



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

## **OFFICE OF THE PROVINCIAL ASSESSOR**

### **MONTHLY ACCOMPLISHMENT REPORT**

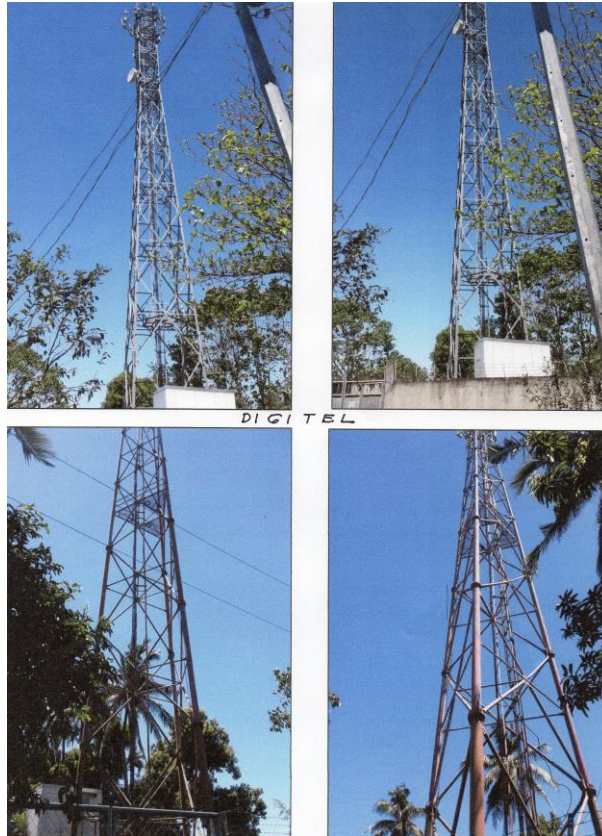
For the month of March, 2018

#### **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 the Provincial Tax Ordinance:
  - a) 136 certifications relative to real property assessments
  - b) 165 certified copy of Tax Declarations (TD)
  - c) 136 certified photocopy of TD, and such other related assessment records
2. Received four (4) request for annotation of encumbrance, and have annotated on the face of six (6) Tax Declarations (TD's), base on Court Orders, used as bail -bond, and issued corresponding certifications and copy of annotated TD's, confirming the annotations made.
3. Approved assessment transactions submitted/recommended for approval by the Municipal Assessors of the thirty four (34) Local Assessment Offices of this province Province upon proper review and verification of personnel concerned, whether assessment procedures and techniques were being followed, to wit:
  - a) 255 Real Property Units (RPU's) for newly discovered real properties (DC)
  - b) 902 RPU's for subdivision/consolidation/revision or with physical changes (PC)
  - c) 494 RPU's for transfer of ownership
4. Returned a total of twenty two (22) RPU's of deficient assessment transactions to Municipal Assessors' concerned, informing them the deficiency of the transaction, 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 approved assessment transactions for the month of March 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. Mr. Noel B. Babas, LAOO –IV, and Mr. Edgardo S. Rico, Tax Mapper IV, were directed to coordinate with the office of the Municipal Assessor of San Pablo, Isabela, and have assisted technical personnel in the appraisal and assessment of Smart and Suncellular Towers situated in the municipality on March 5, 2018.



*Suncellular and Smart Towers that were appraised/assessed for taxation purposes*

3. Likewise, Mr. Noel B. Babas, LAOO –IV, and Mr. Edgardo S. Rico, Tax Mapper IV, are directed to coordinate with the office of the Municipal Assessors of Gamu, of this province to conduct ocular inspection in the actual condition of the real properties to be affected/ traversed by the on-going construction of by-pass and diversion Road, Gamu By-pass roads, including Road Right of Way, located at Guibang Gamu, Isabela on March 2, 1018.



*Technical staff/representatives of the Provincial Appraisal Committee conducting ocular inspection of the properties affected/traversed by the on-going construction of the By-pass and Diversion Road at Guibang, Gamu, Isabela.*



4. Mr. Noel B. Babas, LAOO IV and Engr. Felipe O. Guray, Jr., Tax Mapper II, together with Mrs. Emelinda Ramos, Municipal Assessor of Ramon and her technical staff, have conducted ocular inspection of the newly constructed/installed buildings and other structures/machineries and or equipments of Maris Main Canal I, Hydroelectric Power Plant of SN Aboitiz Power Magat, Inc.



*Composite Team who conducted ocular inspection on the newly installed machineries/ in the newly constructed buildings/structures of Maris Main Canal 1 Hydroelectric Power Plant*



*SN Aboitiz Power (SNAP) 8.5 megawatt (MW) Maris Main Canal Hydroelectric Plant*



*Engr. Eleseo Ana (in grey long sleeves), Project Manager of SNAP Maris Main Canal Hydroelectric Plant, together with the Composite team during the conduct of ocular inspection*



Some of the Machineries that have been inspected

5. Mrs. Yulma Marie C. Balabbo, LAOO III, was directed to render supervision/monitoring and technical assistance, regarding the conduct of General Revision in the municipalities of San Pablo, Cabagan and Santa Maria on March 20-22, 27, & 28, 2018

### III. ON INTERNAL ADMINISTRATION:

1. Conducted the regular monthly meeting of PAO personnel, on March 3, 2018, it was presided by the the Provincial Mr. florencio M. Baquiran, PAMAS, Inc. Isabela chapter President on Association matters, and the Provincial Assessor on issues and concerns regarding the implementation of the 2018 General Revision of Real Property Assessment and Classification and other related matters. Issues and concerns were raise, discuss and resolve, and he appealed to every one for their usual support and cooperation in the discharge of assessment service to Real Property Owner's /clientele in an efficient/effective and prompt manner.
2. Conducted monthly meeting of PAMAS, Inc. Isabela Chapter, it was presided by Mr. Florencio M. Baquiran, President PAMAS, Inc. Isabela chapter on Association matters, and the Provincial Assessor on issues and concerns regarding the implementation of the 2018 General Revision of Real Property Assessment and Classification and other related matters. Disseminated Memo Circulars from BLGF, DOF, both Central and Regional Office No. II, issues and concerns were raise, discuss and resolve.



3. Acted on the following matters:
  - a) 34/7 incoming/outgoing communications
  - b) 10 Application for Leave of Absence; 5 Locator Slips
  - c) 5 payrolls and 18 vouchers
  - d) 78 queries of real property owners and interested parties.
4. Recommended 7 Travel Orders and issued 1 Office Memo.
5. The Provincial Assessor and some of his key personnel have attended the 85<sup>th</sup> PHALTRA, Inc. National Convention and Seminar Work-shop, held at PICC, Roxas Boulevard, Pasay City on March 6-9, 2018, with the theme: “ PHALTRA on Reforms, Setting the Direction”



*Mrs. Maria Theresa A. Flores Provincial Treasurer, together with Provincial Employees of the PLGU-Isabel, who have attended the PHALTRA, Inc. National Convention*



*The Provincial Assessor Sir Guillermo B. Barretto, (center) together with co- participants during the PHALTRA, Inc. National Convention, held at PICC.*

Prepared by:

Conformed by:

**LOLITA P. RAMOS**  
Assistant Provincial Assessor

**GUILLERMO B. BARRETTO**  
Provincial Assessor

April 4, 2018

**Hon. Faustino G. Dy III**  
Governor  
Province of Isabela

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

Sir:

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

Very truly yours,

**GUILLERMO B. BARRETTO**  
Provincial Assessor