

	PROVINCIAL ASSESSOR'S OFFICE	SEPTEMBER
		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 319 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 3,670,110.00 Assessed Value 290,690.00</p> <p>Residential Buildings Market Value Php 71,830,933.00 Assessed Value 13,573,670.00</p> <p>Agricultural Land Market Value Php 7,685,621.00 Assessed Value 539,400.00</p> <p>Agricultural Building Market Value Php 33,756,000.00 Assessed Value 23,629,200.00</p> <p>Commercial Building Market Value -Php 36,998,988.00 Assessed Value 25,360,510.00</p> <p>Commercial Machinery Market Value Php 5,796,920.00 Assessed Value 3,224,520.00</p> <p>Industrial Machinery Market Value Php 2,286,200.00 Assessed Value 1,828,960.00</p> <p><u>Exempt properties:</u></p> <p>Educational Building Market Value Php 7,240,510.00 Assessed Value 1,084,860.00</p>

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1.1.2 RPU's of transferred Properties	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>Government Lot Market Value Php 3,253,000.00 Assessed Value 227,730.00</p> <p>Government Building Market Value Php- 141,660.00 Assessed Value 0</p> <p>Approved a total of 354 RPU's on transferred properties.</p>
1.1.3 RPU's for subdivision, consolidation, revision or with physical change	<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>	Approved a total of 768 RPU's subdivided, consolidated and revised assessment data of real properties
1.2 Issuance of Certified Copy of Tax Declaration (TD); various certifications; certified photocopy of TD's and such other related assessment records	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>We have issued the following:</p> <p>411 Certified Copy of Tax Declarations 250 Various Certifications 73 Photocopies of Old TDs, documents and other assessment record</p>
1.3 Annotation of encumbrance on the face of Tax Declarations	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>We have annotated on the face of Tax Declarations of the following requests:</p> <p>36 TD's based on Mortgage Contract 11 TD on Notice of Levy 1 TD on Adverse Claim</p>
2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE		
2.1 Field Appraisal and	Conduct of ocular inspection by Provincial Assessor or duly authorized representatives, being	Mr. Guillermo Maria B. Dy Jr., LAOO III and Mr. Pepito V. Bautista, Tax Mapper I, together with the representatives of

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Assessment of Real Property	<p>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>the Provincial appraisal committee and in coordination with Mr. Erickson M. Pinto, Municipal Assessor of Gamu, Isabela, have conducted ocular inspection of a certain property situated at District II, Gamu, Isabela, as per letter request of Atty. Franz Andrew P. Valdez, Legal Counsel of Mr. Domingo P. Liao, declared owner, on September 15, 2023. And Resolution No. 2023-11 of the Provincial Appraisal Committee have been adopted and issued to Atty. Valdez.</p> <p>Likewise, Mr. Guillermo Maria B. Dy Jr., LAOO III and Mr. Pepito V. Bautista, Tax Mapper I, together with the representatives of the members of the Provincial Appraisal Committee and in coordination with Mr. Erickson M. Pinto, Municipal Assessor of Gamu, Isabela have conducted ocular inspection of the property situated at Mabini, Gamu, Isabela, which is sought to be purchased by the Local Government Unit of Gamu, for the proposed Sanitary Land Fill, on September 28, 2023.</p> <p>The undersigned Provincial Assessor meet the Technical Working Group (TWG), chaired by Ms. Yulma Balabbo, on September 18, 2023, it was agreed upon that the proposed SMV must be submitted to the Bureau of Local Government Finance (BLGF) Regional Office No. 2 for the issuance of a Certification as to the completeness on October 16, 2023, before submission to the Sangguniang Panlalawigan of the province, on or before October 31, 2023, for their appropriate action. Meeting with the Municipal Assessors and staff who are in-charge in the preparation of the proposed SMV have set on September 23, 2023.</p> <p>The TWG have presented the draft proposed 2024 SMV to the Municipal Assessors during the meeting and come up with some adjustments and required the Municipal Assessor's concerned to submit the required documents to support on or before September 30, 2023.</p>
2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office's	2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local Assessment Offices of the province.	No Monitoring and evaluation conducted for the month of August, 2023

