

OFFICE OF THE MUNICIPAL ASSESSOR

1. SECURING CERTIFICATIONS ON TAX DECLARATION, PROPERTY HOLDINGS AND WITH OR NO IMPROVEMENT

Service:	SECURING CERTIFICATIONS ON TAX DECLARATION, PROPERTY HOLDINGS AND WITH OR NO IMPROVEMENT			
Brief Description:	Tax Declaration (TD) is a permanent record for every real property (land, building and machinery)			
Office or Division:	Municipal Assessor's Office			
Classification:	Simple; Technical			
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification Fee		Municipal Treasurer's Office		
2. (2) Documentary Stamp		Bureau of Internal Revenue Office (BIR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up callers slip form 2. Approach the personnel – in charge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated *Make sure to secure Order of Payment that will be issued 4. Pay the required fees at the Municipal Treasurer's Office. * Make sure to	Assessment Clerk verifies and prepares the certification	Php150	5 minutes	Nelly Andes <i>Admin Aide VI</i> Danilo L. Comia <i>Admin Officer II</i> Keith M. Lorete <i>Admin Aide VI</i> Rufino M. Llana <i>Admin. Aide II</i>
	The Municipal		2 minutes	Marilou R. Lofamia <i>Admin. Aide V (detailed)</i>

secure Official Receipt that will be issued upon payment 5. Return to the Assessor's Office for the processing and release of Tax Declaration or Certification	Assessor checks the certification and signs the document			Keith M. Lorete <i>In-Charge of Office</i>
Total		Php150	7 minutes	
End of transaction				

2. SECURING OWNER'S COPY OF UPDATED TAX DECLARATION

Service:	SECURING OWNER'S COPY OF UPDATED TAX DECLARATION	
Brief Description:	The owner's copy of updated Tax Declaration is secured upon transfer of ownership of real property to the new owner and also to transfer real property taxation.	
Office or Division:	Municipal Assessor's Office	
Classification:	Technical	
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Deed of Conveyance (sale, inheritance, donation, etc.)		Notary Public
2. Tax Clearance		Municipal Treasurer's Office (MTO)
3. Transfer Tax Receipt		Provincial Treasurer's Office (PTO)

4. BIR/CAR Clearance (Capital Gains Tax, Estate Tax, etc.)	Bureau of Internal Revenue Office (BIR)
5. Photocopy of Title (if Titled)	Registry of Deeds (ROD)
6. DAR Clearance (if property is Agricultural)	Department of Agrarian (DAR)
7. Copy of Approved Subdivision Plan (segregation/consolidation)	Bureau of Lands

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Fill-up routing slip form 2. Approach the personnel –in charge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated 4. Return to the Assessor’s Office for the processing and wait for a text message or call from the office for the release of Tax Declaration 	<p>Personnel-in-charge verifies and check the requirements</p> <hr/> <p>The Local Assessment Operations Officer prepares the following:</p> <ol style="list-style-type: none"> a. Field Appraisal Assessment Sheet (FAAS) b. Property Record Form (PRF) c. Tax Declaration 	Php 150	1 to 2 weeks (subject for approval at the Provincial Assessor’s Office)	<p>Nelly Andes <i>Admin Aide VI</i></p> <p>Rufino M. Llana <i>Admin. Aide II</i></p> <p>Marilou R. Lofamia <i>Admin. Aide V (detailed)</i></p> <p>Danilo L. Comia <i>Admin Officer II</i></p> <p>Keith M. Lorete <i>AA IV/ In-Charge of Office</i></p>

	The Municipal Assessor reviews the updated Tax Declaration and approves and signs the same			Keith M. Lorete AA IV/ <i>In-Charge of Office</i>
	Tax Declaration is numbered and issued to the client			<i>Officer of the Day/Mun. Assessor Staff</i>
	Total	Php 150	1 to 2 weeks	
End of transaction				

