



Republic of the Philippines
Province of Ilocos Sur
Vigan City

PROVINCIAL ASSESSOR'S OFFICE

March 08, 2023

Hon. Jeremias "Jerry" Singson
Governor
Province of Ilocos Sur
Vigan City

Thru: Arch. Ester Ibera
PPDO

Sir,

In compliance to Memorandum No. 49, Series of 2023 dated February 13, 2023, I have the honor to submit the herein attached Accomplishment Report of the Provincial Assessor's Office for calendar year 2022.

Respectfully submitted.

Yours in service,

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



PROVINCIAL ASSESSOR'S OFFICE ACCOMPLISHMENT REPORT CY 2022



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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 CY 2022, the office Provincial Assessor under its new leadership revisited and streamlined existing office processes to align with new policies and ultimately to improve efficiency of service. With the new processes, the Office were able to accomplish the following:

A. Annual Investment Program (AIP) 2022

| Programs, Projects, Activities (PPAs) | Target/s | Actual Accomplishment (%) |
|---|------------------------|---------------------------|
| Annotations of adverse claims, <u>liens</u> and other encumbrances. | 400 or 34 per month | 182.50% |
| Process assessments transactions | 4,000 or 334 per month | 166.52% |
| Render technical assistance to LGUs | 150 or 13 per month | 138% |
| Appraisals | 4,000 or 334 per month | 166.52% |
| Issue certifications and other documents | 300 or 25 per month | 580.33% |
| System of tax mapping | 3,000 or 250 per month | 158.86% |
| Ensure Submission of Reports | 16 statutory reports | 100% |

Based on the above figures, the Office exceeded its set targets at average rate of 65.5% which implies the improved efficiency of performance in the delivery of assessment service to our constituents.

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

| Programs/ Projects | Specific Activities | Source of Fund | Actual Accomplishment (%) |
|--|---|----------------|---------------------------|
| Preparation of the Proposed Scheduled of Market Values of Real properties relative to the General Revision | <ul style="list-style-type: none">• Coordination and Data Gathering with other Offices and concerned NGAs• Formulation of proposed Schedule of Fair Market Value | n/a | n/a |
| Prep Activities for the Digital Real Property Tax Administration System Project | <ul style="list-style-type: none">• Coordination with DENR• System Programmer/s Data Gathering Process | n/a | n/a |

For the calendar year 2022, there was no additional target funded from other sources. However, the Assessor's Office has undertaken preparatory activities for the forthcoming Digital Real Property Tax Administration System Project and the proposed General Revision of Real Properties.

During the 4th Quarter of CY 2022, the Office coordinated with various Offices and National Government Agencies (e.g. Provincial Engineering Office (re: Inflation of Cost of Materials from 2014 versus 2022), Office of the Provincial Agriculturist (re: Production of Crops and Bureau of Internal Revenue(BIR) (re: Old and New Zonal Values) and Registry of Deeds(ROD) (re: Registered Sales) to gather the necessary data needed for the formulation of proposed Schedule of Fair Market Value.

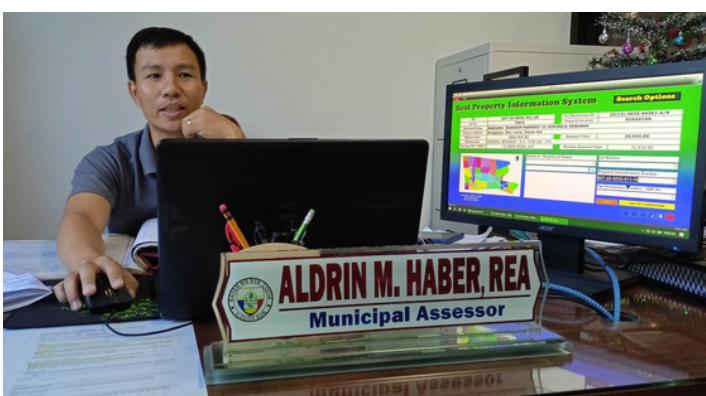
Thereafter, the Office started the initial phase of the Digital Real Property Tax Administration System project. Several meetings/dialogues with the system programmer/s were undertaken for the leveling of expectations. Likewise, the Office worked hand in hand with the system programmer/s during their data gathering and observation on the current system processes in the Office for the integration of the same to the system that will be introduced.

Coordination with the Department of Environment and Natural Resources (DENR) for the acquisition of digitized copies of cadastral maps within the administrative jurisdiction of Ilocos Sur were also made all in furtherance of the digitization project of the Office.

