



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan, Isabela

OFFICE OF THE PROVINCIAL ASSESSOR

ANNUAL ACCOMPLISHMENT REPORT FOR CY- 2017

The Provincial Assessor's Office is mandated under the provisions of Title II, Book II of the Local Government Code of 1991 (Republic Act No. 7160), to ensure that all laws rules and policies governing the appraisal and assessment of real properties for taxation purposes within the province are properly executed. It caters to thirty four (34) local assessment offices of this province, and provides all forms of technical assistance to the two component cities (Cauayan and Ilagan), also of this province. The following activities were accomplished based from the office Plans and Programs, for CY- 2017.

I. On Local Revenue Generation and Resource Mobilization Program:

1. Conducted Ocular Inspection of Real properties:

- 1.1 January 18, 2017 – The Provincial Appraisal Committee passed Resolution No. 2017-01 in Re- Appraisal of the Fair Market Value of the real property situated at Lucban, Benito Soliven, Isabela, for resettlement area of the LGU, upon ocular inspection conducted by the members of the Provincial Appraisal Committee, as requested by Hon. Roberto T. Lungan, Municipal Mayor of Benito Soliven, Isabela.



- 1.2 January 31, 2017 – property declared in the name of Domingo Taguba, situated at Maligaya, Tumauni, Isabela
- 1.3 February 21, 2017 – properties of Sps. Marites Garcia and Genaro Garcia, under Civil Case No. 1063, in coordination with the Municipal Assessor of Roxas, Isabela, and - properties introduced on the Provincial Local Government under Proclamation No. 234 reserving the Provincial Government Center, Boy Scouts and Girl Scouts Camp and School Site, situated at Osmena, City of Ilagan, Isabela.
- 1.4 March 21, 2017 – commercial buildings (stalls) erected on the vicinity of Manuel Roxas District Hospital and Cauayan District Hospital, situated in the municipality of Roxas, and in Cauayan city, of this province, respectively.
- 1.5 March 27, 2017- property of Mr. Santos Garduque situated at Benito Soliven, Isabela and the Provincial Appraisal Committee passed Resolution No. 2017-02 on March 30, 2017 Re- Appraisal of the Fair Market Value of the property subject for acquisition of the Local Government of Benito Soliven, Isabela and recommended the amount of Php- 500.00, as fair, just and reasonable selling price of the subject property.
- 1.6 April 18, 2017 - property declared in name of Sps. Fernando Garcia and Luzviminda Garcia, situated at San Juan, Cabagan, Isabela to be acquired by the Local government of Cabagan for the construction of Evaluation Center and Drug Rehabilitation Center, as requested by Hon Christopher A. Mamauag, Municipal Mayor of Cabagan.
- 1.7 April 26, 2017 – properties situated along Alicia, Angadanan and San Guillermo Provincial Road, to be traversed by the construction of Pigalo Bridge and approaches, as requested by Mr. Jose B. Tobias, CESE, Chief Construction Division/Officer In-charge, DPWH, Regional Office No. 02.
- 1.8 June 16, 2017, properties of Henry Chua, Lu, situated at Sitio Catengtengan, Ballacayu, San Pablo, and determined the actual condition/use of the property.



Technical staff from PAO during the ocular inspection conducted on the subject property

1.9 December 8. 2017 – re- ocular inspection was conducted on the property situated at San Juan, Cabagan, Isabela, for the construction of Evacuation Center and Rehabilitation Center as requested by Hon. Christopher Mamauag.



The subject property declared in the name of Sps. Fernando Garcia and Luzviminda Garcia situated at San Juan, Cabagan, Isabela



Technical staff from this office, together with representatives of the Offices of Provincial Treasurer and Provincial Engineer, who conducted the ocular inspection.

2. Assist in the conduct of Tax Information Campaign

We have assisted the Office of the Provincial Treasurer in the conduct of Tax Information Campaign in the thirty four (34) municipalities by way of streamers, cable and radio retune and during Flag Raising Ceremonies.



