

	PROVINCIAL ASSESSOR'S OFFICE	DECEMBER
		MONTH
	MONTHLY ACCOMPLISHMENT REPORT	2024
		YEAR

I. FOCUS AREA

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
<b>1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM</b>  1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor's Office  1.1.1 Real Property Units (RPUs) of newly discovered real properties	a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes	<p>Approved a total of <b>519 Real Property Units (RPUs)</b> of newly declared real properties for Land, Building and Machineries.</p> <p><b><u>Taxable Properties:</u></b></p> <p><b>Agricultural Land</b> Market Value - Php 1,703,933.50 Assessed Value 119,270.00</p> <p><b>Residential Land</b> Market Value – Php 734,800.00 Assessed Value 100,810.00</p> <p><b>Residential Building</b> Market Value - Php 146,435,030.50 Assessed Value 33,652,240.00</p> <p><b>Commercial Building</b> Market Value - Php 135,482,274.00 Assessed Value 97,251,350.00</p> <p><b>Industrial Lot</b> Market Value - Php 1,663,320.00 Assessed Value 997,990.00</p> <p><b>Industrial Building</b> Market Value - Php 9,880,850.00 Assessed Value 6,351,470.00</p> <p><b>Machinery</b> Market Value – Php 6,561,045.00 Assessed Value 5,248,840 .00</p> <p><b><u>Exempt Properties:</u></b></p> <p><b>Educ./Rel./LGU/Road</b> Market Value -Php 27,500,413.00 Assessed Value 9,158,490.00</p>

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1.1.2 RPU's of transferred Properties	Transfer of Ownership with updated Real Property Tax, and payment of Transfer Tax, with Certificate Authorizing Registration for the payment of either Capital Gains Tax, Estate Tax or Donor's Tax and payment of Documentary Stamp Tax, whichever is applicable.	Approved a total of <b>264 RPU's</b> on transferred properties.
1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<ul style="list-style-type: none"> <li>a. Revisions as to area, boundaries, actual use, lot number, correct name of declared owners, etc. in the Tax Declarations;</li> <li>b. Subdivision, consolidation, resection and transfer of remaining portions to transferred properties;</li> <li>c. Reclassification with updated Real Property Tax payment and payment of required Fees from PTO.</li> </ul>	Approved a total of <b>639 RPU's</b> subdivided, consolidated, and revised assessment data of real properties.
1.2 Issuance of Certified True Copy of Tax Declaration (TD); various certifications; certified photocopy of TDs and other related assessment records	<p>Issuance of certifications, certified copy of Tax Declarations and photocopies for the following purposes:</p> <ul style="list-style-type: none"> <li>a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR);</li> <li>b. Issuance of title (DENR);</li> <li>c. Identification of property owners for their file copy and reference (DAR),</li> </ul> <p>upon payment of fees and charges to PTO based on approved Ordinance by the Provincial Government of Isabela (PGI).</p>	<p>The following were issued:</p> <ul style="list-style-type: none"> <li><b>100</b> Certified Copy of Tax Declarations</li> <li><b>269</b> Various Certifications</li> <li><b>28</b> Photocopies of Old TDs, documents, and other assessment records</li> </ul>
1.3 Annotation of encumbrance on the face of Tax Declarations	Annotation of encumbrances such as bail bonds, mortgages, and adverse claims.	<p>The following requests were annotated on the face of subject Tax Declarations:</p> <ul style="list-style-type: none"> <li><b>8 TDs</b> Based on Mortgage Contract</li> <li><b>2 TD</b> Based on adverse claim</li> </ul>

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<p><b>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</b></p> <p>2.1 Field Appraisal and Assessment of Real Property</p> <p>2.2 LGU Visitation and rendering technical Assistance to Municipal Assessor's Office</p>	<p>Preparation of the proposed 2024 Schedule of Market Values for Generation Revision of Real Property Assessment by Classification under the provisions of Section 212 of R. A. 7160.</p> <p>Conduct of ocular inspection by Provincial Assessor or duly authorized representatives, being the Chairman of the Provincial Appraisal Committee, together with representative of the Provincial Engineer and Provincial Treasurer being both member of the Committee, of the subject property, in order to determine the fair, just compensation of the subject properties for LGU's development.</p> <p>2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local Assessment Offices of the province.</p> <p>2.2.2 Visitation, monitoring, rendering technical assistance to local assessment offices and upon request of real property owners.</p> <p>Updating and maintenance of Assessment Records on e-GAPS including technical and non-technical records such as:</p> <ul style="list-style-type: none"> <li>a. Real Property Field Appraisal Assessment Sheet (FAAS);</li> <li>b. Tax Declaration (TD);</li> <li>c. Section Map (SM);</li> <li>d. Tax Map Control Roll (TMCR); and</li> <li>e. Record of Assessment (ROA)</li> </ul> <p>Approval of Quarterly Report on Real Property Assessment (QRRPA) thru LGU Integrated</p>	<p>Awaiting for the enactment of Ordinance of 2024 SMV by Sangguniang Panlalawigan.</p> <p><b>Mr. Guillermo Maria B. Dy</b>, LAOO IV, and <b>Mr. Pepito V. Bautista</b>, TM I, assisted the BLGF monitoring team, in the joint Treasury and Assessment Operations Evaluation in the municipality of Benito Soliven, Isabela on December 18, 2024.</p> <p><b>Engr. Ferdinand P. Ramos</b>, TM IV; <b>Mr. Kurt Damiel B. Tomas</b>; &amp; <b>Mr. Prince Aljon P. Domingo</b>, conducted land survey of a lot situated at Cansan, Cabagan, Isabela, as per letter request of Ms. Olive P. Guinucud, Chairman, SPFIDC of San Pablo, Isabela, on December 26 &amp; 27, 2024</p> <p>Updated on a daily basis the assessment records in all the approved assessment transactions for this month with a total number of <b>1,422 RPUs</b>.</p> <p>Review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters, by the assigned personnels.</p>
2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment		