Activities for the Preparation of Revisions of SMVs



Activities towards Digitalization



C. Awards or Recognition Received



| Republic of the Philippines HERITAGE PROVINCE OF ILOCOS SUR Vigan City 11th Sangguniang Panlalawigan | | Republic of the Philippines HERITAGE PROVINCE OF ILOCOS SUR Vigan City 11th Sangguniang Panlalawigan | |
|---|--|---|--|
| <p>Vice Governor: Hon. Rydel M. Espinoza, MPA Presiding Officer</p> <p>Sangguniang Panlalawigan Members: Hon. Ericson G. Singson, M.D. Hon. Romeo E. Argao Hon. Chito G. Bautista Hon. Arturo C. Ondana, M.D. Hon. Francisco A. Sanchez III Hon. Mildred M. Elayo</p> <p>Ex Officio Members: Hon. Jaime "Jimmy" M. Singson, M.D. Hon. Constantino T. Bascon Hon. Jenaro J. Pabico Hon. Leonor G. Gonzales, Jr. Hon. Francisco A. Sanchez III Hon. Mildred M. Elayo</p> <p>Attested: Hon. Maria Luisa D. Caban, CPA, CES Financial Secretary</p> <p>Approved: Hon. Jenaro J. Pabico, C. Singon Date signed: 2022-08-30</p> | | <p>EXCERPTS FROM THE MINUTES OF THE 7TH REGULAR SESSION OF THE 11TH SANGGUNIANG PANLALAWIGAN OF ILOCOS SUR HELD AT THE SESSION HALL, PROVINCIAL FARMERS' LIVELIHOOD DEVELOPMENT CENTER (LEGISLATIVE BUILDING), VIGAN CITY, ILOCOS SUR, ON AUGUST 30, 2022</p> <p>PROVINCIAL RESOLUTION NO. XXVI Series of 2022</p> <p>Authored by Hon. Mildred M. Elayo</p> <p>A RESOLUTION OF RECOMMENDATION TO ALL OFFICES OF THE PROVINCIAL GOVERNMENT OF ILOCOS SUR (PGIS) CONCERNED WITH COLLECTION OF FEES AND CHARGES FOR THEIR EFFICIENT COLLECTION THAT RESULTED TO THE PROVINCE BEING RANK 6 IN THE COLLECTION EFFICIENCY OF LOCALLY SOURCED REVENUES (LSR) AMONG NATIONAL TOP PERFORMING PROVINCES, CITIES AND MUNICIPALITIES IN LOCAL REVENUE GENERATION FOR FY 2021 BY THE BUREAU OF LOCAL GOVERNMENT FINANCE (BLGF)</p> <p>WHEREAS, the Bureau of Local Government Finance (BLGF) pursuant to BLGF Memorandum Circular No. 015-2022 dated 29 July 2022 announced the National Top Performing Provinces, Cities and Municipalities in Local Revenue Generation for FY 2021, particularly in the following Performance Areas (PA): (1) Highest Locally Sourced Revenues (LSR); (2) Collection Efficiency (CE) of LSR; and (3) Year-on-Year Growth in LSR;</p> <p>WHEREAS, based on the list of Local Government Units (LGUs) officially provided by the BLGF, the Province of Ilocos Sur ranked number 6 in Collection Efficiency of Locally Sourced Revenues (LSR) for FY2021;</p> <p>WHEREAS, the Province of Ilocos Sur recorded a 9.8% collection efficiency for having an LSR Collection of Php 381.83 million which is just 1.5% short of its target of Php 387.64 million;</p> <p>WHEREAS, one of the locally sourced revenue of the Province comes from the collection of fees, fines and charges from the violation of Provincial Ordinances particularly Provincial Ordinance No. 16-18, Series of 2016, authored by Hon. Michael C. Chan, then Provincial Ordinance on "Prohibition of Traffic Violations Along National Highways in the Province of Ilocos Sur, and for Other Purposes," which was implemented by the Governor's Office through the Provincial Public Safety Office headed by Mr. Michael C. Chan along with the deputized members of the Philippine National Police (PNP) which comprises the Bantay Kalakha Task Force;</p> <p>WHEREAS, it is but fitting to recognize the effort of the personnel of the Provincial Public Safety Office - Bantay Kalakha Task Force, the Provincial Treasurer's Office, Provincial Land Assessment Office, the Provincial Environment and Natural Resources Management Office (PENRMDO) and all the offices of the Provincial Government of Ilocos Sur (PGIS) concerned with the collection of fees and charges in maintaining an efficient collection of all fees and charges;</p> <p>WHEREAS, the Province's efficient collection will result in improve revenue generation;</p> <p>NOW THEREFORE, the 11th Sangguniang Panlalawigan of Ilocos Sur do hereby assented on the basis of the Vice Governor, Hon. Mildred M. Elayo, UNANIMOUSLY RECOMMENDS that it is HEREBY RESOLVED, to commend all offices of the Provincial Government of Ilocos Sur (PGIS) concerned with collection of fees and charges for their efficient collection that resulted to the province being Rank 6 in collection efficiency of Locally Sourced Revenues (LSR) among National Top Performing provinces, cities and municipalities in local revenue generation for FY 2021 the Bureau of Local Government Finance (BLGF).</p> <p>APPROVED UNANIMOUSLY, by all members present, this 30th day of August 2022.</p> | |
| <p>Scanned with CamScanner</p> | | <p>Scanned with CamScanner</p> | |

