

1. Issuance of Revised Tax Declaration as a result of Transfer of Ownership

A New Tax Declaration is issued as a result of Transfer of Ownership and/or amendment of values consolidation and Subdivision of subject property/ies.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen & G2G - Government to Government			
Who may avail:	All Property Owner's			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Deed of Conveyance (i.e. Deed of Sale, Waiver and Transfer of Rights, Deed of Extra-Judicial		Owner		
2. Copy of Latest Tax Declaration		Assessor's Office		
3. Updated Real Property Tax Receipt		Treasurer's Office		
4. Copy of Approved Subdivision/Consolidation		Geodetic Engineer/Bureau of Lands		
5. BIR Clearance (Payment of Capital Gain Tax/Estate Tax, ect.)		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer (Office of the Municipal Assessor)
2. Present Documents needed/required; Deed of Conveyance; Sale, Donation, Waiver and Transfer of Rights, Deed of Extra-Judicial Settlement and Affidavits etc. BIR Clearance, Latest Tax Receipt	2. Evaluate/Scrutinized Presented Documents (Verify and Identify Property Number for Appraisal and Assessment	None	30 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
	2.1. Preparation of Field Appraisal and Assessment (FAAS) Tax Declaration (TD) and signing of the Municipal Assessor for Recommending Approval of the Provincial Assessor	None	40 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman

3. Wait for the Approval of the Provincial Assessor upon submission of complete documents to the Provincial Office	3. Submit Complete Documents for Approval of the Provincial Assessor	50% of 1% of the Market Value of the Subject Property/Payment of CAR on BIR	3 Days and depending on the Availability of transacting of Official to the Province	Municipal Assessor, Assessment Clerk
	3.1. Record and File Approved Transaction on Values Transaction Record. Preparation of Notice of Assessment to Newly Approved Transaction	None	2 hours	Assessment Clerk, Tax Mapping Aide, Draftsman
4. Claim Newly Approved Tax Declaration as a result of Transfer of Ownership	4. Release the Newly Approved Tax Declaration and Notice of Assessment to Property Owner upon Signing on Client's Log Book (Date & Time Received)	None	10 minutes	Assessment Clerk, Tax Mapping Aide, Information Officer
TOTAL		50% of 1% of the Market Value of the Subject Property/Payment of CAR on BIR	3 hours & 22 minutes	

2. Assessment of Newly Discovered Property (Land); Newly Constructed Building/Machineries and Issuance of Updated Tax Declaration

New Tax Declaration is Issued to the Owners of Newly Declared Property/ies Land/Building and Newly installed Machinery in determining the Value of the Real Property and as basis for computing the Annual Tax Dues of the Property.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen & G2G - Government to Government			
Who may avail:	All Property Owner's			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
FOR LAND				
1. Certification from the DENR that the Property is Alienable and Disposable Land	DENR			
2. Copy of Original Certificate of Title (if availabale)	Register of Deeds			
3. Approved Plan or Sketch Plan	DENR			
4. Sworn Statement of True Current Fair Market Value of Real Property	Assessor's Office			
FOR BUILDING				
1. Blueprint Building Plan	Owner			
2. Building Permit or Occupancy Permit	Engeeniring Office			
3. Sworn Statement of True Current Fair Market Value of Real Property	Assessor's Office			
FOR MACHINERIES				
1. Picture of the Machinery	Owner			
2. Sworn Statement of True Current Fair Market Value of Real Property	Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer Office of the Municipal Assessor
2. Present Required Documents (Certifications, Blueprint, Sworn Statements and Request Letter)	2. Receive and validates required Documents and Scheduled Date of Ocular Inspection	None	20 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman

3. Accompany the Inspecting Team to the Location of the Subject Property	3. Appraise and Assess the Subject Property According to its Actual Use	None	2 Hours - 1 Day	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
	3.1. Preparation of Field Appraisal and Assessment (FAAS) Tax Declaration (TD) and signing of the Municipal Assessor for Recommending Approval of the Provincial Assessor	None	40 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
4. Wait for the Approval of the Provincial Assessor upon submission of complete documents to the Provincial Office	4. Submit Complete Documents for Approval of the Provincial Assessor	None	3 Days and depending on the Availability of transacting of Official to the Province	Municipal Assessor, Assessment Clerk
	4.1. Record and File Approved Transaction on Values Transaction Record. Preparation of Notice of Assessment to Newly Approved Transaction	None	2 hours	Assessment Clerk, Tax Mapping Aide, Draftsman
5. Claim Newly Approved Tax Declaration of New Declared Property (Land, Building and Machinery)	5. Release the Newly Approved Tax Declaration and Notice of Assessment to Property Owner upon Signing on Client's Log Book (Date & Time Received)	None	10 minutes	Assessment Clerk, Tax Mapping Aide, Information Officer
TOTAL		NONE	1 Day, 5 hours & 32 minutes	

3. Issuance of Reclassified Tax Declaration of Real Property

New Tax Declaration is issued on Property Owner based on the predominant and actual use of the property.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen & G2G - Government to Government			
Who may avail:	All Property Owner's			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Request Letter		Owner		
2. Copy of Tax Declaration of Property to be Reclassified		Assessor's Office		
3. Latest/Updated Real Property Tax Receipts		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer (Office of the Municipal Assessor)
2. Present Required Documents (Request Letter, Copy of Tax Declaration and Updated RPT Receipts)	2. Receive and validates required Documents and Scheduled Date of Ocular Inspection	None	20 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
3. Accompany the Inspecting Team to the Location of the Subject Property	3. Appraise and Assess the Subject Property According to its Actual Condition and Use	None	2 Hours - 1 Day	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman

