



PROVINCIAL ASSESSOR'S OFFICE



ACCOMPLISHMENT REPORT CY 2023



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The Office

Under the Republic Act 7160, dubbed as Local Government Code of 1991, the Provincial Assessor's Office is mandated to take charge of the discovery, classification, appraisal, assessment, and valuation of real properties with the Province of Ilocos Sur, for basis of taxation.



Vision

A Quality Real Property Tax Assessment Service towards becoming a highly competent and competitive Provincial Assessor's Office of Ilocos Sur.



Mission

To generate sustainable revenues by implementing systems, policies and procedures provided by law with due care and convenience to taxpayers and clientele.

Goal

A competent, ethical, ready, and committed Provincial Assessor's Office

Core Values

Integrity. Acting with strong ethics and professionalism

Accountability. Accepting responsibility for one's actions/inactions to build trust internally and externally.

Excellence. Striving to do more and be great for customer satisfaction.

Learning. A culture of humility and continuous learning

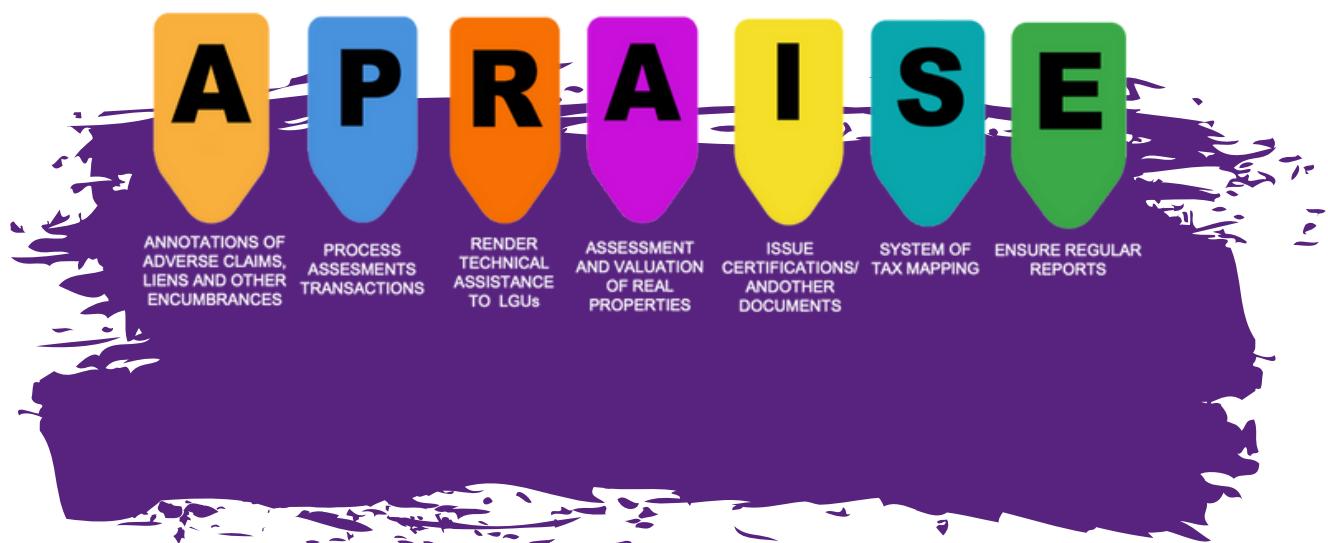
Teamwork. People working together to create something greater than themselves as individuals.



Mandate

- Ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed;
- Initiate, review, and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the valuation and assessment of real properties for taxation purposes.
- Establish a systematic method of real property assessment.
- Install and maintain a real property identification and accounting system.
- Prepare, install and maintain a system of tax mapping, showing graphically all property subject to assessment and gather all data concerning the same.
- Conduct frequent physical surveys to verify and determine whether all real property within the province are properly listed in the assessment rolls;
- Exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the local government unit concerned.
- Prepare a schedule of the fair market value for the different classes of real properties, in accordance with Title Two under Book II of this Code.
- Issue, upon request of any interested party, certified copies of assessment records of real property and all other records relative to its assessment, upon payment of a service charge or fee to the treasurer.
- Submit every semester a report of all assessments, as well as cancellations and modifications of assessments to the local chief executive and the sanggunian.
- Exercise technical supervision and visitorial functions over all component city and municipal assessor, coordinate with component city or municipal assessors in the conduct of tax mapping operations and all other assessment activities, and provide all forms of assistance therefor:

Services



Key Result Area



10 point Agenda of PGIS



F | O | C | U | S



JUST ECONOMY

- a. Capacitate Local Government Units to venture in Local Economic Enterprise
- b. Catalyze economic transformation through market support
- c. Create a panoramic and business-like system



SMART GENERATION

- a. Establish a Community-Based Monitoring System (CBMS)
- b. Partner with ISP for community connectivity
- c. Capitalize digital revolution



COMMUNAL INCLUSIVITY

- a. Uphold Education for All and Bridging Program
- b. Capacitate human resources
- c. Youth and sports development

PPAs

For the CY 2023, the Office of Provincial Assessor continued to exert efforts in improving the delivery of quality service to its clientele, taking into consideration the set targets of the Office for the year. The following are notable accomplishments brought about by the streamlined new processes, to wit:

A. Annual Investment Program (AIP) 2023

Programs, Projects, Activities (PPAs)	Target/s	Actual Accomplishment	(%)
Annotations of adverse claims, liens, and other encumbrances	720 or 60 per month	793	110.14%
Process assessments transactions	5,040 or 420 per month	12,695	251.88%
Render technical assistance to LGUs	248 or 21 per month	303	122.17%
Appraisals	5,040 or 420 per month	12,723	252.44%
Issue certifications and other documents	1,500 or 125 per month	1,779	118.60%
System of tax mapping	3,500 or 292 per month	6,547	187.06%
Ensure Reports	1 statutory report per quarter	4	100%

Based on the above figures, the Assessor's Office exceeded its set targets at an average rate of 73.72%, which signifies increased performance in delivering quality service to its clientele.

This is a manifestation that the streamlined processes of the Office have made the transactions more efficient, necessarily reducing repetitive steps and set requirements, thereby making the delivery of service more effective.

Anent to the Office's efforts in discovering real properties for taxation purposes, 821 new properties were discovered and declared. These newly discovered properties have been assessed and duly documented, ready to collect real property tax effective 2024.

Type of Property	Number of Property
New Land	99
New Building	679
New Machinery	43
Total	821

Translating the efficiency of performance viz-a-vis collection of both revenue and non-revenue taxes/fees on real properties, the Office was able to accomplish the following:

Type of Tax	2022	2023	Achievement Rate (%)
Real Property Tax	19,560,070.44	26,633,514.80	136.16%
Transfer Tax	4,952,308.01	5,042,658.18	101.82%
Non-Tax Revenue	1,299,700.00	1,364,500.00	104.99%

Based on the table, there has been an increase of **14.32%** in the collection of both revenue and non-revenue taxes/fees on real properties. The increase in the collection is brought by the efficiency of performance, as shown by the remarkable percentage accomplishment of the office's targets. This is also due to the real property tax campaigns the Assessors are implementing to improve and raise revenues on real properties.

This increase in collection means additional revenue for the LGU to fund its programs and projects.

APRAISE ACTIVITIES



APPRAISE ACTIVITIES



Part of the technical assistance provided by the Provincial Assessor's Office is the conduct of ocular inspection appraising properties either for taxation purposes or for purchasing real properties situated in the Ilocos Sur by LGUs and other government agencies. For the year 2023 the Provincial Assessor's Office conducted a total of 26.

