

PROVINCIAL ASSESSOR'S OFFICE

June 20 - 24, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	5	FAAS
Reviewed/Scrutinized FAAS and supporting documents	295	FAAS
Proofread FAAS	35	FAAS
Approved FAAS	64	FAAS
Attended REGATA CONFERENCE	1	conference
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	345	FAAS
Updated LRPUs in print copy of Property Index Map(PIMs)	173	LRPUs
Updated LRPUs in print copy of TMCRs	206	RPUs
Prepared GIS base map	654	LRPUs
Scanned	10	Subd.Plan
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	23	Lots
Attended request for verification land RPU	12	cases
Performed other duties assigned by superior	7	cases
Validated Progressive Revision FAAS to each RPU	131	FAAS
Attended to other work assignments	22	cases
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	220	certificates
FAAS encoded	48	FAAS
Notice of Assessment and Owner's copy numbered	5	
FAAS and TD cancelled	790	FAAS/TD
Documents scanned	389	documents
Payrolls and vouchers prepared	2	payrolls / vouchers
Office documents prepared	5	documents
Communications received/released	18	documents
Documents photocopied	130	documents
TAXPAYERS/CLIENTS entertained (all divisions)	26	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	MARKET VALUE	ASSESSED VALUE
Taxable Buildings	5	3,526,610.00	767,850.00
Taxable Machineries	1	189,000	151,200
<i>Sub-Total</i>	<i>6</i>	<i>3,715,610</i>	<i>919,050</i>
Exempt Building	-	-	-
TOTAL	6	3,715,610	919,050

ENGR. RODERICK R. MILANA, REA

Provincial Assessor *rm*
6/28/22