	3.1. Preparation of Field Appraisal and Assessment (FAAS) Tax Declaration (TD) and signing of the Municipal Assessor for Recommending Approval of the Provincial Assessor	None	40 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
4. Wait for the Approval of the Provincial Assessor upon submission of complete documents to the Provincial Office	4. Submit Complete Documents for Approval of the Provincial Assessor	None	3 Days and depending on the Availability of transacting of Official to the Province	Municipal Assessor, Assessment Clerk
	4.1. Record and File Approved Transaction on Values Transaction Record. Preparation of Notice of Assessment to Newly Approved Transaction	None	2 hours	Assessment Clerk, Tax Mapping Aide, Draftsman
5. Claim Newly Approved Reclassified Tax Declaration of the Subject Property	5. Release the Newly Approved Tax Declaration and Notice of Assessment to Property Owner upon Signing on Client's Log Book (Date & Time Received)	None	10 minutes	Assessment Clerk, Tax Mapping Aide, Information Officer
TOTAL		NONE	1 Day, 5 hours & 32 minutes	

4. Issuance of Revised Tax Declaration as a Result of Restoration

Newly Revised Tax Declaration is issued to the Tax Payer/Owner as a result of Omission or not taken during the Tax Mapping and Previous Revisions

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen & G2G - Government to Government			
Who may avail:	All Property Owner's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Owner		
2. Copy of Tax Declaration of Property to be Restored		Assessor's Office		
3. Latest/Updated Real Property Tax Receipts		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer (Office of the Municipal Assessor)
2. Present Required Documents (Request Letter, Copy of Tax Declaration and Updated RPT Receipts)	2. Receive and validates required Documents and Scheduled Date of Ocular Inspection	None	20 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
3. Accompany the Inspecting Team to the Location of the Subject Property	3. Appraise and Assess the Subject Property According to its Actual Condition and Use	None	2 Hours - 1 Day	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman
	3.1. Preparation of Field Appraisal and Assessment (FAAS) Tax Declaration (TD) and signing of the Municipal Assessor for Recommending Approval of the Provincial Assessor	None	40 minutes	Municipal Assessor, Assessment Clerk, Tax Mapping Aide, Draftsman

4. Wait for the Approval of the Provincial Assessor upon submission of complete documents to the Provincial Office	4. Submit Complete Documents for Approval of the Provincial Assessor	None	3 Days and depending on the Availability of transacting of Official to the Province	Municipal Assessor, Assessment Clerk
	4.1. Record and File Approved Transaction on Values Transaction Record. Preparation of Notice of Assessment to Newly Approved Transaction	None	2 hours	Assessment Clerk, Tax Mapping Aide, Draftsman
5. Claim Newly Restored Tax Declaration of the Subject Property	5. Release the Newly Approved Tax Declaration and Notice of Assessment to Property Owner upon Signing on Client's Log Book (Date & Time Received)	None	10 minutes	Assessment Clerk, Tax Mapping Aide, Information Officer
TOTAL		NONE	1 Day, 5 hours & 32 minutes	

5. Issuance of Certified True/Photocopy of Tax Declaration

The Tax Declaration serves as period-covered record of a real property unit (Land, Building and Machinery) and as basis for payment of Real Property Taxes. Real Property Owners or any authorized representative can be provided said documents for their personal records and legal purposes.

Office or Division:	Office of the Municipal Assessor	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All Property Owner's	
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE
1. Request Letter	Owner	

2. Authorization (if not the Owner)		Property Owner		
3. Receipts on Certifications		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer (Office of the Municipal Assessor)
2. Give Information Re: Name of Property Owner, Location and Lot Number	2. Verify Property on Assessment Record/Maps	None	10 minutes	Tax Mapping Aide, Assessment Clerk
	2.1. Produced True/Photocopy of Tax Declaration of the Subject Property	None	10 minutes	Tax Mapping Aide, Assessment Clerk
3. Paid Require Fees to the Treasury and Present to the Assessment Clerk	TREASURER'S OFFICE			
4. Claim the Certified True/Photocopy of Tax Declaration of the Subject Property	4. Issued True/Photocopy of Tax Declaration of the Subject Property duly signed by the Authorized Officer	None	5 minutes	Municipal Assessor and its duly Authorized Officer
TOTAL		NONE	27 minutes	

6. Issuance of Certifications on Land Holdings, Improvements, No Improvements, Vicinity Maps and Other Certifications

This Documents are requested by the Tax Payer or its Duly Authorized Representative secured personal copy/records and for other legal purposes.

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIRMENTS	
WHERE TO SECURE	

1. Copy of Tax Declaration to be issued by a certifications		Assessor's Office		
2. Receipts on Certifications		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Present the Client's Log Book	None	2 minutes	Information Officer (Office of the Municipal Assessor)
2. Give Information Re: Name of Property Owner, Location and Document requested to be Issued	2. Verify Property on Assessment Record/Maps	None	10 minutes	Tax Mapping Aide, Assessment Clerk
	2.1. Prepared Certification/Documents requested	None	20 minutes	Tax Mapping Aide, Assessment Clerk
3. Paid Require Fees to the Treasury and Present to the Assessment Clerk	TREASURER'S OFFICE			
4. Claim the Certification/Document of requested for the Subject Property	4. Issued Certification/Document of the Subject Property duly signed by the Authorized Officer	None	5 minutes	Municipal Assessor and its duly Authorized Officer
TOTAL			37 minutes	