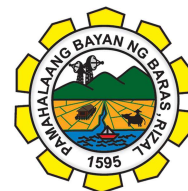




Office of the Municipal Assessor
Frontline Services



1. APPRAISAL AND ASSESSMENT OF REAL PROPERTIES

The Tax Declaration is one of the principal and vital records that is prepared and kept by Assessors in connection with real property tax assessment. The Tax Declaration should be prepared separately for every parcel of land, the improvements erected thereon and the units of machinery installed on real property. All tax declarations are prepared on the basis of the information appearing in the Field Appraisal and Assessment Sheet (FAAS). Owners/representative can be provided owners copy of Tax Declaration.

A. For Simple Transfer: *Deed of conveyance

Office or Division:		Office of the Municipal Assessor		
Classification		Simple		
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public		
Who may avail:		Property Owner or authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BIR Cert.*Transfer Fee* Tax Receipt*Title		Client		
If any* Sworn Statement with receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to Municipal Assessor's Office present / Submit the documents	1.1 The staff will receive the documents and verify the existing records		15 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to the MTO for payment of Processing fee and sworn statement	2.1 Received the Official receipt	₱ 85.00	10 MINUTES	Revenue Collector Treasurers Office
3 Wait for the approved Tax Declaration	3.1 The staff prepare the FAAS and TD, check the information and assigned the number in computer ; counterchecking of print out copy of FAAS and TD; put the necessary stamps; initialed by staff and approved by the Municipal Assessor		60 MINUTES	Assessor's Office Staff Assessors Office
4 Sign the logbook and Notice of Assessment and received the owners copy of Tax Declaration.	4.1 The staff will instruct the client to sign the logbook and duplicate copy of notice of assessment		5 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	90 MINUTES	



B. For real properties declared for the first time

Office or Division:	Office of the Municipal Assessor			
Classification	Technical			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Real property owners or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Title of Lot/s ; Survey plan; Certification from CENRO; Brgy. Cert; Affidavit of Ownership;		Client		
Affidavit of adjoining owner;		Client		
Inspection report		Client		
Sworn Statement with receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to Municipal Assessor's Office and submit the documents	1.1 The staff will receive the documents; Verify and check the completeness of documents.		15 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to the MTO for payment of processing fee and sworn statement	2.1 The staff-in-charge will received the receipt and give instruction to the client and leaved the contact number for the received of their owners copy upon approved of Provincial Assessor	₱ 85.00	10 MINUTES	Revenue Collector Trasurers Office
3 Will wait for the Provincial Assessor s approval of tax declaration	3.1 Prepare for the Pre-FAAS for sketching of lot and assigning of PIN in the Tax Mapping Division; Apply the Value/ computation on FAAS; Type the final FAAS and Tax Declaration ; Prepare the transmittal for approval of Provincial Assessor		60 MINUTES	Assessor's Office Staff Assessors Office
4 Return to Municipal Assessor to claim the owners copy	4.1 staff-in-charge will prepare the notice of assessment and sign by the Municipal Assessor		15 MINUTES	Assessor's Office Staff Assessors Office
5 Proceed to MTO to pay the back taxes then return to Mun. Assessor's Office to signed in the log book for the received tax declaration	5.1 staff will received the photocopy of RPT receipt		10 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	120 MINUTES	



C. For Declaration of Building

Office or Division:	Office of the Municipal Assessor			
Classification	Technical			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Property owners and or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request; Building permit		Client		
Affidavit of adjoining owner; Certification of occupancy;		Client		
Consent of Lot owner wherein the building erected		Client		
Sworn Statement with receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to the office of Municipal Assessor to submit the required documents	1.1 Staff received and check the documents ; conduct the ocular inspection for measurement and classification of building		60 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to the office of the Treasurer for payment of Sworn Statement and processing fee	2.1 Staff will prepare the pre FAAS for assigning of PIN; Sketching of Floor Plan with measurement; Apply the computation based on Unit Value and classification; Type the final FAAS and Tax Declaration; Sign by the Staff and Municipal Assessor; Prepare the transmittal for the approval of Provincial Assessor	₱ 85.00	50 MINUTES	Revenue Collector Trasurers Office
3 Wait for the approval of Provincial Assessor	3.1 Prepare the Notice of Assessment and Log Book for the received of Owners copy		10 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	120 MINUTES	



