



Republic of the Philippines  
DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**MIMAROPA Region**  
3<sup>rd</sup> Floor, MB Building, Gulod Labak, 4200, Batangas City, Batangas  
*blgf.gov.ph | r4b@blgf.gov.ph*



**REGIONAL MEMORANDUM CIRCULAR NO. 003-2024**

February 5, 2024

**TO : All Provincial/ City/ Municipal Assessors and Treasurers,  
Staff, and All Ranking Local Assessment and Treasury  
Personnel  
This Region**

**SUBJECT : 17th National Convention and Annual Seminar on Real  
Property Appraisal and Assessment of the Philippine  
Association of Assessing Officers (PAAO), Inc.**

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This pertains to the letter of Mr. Gener R. Sison, REA, REB, President of the Philippine Association of Assessing Officers (PAAO), Inc., dated January 22, 2024, on the conduct of the 17th National Convention and Annual Seminar on Real Property Appraisal and Assessment on April 2-5, 2024 at the Citystate Asturias Hotel Palawan, South National Highway, Tiniguiban, Puerto Princesa, Palawan pursuant to BLGF Capacity Building Authority No. 002.2024 dated January 8, 2024.

Related thereto, local assessors, treasurers, their staff and all ranking local assessment and treasury personnel may participate in the aforementioned activity, subject to approval of your concerned local chief executives (LCEs), and in compliance with the usual budgeting, accounting and auditing rules and regulations.

All Provincial Assessors and Treasurers are hereby requested to disseminate this memorandum circular to Municipal Assessors and Treasurers under their respective jurisdiction.

For your information and guidance.

  
**ATTY. WILBERT P. TAÑECA**  
Acting Regional Director



**PHILIPPINE ASSOCIATION OF ASSESSING OFFICERS  
(PAAO), INC.**

City Assessor's Department, Ground Floor Executive Building, City Hall  
Maysilo Circle, Boni Avenue, Mandaluyong City  
Telephone No. 8532-4440 / 8535-2835

January 22, 2024

\_\_\_\_\_  
City Mayor \_\_\_\_\_ City

Attention:

The City Assessor  
The City Treasurer

**Dear Mayor \_\_\_\_\_:**

Greetings!

We are pleased to inform you that the holding of the **17<sup>th</sup> National Convention and Annual Seminar on Real Property Appraisal and Assessment** of the **Philippine Association of Assessing Officers (PAAO), Inc.** to be held on **April 2-5, 2024** at the **Citystate Asturias Hotel Palawan**, South National Highway, Tiniguiban, Puerto Princesa, Palawan, Philippines has already been authorized by Executive Director, Consolacion Q. Agcaoili, Bureau of Local Government Finance, Department of Finance, as per attached **BLGF CB AUTHORITY NO. 002 . 2024** dated January 8, 2024.

Moreover, the Professional Regulation Commission (PRC) CPD Council has granted 15 units of CPD accreditation which underscores the high-quality educational content and professional development opportunities that our convention offers.

Towards this end, we humbly request the presence of your City Assessor & Treasurer, Assistants, appraisers and other ranking local assessment & treasury personnel as well as financial managers to attend the abovementioned convention.

A seminar fee of P 8,000.00 for every participant will be collected to defray expenses for supplies and materials, payment of honoraria of lecturers and speakers as well as other incidental expenses necessary in hosting the convention. The said fee shall be chargeable against their local funds subject to the usual accounting and auditing requirements. Moreover, an annual due of P500.00 shall also be charged for every member. For new members, one-time membership fee of P500.00 will likewise be collected.

For further information or queries, you may contact **Ms. Jocelyn G. Carlos**, PAAO's Secretary, at telephone number 8288-8811 local 2213, Cellphone No. 09178791666 or thru email address: [ging2carlos@yahoo.com.ph](mailto:ging2carlos@yahoo.com.ph). & [jocelyncarlos0116@gmail.com](mailto:jocelyncarlos0116@gmail.com). Kindly visit PAAO, Inc. **Facebook page** for updates and for the list of available hotels and their contact numbers.

Thank you for your continued and overwhelming support to PAAO, Inc. *Mabuhay!*

Very truly yours,

**GENER R. SISON, REA, REB**  
President, PAAO, Inc.  
City Assessor, Mandaluyong City



PHILIPPINE ASSOCIATION OF ASSESSING OFFICERS  
(PAAO), INC.

