

PROVINCIAL ASSESSOR'S OFFICE

June 27 - 30, 2022

PROPERTY VALUATION AND EXAMINATION DIVISION	QTY.	UNIT
Prepared Field Appraisal and Assessment Sheet (FAAS)	10	FAAS
Reviewed/Scrutinized FAAS and supporting documents	114	FAAS
Proofread FAAS	49	FAAS
Approved FAAS	21	FAAS
TAXMAPPING DIVISION		
Installed Property Index Number (PIN) to each Real Property Unit (RPU)	107	25FAAS/mo
Updated LRPU's in print copy of Property Index Map(PIMs)	223	75LRPU's/mo
Updated LRPU's in print copy of TMCRs	57	100LRPU's/mo
Prepared GIS base map	388	200LRPU's/mo
Scanned subdivision plan	5	10Sps/mo
Plotting of Technical Description of Lot Boundaries on the Digital Tax Map	7	15Lots/mo
Attended request for verification land RPU's	7	15cases/mo
Performed other duties assigned by superior	4	3cases/mo
Validated Progressive Revision FAAS to each RPU	27	75FAAS/mo
Attended to other work assignments	22	15cases/mo
RECORDS AND ADMINISTRATIVE DIVISION		
Certifications issued (Landholding, Non-property and certified copies, etc)	154	certificates
FAAS encoded	128	FAAS
Notice of Assessment and Owner's copy numbered		
FAAS and TD cancelled	224	FAAS/TD
Documents scanned	286	documents
Payrolls and vouchers prepared	4	payrolls / vouchers
Office documents prepared	1	documents
Communications received/released	4	documents
Documents photocopied	419	documents
TAXPAYERS/CLIENTS entertained (all divisions)	33	persons

NEWLY DISCOVERED BUILDINGS AND MACHINERIES

	NO. OF RPUS	MARKET VALUE	ASSESSED VALUE
Taxable Buildings	13	19,885,820.00	3,360,820.00
Taxable Machineries	8	743,500	111,530
<i>Sub-Total</i>	<i>21</i>	<i>20,629,320</i>	<i>3,472,350</i>
Exempt Building	-	-	-
TOTAL	21	20,629,320	3,472,350

ENGR. RODERICK R. MILANA, REA

Provincial Assessor *mm*
17/6/22