APRAISE ACTIVITIES



APRAISE ACTIVITIES



APRAISE ACTIVITIES



B. Other PPAs Implemented (from other sources of fund)

Programs/ Projects	Specific Activities	Source of Fund	Actual Accomplished (%)
General Revision of Real Properties	<ul style="list-style-type: none"> Submission of Proposed Schedule of Fair Market Value to Sangguniang Panlalawigan 	SPA	100%
	<ul style="list-style-type: none"> Obtained approval the Proposed Schedule of Market Value from BLGF 		100%
	<ul style="list-style-type: none"> Participated in public hearings re: proposed SMV resulting to the adoption the same by almost all the LGUs 		100%
	<ul style="list-style-type: none"> Purchased of supplies and IT Equipment required for the general revision 		100%
Digital Real Property Tax Administration System Project	<ul style="list-style-type: none"> Purchase RPTA System 	SPA	100%
	<ul style="list-style-type: none"> Installation of RPTA System in the Office 		100%
	<ul style="list-style-type: none"> Building of data base/ Data Gathering 		65%
	<ul style="list-style-type: none"> Capacity building/ Training of employees 		85%
	<ul style="list-style-type: none"> Dry Run of the system 		90%
	<ul style="list-style-type: none"> Installation of RPTA System to the municipalities 		40%

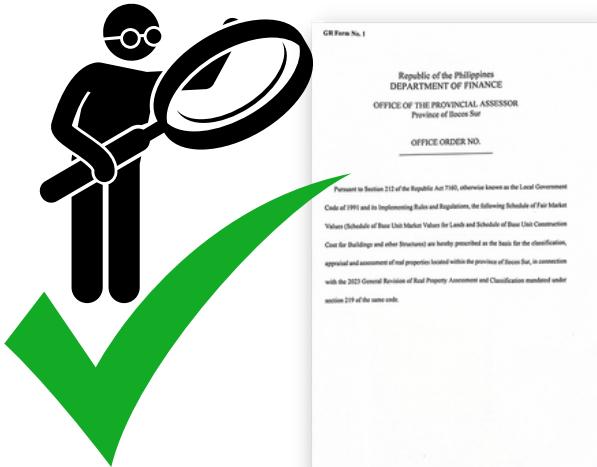
For the calendar year 2023, the Office targeted the General Revision of Real Properties and the Digitalize Real Property Tax Administration System Project.

For this reporting period, the Assessor's Office completed and submitted the Proposed Schedule of Fair Market Value to Sangguniang Panlalawigan for their approval as the basis for the forthcoming General Revision. It also participated in various public hearings assisting Municipal Assessors in explaining the proposal, which resulted in the adoption of the same by most of the LGUs in the Province.

To ensure the timely completion of the General Revision, the Assessor's Office has already purchased supplies and IT equipment needed for the General Revision. of real properties as the Office targeted the completion of all the activities in December 2023 in time for the implementation of the same January 2024.

Activities for the General Revisions of SMVs

Proposed SMV Approved by BLGF



GR Form No. 1

Republic of the Philippines
DEPARTMENT OF FINANCE
OFFICE OF THE PROVINCIAL ASSESSOR
Province of Ilocos Sur

OFFICE ORDER NO. _____

Pursuant to Section 212 of the Republic Act 7160, otherwise known as the Local Government Code of 1991 and its Implementing Rules and Regulations, the following Schedule of Fair Market Values (Schedule of Base Unit Market Values for Land and Schedule of Base Unit Construction Cost for Buildings and other Structures) are hereby presented as the basis for the classification, appraisal and assessment of real properties located within the province of Ilocos Sur, in connection with the 2023 General Revision of Real Property Assessment and Classification mandated under section 219 of the same code.

Continuation of GR Form No. 1

SCHEDULE OF BASE UNIT MARKET VALUES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LANDS (Champli-Guad, Tuguegarao, Ilocos Sur)

Location, Avenue, Street, Subdivision, Block, Lot Number and Political Area	Existing Market Value per sq. meter	Proposed Market Value per sq. meter	Sub-classification
Along National Road and Major Roads and Major Thoroughfares	400	600	R-1
Interior Roads, Streets and Other Areas	370	630	R-2
All Residential Land	350	585	R-3
All Residential Building	700	1100	C-1
Commercial Areas	700	1100	C-2
All Industrial Land	500	1000	C-3

STANDARD DEPTHS:

(1) Residential Land: 25 meters
(2) Commercial Land: 50 meters

CLASSIFICATIONS:

(1) Residential Land: 25 meters
(2) Commercial Land: 50 meters

Note Under column "Sub-Classifications" the following symbols should be used:

R-1 = Residential Land based on the criteria for sub-classification.
R-2 = 2nd Class Residential based on the criteria for sub-classification.
R-3 = 3rd Class Residential based on the criteria for sub-classification.
C-1 = 1st Class Commercially Based on the criteria for sub-classification.
C-2 = 2nd Class Commercially Based on the criteria for sub-classification.
C-3 = 3rd Class Commercially Based on the criteria for sub-classification.

Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
REGIONAL OFFICE NO. 1
2F Kompy Plaza Building, San Fernando City, La Union

CERTIFICATION

This is to certify that the Proposed Schedule of Market Values (SMV) for Calendar Year 2023 submitted by Atty. Merylline D. Tenorio-Ramirez, Provincial Assessor of Ilocos Sur, and the Schedule of Base Unit Market Values for Land and Schedule of Base Unit Construction Costs (Schedule of Base Unit Market Values for Land and Schedule of Base Unit Construction Cost for Buildings and other Structures) are in accordance with the Implementing Rules and Regulations (IRR) of the Local Government Code of 1991, Provincial Standards (PVS) issued under DOF Department Order No. 37-09, Mass Appraisal Guidebook (MAG) issued under DOF Department Order No. 10-2019 and Manual on Real Property Appraisal and Assessment Operations issued under DOF Local Assessment Regulations (LAR) No. 1-2007 and Local Assessment Regulations (LAR) No. 1-2007 and other existing regulations and guidelines.

Issued this 14th day of October, 2022.

PETER PAUL D. BALUYAN, CESO V
Regional Director

Cert. No. 00-2022

Public Consultations

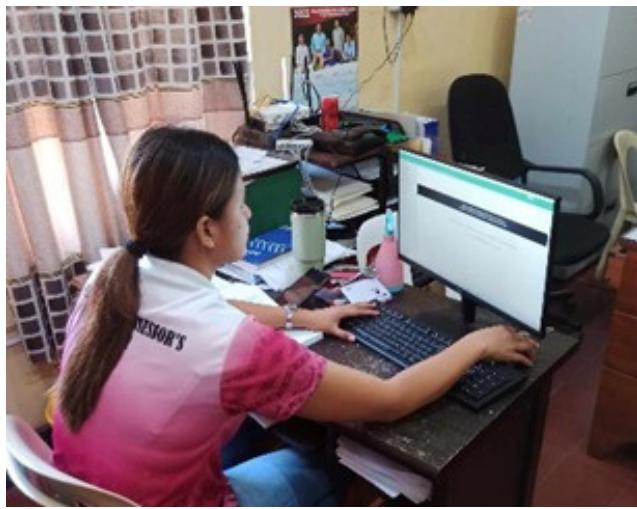
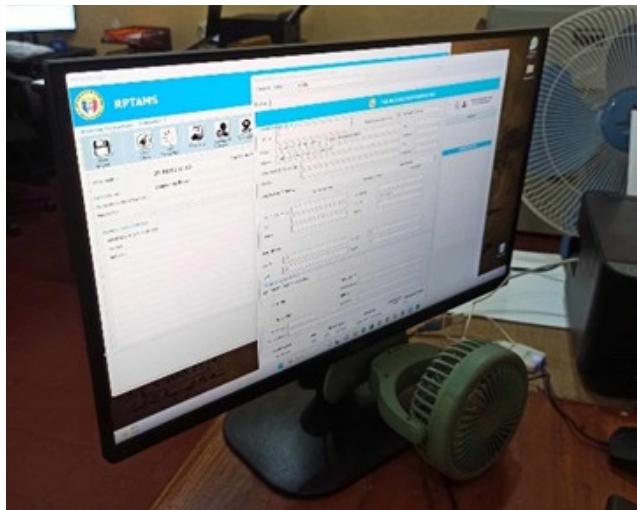


Activities for the General Revisions of SMVs

Purchased Supplies and IT Equipment



Activities towards Digitalization



Activities towards Digitalization



Activities towards Digitalization



D. Others

Capacity Building Activities

1. Building Capacity on Real Property Tax Administration for the Assessor's Offices of Ilocos Sur which resulted in the following output:

- a. Built skills and knowledge of the Real Property Tax Administration for more efficient and effective collection of real property tax for the LGUs.
- b. Skills and knowledge enhancement on tax mapping operations, adjustment of property values to current levels and general revision of properties to respond to the needs of local government units (LGUs) in the conduct of RPTA projects.



