

**PROVINCIAL ASSESSOR'S OFFICE**

September 19-23, 2022

<b>PROPERTY VALUATION AND EXAMINATION DIVISION</b>	<b>QTY.</b>	<b>UNIT</b>
Prepared Field Appraisal and Assessment Sheet (FAAS)	4	FAAS
Reviewed/Scrutinized FAAS and supporting documents	22	FAAS
Proofread FAAS / Verified Previous Records	55 / 155	FAAS
Approved FAAS	263	FAAS
<b>TAXMAPPING DIVISION</b>		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	185	25FAAS/mo
Validated Progressive Revision FAAS to each RPU	20	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)	97	75LRPUs/mo
Updated LRPUs in print copy of TMCRs	164	100LRPUs/mo
Prepared GIS base map	424	200LRPUs/mo
Scanned subdivision plan	6	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	27	15Lots/mo
Attended request for verification land RPU	6	15cases/mo
Performed other duties assigned by superior	1	3cases/mo
Attended to other work assignments	16	15cases/mo
<b>RECORDS AND ADMINISTRATIVE DIVISION</b>		
Certifications issued (Landholding, Non-property and certified copies, etc)	116	certificates
FAAS encoded	54	FAAS
Notice of Assessment and Owner's copy numbered	2	N.A.s
FAAS and TD cancelled	356	FAAS/TD
Documents scanned	278	documents
Payrolls and vouchers prepared	1	payrolls / vouchers
Application for Leave file/Process	8	applications
Office documents prepared	3	documents
Communications received/released	3	documents
Documents photocopied	954	documents
TAXPAYERS/CLIENTS entertained (all divisions)	77	persons

**NEWLY DISCOVERED BUILDINGS AND MACHINERIES**

	<b>NO. OF RPUS</b>	<b>ASSESSED VALUE</b>	<b>MARKET VALUE</b>
Taxable Buildings	1	90,990.00	606,570.00
Taxable Machineries			
<b>Sub-Total</b>	<b>1</b>	<b>90,990</b>	<b>606,570</b>
Exempt Building			
Exempt Machineries			
<b>Sub-Total</b>			
<b>TOTAL</b>	<b>1</b>	<b>90,990</b>	<b>606,570</b>

**ENGR. RODERICK R. MILANA, REA**  
Provincial Assessor