3. SECURING ASSESSMENT FOR NEW BUILDING OR MACHINERY

Service:	SECURING ASSESSMENT FOR NEW BUILDING OR MACHINERY
Brief Description:	For newly constructed buildings and installed machinery, new Tax Declaration (TD) is prepared and/or issued.
Office or Division:	Municipal Assessor's Office
Classification:	Technical
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		From the owner		
2. Blue Print of the Approved Building Plan		From the owner or Architect/Engineer in charge		
3. Summary Bill of Materials		From the owner or Architect/Engineer in charge		
4. Photocopy of Building Permit/Occupancy Permit		From the owner or Architect/Engineer in charge		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<ol style="list-style-type: none"> 1. Fill-up routing slip form 2. Approach the personnel –in charge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated 4. Return to the Assessor’s Office for the processing and wait for a text message or call from the office for the release of Tax Declaration 	<p>Personnel-incharge verifies and check the requirements</p> <hr/> <p>Site Inspection. The client accompanies the Local Assessment Operations Officer (LAOO)/ personnel in-charge who will conduct inspection to assess the value of the new building or machinery</p>	<p>Inspection Fee: Agricultural-Php100</p> <p>Residential Php150</p> <p>Commercial/Industrial Php200</p>	<p>1 to 2 weeks (subject for approval at the Provincial Assessor’s Office)</p>	<p>Danilo L. Comia <i>Admin Officer II</i></p> <p>Keith M. Lorete <i>AA IV/ In-Charge of Office</i></p> <p>Rufino M. Llana <i>Admin. Aide II</i></p>
	<p>A field Appraisal Assessment Sheet (FAAS) is prepared</p> <p>The personnel-incharge computes the floor area (for building) and determine the market and assessed valuation</p> <p>The following documents are prepared: a) FAAS; b) Tax Declaration; c) PRF</p>			

	The Municipal Assessor evaluates the TD and FAAS, records the transaction in the Tax Mapping Control Roll (TMCR), review the updated TD and approve and sign the Tax Declaration			Keith M. Lorete AA IV/ In-Charge of Office
	The new Tax Declaration is numbered and a copy is issued to the client			Officer of the Day/Mun. Assessor Staff
	Total		1 to 2 weeks	
End of transaction				

4. CANCELLING, REVISING OR CORRECTING OF ASSESSMENTS

Service:	CANCELLING, REVISING OR CORRECTING OF ASSESSMENTS
Brief Description:	Clients can request for the cancellation, revision, and/or correction of assessment records from the Municipal Assessor's Office. Assessment records are used by the Municipal Treasurer's Office in computing the annual tax to be paid by owners of lands and buildings.
Office or Division:	Municipal Assessor's Office
Classification:	Technical
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

1. Letter Request	From the owner			
2. Certificate of Real Property Tax Payment (Tax Clearance)	Municipal Treasurer's Office (MTO)			
3. Barangay Certification (for cancellation of building) (1 original)	Barangay Captain where the property is located			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Fill-up routing slip form 2. Approach the personnel – in charge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated 4. Wait for the processing and release of Notice of Cancellation, Revision or Correction. 	<p>Personnel-in-charge verifies and check the requirements</p> <p>Site Inspection. (Optional)The client accompany the Local Assessment Operations Officer (LAOO)/personnel-incharge who will conduct inspection to assess the value of the new building or machinery</p> <p>A field Appraisal Assessment Sheet (FAAS) is prepared</p> <p>The personnel -in charge computes the floor area (for building) and determine the market and assessed validation</p>	Php 150	1 to 2 weeks (subject for approval at the Provincial Assessor's Office)	<p>Nelly Andes <i>Admin Aide VI</i></p> <p>Rufino M. Llana <i>Admin. Aide II</i></p> <p>Danilo L. Comia <i>Admin Officer II</i></p> <p>Keith M. Lorete <i>AA IV/ In-Charge of Office</i></p>

	The Municipal Assessor evaluates and signs the Notice of Cancellation Revision or Correction Tax Mapping Staff records the transaction in the in the Tax Mapping Control Roll (TMCR),			Keith M. Lorete AA IV/ <i>In-Charge of Office</i>
	The Notice of Cancellation, Revision or Correction is recorded and released.			<i>Officer of the Day/Mun. Assessor Staff</i>
	Total	Php 150	1 to 2 weeks	
End of transaction				

