

PROVINCIAL ASSESSOR'S OFFICE

July 18 - 22, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	268	FAAS
Reviewed/Scrutinized FAAS and supporting documents	186	FAAS
Proofread FAAS / Verified Previous Records	238 / 188	FAAS
Approved FAAS	239	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	134	25FAAS/mo
Validated Progressive Revision FAAS to each RPU	40	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)	91	75LRPUs/mo
Updated LRPUs in print copy of TMCRs	188	100LRPUs/mo
Prepared GIS base map	306	200LRPUs/mo
Scanned subdivision plan	23	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	32	15Lots/mo
Attended request for verification land RPU's	11	15cases/mo
Performed other duties assigned by superior	2	3cases/mo
Attended to other work assignments	13	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	136	certificates
FAAS encoded	232	FAAS
Notice of Assessment and Owner's copy numbered	5	NA's
FAAS and TD cancelled	659	FAAS/TD
Documents scanned	249	documents
Payrolls and vouchers prepared	2	payrolls / vouchers
Application for Leave file/Process	8	applications
Information, education and communication attended	2	activities
Office documents prepared	6	documents
Communications received/released	7	documents
Documents photocopied	1346	documents
TAXPAYERS/CLIENTS entertained (all divisions)	102	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	13	9,226,810.00	15,427,080.00
Taxable Machineries	1	1,186,400	1,483,000
Sub-Total	14	10,413,210	16,910,080
Exempt Building	1	266,260	1,065,040
Exempt Machineries			
TOTAL	15	10,679,470	17,975,120

ENGR. RODERICK R. MILANA, REA
 Provincial Assessor

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 7/25/22