



ACCOMPLISHMENT REPORT

FY-2023

Municipal Assessor's Office



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 2023 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
10	10	Building
12	12	Residential
106	106	Agricultural
0	0	Machineries



CERTIFICATION

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

No. of certifications issued	Kind of Certification
26	No property
76	No improvements
1	Declared owner
45	Landholding
23	Sketch plan
389	Certified copy of Tax Declaration
1	Other Certifications



Certifications of No



Certifications of No



Certifications of



Other Certifications

ASSESSMENT



RECORDS
MANAGEMENT!





REAL

POBLACION (BUILDING)

NO.	NAME	LOT NO.	DATE
1.	MANATAD, FRITZ	647-P	JUNE 27, 2023
2.	GUARDIAN, MALLEEN C.	738	AUG. 31, 2023
3.	M LKHULLIER	647-P	AUG. 31, 2023
4.	MORRISON, CORASON	647-P	AUG. 31, 2023
5.	PUNJUAN, ESSE M. JR. & MARITES S.	723	AUG. 31, 2023

MAGSAYSAY (BUILDING)

NO.	NAME	LOT NO.	DATE
1.	SOTARE, JEAN M.	949-A-P	AUG. 31, 2023
2.	RANCE, NIDA ATENCO	949-A-P	AUG. 31, 2023
3.	BARREDO, REYNALDO S.	949-A-P	AUG. 31, 2023
4.	DEGUILLAN, DONALD JAY M.	932-N	AUG. 31, 2023
5.	CANTRELL, NOELAH VISCA	932-N-P	AUG. 31, 2023

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GENERAL DESCRIPTION

Kind of Bldg.	Residential	Bldg. Use	New
Structural Type	III-A	No. of stories	2
Bldg. Permits	Date Issued	Area of 1st Flr.	84m ²
Condominium Certificate of Title (CCT)		Area of 2nd Flr.	65.5m ²
Certificate of Completion Issued On		Area of 3rd Flr.	
Certificate of Occupancy Issued On		Area of 4th Flr.	
Date Occupied		Total Floor Area	149.5m ²

FLOOR PLAN
Attach the building plan or sketch of floor plan. A photograph may also be attached if necessary.

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STRUCTURAL MATERIALS (Checklists)

ROOF	FLOORING	1st Flr.	2nd Flr.	3rd Flr.	4th Flr.	Walls & Partitions	1st Flr.	2nd Flr.	3rd Flr.	4th Flr.
Reinforced Concrete	Reinforced concrete (For upper floors)					Reinforced concrete				
Tiles	Plain Cement		x			Plain Cement				
Cl. Tiles	Marble					Wood				
Aluminum	Wood					Cl. Sheet				
Asbestos	Tiles		x			Build-a-wall				
Cong. Spert	Others (Specify)					Swall				
Concrete Deck						Bamboo				
Nipa/Anahaw/Cocon						Others (Specify)				
Others						Painted Cement	x	x		

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C. AGMANIC

NO.	NAME	LOT NO.	DATE
1	CANDELAPIO, SABINO	488	MAR. 20, 2023
2	CANDELAPIO, SABINO J.	233-B-3	MAR. 20, 2023
3	CAVALING, EMILINDO	19	JUNE 27, 2023
4	GEGULLAN, CATALINA	306	AUG. 31, 2023
5	SOLANDY, ANNALOU T.	262 E PART	SEPT. 1, 2023
6	VALENTIN, NIMFA R.	262 E-P	SEPT. 1, 2023
7	GOMEZ, HEDY C.	228	SEPT. 1, 2023
8	PANER, RAFAELITA G.	4300-PT83-G	SEPT. 1, 2023
9	PANER, RAFAELITA G.	4300-PT83-G	OCT. 26, 2023
10	SOLANDY, REYNALD TALAPIAN	4300-PT83-G	OCT. 26, 2023
11	SOLANDY, REYNALD TALAPIAN	4299-PT83-F	OCT. 26, 2023
12	SOLANDY, ANNALOU T.	262 E PART	OCT. 26, 2023
13	DE ESAY, JAIME & ENRIQUITA	238	OCT. 26, 2023
14	VALENTIN, NIMFA R.	7092-PT 262-A-P	DEC. 15, 2023
15	VALENTIN, NIMFA R.	262 E-P	DEC. 15, 2023

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PROPERTY

No./Street: _____ Brgy./District: Agmanic
Municipality: Santa Fe Province/City: Romblon

PROPERTY BOUNDARIES

North	Land Sketch
Lot nos. 261 & 261-A	
East: Lot no. 259	
South: Lot no. 262 E-P	
West: Lot no. 262 E-P	

