



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

**OFFICE OF THE PROVINCIAL ASSESSOR**

**MONTHLY ACCOMPLISHMENT REPORT**

For the month of August 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) 203 certifications relative to real property assessments
  - b) 319 certified copy of Tax Declarations (TD)
  - c) 131 certified photocopy of TD, and such other related assessment records
2. Received three (3) request for annotation of encumbrance, and have annotated on the face of ten (10) 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 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) 837 Real Property Units (RPU's) for newly discovered real properties (DC)
  - b.) 822 RPU's for subdivision/consolidation/revision or with physical changes (PC)
  - c) 350 RPU's for transfer of ownership

**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 August, 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. Guillermo B. Barretto-Provincial Assessor, Mr. Noel B. Babas, LAOO – IV, Lorenzo Charles A. Jucar and Engr. Ferdinand P. Ramos, both Tax Mapper I respectively, together with the personnel of Municipal Assessor’s Office of Palanan, Isabela conducted ocular inspection in the identification of Hospital Lots to be acquired by the said Local Government Unit, located at Poblacion, Palanan, Isabela and conducted monitoring and supervision of 2018 General Revision on August 6-10, 2018 as per approved Travel Order .



*The technical working group from Provincial Assessor’s Office and Municipal Assessor’s Office of Palanan, Isabela doing the ocular inspection and supervision/ monitoring in the conduct of 2018 General Revision*

3. 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 Echague, Isabela conducted ocular inspection on the on-going Network Development Program Road Widening at Ipil, Echague, Isabela, conducted on August 28, 2018 as per approved Travel Order .



*The Technical Working Group of Provincial Appraisal Committee along with Ms. Evelyn Salarzon, Barangay Captain of Ipil, Echague, Isabela (In yellow shirt) together with property owners.*





*The Technical Working Group together with Mr. Republic John Madamba-OIC Municipal Assessor of LGU-Echague, Isabela inspecting the said site for widening.*

4. Another ocular inspection made by the Provincial Appraisal Committee, in coordination with the Municipal Assessor's Office of Cabagan, Isabela on the subject properties which will be affected/traversed by the on-going Network Development Program Road Widening of Cabagan-Santa Maria Road, conducted on August 29, 2018 as per approved Travel Order .



*Site inspection by technical working group with Municipal Assessor's Office of Cabagan personnel on the properties that will be affected/traversed by Road Widening at Cabagan-Santa Maria Road*



*An interview with Barangay Kagawad, Ponciana Lopez Acorda of Barangay Casibarag Norte, Cabagan, Isabela, by the technical working group of the Province of Isabela*

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



**LGU-Cabatuan**



**LGU-Ramon**



LGU-Aurora



LGU-San Manuel



LGU-Roxas



LGU-Quezon



LGU-Gamu



LGU-Burgos



LGU-Reina Mercedes



6. Ms. Yulma Marie C. Balabbo-LAOO III was directed to supervise, monitor and render technical assistance to three (3) municipalities with no available Municipal Assessors namely, Santa Maria, San Pablo and Cabagan, of the this province of Isabela.



LGU-Santa Maria



LGU-Cabagan



LGU-San Pablo

**III. INTERNAL ADMINISTRATION:**

1. Conducted regular monthly meeting of PAMAS, Inc. Isabela Chapter, on August 1, 2018 held at Municipal Hall, Quirino, Isabela. There was a short program before the meeting proper. The Local Chief Executive Hon. Mayor Jossie Maria Bella Lucas-Juan, acknowledged and appreciated the visit and presence of Provincial Assessor and twenty seven (27) Municipal Assessors and staff. After the short program the meeting proper was done. There were issues and concerns discussed regarding the numbering of Tax Declaration and submission of the result of 2018 General Revision of Real Property Assessment and Classification and other related matters. There was also the Awarding of Certificate of Recognition to all retired Municipal Assessors.



*The Hon Mayor Jossie MariaBella Lucas-Juan and Provincial Assessor Mr. Guillermo B. Barretto delivering their messages during the PAMAS regular monthly meeting at Quirino, Isabela.*



*Awarding of Certificate of Recognition to retired Municipal Assessors, Dionicia Orzame of Mallig, Pedro Gueco of Ramon, Efren Nagum of Quirino and Florencio Baquiran of Delfin Albano*



*During the meeting proper of Philippine Association of Municipal Assessors, Inc. (PAMAS) Isabela Chapter*



2. Conducted regular monthly meeting of PAO personnel on August 3, 2018 held at Conference Hall of the office, it was presided by the Provincial Assessor. The Agenda were corrections on OPCR & IPCR, forthcoming birthdays of Governor Faustino G. Dy III and Provincial Administrator, Atty. Noel Manuel R. Lopez and finalization of scheduled Team Building on August 25-27, 2018 in going to Baguio City and La Union.



*The Provincial Assessor and staff during a short meeting on August 3, 2018 during lunch break while 2018 PGI Sportsfest is on-going*

3. Acted on the following matters:
- a) 51 incoming & 5 outgoing communications
  - b) Prepared 16 Application for Leave of Absence; 11 Locator Slips
  - c) 4 payrolls (2 for regular and 2 for contractual employees)
  - d) 32 queries/verification of real property owners and other interested parties.
4. Conducted Board Meeting of Regional Association of Treasurers and Assessor, Inc. (REGATA II) on August 15, 2018 held at Valley Hotel, Tuguegarao City .



*During the REGATA Board Meeting held on August 15, 2018 at Valley Hotel, Tuguegarao City*

**IV. CAPABILITY BUILDING**

1. Team Building of Provincial Assessor's Office at Baguio City and La Union last August 25-27, 2018.



*PMA Baguio City*



*White House Beach Resort, Bauang, La Union*



*Side trip at Our Lady of Manaoag, Manaoag, Pangasinan*



*During the In-house training regarding updates on office procedures, Enrichment of knowledge on real property assessments/appraisal, tax mapping and corrections on OPCR & IPCR. The speakers were the Provincial Assessor Mr. Guillermo B. Barretto, Mr. Noel B. Babas-LAOO IV, Mr. Edgardo S. Rico-Tax Mapper IV & Ms. Zenaida A. Gabriel- LAOO IV*



Team Building Games/Activities:



Making of tallest building out of 10 pcs. bond paper



Scene inside the Delivery Room



Scene inside the Funeral Parlor



Boodle Fight



Zumba every morning

OTHER MATTERS:

1. The Provincial Assessor’s Office participated during the PGI Sportsfest 2018 which started on August 3, 2018. Our office belongs to the Green Archers Team under the Chairmanship of Vice Governor Antonio T. Albano. There were employees who joined the Basketball, Volleyball, Obstacle Race and Tug of War.
2. The Provincial Assessor, Mr. Guillermo B. Barretto together with Mr. Lorenzo Charles A. Jucar and Engr. Ferdinand P. Ramos, both Tax Mapper I, attended the Farmers Congress-Reloaded held at Narra, Echague, Isabela on August 22, 2018.



*Congressman Rodito Albano III, Governor Faustino G. Dy III, Vice Governor Antonio T. Albano are seen in the Presidential Table while Provincial Assessor together with Lorenzo Charles Jucar, Engr. Ferdinand P. Ramos and Provincial Treasurer Ma. Theresa Araneta-Flores with her staff during the Farmer’s Congress-Reloaded held at Barangay Narra, Echague, Isabela on August 22, 2018.*

Prepared by:

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LAOO - III

Conformed by:

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