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(QRRPA) thru LIFT System  2.4 Update and maintenance of assessment records	Financial Tool (LIFT) System by the Provincial Assessor.	
<b>3. LGU CAPABILITY BUILDING</b>  3.1 Trainings, Workshops, Seminars, Orientation and Convention	Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.	<p><b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor for Operations; Atty. <b>Jenny Flor T. Manantan-Cabaddu</b>, Assistant Provincial Assessor for Administration; &amp; <b>Mr. Guillermo Maria B. Dy</b>, LAOO IV, attended the CVALTA Year-End Conference on December 3-5, 2024 held at Zen Hotel, Santiago City.</p> <p><b>Ms. Kristine Kate L. Ramos &amp; Ms. Fe L. Inere</b>, attended the training on Gender And Development (GAD) hosted by PSWD lead by Ms. Gina G. Rivero, OIC-PSWDO &amp; GFPS Vice Chairperson, on December 17-18, 2024 at the Blue Room of the Capitol Building , Alibagu, City of Ilagan, Isabela.</p>
<b>4. INTERNAL ADMINISTRATION</b>  4.1 Request of Real Property Owners/clientele  4.2. Conduct of Meetings	<p>Action on requests of Real Property Owners, both in writing and party/ies waiting</p> <p>4.2.1 Conduct of PAO staff meeting</p> <p>4.2.2 Conduct of Monthly meeting of the Philippine Association of Municipal Assessors (PAMAS), Isabela chapter and other affiliated associations.</p> <p>4.2.3 Inter Agency consultative meeting</p>	<p>Acted on a total of <b>four hundred seventy-nine (479)</b> requests of Real Property Owners/clientele, and <b>Thirteen (13)</b> written requests with efficiency and promptness.</p> <p>A monthly meeting of PAO staff, presided over by <b>Ms. Zenaida A. Gabriel</b>, Provincial Assessor, was conducted on December 13, 2024 in the morning. During the meeting, issues and concerns regarding office operations were addressed, received memorandum circulars were properly disseminated and discussed, and other important matters were raised &amp; resolved.</p> <p><b>Ms. Zenaida Gabriel</b>, Provincial Assessor, along with <b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor for Operations, and <b>Mr. Allan Harris G. De Joya</b>, LAOO I, attended the PAMAS Year-End Conference which was conducted on December 11, 2024 held at Meraki Garden, Reina Mercedes, Isabela.</p> <p><b>Ms. Zenaida Gabriel</b>, Provincial Assessor; <b>Ms. Yulma Marie C. Balabbo</b>, Assistant Provincial Assessor for Operations; and <b>Atty. Jenny Flor T.</b></p>

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	4.2.4 Court Hearing	<p><b>Manantan-Cabaddu,</b> Assistant Provincial Assessor for Administration, have attended the Legislative Budget Deliberation of the proposed FGI FY 2025 Annual budget on December 17 to 18, 2024 in Metro Manila.</p> <p><b>Mr. Lorenzo Charles A. Jucar, LAOO IV,</b> attended Court Hearing before RTC Branch 22, Cabagan, Isabela on Civil Case No. 22-1278 on December 3, 2024.</p>
5. OTHER MATTERS	<p>ISO Audit</p> <p>Misa De Gallo</p> <p>Outreach Program</p> <p>Christmas Village lighting ceremony</p>	<p>The PGI’s three-day Systems Audit of its Quality Management System on December 5, 2024 was attended by Mr. <b>Lorenzo Charles A. Jucar, LAOO IV; Rowena T. Segui, LAOO III; Kristine Kate L. Ramos;</b> and <b>Cherry M. Dayag.</b></p> <p>Hosted and attended the traditional Misa De Gallo mass on December 21, 2024 at the Amphitheater celebrated by Most Rev. David William V. Antonio, D.D.</p> <p>All employees, led by <b>Ms. Zenaida A. Gabriel,</b> Provincial Assessor, conducted an outreach program in Sitio Fugu, Malunu Norte, Benito Soliven, Isabela, on Dec. 21, 2024, wherein food packs were distributed to the residents of the said rural community.</p> <p>Attended the lighting ceremony of this year’s Emoji-themed Christmas decoration at the Christmas Village, Queen Isabela Skypark, Provincial Capitol compound, on December 16, 2024.</p>

Prepared by:

Submitted by:

(SGD.) ROWENA T. SEGUI  
LAOO III

(SGD.) ZENAIDA A. GABRIEL  
Provincial Assessor

Some pictures taken during the different activities:



ISO System's Audit



Court Hearing



CVALTA Regional Year-End Conference





**PAMAS Year-End Conference**



**PAO Monthly Meeting**



**GAD training**





Misa De Gallo



Outreach Program



Christmas Village Lighting