

April 4, 2014

Hon. FAUSTINO G. DY III
Governor
Province of Isabela

Thru: **Atty. NOEL MANUEL R. LOPEZ**
Provincial Administrator
City of Ilagan, Isabela

S i r :

We are submitting our Monthly Accomplishment Report for the month of **March, 2014**, for your information and ready reference.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor

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MONTHLY ACCOMPLISHMENT REPORT
For the month of March, 2014

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:
 1. 72 certifications relative to real property assessments
 2. 131 certified copy of Tax Declarations
 3. 71 certified photocopy of Tax Declaration (TD), and other assessment records
2. Received two (2) Petitions Re- Issuance of another Owners Duplicate Copy, issued by DAR, Isabela Provincial Office, San Fermin, Cauayan City, and four (4) Sheriff's Notice of Extra Judicial Sale under ACT 3135 as amended by ACT 4118 from RTC Second Judicial Region, Office of the Clerk of Court, Branch 17, Ilagan, for postings of which it were simultaneously posted in our bulletin board and certifications were issued after the prescribed posting period.
3. Received three (3) request for annotation of encumbrance on the face of Tax Declaration and simultaneously annotated in our records based from mortgage contract issued by banks and bail bond issued by court and certifications were being issued confirming the encumbrances made.
4. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors of the thirty four (34) Municipal Assessor's Offices, this province, upon proper review and verification of personnel concerned, whether assessment procedures and techniques were being followed, to wit:
 - a) 205 Real Property Units (RPU' s) on newly discovered real properties (DC)
 - b) 258 RPU' s on subdivision/consolidation/revision or with physical changes (PC)
 - c) 546 RPU' s on transfer of ownership
5. Returned a total of fourteen (14) RPU' s of deficient assessment transactions to Municipal Assessors concerned informing them the deficiency of their transactions which needs 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 March,

2014, as follows:

a.) Tax mapped municipalities:

- a.1 Field Appraisal and Assessment Sheet' s (FAAS' es)
- a.2 Tax Declarations
- a.3 Section Maps
- a.4 Tax Mapping Control Roll' s
- a.5 Records of Assessment

b.) Un tax-mapped municipalities:

- b.1 Field Appraisal and Assessment Sheet' s (FAAS' es)
- b.2 Tax Declarations
- b.3 Records of Assessment

2. Engr. Felipe O. Guray, Jr., Tax Mapper II, this office, was directed by the undersigned Provincial Assessor to secure blue print copy of all approved Cadastral Maps and Technical Description of lands situated within the province of Isabela at the Department of Environment and Natural Resources, Land Management Bureau, Regional Office No. 02, Carig, Tuguegarao City of Cagayan, in preparation of the digitization/automation of tax maps.
3. Engr. Felipe O. Guray, Jr, was likewise directed to conduct ocular inspection of the real property declared in the name Jilson A. Laddran under Tax Declaration No. 12-04-02100146, situated at San Carlos, Benito Soliven, Isabel as per request of Mr. Orlando A. Laddran Jr., who is seeking intervention and assistance in the recovery of exact area and location of the aforesaid property.
4. Mr. Edgardo S. Rico, Tax Mapper IV and Mr. Lorenzo Charles A. Jucar, Draftsman I, both of this office were delegated to coordinate with the National Grid Corporation of the Philippines (NGCP) to secure inventory of total number of transmission Lines, installed along the vicinity of the province of Isabela, likewise to coordinate with Local Assessors for the declarations of Transmission Towers in the name of National transmission corporation (NTC) in their respective area of jurisdiction.

III. ON INTERNAL ADMINISTRATION:

1. Conducted the regular monthly meeting of PAO personnel on March 3, 2014. It was presided by the undersigned, Provincial Assessor. Important matters were being tackled and resolved, other issues and concerns were also raised and resolved. The PA also directed his personnel to abide on the rules and regulations being implemented by the office, especially the CSC rules and regulation on absenteeism and tardiness, and requested the usual cooperation of everyone in rendering efficient/effective and prompt assessment service to real property owners/clientele.
2. Conducted regular monthly meeting of the Philippine Association of Municipal Assessors (PAMAS) Inc., Isabela Chapter on March 5, 2014, held at Naguilian, Isabela. It was presided by Mr. Florencio M. Baquiran, Municipal Assessor of Delfin Albano, Isabela and PAMAS President, the league was lucky enough to have the Municipal Mayor, **Hon. EDGAR RAMIREZ CAPUCHINO**, as guest speaker in honor of the retirement of Mr. Eugenio S. Santos, Jr. Municipal Assessor thereat. **Atty. SALVADOR V. R. LASALA**, RDO No. 15, Naguilian, Isabela and company were also present in the meeting wherein issues and concerns regarding the preparation of the proposed Zonal Valuation of the Bureau of Internal Revenue, was raised up. It was agreed upon that due date in the submission of the proposed zonal valuation will be March 31, 2014.

3. Acted on the following matters:

- a) 18/9 - Incoming/outgoing communications
- b) 16 Application for Leave of Absence/2 locator slips
- c) 2 payrolls and 11 vouchers
- d) 68 queries of real property owners and interested parties.

4. Issued 6 Travel Orders; and 1 Office Memo

5. Mrs. Lolita P. Ramos, Assistant Provincial Assessor was delegated to coordinate with the Regional Director of the Bureau of Local Government Finance, Department of Finance Regional Office No. 02, with regards to the amended quarterly assessment report RPTA Form 3a. Likewise Provincial Assessors of the provinces of Cagayan, Quirino and Nueva Vizcaya, of region 02 with regards to the upcoming 9th National Convention of the Philippine Association of Assessing Officers, Inc., to be held on April 8-11, 2014.

IV. Other Matter:

Participated in the 2014 Farmers Congress cum Medical Mission Assessment Report in the municipalities of Delfin Albano, on March 11, 2014, revision of real properties (conformity with the correct area and boundaries; Naguilian on March 18, 2014, actual tiller/occupant was paying real property tax but they were forced to evacuate, it was referred to Provincial Legal Officer; and San Guillermo on March 21, 2014, outright transfer of ownership, revision (segregation/consolidation) of real properties and declaration of newly discovered real properties.

Submitted by:

GUILLERMO B. BARRETTO
Provincial Assessor

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