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BLGF CB AUTHORITY NO. 002.2024  
January 8, 2024

AUTHORITY is hereby GRANTED to the Philippine Association of Assessing Officers (PAAO), Inc., for the conduct of its “17<sup>th</sup> National Convention and Annual Seminar on Real Property Appraisal and Assessment,” subject to compliance with the following:

Title of Activity	17 <sup>th</sup> National Convention and Annual Seminar on Real Property Appraisal and Assessment
Date of Activity	April 2-5, 2024
Nature of Activity	Convention and Seminar
Venue	The City State Asturias Hotel, Puerto Princesa City, Palawan
Requesting Officer	Mr. Gener R. Sison President, PAAO, Inc., City Assessor, Mandaluyong City
Target Participants	1. Provincial, City, Municipal Assessors and Treasurers, and their Assistants; 2. Appraisers, Assessment Personnel, Finance/Bank Appraisers; and 3. Other Real Estate Private Practitioners
Registration Fee	Not to exceed Php 8,000.00 per participant for the entire duration of the activity (4 days); Inclusive of meals, venue, supplies, and training materials during the activity proper; Exclusive of hotel accommodation and travel expenses; and Chargeable against participant's office, subject to existing accounting and audit rules and regulations.
ACTIVITY GUIDELINES	
By the Association	1. Expenses relative to said activity if any shall be chargeable against the concerned Association; 2. Official Receipt shall be issued by PAAO, Inc., for registration fees collected to cover all expenses pertaining to the conduct of the activity; 3. Attendance of participants shall be strictly monitored; 4. Certificates of Attendance and Appearance shall be issued; 5. Activity shall not include review for government examinations; 6. Post Activity Report (PAR) shall be submitted within thirty (30) days upon culmination of the activity, with the following attachments: i. Executive Summary; ii. Attendance Sheet/Roster of Registrants; iii. Relevant Photographs; iv. Photocopy of Presentation Materials; and v. Summary of Post-Program Evaluation; 7. Non-compliance with the conditions stated herein shall serve as the basis for the non-issuance of authority on future requests.
By LGU Participants	1. Permission from the concerned Local Chief Executive (LCE);

The grant of this Authority is in accordance with BLGF Memorandum Circular No. 33.2013 dated February 12, 2013.



  
CONSOLACION Q. AGCAOILI  
Executive Director





**PHILIPPINE ASSOCIATION OF ASSESSING OFFICERS  
(PAAO), INC.**

City Assessor's Department, Ground Floor Executive Building, City Hall  
Maysilo Circle, Boni Avenue, Mandaluyong City  
Telephone No. 8532-4440 / 8535-2835

January 22, 2024

\_\_\_\_\_  
Governor  
Province of \_\_\_\_\_

Attention:

The Provincial Assessor  
The Provincial Treasurer

**Dear Governor \_\_\_\_\_:**

Greetings!

We are pleased to inform you that the holding of the **17<sup>th</sup> National Convention and Annual Seminar on Real Property Appraisal and Assessment** of the **Philippine Association of Assessing Officers (PAAO), Inc.** to be held on **April 2-5, 2024** at the **Citystate Asturias Hotel Palawan**, South National Highway, Tiniguiban, Puerto Princesa, Palawan, Philippines has already been authorized by Executive Director, Consolacion Q. Agcaoili, Bureau of Local Government Finance, Department of Finance, as per attached **BLGF CB AUTHORITY NO. 002 . 2024** dated January 8, 2024.

Moreover, the Professional Regulation Commission (PRC) CPD Council has granted 15 units of CPD accreditation which underscores the high-quality educational content and professional development opportunities that our convention offers.

Towards this end, we humbly request the presence of your provincial assessor & treasurer, assistants, appraisers and other ranking local assessment & treasury personnel as well as financial managers to attend the abovementioned convention.

A seminar fee of P 8,000.00 for every participant will be collected to defray expenses for supplies and materials, payment of honoraria of lecturers and speakers as well as other incidental expenses necessary in hosting the convention. The said fee shall be chargeable against their local funds subject to the usual accounting and auditing requirements. Moreover, an annual due of P500.00 shall also be charged for every member. For new members, one-time membership fee of P500.00 will likewise be collected.

For further information or queries, you may contact **Ms. Jocelyn G. Carlos**, PAAO's Secretary, at telephone number 8288-8811 local 2213, Cellphone No. 09178791666 or thru email address: [ging2carlos@yahoo.com.ph](mailto:ging2carlos@yahoo.com.ph) & [jocelyncarlos0116@gmail.com](mailto:jocelyncarlos0116@gmail.com). Kindly visit PAAO, Inc. **Facebook page** for updates and for the list of available hotels and their contact numbers.

Thank you for your continued and overwhelming support to PAAO, Inc. *Mabuhay!*

Very truly yours,

**GENER R. SISON, REA, REB**  
President, PAAO, Inc.  
City Assessor, Mandaluyong City





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Executive Director



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Telephone No. 8532-4440 / 8535-2835

January 22, 2024

\_\_\_\_\_  
Mayor  
Municipality of \_\_\_\_\_

Attention:

The Municipal Assessor  
The Municipal Treasurer

**Dear Mayor \_\_\_\_\_:**

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