The Provincial Assessor during Flag Raising Ceremonies at LGU - Gamu, Isabela, reiterating the conduct of General Revision and the importance of Real Property Tax Administration

3. Approval of Assessment Transaction

We have properly verified/ reviewed all assessment transactions whether assessment rules and regulations were being adhered to, submitted by the Municipal Assessor's Offices of the 34 municipalities of this province, and we have approved the following, including those transactions prepared in the office;

- a. 3,232 Real Property Unit's (RPU's) on New Discovery
- b. 7,002 RPU's on re- assessment or with physical changes –subdivisions & consolidations (PC)
- c. 4,839 RPU's on Transfer of Ownership (TR)

4. Issued the following upon payment of corresponding fees and charges to Provincial Treasurer's Office, provided thru Provincial Tax Ordinance

- a. 2,560 certified true copy of Tax Declarations (TD's)
- b. 1,505 certified photo copy TD's and other related assessment documents.
- c. 2,038 certifications relative to real property holdings and no real property holdings, and such other related certifications

5. Annotated encumbrance on the face of Tax Declarations

We received a total of forty three (43) requests for annotation and have annotated on the face of twelve (12) TD's based on mortgage contract and fifty (50) FAAS/TD's based on court order used as bail-bond and upon payment of required fees / charges to PTO, provided thru an ordinance.

6. Posted Notices of Extra Judicial Sale

We Received a total of fifteen (15) Notices of Extra Judicial Sale

under Act 3135, as amended by Act 4118, furnished by the Provincial Sheriff RTC, Second Judicial Region, Branch 18, City of Ilagan, Isabela, and forty four (44) Petitions Re- Issuance of another Duplicate Copy of EP Titles, issued by DAR, Isabela, Provincial Office, for posting of which it were simultaneously posted in the bulletin board and a certification were issued after the prescribed posting period.

7. Coordinated with Local and National Offices to support the implementation of programs/activities:

1. January 3, 2017 – attended 1st meeting called by Hon. Faustino G. Dy III for CY- 2017.
2. January 9, 2017 – attended Execom Meeting : 2017 Bambanti Festival Preparation, called by Mr. Troy Alexander G. Miano, DPA, OIC Provincial Planning & Development Coordinator & 2017 Bambanti Festival Secretariat Head, held at Conference Hall, Alibagu, City of Ilagan, Isabela.
3. January 12-13 2017– attended board meeting with the PHALTRA, Inc. held at PHALTRA National Office, Quezon City.
4. February 21, 2017-Engr. Ferdinand P. Ramos, represents the Provincial Assessor, together with representatives from the Provincial Legal Office , in the preliminary conference with the affected constituents of brgys. Osmena and Sto. Tomas, city of Ilagan, Isabela, held at Capitol Food court, in view of the foregoing site development plan/scheme of the PLGU property under Proclamation No. 234.
5. March 16, 2017, coordinated with the Local Government Unit of Aurora and Burgos both of this province, with regards to their boundary dispute.
6. March 31, 2017 – participated in the Earthquake Drill.
7. May 18, 2017-attended closing meeting of PGI Quality Management System in support to aim of the Internal quality audit in conformance to the requirements of ISO 9001: 2008.
8. June 6, 2017 - attended the Public Financial Management Workshop, held at Balai, Alibagu, City of Ilagan, Isabela.
9. June 19, 2017 - meeting with the provincial Treasurer with regards to the status of revenue collection efforts for the current year in line with the preparation of the CY-2018 Annual Budget.
10. June 23, 2017 - attended Budget Forum held at Balai, Capitol Compound, Alibagu, City of Ilagan, Isabela.
11. July 17, 2017 – meeting of the Technical Committee of Real Property Valuation (STCRPV)
12. August 15, 2017 – meeting with regards to the subject for a national on-site validation by DILG Region I of the Provincial Government of Isabela, in relation to the result of the national calibration for 2017 Seal of Good Local Governance (SGLG), conducted on July 26-29, 2017.
13. August 30, 2017 – attended the Inauguration of the PDRRMC-BFP Head Quarters at Alibagu, City of Ilagan, Isabela.
14. September 4, 2017 – Committee Hearing – Re: Land conversions in the province of Isabela, held at Balai, Capitol compound, Alibagu, City of Ilagan, Isabela.
15. October 4, 2017 – coordinated and submitted the proposed 2018 SMV of the province of Isabela to the Bureau of Local Government Finance, Department of Finance, Regional Office No. II, for review.

