



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan, Isabela

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

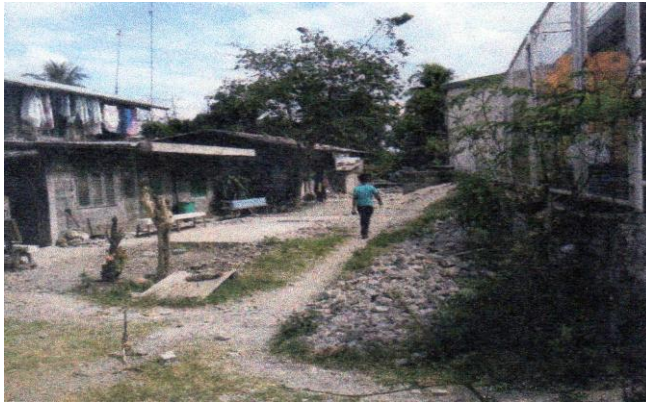
For the month of April, 2018

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) 274 certifications relative to real property assessments
 - b) 331 certified copy of Tax Declarations (TD)
 - c) 164 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 five (5) 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) 532 Real Property Units (RPU's) for newly discovered real properties (DC)
 - b) 456 RPU's for subdivision/consolidation/revision or with physical changes (PC)
 - c) 494 RPU's for transfer of ownership
4. Returned a total of eighteen (18) 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 April, 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, together with the representatives of the Provincial Appraisal Committee, in coordination with the Municipal Assessor's Office of Cabagan, Delfin Albano and Tumauni, both of this province, have conducted ocular inspection of the real properties, to be traversed/affected by the construction of Diversion Road with Road Right of Way of barangay Ngarag, Anao and Ugad of Cabagan, Isabela and Network Development Program-Road Widening- Tertiary Roads-Ilagan-Delfin Albano-Mallig Road, on April 3, 2018 and April 30, 2018, respectively.



Technical staff/representatives of the Provincial Appraisal Committee conducting ocular inspection of the properties affected/traversed by the on-going construction of Diversion road with Road Right of Way at barangays' Ngarag, Anao and Ugad, Cabagan, Isabela.

3. Mr. Noel B. Babas, LAOO IV and Mr. Maria Guillermo B. Dy, Jr., Tax Mapper I, have assisted Regional team from the BLGF, DOF, Regional Office No. II, in the conduct of Revenue and assessment Evaluation in the municipalities of Benito Soliven, Naguilian and Cabagan, all of this province.

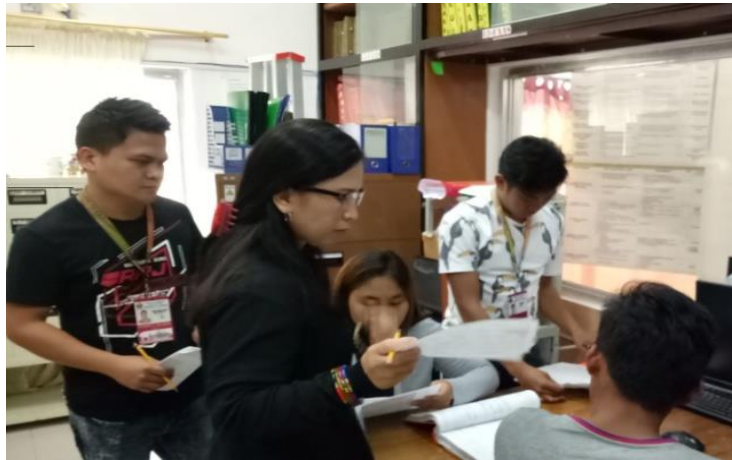


Regional & Provincial Evaluation Team together Mayor Roberto T. Lungan of Benito Soliven, Isabela, after the courtesy call.



Evaluation Team doing validation of records in the field during the conduct of Revenue and Assessment Evaluation in the municipality of Cabagan

4. 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 April 3-26, 2018.



Ms. Yulma Balabbo making validation on the output of General Revision in the Municipal Assessor's Office of Santa Maria



Ms. Balabbo together with employee of the Office of San Pablo doing validation on the output of the conduct of General Revision



BLGF, DPWH and Provincial Assessors' personnel during the Revenue and Assessment Evaluation in the municipality of Cabagan

III. ON INTERNAL ADMINISTRATION:

1. Conducted regular monthly meeting of PAO personnel, on April 2, 2018, it was presided by the Provincial Assessor, important matters have been discussed, issues and concerns were raise and resolve, regarding assessment transactions. The Provincial Assessor requested the usual support and cooperation of his personnel in the discharge of assessment service to Real Property Owner's /clientele in an efficient/effective and prompt manner.



