

PROVINCIAL ASSESSOR'S OFFICE

July 4 - 8, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	5	FAAS
Reviewed/Scrutinized FAAS and supporting documents	70	FAAS
Proofread FAAS / Verified Previous Records	285 / 237	FAAS
Approved FAAS	275	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	201	25FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)	117	75LRPUs/mo
Updated LRPUs in print copy of TMCRs	290	100LRPUs/mo
Prepared GIS base map	272	200LRPUs/mo
Scanned subdivision plan	10	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	1	15Lots/mo
Attended request for verification land RPUs	13	15cases/mo
Performed other duties assigned by superior	8	3cases/mo
Validated Progressive Revision FAAS to each RPU	73	75FAAS/mo
Attended to other work assignments	32	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	219	certificates
FAAS encoded	185	FAAS
Notice of Assessment and Owner's copy numbered	8	NA's
FAAS and TD cancelled	235	FAAS/TD
Documents scanned	303	documents
Payrolls and vouchers prepared	0	payrolls / vouchers
Office documents prepared	8	documents
Communications received/released	3	documents
Documents photocopied	195	documents
TAXPAYERS/CLIENTS entertained (all divisions)	153	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	29	984,460.00	9,880,540.00
Taxable Machineries	-	-	-
Sub-Total	29	984,460	9,880,540
Exempt Building	-	-	-
TOTAL	29	984,460	9,880,540

ENGR. RODERICK R. MILANA, REA

Provincial Assessor *JRM* 7/13/22