16. October 23, 2017 –Meeting with Hon. Rolando L. Tugade with regards to Bambanti Festival held at Governor’s Conference room
17. November 8, 2017- coordinated with the Sangguniang Panlalawigan office and submitted the proposed 2018 Schedule of Market Values of the thirty four (34) municipalities and the two component cities of this province for their perusal.
18. November 10, 2017 – attended meeting with regards to the conduct of Local Road Network Mappig Training, Monitoring of KALSADA/CMGP projects at Piazza Zicarelli, Gamu, Isabela, conducted by DILG.
19. November 28, 2017 – Committee as a Whole Hearing Re: Proposed Schedule of Fair Market Value for 2018 General Revision of Real property Assessment and Classification, with Hon. Faustino U. Dy IV, Chairman on Ways and Means, and the Members of the Sangguniang Panlalawigan, held at Balai, Capitol Compound, Alibagu, City of Ilagan, Isabela. Conducted by the Sangguniang Panlalawigan Office, sponsored by the Committee on Ways and Means.



Hon. Faustino U. Dy IV Chairman Committee on Ways and Means, other Members of the Sangguniang Panlalawigan and Municipal Assessor’s of this province with the Provincial Assessor in his presentation of the proposed Schedule of Market Values for CY- 2018 General Revision of Real Property Assessment and Classification, held at Balai

20. December 7, 2017- review of CLUP of the municipality of Naguilian, held at Governor’s Conference room.

II. Assessment Accountability and Discipline:

1. Conducted Visitation/Inspection to Local Assessment Offices

We have conducted visitation/inspection to the thirty (30) local assessment offices to the different municipalities including the coastal towns of Divilacan & Dinapigue, of this province, in accordance with the provisions of Title Two, Book II of R. A.7160, and have extended technical assistance and validated their Unit Performance Evaluation Sheet for 2nd Semester of CY- 2016 and 1st Semester of CY- 2017, on May 24-31, 2017 and from June 20 to 30, 2017. Hereunder are some captured pictures, during the conduct of visitation.



Mrs. Marie Grace R. Labuguen, Municipal Assessor of Angadanan, Isabela during the visitation made by technical staff of Provincial Assessor's Office (PAO)



Mr. Republic John T. Madamba, OIC Municipal Assessor of Echague, Isabela, together with technical staff from PAO during the validation of their UPE



Mrs. Winnie F. Caibigan, Municipal Assessor of San Agustin and technical staff from PAO, during the visit.



Mrs. Catalina S. Jandoc, OIC- Municipal Assessor and concurrent Asst. Municipal Treasurer of San Pablo, during the visit.



Mrs. Nelia A. Leal Municipal Assessor of Roxas, Isabela, with her staff during the visit of technical staff from PAO, who validated their UPE.



Eng. Jay G. Acapuyan, Municipal Assessor of San Mateo, together with Technical Staff, from PAO, during the validation of their UPE.



Ms. Emelita G. Tadique, Assistant Municipal Assessor of Alicia, together with technical staff, during the validation of their UPE.



Mrs. Lolita P. Ramos Assistant Provincial Assessor, during the visit to the Municipal Assessor's Office of Naguilian, this province

2. **Monitored the submission of assessment and agency reports**

We have monitored submission of assessment and agency reports of the thirty four(34) local assessment offices of the province, and have reviewed immediately upon submission, or receipt of said reports, to wit:

- a) BLGF Form 3-a Quarterly Report on Real Property Assessment (QRRPA) of the 34 municipalities
- b) RPTA Comparative Data of 28 tax mapped municipalities
- c) Plans and Programs for CY-2017
- e) Joint Action Plan of Municipal Treasurers and Assessors on Revenue Generations Program for CY-2017
- f) UPE for 2nd Semester of CY-2016 and 1st Semester of CY-2017

3. **Maintenance /Updating assessment records (Records Systems Maintenance)**

We have maintained the records system in the office, by installing and updating all assessment records both technical and non technical in all approved

assessment transactions for the current year, Likewise thru the Real Property Assessment System (RPAS), of the e-GAPS, to wit:

