



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan City, Isabela



#7825-24

OFFICE OF THE PROVINCIAL ASSESSOR

December 5, 2024

HON. RODOLFO T. ALBANO, III
Governor
Province of Isabela

Thru: **Atty. NOEL MANUEL R. LOPEZ**
Provincial Administrator

Dear Sir:

Greetings!


We are submitting herewith our **Monthly Accomplishment Report** for the month of November, 2024, for your information and ready reference.

Thank you and more power.

Very Truly yours,


ZENAIDA A. GABRIEL
Provincial Assessor *12/5/24*



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

I. FOCUS AREA

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM 1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor's Office 1.1.1 Real Property Units (RPU) of newly discovered real properties	a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes	Approved a total of 322 Real Property Units (RPU) of newly declared real properties for Land, Building and Machineries. <u>Taxable Properties:</u> Agricultural Land Market Value - Php 10,432,883.00 Assessed Value 726,320.00 Residential Buildings Market Value - Php 74,032,646.00 Assessed Value 17,034,430.00 Commercial Building Market Value - Php 33,450,320.00 Assessed Value 18,571,550.00 Industrial Bldg. Market Value - Php 8,448,460.00 Assessed Value 5,800,300.00 Machinery Market Value – Php 14,017,290.00 Assessed Value 11,213,830.00 <u>Exempt Properties:</u> School Market Value -Php 90,017,650.00 Assessed Value 27,181,410.00
1.1.2 RPU of transferred Properties	Transfer of Ownership with updated Real Property Tax, and payment of Transfer Tax, with Certificate Authorizing Registration for the payment of	Approved a total of 212 RPU on transferred properties.


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1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<p>either Capital Gains Tax, Estate Tax or Donor's Tax and payment of Documentary Stamp Tax, whichever is applicable.</p> <p>a. Revisions as to area, boundaries, actual use, lot number, correct name of declared owners, etc. in the Tax Declarations;</p> <p>b. Subdivision, consolidation, resection and transfer of remaining portions to transferred properties;</p> <p>c. Reclassification with updated Real Property Tax payment and payment of required Fees from PTO.</p>	<p>Approved a total of 665 RPUs subdivided, consolidated, and revised assessment data of real properties.</p>
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> <p>a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR);</p> <p>b. Issuance of title (DENR);</p> <p>c. Identification of property owners for their file copy and reference (DAR),</p> <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> <p>163 Certified Copy of Tax Declarations</p> <p>229 Various Certifications</p> <p>87 Photocopies of Old TDs, documents, and other assessment records</p>
1.3 Annotation of encumbrance on the face of Tax Declarations	<p>Annotation of encumbrances such as bail bonds, mortgages, and adverse claims.</p>	<p>The following requests were annotated on the face of subject Tax Declarations:</p> <p>12 TDs based on Mortgage Contract</p> <p>1 TD Bailbond</p> <p>7 TD On adverse claim</p>

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<p>2. ASSESSMENT ACCOUNTABILITY AND DISCIPLINE</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>2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment</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>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>The Provincial Appraisal Committee represented by Mr. Pepito V. Bautista, REA, & Kristine Kate L. Ramos, REA, together with representatives from PTO & OPE, conducted ocular inspection and appraisal of lot situated at Manaoag, Quirino, Isabela, to be purchased by the Barangay Government of Manaoag, Quirino, Isabela, located at Manaoag, Quirino, Isabela on November 22, 2024, as per letter request of Ms. Meldaliza C. Ginez, Municipal Assessor thereat.</p> <p>The Tax Mapping Team lead by Engr. Felipe O. Guray, Jr., Tax Mapper IV & Engr. Ferdinand P. Ramos, TM II, conducted evaluation and checking of current status of tax mapping operation and render AutoCAD tutorial in the following Municipalities, to wit:</p> <p>Sta. Maria & Sto. Tomas - Nov. 5, 2024 San Pablo & Cabagan - Nov. 6, 2024 Tumauini - Nov. 7, 2024 Delfin Albano - Nov. 8, 2024 Quezon - Nov. 12, 2024 Mallig - Nov. 13, 2024 Quirino - Nov. 14, 2024 Roxas - Nov. 15, 2024 San Manuel - Nov. 18, 2024 Gamu & Burgos - Nov. 19, 2024 S. Guillermo & Ang. - Nov. 26, 2024 B. Soliven - Nov. 27, 2024 S. Mariano - Nov. 28, 2024 R. Mercedes & Nag. - Nov. 29, 2024</p> <p>Engr. Ferdinand P. Ramos, TM II, was authorized to secure copy Cadastral Map of TCT No. T-387685 at LRA Central Office, Diliman Quezon city on November 21, 2024.</p> <p>Continued the review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters.</p>

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<p>(QRRPA) thru LIFT System</p> <p>2.4 Update and maintenance of assessment records</p>	<p>Financial Tool (LIFT) System by the Provincial Assessor.</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"> a. Real Property Field Appraisal Assessment Sheet (FAAS); b. Tax Declaration (TD); c. Section Map (SM); d. Tax Map Control Roll (TMCR); and e. Record of Assessment (ROA) 	<p>Updated on a daily basis the assessment records in all the approved assessment transactions for this month with a total number of 1,199 RPUs.</p>
<p>3. LGU CAPABILITY BUILDING</p> <p>3.1 Trainings, Workshops, Seminars, Orientation and Convention</p>	<p>Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.</p>	<p>Engr. Ferdinand P. Ramos, TM II, attended the 39th North Luzon Area Assembly of Geodetic Engineers on November 15-16, 2024 at the CSI Stadia Dagupan City, Pangasinan.</p> <p>Kristine Kate L. Ramos, Nilda D. Limbauan, Cherry M. Dayag & Aaron Joshua Duran have attended the two (2) days Values Development Seminar conducted by the Human Resource Management Office of the PGI wherein Norms of Conduct of Public Officials and Employees was the topic discussed by Dir. Valnizan HC. Calubaquib, Acting Director II of CSC Region 02, while Five Core Values of Public Servants was discussed by Atty. Noel Manuel R. Lopes, Provincial Administrator of Isabela, on November 19-20, 2024.</p>
<p>4. INTERNAL ADMINISTRATION</p> <p>4.1 Request of Real Property Owners/clientele</p> <p>4.2. Conduct of Meetings</p>	<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>Acted on a total of four hundred seventy-nine (479) requests of Real Property Owners/clientele, and Thirteen (13) written requests with efficiency and promptness.</p> <p>A monthly meeting of PAO staff, presided over by Ms. Zenaida A. Gabriel, Provincial Assessor, was conducted on November 27, 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 & resolved.</p>

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	<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>4.2.4 Court Hearing</p>	<p>Ms. Zenaida Gabriel, Provincial Assessor, along with Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operations, attended the PAMAS regular monthly meeting which was conducted on November 20, 2024 held at Municipal Conference Room, 2nd Floor Municipal Building, Benito Soliven, Isabela. PAMAS matters was presided by Engr. Erenie Abucay, PAMAS President, with Hon. Robert Lungan, Municipal Mayor as guest during the short program.</p> <p>Issues and concerns were raised and addressed during the open forum.</p> <p>Ms. Zenaida Gabriel, Provincial Assessor, & Atty. Jenny Flor T. Manantan-Cabaddu, OIC Assistant Provincial Assessor for Administrative & Records Operations attended the 3rd Executive Committee Meeting held at GFNDY Hall. Discussed updates & finalization of committee budgets and assignments to ensure the effective implementation and overall success of the 2025 Bambanti Festival.</p> <p>Mr. Lorenzo Charles A. Jucar, LAOO IV, attended Court Hearing before RTC Second Judicial Region Branch 18, City of Ilagan, Isabela on Civil Case No. 1371 on November 4, 2024.</p>
5. OTHER MATTERS	Search for Isabela’s Got Talent	All employees, led by Ms. Zenaida A. Gabriel , Provincial Assessor, attended IGT showcase every Friday at the PGI Amphitheater on November 8,15 & 22, 2024.

Prepared by:

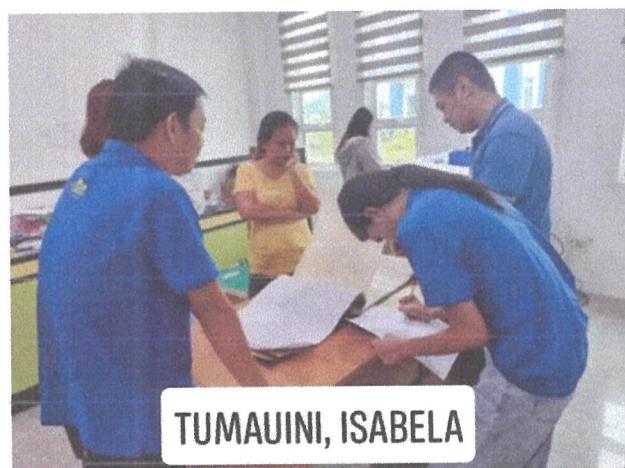
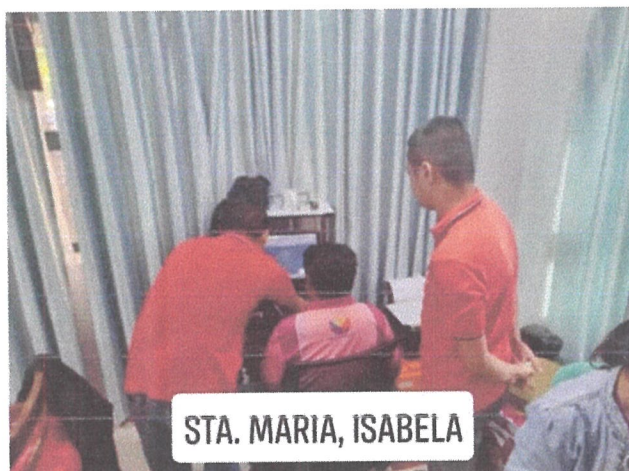

ROWENA T. SEGUI
LAOO III

Submitted by:


ZENAIDA A. GABRIEL
Provincial Assessor

Some pictures taken during the different activities:

Conducting Orientation to MAO Staff on the Digitization of Maps

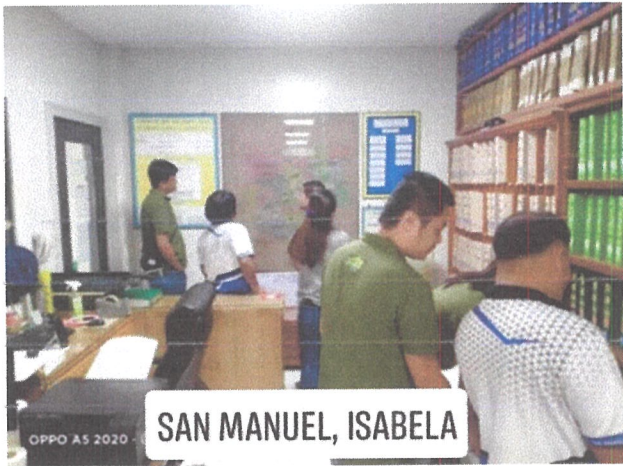




QUIRINO, ISABELA



ROXAS, ISABELA



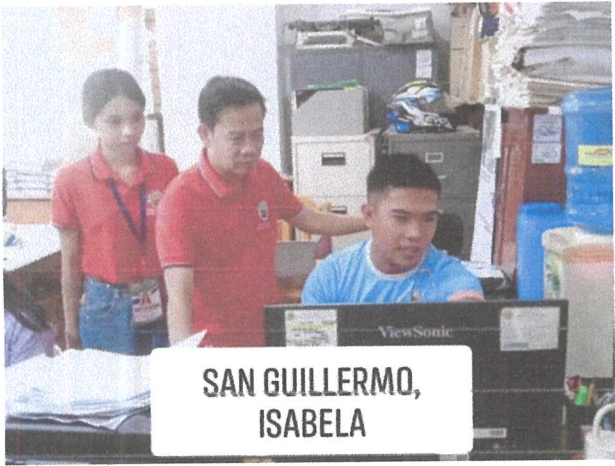
SAN MANUEL, ISABELA



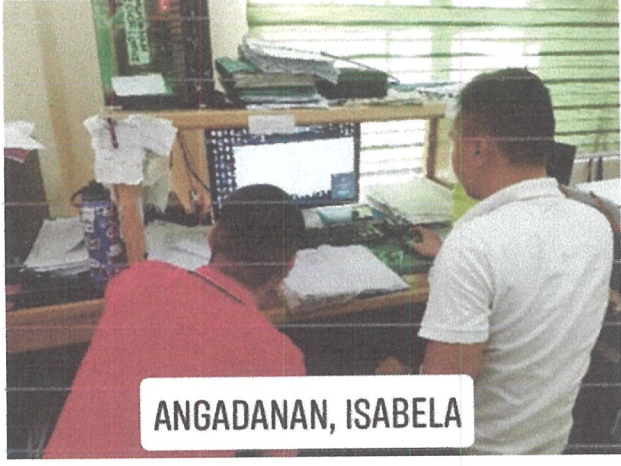
GAMU, ISABELA



BURGOS, ISABELA



SAN GUILLERMO, ISABELA



ANGADANAN, ISABELA



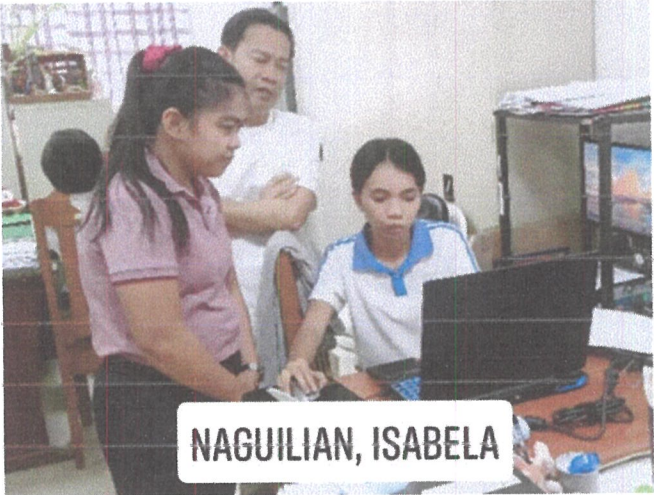
**BENITO SOLIVEN,
ISABELA**



**SAN MARIANO,
ISABELA**



**REINA MERCEDES,
ISABELA**



NAGUILIAN, ISABELA



Ocular Inspection conducted by Provincial Appraisal Committee at Quirino, Isabela



Court Hearing at RTC Branch 18 – Attended by Lorenzo Charles Jucar (LAOO IV – Admin & Records)



PAMAS, Inc. Meeting held at LGU-Benito Soliven, Isabela



Two-Day Values Development Seminar held at Amphitheatre, Capitol, City of Ilagan, Isabela



Taken during the Regular Monthly Meeting of PAO Personnel