

PROVINCIAL ASSESSOR'S OFFICE

August 22 - 26, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		3	FAAS
Reviewed/Scrutinized FAAS and supporting documents		273	FAAS
Proofread FAAS / Verified Previous Records		93 / 126	FAAS
Approved FAAS		180	FAAS
Conducted ocular inspection			Location
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		131	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		43	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		85	75LRPUs/mo
Updated LRPUs in print copy of TMCRs		93	100LRPUs/mo
Prepared GIS base map		364	200LRPUs/mo
Scanned subdivision plan		4	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		16	15Lots/mo
Attended request for verification land RPU		11	15cases/mo
Performed other duties assigned by superior		2	3cases/mo
Attended to other work assignments		22	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION			
Certifications issued (Landholding, Non-property and certified copies, etc)		208	certificates
FAAS encoded		116	FAAS
Notice of Assessment and Owner's copy numbered		12	N.A.s
FAAS and TD cancelled		150	FAAS/TD
Documents scanned		194	documents
Payrolls and vouchers prepared		3	payrolls / vouchers
Application for Leave file/Process		5	applications
Office documents prepared		4	documents
Communications received/released		19	documents
Documents photocopied		536	documents
Attended Assessor's League Meeting		1	Matti, Digos
TAXPAYERS/CLIENTS entertained (all divisions)		89	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	14	7,860,450.00	15,903,670.00
Taxable Machineries	5	1,668,000	2,085,000
Sub-Total	19	9,528,450	17,988,670
Exempt Building			
Exempt Machineries			
TOTAL	19	9,528,450	17,988,670

ENGR. RODERICK R. MILANA, REA
Provincial Assessor


 MARY BETH S. SERENO, REA
 LAOD II 9/2/22