

	PROVINCIAL ASSESSOR'S OFFICE	MAY
		MONTH
	MONTHLY ACCOMPLISHMENT REPORT	2024
		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 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 491 Real Property Units (RPUs) of newly declared real properties for Land, Building and Machineries. <u>Taxable Properties:</u> Residential Lot Market Value - Php 652,160.00 Assessed Value 5,130.00 Residential Buildings Market Value - Php 121,817,116.80 Assessed Value 27,499,452.00 Agricultural Land Market Value - Php 5,343,450.00 Assessed Value 397,130.00 Agricultural Building Market Value - Php 258,000.00 Assessed Value 64,500.00 Commercial Building Market Value - Php 57,362,835.41 Assessed Value 30,236,760.00 Commercial Machinery Market Value - Php 8,815,000.00 Assessed Value 7,032,000.00 Industrial Building Market Value - Php 10,818,320.00 Assessed Value 7,792,290.00 Industrial Machinery Market Value - Php 1,751,745.65 Assessed Value 1,401,400.00 <u>Exempt Properties:</u> Government Lot Market Value - Php 3,095,890.00 Assessed Value 961,150.00

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		<p>Government Bldg. Market Value - Php 1,348,400.00 Assessed Value 471,940.00</p> <p>Educational Bldg. Market Value – 20,711,950.00 Php 10,355,990.00 Assessed Value</p> <p>Special (Hospital) Market Value –Php 104,673,800.00 Assessed Value 15,696,580.00</p>
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 or Donor's Tax with payment of Documentary Stamp Tax, whichever is applicable.	Approved a total of 430 RPU's on transferred properties.
1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<ul style="list-style-type: none"> a. Revisions as to area, boundaries, actual use, lot number, correct name of declared owners, etc. in the Tax Declarations; b. Subdivision, consolidation, resectioning and transfer of remaining portions to transferred properties; c. Reclassification with updated Real Property Tax payment and payment of required Fees from PTO. 	Approved a total of 117 RPU's subdivided, consolidated, and revised assessment data of real properties.
1.2 Issuance of Certified True Copy of Tax Declaration (TD); various certifications; certified photocopy of TDs and other related assessment records	<p>Issuance of certifications, certified copy of Tax Declarations and photocopies for the following purposes:</p> <ul style="list-style-type: none"> a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR); b. Issuance of title (DENR); c. Identification of property owners for their file copy and reference (DAR), <p>upon payment of fees and charges to PTO based on approved Ordinance by the</p>	<p>The following were issued:</p> <ul style="list-style-type: none"> 295 Certified Copy of Tax Declarations 279 Various Certifications 117 Photocopies of Old TDs, documents, and other assessment records

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<p>1.3 Annotation of encumbrance on the face of Tax Declarations</p>	<p>Provincial Government of Isabela (PGI).</p> <p>Annotation of encumbrances such as bail bonds, mortgages, and adverse claims.</p>	<p>The following requests were annotated on the face of subject Tax Declarations:</p> <p>18 TDs based on Mortgage Contract</p> <p>4 TD on Adverse Claim</p>
<p>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</p> <p>2.1 Field Appraisal and Assessment of Real Property</p> <p>2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office</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>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 member of the Committee, of the subject property, in order to determine the fair, just compensation of the subject properties for LGU development.</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>The Committee Of The Whole headed by Hon. Edward S. Isidro, Chairperson, Committee on Finance and Appropriation, has set the public hearing on the proposed SFMV for the 2024 General Revision of Real Property Assessment and Classification on June 18, 2024, but was moved to July 2, 2024 due to conflict of schedule of Municipal Assessors.</p> <p>No request received</p> <p>The Provincial Assessor's Technical Team, along with Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operations, as Team Leader, conducted Assessment Evaluation, Examination, and Monitoring at the following Local Assessment Offices:</p> <p>Quezon - May 2, 2024 San Isidro - May 3, 2024 Cabatuan - May 7, 2024 San Guillermo - May 8, 2024 Aurora - May 9, 2024 Delfin Albano - May 14, 2024 Naguilian - May 15, 2024 Jones - May 16, 2024 Tumauni - May 21, 2024 Cabagan - May 22, 2024 Sto. Tomas - May 23, 2024 Sta. Maria - May 28, 2024 Benito Soliven - May 30, 2024</p>

