

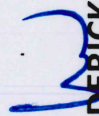
# PROVINCIAL ASSESSOR'S OFFICE

August 15 - 19, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		3	FAAS
Reviewed/Scrutinized FAAS and supporting documents		316	FAAS
Proofread FAAS / Verified Previous Records		203 / 219	FAAS
Approved FAAS		127	FAAS
Conducted ocular inspection			Location
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		11	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		47	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		191	75LRPUs/mo
Updated LRPUs in print copy of TMCRs		166	100LRPUs/mo
Prepared GIS base map		477	200LRPUs/mo
Scanned subdivision plan		9	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		12	15Lots/mo
Attended request for verification land RPUs		15	15cases/mo
Performed other duties assigned by superior		6	3cases/mo
Attended to other work assignments		19	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION			
Certifications issued (Landholding, Non-property and certified copies, etc)		179	certificates
FAAS encoded		180	FAAS
Notice of Assessment and Owner's copy numbered		8	N.A.s
FAAS and TD cancelled		236	FAAS/TD
Documents scanned		378	documents
Payrolls and vouchers prepared			payrolls / vouchers
Application for Leave file/Process		5	applications
Office documents prepared		10	documents
Communications received/released		10 / 12	documents
Documents photocopied		303	documents
Attended Quarterly BLGF Meeting		1	Mati City
Attended Benchmarking regarding the Operations, Processes, Facilities and Best Practices		1	Tagum City
TAXPAYERS/CLIENTS entertained (all divisions)		119	persons

## NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	12	1,787,890.00	7,620,430.00
Taxable Machineries			
<b>Sub-Total</b>	<b>12</b>	<b>1,787,890</b>	<b>7,620,430</b>
Exempt Building			
Exempt Machineries			
<b>TOTAL</b>	<b>12</b>	<b>1,787,890</b>	<b>7,620,430</b>

  
**ENGR. RODERICK R. MILANA, REA**  
 Provincial Assessor *RM*  
 8/24/22