

PROVINCIAL ASSESSOR'S OFFICE

July 11 - 15, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	3	FAAS
Reviewed/Scrutinized FAAS and supporting documents	202	FAAS
Proofread FAAS / Verified Previous Records	328 / 213	FAAS
Approved FAAS	239	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	291	25FAAS/mo
Validated Progressive Revision FAAS to each RPU	76	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)	581	75LRPUs/mo
Updated LRPUs in print copy of TMCRs	585	100LRPUs/mo
Prepared GIS base map	452	200LRPUs/mo
Scanned subdivision plan	12	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	21	15Lots/mo
Attended request for verification land RPU	15	15cases/mo
Performed other duties assigned by superior	9	3cases/mo
Attended to other work assignments	26	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	159	certificates
FAAS encoded	294	FAAS
Notice of Assessment and Owner's copy numbered	11	NA's
FAAS and TD cancelled	546	FAAS/TD
Documents scanned	409	documents
Payrolls and vouchers prepared	4	payrolls / vouchers
Office documents prepared	5	documents
Communications received/released	18	documents
Documents photocopied	663	documents
TAXPAYERS/CLIENTS entertained (all divisions)	104	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	24	9,071,330.00	23,768,840.00
Taxable Machineries	4	1,152,620	1,440,780
Sub-Total	28	10,223,950	25,209,620
Exempt Building	-	-	-
Exempt Machineries	3	525,000	656,250
TOTAL	31	10,748,950	25,865,870

ENGR. RODEMICK R. MILANA, REA

Provincial Assessor

RM
7/20/22