5. ANNOTATING OR CANCELLING LOANS OR MORTGAGES ON TAX DECLARATION

Service:	ANNOTATING OR CANCELLING LOANS OR MORTGAGES ON TAX DECLARATION
Brief Description:	This service is requested to annotate or cancel documents for loan and mortgage purposes.
Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of the Mortgage or Release of Mortgage		From the owner or Bank/Agency concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up routing slip form 2. Approach the personnel – incharge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated 4. The client is given a copy of the annotated Tax Declaration	Personnel-in-charge verifies and check the requirements	Php 150	5 minutes	Nelly Andes <i>Admin Aide VI</i> Rufino M. Llana <i>Admin. Aide II</i>
	Assessment clerk annotates and prepares the Tax Declaration (TD) for signature of the Mun. Assessor		5 minutes	Danilo L. Comia <i>Admin Officer II</i> Keith M. Lorete <i>AA IV/ In-Charge of Office</i>
	The Mun. Assessor checks and signs the Tax Declaration (TD)		2 minutes	Keith M. Lorete <i>AA IV/ In-Charge of Office</i>
	The Annotation or Cancellation of Mortgage, recorded and released		2 minutes	<i>Officer of the Day/Mun. Assessor Staff</i>
Total		Php 150	14 minutes	
End of transaction				

6. VERIFYING HISTORY OF REAL PROPERTY TAX ASSESSMENTS OR TAX DECLARATION

Service:	VERIFYING HISTORY OF REAL PROPERTY TAX ASSESSMENTS OR TAX
Brief Description:	The history of a property with regards to ownerships, improvements, assessments and the like, may be verified at the Municipal Assessor's Office.
Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

1. Photocopy of Title (1 machine copy)	From the owner
2. Related reference documents	From the owner or previous owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up routing slip form 2. Approach the personnel – in charge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated	Personnel-in-charge verifies and check the requirements Assessment clerk verifies and research the history of real property Assessment clerk presents the history of real property	Service Fee- Php 150	5 minutes 10 minutes	Nelly Andes <i>Admin Aide VI</i> Rufino M. Llana <i>Admin. Aide II</i> Marilou R. Lofamia <i>Admin. Aide V (detailed)</i> <i>Officer of the Day/Mun. Assessor Staff</i>

Total	Php 150	15 minutes	
--------------	---------	------------	--

End of transaction

7. VERIFYING PROPERTY LOCATION AND VICINITY

Service:	VERIFYING PROPERTY LOCATION AND VICINITY
-----------------	---

Brief Description:	This service enables client to identify real property, its ownership and location in the Tax Map at the Municipal Assessor's Office.
Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Photocopy of Title or Tax Declaration	From the owner
2. Related reference documents	From the owner or previous owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up caller's slip form 2. Approach the personnel – incharge regarding your request 3. Submit requirements for evaluation and wait for the request to be evaluated	Personnel-in-charge verifies and check the requirements Tax Mapper or Tax Mapping Aide verifies and researches the location of the real property in the Tax Map Tax Mapper or Tax Mapping Aide presents the vicinity of the property to the client	None	5 minutes 5 minutes	Keith M. Lorete <i>AA IV/ In-Charge of Office</i>
Total		none	10 minutes	
End of transaction				

8. ENCODING OF NEWLY DECLARED, NEWLY TRANSFERRED, NEWLY REVISED, CORRECTION OF ENTRY OF REAL PROPERTY AND CANCELLED PROPERTIES USING E-TRACS (ENHANCED TAX REVENUE ASSESSMENT AND COLLECTION SYSTEM) SOFTWARE

Service:	ENCODING OF NEWLY DECLARED, NEWLY TRANSFERRED, NEWLY REVISED, CORRECTION OF ENTRY OF REAL PROPERTY AND CANCELLED PROPERTIES USING E-TRACS (ENHANCED TAX REVENUE ASSESSMENT AND COLLECTION SYSTEM) SOFTWARE			
Brief Description:	E-TRACS is a free software available to local government units to computerized tax and revenue assessments and collection. It fully automates the complete revenue cycle- from real property assessment, business permit and licensing and treasury operations.			
Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government; G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. FAAS (newly declared/transferred property, revised, correction of entry and cancelled properties)			From the Assessor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Encoders encode all newly accomplished FAAS for newly declared/transferred property, revised, correction of entry and cancelled properties	none	5 minutes	Encoders (JO)

