

	PROVINCIAL ASSESSOR'S OFFICE	OCTOBER
		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 (RPU) of newly discovered real properties	a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes	Approved a total of 526 Real Property Units (RPU) of newly declared real properties for Land, Building and Machineries. <u>Taxable Properties:</u> Residential Lot Market Value - Php 1,375,739.00 Assessed Value 171,070.00 Residential Buildings Market Value Php 139,780,381.00 Assessed Value 35,365,850.00 Agricultural Land Market Value Php 9,538,420.00 Assessed Value 1,247,860.00 Agricultural Building Market Value Php 2,120,780.00 Assessed Value 580,170.00 Commercial Building Market Value Php 20,000,036.72 Assessed Value 19,954,440.00 Industrial Building Market Value Php 19,831,650.00 Assessed value 15,570,010.00 Commercial Machinery Market Value Php 250,000.00 Assessed Value 200,000.00 Industrial Machinery Market Value Php 3,437,014.62 Assessed Value 2,533,610.00 Agro. Com'l. Lot Market Value Php 2,610,000.00 Assessed Value 365,400.00

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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</p>	<p>Agro. Com'l. Building Market Value Php 240,000.00 Assessed Value 72,000.00</p> <p>Exempt properties:</p> <p>Educational Building Market Value Php 3,346,340.00 Assessed Value 1,112,630.00</p> <p>Religious Building Market Value Php 8,173,000.00 Assessed Value 2,448,840.00</p> <p>Government Building Market Value Php 8,046,000.00 Assessed Value 2,448,840.00</p> <p>Approved a total of 343 RPU's on transferred properties.</p> <p>Approved a total of 621 RPU's subdivided, consolidated and revised assessment data of real properties</p> <p>We have issued the following: 290 Certified Copy of Tax Declarations 351 Various Certifications 115 Photocopies of Old TDs, documents and other assessment record</p> <p>We have annotated on the face of Tax Declarations of the following requests: 40 TD's based on Mortgage Contract</p>

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	Claim requested/submitted by property owners and or interested parties.	13 TD's on Notice of Levy 3 TD's on Adverse Claim
<p>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</p> <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>Mr. Guillermo Maria B. Dy Jr., LAOO III and Mr. Pepito V. Bautista, Tax Mapper I, together with the representatives of the Provincial Appraisal Committee of the province and in coordination with Mr. Marlon S. Danao, Municipal Assessor of Luna, Isabela, have conducted ocular inspection of a certain property situated at Lalog 1, Luna, Isabela, as per letter request of Hon. Adrian P. Tio, Municipal Mayor of Luna, Isabela, declared in the name of Cenon sales of Macanao, Luna, Isabela, on October 13, 2023, subject property is sought to be purchased by the Local Government Unit of Luna for the proposed construction of Multi-Purpose Building - Barangay Hall project. Resolution No. 2023-13 of the Provincial Appraisal Committee have been adopted and issued to Hon. Adrian P. Tio.</p> <p>The Technical Working Group (TWG), have collated the submitted proposed SMV's and in coordination with the 35 Municipal Assessor's and 2 City Assessors, of the component cities, they were able to finalized the proposed 2024 SMV and the undersigned Provincial Assessor opted to submit on October 27, 2023 to the Bureau of Local Government Finance (BLGF) Regional Office No. 2 for the issuance of a Certification in compliance with the Local Assessment Regulations No. 1-04, dated October 1, 2004 otherwise known as the Manual on Real Property Appraisal and Assessment Operations, but the Regional Director was out of office that time, and he planned to submit it on November 6, 2023, before the submission to the Sangguniang Panlalawigan of the province, for public hearing and appropriate action.</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.	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 Alicia, Angadanan, and Echague, on October 4-6, 2023.

