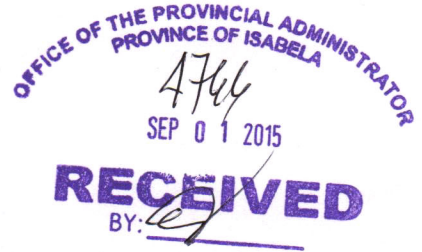




Republic of the Philippines  
PROVINCE OF ISABELA  
Ilagan City, Isabela



## OFFICE OF THE PROVINCIAL ASSESSOR

September 1, 2015

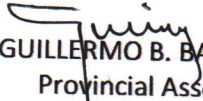
Hon. Faustino G. Dy III  
Governor  
Province of Isabela

Thru: Atty. Noel Manuel R. Lopez  
Provincial Administrator  
Alibagu, City of Isabela

Sir:

We are submitting our Monthly Accomplishment Report for the month of August, 2015, for your information and ready reference.

Very truly yours,

  
GUILLERMO B. BARRETTO  
Provincial Assessor





Republic of the Philippines  
**PROVINCE OF ISABELA**  
Ilagan City, Isabela

## **OFFICE OF THE PROVINCIAL ASSESSOR**

**MONTHLY ACCOMPLISHMENT REPORT**  
For the month of August, 2015

### **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. 118 various certifications relative to real property assessments
  2. 152 certified copy of Tax Declarations
  3. 63 certified photocopy of various assessment records
2. Received eight (8) request from DAR, San Fermin, Cauayan City, Re-Petition for Re issuance of another owners duplicate copy of Transfer Certificate of Titles, and one (1) Notice of Extra Judicial Sale issued by Court for posting, it was simultaneously posted in our bulletin board a certification is to be issued after the prescribed posting period.
3. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors of the thirty four (34) Municipal Assessor's Offices of this province upon proper review and verification of personnel concerned whether assessment procedures and techniques were being followed, to wit:
  - a) 397 Real Property Units (RPU's) on newly discovered real properties (DC)
  - b) 347 RPU's on subdivision/consolidation/revision or with physical changes (PC)
  - c) 183 RPU's on transfer of ownership
4. Returned a total of twenty nine (29) RPU's of deficient assessment transactions to Municipal Assessors concerned informing them the deficiency of their transactions, that 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 the approved assessment transactions for the month of August, 2015, 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. Engr. Felipe O. Guray, Jr., Tax Mapper II, this office, was directed to render technical assistance in the conduct of Tax Mapping Operation, in the municipality of Angadanan, this province, on August 4, 11, 18 and 25, 2015.
3. Mrs. Zenaida A. Gabriel, LAOO III, together with Mrs. Angelita P. Paguirigan, LAOO - I; Mrs. Vivian D. Dimaliwat, Assessment Clerk II; Mrs. Rowena T. Segui and Mrs. Ma. Luzviminda C. dela Cruz, both Assessment Clerk I, this office, was also directed to assist evaluators from BLGF, DOF, Regional Office No. 02, Tuguegarao City, Cagayan, in the conduct of Revenue & Assessment Performance Evaluation, in the municipalities of Alicia, Angadanan, Cabatuan, Ramon and San Mateo, all of this province on August 12-21, 2015.
4. Mr. Noel B. Babas LAOO -IV and Mr. Edgardo S. Rico, Tax Mapper IV, were directed to assist technical personnel of the Municipal Assessor's Office of Alicia, Isabela in the conduct of ocular inspection of the properties of Isabela Biomass Energy Corporation (IBEC) situated at Burgos, Alicia, Isabela, on August 26, 2015, as per request of Mrs. Emelita G. Tadique, Assistant Municipal Assessor thereat.

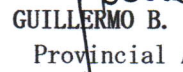
### III. ON INTERNAL ADMINISTRATION:

1. Conducted monthly meeting of PAO personnel on August 21, 2015. It was presided by the undersigned Provincial Assessor, Important matters have been discussed and resolved especially to casuals, with the on-going validation of assessment records thru the system, e-gaps, the PA ask the usual cooperation of his personnel in rendering quality assessment service to constituents.
2. Conducted regular monthly meeting of the Philippine Association of Municipal Assessors (PAMAS) Inc., Isabela Chapter, on August 19, 2015. It was presided by Mr. Florencio M. Baquiran, Municip[al] Assessor of Delfin Albano and President of PAMAS, Isabela Chapter on the Association matters and the undersigned Provincial Assessor on updates in the conduct of General Revision of Real Property Assessment and Classification in their respective municipalities. Some issues and concerns with regards to assessment transactions and other related matters were also discussed and resolved.
3. Acted on the following matters:
  - a) 6/16 incoming/outgoing communications
  - b) 5 Application for Leave of Absence/2 locator slip
  - c) 2 payrolls and 9 vouchers
  - d) 78 queries of real property owners/clientele
4. Issued 3 Travel Orders; and 1 Office Memo
5. The undersigned Provincial Assessor together with Mr. Lorenzo Charles A. Jucar, Draftsman I have attended the board meeting of the Regional Association of Treasurers and Assessors of Region II (REGATA II), Inc.,

#### IV OTHER MATTERS

1. Participated in the conduct of Farmers Congress Cum Medical Mission of the Provincial Local Government Unit of this province, in the municipalities of Cordon and Jones, both of this province on August 6 and 7, 2015 respectively.

Submitted by:

  
GUILLERMO B. BARRETTO  
Provincial Assessor

