

3. ASSESSOR'S OFFICE

EXTERNAL SERVICES

A. ASSESSMENT TRANSACTIONS – CONSOLIDATION AND SUBDIVISION OF PROPERTY



To ensure that the reflected area of the property is up to date.

Office or Division:	ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Affidavit of consolidation or subdivision (2 Photocopy)		Requesting party		
Title (if titled) (2 Photocopy)		Registry of Deeds		
Approved Plan (2 Photocopy)		Bureau of Land		
Current year tax receipt (Original Copy)		Municipal Treasurers Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents needed for the desired transaction	1. Verify the documents presented.	none	15 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
2. Pay the corresponding fee.	2. Receive payment and issue OR	PHP 100.00 / tax dec.	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Prepare the new Tax Declaration and Field Appraisal and Assessment Sheet.	none	20 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)

	4. Approval of the Head of Office	none	3 Minutes	Municipal Assessor (Assessor's Office)
	5. Release the new Tax Declaration		2 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
	TOTAL:	PHP 100.00 / tax dec.	43 Minutes	

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

To cancel the records for properties that are no longer existing.

Office or Division:	ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request (Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents needed for the desired transaction.	1. Verify the documents presented/ occular inspection of the property.	none	30 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
2. Pay the corresponding fee.	2. Receive payment and issue OR (assessment/re-assessment)	PHP 100.00 / tax dec.	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Prepare the new Tax Declaration and Field Appraisal and Assessment Sheet.	none	20 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
	4. Approval of the Head of Office	none	3 Minutes	Municipal Assessor (Assessor's Office)
	5. Release the new Tax Declaration	none	2 Minutes	Clerk II/Municipal Assessor (Assessor's Office)
	TOTAL:	PHP 100.00 / tax dec.	58 Minutes	

C. ASSESSMENT TRANSACTIONS – RECLASSIFICATION OF PROPERTY

To update the actual use and classification of a property.

Office or Division:	ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sangguniang Bayan / SangguniangPanlalawigan Resolution (2 Photocopy)		Sangguniang Bayan / SangguniangPanlalawigan		
Affidavit of reclassification or correction of actual use (2 Photocopy)		Requesting Party		
Current year tax receipt (2 Photocopy)		Municipal Treasurers Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents needed for the desired transaction.	1. Verify the documents presented / occular in section if needed.	None	15 Minutes	Clerk II/ Municipal Assessor(Assessor's Office)
A. Pay the corresponding fee.	2. Accept payment and issue OR	PHP 100.00 / tax dec.	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Prepare the new Tax Declaration and Field Appraisal and Assessment Sheet.	None	20 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
	4. Approval of the Head of Office	none	3 Minutes	Municipal Assessor (Assessor's Office)

	5. Release the new Tax Declaration	none	2 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
	TOTAL:	PHP 100.00 / tax dec.	43 Minutes	

D. ASSESSMENT TRANSACTIONS – SIMPLE TRANSFER OF OWNERSHIP

This is done in order to ensure that the rightful owner of the property is declared in the office of the Municipal Assessor.

Office or Division:	ASSESSOR'S OFFICE	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client G2G – Government to Government	
Who may avail:	Property Owner / Administrator / Person of interest	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Deed of Conveyance (Deed of sale, deed of donation, extra judicial settlement) etc. (2 Photocopies)	Requesting Party	
Special Power of Attorney (if applicable) (2 Photocopies)	Requesting Party	
Secretary Certification (if applicable) Publication-estate (if applicable)	Requesting Party	
BIR Certification (Capital Gain tax, Donor's tax, Estate tax) (2 Photocopies)	Bureau of Internal Revenue	
Transfer Tax (2 Photocopies)	Provincial Treasury Office	
New title (if titled property) (2 Photocopies)	Registry of Deeds / LRA / DENR	
Approved Plan (if portion sold) (2 Photocopies)	Bureau of Lands / DENR	
Current year tax receipt (2 Photocopies)	Municipal Treasurers Office	
Affidavit of Non - tenancy / DAR Clearance (2 Photocopies)	Attorney / Department of Agrarian	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents needed for the desired transaction.	1. Verify the documents presented.	None	10 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
2. Pay the corresponding fee.	2. Accept and issue OR	PHP 100.00 / tax dec.	3 Minutes	Revenue Collection Clerk III
3. Present proof of payment (OR).	3. Prepare the new Tax Declaration and Field Appraisal and Assessment Sheet.	none	20 Minutes	Municipal Assessor / Clerk II (Assessor's Office)
	4. Approval of the Head of Office.	none	3 Minutes	Municipal Assessor (Assessor's Office)
	5. Release the new Tax Declaration	none	2 Minutes	Clerk II/ Municipal Assessor (Assessor's Office)
	TOTAL:	PHP 100.00 / tax dec.	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.

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Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (Original Copy)		Assessor's Office		
Current Tax Receipt / Tax Clearance (Original Copy)		Municipal Treasurers Office		
Latest Community Tax Certificate / Senior ID (Original Copy)		Municipal Treasurers Office / Office of the Seniors Citizens Affair (OSCA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Request Form.	1. Verify records given.	none	1 Minute (computerized) / 17 Minutes (manually)	Clerk II (Assessor's Office)
2. Pay the corresponding fee.	2. Accept payment and issue OR	PHP 100.00/ tax dec.	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Print TD and type CTC on the printed TD.	none	6 Minutes	Clerk II (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 (Assessor's Office)
	TOTAL:	PHP 100.00 / tax dec.	12 Minutes (computerized) / 30 Minutes (manually)	

F. TAX DECLARATION - SIMPLE

Simple Tax Declaration are used for personal file copy.

Office or Division:	ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (Original Copy)		Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Request Form.	1. Verify records given.	none	3 minutes (computerized) / 15 Minutes (manually)	Clerk II (Assessor's Office)
2. Pay the corresponding fee.	2. Accept payment and issue OR	PHP 20.00/ tax dec	3 minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Print, record and release TD.	none	2 Minutes	Clerk II (Assessor's Office)
	TOTAL:	PHP 20.00/ tax dec	10 Minutes (computerized) /22 Minutes (manually)	

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).

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

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

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Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	Property Owner / Administrator / Person of interest			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1 Copy)		Assessor's Office		
Current Tax Receipt / Tax Clearance Latest Community Tax Certificate / Senior ID (Original Copy)		Municipal Treasurers Office / Office of the Seniors Citizens Affair (OSCA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Request Form.	1. Verify records given.	none	3 Minutes	Clerk II (Assessor's Office)
2. Pay the corresponding fee.	2. Accept payment and issue OR	PHP 100.00 each certification	3 Minutes	Revenue Collection Clerk III (Treasury Office)
3. Present proof of payment (OR).	3. Print the requested Certification.	none	2 Minutes	Clerk II (Assessor's Office)
4. Sign and receive the certification requested.	4. Sign and release certification.	none	2 Minutes	Municipal Assessor (Assessor's Office)
	TOTAL:	PHP 100.00 each certification	10 Minutes	