



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan, Isabela

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

For the month of January, 2018

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) 159 certifications relative to real property assessments
 - b) 208 certified copy of Tax Declarations (TD)
 - c) 102 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) 143 Real Property Units (RPU's) on newly discovered real properties (DC)
 - b) 364 RPU's on subdivision/consolidation/revision or with physical changes (PC)
 - c) 517 RPU's on transfer of ownership
3. Returned a total of twelve (12) 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 January, 2018, 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. Continued in the encoding and updating of Maps thru the system, in relation to the Digitization/ Auto-cad of Maps in the Tax Mapping Division. Six (6) municipalities have been encoded namely, Angadanan, Gamu, San Guillermo, San Isidro, Sto. Tomas and Tumauini.

3. Created two Teams, Team A - Mr. Noel B. Babas, LAOO IV and Engineer Felipe O. Guray, Jr., Tax Mapper II, they have conducted visitation, monitoring and rendered technical assistance in the conduct of General Revision of Real Property Assessment by Classification in the municipalities of San Guillermo, Angadanan, Echague and San Isidro on January 16,17, 23 & 24, 2018, respectively. Likewise Team B - Mr. Edgardo S. Rico, Tax Mapper IV, and Mrs. Yulma Marie C. Balabbo, LAOO –III, this office, have conducted visitation, monitoring and rendered technical assistance in the conduct of General Revision of Real Property Assessment by Classification in the municipalities of Santa Maria, San Pablo, Delfin Albano and Sto. Tomas on January 18,19, 25 & 26, 2018, respectively.



Orientation in the conduct of General Revision to hired Revisionist together with regular employees and Ms. Florence T. Panganiban, Municipal Assessor during the visitation at Municipal Assessor's Office of Sta. Maria, Isabela.



Ms. Yulma Marrie C. Balabbo during the visit at Municipal Assessor's Office of San Pablo, Isabela



Ocular inspection of a building was undertaken during the visitation at San Pablo Isabela, the building was appraised and assessed for taxation purposes, it is a discovery during the conduct of General Revision.

2. Mr. Noel B. Babas and Mrs. Zenaida A. Gabriel, both LAOO- IV, have assisted

Regional Team from the Bureau of Local Government Finance, Department of Finance, in the conduct of Revenue and Assessment Performance Evaluation in the municipality of Burgos on January 31, 2018.



Ms. Milagros B. Gumabay, Financial Analyst IV/ Regional Team Leader, of BLGF, DOF, Region II, together with Hon. Kervin Francis G. Uy, Municipal Mayor of Burgos, Isabela during the courtesy call, behind are the Municipal Treasurer and Assessor and Team members



Engr. Marvie Q. Alvarez, LAOO III, from BLGF, Regional Office No. 02, together with Technical staff from Prov'l. Assessor's Office, and the Municipal Assessor and staff of Burgos, during the evaluation.



Conducted validation of existing records by Regional Team, Assisted by the Provincial and Municipal Assessors' Technical Staff together with the Municipal Assessor, Ms. Merly B. Ampa, on the properties of Municipal Mayor of Burgos, Isabela, situated at barangay Catabban, during the conduct of Assessment Performance Evaluation



Same group have conducted field work at barangay Cullalabo Del Norte, on the properties of Mr. & Mrs. Carlo Lucero, three (3) real property units were discovered and declared (commercial building, Gasoline Station and Machineries), for taxation purposes.

III. ON INTERNAL ADMINISTRATION:

1. Conducted the 1st monthly meeting of PAO personnel, on January 3, 2018 at 11:00 am , 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'/clientele.
2. Conducted also the 1st monthly meeting of the Philippine Association of Municipal Assessors' (PAMAS) Inc., Isabela Chapter, on January 10, 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 Provincial Assessor.



The Provincial Assessor, introducing Engr. Nelson , MPDC and designated Municipal Assessor of Luna, Isabela, during the meeting.



Mr. Noel B. Babas giving instructions in the conduct of General Revision to the Municipal Assessors and representatives during the meeting

3. Acted on the following matters:
 - a) 26/6 incoming/outgoing communications
 - b) 12 Application for Leave of Absence; 14 Locator Slips
 - c) 2 payrolls and 14 vouchers
 - d) 78 queries of real property owners and interested parties.
4. The Provincial Assessor have attended several meetings called by the Provincial Governor and other Departments in support to the different activities/programs of the province.
5. We have consolidated the Quarterly Reports on Real Property Assessment (QRRPA) of the thirty four municipalities of this province and arrived at a **Gross Taxable Assessed Value of Php- 22,233,370,970.00** with **Net of Restriction of Php- 18,247,142,960**, basis of Real Property Tax Collection for CY- 2018. It was submitted to the Bureau of Local Government Finance, Department of Finance, both Central and Regional Office No. II, on January 18, 2018.
6. Prepared and submitted the following Agency Reports.
 - a. Annual Accomplishment Report for FY- 2017.
 - b. Monthly Accomplishment Report for December, 2017
 - c. Plans and Programs for CY- 2018
 - d. Unit Performance evaluation (UPE) Sheet for 2nd Semester of CY- 2017
 - e. Plan of Activities for the month of February, 2018

IV . OTHER MATTERS:

The Provincial Assessor have given his full support in the solicitation of Sponsors for the **BAMBANTI FESTIVAL** of the province of Isabela, and have actively participated in the different activities of said Festival.

Prepared by:

Conformed by:

LOLITA P. RAMOS
Assistant Provincial Assessor

GUILLERMO B. BARRETTO
Provincial Assessor

February 9, 2018

Hon. Faustino G. Dy III
Governor
Province of Isabela

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

Sir:

We are submitting our Monthly Accomplishment Report for the month of **January , 2018**, for your information and ready reference.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor