

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

I. FOCUS AREA

PROGRAM/PROJECT/ACTIVITY	PROGRAM/PROJECT DESCRIPTION	STATUS/REMARKS/ACCOMPLISHMENT
<p>1. REVENUE GENERATION AND RESOURCE MOBILIZATION PROGRAM</p> <p>1.1. Approval of Assessment Transactions emanating from the thirty (34) Municipal Assessor’s Office</p> <p>1.1.1 Real Property Units (RPUs) of newly discovered real properties</p>	<p>a. Declaration of newly discovered real properties such as land, buildings & machineries for taxation purposes</p>	<p>Approved a total of 474 Real Property Units (RPUs) of newly declared real properties for Land, Building and Machineries.</p> <p><u>Taxable Properties:</u></p> <p>Residential Lot Market Value - Php 341,400.00 Assessed Value 20,490.00</p> <p>Residential Buildings Market Value - Php 94,394,627.00 Assessed Value 22,260,720.00</p> <p>Agricultural Land Market Value - Php 3,609,200.00 Assessed Value 248,640.00</p> <p>Agricultural Building Market Value - Php 1,961,500.00 Assessed Value 1,071,300.00</p> <p>Machinery Market Value – Php 3,429,367.00 Assessed Value 2,389,990.00</p> <p>Commercial Building Market Value - Php 93,295,884.00 Assessed Value 59,931,610.00</p> <p>Industrial Bldg. Market Value - Php 3,385,570.00 Assessed Value 1,965,160.00</p> <p><u>Exempt Properties:</u></p> <p>School/Church/RHU/Comm. Center Market Value - 1,013,175,850.00 Assessed Value 20,333,340.00</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 with payment of Documentary Stamp Tax, whichever is applicable.	Approved a total of 274 RPU's on transferred properties.
1.1.3 RPU's for subdivision, consolidation, revision or reassessment due to physical change	<ul style="list-style-type: none"> a. Revisions as to area, boundaries, actual use, lot number, correct name of declared owners, etc. in the Tax Declarations; b. Subdivision, consolidation, resection and transfer of remaining portions to transferred properties; c. Reclassification with updated Real Property Tax payment and payment of required Fees from PTO. 	Approved a total of 913 RPU's 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"> a. As basis in the computation and collection of Capital Gains Tax, Donor's Tax and Estate Tax (BIR); b. Issuance of title (DENR); c. Identification of property owners for their file copy and reference (DAR), <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"> 224 Certified Copy of Tax Declarations 367 Various Certifications 82 Photocopies of Old TDs, documents, and other assessment records
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"> 15 TDs based on Mortgage Contract 0 TD on Adverse Claim

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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>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 development.</p> <p>2.2.1 Conduct of Assessment Evaluation, Examination and Monitoring (AEEM) to Local Assessment Offices of the province.</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, together with representatives from PTO & OPE, conducted ocular inspection and appraisal of lot situated at Villa Miguel, Quirino, Isabela, to be purchased by the Barangay Government of Villa Miguel, Quirino, Isabela, located at Villa Miguel, Quirino, Isabela on October 2, 2024.</p> <p>As per letter request of Mr. William d. Nicolas, an Ocular survey of a lot situated in Baluno, Cauayan city, Isabela, was conducted by employees of this office lead by engr. Ferdinand P. Ramos on October 11, 2024.</p> <p>The Provincial Assessor's Technical Team, along with Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operations, as Team Leader, participated a joint Treasury & Assessment Evaluation, Examination, and Monitoring with Atty. Julaida C. Pancho, Regional Director, BLGF Regional Office No. II, and her assessment team to the Local Assesment Office of Quezon, Isabela on September 19-20, 2024.</p> <p>The Tax Mapping Team lead by Engr. Felipe O. Guray, Jr., Tax Mapper IV, conducted evaluation and checking of current status of tax mapping operation and render AutoCAD tutorial in the following Municipalities, to wit:</p> <p>Cordon - Oct. 14, 2024 Ramon - Oct. 15, 2024 San Agustin - Oct. 16, 2024</p>

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		<p>Jones - Oct. 17, 2024</p> <p>San Isidro - Oct. 18, 2024</p> <p>Echague - Oct. 22, 2024</p> <p>S. Guillermo & Ang. – Oct. 23, 2024</p> <p>Benito Soliven - Oct. 24, 2024</p> <p>San Mariano - Oct. 25, 2024</p> <p>Luna & Cabatuan – Oct. 29, 2024</p> <p>Aurora & S.Mateo – Oct. 30, 2024</p> <p>Alicia - Oct. 31, 2024</p> <p>.</p> <p>Engr. Ferdinand P. Ramos, TM II, was authorized to secure original copy of approved plan at the DENR Regional Office, Tuguegarao City, on October 10, 2024.</p>
2.3 Review, verification and approval of Quarterly Report Quarterly Report on Real Property Assessment (QRRPA) thru LIFT System	2.2.2 Visitation, monitoring, rendering technical assistance to local assessment offices and upon request of real property owners.	
	Approval of Quarterly Report on Real Property Assessment (QRRPA) thru LGU Integrated Financial Tool (LIFT) System by the Provincial Assessor.	Continued the review of submitted QRRPA of Local Assessors thru LIFT System of previous quarters.
2.4 Update and maintenance of assessment records	<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) 	Updated on a daily basis the assessment records in all the approved assessment transactions for this month with a total number of 1,661 RPUs .
3. LGU CAPABILITY BUILDING		
3.1 Trainings, Workshops, Seminars, Orientation and Convention	Training, Workshops, Seminars, Orientations and Conventions conducted by different department, agencies and offices.	Atty. Jenny Flor T. Manantan-Cabaddu , OIC – Assistant Provincial Assessor for Administrative & Records Operations, attended Capacity Building Activities on Freedom of Association conducted by the Department of Labor and employment Regional Office II held at The Boulevard Events Place, Cauayan City, Isabela
4. INTERNAL ADMINISTRATION		
4.1 Request of Real Property Owners/clientele	Action on requests of Real Property Owners, both in writing and party/ies waiting	Acted on a total of six hundred sixty eight (668) requests of Real Property Owners/clientele, and twenty one (21) written requests with efficiency and promptness.
4.2. Conduct of Meetings	4.2.1 Conduct of PAO staff meeting	A monthly meeting of PAO staff, presided over by Ms. Zenaida A. Gabriel , Provincial Assessor, was

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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 Discussion on the 2025 Annual Budget</p> <p>4.2.5 Court Hearing</p>	<p>conducted on October 9, 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 resolved.</p> <p>PAMAS regular monthly meeting was conducted on October 17, 2024 at the Assessor’s Office Provincial Capitol, City of Ilagan, Isabela.</p> <p>Issues and concerns were raised and addressed during the open forum.</p> <p>Ms. Yulma Marie C. Balabbo, Assistant Provincial Assessor for Field Operations, & Atty. Jenny Flor T. Manantan-Cabaddu, OIC Assistant Provincial Assessor Assessor for Administrative & Records Operations attended the Joint Consultative Meeting of DAR, LGUs (provincial/city & municipal Assessors & Treasurers) & LandBank on October 22, 2024 at the Amphitheater, Capitol Bldg.</p> <p>As requested by the Local Finance Committee, Ms. Zenaida A. Gabriel, Provincial Assessor, attended the discussion on the budget proposal (Annual budget) for FY 2025.</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 October 7, 2024.</p>
5. OTHER MATTERS	<p>Search for Isabela’s Got Talent</p> <p>CVALTA meeting</p>	<p>All employees, led by Ms. Zenaida A. Gabriel, Provincial Assessor, attended IGT showcase every Friday at the PGI Amphitheater on October 4 & 11, 2024.</p> <p>Ms. Yulma Marie C. Balabbo, APA for Field Operations, and being the Secretary of Cagayan Valley Association of Local Treasurers and Assessors (CVALTA) attended the 4th quarter board meeting of the association on September 15, 2024 at Quirino Water Sprots Pavillion, Cabarroguis, Quirino.</p>

Prepared by:

Submitted by:

Some pictures taken during the different activities.





Taken during the regular monthly meeting of PAO personnel



