

PROVINCIAL ASSESSOR'S OFFICE

August 8 - 12, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		5	FAAS
Reviewed/Scrutinized FAAS and supporting documents		108	FAAS
Proofread FAAS / Verified Previous Records		269 / 271	FAAS
Approved FAAS		225	FAAS
Conducted ocular inspection		1	lhan, Kiblawan
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		236	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		78	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		143	75LRPUs/mo
Updated LRPUs in print copy of TMCRS		142	100LRPUs/mo
Prepared GIS base map		517	200LRPUs/mo
Scanned subdivision plan		2	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		33	15Lots/mo
Attended request for verification land RPUs		13	15cases/mo
Performed other duties assigned by superior		6	3cases/mo
Attended to other work assignments		17	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION			
Certifications issued (Landholding, Non-property and certified copies, etc)		188	certificates
FAAS encoded		209	FAAS
Notice of Assessment and Owner's copy numbered		4	N.A.s
FAAS and TD cancelled		546	FAAS/TD
Documents scanned		300	documents
Payrolls and vouchers prepared		3	payrolls / vouchers
Application for Leave file/Process		9	applications
Office documents prepared		1	documents
Communications received/released		12	documents
Documents photocopied		714	documents
Hosted League Meeting			Municipality
TAXPAYERS/CLIENTS entertained (all divisions)		115	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	3	1,513,060.00	2,696,780.00
Taxable Machineries	1	237,940	297,420
Sub-Total	4	1,751,000	2,994,200
Exempt Building			
Exempt Machineries			
TOTAL	4	1,751,000	2,994,200

ENGR. RODRICK R. MILLANA, REA

Provincial Assessor

RMB
8/16/22