Capacity Building Activities



2. 1st, 2nd and 4th Regional Conference and Seminar of Provincial, City, and Municipal Treasurers and Assessors, that resulted in the following output:

- a. Acquisition of knowledge on new rules, policies, and laws in the assessment of real properties.
- b. Strategies for efficient tax collection
- c. Establish linkages to other Government agencies



3. 87th PHALTRA National Convention and Seminar-Workshop, that resulted in the following output:
- a. Acquisition of knowledge on new rules, policies, and laws in the assessment of real properties.
 - b. Strategies for efficient tax collection
 - c. Establish linkages to other Government agencies



4. Exposure workshop on the Manual on Real Property Appraisal and Assessment Operations that resulted in the following output:
- a. Proposed strategies on how to appraise properties to improve tax collection
 - b. Gain additional knowledge on real property appraisals and assessment operations.



5. Roll-Out Training on the Enhanced LGU Integrated Financial Tools (LIFT) System that resulted in the acquisition of knowledge of the new updated version of eLIFT



6. Exposure workshop on the Manual on Real Property Appraisal and Assessment Operations that resulted in the following output:

- a. Proposed strategies on how to appraise properties to improve tax collection
- b. Gain additional knowledge on real property appraisals and assessment operations



7. PAMAS National Conference-Seminar that resulted in the acquisition of knowledge of the new real property tax administration system.



8. Coastal Clean Up and Tree Planting initiated by the Provincial Government of Ilocos Sur in which the Provincial Assessor's Office participated. It encourages everyone to maintain the cleanliness of coastal areas and keeping the green surroundings of the nature.

