

## SAMPLE PRODUCTIVITY PLAN

PROJECT/ACTIVITY PLAN		Budgetary Requirements: Gen Fund : Php _____ 20% DF: Php _____		
TITLE: (title of the project/activity) (e.g., GENERAL REVISION OF PROPERTY ASSESSMENTS)		SECTOR: (either general services, social services or economic services)		
Time	Activity	Responsible	General Fund	20% DF
Jan 1 to Jan 15, First Year	1. Development of Valuation Model <ul style="list-style-type: none"> <li>• Cost Approach</li> <li>• Market Approach</li> <li>• Income Approach</li> <li>• Special Purpose properties</li> </ul>	Offices of Provincial, City and Municipal Assessors	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
Jan. 1 to June 30, first year.	2. Market Area Identification and Data Gathering <ul style="list-style-type: none"> <li>• Acceptance of sworn statements declaring true values of real property to be filed by real property owners/administrators.</li> <li>• Data Gathering within identified Market Areas</li> </ul>	Offices of Provincial, City and Municipal Assessors	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
July 1 to September 30, first year	3. Consolidation and analysis of data and preparation of preliminary schedule of Market Values using: <ul style="list-style-type: none"> <li>• Market Approach</li> <li>• Income Approach</li> <li>• Cost Approach</li> <li>• Special Purpose Properties</li> </ul>	Offices of Provincial, City and Municipal Assessors	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
July 1 - October 15, first year	4. Preparation of final schedules of Market Values	Provincial and City Assessors and Municipal Assessors of municipalities within the Metropolitan Manila Area	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
October 15 - October 31, first year	5. Submission of Schedules of Market Values to the Sanggunian concerned for enactment by Ordinance	Provincial and City Assessors and the Municipal Assessors of municipalities within the Metropolitan Manila Area	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
November 1, first year – January 31, second year.	6. Enactment of ordinance adopting the Schedules of Market Values	Sangguniang Panlalawigan or Panlungsod or Sangguniang Bayan of a municipality within the Metropolitan Manila Area	PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____
Total			PS: Php _____ MOOE: Php ____ CO: Php ____	PS: Php _____ MOOE: Php ____ CO: Php ____