the Municipal Assessor's of San Guillermo and Sta. Maria, as to the status of Tax Mapping Operation, to wit;</p>

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<p>2.3 Digitization of Maps</p> <p>2.4 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System</p> <p>2.5 Update and maintain assessment records</p>	<p>Digitization of Maps - a continuing project of the province to digitized the maps of all the municipalities.</p> <p>a. Review of submitted QRRPA of the thirty four (34) municipalities for 4th quarter, ending December 31, 2023</p> <p>b. Approval of Quarterly Report on Real property Assessment (QRRPA) thru LIFT System by the Provincial Assessor.</p> <p>Updating and maintenance of Assessment Records on e-GAPS including technical and no-technical records such as FAAS; TD's; SM's; TMCRs and ROA</p>	<p>San Guillermo - Records Conversion Management still on-going, results was partially submitted to this office for approval by the Provincial Assessor.</p> <p>Santa Maria – still on-going due to limited manpower.</p> <p>San Pablo - Engr. Felipe O. Guray, Jr. Tax Mapper IV and Mark Gen S. Siquian Assessment Clerk II, rendered technical assistant and closely supervised the completion of the project on December 14,15,21,28 and 29, 2023. as requested by Hon Antonio N. Miro, Mun. Mayor of the municipality.</p> <p>Continued in the encoding of approved subdivision maps in relation to the Digitization of Maps in the Tax Mapping Division of the municipalities to be completed</p> <p>Monitored the submission and have reviewed the QRRPA (BLGF Form No. 3) for 4th quarter, ending December 31, 2023. of the municipalities who have submitted early.</p> <p>Continued in the review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters that have some corrections.</p> <p>Updated assessment records in all the approved assessment transactions for the month of December, 2023 with a total number of 779 RPU's, both technical and non- technical records. Likewise in e-GAPS. This is a daily continuing activity.</p>
<p>3. LGU CAPABILITY BUILDING</p> <p>3.1 Trainings, Workshops, Seminars, Orientation and Convention</p>	<p>Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.</p>	<p>Mr. Guillermo B. Barretto, Provincial Assessor; Atty. Jenny Flor M. Cabaddu. Atty IV- Special Order- Detailed, Ms. Yulma Marie C. Balabbo; APA for Field Operation; Engr. Felipe O. Guray, Jr., Tax Mapper IV and Mr. Lorenzo Charles, LAOO III, have attended the three (3) day Regional Conference -Seminar for Provincial, City and Municipal Treasurers and Assessors and their respective staff of Region II, with the theme: “Upbuilding Cagayan Valley Region’s Treasurers and Assessors as Catalyst as Catalyst of Development,</p>

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		<p>Excellence and Reform (T.A.C.D.E.R.) , in Local Governance,” held at Hotel Andrea, Cauayan City, Isabela, on December 5 -7, 2023.</p>
<p>4.INTERNAL ADMINISTRATION</p> <p>4.1 Request of Real Property Owners/clientele</p> <p>4.2. Conduct/ Attend Meetings</p> <p>4.3 Inter - Agency Coordination (National/Local)</p>	<p>Act on request of Real Property Owners, both in writing and party waiting</p> <p>4.2.1 Conduct of PAO staff monthly meeting</p> <p>4.2.2 Conduct of Monthly meeting of the Philippine Association of Municipal Assessors (PAMAS), Isabela chapter</p> <p>4.3.1 Coordination with National Agencies BIR, DAR, DPWH, DENR /Local and others</p> <p>4.3.2 Appearance to courts as per Subpoena Duces Tecum ad Testificandum received</p>	<p>Acted a total of one hundred thirty four (108) request of Real Property Owners/clientele, and sixty three (55) request in writing with efficiency in a prompt manner.</p> <p>Conducted information dissemination of Memorandum Circulars received in the office, on December 12, 2023 and monthly meeting of PAO staff, important matters and issues and concerns have been discussed and resolved.</p> <p>Mr. Guillermo B. Barretto, PA, Ms. Yulma Marrie C. Balabbo; Engr. Felipe O. Guray, Jr. and Mr. Lorenzo Charles A. Jucar, LAOO III, have attended the 2023 year End Assessment Formulation of Plans and Programs for CY- 2024 of the members of the Philippine Association of Municipal Assessors (PAMAS), In., Isabela Chapter, held at JVS Grill, Echague, Isabela, on December 18, 2023.</p> <p>The Provincial Assessor have reminded Municipal Assessors’ to addressed the recommendation of Atty. Julaida T. Caddawan-Pancho Regional Director of BLGF, Regional Office No. II, on the corrections to be made as a result on the review and evaluation of the proposed SMV submitted.</p> <p>Coordinated with the Regional Director of DENR, Mines and Geosciences Bureau, Regional Office No. II, in the person of Mr. Mario A. Ancheta and requested the Summary of Shipments made by Dinapigue Mining Corporation for the years 2022-2023, as basis in the appraisal and assessment of Mineral Land, in the municipality for Fiscal Year 2022-2023.</p> <p>Mr. Lorenzo Charles A. Jucar, LAOO III of the Administrative and Records Management Division have represented the Provincial Assessor and appeared at Regional Trial Court Second Judicial Region, Branch 22, Cabagan, Isabela on December 12, 2023 at 1:30 pm, with him are records (Tax Declarations with</p>

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		<p>the documents, supporting the transfers) needed as exhibits of Civil Case No. 22-1348- Pascual B. Lago, Luis B. Lago & Lorna B. Lago-Pelo- Plaintiffs Versus Heirs of Pedro Talaue namely; Lolita Lago-Talaue, Jane Talaue, Peter Talaue and Edilmar Talaue- Defendants</p> <p>The Provincial Assessor together with his two Assistants have attended the PGI Fiscal Year 2024 - Annual Budget Authorization/Legislative Budget Deliberation, held at New World Makati Hotel, Ayala Center Makati City, Metro Manila on November 30, 2023 to December 1, 2023.</p>

Prepared by:

Submitted by:

(SGD.) ZENaida A. GABRIEL
 APA- Administrative and Records Operation

(SGD.) GUILLERMO B. BARRETTO
 Provincial Assessor



Mr. Guillermo B. Barretto- Provincial Assessor, **Ms. Maria Theresa A. Flores** - Provincial Treasurer together with key staff and **Atty Julaida T. Caddawan -Pancho** Regional Director of BLGF Region No. II,

during Regional Conference-Seminar for Provincial, City and Municipal Treasurers and Assessors and staff held at Hotel Andrea, Cauayan City on December 5, 6 & 7, 2023



Some pictures taken during the conduct of the Regional Conference Seminar on December 5-7, 2023



Mr. Lorenzo Charles A. Jucar represent the Provincial Assessor in a hearing at RTC Br. 22, Cabagan, Isabela under on Civil Case no. 22-1348 - December 12, 2028



Provincial Assessor Technical Team joined the BLFG Region II Evaluation Team in the conduct of Assessment Operation Evaluation to the Municipalities of Quezon, Mallig & Quirino Isabela on December 13, 14 & 15, 2023



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The GR 2024 TWG seek technical assistance on the review and evaluation made by BLGF Regional Office No. II on the submitted proposed 2024 Schedule of Market Value on

December 19, 2023



The Provincial Assessor Mr. Guillermo B. Barretto together with PAO key staff and members of the Philippine Association of Municipal Assessors Inc. Isabela Chapter, during the 2023 Year End Assessment and Formulation of Plans and Programs for CY- 2024 at JVS Grill, Echague, Isabela on December 18, 2023