The Provincial Assessor and his staff during the meeting

2. Conducted monthly meeting of PAMAS, Inc. Isabela Chapter, on April 6, 2018, it was presided by Engr. Danilo Q. Maniego, Vice 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, Regional Office No. II, on the implementation of LGU Integrated Financial Tool (LIFT) System, other issues and concerns were raise, discuss and resolve.



Members of PAMAS Inc., Isabela Chapter with the Provincial Assessor, presiding the monthly meeting

3. A Joint meeting of Municipal Treasurers' and Assessors' of this province was conducted on April 25, 2018, together with the Provincial Governor Hon. Faustino G. Dy III. The main topic was on Real Property Tax Collection. Issues and concerns from the assessment and treasury operation with regards to the matter were raise especially from the Municipal Assessors' because local Treasurers blame their counterpart Assessors in the their low collection efficiency.



Hon. Faustino G. Dy III, Governor this province during the Joint meeting



The Governor, Hon. Faustino G. Dy III, making an appeal to Local Treasurers' and Assessors' to increase locally generated income, especially on Real Property Tax

4. Acted on the following matters:
 - a) 27/7 incoming/outgoing communications
 - b) 11 Application for Leave of Absence; 9 Locator Slips
 - c) 4 payrolls and 112 vouchers
 - d) 85 queries of real property owners and interested parties.
5. Recommended 5 Travel Orders' and issued 1 Office Memo.
6. We have monitored the submission of Quarterly Report on Real Property Assessment (QRRPA) for 1st quarter, ending March 31, 2018, of the thirty four (34) Municipal Assessor's Offices, and have reviewed/corrected the same and returned to LIFT System focal persons for uploading before May 21, 2018. We have also consolidated said reports as the QRRPA of the province for 1st quarter, and submitted to BLGF, DOF, both central and regional offices, copy furnished the Office of the Provincial Treasurer and Sangguniang Panlalawigan of the province and our Taxable Assessed is **Php- 18,375,561,217.00**
7. The Provincial Assessor, together with Mr. Charles A. Jucar have attended PACTAP Conference and Seminar-Workshop, held at SMX Convention Center, Bacolod City on April 10-12, 2018.
8. Selected employees of the office have attended one (1) day seminar on Basic Office Procedures, Etiquette & Netiquette on April 6 & 20, 2018. Likewise, Mrs. Zenaida A. Gabriel and Mrs. Yulma Marie C. Balabbo, LAOO IV and LAOO III, respectively, have attended Awareness Training on ISO 9001:2015 and Risk Management Training, on April 24-25, 2018, held at Balay, Capitol Compound.

OTHER MATTERS:

1. Mr. Noel B. Babas and Mrs. Yulma Marie C. Balabbo, LAOO IV & LAOO III, respectively, have represented the Provincial Assessor in the Farmers Congress held at Aurora, Isabela, and the Provincial Assessor together with Mr. Lorenzo Charles A. Jucar have participated Farmers Congress at San Pablo, Isabela, on April 25, 2018.



Mr. Babas & Ms. Balabbo during the Farmers Congress at Aurora, Isabela

2. We have surprised Mrs. Lolita P. Ramos, Assistant Provincial Assessor on April 6, 2018, during her last working day in the Provincial Government of Isabela, by giving her a Tribute to her **“Retirement and Birth Day “** to show our deepest gratitude in all her accomplishments and contributions in assessment service. It was a great pleasure to have Atty. Noel Manuel R. Lopez in this event.



Atty. Noel Manuel R. Lopez giving his message to Ma’am Lolit, likewise inspirational message to PAO employees



Sir Gil Barretto Provincial Assessor giving his message to Ma’am Lolit



A simple token is handed to the Retiree ma’am Lolit and every one is given the chance to say something to her

Prepared by:

ZENAIDA A. GABRIEL
LAOO - IV

Conformed by:

GUILLERMO B. BARRETTO
Provincial Assessor

May 8, 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 **April, 2018**, for your information and ready reference.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor

