



OFFICE OF THE MUNICIPAL ASSESSOR CITIZEN'S CHARTER



FRONTLINE SERVICE:

AVAILABILITY OF THE SERVICE:

REQUIREMENTS :

(based on Manual on Real Property of Appraisal & Assessment & RPVAKA)

TRANSFER OF OWNERSHIP OF REAL PROPERTIES

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

1. Notarized Deed of Conveyance (duly registered in the Register of deeds).
2. Sworn statement.
3. Certificate of Tax Payment up to Current year (Tax Clearance with Tax Receipts).
4. Transfer fee.
5. BIR Certification as to payment of Net Capital Gains for Conveyance.
6. Approved Subdivision Plan certified by License Surveyor if portion only is alienated.
7. Xerox copy of Title (if subject lot for transfer is titled).
8. Transfer fee per transfer of Tax Declaration (TD).
9. Residence Certificate of transferee
10. SPA signed by the property owner if only representative is doing the transaction.

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER		
1. Fill-out request form and submit the required documents for the transaction	Receives the fully accomplished Request Form together with the documents for transfer Transaction, records the request in the logbook, issues Order of Payment Slip	15 Minutes	Iricres V. Constantino Grechie Jun T. Necasia
2. Present the Order of Payment slip to the Municipal Treasury Office and pay appropriate charges	Issues Official Receipt for the transaction		Municipal Treasurer's Office
3. Provide Assistance during the Site inspection	Conducts Ocular inspection and submits the Field data with Inspection Report for the preparation of Appraisal and Assessment Report.	300 Minutes	Edilberto L. Dioso Jr. Becon G. Lagapa Kim Nicole T. Navarro
4. Wait for Release of Field Appraisal and Assessment Sheet which is for Approval of the Provincial Assessment Office (PASSO)	Prepares, Checks and Signs Field Appraisal & Assessment Sheet Recommends for the approval of the field Appraisal & Assessment Sheet	25 Minutes	Kim Nicole T. Navarro Jeaneth G. Laulita Becon G. Lagapa Rose Marie Ann D. Uy Van Cary G. Serrano
	Recommends for the Approval of the Field Appraisal & Assessment Sheet	15 Minutes	Juancho G. Vicente Jeaneth G. Laulita
5. Receive duly approved Field Appraisal & Assessment Sheet and submit it to the Provincial Assessment Office in Patin-ay for Approval	Records and Releases Field Appraisal & Assessment Sheet for Revision Transaction.	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSE TIME	6 Hours	

FRONTLINE SERVICE

AVAILABILITY OF THE SERVICE:

REQUIREMENTS :

(based on Manual on Real Property of Appraisal & Assessment)

: REVISION OF REAL PROPERTY DUE TO PHYSICAL CHANGES AND ACTUAL USE

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

1. Certificate of Tax Payment up to Current year (Tax Clearance with Tax Receipts).
2. Approved Subdivision Plan certified by License Surveyor if portion only is alienated.
3. Xerox copy of Title (if subject lot is titled).
4. SPA signed by the property owner if only representative is doing the transaction.

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111)

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER STEPS		
1. Fill-out Request form and submit to the Municipal Assessment Office together with the required documents for the revision	Receives the fully furnished request form together with the required documentary attachments, records the transaction documents and issues Order of Payment Slip	15 Minutes	Iricres V. Constantino Grechie Jun T. Necasia
2. Present Order of Payment Slip to the Treasury Office and pay Appropriate Charges	Receives payment and issues official Receipt for the transaction		Municipal Treasurer's Office
3. Provide Assistance during the Site Inspection for the preparation of Appraisal and Assessment Sheet	Conducts Ocular inspection & submits Field data with Inspection Report for the preparation of Appraisal and Assessment Sheet	300 Minutes	Edilberto L. Dioso Jr. Becon G. Lagapa Kim Nicole T. Navarro
4. Wait for release of Field Appraisal & Assessment Sheet for Approval of the Provincial Assessment Officer	Prepares, Checks and Signs Field Appraisal & Assessment Sheet	25 Minutes	Kim Nicole T. Navarro Jeaneth G. Laulita Becon G. Lagapa Rose Marie Ann D. Uy Van Cary G. Serrano
	Recommends, for Approval, the Field Appraisal & Assessment Sheet to the Provincial Assessment Office (PASSO)	15 Minutes	Juancho G. Vicente Jeaneth G. Laulita
5. Receive Field Appraisal & Assessment Sheet and submit it to the Provincial Assessment Office in Patin-ay for approval and revision	Records and Releases acted Field Appraisal & Assessment Sheet for Revision Transaction	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSIVE TIME	6 Hours	

