

ASSESSOR'S OFFICE

EXTERNAL SERVICES



A. ASSESSMENT TRANSACTIONS – CONSOLIDATION AND SUBDIVISION OF PROPERTY

Consolidation of Property is a transaction in the Municipal Assessor's Office where two (2) or more adjoining parcels of land are merged together in one tax declaration.

Subdivision of Property is a transaction in the Municipal Assessor's Office where tax declarations issued corresponds to the number of parcels that one parcel of land is being split into.

ASSESSOR'S OFFICE					
Simple					
G2C - Government to Client					
G2G - Government to Government					
Property Owner / Administrator / Person of Interest / Authorized Representative					
NTS WHERE TO SECURE					
ironment and					
ent of Agrarian					
I Treasurer's Office					
N RESPONSIBLE					
nicipal Assessor					
sessment Operations					
icer II (LAOO II)					
sessment Operations					
ficer I (LAOO I)					
essment Clerk III					
Draftsman I Clerk I					
sessor's Office)					
22301 2 211100)					
io Callagtion Office					
ue Collection Officer ninistrative Aide II					
reasury Office)					
100001					
nicipal Assessor					
LAOO II LAOO I					
Clerk I					



Field Appraisal and Assessment Sheet.			(Assessor's Office)
3.2. Approval of the Head of Office	none	3 Minutes	Municipal Assessor (Assessor's Office)
3.3. Release the new Tax Declaration	None	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
TOTAL:	PHP 100.00 / Tax Dec. (page 75 Municipal Ordinance No. 07-2017)	43 Minutes	



B. ASSESSMENT TRANSACTIONS – DEMOLITION/CANCELLATION AND ASSESSMENT/REASSESSMENT OF PROPERTY

Demolition/Cancellation of Property is a transaction in the Municipal Assessor's Office where the requesting individual/party wishes to cancel the records for the property that is no longer existing. An ocular inspection is done to verify the request.

Reassessment/Assessment of Property is a transaction in the Municipal Assessor's Office where the requesting individual/party wishes to have declare their existing/new properties. An ocular inspection is done to verify the request.

Office or Division:		ASSESSOR'S	SESSOR'S OFFICE				
Classification:		Simple					
Type of Transaction	on:	G2C - Governm	ent to Clier	nt			
		G2G - Governm	ent to Gove	ernment			
Who may avail:		Property Owner	r / Administrator / Person of interest / Authorized				
		Representative					
CHECKLIST OF	REQ	UIREMENTS	WHERE TO SECURE				
Written Request (O	rigina	I Сору)	Requestir	ng Party			
Current Year Tax R Copy)			Municipal	Treasurer's Office	e/ Provincial Treasurer's Office		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit the complete requirements.	do pr co in	erify the ocuments resented and onduct ocular spection of the roperty.	none	2 hours	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)		
2. Pay the corresponding fee.	ar (a	eceive payment nd issue OR ssessment/re- ssessment)	PHP 100.00 / Tax Dec. (page 75 Municipal Ordinance No. 07- 2017)	3 Minutes	Revenue Collection Officer Administrative Aide II (Treasury Office)		
3. Present proof of payment (OR).	ne D Fi ar	Prepare the ew Tax eclaration and eld Appraisal and Assessment heet.	none	20 Minutes	Municipal Assessor LAOO II LAOO I Clerk I (Assessor's Office)		



3.2. Approval of the	none	3 Minutes	Municipal Assessor
Head of Office			(Assessor's Office)
3.3. Release the	none	2 Minutes	Municipal Assessor
new Tax			LAOO II
Declaration			LAOO I
			Assessment Clerk III
			Draftsman I
			Clerk I
			(Assessor's Office)
TOTAL:	PHP		
	100.00 /	2 Hours and	
	Tax	28 Minutes	
	Dec.		
	(page 75		
	Municipal Ordinance		
	No. 07-		
	2017)		

Note: Demolition and Cancellation free of charge



C. ASSESSMENT TRANSACTIONS - RECLASSIFICATION OF PROPERTY

Reclassification of Property is a transaction in the Municipal Assessor's Office where the requesting individual/party requests to change the classification of the property as per actual use or as per Sanggunian Resolution. An ocular inspection is done to verify for this request.

Office or Division:	ASSESSOR'S OF	ASSESSOR'S OFFICE					
Classification:	Simple						
Type of	G2C - Government						
Transaction:	G2G - Governmen						
Who may avail:		Property Owner / Administrator / Person of Interest / Authorized					
	Representative						
CHECKLIST OF F				TO SECURE			
Sangguniang Bayan Photocopies)			ang Bayan				
Sangguniang Panlala (2 Photocopies)	awigan Resolution	Sangguni	ang Panlalawigan				
Affidavit Of Reclassif Correction of Actual Photocopies)		Requestir	ng Party				
Current Year Tax Re Photocopies)	eceipt (2	Municipal Treasurer's Office/ Provincial Treasurer's Off					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Submit the complete documents.	1. Verify the documents presented and conduct ocular inspection if needed.	None	2 hours	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I Clerk I (Assessor's Office)			
corresponding fee.	2. Accept payment and issue OR	PHP 100.00 / Tax Dec. (page 75 Municipal Ordinance No. 07- 2017	3 Minutes	Revenue Collection Officer Administrative Aide II (Treasury Office)			
Present proof of payment (OR).	3.1. Prepare the new Tax Declaration and Field Appraisal	None	20 Minutes	Municipal Assessor LAOO II LAOO I Clerk I (Assessor's Office)			



