

PROVINCIAL ASSESSOR'S OFFICE

September 5 - 9, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	6	FAAS
Reviewed/Scrutinized FAAS and supporting documents	50	FAAS
Proofread FAAS / Verified Previous Records	62/89	FAAS
Approved FAAS	85	FAAS
Conducted ocular inspection	2	Dalumay/Ihan
Attended GAD Orientation	1	Digos City
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	198	25FAAS/mo
Validated Progressive Revision FAAS to each RPU	23	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)	95	75LRPUs/mo
Updated LRPUs in print copy of TMCRs	98	100LRPUs/mo
Prepared GIS base map	513	200LRPUs/mo
Scanned subdivision plan		10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	13	15Lots/mo
Attended request for verification land RPUs	9	15cases/mo
Performed other duties assigned by superior	3	3cases/mo
Attended to other work assignments	13	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	121	certificates
FAAS encoded	57	FAAS
Notice of Assessment and Owner's copy numbered	14	N.A.s
FAAS and TD cancelled	453	FAAS/TD
Documents scanned	208	documents
Payrolls and vouchers prepared	3	payrolls / vouchers
Application for Leave file/Process	9	applications
Office documents prepared	1	documents
Communications received/released	13	documents
Documents photocopied	668	documents
TAXPAYERS/CLIENTS entertained (all divisions)	46	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	11	1,947,660.00	5,206,190.00
Taxable Machineries	1	160,000	200,000
<i>Sub-Total</i>		<i>2,107,660</i>	<i>5,406,190</i>
Exempt Building			
Exempt Machineries			
<b>TOTAL</b>	<b>24</b>	<b>2,107,660</b>	<b>5,406,190</b>

ENGR. RODERICK R. MILANA, REA

Provincial Assessor

9/13/22