

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

I. FOCUS AREA

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM 1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor's Office's 1.1.1 Real Property Units (RPUs) of newly discovered real properties	a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes	Approved a total of 264 Real Property Units (RPUs) of newly declared real properties for Land, Building and Machineries. <u>Taxable Properties:</u> Residential Lot Market Value - Php 1,472,670.00 Assessed Value 324,100.00 Residential Buildings Market Value Php 69,597,350.00 Assessed Value 18,601,220.00 Agricultural Land Market Value Php 6,393,110.00 Assessed Value 447,530.00 Agricultural Building Market Value Php 3,419,130.00 Assessed Value 2,314,080.00 Commercial Building Market Value Php 57,340,204.00 Assessed Value 31,088,690.00 Commercial Machinery Market Value Php 2,267,500.00 Assessed Value 1,814,120.00 Industrial Building Market Value Php 129,360.00 Assessed value 38,810.00 Industrial Machinery Market Value Php 300,000.00 Assessed Value 240,000.00 <u>Exempt Properties:</u> Educational Building Market Value Php 1,200,420.00 Assessed Value 420,150.00

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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>Religious Building Market Value Php 500,860.00 Assessed Value 125,220.00</p> <p>Government Building Market Value Php 26,104,400.00 Assessed Value 13,540,460.00</p> <p>Approved a total of 245 RPU's on transferred properties.</p> <p>Approved a total of 412 RPU's subdivided, consolidated and revised assessment data of real properties</p> <p>We have issued the following: 320 Certified Copy of Tax Declarations 255 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: 9 TD's based on Mortgage Contract 4 TD's on Adverse Claim</p>
<p>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</p> <p>2.1 Field Appraisal and Assessment of Real Property</p>	<p>Preparation of the proposed 2024 Schedule of Market Values for Generation Revision of Real</p>	<p>The Technical Working Group (TWG) has completed the finalization of the proposed SMVs. The undersigned</p>

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<p>2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office's</p>	<p>Property Assessment by Classification under the provisions of Section 212 of R. A. 7160.</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 assistance and supervision in the Tax Mapping Operation (TMO) project in the municipalities of San Guillermo, San Pablo and Santa Maria.</p>	<p>Provincial Assessor submitted it on November 6, 2023, to the Bureau of Local Government Finance (BLGF) Regional Office No. 2, for the issuance of a Certification in compliance with Local Assessment Regulations No. 1-04, dated October 1, 2004, otherwise known as the Manual on Real Property Appraisal and Assessment Operations.</p> <p>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 municipality of Dinapigue, on November 9 & 10, 2023.</p> <p>Engr. Ferdinand P. Ramos, Tax Mapper II, Mr. Kristian A. Balmaceda, and Kurt Daniel B. Tomas conducted a land survey in the municipality of Cabagan on November 7, 14-17, & 21-24, 2023, as per letter request of Ms. Olive P. Guinucud of SPIFDC of Ballacayu, San Pablo, Isabela, in coordination with the OIC Municipal Assessor of Cabagan, Isabela.</p> <p>The Tax Mapping Operation in the municipality of San Guillermo has been successfully finished and completed.</p> <p>Engr. Felipe O. Guray, Jr. Tax Mapper IV, coordinated with the municipalities of San Pablo and Sta. Maria, in the conduct of Tax Mapping Operation, status is as follows:</p> <p>Santa Maria – still on-going due to limited manpower.</p> <p>San Pablo - Hon Antonio N. Miro, Mun. Mayor of the municipality have requested technical team from this office to closely supervised and render technical assistance in the completion of the project and the Provincial Assessor have delegated Engr. Felipe O. Guray, Jr. Tax Mapper IV and Mark Gen S. Siquian on November 16,17,23 & 24, 2023.</p>
<p>2.3 Digitization of Maps</p>	<p>Digitization of Maps - a continuing project of the province to digitized the maps of all the municipalities.</p>	<p>The digital base maps of thirty-one (31) municipalities have been completed, and the updating of daily approved subdivision or consolidation transaction is ongoing on a day-to-day basis in relation to the Digitization of Maps in the Tax Mapping Division of the municipalities.</p>