FRONTLINE SERVICE:

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ISSUANCE OF TAX DECLARATION OF SUBDIVISION

AVAILABILITY OF THE SERVICE:

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

REQUIREMENTS :

(based on Manual on Real Property of Appraisal & Assessment)

1. Certificate of Tax Payment up to Current year (Tax Clearance with Tax Receipts)
2. Approved Subdivision Plan certified by License Surveyor if portion only is alienated.
3. Xerox copy of Title (if subject lot is titled).
4. SPA signed by the property owner if only representative is doing the transaction.

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111)

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER STEPS		
1. Fill-out request form and submit together with the required documents for the Issuance of Land Subdivision to the Municipal Assessment Office	Receives and checks for completeness of documents for the Issuance of Tax Declaration of Land Subdivision Transaction, records the request and issues Order of Payment Slip	15 Minutes	Iricres V. Constantino Gretchie Jun T. Necasia
2. Present Order of Payment Slip to the Treasury Office and pay Appropriate Charges	Receives payment and issues official Receipt for the transaction		Municipal Treasurer's Office
Provide assistance during the Site inspection	Conducts Ocular inspection & submit Field data with Inspection Report for the preparation of Appraisal and Assessment Sheet	300 Minutes	Edilberto L. Dioso Jr. Becon G. Lagapa Kim Nicole T. Navarro
3. Wait for release of Field Appraisal & Assessment Sheet	Reflects Subdivided Lots thru Map Digitizing and Assign PIN to the applied Lot	15 Minutes	James R. Balili Van Caryl G. Serrano Camille D. MIPAÑA
	Prepares, Checks and Signs Field Appraisal & Assessment Sheet	25 Minutes	Kim Nicole T. Navarro Jeaneth G. Laulita Becon G. Lagapa Rose Marie Ann D. Uy Van Cary G. Serrano
	Recommends Field Appraisal & Assessment Sheet for Approval	15 Minutes	Juancho G. Vicente Jeaneth G. Laulita
4. Receive Field Appraisal & Assessment Sheet and submit it to Provincial Assessment Office, in Patin-ay, for Approval and issuance of Tax Declaration	Records Field Appraisal & Assessment Sheet for Revision Transaction	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSIVE TIME	6 Hours & 15 Minutes	

FRONTLINE SERVICE**AVAILABILITY OF THE SERVICE:****REQUIREMENTS :****ISSUANCE OF LAND HOLDING CERTIFICATION**

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

Payment of Land Holding Certification (Official Receipt)

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111)

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER STEPS		
1. Fill-up request form and submit the required documents for issuance of Land Holding Certificate	Receives document for the issuance of Land Holding Certificate, records the request and issues Order of Payment Slip	15 Minutes	Iricres V. Constantino Gretchie Jun T. Necasia
2. Present Order of Payment Slip to the Treasury Office and pay Appropriate Charges	Receives payment and issues official Receipt for the transaction		Municipal Treasurer's Office
Wait for the release of Approved Land Holding Certification	Checks the request on the records & Prepare Land Holding Certificate	20 Minutes	Danny N. De Asis
	Verifies and Reviews Business Location	10 Minutes	James R. Balili
	Approves the Certification of Land Holding	15 Minutes	Juancho G. Vicente Jeaneth G. Laulita
3. Receive Copy of Land Holding Certification	Releases the Certification of Land Holding to the client and files office copy.	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSE TIME	1 Hours & 5 minutes	

FRONTLINE SERVICE: **REQUEST FOR CANCELLATION OF REAL PROPERTIES****AVAILABILITY OF THE SERVICE:**

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

REQUIREMENTS:**(based on Manual on Real Property of Appraisal & Assessment)**

1. Letter request duly signed by the property owner
2. Tax Clearance
3. Payment of inspection fee
4. SPA signed by the property owner if only representative is doing the transaction.