In relation to the said recognition, translating the efficiency of performance viz-a-vis collection of both revenue and non-revenue taxes/fees on real properties, the Office were able to accomplish the following:

| Type of Tax | Annual Collection 2021 | Annual Collection 2022 | Achievement Rate |
|-------------------|------------------------|------------------------|------------------|
| Real property Tax | 15,536,721.68 | 19,560,070.44 | 125.89% |
| Transfer Tax | 5,040,160.04 | 6,054,334.36 | 120.12% |
| Non Tax Revenue | 866,230.00 | 1,299,700.00 | 150.04% |



Based on the above table, there is an increase of 32.02% 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. The increase in collection resulted to having additional revenue for the LGU to fund its programs and projects.

D. Others

Statistical Report

Apart from the office's set regular targets, the Assessor's Office is also responsible in the proper accounting of all real property units and land area within the territorial jurisdiction of the Province. For CY 2022, the office were able to account a total of 441,919 real property units and a total land area of 2,430,733,117.17 which is broken down as follows:

| Classification of Property | 2021 | | 2022 | |
|----------------------------|-------------------|-------------------------|-------------------|-------------------------|
| | Total No. of RPUs | Land Area | Total No. of RPUs | Land Area |
| Taxable | 422,340 | 1,502,750,935.04 | 423,808.00 | 1,504,138,199.67 |
| Exempt | 21,930 | 896,741,535.57 | 18,111.00 | 926,594,917.50 |
| Total | 444,270 | 2,399,492,470.61 | 441,919 | 2,430,733,117.17 |

It should be noted that the Assessor's Office is continuously cleansing its statistical data in order to make an accurate accounting of all real property units, including the total land area in the province, as evidenced by the numeric discrepancy of the number of real property units and a land area of CY 2021 versus CY 2022 as shown on the table.

In connection with the mandate to discover real properties for taxation purposes, the Office was able to discover the following new real property units for CY 2022:

| Type of Property | Number of Property |
|------------------|--------------------|
| New Land | 151 |
| New Building | 753 |
| New Machinery | 33 |
| Total | 937 |

The additional newly discovered properties assessed by the Office result to the additional collection of taxes/fees on real property with the collection of the same by the local Treasury.

Capacity Building

1. Semi-annual Management Review last June 30, 2022, which activity led to the following outputs, to wit:
 - a. Public Values Education of all employees and office staff
 - b. Assessment of the present condition of the Provincial Assessor's Office (SWOT Analysis)
 - c. Review and enhancement of existing office rules and processes.



2. 2nd and 4th Regional Conference and Seminar of Provincial, City, and Municipal Treasurers and Assessors, which 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. Management Review-Strategic Planning Workshop cum Team Building last December 02 to 03, 2022, which resulted in the following output:

- a. Assessment of the present condition of the Office based on its actual accomplishment.
- b. Identification of issues and strategies.
- c. Target setting for CY 2023
- d. Team Building Activity for all the employees and staff encouraging good communication relations, teamwork, discipline, resourcefulness, and quick judgment for the attainment of the Office targets.



TEAM BUILDING



Appraisal of Real Properties for LGUs/NGAs



Ocular Inspections



Summary

For the CY 2022, 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 32.02%* in the collection of both revenue and non-revenue taxes/fees on real properties.