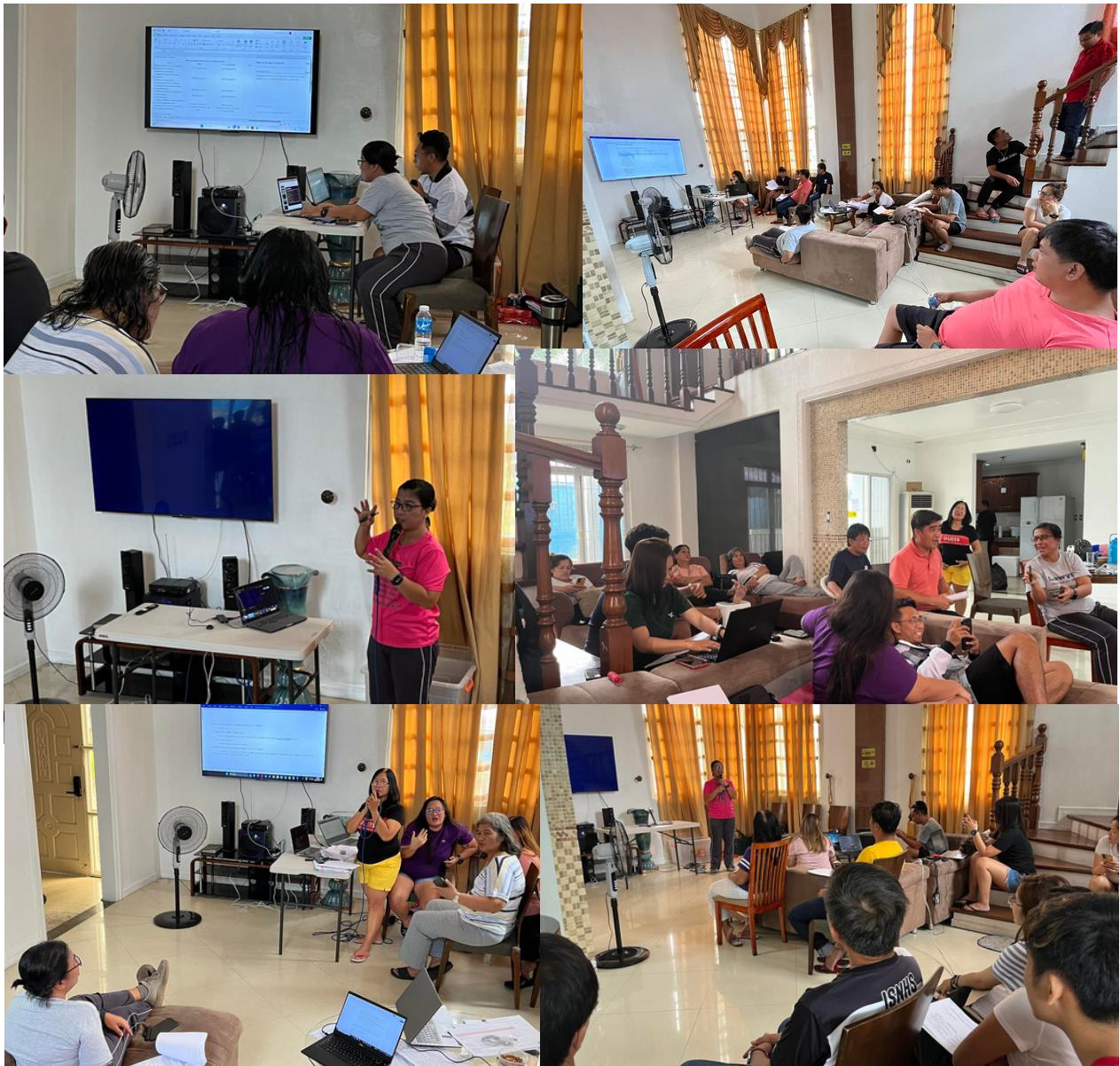


9. The training-seminar conducted by the Philippine Association of Records Officers & Archivists (PAROA) last July 2023 that aims to develop records management and disposition system in offices.



10. The Management Review and Performance Appraisal conducted served its purpose which enabled the employees to expand their knowledge regarding their duties and responsibilities. It also enhanced their own understanding regarding their individual weaknesses and strengths that may affect the performance of the office. As a result, the employees of the Provincial Assessor's Office determined what actions to be made to improve the delivery of services in the office.





11. The Provincial Assessor's Office with the Ilocos Sur Assessor's League Gift Giving to the children of Narvacan, Ilocos Sur.





12. The Provincial Assessor's Office under the Provincial Government of Ilocos Sur led by Gov. Jeremias "Jerry" C. Singson successfully maintained its ISO 9001:2015 Certification last September 2023.



Summary

For the 1st semester of CY 2023, the Provincial Assessor's Office, through its continuously improving its performance and efficiency of services, was able to achieve the following:

1

Improved assessment transaction services

- Streamlined processes that led to faster transactions
- Capacitated employees, which resulted in improved performance.

2

Efficient assessment of real properties

- Strict compliance with laws, rules, and regulations led to an *increase of 14.32%* in the collection of both revenue and non-revenue taxes/fees on real properties.

3

Completion of proposed SMV for General Revision and Support to LGUs

- Submission of the proposed SMV
- Acquisition of approval from BLGF
- Provision of supplies and IT equipment for all 32 LGUs
- General Revision Ready Assessor's Office.

