

PROVINCIAL ASSESSOR'S OFFICE

July 25 - 29, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION		QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)		5	FAAS
Reviewed/Scrutinized FAAS and supporting documents		248	FAAS
Proofread FAAS / Verified Previous Records		109 / 168	FAAS
Approved FAAS		282	FAAS
TAXMAPPING DIVISION			
Installed Property Index Number (PIN) to each Real Property Unit (RPU)		190	25FAAS/mo
Validated Progressive Revision FAAS to each RPU		45	75FAAS/mo
Updated LRPUs in print copy of Property Index Map(PIMs)		160	75LRPUs/mo
Updated LRPUs in print copy of TMCRs		169	100LRPUs/mo
Prepared GIS base map		459	200LRPUs/mo
Scanned subdivision plan		18	10 Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map		14	15Lots/mo
Attended request for verification land RPUs		39	15cases/mo
Performed other duties assigned by superior		14	3cases/mo
Attended to other work assignments		43	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION			
Certifications issued (Landholding, Non-property and certified copies, etc)		187	certificates
FAAS encoded		132	FAAS
Notice of Assessment and Owner's copy numbered		28	N.A.s
FAAS and TD cancelled		474	FAAS/TD
Documents scanned		142	documents
Payrolls and vouchers prepared		2	payrolls / vouchers
Application for Leave file/Process		6	applications
Information, education and communication		1	activities
Office documents prepared		5	documents
Communications received/released		9	documents
Documents photocopied		1016	documents
Hosted League Meeting		1	Magsaysay
TAXPAYERS/CLIENTS entertained (all divisions)		108	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	ASSESSED VALUE	MARKET VALUE
Taxable Buildings	12	2,861,330.00	8,844,520.00
Taxable Machinerries	5	4,192,850	10,001,720
Sub-Total	17	7,054,180	18,846,240
Exempt Building			
Exempt Machinerries			
TOTAL	17	7,054,180	18,846,240

ENGR. RODRICK R. MILANA, REA

Provincial Assessor

Rods
8/21/22