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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>2.2.2 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>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 3rd quarter, ending September 30, 2023.</p>	<p>Likewise, AEEM was conducted by the Regional Assessment Team in the municipalities of San Manuel, Aurora and Ramon, on October 10-12, 2023 with Guillermo Maria B. Dy, Jr., LAOO- III and Stevenson Ross J. Cureg, Tax Mapper I , who assisted them.</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 municipality of Delfin Albano, on October 4-6, 2023, as per letter request of Ms. Olive P. Guinucud of SPIFDC of Ballacayu, San Pablo, Isabela, in coordination with the Municipal Assessor of the said municipality.</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 on October 12,13,19,20,26 & 27, 2023.</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 of the 34 municipalities and consolidated as the QRRPA (BLGF Form No. 3)of the province, for 3rd quarter, ending September 30, 2023;</p> <p>Market Value:</p> <p style="padding-left: 40px;">Taxable- Php- 221,901,265,183.00 Exempt - 136,705,120,582.00</p> <p>Assessed Value:</p>

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2.5 Update and maintain assessment records	<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 non-technical records such as FAAS; TD's; SM's; TMCRs and ROA</p>	<p>Taxable - Php-29,637,641,328.00 Exempt - 12,321,395,490.00</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 October, 2023 with a total number of 1,507 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>Ms. Rowena T. Segui and Allan Harris de Joya, both LAOO I, have attended the Internal Quality Audit Online Refresher Course on ISO 9001:2015, on October 13, 2023.</p> <p>Mr. Lorenzo Chrales A. Jucar, LAOO III and Ms. Vivian D. Dimaliwat, Admin. Assistant, have attended the one day Basic Communication Seminar, on Octobe 26, 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 /Local</p>	<p>Acted a total of one seventy three (73) request of Real Property Owners/clientele, and seventy five (75) request in writing with efficiency in a prompt manner.</p> <p>Conducted information dissemination of Memorandum Circulars received in the office, on October 16, 2023 and monthly meeting of PAO staff, Important matters and other issues and concerns have been discussed and resolved.</p> <p>Conducted monthly meeting of the PAMAS, Isabela Chapter, on October 25, 2023 held at LGU Alicia, Isabela. The Provincial Assessor presided over the meeting.</p> <p>The finalized proposed SMV was presented. Other issues and concerns regarding assessment operations have been discussed and resolved.</p> <p>Acted on the request of the Bureau of Internal Revenue on the Real Properties to be levied .</p>

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		<p>Participated /attended in the initial coordination meeting on October 9, 2023 for the Bagong Pilipinas Sebasco Fair (BPSF) scheduled on November 25-26, 2023. And likewise to the next coordination meeting held on October 17, 2023, wherein national agencies were represented by their respective heads of which they have committed the services of their respective offices during the event. It was spearheaded by the representatives the BPSF National Secretariat.</p> <p>Internal Quality Audit was conducted by Mr. Teddie G. Gangan and Ms. Mary Ann T. Balete, both Internal Auditors, on October 25, 2023 in our office, the audit focused on the Swot Analysis; Needs and Expectations of Interested Parties; Opportunities Action Plan and the Risk Assessment Registry . They have audited also the Quality Objective Monitoring, wherein, there were some findings and the auditors have recommended measures for the correction, and the audit was smoothly and successfully undertaken .</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>

Prepared by:

Submitted by:

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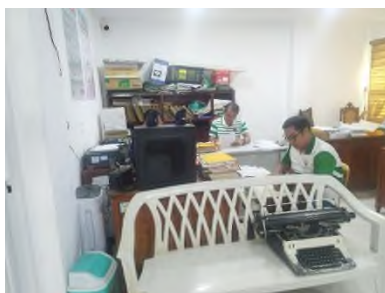
Some pictures taken during the different activities.



Provincial Assessor's Technical Team assisted BLFG RO2 Evaluators in the conduct of AEEM to the municipalities of Alicia, Echague, Angadanan on October 4, 5 and 6, 2023.



Provincial Assessor's Technical Team assisted BLFG RO2 Evaluators in the conduct of AEEM to the municipalities of San Manuel, Aurora, Ramon on October 10, 11 and 12, 2023.



Rendered technical assistance and supervision in the completion of Tax Mapping Operation Project at LGU, San Pablo, Isabela on October 12,13,19,20,26,& 27, 2023.



Technical Team of the Provincial Appraisal Committee of the province of Isabela conducted ocular inspection of a property situated at Lalog 1, Luna, Isabela on October 13, 2023.



Internal Quality Audit was conducted by Internal Auditor on October 25, 2023.