1. Field Appraisal and Assessment Sheet (FAAS)
2. Tax Declaration (TD)
3. Section Maps (SM)
4. Tax Map control Roll (TMCR)
5. Record of Assessment (ROA)

III. LGU Capability Building

Attended/sent personnel to several conferences/relevant trainings to wit:

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| a) Feb 21-24, 2017 | - 84th PHALTRA National Convention and Seminar Workshop of all Provincial/City/Municipal Treasurers and Assessor's of the Philippines, with the Theme: " Towards Innovative and Dynamic Revenue Growth Integrated with the Global Economy held at PICC, Roxas, Boulevard Pasay City. |
| b) March 28-29, 2017 | - Regional Planning Conference and target setting Seminar Workshop of all Prov'l. City and Municipal Treasurers and Assessors, their Assistants, and Technical Staff of the Assessment and Treasury Service of Region 02 with the theme: Charting New Course – A challenge for Local Treasurer and Assessor, Towards Suitable Revenue Growth, Commitment to Excellence and Transparent Fiscal Administration, held at Ivory Hotel and Convention Center, Buntun Highway, Tuguegarao City, Cagayan. |
| c) May 29-30, 2017 | - Training workshop on the Improvement of Revenue Generation Strategic of Provincial Government held at Clark Pampanga, conducted by Department of Interior and Local Government. |
| d) July 24, -26, 2017 | - Training on Resource Mobilization and Financial Management Analysis Prepration of Resource Mobilization Plan for FY-2018 to 2020 And Action Plan for the Local Resource Mobilization Program. |
| e) July 25-28, 2017 | - 10 th . National Convention and Seminar of PAMAS, Inc. |
| f) August 25, 2017 | - Orientation on Competence and Awareness for ISO Internal Auditors and Coordinators conducted by Provincial Local Government Unit of Isabela. |
| g) Dec. 7-8, 2015 | - Regional Annual Evaluation and Planning Conference-Seminar of Provincial, City, and Municipal Treasurers and Assessors of Region 02, with the theme: " Enhanced Local Treasurers' and Assessors' Capabilities: Geared Improved LGU's Performances held at Zen Hotel, Santiago City, Isabela. |



Mr. Guillermo B. Barretto, Provincial Assessor, Ms. Tessie S. Mangacat, OIC- Regional director of BLGF, DOPF, RO- No. II, Hon. Joseph S. Tan, City Mayor and Ms. Maria Theresa A. Flores, Provincial Treasurer, (from left to right) taken after the opening formalities



Group of Municipal Assessor's together with Mrs. Lolita P. Ramos Assistant Provincial Assessor with Provincial Assessor's staff, taken after the closing ceremonies of the Regional Annual Evaluation and Planning Conference

IV. Special Projects:

Digitization and Auto-cad of Maps (Phase I)

Have gathered data from Department of Environment and Natural Resources Regional Office No. II. Benchmarked was undertaken by Engr. Felipe O. Guray, Jr., and Engr. Ferdinand P. Ramos, both Tax Mappers, in this office, in the City Assessor's Offices of Santiago and Ilagan, both of this province, in the automation of maps. Have installed Plotter and Blue Printing machines for the twenty eight (28) tax mapped municipalities of the province, in the Tax Mapping Division. Five Desktop Computers were also installed, encoding and plotting of Cadastral Maps in the system is on-going.



Tax Mappers and Draftsmans doing the dry run after the installation of the Plotter and Blue printing machines in the Tax Mapping Division

V. Internal Administration:

1. Acted a total of eight hundred seventy eight (878) queries of Real Property Owner's (RPO's) and other interested parties, regarding appraisal and assessment of real properties and such other related matters.
2. Conducted eleven (11) regular and two (2) special meetings of PAMAS Inc. Isabela, Chapter. Likewise to PAO personnel meetings, twelve (12) regular and eight (8) special meetings.



The Provincial Assessor, presiding the meeting of PAMAS, Inc., Isabela chapter



The Provincial Assessor, presiding one of the meeting of PAMAS, Inc. Isabela Chapter, held at Conference room of the Provincial assessor’s Office.