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<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>a. 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>The digitization of maps for the Municipalities of Aurora, Roxas, and Tumauni is to be completed.</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 November 2023 with a total number of 938 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>Atty. Jenny Flor T. Manantan, Legal Officer IV, detailed in PAO, and Guillermo Maria D. Barretto, Jr., LAOO III, have attended a one-day training on Workplace Diversity, Equity, and Inclusion (DEI) and Management of Multi-generational Workforce on November 28, 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>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>Acted a total of one forty nine (49) request of Real Property Owners/clientele, and forty three (43) request in writing with efficiency in a prompt manner.</p> <p>Conducted monthly meeting of PAO staff on November 7, 2023 wherein issues and concerns regarding office operation were tackled. Important matters and other issues and concerns have been discussed and resolved.</p> <p>Conducted monthly meeting of the PAMAS, Isabela Chapter, on November 16, 2023, held at City Hotel, City of Ilagan, Isabela. The Provincial Assessor presided over the meeting.</p> <p>The upcoming Three(3)-day Regional Conference-Seminar for Provincial, City, and Municipal Treasurer and Assessors and their respective staff, to be held in the City of Cauayan from December 5 to 7, 2023 was discussed. Other issues and concerns regarding assessment operations were discussed and resolved.</p>

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4.3 Inter - Agency Coordination (National/Local)	<p>4.2.3 Conduct of Joint Meeting of City and Municipal Assessors and Treasurers of Isabela</p> <p>4.3.1 Coordination with National Agencies – BIR, DAR, DPWH /Local</p> <p>To appear and testify in court as to the records existing in the office, as per Subpoena, issued by courts in the province, received by the office.</p>	<p>The Provincial Assessor and Treasurer jointly conducted a meeting of City and Municipal Assessors and Treasurers of the Province of Isabela on November 24, 2023, at FNDy Hall, Capitol Building, City of Ilagan, Isabela.</p> <p>Updates on the S.E.C. registration of CVALTA and the election of new officers were discussed, and the upcoming Three(3)-day Regional Conference-Seminar for Provincial, City, and Municipal Treasurer and Assessors and their respective staff, was also addressed. Other issues and concerns were discussed and resolved.</p> <p>System Audit of the PAO Quality Management System was conducted by Mr. Enrico D. Pendon, MVC Consultant, on November 15, 2023, at the Blue Room. The audit focused on the SWOT Analysis, Opportunities Action Plan, Needs and Expectations, Risk Assessment Registry, and Quality Objectives. Some findings were identified, and the auditor recommended corrective measures. The audit was carried out smoothly and successfully.</p> <p>The audit aims to ensure that PGI's Quality Management System is effectively implemented and maintained and its documented processes are strictly observed.</p> <p>Mr. Lorenzo Charles A. Jucar, LAOO III of the Records and Administrative Division have appeared and testified before the Regional Trial Court Second Judicial Region, Branch 35, Santiago City on July 13 and 23, 2023.</p>

Prepared by:

Submitted by:

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 APA- Administrative and Records Operation

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 Provincial Assessor

Some pictures taken during the different activities.



The Provincial Assessor met his staff on November 07, 2023, and discussed important matters.



Conducted a comprehensive land survey of parcels of land, located in the municipalities of Cabagan, Isabela on November 07, 2023



The Provincial Assessor's Technical Team assisted BLGF RO2 Evaluators in conducting AEEM in the municipality of Dinapigue, Isabela, on November 09 & 10, 2023.



Mr. Lorenzo Charles A. Jucar, LAOO III, attended court trial of civil case no. 35-3629 at RTC 2nd Judicial Region, Branch 35, Santiago City on November 13, 2023



Conducted a comprehensive land survey of a parcels of land, located in Barangay Masipo and Ngarad Cabagan, Isabela on November 14 – 17 2023



System Audit of PGI’s Quality Management System conducted on November 15, 2023 at the Blue Room, Capitol Building, City of Ilagan, Isabela



Monthly Meeting of the Philippine Association of Municipal Assessors (PAMAS), Inc. – Isabela Chapter at City Hotel, City of Ilagan, Isabela on November 16, 2023



Rendered technical assistance and supervision in the completion of Tax Mapping Operation Project at LGU, San Pablo, Isabela on November 16, 17, 23 & 24, 2023



Joint Meeting of City and Municipal Assessors & Treasurers of Isabela at FNDy Hall, Capitol Building, City of Ilagan, Isabela on November 24, 2023



Conducted comprehensive land survey of a parcels of land, located in the municipality of Cabagan, Isabela on November 21 – 24, 2023



Mr. Lorenzo Charles A. Jucar, LAO III, attended court trial of civil case no. 35-3629 at RTC 2nd Judicial Region, Branch 35, Santiago City on November 23, 2023