

PROVINCIAL ASSESSOR'S OFFICE

September 26-30, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		3	FAAS
Reviewed/Scrutinized FAAS and supporting documents		93	FAAS
Proofread FAAS / Verified Previous Records		181 / 478	FAAS
Approved FAAS		86	FAAS
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		202	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		47	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		137	75LRPUs/mo
Updated LRPUs in print copy of TMCs		146	100LRPUs/mo
Prepared GIS base map		131	200LRPUs/mo
Scanned subdivision plan		4	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		2	15Lots/mo
Attended request for verification land RPUs		2	15cases/mo
Performed other duties assigned by superior		2	3cases/mo
Attended to other work assignments		18	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION			
Certifications issued (Landholding, Non-property and certified copies, etc)		134	certificates
FAAS encoded		180	FAAS
Notice of Assessment and Owner's copy numbered			N.A.s
FAAS and TD cancelled		320	FAAS/TD
Documents scanned			documents
Payrolls and vouchers prepared		1	payrolls / vouchers
Application for Leave file/Process		6	applications
Office documents prepared		5	documents
Communications received/released		11	documents
Documents photocopied		187	documents
TAXPAYERS/CLIENTS entertained (all divisions)		80	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	7	348,290.00	2,551,430.00
Taxable Machineries			
Sub-Total	7	348,290	2,551,430
Exempt Building			
Exempt Machineries			
Sub-Total			
TOTAL	7	348,290	2,551,430

ENGR. RODERICK R. MILANA, REA
Provincial Assessor