and Assessment Sheet.		2 Minutes	Municipal Accessor
3.2. Approval of the Head of Office	none	3 Minutes	Municipal Assessor (Assessor's Office)
3.3. Release the new Tax Declaration	none	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
TOTAL:	PHP 100.00 / Tax Dec. (page 75 Municipal	2 Hours and 28 Minutes	
	Ordinance No. 07- 2017)		



D. ASSESSMENT TRANSACTIONS - SIMPLE TRANSFER OF OWNERSHIP

Simple Transfer of Ownership is a transaction in the Municipal Assessor's Office where the requesting individual/party requests to change the owner of the property in the tax declaration as it is the last step or process in the transferring of ownership. Requirements for this transaction may vary depending on the Deed of Conveyance used.

Office or Division:	ASSESSOR'S OFFICE							
Classification:	Simple							
Type of		G2C – Government to Client						
Transaction:		G2G – Government to Government						
Who may avail:		Administrator / Person of Interest / Authorized						
	Representative							
CHECKLIST OF R		WHERE TO SECURE						
Transfer Tax (2 Photo	ocopies)	Provincial Treasurer's Office						
New title (if titled prop Photocopies)	erty) (2	Registry of Deeds/ Department of Environment and Natural Resources (DENR)/ Department of Agrarian Reform (DAR)						
Deed of Conveyance Deed of Donation, Ex Settlement, Etc.) (2 P	tra Judicial	Attorney/ Notary Public						
BIR Certification (Cap Donor's Tax, Estate T Photocopies)		BIR						
Current Year Tax Rec Photocopies)	eipt (2	Municipal Treasurer's Office/ Provincial Treasurer's Office						
Publication-Estate (if a (2 Photocopies)	applicable)	Attorney/ Publishing House						
Approved Plan (if port Photocopies)	ion sold) (2	Bureau of Lands / Department of Environment and Natural Resources (DENR)						
Affidavit of Non - tena Clearance (if applicab Photocopies)		Attorney / Department of Agrarian Reform (DAR)						
Board Secretary Certi applicable) (2 Photoco	•	Requesting Party						
Special Power of Atto (2 Photocopies)	rney (if applicable)	Attorney						
ID Authorized Person		Client						



ID (A (I · · · · · D)		Client		C OF U
ID of Authorizing Pe	ID of Authorizing Person			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the complete documents.	Verify the documents presented.	None	10 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
2. Pay the corresponding fee.	Accept payment and issue OR	PHP 100.00 / Tax Dec. (page 75 Municipal Ordinance No. 07- 2017)	3 Minutes	Revenue Collection Officer Administrative Aide II (Treasury Office)
3. Present proof of payment (OR).	3.1. Prepare the new Tax Declaration and Field Appraisal and Assessment Sheet.	none	20 Minutes	Municipal Assessor LAOO II LAOO I Clerk I (Assessor's Office)
	3.2. Approval of the Head of Office.	none	3 Minutes	Municipal Assessor (Assessor's Office)
	3.3. Release the new Tax Declaration	none	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
	TOTAL:	PHP 100.00 / Tax Dec. (page 75 Municipal Ordinance No. 07- 2017)	38 Minutes	



E. TAX DECLARATION – CERTIFIED

Certified Tax Declaration is used as a requirement in financial institutions - B.I.R./Pag-IBIG Fund and/or in other government agency and foreign government embassy. It is also used by some for their mortgage/loan/bank purposes.

Office or Division:	ASSESSOR'S C	ASSESSOR'S OFFICE				
Classification:	Simple	Simple				
Type of Transaction	n: G2C - Governme	ent to Client	t			
	G2G - Governme	ent to Gove	rnment			
Who may avail:	Property Owner	/ Administra	ator / Person of inte	erest / Authorized		
	Representative					
CHECKLIST OF I		WHERE 1	O SECURE			
Request Form (Origi	nal Copy)	Assessor'	s Office			
Current Tax Receipt	/ Tax Clearance	Municipal	Treasurer's Office	e/ Provincial Treasurer's Office		
(Original Copy)		_				
Latest Community T	ax Certificate /	Municipal	Treasurer's Office	e /		
Senior ID (Original C	Сору)	Office of t	he Seniors Citizen	s Affair (OSCA)		
SPA / Authorization	Letter	Property (Owner / Heirs			
ID Authorized Perso	n (1 Photocopy)	Client				
ID of Authorizing Per	rson (1 Photocopy)	y) Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit the filled-	1. Verify records	none	1 Minute	Municipal Assessor		
out Request	given.		(computerized)	LAOO II		
Form.			/ 17 Minutes	LAOO I Assessment Clerk III		
			(manually)	Draftsman I		
				Clerk I		
				(Assessor's Office)		
2. Pay the	2. Accept payment	PHP	3 Minutes	(
corresponding	and issue OR	100.00/				
fee.		Tax		Revenue Collection Officer		
		Dec.		Administrative Aide II		
		(page 75		(Treasury Office)		
		Municipal Ordinance		,		
		No. 07- 2017)				
3. Present proof of	3. Prepare Tax	none	6 Minutes	Municipal Assessor		
payment (OR).	Declaration			LAOO II		
				LAOO I		
				Clerk I		
				(Assessor's Office)		