3. Have conducted Seminar workshop/Refresher course, in the conduct of General Revision of Real Property Assessment and classification and Policy Updates, to Municipal Assessors and their technical staff, in coordination with Ms. Tessie s. Mangacat, OIC Regional Director of BLGF, DOF, Regional Office No. 02on December 12-13, 2017, held at Piazza Zicarelli Hotel and Restaurant, Upi, Gamu, Isabela.



The Provincial assessor giving his introduction in the conduct of General Revision, on the presidential table is Ms. Tessie S. Mangacat, OIC, Regional Director of the BLGF, DOF, Region 02.



Participants in the Seminar Workshop comprising of City/Municipal Assessors and their staff, from the different Municipal Assessor’s Office’s and the two component cities, of this province.



Ms. Tessie S. Mangacat, OIC Regional Director of BLGF, DOF, Region 02 and her staff together with the Provincial Assessor and staff with some Municipal Assessor's of the province

4. We have prepared and submitted agency reports for approval, to the BLGF, DOF, Region II, to wit:
 - a) Office Plans and Programs for CY- 2017
 - b) Joint Action Plan of Provincial Treasurers and Assessors in Revenue Generation Program for CY-2017
 - c) Unit Performance Evaluation Sheet for 2nd semester of CY-2016 and 1st Semester of CY-2017
 - d) Copy of Annual Accomplishment Report for CY-2016

5. We have prepared and submitted also, to the BLGF, DOF, both central and regional offices our Quarterly Reports on Real Property Assessment(QRRPA)-BLGF Form No. 3-b, for 4th quarter, ending December 31, 2017, with a Taxable Market Value (TMV) of Php-172,388,964,000.00 and Taxable Assessed Value (TAV) of Php -22,252,831,070.00 - Gross; Php -18,312,581,240.00 - Net of Restrictions, of which the latter in the basis of collection target on Real Property Tax of the province, for CY- 2018, by the BLGF, DOF, central office, to be allocated/distributed to the different municipalities, based on their respective TAV (Net of Restriction) by BLGF, DOF, Regional Office No. 02, through the Office of the Provincial Treasurer.

VI. Other Matters:

We actively participated and supported programs/activities of the Provincial Local Government, to wit:

1. Actively participated/supported the Bambanti Festival of the Province of ISABELA on January 23 to 27, 2017, started by attending Thanksgiving Mass on January 23, 2017 and all other activities of the festival of which it was very successful festival, known Globally and considered as one of the "Most Beautiful Festival" in the Philippines.
2. Actively participated in the conduct of Farmers Congress to the different municipalities of this province as scheduled.
3. Participated in the Tree Planting activity, held at Sitio Lagis, Sindon Bayabo, City of Ilagan, Isabela.



The Provincial Assessor, planting Narra tree in the designated area provided by DENR for the Provincial Assessor’s Office

4. Have actively participated in the conduct of Clean Up Drive held at Lalauanan High School, Tumauni, Isabela in observance with the Disaster Risk Reduction and Management Day, in order to promote Public Health and Safety and Eliminate Public Risk, on July 19, as per Executive Order No. 28, issued by Hon. Faustino G. Dy III, dated July 13, 2017.



Provincial Assessors’ Office Staff together with Faculty Teachers headed by Ms. Florence N. Ellorin, School Principal of Lalauanan High School after the clean-up drive undertaken.

With all the above - stated accomplishments for CY- 2017, this office have done the duties and functions, in accordance with our office procedures, as per ISO 9001:2008 Quality Management System of the Provincial Government of Isabela, in the appraisal and assessment of real properties within the province, for taxation purposes, as our counterpart, to our partners, the Municipal Treasurers in the thirty four (34) municipalities, and the Provincial Treasurers Office as their basis in the collection of Real Property Tax, and Transfer Tax respectively. Likewise, in monitoring the correct taxes paid by Real Property Owners, to the Bureau of Internal Revenue of the Real Properties subject for transfer of ownership, by issuing accurate Certified Copy of Tax Declarations, various Certifications and Certified photo copy of various assessment records, upon payment of required fees and charges to Provincial Treasurer's Office provided thru a Provincial Tax ordinance.

PREPARED BY:

CONFORMED BY:

LOLITA P. RAMOS

Assistant Provincial Assessor

GUILLERMO B. BARRETTO

Provincial Assessor