



OFFICE OF THE MUNICIPAL ASSESSOR



1. Issuance of new Tax Declaration for Newly Constructed House/ Building & Other Structures; Newly Installed Machineries

Office of Division:		Office of the Municipal Assessor		
Classification:		Complex Transaction		
Type of Transaction:		G2G (Gov't. to Gov't.) G2C (Gov't. to Client)/G2B (Gov't. to Business)		
Who may avail:		All government Entity; Private Person's; Business Owners		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Owner's Written or Verbal request for inspection/assessment		Property Owner		
Tax Declaration of land where the building is constructed or where the machinery is installed.		Property Owner/Assessor's Office		
Building Permit and Building plan; Certificate of Occupancy		Municipal Engineering Office		
Sworn Declaration of the Owner (for machinery)		Property Owner		
Photocopy of ID of Owner or the Authorized Representative				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request for Ocular inspection/assessment	1. Validate the submitted requirements. Interview	None	5 minutes	Taxpayer
2. Submit request to the Municipal Assessor or Assessment Officer	*Reviews request *Reviews and check the requirements submitted	None	2 minutes	Municipal Assessor
3. Accompanies the Municipal Assessor/ Assessment Officer on the site of the Property (as per scheduled date and time)	*Conduct Ocular Inspection *Appraise/ Assess Bldg. or Machinery *Prepare computation of	None	30 minutes – 2 hours	Admin Aide VI Admin Aide I Admin Aide II Tax Mapper I Admin Asst. III



	Market Value and Assessed Value *Prepare FAAS *Further Evaluation of FAAS *Prepare Tax Declaration			LAOO I Admin Aide I Admin Asst. I
4. Sign Prepared Tax Declaration	Assessor signs / Approved Tax Declarations		10 minutes – 1 hour	Municipal Assessor
5. Return to office on schedule date of issuance of TD;	Issuance of owner's copy of TD and Notice of Assessment		2 mins	Admin Asst. I LAOO I
7. Receiver owner's copy		Php 80.00	1 min	Admin Aide I Admin Aide I Admin Aide I
	Total	Php 80.00	1 day, 4 hours, 15 minutes	

2. Issuance of Certified True Copy of Tax Declaration

Office of Division:	Office of the Municipal Assessor		
Classification:	Complex Transaction		
Type of Transaction:	G2G (Gov't. to Gov't.) G2C (Gov't. to Client)/G2B (Gov't. to Business)		
Who may avail:	All government Entity; Private Person's; Business Owners		
CHECKLIST REQUIREMENTS		WHERE TO SECURE	
Owner's request		Property Owner	
SPA (If the person securing Certification is a Representative only		Property Owner	
RPT receipt		Property Owner	
Owner's copy/Photocopy of Tax Declaration		Property Owner	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner, Present owners written request/SPA (if representative only)	* Receive request/SPA *Check & verifies record on file		1 minute	Municipal Assessor
2. Pay necessary fees to the Mun. Treasurer's Office	Prepare Tax Declaration	65	5-20 minutes (depends on number of copies)	Taxpayer/ Admin Asst. III Admin Asst I Municipal Assessor LAOO I
3. Give Official Receipt to the Staff	Assessor signs the issued Certified True Copy		1-2 minutes	Municipal Assessor
4. Receive Cert. true Copy OF Tax Declaration			20 secs	Municipal Assessor
	Total	Php 65.00	5-20 mins	

3. Issuance of Certifications (With or No Improvements/ Landholdings/No Property, Et al)\

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Who may avail:	All government Entity; Private Persons; Business Owners
CHECKLIST REQUIREMENTS	WHERE TO SECURE
Owner's request	Property Owner
SPA (If the person securing Certification is a Representative only)	Property Owner
RPT receipt	Property Owner
Owner's copy/Photocopy of Tax Declaration	Property Owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner, Present owners written request/SPA (if representative only)	* Receive request/SPA *Check & verifies record on file		1 minute	Municipal Assessor
2. Pay necessary fees to the Mun. Treasurer's Office	Prepare Tax Certifications	50	5-20 minutes (depends on number of copies)	Taxpayer/ Admin Asst. III Admin Asst I Municipal Assessor LAOO I
3. Give Official Receipt to the Staff	Assessor signs the issued Certified True Copy		1-2 minutes	Municipal Assessor
4. Receive Cert.true Copy OF Tax Declaration			20 secs	Municipal Assessor
	Total	P 50.00	5-20 mins	

4. Issuance of New Tax Declaration (Transfer of Ownership; Correction of Area; Lot Number and Boundaries; Update Base on Title, Et Al)

