



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

## **OFFICE OF THE PROVINCIAL ASSESSOR**

### **MONTHLY ACCOMPLISHMENT REPORT**

For the month of July, 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 in the Provincial Tax Ordinance:
  - a) 194 certifications relative to real property assessments
  - b) 298 certified copy of Tax Declarations (TD)
  - c) 180 certified photocopy of TD, and such other related assessment records
2. Received one (1) request for annotation of encumbrance, and have annotated on the face of three (3) Tax Declarations (TD's), base on Court Order, used as bail bond, and issued corresponding certifications and copy of annotated TD's, confirming the annotations made.
3. Approved assessment transactions for approval, submitted/recommended 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) 1,100 Real Property Units (RPU's) for newly discovered real properties (DC)
  - b.) 786 RPU's for subdivision/consolidation/revision or with physical changes (PC)
  - c) 522 RPU's for transfer of ownership

under the Newly Discovered real properties mostly RPU's were buildings due to conduct of 2018 General Revision.

#### **II. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE:**

1. Updated and maintained all technical and non-technical assessment records (hard copy) in all approved assessment transactions for the month of July, 2018, as follows,
  - a) Section Maps
  - b) Tax Map Control Rolls
  - c) Field Appraisal and Assessment Sheets
  - d) Tax Declaration (hard copy and e-gaps)
  - e) Records of Assessment

2. Mr. Noel B. Babas, LAOO –IV, and Mr. Edgardo S. Rico, Tax Mapper IV, together with the representatives of the Provincial Appraisal Committee, in coordination with the Municipal Assessor’s Office of San Mariano, Isabela have conducted ocular inspection of the real property to be acquired by the said Local Government Unit where the Old Municipal Hall was erected located at Zone 1, conducted on July 3, 2018 as per approved Travel Order .



*The Technical Working Group of the Provincial Appraisal Committee conducting ocular inspection on the Old Municipal Hall of San Mariano, Isabela located at Zone 1 for acquisition of LGU-San Mariano, Isabela.*

3. Mr. Noel B. Babas, LAOO –IV and Ms. Yulma Marie C. Balabbo conducted an ocular inspection on the properties of Hon. Antonio T. Albano, Vice Governor of Isabela, located at Ballacayu, San Pablo, Isabela on July 25, 2018 for taxation purposes as per his request.







*Provincial Assessor's Office and Municipal Assessor's Office personnel conducting the ocular inspection at Ballacayu, San Pablo, Isabela*

4. Mr. Noel B. Babas, LAOO IV, Mrs. Florecita G. Sibayan, LAOO II, and Mr. Guillermo Maria B. Dy, Jr., Tax Mapper I, have conducted supervision/monitoring and rendered technical assistance, regarding the conduct of General Revision to different municipalities of this province.



LGU-San Mateo



LGU-Angadanan

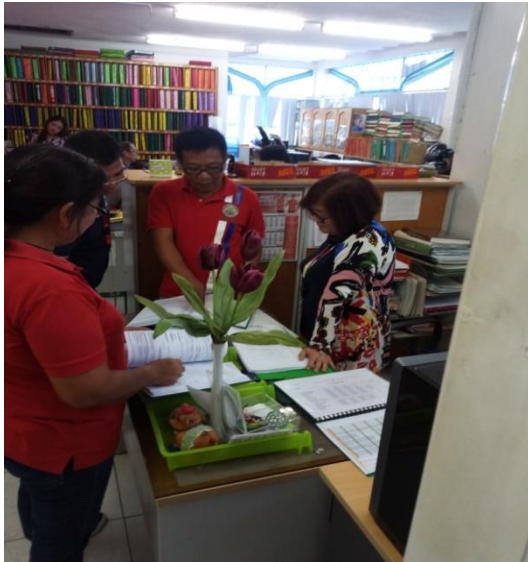


LGU-San Guillermo



LGU-San Isidro





LGU-Echague



LGU-Alicia



LGU- Santa Maria



LGU-San Pablo

### III. INTERNAL ADMINISTRATION:

1. Conducted regular monthly meeting of PAO personnel on July 6, 2018 held at Conference Hall of the office, it was presided by the Provincial Assessor. The Agenda were dissemination of Memorandum Order No. 11 and 173 series of 2018 with regards to Submission of OPCR & IPCR and Designation of Liaison Officer & alternate. Updates on Republic Act 1103-An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service and Guidelines on the Grant of Performance-Based Bonus (PBB). Re-engineering of our Citizen's Charter for immediate submission were also discussed. New assignments of personnel were delegated. Team Building was also tackled to foster unity, camaraderie and strengthen working relationship among employees which was tentatively scheduled on August 25-27, 2018.