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<p>2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System</p> <p>2.4 Update and maintenance of assessment records</p>	<p>Approval of Quarterly Report on Real Property Assessment (QRRPA) thru LGU Integrated Financial Tool (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:</p> <ol style="list-style-type: none"> a. Real Property Field Appraisal Assessment Sheet (FAAS); b. Tax Declaration (TD); c. Section Map (SM); d. Tax Map Control Roll (TMCR); and e. Record of Assessment (ROA) 	<p>Findings and recommendations were prepared and discussed during exit conferences with the Local Chief Executive and staff of each respective municipality.</p> <p>Continued the review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters.</p> <p>Updated on a daily basis the assessment records in all the approved assessment transactions for this month with a total number of 1,716 RPUs.</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>Attendance in meetings as per invitation from national offices.</p>	<p>Mr. Sourab Achilles S. Abutazil, Draftsman I, conducted an in-house refresher training on the Basic Tax Mapping and Auto-cad Operation for the staff of the Tax Mapping Division of the Provincial Assessor's Office at the Conference Room of the Office of the Provincial Assessor and tutorial to the selected staff of the different local assessment offices of the province.</p> <p>Atty. Jenny Flor M. Cabaddu, OIC Asst. Provincial Assessor for Administrative and Records Operations, has completed the online course on formulating Sustainable Local Economic Development Strategy for LGUs held from March 15, 2024 to May 6, 2024 by the Local Government Academy.</p> <p>Ms. Yulma Marie C. Balabbo, Asst. Provincial Assessor for Field Operations and Atty. Jenny Flor M. Cabaddu, OIC-Asst. Provincial Assessor for Administrative and Records Operations have attended Landowner's Forum on the Significance of Amending Certain Provision of the Comprehensive Rules on Land Use Conversion under DAR Administrative Order No. 1 Series of 2019 and DAR Administrative Order No.</p>

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		6 Series of 2019 to Update Rules to Adopt to the New Normal, on May 31, 2024 conducted by DAR.
<p>4. INTERNAL ADMINISTRATION</p> <p>4.1 Request of Real Property Owners/clientele</p> <p>4.2. Conduct of Meetings</p>	<p>Action on requests of Real Property Owners, both in writing and party/ies waiting</p> <p>4.2.1 Conduct of PAO staff meeting</p> <p>4.2.2 Conduct of Monthly meeting of the Philippine Association of Municipal Assessors (PAMAS), Isabela chapter and other affiliated associations.</p>	<p>Acted on a total of two hundred eighty three (283) requests of Real Property Owners/clientele, and fourteen (14) written requests with efficiency and promptness.</p> <p>A monthly meeting of PAO staff, presided over by Ms. Zenaida A. Gabriel, OIC Provincial Assessor, was conducted on May 10, 2024 in the afternoon. During the meeting, issues and concerns regarding office operations were addressed, received memorandum circulars were properly disseminated and discussed, and other important matters were resolved.</p> <p>No PAMAS meeting was conducted during the month.</p>
<p>5. OTHER MATTERS</p> <p>5.1 Celebration of the Isabela Day</p>	<p>Isabela Day Celebration Mass</p> <p>Conduct of meeting with the Expanded Local Finance Committee re: proposed draft policy on Idle Land from the League of Provinces of the Philippines</p> <p>Meeting on the review of the DILG technical notes in preparation with the SGLG assessment/evaluation of the PGI</p>	<p>Ms. Zenaida A. Gabriel, OIC Provincial Assessor, together with all the employees of PAO attended the Thanksgiving Mass in celebration of Isabela Day 2024, held at St. Michael Cathedral on May 10, 2024.</p> <p>Ms. Zenaida A. Gabriel, OIC Provincial Assessor, and Atty. Jenny Flor M. Cabaddu, OIC-Asst. Provincial Assessor for Administrative and Records Operations conducted a meeting with the ELCF on May 7, 2024 at the Blue Room wherein it was agreed upon that the definition of Idle Land must be refined first before submitting any comment/recommendation to the League.</p> <p>Ms. Zenaida A. Gabriel, OIC Provincial Assessor, Ms. Yulma Marie C. Balabbo, Asst. Provincial Assessor for Field Operations and Atty. Jenny Flor M. Cabaddu, OIC-Asst. Provincial Assessor for Administrative and Records Operations have attended the meeting presided by Atty. Noel Manuel R. Lopez,</p>

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		Provincial Administrator, relative to the submission of documents and other Means of Verification (MOV) in compliance with the upcoming SGLG Assessment and Evaluation.

Prepared by:

Submitted by:

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OIC - Provincial Assessor

Some pictures taken during the different activities.



The Provincial Assessor's Technical Team headed by Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operations, conducted Assessment Examination, Evaluation and Monitoring and rendered technical assistance to the different municipalities for the month of May, 2024.



All employees of PAO attended the Thanksgiving Mass at the Cathedral on May 10, 2024.



Mr. Sourab Achilles S. Abutazil, Draftsman I, conducted an in-house refresher training for the staff of the Tax Mapping Division of the Provincial Assessor's Office in May, 2024.