



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

OFFICE OF THE PROVINCIAL ASSESSOR

MONTHLY ACCOMPLISHMENT REPORT

For the month March 2019

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) 120 certifications relative to real property assessments
 - b) 381 certified copy of Tax Declarations (TD)
 - c) 83 certified photocopy of TD, and such other related documents on assessment records
2. Received four (5) request for annotation of encumbrance, and have annotated on the face of Tax Declarations (TD's), as bail bond issued by court and two (2) notarized Adverse Claims submitted by property owners.
3. 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) 205 Real Property Units (RPU's) for newly discovered real properties
 - b) 554 RPU's for subdivision/consolidation/revision or with physical changes
 - c) 447 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 March 2019, as follows:
 - a) Section Maps
 - b) Tax Mapping Control Roll's
 - c) Field Appraisal and Assessment Sheet's
 - d) Tax Declaration (hard copy and e-gaps)
 - e) Records of Assessment

2. Mr. Noel B. Babas-LAOO IV & Mr. Angelito P. Garcia-Book Binder II, conducted visitation and rendered technical assistance to different Municipal Assessor's Office of the province from March 4-8, 2019.
3. Mr. Noel B. Babas- LAOO IV & Mr. Angelito P. Garcia-Book Binder II assisted the team of Bureau of Local Government Finance (BLGF) Regional Office, Tuguegarao City to conduct evaluation of Treasury and Assessment offices at City of Ilagan, Isabela on March 13-15, 2019.
4. Mr. Edgardo S. Rico-Tax Mapper IV & Engr. Ferdinand P. Ramos-Tax Mapper I joined the team of Department of Environment and Natural Resources (DENR) Regional Office, Tuguegarao City to conduct verification and perimeter survey at Barangay San Vicente, Tumauni, Isabela on March 12-14, 2019.
5. Mr. Noel B. Babas- LAOO IV and Ms. Yulma Marie C. Balabbo-LAOO III, conducted appraisal and assessment of lot to be purchased located at Bungad, San Pablo, Isabela on March 22, 2019.
6. Engr. Felipe O. Guray Jr-Tax Mapper II & Sourab Achilles S. Abutazil-Draftsman I and Mr. Angelito P. Garcia-Book Binder II, rendered technical assistance in the re-sectioning of Section Maps in relation to the conduct of Tax Mapping Operation at Quirino, Isabela on March 26-29, 2019.

III. CAPABILITY BUILDING

1. Mr. Guillermo B. Barretto-Provincial Assessor, and Mr. Lorenzo Charles A. Jucar-Tax Mapper I, attended the 86th Philippines Association of Local Treasurer and Assessors (PHALTRA) Convention and Seminar-Workshop held at Waterfront Cebu City Hotel and Casino, Lahug, Cebu City on March 4-7, 2019.
2. Mr. Guillermo B. Barretto-Provincial Assessor, and Mr. Lorenzo Charles A. Jucar-Tax Mapper I, also attended the Provincial and City Treasurers Association of the Philippines (PACTAP) Conference-Seminar Workshop held at Hue Hotels and Resorts, Puerto Princesa on March 19-22, 2019.
3. Ms. Zenaida A. Gabriel-LAOO IV attended the seminar on Basic Office' Procedure, Etiquette and Netiquette held at Balay, Capitol compound, City of Ilagan, Isabela on March 25, 2019.

IV. INTERNAL ADMINISTRATION:

1. Conducted monthly meeting of Provincial Assessor's Office on March 1, 2019 at the Administrative Division. Issues and concerns were discussed regarding office policies and procedures.
2. Conducted the regular monthly meeting of Philippine Association of Municipal Assessors (PAMAS), Inc. Isabela Chapter, on March 13, 2019 at Provincial Assessor's Conference Room, Capitol Building, City of Ilagan, Isabela.

3. Acted on the following matters:

- a) 30 incoming and 44 outgoing communications
- b) Prepared 13 Application for Leave of Absence; 11 Locator Slips
- c) 4 payrolls (2 for regular employees and 2 for contractual)
- d) Prepared 22 vouchers

V. OTHER MATTERS

- 1. Our office hosted the regular Monday convocation on March 11, 2019.

Prepared by:

Conformed by:

YULMA MARIE C. BALABBO
LAOO - III

GUILLERMO B. BARRETTO
Provincial Assessor



Republic of the Philippines
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City of Ilagan

OFFICE OF THE PROVINCIAL ASSESSOR

April 1, 2019

HON. FAUSTINO G. DY III

Governor
Province of Isabela

Thru: **ATTY. NOEL MANUEL R. LOPEZ**
Provincial Administrator
City of Ilagan, Isabela

Sir :

We are submitting herewith our **Monthly Accomplishment Report** for the month of **March 2019**, for your information and ready reference.

Thank you.

Very truly yours,

GUILLERMO B. BARRETTO
Provincial Assessor

PICTURES TAKEN IN SUPPORT TO OUR MARCH 2019 ACCOMPLISHMENT REPORT

Visitation And Monitoring To Different Municipalities



City Assessor's Office, Cauayan City, Isabela



Municipal Assessor's Office
Reina Mercedes, Isabela



Municipal Assessor's Office
Cordon, Isabela



Municipal Assessor's Office
Echague, Isabela

Assessment Evaluation of BLGF Regional Office headed by Acting Regional Director Ms.Tessie S. Mangacat(on red dress) with the assistance of Mr. Noel B. Babas-LAOO IV of theProvincial Assessor’s Office of Isabela.



Evaluation Team at City Assessor’s Office City of Ilagan, Isabela



Doing the evaluation on Records Management



Ocular Inspection made on the property with mixed uses at San Vicente, City of Ilagan, Isabela



During the exit conference after the Evaluation, held at the Office of the City Treasurer Ms. Delia Pararuan



Provincial and Municipal Assessor's personnel doing the ocular inspection on the site and interview on real property owners at Bungad, San Pablo, Isabela on March 22, 2019.

PICTURES TAKEN ON DIFFERENT MEETINGS CONDUCTED AND HOSTED
MONDAY CONVOCATION



Provincial Assessor's Office staff meeting presided by Provincial Assessor held on March 1, 2019



Philippines Association of Municipal Assessors (PMAS), Inc.-Isabela Chapter monthly meeting at Provincial Assessor's Office conference Room held on March 13, 2019



The office hosted the Monday convocation on March 11, 2019, Ms. Zenaida A. Gabriel- Master of Ceremony