

PROVINCIAL ASSESSOR'S OFFICE

May 30 - June 3, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	2	FAAS
Reviewed/Scrutinized FAAS and supporting documents	217	FAAS
Proofread FAAS	153	FAAS
Approved FAAS	177	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	109	RPUs
Updated LRPUs in print copy of Property Index Map(PIMs)	225	LRPUs
Updated LRPUs in print copy of TMCRs	112	RPUs
Prepared GIS base map	311	LRPUs(parcel)
Layed out digital property index maps	-	sections
Layed out of digital TMCR	-	section
Printed of digital property index maps (pages/section)	-	pages
Printed TMCR	-	section
Attended request for verification land RPUs	20	cases
Performed other duties assigned by superior	13	cases
Validated Progressive Revision FAAS to each RPU	100	cases
Attended to other work assignments	20	cases
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	135	certificates
FAAS encoded	287	FAAS
Notice of Assessment and Owner's copy numbered	7	NA & OC
FAAS and TD cancelled	220	FAAS/TD
Documents scanned	261	documents
Payrolls and vouchers prepared	1	payrolls / vouchers
Office documents prepared	4	documents
Communications received/released	7	documents
Documents photocopied	364	documents
TAXPAYERS/CLIENTS entertained (all divisions)	62	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	MARKET VALUE	ASSESSED VALUE
Taxable Buildings	21	10,561,570.00	4,292,720.00
Taxable Machineries	2	1,800,800	1,440,640
Sub-Total	23	12,362,370	5,733,360
Exempt Building	4	2,142,060	489,180
TOTAL	27	14,504,430	6,222,540

ENGR. RODERICK R. MILANA, REA

Provincial Assessor