

PROVINCIAL ASSESSOR'S OFFICE

June 13 - 17, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	8	FAAS
Reviewed/Scrutinized FAAS and supporting documents	322	FAAS
Proofread FAAS	253	FAAS
Approved FAAS	227	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	154	FAAS
Updated LRPUs in print copy of Property Index Map(PIMs)	168	LRPUs
Updated LRPUs in print copy of TMCRs	98	RPUs
Prepared GIS base map	208	LRPUs
Scanned	30	Subd.Plan
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	18	Lots
Attended request for verification land RPUs	15	cases
Performed other duties assigned by superior	17	cases
Validated Progressive Revision FAAS to each RPU	43	FAAS
Attended to other work assignments	21	cases
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	132	certificates
FAAS encoded	641	FAAS
Notice of Assessment and Owner's copy numbered	27	NA/OC
FAAS and TD cancelled	560	FAAS/TD
Documents scanned	228	documents
Payrolls and vouchers prepared	2	payrolls / vouchers
Office documents prepared	1	documents
Communications received/released	3/2	documents
Documents photocopied	405	documents
TAXPAYERS/CLIENTS entertained (all divisions)	59	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	MARKET VALUE	ASSESSED VALUE
Taxable Buildings	20	4,444,830.00	28,047,610.00
Taxable Machineries	-	-	-
<i>Sub-Total</i>	20	4,444,830	28,047,610
Exempt Building	-	-	-
TOTAL	20	4,444,830	28,047,610

ENGR. RODERICK R. MILANA, REA

Provincial Assessor *jm* 6/21/22