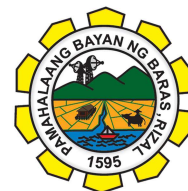
D. For Declaration of Machinery

Office or Division:	Office of the Municipal Assessor			
Classification	Technical			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Property owners and or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request;		Client		
Sworn statement stating the cost of machinery with receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to the office of Municipal Assessor to submit the requirements	1.1 Examined the documents and instruct the client to pay the Processing fee and sworn statement		15 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to MTO for payment of fees	2.1 Received the official Receipt	₱ 85.00	10 MINUTES	Revenue Collector Trasurers Office
3 Wait for the approval of Tax Declaration	3.1 Prepare the pre-FAAS for assigning of PIN,compute and apply the assessment level to get the assessed value; Type the final FAAS and Tax Declaration; Sign the FAAS & TD ; Prepare the transmittal for the approval of Provincial Assessor		65 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	90 MINUTES	



E. For Tie-up of Tax Declaration

Office or Division:		Office of the Municipal Assessor		
Classification		Technical		
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public		
Who may avail:		Property owners and or representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request, Title if any; Lot Plan		Client		
Sworn Statement		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit the requirements	1.1 Staff received and check the completeness of documents; Verify the Lot Number in Cadastral List of claimant together with the Map		30 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to MTO for payment of fees	2.1 Received the official receipt as payment for filing of sworn statement and processing fee	₱ 85.00	10 MINUTES	Revenue Collector Trasurers Office
3 Wait for the approval of Tax Declaration	3.1 Preparation of Pre-FAAS for assigning of PIN, sketch of land,; Apply the unit value for computation of Assessed Value; Type the final FAAS and Tax Declaration; counter check the information typed in FAAS and TD; Assign the Tax Declaration number if there is no conflict; Put the necessary stamp; Sign the FAAS and TD; Prepare the Notice of Assessment and attached the owners copy of Tax Declaration; If conflicated prepare transmittal and indorsement letter to Provincial Assessor		70 MINUTES	Assessor's Office Staff Assessors Office
4 Received the Notice of Assessment attached to the owners copy and sign in the logbook	4.1 Released the owners copy of Tax Declaration with notice of Assessment		10 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	120 MINUTES	



F. For Re-assessment of Real properties: Segregation, Reclassification, Consolidation, and cancellation of assessment records of real property.

Office or Division:	Office of the Municipal Assessor			
Classification	Technical			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Property owners and or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request or affidavit;		Client		
Subdivision Plan; Inspection report		Client		
Updated RPT receipt and sworn statement		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present the letter and other documents	1.1 Received the letter and other documents and Set time of ocular inspection		10 MINUTES	Assessor's Office Staff Assessors Office
2 Be present to the ocular inspection	2.1 Conduct ocular inspection		60 MINUTES	Assessor's Office Staff Assessors Office
3 Proceed to MTO for payment of fees	3.1 Received the Official receipt as payment for processing fee and filing of sworn statement	₱ 85.00	10 MINUTES	Revenue Collector Trasurers Office
4 Wait for the approval of Tax Declarations	4.1 Prepare FAAS and TDs; Assigning of PIN; sketch the lot plan; Apply the unit value for computation of assessed value; Type the final FAAS and TDs; Sign the documents; Prepare transmittal letter to be forwarded to Provincial Assessor for comment and Approval		Depends upon the availability of signatory	Provincial Assessor's Office Staff ProvincialAssessors Office
TOTAL		₱ 85.00	80 MINUTES	



2. ISSUANCE OR CERTIFIED COPY OF TAX DECLARATION AND DIFERRENT KINDS OF CERTIFICATIONS REGARDING TO ASSESSMENT RECORDS

Office or Division:	Office of the Municipal Assessor			
Classification	Technical			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Property owners and or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request; Authorization		Client		
Official Receipt for fee		Municipal Treasurer Office		
Latest RPT		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present the requirements and fill up the request form	1.1 Received the requirements and request letter; issue the payment order		15 MINUTES	Assessor's Office Staff Assessors Office
2 Proceed to MTO for payment of fees	2.1 Received the official receipt	₱ 85.00	10 MINUTES	Revenue Collector Trasurers Office
3 Return to Municipal Assessor's Office and present the receipt	3.1 Review and approved the print out copy of Tax Declaration and different kinds of certifications or the typed Tax Declaration for old copy		15 MINUTES	Assessor's Office Staff Assessors Office
4 Received the requested copy of Tax Declaration , Certification and sign into the log book	4.1 Issue the certified copy of Tax Declaration and different kinds of certifications		5 MINUTES	Assessor's Office Staff Assessors Office
TOTAL		₱ 85.00	45 MINUTES	