3

Crafting of proposed SMV for General Revision

- Gathered documents
- Consultation with Municipal Assessors for the preparation of the proposed SMV
- General Revision ready Assessor's Office

4

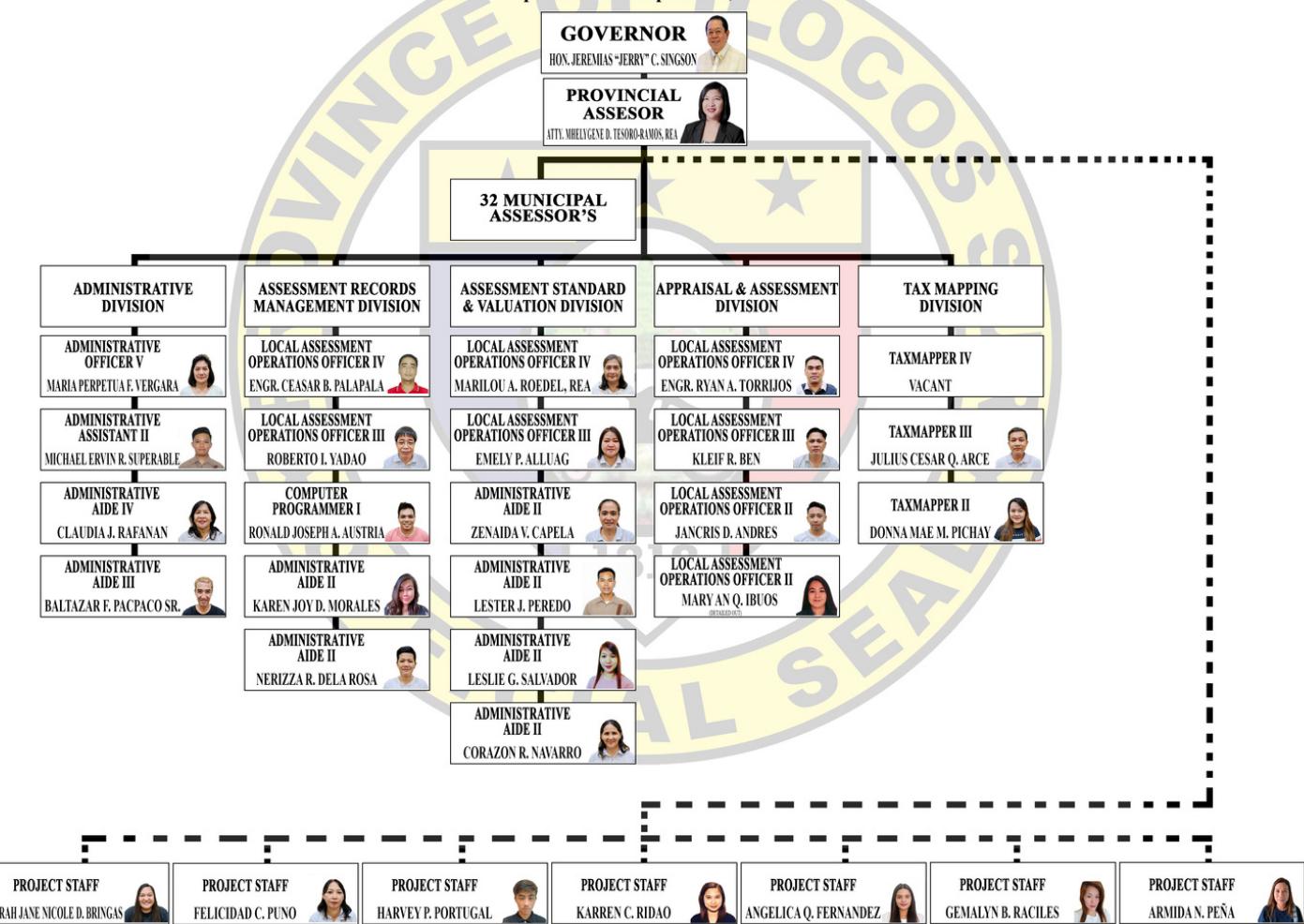
Preps for digital RPT Administration

- Information and data gathered from various agencies
- Procurement of RPT Admin System.
- On going process of digitalization of records.

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 tried to achieve for CY 2022 and will try to do better for CY 2023.

ORGANIZATIONAL CHART PROVINCIAL ASSESSOR'S OFFICE

Updated as of September 1, 2022



Prepared by:

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