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| 2022-017 | 00 | June 28, 2022 | Initial Release | Kleif R. Ben | Atty. Mhelygene D. Tesoro-Ramos, REA | Atty. Mhelygene D. Tesoro-Ramos, REA | None |

1. **PURPOSE**

To deliver the best quality of service to the public, with the provision of a detailed and step by step procedure in the Appraisal of Real Property subject of purchase by the Local Government Units (LGU)/Government Owned and/or Controlled Corporations (GOCC) /National Government Agencies (NGA) by the Provincial Appraisal Committee (PAC).

1. **SCOPE**

This procedure covers the entire scope of the Quality Management System Standard (ISO 9001:2015) from the time a client requests for Ocular Inspection of Subject Real Property, Validation/Appraisal of Subject Real Property and thereafter recommend a Fair Market Value for Just Compensation through a Resolution.

1. **DEFINITION OF TERMS** 
   1. **Clients** shall refer to any person who shall request for Appraisal of Real Property subject of purchase by the Local Government Units (LGU)/Government Owned and/or Controlled Corporations (GOCC) /National.
   2. **Fair Market Value** is the price at which it would change hands between a willing and informed buyer and seller for a fair and just compensation for the subject property.
   3. **Just Compensation** is the amount that is fair to both the owner and the government when private property is appropriated for public use.
   4. **Officer-in-Charge** refers to an officer or employee who has been assigned to do a specific task.
   5. **Provincial Appraisal Committee** is composed of the Provincial Assessor as the Chairman and the Provincial Treasurer and Provincial Engineer as Members.
   6. **Zonal Value** is the value derived from the Bureau of Internal Revenue.
2. **REFERENCE DOCUMENT**

**4.1** Code of Professional Responsibility (June 21, 1988)

**4.2** Local Government Code of 1991

**4.3** Manual on Real Property Appraisal & Assessment Operations (January 2006)

**4.4**  2014 Schedule of Market Values

**4.5** 2018 Revenue Code of the Province of Ilocos Sur

Provincial Ordinance No. 037-18 dated November 20 2018

**4.6** Zonal Values Bureau of Internal Revenue-RDO No.2-076-2014

**4.7** Executive Order - Reorganization of the Provincial Appraisal Committee of

the Province of Ilocos Sur

1. **SAFETY REQUIREMENTS**

Not Applicable

1. **EQUIPMENT AND MATERIALS** 
   1. Computer
   2. Printer
   3. Ink
   4. Copy Paper/Bond Paper
   5. Sign Pen
   6. Stapler
   7. Copier
   8. Rubber Stamp
   9. Log Book
2. **PROCEDURAL FLOW**

**RESPONSIBLE ACTIVITIES REFERENCE**

Request Letter/Tax Declaration and Other Suppporting Documents Letter Request/Tax Dec.

Receives request and refer & refer to the Prov. Assessor’s Office

Governor’s Office/Client Letter Request/Tax Dec.

Receive & record referred request. Coordinate with requesting LGUs/Gov’t. Agency & schedule ocular inspection within 1 week upon receipt

PAC Secretariat/ Administrative Assistant Letter Request/Tax Dec.

Calendar

Provincial Assessor/PAC Secretariat/Appraiser

Letter Request/Tax Dec.

Travel Order Letter Request/Tax Dec.

Conduct ocular inspection

Submit Additional Requirements (if necessary)/

Computation and Preparation of Report and corresponding PAC Resolution

Supporting Documents

Letter Request/Tax Dec.

PAC Secretariat/Client Letter Request/Tax Dec.

Approval of PAC Resolution

Supporting Documents Letter Request/Tax Dec.

PAC Members Letter Request/Tax Dec.

Client

PAC Secretariat/

Order of Payment Letter Request/Tax Dec.

eipt

Issuance of Order of Payment

Client Letter Request/Tax Dec.

Order of Payment/ Official Receipt Letter Request/Tax Dec.

Pay Appraisal Fee at Provincial Treasurer’s Office

Receiving Logbook Letter Request/Tax Dec.

PAC Secretariat/Client Letter Request/Tax Dec.

Release of PAC Resolution

Binder/Folder Letter Request/Tax Dec.

PAC Secretariat Letter Request/Tax Dec.

Filing of PAC Resolution

**8.0 PROCEDURE**

* 1. Client submits Letter Request to the Governor’s Office. The Governor’s will receive and refer to the Provincial Assessor’s Office. The Pac Secretariat/Administrative Assistant shall receive and record the Request Letter and shall fill-up the Routing Slip for Appraisal for LGUs and Other Government Agencies (PASS-ADM4-08). The following are the list of documentary requirements:

1. Request Letter from the Owner/LGU/GOCC/NGA
2. Tax Declaration
3. Vicinity Map
4. Official Receipt - Appraisal Fee
5. Other Requirements – if applicable
   1. The PAC Secretariat shallcoordinate with requesting LGUs and schedule ocular inspection within a week upon receipt.
   2. Provincial Assessor/PAC Secretariat/Appraiser shallconduct ocular inspection, validation/appraisal and confer with the Owner/LGU/GOCC/NGA.

**8.4** Requesting client shall submit additional requirements if needed. The PAC Secretariat shall prepare report and computation using the Evaluation & Interpretation of Market/Sales Values for Just Compensation (PASS-AA4-01)

and the corresponding PAC Resolution.

**8.5** PAC Members shall approve PAC Resolution.

**8.6** PAC Secretariat shall issue of Order of Payment (PASS-ADM4-02) to client.

**8.7** Client shall pay Appraisal Fee at Provincial Treasurer’s Office.

**8.8** PAC Secretariat shall release copy of PAC Resolution to the Owner/LGU/ GOCC/NGA.

* 1. PAC Secretariat shall file the PAC Resolution.

**9.0 FORMS ATTACHED**

**9.1** Order of Payment (PASS-ADM4-02)

**9.2** Routing Slip for Appraisal from LGUs & Other Government Agencies (PASS-ADM4-08)

**9.3** Request Letter from the Owner/LGU/GOCC/NGA

**9.4** Evaluation & Interpretation of Market/Sales Values for Just Compensation (PASS-AA4-01)