Office of Division:	Office of the Municipal Assessor			
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Who may avail:	All government Entity; Private Persons; Business Owners			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner; Present owners written request/SPA	* Receive request/SPA *Check & verifies record on file and on the system Parts		1 minute	Admin Asst. III Tax Mapper I



(if representative only)	*Ask clients for any Documents available; name of declared owner, lot number, Location of property			
2. Pay necessary fees to the Mun. Treasurer's Office	Prepares FAAS Prepares Tax Declaration		3-20 minutes (depends on number of copies)	Tax Mapper I LAOO I Admin Asst. III Admin Aide I Admin ASST I
3. Give Official Receipt to the Staff	Check Evaluate Prepared Tax Declaration		5-10 minutes (depends on number of copies)	LAOO I
4.	Tax Declarations are Forwarded to the Municipal Assessor final Approval and Signature		30 min- 1 hour	Municipal Assessor
5. Return to Office on the Scheduled Issuance Date of Tax Declaration	Issuance of Owner's Copy		2 Mins	Admin Asst. I LAOO I
6. Receive Owner's Copy		80	2 mins.	Admin Aide I Admin Aide I Admin Aide I
	Total	P 80.00	1-2 days	

5 Annotation or Cancellation of Mortgage and Other Encumbrances on Tax Declaration

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Who may avail:	All government Entity; Private Persons; Business Owners
CHECKLIST REQUIREMENTS WHERE TO SECURE	



Documents of Real Estate Mortgage/ Cancellation		Mortgagor, Mortgagee, Bank, Companies and Other Entity		
Real Property Tax Clearance/RPT Receipt		Municipal Treasurers Office		
Owner's copy/Photocopy of Tax Declaration		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner, Present owners written request/SPA (if representative only)	* Receive request/SPA *Check & verifies record on file		2 minutes	ADMIN AIDE I
2. Pay necessary fees at the Municipal Treasurer's Office Give Owner's Copy of TD to the Staff	Check/ verifies TD on File; Stamps mortgage or Cancellation " on the Owner's Copy and Tax Declaration on File	50	3-50 mins (depends on number of copies)	Admin Asst. III Admin Aide I Admin Aide I
3. Give Official Receipt to the Staff	Encode the mortgage or cancellation in the system's Electronic Copy Assessor signs stamped/ annotated copy of Tax Declaration		1-10 mins (depends on number of copies)	Admin Asst. I Municipal Assessor
4. Receives Stamped/annotated Cert. True Copy of Tax Declaration	Issuance of signed Copy		30 secs	Admin Aide I Admin Aide I
	Total	P 50.00	3-10 mins	



6. Photocopy of Tax Declaration or Tax Mapping (Identity & Location of Property)

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Who may avail:		All government Entity; Private Persons; Business Owners		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner; Present owners written request/SPA (if representative only)	* Receive request/SPA *Check & verifies record on file and on the system Parts *Ask clients for any Documents available; name of declared owner, lot number, Location of property		1 minute	ADMIN AIDE I Admin Aide III EMS I
2. Pay necessary fees to the Mun. Treasurer's Office	Locate property on Tax Map and Photocopy; Search book for the Tax Declaration on file and photocopy	50	3-20 minutes (depends on number of copies)	ADMIN AIDE I Admin Aide III EMS I
3. Give Official Receipt to the Staff	Stamps Certified True Copy on the photocopied Tax Declaration or Tax Map		2 mins	ADMIN AIDE I Admin Aide III EMS I
4.	Tax Mapper and the Assessor's Signs: Issuance of certified True Copy		1-2 Minutes	TAX MAPPER I Municipal Assesor
5. Receives Copy			30 seconds	Admin Aide I Admin Aide I
	Total	P 50.00	3-20 mins	



7. Issuance of Real Property Tax Order of Payment (RPTOP) Location of Property

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Type of Transaction:		G2G (Gov't. to Gov't.) G2C (Gov't. to Client)/G2B (Gov't. to Business)		
Who may avail:		All government Entity; Private Persons; Business Owners		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Real Property Tax Clearance/RPT Receipt			Municipal Treasurers Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal request of owner or Authorized Representative for the Issuance of RPTOP	* Receive request/SPA *Check & verifies record on file		1 min	ADMIN AIDE I
2. Present OR of RPT (Last payment) to the staff assigned	Prepare RPTOP; Compute Market & Assessed Value		1 min	Admin Asst. III Admin Aide I Admin Aide I
3. Receive RPTOP	Stamps Certified True Copy on the photocopied Tax Declaration or Tax Map		1-10 mins (depends on number of copies)	Admin Asst. I Municipal Assessor
4. Receives Stamped/annotated Cert. True Copy of Tax Declaration	Issuance of signed Copy		10 secs	Admin Aide I Admin Aide I
	Total		2-3 mins	