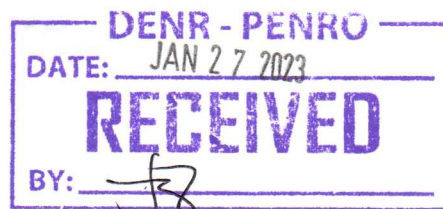




Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SAN AGUSTIN

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

January 23, 2023



ARNOLD A. BLAZA, JR.

Officer-in-Charge

Department of Environment and Natural Resources

Provincial Environment and Natural Resources Office (PENRO)

Province of Romblon

Dear PENRO Blaza,

The Local Government Unit (LGU) of San Agustin, Romblon has requested the Civil Service Commission (CSC) to establish a CSC-Field Office Romblon Sub-Office here in our Municipality and as a counterpart, the LGU of San Agustin will be donating a 600 square meters municipal lot located in Barangay Poblacion, San Agustin, Romblon.

Relative hereto, we are requesting from your good office to conduct a land survey on the said area to generate/identify the Technical Description specifying the boundaries of the donated lot as required by the Civil Service Commission to push forward the establishment of the said sub-office.

Should you have any questions or clarifications, kindly contact the Municipal Planning and Development Office thru mobile number; **09178092146** or email address; **casquijano@sanagustinromblon.gov.ph**.

Attached with this letter are the following for your reference:

1. Technical Evaluation of CSC
2. Sketch Plan
3. Tax Declaration

We are hoping for positive response of this request. Thank you very much.

Very truly yours,

CONCEPCION ANGELA S. QUIJANO

Municipal Planning and Development Coordinator

Noted by:

ESTEBAN SF MADRONA, JR.

Municipal Mayor

Office for Financial and Assets Management

09 January 2023

Director IV MARIA LETICIA G. REYNA
Civil Service Commission Regional Office IV
139 Panay Ave., Brgy. South Triangle
1103 Quezon City

Dear **Director Reyna:**

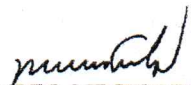
Relative to CSC RO IV's submission of documents for the execution of the Deed of Donation for the proposed CSC FO-Romblon Sub-Office in San Agustin, Romblon, please find below the technical evaluation:

No.	DOCUMENTS	FINDINGS	REMARKS
1	Sketch Plan	The Sketch Plan is for the mother Tax Declaration containing an area of 2,624 square meters.	Please provide a Sketch Plan with Technical Description specifying the boundaries of the 600-square-meter lot in the eastern location as shown in Fig. 1.
2	Draft Deed of Donation	The Deed of Donation has no Technical Description.	Please indicate the Technical Description. ✓
3	Sangguniang Bayan Resolution	The SB Resolution has no Technical Description.	Please indicate the Technical Description. ✓
4	Geohazard Certification	States that "The area may experience flood heights of less than 0.5 meter to about 1.0 meter, especially during heavy downfall events."	Please indicate in the <u>building plans</u> to be prepared that: a) The Ground Floor should be at least 1.5 meters from the reference point b) The document Storage Area should be at the 2 nd Floor.

The draft Deed of Donation was forwarded to the Office for Legal Affairs (OLA) for review.

Thank you.

Very truly yours,


MARIA VICTORIA M. SALAZAR
Acting Director IV

Bawat Kawani, Lingkod Bayani

CSC Building
- 600 sqm

Attachment 4

TAX DECLARATION OF REAL PROPERTY

TD No. 000787 Property Identification No. 033-12-001-05-068
Owner: MUNICIPAL GOVT. OF SAN AGUSTIN TIN _____
Address Poblacion, San Agustin, Romblon Telephone No. _____
Administrator/Beneficial User: _____ TIN: _____
Address _____ Telephone No. _____
Location of Property: _____ Poblacion San Agustin Romblon
(Number and Street) (Barangay/District) Municipality & Province/City
OCT/TCT/CLOA No. _____ Survey No. _____
OCT _____ Lot No. 2535-P
Dated: _____ Blk. No. _____
Boundaries: _____
North Lot No. 3953-P & 3960-P South: Road & Guintigui-an River
East: Brgy. Cagbo-aya West: Lot No. 2535-P

KIND OF PROPERTY ASSESSED

☒ Land

☐ Machinery

☐ Building

Brief Description: _____

Others: _____

No. of Storeys: _____

Specify: _____

Brief Description: _____

Classification	Area	Market Value	Actual Use	Assessment Level	Assessed Value
Residential	2,624 sq.m.	Php 734,720.00	Res.-	20	% Php 146,940.00
Total	Php 734,720.00				Php 146,940.00
Total Assessed Value	ONE HUNDRED FORTY-SIX THOUSAND NINE HUNDRED FORTY PESOS ONLY.				
(Amount in Words)					

Taxable ☐ Exempt ☒ Effectivity of Assessment/Reassessment: 1st Qtr. 2022

APPROVED BY:

NATHAN D. RIOS

Provincial/City/Municipal Assessor

11/6/2021
Date

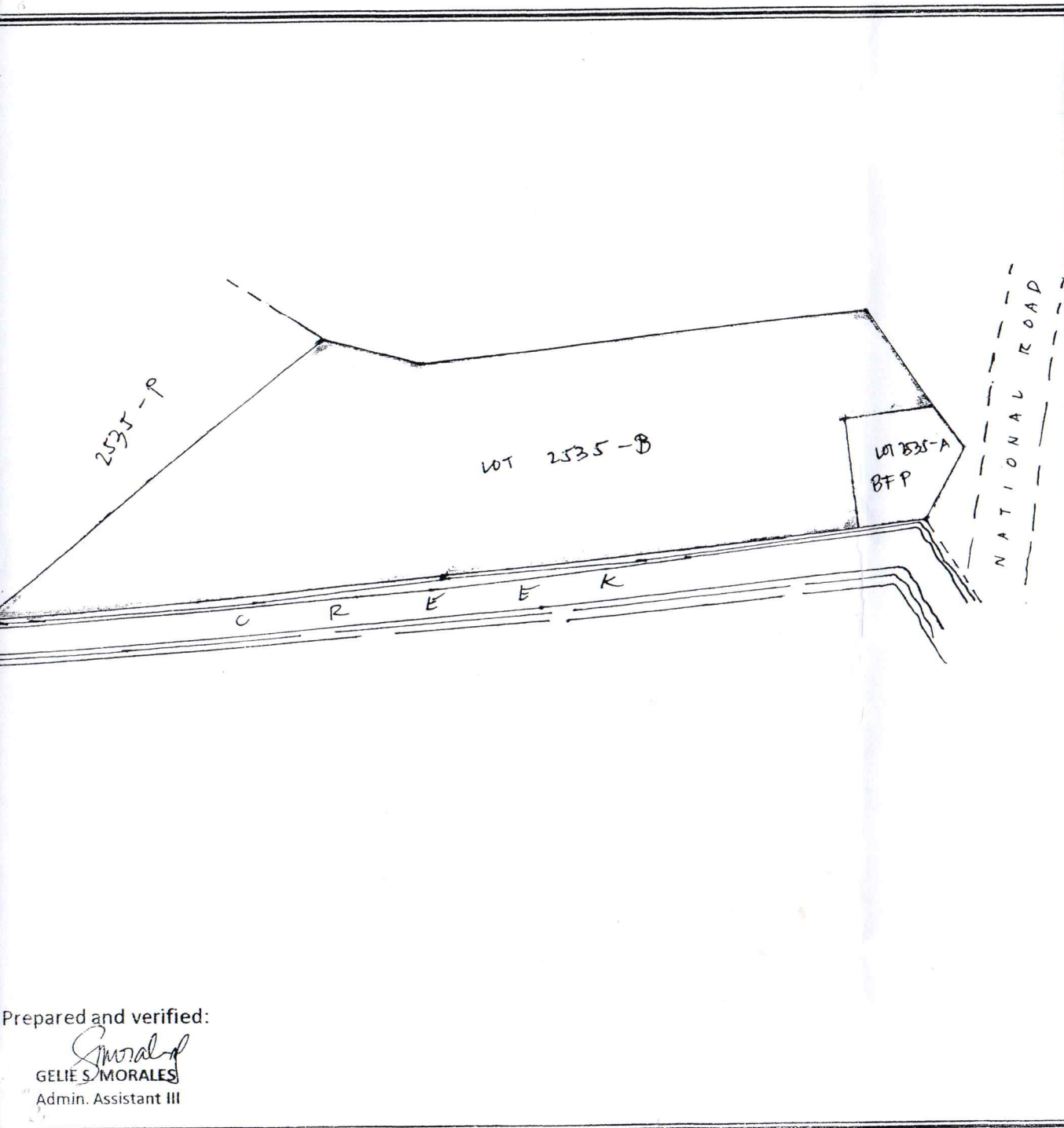
This declaration cancels TD No. 00384/2011 Owner: Mun. Gov't. of San Agustin Previous A.V. Php. 169,340.00

Memoranda: _____

-Remaining Portion-

Note:

This declaration is for taxation purposes only and the valuation indicated herein are based on the schedule of the unit market values prepared for the purpose and duly enacted into an Ordinance by the Sangguniang under legal title to the property. It does not and cannot by itself alone confer any ownership or



Prepared and verified:

Gelie S. Morales
GELIE S. MORALES
Admin. Assistant III

N



S

SKETCH PLAN

of LOT NO. 2535-P
Cad. 323-D, San Agustin Cadastre

As prepared for:

MUNICIPAL GOVERNMENT OF SAN AGUSTIN

POBLACION, SAN AGUSTIN, ROMBLON
Situated in the

BARANGAY OF: **POBLACION**

MUNICIPALITY OF: **SAN AGUSTIN**

ISLAND OF: **TABLAS**

Containing an area of: **2,624 sq.m**

CERTIFICATION

THIS IS TO CERTIFY that this is the true and correct
Sketch Plan of Lot No. 2535-P Cadastre 323-D of
San Agustin Cadastre, as trace in the CM furnished in
this office by the Bureau of Lands, Manila.

THIS CERTIFICATION however, has nothing to do
with the ownership of the land and should not be
construed as title thereto and same is not part of public
domain.

ISSUED AND SIGNED this 25TH day of
OCTOBER, 2022, at San Agustin, Romblon
upon the request of the interested party.

Neil T. Faigao
NEIL T. FAIGAO, REA
Municipal Assessor I

For the Prov'l. Assessor

Neil T. Faigao
NEIL T. FAIGAO, REA
Municipal Assessor I