

**PROVINCIAL ASSESSOR'S OFFICE**

August 29 - September 2, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	3	FAAS
Reviewed/Scrutinized FAAS and supporting documents	111	FAAS
Proofread FAAS / Verified Previous Records	83 / 89	FAAS
Approved FAAS	71	FAAS
Conducted ocular inspection		Location
Attended Executive - Legislative Agenda Meeting	1	Digos City
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	191	25FAAS/mo
Validated Progressive Revision FAAS to each RPU	71	75FAAS/mo
Updated LRPU's in print copy of Property Index Map(PIMs)	110	75LRPU's/mo
Updated LRPU's in print copy of TMCRs		100LRPU's/mo
Prepared GIS base map	304	200LRPU's/mo
Scanned subdivision plan		10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	26	15Lots/mo
Attended request for verification land RPU's	6	15cases/mo
Performed other duties assigned by superior	3	3cases/mo
Attended to other work assignments	15	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	123	certificates
FAAS encoded	111	FAAS
Notice of Assessment and Owner's copy numbered	2	N.A.s
FAAS and TD cancelled	220	FAAS/TD
Documents scanned	246	documents
Payrolls and vouchers prepared	1	payrolls / vouchers
Application for Leave file/Process	2	applications
Office documents prepared	1	documents
Communications received/released	1	documents
Documents photocopied	636	documents
Attended AO's and HR Practitioners Meeting	1	Matti, Digos
TAXPAYERS/CLIENTS entertained (all divisions)	59	persons

**NEWLY DISCOVERED BUILDINGS AND MACHINERIES**

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	17	2,039,070.00	9,406,190.00
Taxable Machineries	7	1,536,000	1,920,000
<b>Sub-Total</b>	<b>24</b>	<b>3,575,070</b>	<b>11,326,190</b>
Exempt Building			
Exempt Machineries			
<b>TOTAL</b>	<b>24</b>	<b>3,575,070</b>	<b>11,326,190</b>

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

*RMB*  
 9/6/22