



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan City, Isabela

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

For the month of November, 2017

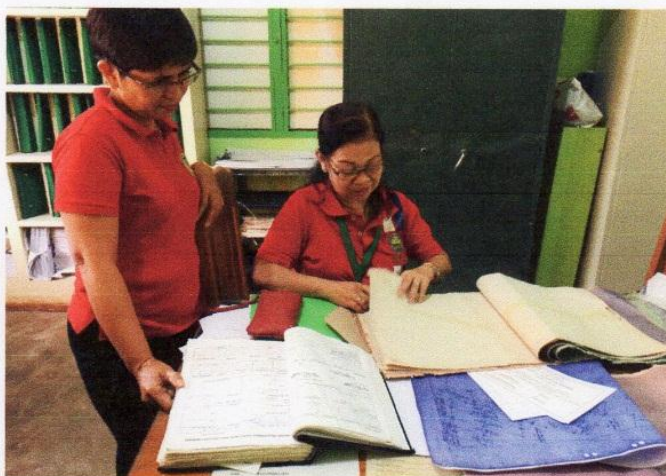
I. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM:

1. Issued the following as required by the Bureau of Internal Revenue (BIR), Department of Agrarian Reform (DAR), other lending institutions and other interested parties upon verification from our existing records and payment of fees and charges to the Provincial Treasurer's Office, as provided thru Provincial Tax Ordinance;
 - a) 191 certifications relative to real property assessments
 - b) 294 certified copy of Tax Declarations (TD)
 - c) 56 certified photocopy of TD, and such other related assessment records
2. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors' of the thirty four (34) Local Assessment Offices of this province upon proper review and verification of personnel concerned, whether assessment procedures and techniques were being followed, to wit:
 - a) 312 Real Property Units (RPU's) on newly discovered real properties (DC)
 - b) 908 RPU's on subdivision/consolidation/revision or with physical changes (PC)
 - c) 433 RPU's on transfer of ownership
3. Returned a total of fifteen (15) RPU's of deficient assessment transactions to Municipal Assessors' concerned, informing them the deficiency of the transaction, that need to be complied with, to facilitate its approval.

II. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE:

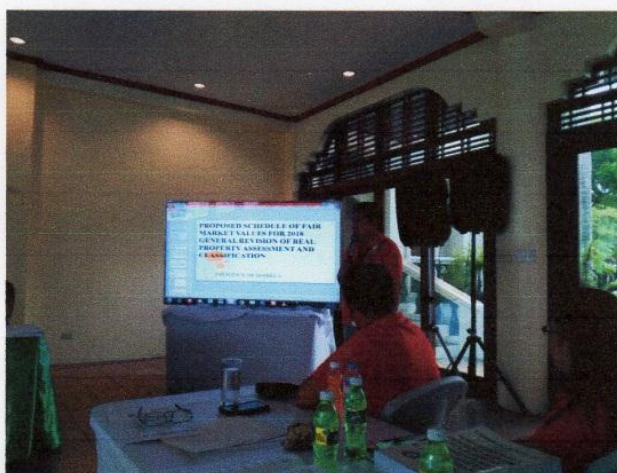
1. Updated and maintained all technical and non-technical assessment records in all approved assessment transactions for the month of November, 2017, as follows,
 - a) Section Maps
 - b) Tax Mapping Control Roll's
 - c) Field Appraisal and Assessment Sheet's
 - d) Tax Declaration
 - e) Records of Assessment
2. Mrs. Lolita P. Ramos, Assistant Provincial Assessor, together with Mr. Edgardo S. Rico, Tax Mapper IV, this office, have rendered technical assistance in the implementation of standard operating procedures and techniques in the classification, appraisal and assessment of real property, by establishing a

systematic method of assessment to various Municipal Assessors' Offices, of this province, for the month of November, 2017.



Mrs. Lolita P. Ramos Assistant Provincial Assessor with the staff of Municipal Assessor's Office of Naguilian, Isabela, during the visitation conducted.

3. The undersigned Provincial Assessor, together with Technical Working Group and The different Municipal, Assessors' and the two city Assessors of the two (2) component, cities of this province, have attended Committee as a Whole Hearing, Re: Proposed Schedule of Fair Market Values for 2018 General Revision of Real property Assessment and classification held on November 28, 2017 at Balai, Capitol compound, conducted by the Sangguniang Panlalawigan of Isabela, chaired by Hon. Faustino U. Dy IV, SP Member, 2nd District, Chairman Committee of Ways and Means.



The Provincial Assessor presenting to the Honorable Body of the Committee on Ways and Means chaired by Hon Faustino U. Dy IV, SP member of the 2th District, the CY- 2018 Proposed Schedule of Market Values of the different classes of real property of the province of Isabela



Municipal Assessor's of the province of Isabela and other personalities during the conduct of Committee as Whole Hearing of the Proposed CY- 2018 SMV of the province of Isabela

III. ON INTERNAL ADMINISTRATION:

1. Conducted regular monthly meeting of PAO personnel, on November 14, 2017, it was presided by the Provincial Assessor. Issues and concerns were raised up and resolved. He reminded again everyone to strictly follow the prescribe office hours, and asked everyone to give their full support and cooperation in rendering efficient and effective assessment services to real property owners'/clienteles.



The Provincial Assessor together with key personnel before convening the meeting of PAO personnel

2. Conducted also the regular monthly meeting of the Philippine Association of Municipal Assessors' (PAMAS) Inc., Isabela Chapter on November 8, 2017 at 10:00 o'clock ante meridian, held at Conference Room of Provincial Assessor's Office, Alibagu, City of Ilagan, Isabela, Mr. Florencio M. Baquiran, Municipal Assessor of Delfin Albano and President of PAMAS, Inc., Isabela Chapter, presided the meeting together with the undersigned.



The Provincial Assessor in green polo shirt, beside him is Mr. Florencio M. Baquiran, in blue polo presiding the meeting of PAMAS Inc., Isabela Chapter



Captured inter - actions among members of the association during the meeting

3. Acted on the following matters:

- a) 28/7 incoming/outgoing communications
- b) 18 Application for Leave of Absence; 6 Locator Slips
- c) 6 payrolls and 12 vouchers
- d) 85 queries of real property owners and interested parties.

4. Mr. Edgardo S. Rico, have attended the review of the Comprehensive Land Use Plan (CLUP) of the municipality of Reina Mercedes, this province, on November 23, 2017.


5. Have installed Plotter and Blue Printing machines in the Tax Mapping Division in connection with the on-going Digitization and Auto-cad of maps of the twenty eight (28) tax mapped municipalities of the province. Encoding/plotting of Cad Maps to the system is on-going to 4 municipalities.



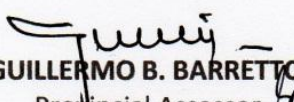


Technical personnel making dry run of the machines installed in the Tax Mapping Division for the Digitization of Maps

Prepared by:


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Conformed by:


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Provincial Assessor