4

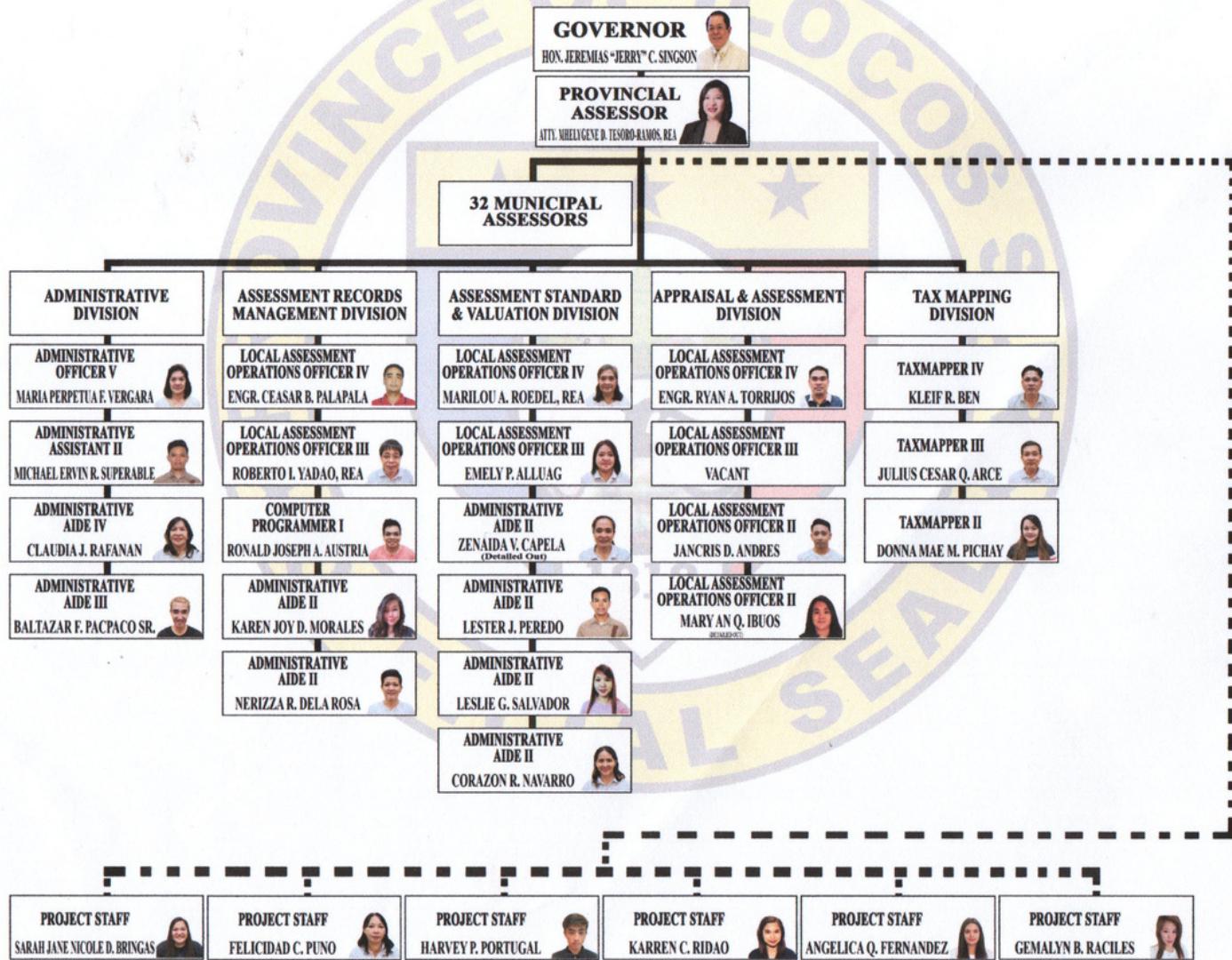
RPT Administration System

- Procurement and installation of the RPT Admin System in the Office
- Ongoing process of digitalization of records
- Ongoing installation of RPT Admin System in all 32 LGUs
- Capacity Development of employees for efficient transaction processing

The Provincial Assessor's Office is committed to delivering quality real property tax assessment services. It is continually working to become a highly competent and competitive office in order to generate sustainable revenues for the Provincial Government of Ilocos Sur. These, the office is trying to achieve towards the end of CY 2023.

ORGANIZATIONAL CHART PROVINCIAL ASSESSOR'S OFFICE

Updated as of July 17, 2023



Prepared by:


ATTY. MHELYGENE D. TESORO-RAMOS, REA
Provincial Assessor

