

**MUNICIPAL  
ASSESSOR'S  
OFFICE  
ACCOMPLISHMENTS  
FY- 2020**

# **VISION:**

An administrative unit known for its reliability and integrity in the administration of proper, accurate, efficient and effected appraisal and assessment of real properties for taxation purposes.

# **MISSION:**

To be responsible public servants guided by the values of integrity and reliability in the delivery of proper, accurate, efficient and effective real property assessment services strictly adhering to the rules and regulations governing the classification, appraisal and assessment of real properties for taxation purposes.

# **ASSESSOR' S OFFICE**

The Office of the Municipal Assessor was task to exercise the function of appraisal and assessment primarily for taxation purposes of all real properties in the local government unit concerned and to ensure that all laws and policies governing the same were properly executed. The following activities were performed and conducted based on the given functions.

# **APPRAISAL AND ASSESSMENT OPERATION**

For the year 2020 the Municipal Assessor's Office conducted appraisal and assessment to the newly discovered real properties, subdivided lots, consolidated lots and other real properties subject for value adjustments.

No. of FAAS prepared and recommended for approval	No. of approved FAAS by Provincial Assessors Office	KIND
9	9	Building
90	90	Land



Approved Field Appraisal Assessment Sheets for  
Land



Approved Field Appraisal Assessment Sheets for  
Building

# CERTIFICATIONS

The Municipal Assessor's Office issued certifications upon request of the property owner or his authorized representative pertaining to the assessment records of real property and other records relative to its assessment after the presentation of the official receipt evidencing full payment of real property tax

No. of certifications issued	Kind of Certification
14	No property
48	No improvements
7	Declared owner
15	Landholding
80	Sketch plan
227	Certified copy of Tax Declaration

for the current year and upon payment of service charge or fee.



**Certifications of no  
property**



**Certifications as  
Declared Owner**



**List of clients  
received certified  
copies of Tax  
Declarations**



**Certification of  
Landholding**



**Certifications of no  
improvement**



Clients received copies of assessment records requested and logbook signing.





Attended RTC and MCTC Hearing for the presentation of Tax  
Declarations by virtue of SUBPOENA DUCES TECUM  
ADTESTIFICANDUM

# **ASSESSMENT RECORDS MANAGEMENT**



Assigning of new Property Identification Number to the index map of the newly approved Tax Declarations





Updating of Assessment Records

# **FIELD OPERATIONS**



Appraisal and Assessment for commercial building





Appraisal and Assessment for residential building



Field inspection





Conducted road inspection with MLGOO and Municipal Mayor

# **OTHER ACTIVITIES**



Participated in Hike and Tree Planting Activity during Arbor Day.





Participated in CLEAN & GREEN ACTIVITY celebration of 120<sup>th</sup>  
PHILIPPINE CIVIL SERVICE ANNIVERSARY