(Not necessarily drawn to scale)

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LAND APPRAISAL

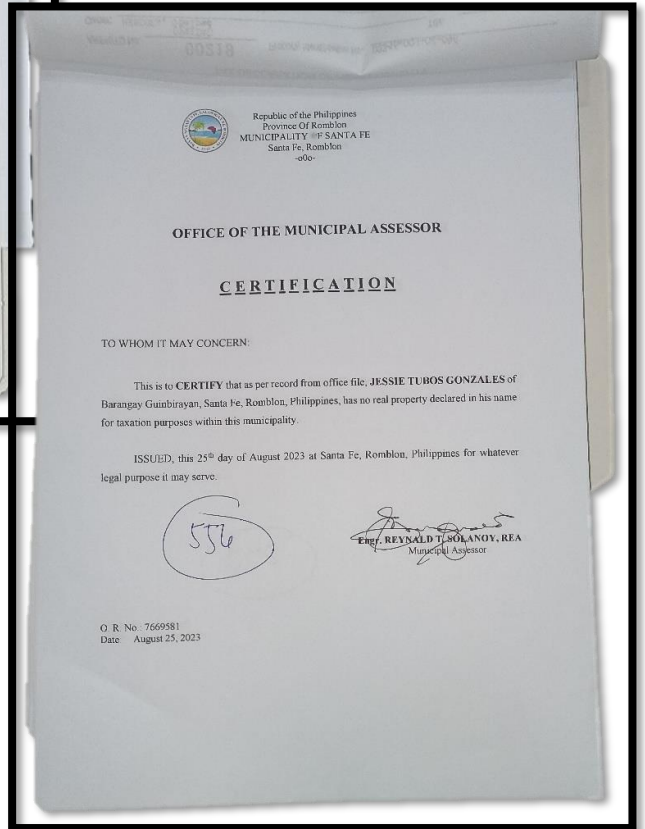
Classification	Sub-Classification	Area	Unit Value	Base Market Value
AGRI (Coccoland)	3rd	0.3005	15,600.00	4,690.00
Total		0.3005		4,690.00

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OTHER IMPROVEMENTS

Kind	Total Number	Unit Value	Base Market value
coccoland	30ccts	110.00	3,300.00
Total			3,300.00

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TRANSMITTAL FILES 2023



Republic of the Philippines
MUNICIPALITY OF SANTA FE
Santa Fe, Rondaña

OFFICE OF THE MUNICIPAL ASSESSOR

December 12, 2023

Type:

NATIAN D. BIOS
Fiscal Officer

Sir,

Following herein the following Tax Demand Form for approval

Item	Request Number	Area	Location	PIN	IN	OUT	SIGNATURE
1	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX

Submitted by:

[Signature]
MAYOR
Municipal Assessor

PROVINCIAL ASSESSOR OFFICE
RECEIVED
DATE: 12.11.23

1344470

TRANSMITTAL FILES 2023

TRANSMITTAL
FILES 2023

TRANSMITTAL FILES 2023

REQUEST
for
REVISION of
TAX DEC.
2023

October 6, 2023

The Municipal Assessor
Santa Fe, Romblon

Sir,

I would like to request to your good office for the correction of name and lot no. of the property declared in the name of my late mother from Essoy, Jaime & Enriqueta De and lot no. 238 under Tax Declaration No. 00222 series 2011 to De Esoy, Jaime & Enriqueta and lot no. 238 based on the previous Tax Declaration TD No. 0163 series of 1989 located at Barangay Agmanic, Santa Fe, Romblon.

