



Republic of the Philippines  
PROVINCE OF ISABELA  
City of Ilagan

**OFFICE OF THE PROVINCIAL ASSESSOR**

**MONTHLY ACCOMPLISHMENT REPORT**

For the month November 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), Department of Education, 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.) 209 certifications relative to real property assessments
  - b) 471 certified copy of Tax Declarations (TD)
  - c) 108 certified photocopy of TD, and such other related documents on assessment records
- a. Received three (3) requests for annotation of encumbrance and have annotated on the face of three (3) Tax Declarations (TD) on mortgage, submitted by property owners.
- b. Approved total assessment transactions of TWO THOUSAND FOURTEEN (**2,014**) Real Property Units (RPUs) 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) 617 RPUs for newly discovered real properties
  - b) 1,048 RPU's for subdivision/consolidation/revision or with physical changes/re-sections of properties
  - c) 349 RPU's for transfer of ownership

**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 November 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, Ms. Yulma Marie C. Balabbo-LAOO III and Mr. Angelito P. Garcia- Book Binder III were directed to conduct real property assessment supervision & monitoring, validation of Unit Performance Evaluation (UPE) for first Semester C.Y. 2019 and render technical assistance to different municipalities of the province for the period from October 1, 2019 to November 29, 2019.
  3. Ms. Yulma Marie C. Balabbo-LAOO III & Mr. Guillermo Maria B. Dy-Tax Mapper I and Mr. Angelito P. Garcia-Book Binder III were directed to joined the BLGF Regional Team in the conduct of Assessment Audit to municipalities of San Guillermo and Angadanan, province of Isabela, on November 7 & 8, 2019, respectively.
  4. Mr. Noel B. Babas- LAOO IV, Ms. Yulma Marie C. Balabbo-LAOO III and Mr. Angelito P. Garcia- Binder III were directed to joined the BLGF Regional Team in the conduct of Assessment Audit to municipalities of San Mateo, Ramon, Cabatuan and Luna on November 19, 20, 21 & 22, respectively.

### **III. CAPABILTIY BUILDING**

1. Engr. Ferdinand P. Ramos- Tax Mapper I attended the 35<sup>th</sup> North Luzon Area Assembly of Geodetics Engineer's of the Philippines on November 7-9, 2019 at Alaminos City, Pangasinan.
2. Mr. Guillermo B. Barretto-Provincial Assessor and Ms. Yulma Marie C. Balabbo-LAOO III attended the Ease of Doing Business (EODB) Forum 2019 at The Manila Hotel, Ermita, Manila on November 14, 2019.
3. Ms. Yulma Marie C. Balabbo-LAOO III represented the Provincial Assessor during the meeting of Provincial Census Coordinating Board (PCCB) for the 2020 Census of Population and Housing, held on November 20, 2019 at Blue Room, Capitol Building, City of Ilagan, Isabela.

### **IV. INTERNAL ADMINISTRATION**

1. Conducted monthly meeting of Provincial Assessor's Office' personnel on November 6, 2019. The meeting was presided by Provincial Assessor. He discussed RA 11032 otherwise known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and different Memorandum Circulars issued by the governor and DILG particularly the "Disiplina Muna".

2. Conducted the regular monthly meeting of Philippine Association of Municipal Assessors (PAMAS), Inc. Isabela Chapter, on November 6, 2019 at Blue room, Capitol Building, City of Ilagan, Isabela.
3. Acted on the following matters:
  - a) 37 incoming and 7 outgoing communications
  - b) Prepared 14 Application for Leave of Absence;  
13 Locator Slips
  - c) 3 payrolls for regular employees and 2 payrolls for contractual employees
  - d) 12 Prepared vouchers

**V. OTHER MATTERS:**

1. The office' personnel participated during the Synchronized Earthquake Drill on November 14, 2019.

Prepared by:

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

Conformed by:

**GUILLERMO B. BARRETTO**  
Provincial Assessor



Republic of the Philippines  
PROVINCE OF ISABELA  
City of Ilagan

**OFFICE OF THE PROVINCIAL ASSESSOR**

December 2, 2019

**HON. RODOLFO T. ALBANO III**

Provincial 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 **November 2019**, for your information and ready reference.

Thank you.

Very truly yours,

**GUILLERMO B. BARRETTO**  
Provincial Assessor

PICTURES TAKEN IN SUPPORT TO OUR NOVEMBER 2019  
ACCOMPLISHMENT REPORT



Staff meeting of Provincial Assessor's Office on November 6, 2019



PAMAS meeting on November 6, 2019 held at Provincial Assessor's Office Blue Room,  
Capitol Building, City of Ilagan, Isabela



Real property assessment supervision & monitoring, validation of Unit Performance Evaluation (UPE) for first Semester C.Y. 2019 and rendered technical assistance to different municipalities in the province of Isabela



LGU-Reina Mercedes



LGU-Echague



LGU-San Mariano



LGU-Alicia



LGU-Benito Soliven



LGU-San Pablo



LGU-Cabagan



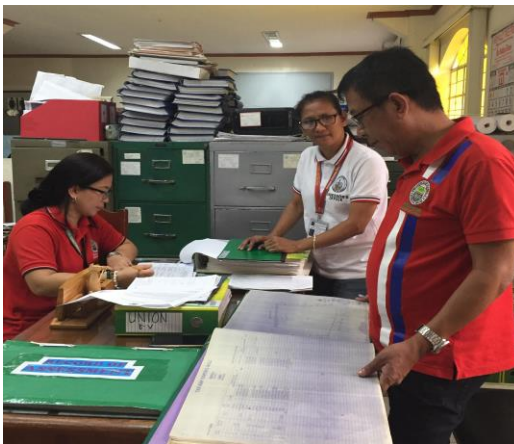
LGU-Delfin Albano



LGU-Santo Tomas



LGU-Santa Maria



LGU- Gamu



LGU-Naguilian



Pictures taken during the Assessment Audit conducted by BLGF Regional Office-  
Tuguegarao City in participation of Provincial Assessor's Office personnel



Municipal Assessor's Office of LGU-San Guillermo



Actual field verification of Poultry at San Guillermo, Isabela





Municipal Assessor's Office of Angadanan, Isabela



Actual field verification of Water Refilling Station and Gasoline Station at Angadanan, Isabela



Engr. Ferdinand P. Ramos attending the 35<sup>th</sup> North Luzon Area Assembly of Geodetics Engineer's of the Philippines on November 7-9, 2019 at Alaminos City, Pangasinan.



Mr. Guillermo B. Barretto-Provincial Assessor, Ms. Ma. Theresa A. Flores-Provincial Treasurer, Ms. Antonieta M. Bulan- OIC- Provincial Accountant and Ms. Yulma Marie C. Balabbo-LAOO III attending the Ease of Doing Business Forum conducted by DILG at The Manila Hotel on November 14, 2019.



Pictures taken during the Assessment Audit conducted by BLGF Regional Office-  
Tuguegarao City in participation of Provincial Assessor's Office personnel



LGU-Ramon



LGU-Cabatuan



LGU-Luna