*The Provincial Assessor and staff during the meeting on July 6, 2018 held at Conference Hall of the Office of the Provincial Assessor*

2. Conducted regular monthly meeting of PAMAS, Inc. Isabela Chapter, on July 4, 2018 held at Greenyard Hotel, Cauayan City, Isabela and it was presided by the Provincial Assessor. Issues and concerns were discussed regarding the status of the 2018 General Revision of Real Property Assessment and Classification and other related matters especially the deadline on the submission/uploading on the LIFT System of the Quarterly Report on Real Property Assessment (QRRPA) for the 1<sup>st</sup> and 2<sup>nd</sup> quarter report. PAMAS League also gave a Certificate of Appreciation to Mr. Lolita P. Ramos-retired Assistant Provincial Assessor of Isabela.



*Shown in the pictures were the Provincial Assessor presiding during the meeting together with the President of PAMAS, Engr. Danilo Maniego, members and the awarding to Ms. Lolita P. Ramos*

3. Acted on the following matters:
  - a) 16 incoming & 17 outgoing communications
  - b) Prepared 18 Application for Leave of Absence; 6 Locator Slips
  - c) 2 payrolls
  - d) 22 queries/verification of real property owners and other interested parties.
4. Engr. Ferdinand P. Ramos attended the Workshop on Road Asset Management and Promoting Transparency and Integrity-Batch 1 on July 9-13, 2018 held at Venus Parkview Hotel, Baguio City.



Engr. Ferdinand P. Ramos together with group from Provincial Government of Isabela attending Workshop on Road Asset Management and Promoting Transparency- Batch 1

5. The submission of Quarterly Report on Real Property Assessments (QRRPA) for Second Quarter were uploaded thru the LGU Integrated Financial Tools (LIFT) System. The total Taxable Market Value is P 179,359,791,980.00 and Taxable Assessed Value is P 24,191,602,870.00 as of 2<sup>nd</sup> quarter. There were twenty (28) out of the thirty four (34) local assessment offices in the province who uploaded their reports on time. The other five (5) offices were late in uploading while only one (1) did not make it, due to unavailability of computer laptop.



6. The Unit Performance Evaluation (UPE) for First Semester CY 2018 of this office have submitted on time to BLGF-Regional Office No. 02, Tuguegarao City.
7. The Provincial Assessor was invited and have attended the Municipal Treasurers Association of the Philippines (MUNTAP) on July 16-20, 2018 held at Cagayan De Oro City.
8. The Provincial Government of Isabela conducted a Training on Internal Audit on ISO 9001: 2015 to upgrade the existing ISO 9001:2008. Mr. Lorenzo Charles Jucar, Tax Mapper I and Ms. Yulma Marie C. Balabbo, LAOO III attended the said training on July 18, 2018 held at the Balay, Capitol Compound, City of Ilagan, Isabela.

OTHER MATTERS:

1. The Provincial Assessor Mr. Guillermo B. Barretto together with Mr. Lorenzo Charles A. Jucar Tax Mapper I, attended the Farmers Congress-Reloaded held at the coastal town of Divilacan, Isabela, held on July 11, 2018.



*The Provincial Assessor together with Lorenzo Charles Jucar at Divilacan, Isabela Farmer’s Congress-Reloaded.*

2. The Provincial Assessor’s Office participated during the DRRM Day on July 20, 2018, assigned at Barangay Marana 1<sup>st</sup> to upper Manaring, City of Ilagan, Isabela.



*The Provincial Assessor’s Office personnel in action during the DRRM Day on July 20, 2018.*

Prepared by:

Conformed by:

**YULMA MARIE C. BALABBO**  
LAOO - III

**GUILLERMO B. BARRETTO**  
Provincial Assessor