

PROVINCIAL ASSESSOR'S OFFICE

August 1 - 5, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		34	FAAS
Reviewed/Scrutinized FAAS and supporting documents		283	FAAS
Proofread FAAS / Verified Previous Records		244 / 257	FAAS
Approved FAAS		286	FAAS
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		237	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		40	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		142	75LRPUs/mo
Updated LRPUs in print copy of TMCRs		162	100LRPUs/mo
Prepared GIS base map		643	200LRPUs/mo
Scanned subdivision plan		13	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		25	15Lots/mo
Attended request for verification land RPUs		14	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)		120	certificates
FAAS encoded		322	FAAS
Notice of Assessment and Owner's copy numbered		6	N.A.s
FAAS and TD cancelled		420	FAAS/TD
Documents scanned		258	documents
Payrolls and vouchers prepared		2	payrolls / vouchers
Application for leave file/Process		6	applications
Information, education and communication			
Office documents prepared		2	documents
Communications received/released		8 / 2	documents
Documents photocopied		383	documents
Hosted League Meeting			Municipality
TAXPAYERS/CLIENTS entertained (all divisions)		77	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	7	783,700.00	4,598,450.00
Taxable Machineries			
Sub-Total	7	783,700	4,598,450
Exempt Building			
Exempt Machineries			
TOTAL	7	783,700	4,598,450

ENGR. RODRICK R. MILANA, REA

Provincial Assessor

R. Milana
2/9/22