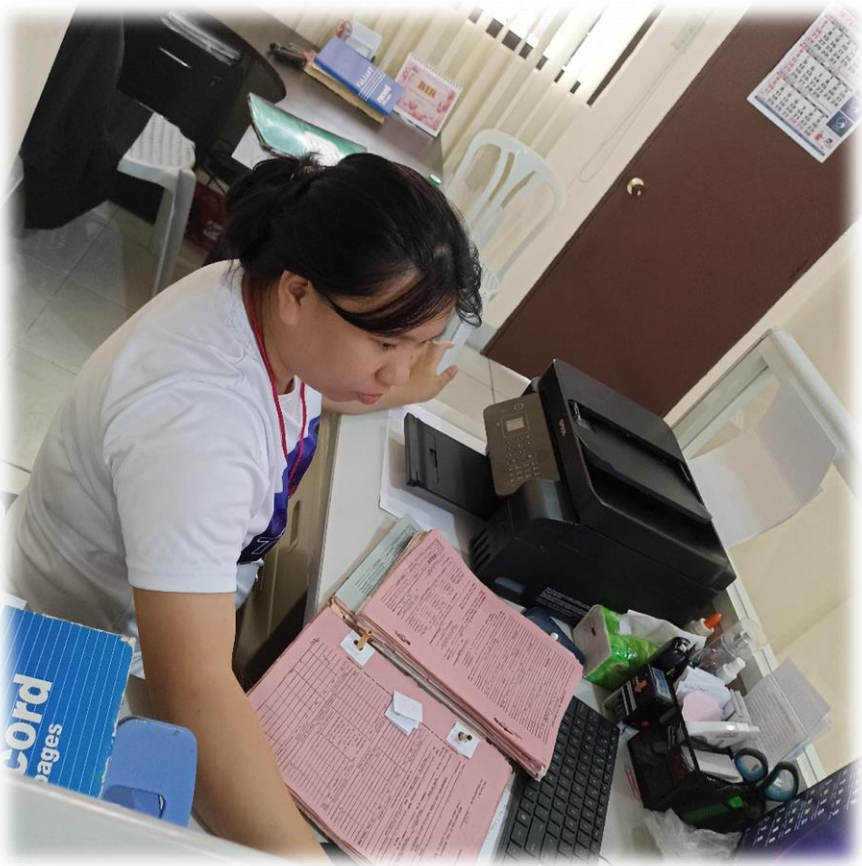
Thank you!

Very truly yours,

Sotero
SOTERO DE ESoy MALLA
Son/Heir

RECEIVED
OCT 06 2023
BY: [Signature]

RECEIVED
SEP 20 2023
BY: [Signature]



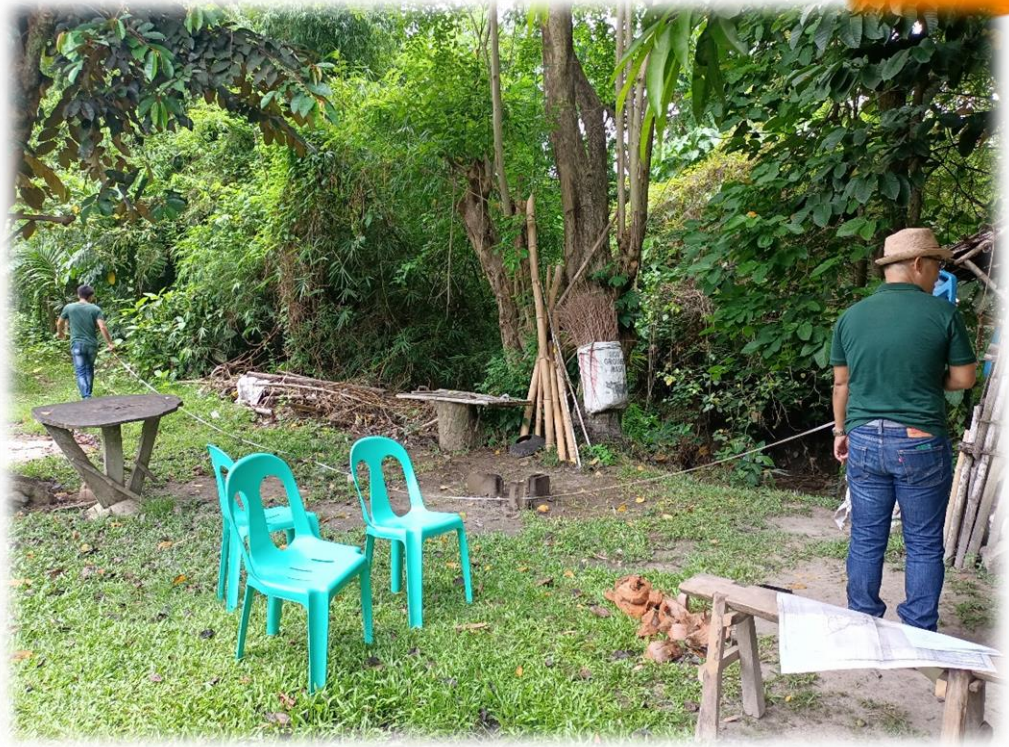
Scanning Tax Declaration



FIELD OPERATIONS



Ocular Inspection



Ocular Inspection



Appraising Commercial Building







OTHER ACTIVITIES



Arbor Day



Arbor Day Tree Planting



77th Founding Anniversary



International Coastal Cleanup 2023



123rd Philippine Civil Service Anniversary



Groundbreaking Ceremony of Multi-Purpose Building cum Isolation Facility (Phase 1) and Santa Fe Sanitary Landfill at Sitio Sambiray, Brgy. Magsaysay