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111)

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER STEPS		
1. Write and submit a letter-request for the Cancellation of Real Property, duly signed by the Owner of the property	Receives the letter request for the issuance of Cancellation of Real Property, records the transaction and issues an Order of Payment Slip	15 Minutes	Iricres V. Constantino Grechie Jun T. Necasia
2. Assist during the conduct of Site inspection	Conduct Ocular inspection & submit Field data with Inspection Report for the Preparation of Appraisal and Assessment Sheet	300 Minutes	Edilberto L. Dioso Jr. Becon G. Lagapa Kim Nicole T. Navarro
3. Wait for the release of the duly signed Recommendation for Cancellation of Assessment	Prepares the Document for the Cancellation of Real Property	15 Minutes	Kim Nicole T. Navarro
	Recommends to the Provincial Assessment Office the Approval of the Application for Cancellation of Real Property	15 minutes	Juancho G. Vicente Jeaneth G. Laulita
4. Receive the Recommendation for Cancellation of Real Properties and submit to the Provincial Assessment Office, in Patin-ay, for Approval	Records the Application for Cancellation of Real Property and Releases the duly signed Recommendation	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSE TIME	5 hours 50 Minutes	

**ISSUANCE OF TRUE COPIES OF TAX DECLARATION
FAAS ,HISTORY OF ASSESSMENT, DIGITIZED MAP AND
OTHER DOCUMENTS**

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM (NO NOON BREAK)

1. SPA signed by the property owner if only representative is doing the transaction.
2. Land Title if the subject property is Titled already.
3. Tax Declaration
4. Payment: (Official Receipt)
4. SPA signed by the property owner if only representative is doing the transaction.

**FRONTLINE SERVICE:
AVAILABILITY OF THE SERVICE:
REQUIREMENTS**

(based on Manual on Real Property of Appraisal & Assessment)

Fee/s: (Pursuant to Municipal Ordinance No. 141-2019 Pages 46 of 111)

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLE PERSON
CLIENT	SERVICE PROVIDER		
1. Fill-out request form and submit together with the required documents for Issuance of Land Holding Certificate to the Municipal Assessment Office	Receives document for the issuance of True Copies of Tax Declarations, Field Appraisal and Assessment Sheet(FAAS), records the request and issues an Order of Payment Slip	5 Minutes	Iricres V. Constantino Grechie Jun T. Necasia
2. Present Order of Payment Slip to the Treasury Office and pay Appropriate Charges	Receives payment and issues official Receipt for the transaction		Municipal Treasurer's Office
Wait for the release of the Approved Tax Declaration	Processes the transaction and Print the Copy of Tax Declaration,Field Appraisal & Assessment Sheet (FAAS) History of Assessment, Digitized Map and other documents.	10 Minutes	Iricres V. Constantino Grechie Jun T. Necasia
	Approves the Request for True Copy of Tax Declaration	15 Minutes	Juancho G. Vicente Jeaneth G. Laulita
3. Receive True Copy of Tax Declaration and/or other documents requested	Release to the client the True Copy of Tax Declaration and/or other Document/s requested	5 Minutes	Lydpe S. Enguito Gretchie Jun Necasia
END OF TRANSACTION	TOTAL RESPONSE TIME	35 Minutes	

Prepared by :

Approved by:

JEANETH G. LAULITA, REA
TAX MAPPER - I

JUANCHO G. VICENTE, REA
Municipal Assessor