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	<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>Engr. Ferdinand P. Ramos, Tax Mapper II and Mr. Kristian A. Balmaceda, and Kurt Daniel B. Tomas, have conducted land survey, in the municipalities of Cabagan and Delfin Albano, as per letter request of Ms. Olive P. Guinucud of SPIFDC of Ballacayu, San Pablo, Isabela, on September 8, 9, 20 and 21,2023 in coordination with the Municipal Assessor's of said municipalities.</p> <p>Engr. Felipe O. Guray, Jr. Tax Mapper IV, coordinated thru virtual, with the municipalities of San Guillermo and Sta. Maria, in the conduct of Tax Mapping Operation, status is as follows;</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 . 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 every Thursday and Friday of the month of September, 2023.</p>
2.3 Digitization of Maps	Digitization of Maps - a continuing project of the province to digitized the maps of all the municipalities.	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
2.4 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System	<p>a. Review of submitted QRRPA of the thirty four (34) municipalities for 3rd quarter, ending September 30, 2023.</p> <p>b. Approval of Quarterly Report on Real property Assessment (QRRPA) thru LIFT System by the Provincial Assessor.</p>	<p>Monitored the submission and reviewed the QRRPA of 12 municipalities who have submitted as of September 30, 2023.</p> <p>Continued in the review of submitted QRRPA of Local Assessors thru LIFT System of QRRPA for 4th quarter of CY 2022 and previous quarters that have some corrections.</p>
2.5 Update and maintain assessment records	Updating and maintenance of Assessment Records on e-GAPS including technical and no-technical records such as FAAS;TD's; SM's; TMCs and ROA	Updated assessment records in all the approved assessment transactions for the month of September, 2023 with a total number of 1,495 RPU's, both technical and non- technical records.

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		Likewise in e-GAPS. This is a daily continuing activity.
3. LGU CAPABILITY BUILDING 3.1 Trainings, Workshops, Seminars, Orientation and Convention	Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.	<p>Mr. Lorenzo Charles A. Jucar and Mr. Guillermo Maria B. Dy, Jr. both LAOO III, have attended and completed the Webinar on Managing Millennials and Multi-generational Workforce conducted by Business Coach, Inc. , Quality Business Training, on September 15, 2023.</p> <p>Ms. Yulma Marie C. Balabbo, APA for Field Operation, and Ms. Rowena T. Segui, have attended the one day FORUM in the preparation of communication documents pursuant to ISO Standards, on September 29, 2023.</p>
4.INTERNAL ADMINISTRATION 4.1 Request of Real Property Owners/clientele 4.2. Conduct/ Attend Meetings	<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>4.3.1To 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>Acted a total of one hundred thirty four (134) request of Real Property Owners/clientele, and sixty three (63) request in writing with efficiency in a prompt manner.</p> <p>Conducted information dissemination of Memorandum Circulars received in the office by the two Assistant Provincial Assessors, on September 9, 2023 and monthly meeting of PAO staff, presided by the Provincial Assessor. Important matters and issues and concerns have been discussed and resolved.</p> <p>Conducted monthly meeting of the PAMAS, Isabela Chapter, on September 23, 2023.The Provincial Assessor together with the TWG in the preparation of proposed 2024 SMV have presented the draft to the Municipal Assessors' during the meeting, some adjustments were made that requires the Municipal Assessor's concerned to submit the supporting documents to support the changes, on or before September 30, 2023.</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 Municipal Circuit Trial Court, Judicial Region, Cabagan, Isabela, on September 1, 2023 under Civil Case No. 559- Recovery of Possession, Quieting of Title and Damages.</p>
4.3 Inter - Agency Coordination (National/Local)		

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	4.3.2 Participation in the conduct of 2023 3 rd Quarter Nationwide simultaneous Earthquake Drill (NSEND)	Participated in the conduct of the 2023 3 rd Quarter Nationwide Simultaneous Earthquake Drill (NSEND) on September 7, 2023.
	4.3.2 Participation in the conduct of CY-2023 Seal of Good Local Governance (SGLG) National Validation by the Department of the Interior and Local Government (DILG)	Participated in the conduct of CY-2023 SGLG National Validation by the DILG National Validators headed by ARD Paulino Lalata Jr. and LGOO II Bernard Ringor , assisted by the representatives from the DILG Regional Office No. 02 and Engr. Corazon G. Toribio , PD of the province of Isabela

Prepared by:

Submitted by:


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 APA- Administrative and Records Operation


GUILLERMO B. BARRETTO
 Provincial Assessor

Some pictures taken during the different activities



Engineer Ferdinand P. Ramos and company, have conducted verification and land survey of several lots situated at barangay Mabangug and Masipi of Cabagan, Isabela on September 7, 2023



Engineer Felipe O. Guray Jr. and co. tendered courtesy call to **Hon. Antonio R. Miro** Municipal Mayor of San Pablo, Isabela (left) /on the right Engr. Guray instructing Tax Mappers before field work



Rendered technical assistance and supervision in the completion of Tax Mapping Operation Project at LGU, San Pablo, Isabela on September 7,8,14,15,21,22,28, & 29 2023



Conducted Staff meeting on September 6, 2023



PAMAS, Isabela Chapter regular monthly meeting on Sept. 20, 2023 held at the Blue Room presided by the Provincial Assessor



September 20-22, 2023

Continued the conduct of land survey in the municipalities of Delfin Albano and Santo Tomas, Isabela



Technical Team of the Provincial Appraisal Committee of the province of Isabela conducted ocular inspection of properties situated at Dist. II and Mabini, of Gamu, Isabela, on September 15 and September 28, 2023, respectively.