4. Affix signature and receive the certified true copy of TD.	4. Sign and release the certified TD.	none	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
		PHP	12 Minutes	
	TOTAL:	100.00 /	(computerized)	
		Tax	/ 30 Minutes	
		Dec.	(manually)	
		(page 75	, , ,	
		Municipal Ordinance		
		No. 07-		
		2017)		



F. TAX DECLARATION - SIMPLE

Simple Tax Declaration is often requested as a personal copy.

Office or Division:	ASSESSOR'S OF	ASSESSOR'S OFFICE					
Classification:	Simple	Simple					
Type of	G2C - Governmen	G2C - Government to Client					
Transaction:	G2G - Governmen	t to Govern	ment				
Who may avail:	Property Owner / A	Administrato	or / Person of inter	est / Authorized			
	Representative						
CHECKLIST OF	REQUIREMENTS		WHERE 1	O SECURE			
Request Form (Orig	inal Copy)	Assessor'	s Office				
SPA / Authorization		Property (Owner / Heirs				
Photocopy)	·						
ID Authorized Perso	n (1 Photocopy)	Client					
ID of Authorizing Pe		Client					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
 Submit the filled- 	 Verify records 	none	3 minutes	Municipal Assessor			
out Request	given.		(computerized)	LAOO II			
Form.			/ 15 Minutes	LAOO I			
			(manually)	Assessment Clerk III Draftsman I			
				Clerk I			
				(Assessor's Office)			
2. Pay the	2. Accept payment	PHP	3 minutes	(1.00000000)			
corresponding	and issue OR	20.00/					
fee.		Tax		Revenue Collection Officer			
		Dec.		Administrative Aide II			
		(page 75		(Treasury Office)			
		Municipal Ordinance		()			
		No. 07-					
3. Present proof of	3. Print, record and	none	2 Minutes	Municipal Assessor			
payment (OR).	release TD.	110110	2	LAOO II			
paymont (Ort).	Tolodoo TB.			LAOO I			
				Assessment Clerk III			
				Draftsman I			
				Clerk I			
		DUD	40 Minor	(Assessor's Office)			
	TOTAL	PHP	10 Minutes				
	TOTAL:	20.00/	(computerized)				
		Tax	/22 Minutes				
		Dec. (page 75	(manually)				
		Municipal					
		Ordinance					



	No. 07- 2017)		



G. VARIOUS CERTIFICATIONS

(With Improvement, Non-Improvement, Landholdings, and No Property)

Certifications with Improvement and Non-Improvement are most commonly used in paying taxes in the Bureau of Internal Revenue (BIR) and Provincial Treasury Office, as one of the processes of transferring ownership.

Certifications of Landholdings are used in extra-judicial settlement and DAR Clearance.

Certifications of No Property are used by indigent citizens who are hospitalized.

Office or Division:	ASSESSOR'S OFFICE					
Classification:	Simple	Simple				
Type of	G2C - Governmen	G2C - Government to Client				
Transaction:	G2G - Government to Government					
Who may avail:	Property Owner / Administrator / Person of interest / Authorized					
	Representative					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Request Form		Assessor's Office				
Current Tax Receipt / Tax Clearance		Municipal Treasurer's Office/ Provincial Treasurer's Office				
(1 Photocopy)						
Latest Community Tax Certificate /		Municipal Treasurer's Office /				
Senior ID (Original Copy)		Office of the Seniors Citizens Affair (OSCA)				
SPA / Authorization Letter (1		Property Owner / Heirs				
Photocopy)						
ID Authorized Person (1 Photocopy)		Client				
ID of Authorizing Person (1 Photocopy)		Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit the filled- out Request Form.	1. Verify records given.	none	3 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)		
2. Pay the corresponding fee.	2. Accept payment and issue OR	PHP 100.00 each Certifica tion (page 75 Municipal Ordinance No. 07- 2017)	3 Minutes	Revenue Collection Officer Administrative Aide II (Treasury Office)		



Present proof of payment (OR).	Print the requested Certification.	none	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I (Assessor's Office)
4. Sign and receive the certification requested.	Sign and release certification.	none	2 Minutes	Municipal Assessor LAOO II LAOO I Assessment Clerk III Draftsman I Clerk I Clerk I (Assessor's Office)
	TOTAL:	PHP 100.00 each Certific ation (page 75 Municipal Ordinance No. 07- 2017)	10 Minutes	